



We are **Different**.
We are **Able**.

College of Adaptive Arts



Student Application





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Mission:

College of Adaptive Arts provides an equitable collegiate experience to adults with special needs whom historically have not had access to college education.

Vision:

College of Adaptive Arts empowers the student body to creatively transform the way the world views individuals with disabilities. CAA creates successful contributing citizens through the arts.

CAA's Bedrock Beliefs:

- ❖ We believe in our student's competence and unique abilities.
- ❖ We will foster a culture of active engagement and high expectations.
- ❖ We strive to empower our students to use their own abilities and expand them.
- ❖ We will never give up on any student.
- ❖ We always expect the best.
- ❖ We celebrate diversity.
- ❖ We will create a safe space for creativity and expression.
- ❖ We will build bridges of success for the community & our students.
- ❖ We will savor each moment – celebrate the journey . . .



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Student Application

Student's First Name: _____ Last Name: _____

DOB: _____ Age: _____ Gender: M F Other

Address: _____

City: _____ Zip Code: _____

Home Phone: () _____ Cell Phone: () _____

Student Email Address: _____

Parent(s)/Legal Guardian(s): _____

Address if Different: _____

Parent/Guardian Email: _____

Employer / School: _____

Is this student conserved? Yes: _____ No: _____

Does this Student use Outreach Transportation Services: Yes: _____ No: _____

Referral Source: _____

Is the student a client with a Regional Center? Yes: _____ No: _____

If so, what is the Regional Center's Service Coordinator's name and email:

Name: _____ Email: _____



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Schools of Study Interest (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Art | <input type="checkbox"/> Dance |
| <input type="checkbox"/> TV/Film | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Music | <input type="checkbox"/> Communications & Leadership |
| <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Science & Technology |
| <input type="checkbox"/> Library Arts | <input type="checkbox"/> Distance Learning |

ARTISTIC BACKGROUND (i.e. enjoys singing, dancing, has been in previous musical theatre productions. Share with us any information you'd like us to know).

GOALS (i.e. Why are you applying to the College of Adaptive Arts? What would you like to accomplish?)

ADDITIONAL INFORMATION TO MAXIMIZE PARTICIPANT'S ABILITIES: (i.e. does he/she work best with a particular frontloading routine, does he/she work best with a particular type of assistance)



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Health History

Diagnosis _____ Date of Onset: _____

Please indicate current or past special needs in the following areas: (Y N - Circle)

Vision Y N Comments: _____

Hearing Y N Comments: _____

Sensation: Y N Comments: _____

Seizures: Y N Comments: _____

Allergies: Including Food: Y N Comments: _____

Breathing: Y N Comments: _____

Digestion: Y N Comments: _____

Elimination: Y N Comments: _____

Circulation: Y N Comments: _____

Emotional/Mental Health: Y N Comments: _____

Physical Health: Y N Comments: _____

Behavioral: Y N Comments: _____

Respiratory/Heart: Y N Comments: _____

Bone/Joint: Y N Comments: _____

Muscular: Y N Comments: _____

Cognitive Processing/Development: Y N Comments: _____

Communication: Y N Comments: _____

Flight Risk: Y N Comments: _____



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- _____ Parent/Legal Guardian will remain on premises during CAA classes
- _____ Parent/Legal Guardian will not remain on premises during CAA classes
- _____ Student ok to check him/herself in and out independently
- _____ Student ok to wait for Outreach/other public transportation independently

Photo Release

I DO

I DO NOT

consent to and authorize the use and reproduction by The College of Adaptive Arts of any and all photographs and any other audio/visual materials taken of me for promotional material, educational activities, exhibitions or for any other use for the benefit of the program.

CAA Student Signature

Date: _____

Caretaker/Conservator/Guardian Signature

Date: _____



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Authorization for Emergency Medical Treatment

Last Name: _____ First Name: _____

DOB: _____

Address: _____

Phone: _____ Cell phone: _____

Physician's Name: _____

Preferred Medical Facility: _____

Health Insurance Company: _____ Policy# _____

Allergies to medications and/or foods: _____

Current medications: _____

In the event of an emergency, contact:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

In the event emergency medical aid/treatment is required due to illness or injury during the process of receiving services, or while being on the property of the agency, I authorize The College of Adaptive Arts to:

1. Secure and retain medical treatment and transportation if needed.
2. Release client records upon request to the authorized individual or agency involved in the medical emergency treatment.

