



2021 – 2022
Student Handbook

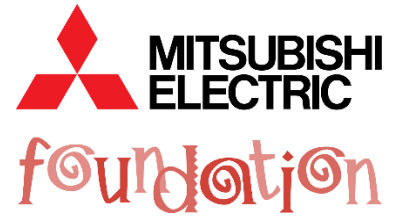


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Welcome

Congratulations! You are remarkable! You have chosen to continue your education with a unique transition program designed to help you build life-ready skills that will lead to increased independence, post-secondary education opportunities, and competitive employment. This year you will have many unique opportunities, remarkable successes, and some failures, but with each experience, you can count on the Achieve staff and the Evangel University peer mentors to help you through the ups and downs of building a vision for your future.

Vision and Mission Statement

Achieve Southwest Missouri's vision is to change the fabric of the community by empowering young adults with disabilities to live their most independent life. Achieve's mission is to provide a post-secondary transition program that builds skills in life management, career exploration, and self-determination. The program is designed to provide unique opportunities, structured learning, and multiple practice sessions in work readiness and independence. ssible.

Important Information You Should Know

Achieve of Southwest Missouri is a local non-for-profit that has a facility partnership with Evangel University. Achieve students must adhere to the policies and procedures of the Achieve program and the policies and expectations of Evangel University. Achieve is responsible for hiring instructors, student admission, evaluation, reporting, and graduation.

Program Description

Achieve is a unique transition program that thrives on building life readiness skills for young adults with disabilities. This is accomplished by providing intensive person-centered instruction, coaching, mentoring and work-site experiences for approximately 600 hours, resulting in building a life plan for continued education, employment, housing, transportation, and recreation.

Achieve is housed on Evangel University campus with same-age young adults who are also exploring and building future life plans. Achieve students will be paired with a peer mentor who



will assist them with building social capital and participating in various college activities. Achieve students and peer mentors will have specific person-centered goals to work toward, and students will be expected to reflect on their social experiences and learn from their reflections.

Achieve has developed cooperative relationships with various campus departments to provide work-site experiences. This structured opportunity gives students a chance to explore their career interests and learn transferable work readiness skills that any employer will value.

Achieve recognizes the lifetime role that supportive families play in the lives of thriving young adults. Achieve will work closely with the family unit and provide support and coaching as their roles evolve.

Upon graduation, Achieve students will have a well-rounded person-centered plan that includes the goals and objectives for their next step in life. Individuals may choose to enroll in college classes; they may apply for competitive employment or be referred to Vocational Rehabilitation to work with a local employment provider who will assist them with the final steps to employment.

During the 2021-2022 school year, students will attend Achieve on Monday, Wednesday and Friday from 9:00 AM – 3:00 PM. On most Fridays, Achieve students will be in the community practicing life management skills (such as independence in shopping, banking, etc.), volunteering, or experiencing a work-based learning site in the community. All the while, Achieve students will be practicing self-advocacy skills to gain confidence and maturity.

During the day, students will spend half their time in the classroom receiving specialized person-centered instruction on life management, career exploration, and self-advocacy skills. The other part of each day, students will be exploring career interests and learning work readiness skills with various University Departments. Each student will participate in three 8-12-week work-site rotations during the school year. Differing job training locations and



experiencing different supervisory personnel will help expand the students' vocational skills. Achieve students who feel they may benefit from a second year at Achieve may apply to continue in the program.

Transportation and Supervision

Each individual student will need to secure their own transportation to and from Evangel University. Students will be expected to be in the classroom at 9:00 AM and will be expected to be picked up from campus at 3:00 PM unless other arrangements have been made. Supervision from Achieve staff will only be from the hours of 9:00 AM - 3:00 PM. Students may choose to be on campus earlier or stay later but they will not be under the responsibility of Achieve staff.

Daily Schedule

The following times are approximate and depend on several factors, which could include the number of students, job training site needs, and individual goals.

