



College of
Adaptive Arts
Inclusive Collegiate Partnerships

Informational Handbook



Empowering the student body to creatively transform the way the world views individuals with disabilities.

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WHO ARE WE?

Our Mission: CAA provides an equitable collegiate experience to adults with special needs who historically have not had access to lifelong college education options.

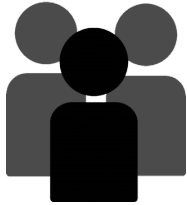
The College of Adaptive Arts (CAA), established in 2009, is a groundbreaking non-profit organization located in Saratoga, California. Its mission is to empower adults with disabilities by providing them with opportunities in the Arts to become productive and valuable members of society. By fostering a supportive learning environment, CAA helps students reach their full potential and challenges them to exceed their limitations.

CAA started in the summer of 2009 with twelve adult students in a single musical theatre class. As of the Spring Quarter 2023, student enrollment has climbed to 216+ adult students taking over 75+ course offerings in 10 Schools of Instruction across 9 states in the US, learning in-person, thru Zoom, and thru a hybrid of both.

College of Adaptive Arts represents a unique model of adult service delivery that the CAA Mountain Movers Leadership Team understands is desperately needed. College of Adaptive Arts allows individuals to channel their passion and achieve competency to the best of the individual's ability in an arts discipline such as the fine arts, dance, theatre, digital arts, and video/television as well as in the academic disciplines of communications, science & technology, library arts, and health & wellness.



DATA & STATISTICS



18-74+ years

Student Age Range from 18 to 74+; all ages welcome.



220 students

Average Students Per Semester



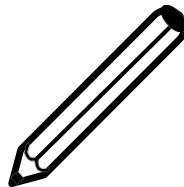
1050 Seats

Average Class Seats Filled Per Semester



41 Staff Members

Total Current CAA Staff Members (2023)



3000+ Registrations

Total Class Registrations to Date



8 Regional Centers

Total CA Regional Centers Served

Breakdown of Population (2023)

- Downs: 20%
- Autism: 33%
- Other: 4%
- Developmental Delays: 35%
- Epilepsy: 8%



UNIQUE COLLEGE MODEL

01

A Private 501c3 Charitable Organization

This is an institution of higher education where adults have opportunities to gain experience from a diverse and rich curriculum that will enable them to live a full and empowered life as successful, contributing members of the community.

02

Available Lifelong to Adults 18 - 74+

We are an innovative college; we are not a post-senior, independent life skills, transition, or day program. There is no maximum limit to years of age or participation, nor minimum academic requirements, as CAA promotes lifelong learning for adults at all stages of their learning journey.

03

Online and On-Campus Class Options

Flexible on-campus and online class delivery methods provide students from all over the United States with opportunities for college involvement at CAA. Many of our students are from out-of-state, including those located in Washington, Hawaii, Louisiana, Virginia, New York, and more.

04

Financial Aid and Scholarships

California students may apply for financial aid and scholarships when regional center funding is not an option.

05

Diversity of Staff Members and Professors

Our talented staff, board, and advisors possess a wide range of leadership experience, from Fortune 500 companies to nonprofit and academic work.

CREDIT-BASED DIPLOMA TRACKS

Students choose undergraduate, graduate, and post-graduate diploma tracks with conferment based on credits earned.

Our Curriculum

- Two 20-week semesters/calendar year
- One hour/1-unit classes per week
- One class may be taken for a certificate
- Students may pursue a certain diploma track or take **SINGLE** courses periodically
- Distance and on-campus learning.



All classes include defined goals and concepts through strategic curriculum planning and delivery. CAA's innovative **ARTS Instructional Model**® provides a consistent format for all class planning that promotes cognitive access to, response to, transfer of, and sustainment of concept learning in an environment wherein students of all abilities learn successfully together.

- **Graduation based on student hours of instruction;** differs from state-accredited or non-crediting programs in typical college environments.
- **Non-transferable credits** (until other colleges with similar modeling are established to transfer credits).
- **Credits are based on completed experience with and continued exposure to concepts** through CAA's innovative ARTS Instructional Model®.

COURSE LEARNING OBJECTIVES

Participation and Contribution

CAA college students work toward the use of learned skills in areas that match their personal goals and interests. They are professional, prompt, prepared, enthusiastic, involved, and positive contributors to their class groups and activities.

