



*Life. Changing.*



# ***RISE*** ***Academy***

*Living | Learning | Working*

[www.indianhills.edu/rise](http://www.indianhills.edu/rise)



## ***RISE Academy/IHCC Packet Enclosures***

- ☐ RISE Academy Referral Guidelines and Expectations
- ☐ RISE Academy Referral Process for IEP teams
- ☐ Student Application Checklist

## ***RISE Academy Referral Guidelines***

### **PROGRAM DESCRIPTION**

The RISE Academy is a 4+ program located in Centerville, IA at Indian Hills Community College. In conjunction with the student's high school, Indian Hills will continue to provide educational opportunities in the areas of living, learning and working to fulfill unmet transition needs as identified in the student's IEP (Individualized Education Plan). This is a Monday-Thursday, one year, residential program that focuses on daily living, self-determination, interpersonal, and employment skills. Students will have the opportunity to explore on and off campus employment. Students must be in high school and have a current IEP with unmet transition needs.

### **APPLICATION DEADLINE**

February 1

- Space is limited. Submitting a referral does not guarantee acceptance.

### **SCHEDULE**

#### Fall Term

- Daily Living Skills I
- Self-Determination and Interpersonal Skills I
- Employment Skills I

#### Winter Term

- Daily Living Skills II
- Self-Determination and Interpersonal Skills II
- Employment Skills II
- Work Experience I (on-campus)

#### Spring Term

- Daily Living Skills III
- Self-Determination and Interpersonal Skills III
- Employment Skills III
- Work Experience II (off-Campus)

### **CRITERIA FOR ENROLLMENT**

- Enrolled in a high school special education program.
- Have unmet transition needs, as identified by the IEP team.
- Between the ages of 18 and 21.
- Show desire and motivation to cooperate and communicate with RISE staff.
- Have met high school graduation requirements.

### **SUGGESTED CRITERIA FOR ENROLLMENT**

- Socially responsible behavior.
- Maintains district attendance standard of 95% or better.
- No inappropriate contact with students or staff. Follows the student code of conduct.

### **CONTACT TO SCHEDULE A VISIT TODAY!**

Madison Rushing, RISE Coordinator | 800-726-2585, Ext. 1737 | [madison.rushing@indianhills.edu](mailto:madison.rushing@indianhills.edu)

## Expectations

The following are expectations of RISE Academy students at Indian Hills Community College.

Students are expected to perform the following skills independently.

- Self-medicate, including taking correct dosages at correct times and refilling medication as needed.  
*Indian Hills Community College is not responsible for administering or monitoring medications.*
- Take care of health and daily grooming including showering, using deodorant, brushing teeth, keeping fingernails and hair neat, etc. with little guidance.
- Tidy dorm room weekly including picking up clothing, emptying trash, etc.
- Get up in the morning and arrive to class on time.
- Ability to follow a schedule

If students fail to follow the Indian Hills' student code of conduct or the above expectations, RISE staff will arrange to meet with the IEP team to discuss more appropriate transition options. Indian Hills Community College and the RISE Academy program reserve the right to end services at any given time.

The housing contract is for the academic school year. Please read the dorm contract for rules regarding moving out early and breaking contract. Students are subject to the housing rules and regulations put into place by Indian Hills Community College. RISE staff will be involved in disciplinary decisions. Students are subject to dismissal based on the severity of the violation.

It is expected that RISE Academy students have the ability to live on campus with minimal supervision. If outside Agency supports are required, this must be disclosed at the time of application. Outside living supports are not allowed in the dorm setting. The RISE Academy supports gaining independent living skills. Guardianship/conservatorship must also be disclosed prior to acceptance into the program.

The RISE Academy is NOT a behavior management program. The RISE Academy program will not follow a Behavior Intervention Plan from high school or outside agencies.

The RISE Academy program is not attached to a degree awarding program. Students will not be awarded transferable college credit.

I have read and understand the above terms. ☐ Yes

---

Student Signature

---

Date

---

Parent/Guardian Signature

---

Date



# ***RISE Academy Referral Process***

## **RISE Academy Procedures for IEP Teams**

Identification of a potential RISE Academy candidate should take place, at a minimum, during the junior year. The transition discussion should begin as early as age 14. Referral to the RISE Academy program is a team decision and not an individual recommendation.

## **Referral Procedures**

1. The IEP team should complete a reevaluation during the student's senior year to determine if the student continues to be eligible for special education services or not. If not, the student is exited and does not qualify for 4+ services. If the student does remain eligible, then the team should identify the student's needs, specifically those needs within the IEP, and discuss the placement options to meet those needs.
2. It is suggested that the student visit the RISE Academy program before a referral is made. Contact Madison Rushing to schedule a visit.
3. If the RISE Academy is determined as a viable option;
  - a. Complete the RISE Academy referral form and return to [madison.rushing@indianhills.edu](mailto:madison.rushing@indianhills.edu)
  - b. Invite a RISE Academy Representative to the IEP staffing. This staffing should take place the final semester before attending RISE Academy.
  - c. Submit RISE Academy packet by appropriate deadline.