Achieve Schedule

8:45 – 9:00	Students arrive on Campus
9:00-11:00	Daily Preparation and Instruction
10:00-11:00	Optional Chapel Attendance- Wednesday/Friday
11:45-12:30	Lunch
12:30-2:30	Job training locations
2:30-3:00	Instruction/Debriefing
3:00	Dismissal



Project Life-Curriculum

Achieve of Southwest Missouri received a matching grant from Mitsubishi Electric Foundation to purchase our curriculum from Butler Tech. This partnership and evidence-based curriculum provides Achieve students with quality instruction in the following course units:

Unit 1: Team Building

Unit 2: Workplace Safety

Unit 3: Social Skills/Communication

Unit 4: Personal Financial Literacy

Unit 5: Technology

Unit 6: Preparing for employment

Unit 7: Maintaining employment

Unit 8: Independent Living Skills

Achieve instructors will be able to provide students and parents ongoing progress reports, curriculum assessments, job training reports, and documented behavioral concerns.

Lunch

While on campus, Achieve students will have access to Evangel University Dining Hall, the Joust, and snacks in The Barracks Coffee Shop. As an Achieve student, you will have purchased a 25-meal plan. This will provide students with one meal a day while on campus. Students must have available and scan their ID card/prox at the register at the time of purchase to access food service meal plans. Each meal purchased will be deducted from the prepaid meal plan. Students may eat more than one meal on campus per day, but we encourage students to bring cash for snacks and additional meals. Students will need cash to purchase lunch while attending community trips.

Students with specific dietary needs or allergies can meet with the Director of Food Services or call 417-865-2815 X 7252 to discuss their dietary needs. See Achieve Program Handbook for dining hall hours.



Work Readiness Rotations

Each Achieve student will participate in three (3) job training experiences. Each rotation will be between 8-12 weeks. During the first two weeks of the year, each student is evaluated and placed in the most appropriate job training location based on Achieve Instructor recommendation. Students will be evaluated each rotation by both the instructor and job site personnel.

Note: Worksite partners may refuse any student who does not meet business site standards and policies for fitness, duty, health, safety, dress, appearance, proper identification, or ethical behavior.

Reasonable Accommodations

Achieve staff will collaborate with Evangel University Department managers to ensure our work training sites are accessible. If you need reasonable accommodations, please let staff know how they can assist you. ***A reasonable accommodation is a change or adjustment to an environment that makes it possible for an individual with a disability to perform their job effectively.***

Skills Coach

A Skills Coach is an employment training professional who provides job-site training supports, assessments, and on-site fading supervision for individuals with disabilities. At Achieve, a skills coach may assist students by providing specialized training and job-related support services sometimes referred to as reasonable accommodations in the world of work. They also record daily notes and provide detailed weekly reports on student progress to the instructor.

A Skills coach provides these services until the student can perform the tasks independently. This determination depends on the student's ability to safely and independently follow the department rules and tasks of the job training environment. This time can take anywhere from one week to ten weeks. It is very individualized.



Your Future, Your Dream, Your Team

Everyone participating in Achieve of Southwest Missouri is unique. You are here to make a better future for yourself. It is very important for you to “self-advocate” or talk with us about what you want so that we can better assist you in your journey to adulthood and employment. If you need assistance with self-advocacy, our staff can assist you, or perhaps we can refer you to a local advocacy group. ***Self-advocacy means speaking up for yourself. It requires knowledge of your personal strengths, needs, and rights as a citizen.***

For Achieve to help you reach your future goals of independence, community employment, or college, we must have meetings. These “Planning and Reflection Meetings” are designed to gather information, set goals, and develop a plan for your future. The meetings will also teach you how to use reflective learning skills to learn from your experiences and continue making better decisions. Your parents/guardians will be invited to this meeting but you are welcome to invite anyone else whom you feel is an important supporter. We are happy to assist you with this if you would like our staff to invite those you would like to attend. If there is someone you would like to be kept informed of your progress, we can contact him/her with updates with your permission. These people will be your team!

Planning and Reflection Meetings

Each Achieve student will have at least two scheduled planning meetings throughout the year in addition to their initial meeting at the beginning of the year. Each student’s team will be invited to participate in these meetings. This team consists of the program instructor, student, parent(s)/guardian(s), Evangel University Liaison, and at times local service providers such as (Vocational Rehabilitation Counselor, Service Coordinator, etc.)