Absences

Each student is important and individual absences affect the learning and performance of the class. If you must miss class, please notify the school as soon as possible by email: attendance@collegeofadaptivearts.org or call the front desk at [408-538-3809](tel:408-538-3809), ext. 0.

Assignment of Credit

Courses are designed as experiential with a group focus on the learning ensemble. Earned credits reflect participation in and contribution to related class lessons and responsive work, including reviews of concepts and sharing of individual activities. These are reflected in the following credit assignment scale:

Participation and contribution during classes Full credit (6 credits): Participation and contribution during 16-20 classes; Partial credits: (4 credits) Participation and contribution during 10-15 classes; (3 credits) Participation and contribution 4-9 classes; (2 credits) participation in 2-3; classes; (0 credits) 0-1 class observations

Credit Requirements for Diploma Tracks:

Students can choose to pursue one or more privately credited, non-transferrable diplomas from CAA. These diploma tracks may be repeated or progressively earned in sequence based on the students' choices and interests:

Undergraduate Diploma: 210 / 35 total classes (full credit)

Graduate Diploma: 420 / 70 total classes (full credit)

Post Grad Diploma: 900 / 150 total classes (full credit)

Post Grad II Diploma: 1380 / 230 total classes (full credit)

Post Grad III Diploma: 1860 / 310 total classes (full credit)

Post Grad IV Diploma: 2340 / 405 total classes (full credit)

CAA SCHOOLS OF STUDY

School of Visual Arts

Fosters creativity and curiosity in traditional, digital, and 3D art giving students the opportunity to create with their hands, hearts, and minds.

School of Theatre

Allows students to learn to let go, have fun, build confidence through teamwork, and learn social cognitive skills through acting and understanding of different points of view.

School of Communications

Strives to give students a chance to be writers, poets, speakers, readers, interpreters, and lovers of literature.

School of Business

Empowers CAA students to learn necessary skills to hone their knowledge in areas of marketing, sales, and inter-personal skills.

School of TV & Film

Teaches students to tell their stories through film, television, and digital media production.

School of Library Arts

Provides students with a chance to further their education and decide in what direction they want to take in their college career through independent studies.

School of Health and Wellness

Students enjoy 'innercise' and exercise including golf, cheer, gaming, bowling, and walking teams, nutrition classes, and fitness instruction with nationally certified PoundFit trainers.

School of Science and Technology

Guides students in the exploration and development of their interests in the sciences and various technological elements such as coding, basic computers, and digital design.

School of Music

Instructs students in the enjoyment and cultivation of musical interests and talents such as singing, playing guitar, songwriting, and music production.

School of Dance

Encourages physical, mental, and emotional growth and wellness through the study of dance by helping them gain confidence in their abilities and themselves.

PROGRAM GUIDELINES & POLICIES

Weekly Communication Emails Each Monday Morning

Every Monday morning the latest information is conveyed about upcoming community performances, school break weeks and holidays, in between semester breaks, etc. You can sign up to be added to this mailing list at the bottom of the website: Weekly Updates button. Please send an email to info@collegeofadaptivearts.org if you are not receiving Monday morning Weekly Updates. Please read these emails – they contain the latest weekly updates regarding classes, workshops, events, and upcoming community performances. The content of the updates also is in the Events & Updates tab on the website.

Academics & Instruction:

Required Texts and Materials

All text-based information and other materials required within course lesson plans will be provided to students by the instructors during on-site classes and through their class portals. Students may have the option to use their own materials onsite or at home related to specific projects and activities with instructor permission.

Be “GLAD”

Professional, creative students take risks with their art in a comfortable and safe environment under the guidance and rules of campus staff. Therefore, CAA is a “no stress zone” and problems and negativity must be left outside the classroom. This includes the computer doorway to the online classroom space. We use the saying that “We are GLAD!” to remind us of this expectation. The word GLAD stands for:
*Going to *Leave it *At the *Door!

Classroom Protocol

Appropriate clothing must be worn in all classes. Physical performance classes require clothing allowing for freedom of movement. Clothing that is distracting, revealing, or limits the ability to move freely and participate will also limit performance ability. Examples of appropriate clothing include comfortable, flat, supportive shoes that cover the toes, pants pulled up past the hips and secured with

elastic or a belt, and clothing that will keep your body and undergarments covered when still and in motion and include family-friendly logos and other graphics.