## **IEP Procedures**

1. Page "I" should include the following information;
  - a. Vocational Rehabilitation information
  - b. Recent goals in IEP
  - c. Any health issues
  - d. Any behavior issues
  - e. Plans for living and/or transportation
  - f. Other information that may be relevant, but not included in their IEP.
2. Page B should include the following information;
  - a. Post-Secondary expectation for living, learning and working

All steps must be completed and submitted before a student referral will be accepted. Send all referral information to Madison Rushing, RISE Coordinator, by the following deadline.

- February 1

Indian Hills Community College  
Attn: Madison Rushing  
525 Grandview Avenue  
Ottumwa, IA 52501

OR

[madison.rushing@indianhills.edu](mailto:madison.rushing@indianhills.edu)

**For questions contact your AEA Consultant or call the RISE office at 1-800-726-2585 ext. 5226**

# ***RISE Academy/IHCC Referral***

**To be completed by a special education teacher.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

## **DISTRICT INFORMATION**

High School: \_\_\_\_\_

IEP Teacher: \_\_\_\_\_

Email: \_\_\_\_\_

Name of District Administrator: \_\_\_\_\_

Approving Referral: \_\_\_\_\_ Date: \_\_\_\_\_

Is the student open enrolled from another school district? ☐ Yes ☐ No

If yes, which district? \_\_\_\_\_

If yes, name of District Administrator: \_\_\_\_\_

Approving Referral: \_\_\_\_\_ Date: \_\_\_\_\_

## **ATTENDANCE & ACADEMIC HISTORY**

Total Absences: \_\_\_\_\_

Senior Year: \_\_\_\_\_ (as of \_\_\_\_\_) Junior Year: \_\_\_\_\_ Sophomore Year: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_

Explanation of Excessive Absences or Tardiness: \_\_\_\_\_

## **VOCATIONAL REHABILITATION**

Does the student have a file with Vocational Rehabilitation? ☐ Yes ☐ No

## IEP INFORMATION

Reevaluation Date: \_\_\_\_\_ Consultant: \_\_\_\_\_

IEP Goals:

Work Experience:

Transition Needs:

Accommodations: Please list all accommodations student is currently using:

The student is expected to be able to perform the following skills independently.  
Please verify that this student has the following skills:

### REQUIRED SKILLS

#### Medication

Take medication in correct dosages at correct time.

Refill medication as needed.

**YES**

**NO**

☐☐☐☐

#### Independence

Student is able to live independently with minimal supervision.

☐☐

### PREFERRED SKILLS

#### Dorm/Independent Living

Take care of health and grooming daily. This includes showering, using deodorant, brushing teeth, keeping fingernails and hair neat.

Keep dorm room tidy daily. This includes picking up clothes, emptying trash, cleaning kitchen, bathroom & living areas.

☐☐☐☐

### Organizing Your Day

Get up on your own and arrive to class on time.

Being prepared by having your own safety/first aid kit.

**YES**      **NO**

☐☐☐☐

### Academically

Write down homework assignments and come to class prepared.

Organize your work. This includes knows what needs to be done, gets started independently and has an organizational system.

Follow a schedule.

☐☐☐☐☐☐

Assistive Technology (specify):

## **REFERRAL APPROVAL**

I certify that my answers are true and complete to the best of my knowledge.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPLICATION DEADLINE**

RISE Academy applications must be received prior to the appropriate deadline listed on page three.

Return to: **Indian Hills Community College**  
**Madison Rushing**  
525 Grandview Ave  
Ottumwa, Iowa 52501

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, 683-5108, hrequity@indianhills.edu; Dean, Student Affairs (students), 683-5159, studentsequity@indianhills.edu; Dean, Learning Services (students with disabilities), 683-5174, learningservicesequity@indianhills.edu; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.



# ***Student Application Checklist***

## **To be completed by the student.**

The following information/steps should be completed by the prospective student.

- ☐ RISE Academy Application
- ☐ Photo/Video Release Form
- ☐ Permission to Travel
- ☐ Review and sign the RISE Academy Attendance Policy.
- ☐ Review and sign the RISE Academy IHCC Student Conduct.
- ☐ Review and sign the Student Disability Services Release of Confidential Information.

**Note:** If a student is unable to attend IHCC/RISE Academy, he/she must notify IHCC, RISE Academy, and his/her high school.

**Additional Information:** RISE Academy students are still considered high school students and their diploma will be held by the district until the student has exited from special education services.

It is the responsibility of the student to contact IHCC and RISE if their phone number, mailing address, and or email address changes any time after application materials have been submitted. Contact RISE at 800.726.2585, ext. 5226, for additional information.

# ***RISE Academy Application***

Program of Study: \_\_\_\_\_

## **STUDENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_

Email: \_\_\_\_\_

Academic start year: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Gender: ☐ Male ☐ Female

US Citizen: ☐ Yes ☐ No

Have you been convicted to a felony? ☐ Yes ☐ No

Do you have any behavior issues or a behavior goal listed on your IEP? ☐ Yes ☐ No

If yes, please explain:

To be completed by student. List 3 reasons why you would be a good candidate for the RISE Academy.

