

EXCHANGE PROGRAMS

The student Exchange Program is designed to expand vocational training opportunities for students desiring programs not offered at their respective school. The success of the program is based upon the following criteria:

1. Reserved enrollment positions are annually determined in identified vocational programs.
2. Close communications are maintained between exchanging schools.
3. Students selected to participate are aware of their responsibilities.

ENROLLMENT PROCEDURES

A Guidance Counselor in each school serves as the “exchange” coordinator to identify students and to initiate the process with the counselor at the school where the program is located. To confirm enrollment, an Exchange Enrollment Agreement must be completed and forwarded to the Vocational office.

1. The **SENDING SCHOOL** counselor should complete the **EXCHANGE ENROLLMENT AGREEMENT** and forward to the **RECEIVING SCHOOL** counselor for approval. Signature of approval by the receiving school counselor indicates that the student is officially accepted and enrolled for the next school year.
2. Upon receipt of the **EXCHANGE ENROLLMENT AGREEMENT** from the **RECEIVING** school, the sending school shall complete the **STUDENT EXCHANGE AGREEMENT** by obtaining all signatures.
3. When all signatures have been obtained, copies of the agreement should be forwarded as follows:

Original: Sending School

Copies: Receiving School, Student, and IMPACT Institute Offices

NOTE: It is very important that the IMPACT Institute Office receives a copy of the transaction to verify accurate enrollment reporting to the state.

TRANSPORTATION

Each school shall determine the transportation needs of students participating in the exchange plan independently.

TUITION

A fee will be assessed to the **SENDING SCHOOL**, payable to the **RECEIVING SCHOOL**, for each **EXCHANGE STUDENT**. This amount is determined in accordance to the Cooperative Agreement.

VARIANCES IN SCHOOL CALENDARS

Students enrolled in vocational programs located in another high school will follow the calendar of the school where the program is offered.

ATTENDANCE

It is imperative that communication occurs when a student is absent. If a student is absent from the sending school, the receiving school should be notified. Also, if the student is absent from the receiving school, immediate notification to the sending school should occur.

DISCIPLINE

Students are expected to follow all rules of the school where the program is located. Any student suspended by the receiving school becomes the responsibility of the sending school (THIS SHOULD BE PRECEDED BY COMMUNICATION BETWEEN THE TWO SCHOOLS). Students suspended or expelled by the sending school will also be suspended from class at the receiving school. Again, communication between schools is imperative.

DELAYS AND CANCELLATIONS

Students will follow announcements by the receiving school for unscheduled variances, such as, school delays and cancellations due to weather related conditions. The sending school should establish a policy of student reporting on such occasions.

SUBMISSION DEADLINE

Exchange forms should be returned to the IMPACT Institute office by September 1 of each school year.

Student Exchange Program Options

Enrollment in exchange a program is dependent upon available space. Guidance counselors should contact individual schools for openings. Below is a list of programs offered.

SCHOOL

PROGRAM

Angola HS

Agri-Business/Science
Family and Consumer Sciences
Health Occupations Education
Interdisciplinary Cooperative Education

Central Noble HS

Agri-Business/Science
Family and Consumer Sciences

DeKalb HS

Agri-Business/Science
Construction Trades
Family and Consumer Sciences
Health Occupations Education

East Noble HS

Agri-Business/Science
Family and Consumer Sciences
Interdisciplinary Cooperative Education

Eastside HS

Agri-Business/Science
Family and Consumer Sciences

Fremont HS

Business Technology Lab
Family and Consumer Sciences

Garrett HS

Agri-Business Science
Construction Trades
Graphic Arts/Design
Family and Consumer Sciences
Interdisciplinary Cooperative Education

Hamilton HS

Family and Consumer Sciences

Lakeland HS

Agri-Business/Science
Construction Trades
Family and Consumer Sciences
Interdisciplinary Cooperative Education

Prairie Heights HS

Agri-Business/Science
Business Technology Lab
Family and Consumer Sciences
Interdisciplinary Cooperative Education

Westview HS

Agri-Business/Science

Agri-Business Science

High School Locations:

Angola, Central Noble, DeKalb Central, East Noble, Eastside, Garrett, Lakeland, Prairie Heights, Westview

Course Description:

Agricultural education programs have revised their curriculum content throughout the State to better meet the new agricultural technologies. The new title, Agri-Business/Science, reflects the integration of science into the courses. The FFA student organization is an integral part of the program and expands knowledge in an applied manner.