Class Attendance Preparation

Students should always bring the following items: class folder or binder with blank sheets of paper, water bottle, pencil, pen, highlighter, or other tools for recording information, completed homework activities, and other related materials such as home activities or items requested by the instructor.

On-Site Learning Environment: Students should also bring their own device and earphones if independently Zooming into a class from the campus. They should also bring a jacket or sweater and sack lunch or snack to on-site classes. The printer, refrigerator, microwave, and other items and equipment found in the faculty lounge are provided for staff use only. Students need to bring their own food and beverage items that do not require heating, refrigeration, or other kitchen preparation. They should also bring their own forks or spoons and leave knives at home. Students will eat lunch or snacks during between-class breaks unless otherwise arranged with the site manager.

Cell Phones and Technology

Calling, texting, web-surfing, or other personal use of technology is not permitted during any class without permission of a staff member.

Daily Classroom Rules Video: View an animated short video on many of these class rules at: <http://www.powtoon.com/show/d2GIHDqKjyN/school-rules>

Artistic Creation & Production

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.

Class Types: Hybrid (onsite/online), Zoom (online only), Onsite (onsite only)

-Contact our Director of Research & Programs, Dr. Pam Lindsay, for details and check the Weekly Updates for the latest & greatest news on onsite classes.

-Hybrid classes provide students with the option to take the class onsite or online. We will be hosting up to 3 hybrid classes onsite each timeframe from 10:30 am – 5:30 pm at the West Valley College campus. Students must be on the class roster to attend that class onsite.

-Make sure when you log on to a class on Zoom the name on your device matches the student's name on the course registration form.

-Onsite classes are offered as an onsite only option at our flagship campus on the West Valley College campus. Students must be on the class roster to attend that class onsite.

- Zoom classes are offered as an online only option. We will not be able to provide onsite accommodations for students in these classes. Please plan accordingly:

- Students at CAA that are attending classes designated as online only must bring their own device along with headphones that have a mic
- Students will need to connect to the Guest wi-fi network and be able to join their class via their device without assistance
- If they are unable to independently connect to their class, they will need a care provider's assistance to make that connection
- The observation area is a good place for Students to be seated in while attending their online only class from their device, but there are areas on the West Valley Campus such as the Coffee Cart and Library
- CAA Site Managers can provide the wi-fi information, but will not be able provide further accommodations. If further assistance or accommodations are needed, a care provider must remain on campus with the student.

Waitlist Protocol

Once a class roster is full, students will be added to a waitlist for the class in the order it was requested, and you will see “WAITLIST” on your Class Schedule. Students will only be added from the waitlist to the class if spots open up on the roster

Protocol for Highly Popular Classes offered on Multiple Days

Due to the enormous popularity of some of our courses, we are now offering more sections of these courses on different days! We are thrilled that these classes are so engaging, and our Waitlist Policy is in place to ensure every student has an equitable opportunity to enjoy them. Examples: Pound Fitness, Computer Gaming, & Traditional Arts

You may request all sections of a class with multiple sections, following our Waitlist Policy

Students who request multiple sections of a course that is offered on multiple days will initially only be added to the roster for one section of that course, if there is availability. Students will see “WAITLIST” on their Class Schedule for the other requested section(s). Waitlists for classes offered on multiple days are resolved by Week 3 of each term

After the Add/Drop Period, students will be added to the other section(s) of the course(s) if there is still availability on the roster(s). If there was not availability, students may have an opportunity to request alternate class(es) from the list of classes with availability.

Clubs

*CAA offers Clubs that happen outside of CAA’s regular term schedule and currently require a private pay tuition model.

*CAA Clubs happen on Saturdays and extend beyond the semester of instruction. Club activities happen for 6-month time frames, two Saturdays/month. Private pay tuition is \$150 per CAA Club per season. This covers the cost of staffing, rentals, uniforms, and equipment needs.

*Here's the private pay link, \$150/Club Team:

<https://donate.collegeofadaptivearts.org/event/caa-Saturday-team-registration-fee/e407863>

*CAA Club Offerings

*Golf Club – private pay tuition model

*Bowling Club – private pay tuition model

*Gaming Club – private pay tuition model; future offering

Course Credit for Electives in the Community

*CAA will grant up to 1.5 credits for approved elective classes in the community.