To be completed by parent or guardian. List 3 reasons why your student would be a good candidate for the RISE Academy.

List any volunteer or work experiences.

Required Skills:

1. Can you self-medicate, if necessary? ☐ Yes ☐ No
2. Can you refill medications as needed? ☐ Yes ☐ No
3. Can you live independently, with minimal supervision? ☐ Yes ☐ No

#### PARENT/GUARDIAN

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

#### PARENT/GUARDIAN

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

#### SPECIAL NEEDS/CONCERNS

**I have completed this application to the best of my ability. I understand that any misleading information provided may result in dismissal from the program.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ***Photo/Video Release Form***

I give Indian Hills Community College permission to photograph and video \_\_\_\_\_ while participating in the RISE Academy. I understand that videos and photographs will be used for marketing purposes to promote the program in a positive manner. Indian Hills Community College owns the rights to all photographs, videos and marketing pieces.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ***Permission to Travel***

I give permission to Indian Hills Community College to transport \_\_\_\_\_ or arrange for transportation with community transportation options.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ***RISE Academy Attendance Policy***

- A total of three absences will be accepted during any given term (12-week period). Upon the fourth absence, an IEP meeting will be held to decide what action will be taken.
- Tardiness will not be tolerated. Three individual tardies will count as one missed class. Three individually missed classes will result in a day's absence.
- RISE Academy students follow the IHCC scheduling, including weather delays or cancellations. If a student's family feels it is unsafe for him/her to travel, the student must notify all of the teachers of classes that will be missed. The student is responsible to make up all missed work.
- RISE Academy is a closed campus program. The student's family assumes all responsibility and liability when the student is not in educational programming and if the student leaves the campus.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICY.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ***RISE Academy/IHCC Student Conduct***

Student conduct rules are structured to provide respect and protection to the rights and welfare of all students. The IHCC Board of Trustees has approved a policy that provides for the due process of individual students.

Policy for student conduct, suspension, and dismissal

- I. Suspension shall be defined to mean exclusion of a student from classes and/or activities during part of a term, but at no time more than twenty (20) school days.
- II. Dismissal shall be defined to mean the exclusion of a student from classes and/or participation in school activities for a period of time up to the end of the current term and the next term. If the student is dismissed, the student may be re-admitted on terms and conditions stated in the dismissal.
- III. Standards of student conduct, the violation of which may lead to suspension or dismissal, are:
  - A. Obstruction or disruption of the learning environment.
  - B. Obstruction or disruption of college students' activities or events.
  - C. Conduct which threatens or endangers other persons or college property or which threatens or endangers other property at college sponsored events.
  - D. Theft or damage to property owned by students, college employees or visitors on college property or at college-sponsored events.
  - E. The unlawful entry into college-owned buildings or the unlawful use of college equipment or vehicles.
  - F. The illegal use, possession or distribution of controlled substances, as defined by the laws of the State of Iowa, while on college property or at college-sponsored events.
  - G. The possession of firearms, dangerous weapons or explosives while on college property or at college-sponsored events.
  - H. The habitual noncompliance with health or safety regulations established either by a municipality, state, or federal government, or health or safety regulations established by the college and which the students have been informed that such regulations must be followed.

The IEP team reserves the right to exit the student from special education services and the RISE Academy program, if deemed appropriate, due to misconduct and/or failing to maintain attendance and/or educational standards.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICY.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

REV. FALL 16



INDIAN HILLS COMMUNITY COLLEGE

# Student Disability Services

## Release of Confidential Information

Student's Name: \_\_\_\_\_

SSN # \_\_\_\_\_ Birthdate: \_\_\_\_\_

**Permission for IHCC Instructors/Professors & Appropriate Staff**

I hereby give permission to the IHCC Student Disability Services Coordinators to release confidential information from my file in order to set up classroom accommodations and/or services connected to accessibility and my specific disability. I understand that I must provide the required documentation of my disability in order to receive accommodations and services.

\_\_\_\_\_  
(Student's Signature)\_\_\_\_\_  
(Date)**Permission for Family, Agencies, and Others**

I hereby give permission to the IHCC Student Disability Services Coordinators to release confidential information on my behalf to the following:

☐ Parents/Guardians: \_\_\_\_\_☐ Vocational Rehabilitation Counselor: \_\_\_\_\_☐ Job Corps: \_\_\_\_\_☐ Other: \_\_\_\_\_

I understand that this authorization is in effect until I complete an updated form.

\_\_\_\_\_  
(Student's Signature)\_\_\_\_\_  
(Date)

Release of Confidential Information Form 2017

# ***RISE***

Raise Individual Student Expectations

Madison Rushing  
Coordinator, RISE Program  
525 Grandview Ave  
Ottumwa, IA 52501  
800-726-2585, ext. 1737  
RISE Classroom (641) 683-5226  
[madison.rushing@indianhills.edu](mailto:madison.rushing@indianhills.edu)



*Life. Changing.*