Class 2021-2022

Planning and Reflection Meetings:

Friday, October 15, 2021 (Tentatively)

Friday, March 11, 2022 (Tentatively)

This handbook should be brought to all meetings



Progress Reports

Reports will be given to the student approximately every nine weeks. Students will also receive a course-of-study progress report at the end of each work rotation. Parents or guardians will receive this information during the Planning and Reflection Meetings.

Class 2021-22

Progress Reports: Scheduled to be provided on the following dates:

October 9, 2021,

December 10, 2021,

March 4, 2022,

May 6, 2022

Parent Workshops

Research indicates that individuals success is influenced by the relationship and support given and maintained by family. No parent wants to watch their child struggle and the urge to protect can be very overpowering. These workshops will acknowledge the desire and need for protection but yet challenge parents to allow their children to struggle and practice using natural situations for coaching and building the students decision making and problem solving skills. Parent workshop dates will be shared during the Program Orientation to be held on Friday August 6, 2021.

Community-Based Trips

Students will participate in community-based outings throughout the year. These trips include restaurants, shopping trips, and other activities. Before these trips, students will discuss appropriate behavior, etiquette required at the locations, and a budget to maintain (when necessary). Some experiences may include restaurants, banks, grocery stores, and more. The activities will be selected in advance, along with the cost of the outing.



Program Orientation

Back-to-school orientation is a **required event**. This event is designed to ensure each participant and their family has been presented with an overview of the program and its requirements. This is also a time for students and their families to have any questions answered. Students are responsible for their transportation to and from this event. Please save the date of Friday August 6, 2021 from 5:00-6:30 PM for the Program Orientation for school year 2021-22.

Policies

The following policies have been put into place for young adults to learn appropriate behaviors expected from adults. These policies will encourage reflective learning and mature behavior. Some policies apply to the college campus environment, and others are built to simulate real-world employment expectations. These policies are essential to help prepare students for independence and integrated community employment.

General student conduct expectations can be found in the Achieve Program Handbook under Responsibilities of Membership in the Evangel community.

Attendance Policy

Students are expected to attend Achieve each day of your scheduled class. When a student is unable to attend Achieve, ***he or she must contact the instructor directly***. This can be done by calling the instructor (*Texting is not an acceptable method unless permission for this type of correspondence has been given*). If the instructor is not available, the student will need to leave a message with their name and reason for the absence. ***(See the back of this handbook for a script that students can use to assist them)***.

Two (2) absences are permitted per semester without a doctor's note, and every absence after that requires a doctor's note. If the student is aware of an upcoming absence, a "Request for



Time Off” form must be completed at least three (3) days before the absence and given to the instructor for approval. This can be used for scheduled doctor appointments, agency meetings, and interviews.

Absences exceeding the two (2) without a doctor’s note and or (2) no-call no-show absences or students who are ½ hour tardy past the program start time will be considered as an unexcused absence. Consequence steps will be taken see page 16 of this Achieve Student Handbook.

Inclement Weather

Achieve students will follow the closings/delay determinations of Evangel University. If classes are canceled for the University, Achieve classes will be canceled.

Open House

Achieve will host an evening program, “Open House,” each year. Student participation in the open house **is required**. Students will share information about their current job rotation and other activities within the Achieve program with prospective students and their families at the open house. Students will be responsible for their transportation to and from this evening event. Date TBA.

Dress Code

At times, students may be required to wear an Achieve shirt and tan or black pants. Students are responsible for purchasing at least one (1) uniform shirt from Achieve. Achieve will have t-shirts for sale at the Program Orientation.

Students can choose to wear either black or tan pants with their uniform shirts. A belt must also be worn (unless disability prohibits and a reasonable alternative can be agreed upon). The pants must be clean, free of tears or frayed edges. Sports pants, sweat pants, shorts, or Capri-style pants are not allowed. Students are permitted to wear a clean, white, or black shirt under their uniform shirts during the colder months.

