



**COLLEGE OF ADAPTIVE ARTS POLICIES & PROCEDURES
FOR STUDENTS, PARENTS, CAREPROVIDERS, GUARDIANS
MARCH, 2015**

I. INTRODUCTORY STATEMENT

The College of Adaptive Arts Mission is Building an Innovative College of the Arts for Students with Disabilities.

The College of Adaptive Arts Vision is Empowering the CAA Student Body to Creatively Transform the Way the World Views Individuals with Disabilities.

CAA's Mottos:

- Creating Successful Contributing Citizens Through the Arts, Health, & Wellness.
- Lifelong Collegiate Experience Through Exposure, Education, & Friendship.
- Showcase Ability!

Parents/caregivers will be held to the same behavioral standards as students. CAA practices an open door policy regarding communications related to the information herein.

II. STUDENTS: Classes and Activity Preparation

Before each class or activity, students should:

- Get a good night's sleep
- Eat healthy foods
- Drink water and bring a water bottle to class
- Use the restroom
- Observe proper personal hygiene (brush teeth, use deodorant, hair back, clean socks)
- Dress in clothes that allow the student to remain comfortable and cool during physical movement
- Be sure clothing provides coverage:
 1. No plunging necklines
 2. Pants with belt loops should be belted
 3. Elastic waists should securely hold clothing in place
 4. Shorts must be knee-length or Bermuda-style
 5. No skirts without shorts underneath
 6. No halter tops or belly shirts



7. No spaghetti straps
8. No heavy jewelry or long necklaces for safety reasons

- Check your school folder to be sure any weekly activities have been completed
- Check your school folder for items you should bring to the next class
- Plan to wear closed-toe shoes
- Plan to wear or bring tennis shoes or dance shoes for dance work
- Be sure you have correct time, date, location information
- Be sure you have rsvp'd for outside activities
- Sign in and out each day
- Sign in and out of the bathroom each day

III. Reporting Absences, Sickness, Sanitation Procedures

If a student is going to be absent, please call the CAA mainline at 408-384-8674 to report the absence. Potential of a communicable disease exposure needs to be reported promptly to CAA administration. Please alert the CAA administration of all doctor correspondences and permissions to return to class. Students are not to share food due to health and sanitation procedures. Students will be assigned a dedicated cubby at the start of each quarter. When using the bathroom, be sure to maintain high sanitation procedures and wash hands before returning to class. CAA does not provide toileting assistance or dispense medication to students.

IV. Registration

Registration for each quarter happens online through the ProClass registration portal. Early Bird unlimited class registration becomes available for new students after 1 quarter of College of Adaptive Arts classes have been completed. All Early Bird registration payments must be paid in full by the end of the first week of classes each quarter.

New students need to have an intake interview with the Dean of Instruction with their parents, careproviders, or guardian by the end of the second week of the quarter.

A live signature of this Policies & Procedures document is required prior to the student participating in class on an annual basis and each time updates are made to the document.



CAA may cancel a class after the second week of instruction if the number of registrants is less than 6 students.

V. Artistic Production & Performance Classes

Students enrolled in classes involving activities outside of the CAA class site must also attend those class-related activities as part of required course work unless arrangements have been made with the instructor. Performances and other work are collaborative and the absence of one student affects the ability of others. To receive full credit and maintain class enrollment status, the student must demonstrate responsible participation in all class-related activities. Responsible participation also involves following class instructions regarding required attire and conduct.

Community performances are an integral part of the touring performing classes. Community Performances may be scheduled during regular class times and will be considered as that day's instruction.

Students are to check in 15 minutes prior to all community performances. After the performance has ended, direct supervision will not be provided.

Students involved in class creative processes do so with the agreement that all work produced in classes are and remain the property of the College of Adaptive Arts. Any proceeds from artistic products created will go directly back into supporting the departments from which the artistic products were created.

Accordingly, Students agree to assign to CAA as its exclusive property, all rights and interest in any copyrightable works, created, developed or conceived solely by the programs Student or jointly with other Students or CAA staff, while enrolled at CAA for CAA or activities or that are otherwise made through the use of CAA time, facilities, or materials.

Students agree to execute all necessary papers and otherwise provide proper assistance (at CAA's expense, during and subsequent to Students' enrollment at CAA, to enable CAA to obtain for itself or its nominees, trademarks, copyrights, or other legal protection for such intellectual property in any and all countries.



VI. Learning and Event Environment Protocols

CAA strives to provide a collegiate atmosphere and adult, independent environment for its students. Parents and caregivers should support this effort and situate themselves outside of CAA learning environments or in a separate area from students at CAA-sponsored event environments unless arrangements have been made with the instructor. The staff operational goals of instructor-led, student-centered, professional, independent, respectful, safe, congenial, stress-free and positive opportunities for the building of skills within the student population and within all CAA-related interactions must be respected by all parents/caregivers.

Parents/caregivers must also refrain from any behaviors or activities that 1) impede the effort to provide the above opportunities or 2) conflict with any of the above-described operational goals. Parents/caregivers must adhere to the same policies as students. Parents/caregivers exhibiting disruptive behavior will be asked to leave the premises

CAA maintains the right to ban participation of any individuals exhibiting inappropriate, harmful, or disruptive interactions.

