



Regional Institute for Scholastic Excellence

August 2020

Welcome to the 2019-2020 school year and thank you for expressing interest in placing your student with us. The RISE Credit Recovery Program can be used to help close the gap for students who are deficient in credit hours or who are at risk of not graduating due to lack of credit hours.

Placement time may vary depending upon the amount of credits the student may need.

Once you have determined that the RISE Credit Recovery Program may be an appropriate placement for your student, a short intake packet must be completed and e-mailed to creditrecovery@s-cook.org.

The intake packet can be accessed at www.s-cook.org and follow the RISE credit recovery link. In order to consider a student for enrollment in the Credit Recovery Program, the intake packet must be completed in its entirety and the following information must be provided:

- Parent release of information; this form must be signed by the student's parent before releasing information to RISE
- Completed Student Identification form
- Completed Supplemental/Current Health Information forms
- Copy of student's anecdotal discipline record
- Completed Academic/Discipline forms/Referrals
- Copy of student's most current physical including immunization record
- Signed Banned Items form

To begin in the Credit Recovery Program the student will need:

- Course assignments
- Any materials to complete work from the home school

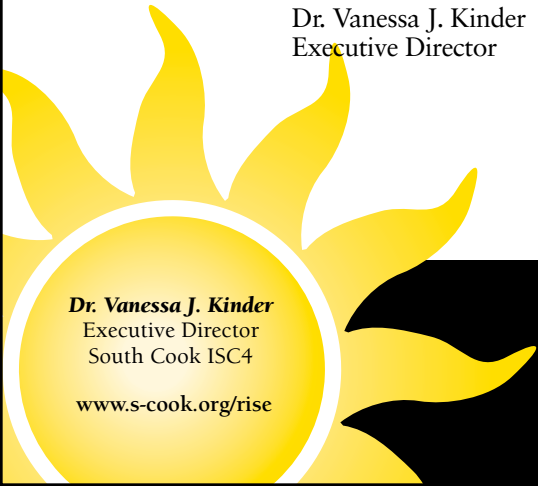
In general, upon receipt of a completed RISE Credit Recovery intake packet and appropriate student coursework, an intake meeting will be scheduled.

When all of the above information has been received and the student has successfully completed the intake meeting, they may begin the program.

We look forward to a meaningful, collaborative partnership with you, in the RISE Credit Recovery Program. As always, should you have any questions, please do not hesitate to let us know!

Sincerely,

Dr. Vanessa J. Kinder
Executive Director



Dr. Vanessa J. Kinder
Executive Director
South Cook ISC4

www.s-cook.org/rise

CHICAGO HEIGHTS CAMPUS

*Kenneth Peterson, Principal * Stephanie West, Dean
Princess Hill, Secretary*

405 Ashland Avenue
Chicago Heights, IL 60411

ph. 708-756-2834 * fax 708-756-9805

WORTH CAMPUS

*Jana Montesdeoca, Principal * Neil Gonzales, Dean
Sherie Nunnally, Secretary*

11218 S. Ridgeland Avenue
Worth, IL 60482

ph. 708-671-0935 * fax 708-671-1014



Regional Institute for Scholastic Excellence

Frequently Asked Questions

GENERAL INFORMATION

What is the deadline for placement?

In general, upon receipt of a completed RISE Credit Recovery intake packet and appropriate student coursework as defined by the home school, an intake meeting will take place.

What should the student wear?

- * Blue/black/tan pants
- * Students will be issued a RISE t-shirt; the t-shirt must be worn
- * Tennis shoes

What does the academic program include?

The daily academic program includes:

- * Individual Plato coursework, as defined by the home school
- * Classroom teacher or paraprofessional to monitor student progress
- * Physical education
- * Student progress will be reviewed quarterly

Will there be support staff available to work with the students?

Behavioral/social worker and dean services will be available for students in the Credit Recovery Program as appropriate

How can I check on the progress of students placed with the RISE Credit Recovery Program?

Parents or home school representatives may contact RISE to discuss the progress of a student.

Student progress will be reviewed quarterly and a progress report will be issued at that time.

Who will be supervising the students?

- * A licensed classroom teacher
- * A licensed classroom paraprofessional

Who is responsible for transporting the students?

- * The district may or may not provide transportation. It is up to the discretion of the district.

Lunch

- * The RISE program is unable to provide lunch for students.

Qualifications

- * 3rd or 4th year students who are deficient in credits.
- * Must have earned at least 8 credit hours.
- * Student discipline history will be reviewed to determine if a student will be accepted into the Credit Recovery Program.