Consent Plan: This authorization includes x-ray, surgery, hospitalization, medication and any treatment procedure deemed "life-saving" by the physician. This provision will only be involved if the person(s) above is unable to be reached. (continued on next page)



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CAA Student Signature

Date: _____

Caretaker/Conservator/Guardian Signature

Date: _____

In the event emergency treatment/aid is required, I wish the following procedure to take place: _____

Non-Consent Plan

I do not give my consent for emergency medical treatment/aid in the case of illness or injury during the process of receiving services or while being on the property of the agency. **(Sign only if declining emergency medical treatment).**

CAA Student Signature

Date: _____

Caretaker/Conservator/Guardian Signature

Date: _____



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Student Waiver & Release of Liability

NOTICE TO Participant: DO NOT SIGN this agreement BEFORE you read it, or if it contains any blank spaces to be filled in. For participants less than 18 years old or conserved, this form must be initialed and signed by a Parent or Legal Guardian.

No student can be accepted in to the Program until a parent or guardian has completed and signed all required forms or, if the student is of legal age he or she may sign. Classes and community performances will be under strict supervision and although every effort will be made to avoid any accident, the Participant agrees to waive and release The College of Adaptive Arts, Inc., its Board of Directors, Instructors, Aides, Volunteers, Agents, Employees, Sponsors, and Affiliates from any liability for the activities of the organization.

I, _____ (Participant's Name), acknowledge that I will not be permitted to participate in the College of Adaptive Arts, Inc.'s Programs (herein, the PROGRAMS) if I do not agree to the terms of this waiver. I further acknowledge that by not agreeing to the terms of this waiver, I will not be allowed to participate in the PROGRAMS. _____ (initial)

I would like to participate in the PROGRAMS. I ACKNOWLEDGE performing arts ACTIVITIES, including but not limited to: singing, dancing, acting, manipulating props, creative expression, and physical movement, including on and off of the stage and sets, can be DANGEROUS ACTIVITIES which involve a risk of injury. I ACKNOWLEDGE THAT I MAY SUSTAIN INJURIES. I EXPRESSLY ASSUME ALL KNOWN OR UNKNOWN RISKS involved in such activities and PARTICIPATE AT MY OWN RISK. _____ (initial)

I ACKNOWLEDGE AND UNDERSTAND that when a musical theatre production is performed, it will all be heavily modified ADAPTATIONS to the versions that I'm familiar with due to the varying abilities of the PARTICIPANTS of the PROGRAM. _____ (initial)

College of Adaptive Arts, Inc.'s classes are supervised and with as much structure as possible under the circumstances of accommodating adults of varying abilities. I understand that if it becomes too noisy or overwhelming, myself or my parent/guardian can opt out early of class without penalty or repercussion of being exited from the PROGRAM.

I ACKNOWLEDGE AND UNDERSTAND that I will participate with the College of Adaptive Arts staff in creating an environment that is safe, enriching, and stimulating for me. I understand that there will may be many students in class; repeated acts of aggression towards others such as, but not limited to, biting, kicking, scratching, hitting, punching, and inappropriate sexual touching or comments will not be tolerated. Any such violent behaviors will result in the dismissal of the class for the rest of the quarter.



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I ACKNOWLEDGE AND UNDERSTAND that no CAA staff or volunteers are allowed to take me to the bathroom. If I cannot use the bathroom by myself, my parent/guardian or personally provided care provider must take me to the bathroom. CAA is not responsible for supervision of bathrooms. Inappropriate behaviors occurring in bathrooms may result in a suspension from class.