Every day at school, Students will need to wear footwear that protects the heel and toes. Tennis shoes or casual dress shoes are the only suitable options that are appropriate for most



school days. Sandals, flip-flops, or croc shoes are not acceptable. If specific footwear is needed, the instructor will assist you in where to purchase them. More specific information on and expectations of appearance can be found in the Achieve/Evangel Program Handbook.

Hygiene

An employment standard of hygiene must always be maintained. To achieve this level of hygiene, students should shower daily to eliminate body odor and keep hair clean. Students also need to maintain a clean, shaven face, clipped and clean fingernails, clean clothes, and a business-appropriate hairstyle.

Personal Belongings

Students must wear their Evangel University-issued name badge/prox during program hours. Achieve students will not be given a locker for their personal belongings. They are responsible for all materials they bring to the program. Personal belongings may be kept in a backpack and carried through campus.

Electronic Devices

Student use of personal electronic devices, such as cell phones, is allowed and used in an appropriate adult manner. If the student cannot utilize the device appropriately and it causes problems, the behavior policy and consequences will be utilized (See the Achieve Handbook). This excludes devices used for assistive communication purposes. Achieve of Southwest Missouri and Evangel University are not responsible for lost, stolen, broken, or misplaced devices.

Internet Usage

Achieve of Southwest Missouri and Evangel University are pleased to make available to students access to computers and to the internet during the program. It is extremely important that each student take personal responsibility for the acceptable use and internet safety policies set forth by Evangel University and found in the Achieve/Evangel Program Handbook.



Unacceptable uses include:

- Transmission of offensive or harassing messages.
- Behavior that jeopardized individual security by sharing passwords or other unauthorized use of personal devices or networks or informational systems.
- Students may not buy or sell anything over the internet.
- Do not use the internet to access or make, distribute, or redistribute jokes, stories based on stereotypes related to race, gender, ethnicity, nationality, religion or sexual orientation.
- Don't assume that the sender of a message is giving you permission to forward or redistribute the message to third parties.

Cell phone use: Personal cell phones will be set to 'silent' or powered off during class and on worksites unless they are being used for educational purposes as defined by the instructor. During student free time they may be used as long as they are not a disruption and such uses comply with Evangel University standards.

Failure to follow policy: Use of the computer and the internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and internet terminated. Further consequences will be managed on an individual basis.

Evangel University Responsibilities of Community Membership

1. Demonstrate personal, social, academic, and professional integrity.
2. Maintain a healthy lifestyle
3. Uphold standards of sexual purity and humility
4. Strive to grow in personal relationship with Jesus Christ

Read more about Evangel Community Membership in the Achieve/Evangel Program Handbook.



Responsibilities of Program Collaborators

Achieve of Southwest Missouri is designed to help each student and their families work in partnership to build life readiness skills in life management, career exploration, and self-determination.

Student Responsibilities:

- Agree to seek the next transitional step after the Achieve program.
- Maintain appropriate attendance in alignment with program attendance policy.
- Adhere to the standards of dress and appearance according to the program and worksite standards.
- According to the standards established by the worksite and program policy, including safety regulations, conduct oneself appropriately in the classroom and on the work assignments.
- Learn and perform duties and tasks identified in the job descriptions for each assigned work site.
- Actively participate in systematic planning and reflection meetings.

Parent/Guardian Responsibilities:

- Support their son/daughter's interest and desire to pursue their next transitional step in the community after Achieve.
- Assist their son/ daughter in understanding the requirements of Achieve.
- Participate in the orientation and the planning and reflection meetings with their son/daughter.
- Commit to being fiscally responsible for tuition and fees.

Achieve of Southwest Missouri Responsibilities:

- Manage and operate Achieve in cooperation with its facility partner, Evangel University.
- Maintain ongoing communication regarding program operation and evaluation to students, parents/guardians, and other appropriate agencies.
- Manage the financial support and reporting.
- Provide in-kind administrative and supervisory support for the program.



- Coordinate communication with worksite/business, participants, and their families regarding any issues or concerns.
- Keep reports of students' attendance, reflections, and progress.

Worksite Responsibilities:

- Provide a contact person/liaison to assist in planning, communication, and implementation of Achieve.
- Define workplace expectations, processes, and rules.
- Identify potential work assignments and assist in developing and modifying those assignments.
- Provide job descriptions for work assignments if available.
- Assist in orientation, training, and evaluation of Achieve students as necessary.