*Each student is reviewed on a case-by-case basis.

*Students who have an excessive discipline history may not be eligible for the Credit Recovery Program.



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Directions to Apply for Credit Recovery Program

A PROGRAM AGREEMENT SIGNED BY THE DISTRICT SUPERINTENDENT MUST BE ON FILE.

When all of the listed information has been received, it will be reviewed by the Regional Institute for Scholastic Excellence staff and you will be contacted regarding the student's placement.

Please call either campus for assistance:

Chicago Heights Campus: *Kenneth Peterson, Principal*
Stephanie West, Dean
Princess Hill, Secretary
Tim Keane, Behavioral Specialist
405 Ashland Avenue
Chicago Heights, IL 60411
(708)756-2834; FAX (708)756-3476; FAX (708)756-9805

Worth Campus: *Jana Montesdeoca, Principal*
Neil Gonzales, Dean
Sherie Nunnally, Secretary
Kim Gillett, Social Worker
11218 S. Ridgeland Avenue
Worth, IL 60482
(708) 671-0935; FAX (708)671-1014

* Students will not be considered for intake until all required information is submitted for review.



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Release of Information (Credit Recovery Program)

To be completed by parent/guardian and school

FROM:

Name of School or Agency _____

Address _____

City

State

ZIP

Your child _____ has been placed in the RISE Credit Recovery Program. Your child is expected to:

- * Complete all Plato coursework provided by the home school
- * Abide by all behavioral requirements of the program
- * Follow the RISE Technology Policy
- * Earn a minimum of 1.5 credits per quarter
- * I understand it is my responsibility to transport my son/daughter to the RISE Credit Recovery Program site
- * Failure to make adequate academic progress may lead to dismissal from the Credit Recovery Program
- * Misuse of a RISE computer may be grounds for dismissal from the Credit Recovery Program

This form must be completed and submitted with original signatures before student records will be reviewed.

I hereby authorize the release of permanent and temporary file information, as well as other pertinent information regarding my child. I further authorize R.I.S.E to allow the home school to meet with my child any time it is deemed necessary.

Student Name

TO:

Regional Institute for Scholastic Excellence
253 W. Joe Orr Road
Chicago Heights, IL 60411

SCHOOL DISTRICT INFORMATION

REFERRED BY: _____ TITLE: _____

PHONE NUMBER: _____

(School Personnel Name – Please Print)

(Signature)

(Title)

(Date)

Signature of Parent/Guardian

Date

Signature of School Official

Date



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Student Identification Information (Credit Recovery Program)

To be completed by school personnel

FORM MUST BE COMPLETELY FILLED OUT FOR STUDENT TO BE CONSIDERED FOR PLACEMENT

I. Student Name: _____ Date: _____
Last First Middle

Date of Birth: _____ Age: _____ Male: _____ Female: _____

Current Grade: _____ Home School: _____ District: _____

State SIS Number _____

Population Group (Check one)

- 1. American Indian/Alaskan Native
- 2. Asian or Pacific Islander
- 3. Black, Not of Hispanic Origin
- 4. Hispanic
- 5. White, Not of Hispanic Origin
- 6. Other _____

II. PARENT/GUARDIAN INFORMATION:

_____ Father Name ___Step (Check if applicable) Mother Name ___Step (Check if applicable)

_____ Legal Guardian Name

Marital Status: ___Married ___Separated ___Divorced ___Mother/Father Deceased

(if separated or divorced, indicate who is the legal guardian and what are the access/restrictions of the non-custodial parent).
Legal documentation must be on file.

ADDRESS: _____
Street (Apt.) City State ZIP

Please place an asterisk (*) by: *Primary Contact *Primary Phone (Please make sure telephone numbers are current)

Home Phone: _____ Cell Phone: _____

Father's Work Phone: _____ ext. _____ Pager/Cell _____

Mother's Work Phone: _____ ext. _____ Pager/Cell _____

Guardian's Work Phone: _____ ext. _____ Pager/Cell _____

Emergency Contact Phone: _____ ext. _____ Pager/Cell _____

E-mail Address: _____

E-mail Address: _____

E-mail Address: _____



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Required Supplemental/Current Health Information

A copy of the student physical and immunization record must be submitted before student will be allowed to enter the R.I.S.E Credit Recovery Program.