I ACKNOWLEDGE that I have the opportunity to have the PROGRAMS explained to me, or I have declined to have them explained to me. I UNDERSTAND AND FULLY APPRECIATE THE RISK OF INJURY INVOLVED in participating in the PROGRAMS. _____ (initial)

I ACKNOWLEDGE that I have read and fully understand the Participant information and emergency procedure forms provided to me. _____ (initial) I ACKNOWLEDGE that accidents can and do occur even if the utmost care and safety is exercised. Nevertheless, I hereby, EXPRESSLY WAIVE, RELEASE, AND FOREVER DISCHARGE The College of Adaptive Arts, , Inc., its Board of Directors, Instructors, Aides, Volunteers, Agents, Employees, Sponsors, and Affiliates whosoever from ANY AND ALL LIABILITY, CLAIM, LOSS, DAMAGE, COST, OR EXPENSE arising from, or attributable in any legal way to, ANY NEGLIGENT ACT OR OMISSION on the part of any such person or organization. _____ (initial)

I ACKNOWLEDGE that I have carefully read this waiver and release and FULLY UNDERSTAND THAT I AM WAIVING ANY AND ALL RIGHTS that I may have to bring a lawsuit in which I could assert a claim against The College of Adaptive Arts, Inc. and all the other persons mentioned for ANY DAMAGES CAUSED BY THE NEGLIGENCE OF THE AFOREMENTIONED PARTIES.

I ACKNOWLEDGE that I have carefully read this waiver and release on behalf of my child or ward and FULLY UNDERSTAND that it is a RELEASE OF LIABILITY. I acknowledge that I AM WAIVING ANY AND ALL RIGHTS that my child or ward may have to bring a lawsuit against The College of Adaptive Arts, Inc. and all the other persons mentioned above for ANY DAMAGES CAUSED BY THE NEGLIGENCE OF THE AFOREMENTIONED PARTIES. I hereby CONSENT TO THE TERMS OF THIS WAIVER and allow my child or ward to participate as a Participant in the Programs.

CAA Student Signature

Date: _____

Caretaker/Conservator/Guardian Signature

Date: _____



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Transportation Release of Liability

I, _____, give The College of Adaptive Arts (CAA) permission to allow the CAA staff and instructors to periodically transport _____ when requested and/or necessary. I understand the risks that may be associated with motor vehicle transportation such as car accidents. CAA will do everything to ensure the safety of the CAA students.

I hereby, EXPRESSLY WAIVE, RELEASE, AND FOREVER DISCHARGE CAA, its Board of Directors, instructors, aides, volunteers, agents, employees, sponsors, and affiliates, together with their successors, assigns, executors, administrators, and personal representative, from ANY AND ALL CLAIMS, DEMANDS, DAMAGES, COSTS, EXPENSES, and CAUSES OF ACTION, at law or in equity, rising out of or resulting from transportation services to and from CAA classes and events, including any act, or failure to act, on the part of CAA or the aforementioned related parties. _____ (initial)

I ACKNOWLEDGE that I have carefully read this waiver and release and FULLY UNDERSTAND THAT I AM WAIVING ANY AND ALL RIGHTS that I may have to bring a lawsuit in which I could assert a claim against CAA or any other person mentioned above, for ANY DAMAGES CAUSED by any acts or omissions, negligent or otherwise, of the aforementioned parties.

For parents signing on behalf of a minor child or conserved adult:

I ACKNOWLEDGE that I have carefully read this waiver and release on behalf of my child or ward and fully understand that it is a RELEASE OF LIABILITY. I acknowledge that I AM WAIVING ANY AND ALL RIGHTS that my child or ward may have to bring a lawsuit against CAA and all other persons mentioned above. If my child makes any claim against CAA, or any other person mentioned above, I hereby agree to indemnify and hold harmless CAA et. al., from and against any and all loss, costs, damage or awards, including attorney's fees, suffered by such party.

I hereby CONSENT TO THE TERMS OF THIS WAIVER and allow my child or ward to accept transportation services to and from CAA classes. I fully accept the terms of the release and waiver on behalf of my child and myself and agree to release and hold harmless CAA and its affiliates as set forth above.

CAA Student Signature

Date: _____

Caretaker/Conservator/Guardian Signature

Date: _____



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CAA Policies & Procedures for Students, Parents, Guardians, & Careproviders **Updated: January, 2018: Please keep in a convenient spot for easy reference**

Mission:

College of Adaptive Arts provides an equitable collegiate experience to adults with special needs whom historically have not had access to college education.

Vision:

College of Adaptive Arts empowers the student body to creatively transform the way the world views individuals with disabilities. CAA creates successful contributing citizens through the arts.

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.

