

IMPACT Institute Administered Program Policies

- **Variations in school calendars**

IMPACT Institute observes a CTE and Cosmetology calendar, which is approved by IMPACT Institute's Superintendent Council. These calendars establish an agreed upon common start date for all programs and corporations to observe.

- **Attendance**

It is imperative that communication occurs when a student is absent. If a student is absent from a IMPACT Institute program, the instructor will notify the sending school attendance secretary. The sending school will also be notified when a student reaches 3, 5, 8 and beyond absences during the school year. It should be noted that noting absences as excused/unexcused is determined by the home school and not IMPACT Institute. When a sending school is not in session, but IMPACT Institute is in session, students are expected to attend IMPACT programs.

- **Discipline**

Students are considered enrolled in a program, which is an extension of the student's sending school. Major infractions committed at the CTE program (e.g. smoking, drug use, theft, defamation of property, etc.) will be reported to the sending school administration team for appropriate actions. Students violating instructor issued rules (e.g. failure to clean workspace, tardiness, etc...) will be disciplined by the program instructor.

Delays & Cancellations

The following information applies to ALL IMPACT Institute programming in Kendallville, LaGrange & Angola.

During periods of the year, weather related conditions might alter the normal operating schedule. Please use the following guidelines with weather related questions. Please note that IMPACT Institute is NOT part of radio/TV delay and cancellation announcements.

- If the sending high school is canceled for the day due to weather, students will NOT attend Vocational programs.
- If the sending high school is delayed, AM students do NOT attend for the day.
- If East Noble, Angola or Lakeland are closed for any reason other than weather, such as teacher in-service, students should attend following the IMPACT Institute calendar.

For programs in Kendallville

The IMPACT Institute has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, gender, disabilities or national origin including limited English proficiency.

- If EAST NOBLE delays due to weather, AM students do NOT attend Vocational programs.
- If EAST NOBLE cancels due to weather, all Vocational programs are closed for the day.

For programs in LaGrange

- If LAKELAND delays due to weather, AM students do NOT attend
- If LAKELAND cancels due to weather, there are no classes for the day

For programs in Angola

- If ANGOLA delays due to weather, AM student do NOT attend
- If ANGOLA cancels due to weather, there are no classes for the day

Attendance/Non-Weather Related Issues

Students are expected to attend all classes when their high school and the Vocational program are in session. When a sending school is not in session, but IMPACT Institute is in session, students are expected to attend IMPACT programs. All students receive the IMPACT Institute calendar at the beginning of the school year outlining scheduled in-services and breaks.

Grade Reporting

IMPACT Institute programs utilize a competency-based curriculum. This type of instruction utilizes continuous instruction and evaluation throughout the duration of the program. Evaluation of students will be done through various methods developed by the instructor. Possible methods may include: hands on demonstration, oral testing, written testing, theory and skill attainment, etc.... Each home school establishes midterm and final grade dates. Below are the IMPACT Institute grading scales for reference.

All Programs except Cosmetology

Cosmetology (as required by State regulation)

100=A+
 97-99=A
 95-96=A-
 92-94=B+
 89-91=B
 87-88=B-
 84-86=C+
 80-83=C
 78-79=C-
 75-77=D+
 72-74=D
 70-71=D-
 69 and below=F

100=A+
 95-99=A
 94=A-
 93=B+
 89-92=B
 88=B-
 87=C+
 83-86=C
 82=C-
 81=D+
 76-80=D
 75=D-
 74 and below=F

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