To be completed by parent/guardian

Student Name: _____ Date of Birth: _____

Home School: _____ District: _____

Guardian: _____ Phone: _____

Any disabilities: _____ Any Recent Hospitalizations/Date _____

Has your child ever had a mental health assessment? Yes No

If so, what treatment plan is being followed?: _____

Current Medical conditions requiring medication (list):

Condition	Medications
_____	_____
_____	_____
_____	_____

Known documented allergies (list):

Food: _____

Medication: _____

Environmental (Including plants and insects): _____

Does the student have a prescription for an epi-pen? _____

Physical Education medical limitations: _____

Has the student been diagnosed with any of the following (please check):

- Asthma Seizure Medication ADD/ADHD Heart Problems
 Digestive Disorders Cancer Diabetes- Type _____

How is it controlled? _____

Pregnancy: Documentation with expected due date required

Failure to disclose any known medical information could result in dismissal from the R.I.S.E. Program.

Signature of Parent/Legal Guardian: _____ Date: _____

Signature of Home School Representative: _____ Date: _____

Information may be shared with appropriate personnel for health and educational purposes.

Signature of Parent/Legal Guardian: _____ Date: _____

Form to be completed prior to starting Credit Recovery Program.



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Required Supplemental/Current Health Information - Part 2

A copy of the student physical and immunization records must be submitted before student will be allowed to enter the R.I.S.E program. The R.I.S.E program does not have a school nurse on site.

To be completed by parent/guardian

STUDENTS WHO HAVE ALLERGIES REQUIRING AN EPI-PEN

- As per Self-administration and self-carry of medications for asthma and allergy (Public Act 97-0361 and Public Act 98-0795)
- All students are required to have a current prescription for their Epi-Pen.
- STUDENTS WITH A CURRENT PRESCRIPTION for an Epi-Pen shall have it with them EVERYDAY.
The medication will be in the original labeled container as dispensed or the manufacturer's labeled container WITH the students' name.
- **** Please Note: If your student requires the use of the Epi-Pen they will be transported to the Emergency Room of the nearest available hospital.**

STUDENTS WHO HAVE A CURRENT DIAGNOSIS OF ASTHMA

- Does the student have a current Asthma Action Plan? Yes No
- **Public Act 099-0843: "Asthma action plan" means a written plan developed with a pupil's medical provider to help control the pupil's asthma.** This plan must be available at intake and kept on file during the student's placement.
- Any and all medications and equipment will be properly labeled.
- Has the student been hospitalized for Asthma? Yes No
- Date of most current hospitalization: _____
- List any pertinent information from that hospitalization: _____

DIABETES

- Type: _____ On set: _____
- What is the current medication and treatment plan-please be specific : _____
- The student will bring the following on the first day of placement and maintain the supplies as needed.
 Glucometer Test strips Lancets Medication and means of administering it (syringes)
- All personal medical equipment as well as medication will be clearly labeled and available on the first day of placement.
Please let us know who we should contact should there be any significant changes in the students current medical condition.

Name: _____

Relationship to Student: _____ Phone: _____



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Academic/Discipline Information (Credit Recovery Program)

To be completed by school personnel

STUDENT AGREEMENT:

I understand that failure to follow the RISE policies and procedures may result in being removed from the RISE Credit Recovery Program.

Parent Signature: _____

Student Signature: _____

GRADES IN PROGRESS:

Percentage (%) Grade:

Please give the percentage grade for the classes below

Course Name _____

Course Name _____

Percentage Grade (%) _____

Percentage Grade (%) _____

Course Name _____

Course Name _____

Percentage Grade (%) _____

Percentage Grade (%) _____

Course Name _____

Course Name _____

Percentage Grade (%) _____

Percentage Grade (%) _____

District recommends placement of student in the following computer based courses _____, _____,
_____.



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Banned Items

The following items, if found in the possession of a student or in his/her property, desk or locker, will be immediately confiscated. Jewelry or cell phones will be confiscated and only returned to parent. The item(s) will be turned in to the school principal or dean, and appropriate consequences will apply. The list is subject to revision at any time:

- * Weapons
- * Firearms
- * Facsimiles of weapons
- * Tobacco products or tobacco paraphernalia
- * Vapor stick or vapor materials
- * E-cigarettes
- * Drugs/narcotics or drug paraphernalia
- * Alcohol products
- * Candy/gum
- * Gang-related materials, including drawings
- * Occult-related materials, including drawings
- * Hair picks
- * Chains
- * Hats/caps with a bill
- * Scissors
- * Personal Hygiene products including
 - Skin moisturizing products
- * Cell phones
- * Electronic:
 - Communication devices (cd players, ipods, MP3 players)
 - Games
 - iWatch
- * Media storage devices
- * Headphones
- * Cds, DVDs, audio
- * Pornographic or obscene materials

I understand these items are not allowed at R.I.S.E. and R.I.S.E. is not responsible for any lost items.