Email registrar@collegeofadaptivearts.org regarding registration for outside elective credit. Examples of current elective options include:

*All Adaptive Health/Fitness/Swimming at YMCA – The Alameda

*Buddies in Action, Personal Fitness Training: <http://www.buddiesinaction.com/>

*AnT Swim School, <http://www.antswim.com/>

*Latizmo Productions, latizmohiphop.com

*Inclusive World, www.inclusiveworld.org

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 over 2,000% 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 two CAA-related activities a year whether online or in-person. 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:

- **Parent Advisory Council Meetings & Networking Lounge Nights** (happen twice a semester to promote connectedness, education, and lifelong learning camaraderie)
- **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
- **CAA Golf Classic Fundraiser:** Plan to play golf with your special needs golfer or attend the banquet dinner/silent auction.
- **Graduation/Holiday Concert Choir:** Plan to attend and hear the enjoy the holiday concerts from the Adaptive Guitar Class, Concert.
- **Christmas in the Park Performance:** Bring your students/family/network out to enjoy each of CAA's performing classes.
- **Annual Musical Theatre:** Cumulative Musical Theatre Production

Community Performances Protocols

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 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.

Communications & Feedback Protocols

Weekly Updates are sent out each 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, or you can sign up at the top of the CAA homepage.

Personal Facebooking, texting, or emailing of instructors and staff is not permitted. Once an individual becomes a CAA staff person, 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. Emails to the teaching staff should also be cc'd to info@collegeofadaptivearts.org to go the Communications Director/Executive Director.

Feedback and input for the CAA administrative and leadership teams can be submitted in written form via email. We appreciate submission of all feedback through this process so we can make sure the best individual receives the information/contacts you. You may email info@collegeofadaptivearts.org with your input. Please include the following information:

- 1) What was observed/what took place?
- 2) What remedies have been tried to date to improve the situation?
- 3) What would you like to see as an optimal outcome from this feedback?

Please cc Communications Director/Executive Director on all such correspondences. 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, 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.

Safety & Supervision

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.

On-site students must thoroughly sign in and out at the front desk every time they enter or exit the college premises. Students must also check in and out in the appropriate column of the sign-in binder when exiting to use the restroom. Please see your instructor or the site manager with any questions.

Online Sign-In/Out:

Students are checked in by an instructor when they arrive in the online class. Students should not leave their screen/workspace at home unless arranged with the instructor. If you need to use the restroom or get up for another necessary reason, raise your hand and let the instructor know you will be right back. In other words, treat the online learning classroom just like you would the on-site learning environment.

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 care providers 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.

Communicable Disease Mitigation

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.

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.

COVID-19 & Social Distancing Policies

CAA will adhere to the latest policies from the County and State Health Departments regarding physical social distancing and sanitation and health procedures during times of pandemic and public enforcements.

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 caregivers are aware CAA is a learning environment and not a day care with clinical staff. If medication is a concern, a caregiver 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 are requested to have a caregiver present during instruction to care for them during episodes. Students 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.

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.

Smoke-Free Campus Site

CAA is a "Smoke-Free Zone." In the interest of student health, no smoking is allowed at the college site. Smoking is also discouraged around the outer perimeter of the building, particularly in the drop-off/pick-up zone.

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.

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 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.

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

BEHAVIORAL & ACADEMIC EXPECTATIONS: ARTS[©] & ARCS[©] MODELS

Parents/caregivers will be held to the same behavioral standards as students.

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, 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.

Public Displays of Affection

CAA maintains a professional work and learning space. Public Display of Affection (PDA) will be redirected and discouraged within the CAA classrooms, learning space and waiting areas to reinforce a professional environment.

Addressing & Redirecting

CAA personnel will address misconduct from an educational perspective to help students understand why their behavior might not be appropriate and/or is disruptive. CAA personnel are trained to address matters in a respectful manner with sensitivity to the students age and abilities. CAA personnel will inform parents/caregivers via email and in-person if possible, the same day misconduct occurred (if in person, it will be done in discreet manner).

If misconducts continue, parents/caregivers and student will attend a meeting with a CAA Director and/or Dean of Instruction to discuss additional strategies needed to help student learn and understand importance of professional and respectful conduct at the college campus.

ARTS Behavioral Model[©] for Students

Attitude: Always demonstrate positive thoughts and deeds; leave negativity at the door. We will be **GLAD: We Are Going to Leave it At the Door.**

Respect: Demonstrate professional and respectful conduct when on CAA campus, during and between classes, and during college organized community outings.