I. In Case of Emergency Out-of-Town Contacts (if Bay Area Communication is out):

CeCe Carlson (Pam's mom in AZ): 408-892-2540 - cell

Bev Prosser (Danie's mom in San Diego): 408-483-5604

Jill Ellenberger (DeAnna's Mom in Indiana): 260-273-2480

Absence Line to Leave Message: 408-538-3809, Option #1000

One Call Now Information: Make sure the Front Desk staff has your 3 best contact information, including email, cell phone, and land line on file of whom to contact in case of an emergency – we update each quarter into our OneCallNow emergency portal whereby in case of an emergency.

II. Expectations & Participation

Weekly Update Emails: Each Monday morning of the quarter latest information is conveyed about upcoming community performances, school closures on Mid-Quarter (Week 5) & Inter-Quarter Break (2-3 weeks between quarters). Please send an email to at info@collegeofadaptivearts.org if you are not receiving Monday morning Weekly Updates emails. Please



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plan to read these emails on Mondays mornings; they will also be uploaded to www.collegeofadaptivearts.org website for review by Monday evening. You may come to the site in person and request a hard copy of the Weekly emails if you do not have access to email.

Parent Participation Model: CAA represents a new and innovative lifelong collegiate model of lifelong education for adults with special needs. CAA is debt-free and has grown significantly since inception in 2009; however, staff are not yet at a point of making living wages, although that is certainly the vision, along with ultimately giving all CAA staff the opportunity to select as their main profession. Under these circumstances, we welcome and encourage parent and careprovider participation with their students and in growing this collegiate model. It has been found that the most successful students are the ones where the parent/careproviders are actively involved in ongoing communications with the students regarding their learning/performing experiences.

Families/careproviders/legal guardians are requested to participate in 2 CAA-related activities a year. These activities include but are not limited to: volunteering at an event, coming to Parent Advisory Council meetings, donating a gift basket to a silent auction, finding CAA a new corporate sponsor, finding CAA new prospective student candidates, helping recruit new community members to attend weekly tours at the site, volunteering to help on a committee, helping to conduct a fundraiser for CAA. These activities may also be applied for possible tuition credit through the student scholarship application process.

To continue to grow and promote this innovative education model, we highly encourage all CAA families to mark on their calendars to attend the following community events:

- **CAA School of Communications Showcase:** Bring your student out to showcase in the Communications classes of Speaking with Confidence, Poetry, Reading Partners, Student Council & Writing Lab; Each February
- **CAA Staff Showcase:** Attend as an audience member and bring out your networks: Each March/April
- **CAA Golf Classic Fundraiser:** Plan to play golf with your special needs golfer or attend the banquet dinner/silent auction in the evening: each September/November



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- **Graduation/Holiday Concert Choir:** Plan to attend and hear the enjoy the holiday concerts from the Adaptive Guitar Class, Concert Choir & to celebrate the latest undergraduates (60 units), graduates (additional 120 units) or post-graduates (additional 240 units).
- **Christmas in the Park Performance:** Bring your students/family/network out to enjoy each of the 7 CAA touring troupes: Each December

III. Tuition, Billing & Regional Center POS Requests

Registration for each quarter happens online through the ProClass registration tab on the College of Adaptive Arts website. Currently enrolled students will have the opportunity to register for classes for the following quarter prior to open enrollment of new prospective students.

If using Regional Center billing, please send proof of registration to your service provider so that a Purchase of Service request can be approved. Use vendor number ZS0975, code 102, \$27.243 per hour. Regional Centers request that registration of classes be submitted for POS approval before the start of each quarter.

Each individual class is 9 units per quarter (9 weeks of instruction, one hour per week). The San Andreas Regional Center requests that proof of registration of classes happen before the start of each quarter.

It is recommended that students limit classes to 3 consecutive classes in one day due to fatigue. If students choose to take more than 3 consecutive classes in one day, a parent or careprovider will need to remain during class time to support the student's learning process.

Tuition is \$245/class. Scholarships will now be given on a case by case basis, with a maximum class limit of 3 classes per quarter. College of Adaptive Arts is committed to working with all families & careproviders to finding a solution so that adults with a differing ability may continue their education if they desire at the College of Adaptive Arts.

If paying privately for tuition or extra classes not paid through the Regional Center, balances need to be paid in full by the end of the current quarter.