Consequences

All Achieve participants are expected to adhere to all policies. The following steps will be utilized if any of the general student conduct expectations have been broken.

1st Offense A meeting will be held with the student and the instructor over the phone with a parent/ guardian, and a letter will be sent home for signature and returned the next day to the instructor.

2nd Offense A team meeting will be scheduled to discuss the absences and create a plan to ensure attendance meets program guidelines. The team will consist of the student, parent/ guardian, instructor, and the Evangel University liaison. The action plan will be put in place immediately following the meeting.

3rd Offense A team meeting will be scheduled to discuss possible consequences and possibly release from the program.



Concerns and Appeals

In that case, there will be ample opportunity to address the concerns through regular correspondences between parents and instructors and during the fall and spring planning and reflection meetings. Additional meetings may also take place at the request of the instructor, parent, or student. If the team determines that the program's structure is not an appropriate learning environment/placement for the student, they will make all efforts to assist them with a smooth transition from the program while working to identify services/programming that will better meet their needs.

1. Contact the Achieve/EU Liaison whenever there are questions or concerns regarding the provision of services, including instructors, skill coaching services, or the expectations of the sites or students.
2. If your program questions or concerns are not resolved, contact the Achieve Board of Director President, Lynn Neidigh, at 417-988-0798.

Discharge from Achieve of Southwest Missouri

1. Students are required to participate in the program consistent with the policies and procedures of the classroom and work-site environment, the Achieve Program Handbook, and the policies listed in this Student Handbook.
2. Communication with students, their families, and the work-site personnel will occur regarding any emerging concerns, and strategies will be implemented to correct the situation.

If improvement is not made, a meeting with parents/guardians will be held to discuss resources/supports available from the various agencies that may be implemented to address the concern(s).

If the support and interventions are not successful in addressing the concern(s), the team will meet again to determine whether the student is in the appropriate learning environment.

Serious infractions that violate the rules of Evangel University's Student Conduct, the work-site,



or constitute unlawful activity may result in automatic suspension or discharge from the Achieve program without the intervening steps noted above.

Recommendations for suspension or discharge of a student are made by the Achieve Instructor, Skills Coach, EU Liaison, and two Admissions Committee members. Documentation will be provided to the student and family, along with a letter determining the suspension and discharge. The results of this determination are final.

Achieve will determine the amount of tuition reimbursement (if any) given upon suspension/discharge.



Team Contact Information

Student Name:

Address:

Email:

Cell Phone:

Date of Birth:

Parent/Guardian Name:

Cell Phone:

Parent/Guardian Name:

Cell Phone:

Email:

Transportation Provider Name:

Cell Phone:

Achieve Instructor:

Address:

Email:

Phone:

Achieve Skills Coach:

Address:

Email:

Phone:

Evangel University Liaison:

Address:







Email:

Phone:

Other Contacts:



Calling in Sick Instructions

	<p>Dial your work Number:</p> <hr/>
	<p>Say: "May I please speak to</p> <hr/> <p>(Supervisor's name)</p>
	<p>Wait until the person answers.</p>
	<p>Say: "This is _____.</p> <p>I will not be at work today.</p> <p>I am sick. I will try to be back tomorrow. "</p>
	<p>Wait until the person responds.</p>
	<p>Say: "Thank you and good-bye."</p>



Acknowledgment of Receipt Achieve Student Handbook

After reviewing this handbook together with your parents, please sign and return this form to your program instructor.

The Achieve Handbook contains essential information about the program, and I understand that I should consult the program instructor regarding any questions not answered in the handbook.

My parents and I understand that by applying for and being accepted to Achieve, I agree to abide by the rules of the program and community expectations of Evangel University and fully participate for the entire school year.

In addition, I agree that I will give my best effort every day to gain the skills needed to reach my goals.

I have received a copy of the Achieve Student Handbook and reviewed it carefully.

Student Intern Signature

_____ Date: _____

Parent Signature

_____ Date: _____

Instructor Signature

_____ Date: _____