CAA reserves the right to enforce this policy and to ban any individual from learning and event environments due to lack of adherence to the above.

VII. Communications

Weekly Updates each week of the Quarter are sent out Monday mornings via email. All pertinent updates and new community performances are added to the calendar each week in red. It is highly encouraged that parents/careproviders read these updates each week to fully understand the community participation opportunities for their student.

Personal Facebooking, texting, or emailing of instructors and staff is not permitted. Communication should instead occur through CAA phone, Official CAA Facebook Page, or email messaging and the Communications Director should always be visibly cc'd (deanna@collegeofadaptivearts.org).

Any discussion with instructors should not occur during instructional time but should instead be forwarded in email form and visibly "cc'd" to the Communications Director.

Complaints should be addressed through email, and the Communications Director, DeAnna Pursai, should be visibly cc'd on all such correspondence. The CAA administration welcomes input,



suggestions, comments, concerns. In-person meetings or phone call appointments will be scheduled to ensure that situations are handled with effectively and promptly.

Outside CAA-sponsored event environments are led by CAA staff members who must be respected as the final authority regarding enforcement of policies. All policies and consequences will remain the same. Staff leaders reserve the ability to make final decision related to policies, procedures, problems, and consequences. Any concerns that may arise at an outside CAA-sponsored event should not be addressed to the venue host but should instead be addressed to the instructor-leader(s) who will help resolve any concerns. Concerns regarding such resolutions should be respected, should not be aired at the location of the event or in the presence of the hosting parties, and should instead be respectfully discussed after the event through the above email process.

VIII. Safety & Supervision

a. Signing in and out:

If no guardian is staying on the premises, it is assumed the student is independent, will not wander, and is in charge of their own sign-in/sign-out.

Students must sign into and out of classes and events on the instructor's designated sign-in/sign-out sheet.

Instructors will arrive 15 minutes early and stay 15 minutes after class. Students may not remain in the classroom before or after this time. Independent students may take advantage of the pick-up and drop-off waiting area. Students who are picked up by caregivers and are not picked up promptly after class may be asked to leave that class.

During community performances, it is expected that careproviders and parents who remain onsite be present and alert to assist with his or her student's behavioral or medical concerns.

Direct supervision will not be provided between or outside of class time, such as during lunch, breaks, or more than 15 minutes before or after class.

b. Medication and Caregiving:



Students requiring medication must be self-supporting. Instructors will not be expected to stop class to remind about medication or administer medication. Students and care-givers are aware CAA is a learning environment and not a day care with clinical staff. If medication is a concern, a care-giver should remain available during class time.

Instructors do not provide toileting or other physical caretaking of the student. Students needing such support will require the presence of a parent/caregiver.

Students who are seizure-prone must have a caregiver present during instruction to care for them during episodes. Students requirement behavioral redirection must have a careprovider present during classtime.

Students may not offer or share food without written consent due to allergy issues, choking hazards, and other potential risks.

Students bringing their own lunch may not expect to use classroom facilities for cooking food, assistance with food preparation, or assistance with eating.

c. Violence:

CAA enforces a zero tolerance policy regarding violence against persons or property. Occurrences of violence will be grounds for removal and may result in appropriate legal action.

d. Smoking:

Smoking is not permitted at CAA learning environments or CAA-sponsored event environments. Failure to adhere to this policy will be grounds for removal.

e. Drug and Alcohol Use:

Students are not permitted to bring drugs and alcohol to or consume drugs and alcohol at CAA learning environments or CAA-sponsored event environments. Failure to adhere to this policy will be grounds for removal.

IX. Transportation

Students involved in classes that include activities away from the CAA campus, including touring ensemble classes, must arrange independent transportation including drop-off and pick-up.

The staff of CAA is not permitted to transport students to and from classes and events or involve themselves in the arrangement of student transportation except in extreme cases of no alternative means, and then only with a Transportation Release of Liability Waiver.



All student transportation should be arranged outside of the learning environment and without the involvement of staff members. CAA does have a van that can be used to transport students to and from community performances. Van transportation to and from class is available for a fee within the city limits of San Jose - \$20 round trip; \$12 one-way. Arrangements must be scheduled 3 days in advance. Students must work through parents/guardians with the CAA administration to arrange transportation ahead of time; professors are not allowed to transport students.

If traveling to and from class independently with a transportation service, students must wait inside the site at a designated area for the driver to pick them up.

Students receiving outside transportation must be aware of designated waiting spaces outside of the immediate CAA classroom area. CAA is not responsible for students before class, during breaks, or after class. Any student using outside transportation must be able to wait independently for pick up and make their way to class independently from their drop-off point.

X. Harassment

CAA is committed to providing a student learning environment free of unlawful harassment. CAA's policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. CAA's anti-harassment policy applies to all persons in the environment of CAA, at related CAA events, and participating in CAA-related communications. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures



- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, religious affiliation, or any other protected basis
- Threats and demands to submit to sexual requests
- Retaliation for reporting or threatening to report harassment
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by CAA policy.

ACKNOWLEDGEMENT AND CONFIRMATION

I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I acknowledge that I have read and understand these policies.

Date

Student Signature

Parent/Guardian/Care Provider Signature