Program Duration:

Agri-Business/Science is offered to students in grades 9-12. Some course titles are offered for the full year while others may be offered on a semester basis. Most courses are scheduled for one hour per day.

Credits:

Students enrolled in Agri-Business/Science courses receive credit based upon the type of schedule offered at each school (i.e. traditional, block, trimester, etc.). Limited courses, which are scheduled for 2 hours a day, award 2 credits per semester.

Enrollment Procedures:

Students select courses and are enrolled through established procedures at each school. In some courses, such as SAE, students will need the recommendation of the Agri-Business/Science instructor prior to enrollment.

Fees:

Varying fees are established for each course and may be different from school to school. Call the local school to determine the current fee.

Business Technology Lab

High School Locations:

Fremont, Prairie Heights

Course Description:

The Business Technology Lab program is organized to simulate business practices in the community. Students may rotate through various stations such as: payroll, receptionist, billing, accounting, general typist and other data processing. Several schools arrange for students to experience actual work situations with employers in the community during the last month of the school year.

Program Duration:

Students usually enroll during their senior year (the exception being East Noble, where the program is primarily for juniors) as a capstone to previous business courses. Juniors may enroll with the permission of the Business Instructor. Programs are scheduled to meet for two hours daily.

Credits:

Students enrolled in Business Technology Lab receive credit based upon the type of schedule offered at each school (i.e. traditional, block, trimester, etc.).

Enrollment Procedures:

Students may be recommended for enrollment by the Business Instructor based on performance in previous business and related courses OR may be enrolled based on student interest. The procedure will vary among schools.

Fees:

Book rental, lab materials, and workbook fees vary from school to school and may change annually. Contact the local high school to obtain the current amount.

Construction Trades

High School Locations:

DeKalb, Garrett, Lakeland

Course Description:

Construction Trades programs are designed to provide students with experiences of constructing a new home. While experiences may vary from each program, most projects will include: cement work, framing, roofing, siding, window installation, dry-walling, finish work as well as some plumbing, heating and electrical. Students may earn one year toward their apprenticeship training.

Apprenticeship Opportunity:

The Construction Trades programs utilize the Associated Builders and Contractors Construction Trades curriculum and resources. Students completing one year of the Construction Trades program in good standing will earn one year toward their four-year apprenticeship program. If students complete a second year in Construction Trades, they are able to specialize in one of the following areas: plumbing, electrical, or heating and air conditioning.

Program Duration:

Students may enroll beginning with their junior year for either one or both years. Second year students are usually responsible for assisting first year students and are given more difficult tasks to perform.

Credits:

Students enrolled in Construction Trades receive credit based upon the type of schedule offered at each school (i.e. traditional, block, trimester, etc.).

Enrollment Procedures:

The program is open to all interested students with enrollment procedures conducted by the local guidance department. Some programs may require the recommendation of the Construction Trades Instructor or may require previous courses prior to enrollment.

Fees:

Most high schools charge a minimal book rental fee and some charge a materials fee. While most tools are provided, the majority of programs encourage students to start purchasing basic tools for their future employment in the trade. Contact local schools for current fees.

Family and Consumer Sciences

High School Locations:

Angola, Central Noble, DeKalb, East Noble, Eastside, Fremont, Garrett, Hamilton, Lakeland, Prairie Heights

Course Description:

The Consumer and Homemaking program is a combination of classes, which are designed to contribute to the development of a self-fulfilling personal and family life. Many of the classes examine current issues in our complex society such as: maintaining a quality of family life in a two-income family and child abuse (causes, effects and prevention). Class titles can include: Foods and Nutrition, Clothing and Textiles, Interpersonal Relations, Consumer Education, Child Development, Family Management, Family Health, Housing, Human Development, Parenting and Family Relations.

Program Duration:

Most classes are scheduled for one semester and meet one hour per day.

Credits:

Students enrolled in Family and Consumer Science receives credit based upon the type of schedule offered at each school (i.e. traditional, block, trimester, etc.).

Enrollment Procedures:

Students enroll through established procedures at each local high school.

Fees:

Class book rental and lab fees will vary depending on the enrolled class. Foods/Nutrition classes will usually be higher than a more traditional classroom course such as Parenting.