Trust: Treat others as equals and always make them feel special. Never show off your own outside accomplishments or relationships.

Support: Help everyone learn by:

- 1) Recognizing your professor as the leader of the class
- 2) Following instructions
- 3) Encouraging fellow students – let them learn their own way at their own pace
- 4) Letting your fellow student teach YOU something

ARTS Behavior Model[©] for the Support Team

(staff, parents, families, caregivers, community members)

Attitude: Always demonstrate positive thoughts and deeds; leave negative and non-productive thoughts, comments, and actions outside. We will be

GLAD: We are Going to Leave it at the Door.

Respect: Use appropriate physical and verbal communication instead of confrontation or intentional invasion of another's space, name-calling, negative tone, yelling or other verbal bullying, or other non-productive/negative verbal and physical discourse.

Trust: Treat others as equals and always make them feel special. Always give credit where credit is due. Instead of focusing on whether the spotlight is shining on oneself, make sure it is shining on someone else. Then everyone and everything within the big picture will be illuminated.

Support: Help everyone learn by 1) recognizing one's personal role in an effort, 2) supporting leadership, 3) approaching problems with positive and production solutions, 4) encouraging others in their unique personal styles of communication and work, and 5) being prepared for what one is responsible for contributing to the CAA environment.

Online Learning ARTS Behavioral Model©

Attitude:

Always demonstrate positive thoughts and deeds; leave negativity at the door.

- Be GLAD! When you turn class on, turn problems off.
- Students should come to class ready to learn, with class materials on hand.

Respect:

Use appropriate words and actions, never inappropriate words or behaviors.

- EVERYTHING must be family friendly (such as your background, materials you share, anything we see on camera, what you say, and anything you wear.)
- Treat your online learning space as you would the CAA site classroom. Conduct yourself professionally, stay at your workstation, do not turn off your video to do something we should not see, do not eat food during class (you may drink). In other words, do not do anything at home that you would not do in class at CAA.

Trust:

Treat others as equals and always make them feel special; show off your personal outside interests or relationships.

- Bullying is never allowed. Show everyone that “Cardinals Care.”
- • Close all windows on your computer to prevent accidental viewing of personal materials; class conversation and computer navigation only.
- Always chat to “everyone”; do not have personal conversations in the chat.
- Do not talk over others; focus on hearing what others have to say.

Support:

Help everyone learn by 1) recognizing your teacher as the leader of the class, 2) following instructions, and 3) encouraging fellow students-let them learn their own way, at their own pace, and let them teach YOU something!

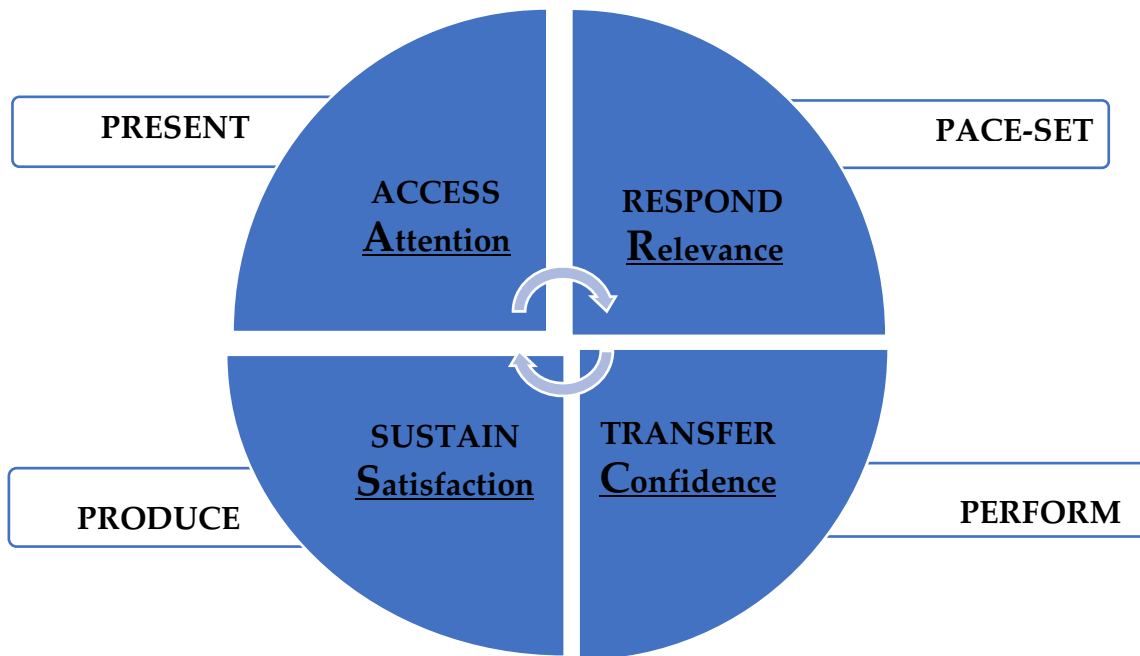
- Raise your hand to talk. If on the phone and unmuted, say “hand up.”
- Understand your instructor may disable class members’ video and audio from time to time as part of their teaching process.
- Do not perform internet searches or pull up materials from your computer unless the instructor asks.