(Please Print)

(Signature)

Form must be signed by student before placement begins.



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Credit Recovery Billing Procedure

Welcome to the RISE Credit Recovery Program. The following is an explanation of the billing procedure for our program.

School District _____ agrees to place _____ in the RISE Credit Recovery Program
for _____ days at the rate of \$95 per day.

- * The district agrees to pay the tuition costs for the duration of the student placement
- * If there are unusual or extenuating circumstances regarding student attendance an adjustment in the daily fee will be considered

Superintendent (Designee signature): _____ Date: _____

This form, with signature, must be returned to South Cook ISC via email @ bmaloney@s-cook.org or via fax at 708-754-8687.

Thank you for placing your student with us.



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The following is a list of courses that are available for the RISE Credit Recovery Program through PLATO Courseware.

Mathematics Courses

- AP Calculus A/B
- Algebra 1 A/B
- Algebra 2 A/B
- Consumer Mathematics
- Geometry A/B
- Integrated Math 1 A/B
- Integrated Math 2 A/B
- Integrated Math 3 A/B
- Math 6 A/B
- Math 7 A/B
- Math 8 A/B
- Pre-calculus A/B
- Probability & Statistics

English Language Arts Courses

- English 6 A/B
- English 7 A/B
- English 8 A/B
- English 9 A/B
- English 10 A/B
- English 11 A/B
- English 12 A/B

Science Courses

- AP Biology A/B
- AP Chemistry A/B
- Biology A/B
- Chemistry A/B
- Earth & Space Science A/B
- Integrated Physics & Chemistry A/B
- Life Science A/B
- Physical Science A/B
- Physics A/B

Social Studies Courses

- AP U.S. History A/B
- African American Studies
- Civics A/B
- Economics
- Middle School U.S. History A/B
- Middle School World History
- Native American Studies: Contemporary Perspectives
- Native American Studies: Historical Perspectives
- U.S. Government
- U.S. History A/B
- World Geography A/B

- World History A/B
- World History Before 1815
- World History Since 1500 A/B
- World History Since 1815

World Language Courses

- Spanish 1 A/B
- Spanish 2 A/B

Elective Courses

- Academic Success
- Art History & Appreciation
- Career Explorations
- Computing for College and Careers
- Environmental Science A/B (Spring 2016)
- Fine Arts Survey (Spring 2016)
- Forensic Science (Spring 2016)
- Gothic Literature
- Health
- Introduction to Anthropology
- Introduction to Archeology
- Introduction to Astronomy
- Introduction to Criminology
- Introduction to Philosophy
- Introduction to World Religions
- Marine Biology (Spring 2016)
- Mythology and Folklore
- Personal Finance
- Physical Education
- Revolutionary Ideas in Science
- Social Issues
- Structure of Writing
- Veterinary Science (Spring 2016)

Additional Curriculum

- Algebra 1, Part 1
- Algebra 1, Part 2
- Algebra 2, Part 1
- Algebra 2, Part 2
- Consumer Mathematics
- Foundational Math
- Geometry 1
- Geometry 2
- Math Expeditions E-I
- Math Problem Solving
- Miscellaneous Math Resource
- Straight Curve Mathematics
- Trigonometry Skills

- Advanced Reading Strategies
- Advanced Writing Process & Practice
- Communication Skills
- Essential Reading Skills
- Essential Writing Process & Practice
- Fundamental Reading Strategies
- Fundamental Writing Process & Practice
- Informational Reading
- Intermediate Reading Strategies
- Intermediate Writing Process & Practice
- Miscellaneous Language Arts Resource
- Reading Explorations E
- Reading Explorations F-G
- Vocabulary & Reading Comprehension
- Workplace Writing
- Writing Series
- Earth & Space Science
- Life Science
- Physical Science
- Technology Fundamentals
- African Global Studies
- American History 1
- American History 2
- Basic American History 1
- Basic American History 2
- Civics
- East Asia Global Studies
- Economics European History 1
- European History 2
- Latin American Global Studies
- Middle East Global Studies
- South & Southeast Asia Global Studies
- U.S. Government
- World Geography
- World History 1
- World History 2
- World History 3
- World History 4
- Art History & Appreciation
- Basic Skills for the Real World
- Business Basics
- Computer Applications & Technology
- Data Skills for Today
- Job Skills for the Real World

Upon completion of the above selected courses, _____ will fulfill his/her credit hours through the RISE Credit Recovery Program.