For prospective new students, the enrollment procedures are as follow:



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- Sign up for a Weekly tour through the College of Adaptive Arts website to be attended by the student and their guardian/decision-maker
- Return completed Student Application packet for review via drop-off, mail-in, or electronically.
- Be contacted by the Student Registrar to set up an online student registration account and intake interview
- Be trained at the intake interview to register for classes for current quarter classes as well as future quarters from the convenience of your home computer.

A live signature of this Policies & Procedures document is required within the first week of 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.

Classes will be closed after 2 weeks of instruction to maintain a culture of learning integrity. Students can request to audit one class after this time to see if he or she would be interested in enrolling in this course .

IV. Reporting Absences, Sickness, Sanitation Procedures

If a student is going to be absent, please CAA's new telephone number, 408-538-3809, Option #1000 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, including celebrations such as birthdays. Because this is a college environment, birthdays are encouraged to be celebrated in other ways such as singing a song or receiving a class card.

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. CAA is also not responsible for supervision of bathroom or behavior which occurs in a bathroom setting.

V. Artistic Production & Performance Classes

Students enrolled in classes involving activities outside of the CAA class site are expected also to attend those class-related activities as part of required course work unless arrangements have been made



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with the instructor. Medical exceptions are always exempt. 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, including community performances which may happen outside of regularly-scheduled class time.

RSVP of community performance attendance is required to professors ahead of the event. Responsible participation also involves following class instructions regarding required attire and conduct. The expectation is that community performances are an integral part of the class and promote and augment CAA's vision of Empowering the Student Body to Creatively Transform Perception of how the World Views Individuals with Disabilities.

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, free of obstruction, restraint, and fostering freedom and respect. 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/admin. The staff operational goals of instructor-led, student-centered, professional,



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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. Communications between CAA staff, professors, careproviders and students focus on the students' individualized goals and preferences for each class.

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 of individualized instruction.

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 included in the Weekly Updates Email. Email info@collegeofadaptivearts.org to have a new email added to the Weekly Updates email group.

Personal Facebooking, texting, or emailing of instructors and staff is not permitted. Once an individual becomes a CAA staffperson, they are instructed to Un-friend any students on social media to maintain professional lines of community. Communication should instead occur through CAA phone, Official CAA Facebook Page, or email messaging and the Communications Director should always be visibly cc'd (info@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 working 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,



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problems, and consequences. Any concerns that may arise at an outside CAA-sponsored event should not be addressed to the venue host and should instead be addressed to the instructor-leader(s) who will facilitate a resolution. 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. Failure to follow these policies may result in restrictions to participation in and attendance of future outside events.

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. Students will need to wait outside the door if they arrive early, are present during breaks when the site is closed, or remain after daily designated site hours. Once students sign out independently at the site, CAA is not responsible for their supervision.

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.



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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 are requested to have a caregiver present during instruction to care for them during episodes. Student who require regular behavioral redirection must have a careprovider present during class time.

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.

If a medical emergency occurs within the classroom such as seizures, encephalitic attacks, asthma attacks, sensory-based reactions, or other episodes causing diminished control of personal physical condition, cognitive function or behavioral ability, **CAA reserves the right to also call 911 even if the careprovider is present if the administrator believes this to be warranted.** In the case of a medical situation not requiring emergency transportation the student's careprovider will be responsible for ensuring safe exit out of the site to an environment providing proper support.

If such events are determined to be ongoing, CAA may require a receipt of written statement by a medical professional that it is safe for the student to return to class.

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.



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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 current Transportation Release of Liability Waiver on file.

All student transportation should be arranged outside of the learning environment and without the involvement of staff members.

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



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- 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
of CAA Policies & Procedures for Students, Parents, Guardians, &
Careproviders – Updated Jan. 2018**

Please sign & return – Retain Policy Document for Reference

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

I acknowledge that I have read and understand the updated policies.

CAA Student Signature

Date: _____

Caretaker/Conservator/Guardian Signature

Date: _____

FOR DAILY CARE PROVIDERS/ASSISTANTS/1:1s TO STUDENTS:

I have read the above policies and will ensure effective communication between the student, the CAA site staff, and a students' residential care providers or parents/guardians on homework, projects, or upcoming performances.

Care Provider/Assistant/1:1 to Student

Date: _____



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