- Appreciate and understand the needs of students to use different types of assistance and materials.

Curriculum & Motivation Research

All classes include defined goals and concepts through strategic curriculum planning and delivery. CAA's A.R.T.S. Instructional Model[®] provides a consistent format for class planning that promotes cognitive access to, response to, transfer of, and sustainment of concept learning in an environment wherein students of all abilities learn successfully together.

ARTS INSTRUCTIONAL MODEL^{©*}
plus concepts of
ARCS Motivational Instruction Model^{**}



*Lindsay, P. (2013). Curriculum Development and Instruction Manual: Volume One. San Jose: College of Adaptive Arts

*Lindsay, P. (2022). Hear Our Voice: Motivational Curriculum and Perceptions of Adults with Intellectual Disability. *International Journal of Special Education (IJSE)*, 37(2).

**Keller, J.M. (1999). Using the ARCS motivational process in computer-based instruction and distance education. *New Directions for Teaching & Learning*, 1999(78), 37-47. Retrieved from database EBSCOhost*

**Keller, J. (2008). An integrative theory of motivation, volition, and performance. *Technology, Instruction, Cognition & Learning*, 6(2), 79-104. Retrieved from <http://search.ebscohost.com.ezproxy.apollolibrary.com/login.aspx?direct=true&db=eu&AN=34393165&site=ehost-live>

TUITION & BILLING

Tuition, Billing & Regional Center POS Requests

Registration for each semester happens online. Currently enrolled students will have the opportunity to register for classes for the following semester prior to open enrollment of new prospective students.

If using Regional Center billing, please send proof of registration (student schedule) to your service provider so that a Purchase of Service (POS) request can be approved. Use vendor number ZS0975, code 102 Group which is, \$27.24 per hour. Regional Centers request that registration of classes be submitted for POS approval prior to the start of each semester. Each individual class is 20 units per semester or 20 weeks of instruction, one hour per week for 6 months. The rhythm of the semester is 4 weeks of instruction, 1 week break, 4 weeks of instruction, 1 week break, and so on.

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 \$550/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 find a solution so that adults with a differing ability may continue their education if they desire at the College of Adaptive Arts.

Outside club activities such as Golf, Bowling, Gaming & any other extra-curricular activities will require a \$150 fee for the season. Clubs are all private pay; regional centers do not pay for CAA club activities. If a prospective club participant is not a registered CAA student a student application must be submitted prior to joining the club.

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

HOW YOU CAN HELP

Opportunities to Volunteer:

College of Adaptive Arts welcomes and encourages volunteer participation to help grow this innovative collegiate model of lifelong education. Email info@collegeofadaptivearts.org if you would like to volunteer at CAA.