Graphic Arts

High School Location:

Garrett

Course Description:

In the Graphic Arts program, students learn the basics of effective design, which is applied to different forms of graphic communications. These include screen-printing, relief printing, gravure printing, offset lithography printing, and flexographic printing. Students are also instructed on proper techniques of camera operations, plate making, finishing, binding, and packaging completed projects. Field trips will expose students to the most modern methods of the graphics industry, including extensive use of computers.

Program Duration:

The course is open to juniors and seniors enrolled in the eleven high schools participating in the IMPACT INSTITUTE. The course meets daily for a three-hour period.

Credits:

Students enrolled in Graphic Arts receive credit based upon the type of schedule offered at each school.

Enrollment Procedures:

Garrett High School students will follow enrollment procedures established by their school. Students from other high schools electing this exchange program should contact their guidance department for the appropriate application process.

Fees:

Students will be charge for book rental, lab fees, and materials used for personal projects. Contact Garrett High School for the current fee rate.

Graphic Design

High School Location:

Garrett

Course Description:

Graphic Design will include organized learning experiences that incorporate theory, laboratory, and shop work as they relate to the computer design and execution of layouts and making illustrations for advertising, displays, and instructional manuals. Instruction will also cover preparation of copy, lettering, poster design, silk screen, air brush, and touch-up, inks and color dynamics, package and product design, drawing for line and halftone reproduction and other display devices and exhibits. Fonts, graphics, and page composition are integrated into camera-ready documents using current computer software and hardware used in business and industry. Students will be eligible to earn up to six college credits through the Ivy Tech Community College dual credit program.

Program Duration:

The course is open to juniors and seniors enrolled in the eleven high schools participating in the IMPACT INSTITUTE. The course is scheduled to meet for two hours per day.

Credits:

Students enrolled in Graphic Design receive credit based upon the type of schedule offered at each school (i.e. traditional, block, trimester, etc.)

Enrollment Procedures:

Garrett High School students will follow enrollment procedures established by their school. Students from other high schools electing this exchange program should contact their guidance department for the appropriate application process.

Fees:

Book rental, lab materials, and workbook fees are included in the Exchange Program fee paid by the sending school. If applicable, fees for other student purchases material may vary. Contact Garrett High School for current fee information.

Health Occupations Education (HOE)

High School Location:

Angola, DeKalb

Course Description:

The Health Occupations program is structured to provide students with an exploratory view of the health industry. After approximately six weeks of classroom clinical instruction, students are rotated through different departments of a hospital or other health facility for about two weeks each for the remainder of the school year. This arrangement helps students confirm which occupation within the health field best meets their interests and skills.

Program Duration:

The program is reserved for students in their senior year. Students are expected to complete one full year of enrollment.

Credits:

Students enrolled in HOE receive credit based upon the type of schedule offered at each school.

Enrollment procedures:

Enrollment is usually through an application process conducted by the HOE instructor. A student selection process will occur when enrollment positions become available.

Fees:

Fees will vary, depending on location. Contact the serving entity.

Interdisciplinary Cooperative Education (ICE)

High School Locations:

Angola, East Noble, Garrett, Lakeland, Prairie Heights

Course Description:

The Interdisciplinary Cooperative Education program is a method of providing occupational skills through organized training provided by employers in the community. Students receive one hour of daily instruction in an ICE related class and devote a minimum of 15 hours per week to on the job training. The choice of occupational training is only limited by the availability of employers who can provide the service. Students receive compensation (usually at minimum wage) during the training period and are evaluated by the employer to help improve work skills and habits. Students should have transportation to training stations.

Program Duration:

The course is scheduled for at least one school year. The student is expected to make a commitment for this period of time.

Credits:

Students enrolled in ICE receive credit based upon the type of schedule offered at each school.

Enrollment Procedures:

During their junior year, students follow an application/interview process conducted by the ICE teacher/coordinator. Recommendations for enrollment are usually based upon factors such as: previous school attendance, attitude, chosen career field, success in previous school classes which have a relation to the chosen career, and other related factors which indicate good work traits. Enrollment is usually restricted to seniors.

Fees:

Fees vary between schools; however, most charge minimal book rental and related materials fees. A banquet fee is also part of the ICE program fees.