Share on Social Media

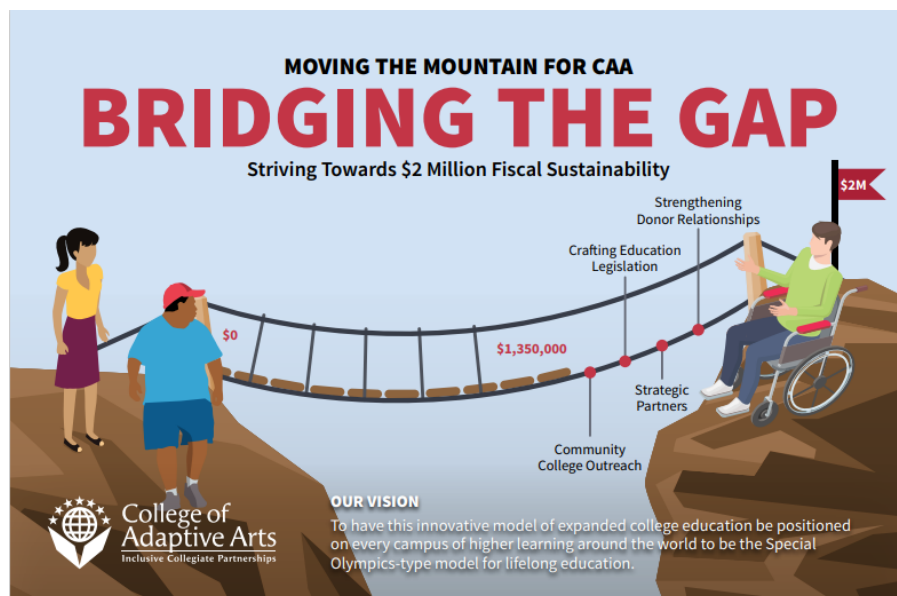
- Give a testimony
- Follow on LinkedIn
- Write a blog piece

Become a Monthly Recurring Donor

Join a CAA Mountain Mover Task Force

Invest in a newly developing CAA Program:

- Workforce Development
- Program Collaboration with West Valley College
- CAA Advisory & Council Center



CONTACT INFORMATION

Please print and post in a convenient spot for easy reference

Emergency Out-of-Town Contacts (if Bay Area Communication is out):

Mia Peter (Dr. Pam's sister-in-law in Malibu): 310-454-6182

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

Jessica Dubbeld (DeAnna's sister in Indiana): 260-273-2481

Front Desk: 408-538-3809 #0

General Information: info@collegeofadaptivearts.org

Admissions: admissions@collegeofadaptivearts.org

Attendance: attendance@collegeofadaptivearts.org

Registration: registrar@collegeofadaptivearts.org

POS Funding, Regional Centers & Private Pay Tuition:

bobbi@collegeofadaptivearts.org

Student Administration Portal Help: registrar@collegeofadaptivearts.org

Tech Support & Zoom Training: michael.reisman@collegeofadaptivearts.org

Website: <https://www.collegeofadaptivearts.org/>

FREQUENTLY ASKED QUESTIONS

*CAA is a charitable nonprofit; not a K-14 .edu institution

For CA Regional Centers:

*CAA's s vendor number is ZS0975

*CAA's budget code is 102 Group

*Consumers must get pre-approval for hours intended for POS coverage prior to 20-week semester attendance

*Students should submit hours requests for blocks of 1 semester

*Up to 12 classes may be covered: 12 units per week/120 units per semester

*Start/end dates are provided in this document, in the "Weekly Updates" emailed out every Monday & at the website: www.collegeofadaptivearts.org

*Students are 18 years of age or older; there is no age or time limit for participation

*CAA provides opportunities for lifelong adult education in a collegiate environment emphasizing personal responsibility, self-advocacy, independence, community involvement & applied cognitive skill-building through learning & class/community events, offering private diplomas (non-transferrable to state-accredited organizations)

*Students may take 1 class for a certificate; take classes periodically; pursue a CAA diploma in a selected field of study; or pursue new diploma tracks on an ongoing basis

*An example of student objectives connected to their studies, including benchmark ("before") and target ("after") goals, include a level of current occurrence and sustained or additional outcomes through experience in a particular class or classes

*CAA class credits, applied toward students' diploma or certificate goals, are awarded based on exposure to & experience with class concepts at each individual student's own pace & level of ability with instruction toward increased independent use of skills

*Participation and contribution during classes: Full credit (6 credits):

Participation and contribution during 16-20 classes; Partial credits: (4 credits)

Participation and contribution during 10-15 classes; (3 credits) Participation and

contribution 4-9 classes; (2 credits) participation in 2-3 classes; (0 Credits) 0-1

class observations

ACKNOWLEDGEMENT AND CONFIRMATION
of CAA Information Handbook
Updated May 2023

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.

_____ Date: _____
CAA Student Signature

_____ Date: _____
Caretaker/Conservator/Guardian Signature

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.

_____ Date: _____
Care Provider/Assistant/1:1 to Student