



CommU Handbook

CommU Director: Natalie Jones

California Community Opportunities

3315 Almaden Expressway, Suite 20 • San Jose, CA 95118

Direct: (408) 369-1910 x612 Mobile: (408) 306-3964

NatalieJones@ca-cco.org

Mission:

CommUniversity fosters greater self-sufficiency and independence of adults with disabilities through community, educational and recreational learning opportunities.

Vision:

Enhancing lives for adults with disabilities through quality learning and community opportunities by offering an outstanding adult day programs and services.

CommU Principles:

Community – frequent engagement in community activities and jobs

Education – formalized lesson plans and activity based hands-on learning

Recreation – socially based experiences through clubs and physical activities

In an effort to address the ever-growing need for quality day programs that offer educational and vocational opportunities, recreational social experiences and; most importantly, avenues for active participation in one's community CCO developed CommUniversity.

CommUniversity is a service offered through CCO (California Community Opportunities) a local non-profit organization serving adults with intellectual and developmental disabilities in Northern California.

Schedules

Each quarter CommU students will be required to select available courses, clubs and community activities to develop individualized schedules Monday-Friday from 10am to 4pm.

CommU classes and clubs will be scheduled on a first come, first served basis.

In addition to the CommU classes and clubs offered, supplemental activities and opportunities will be offered. For example, sensory time, computer lab, ISP teaching plans, small group lessons, self-led activities, community activities, games and puzzles, piano practice, exercise and fitness, reading center, job simulations, and many others are all available as FTC/Teaching Counselor led activities.

CommU schedules should include community and onsite classes and avoid any home-based activities between the hours of 10am – 4pm. Shopping, laundry and household chores should be included on individuals' schedules outside of the weekly designated CommU hours.

Attendance

Attendance: It is expected that every student of CommU will attend onsite educational classes, community based offsite opportunities or recreational / social based clubs daily, Monday - Friday.

Check-in/Check-out: Every student will check-in online on a computer or iPad onsite at CommU when they arrive and will check-out at the end of the day.

MISSING CLASS

Sick: If a CommU student is sick please inform the FTM program manager via phone to let them know you cannot attend class.

Appointment: Please take appointments into consideration when developing your CommU schedule. If a doctor or personal appointment has been scheduled and will interfere with attending a CommU please inform the FTM program manager via phone to let them know you cannot attend class.

Day Trip: Occasional day trip/community opportunities (not CATS) may become available, which conflict with scheduled CommU classes. It is encouraged that these trips happen during weekends, breaks and holiday times. If you would like to take advantage of a special day trip, this must be pre-approved by the FTM program manager. Please contact the FTM program manager one week prior to the event so CommU is notified and can make accommodations.

Message from our Executive Director

Welcome to CommUniversity!

For more than nine years, we have had the mission to provide high-quality learning opportunities for adults with special needs through our Family Teaching Model and Extended Family Teaching.

Today, this mission remains at the heart of everything we do. We are so excited to add our day services program to our services.

This handbook articulates the academic procedures and guidelines that will govern your educational experience at CommUniversity. It also provides a description and summary of the types of learning opportunities offered by the program.

In addition, we have a CommU quarterly catalog which includes detailed information on the educational courses, community experiences and recreational clubs offered.

I'm pleased to welcome you to our CommUniversity family, and I wish you well as you pursue your educational goals.

Sincerely,



Tamela Rystrom
CCO Executive Director



Day Program Schedule 2016/2017

Summer Session 2016

Summer Quarter	July 11-September 23
Holidays/No Program	July 4, September 5
Teacher In-Service	September 16
CommU Social	September 21 Beach/Summer Picnic Day

Fall Session 2016

Fall Quarter	October 3-December 16
Holidays/No Instruction	Nov 11, Nov 24 & 25
Teacher In-Service	December 9
CommU Social	October 31 Halloween Part/Trick or Treating
CommU Social	December 16 Holiday Party
Winter Break	December 19-January 1

Winter Session 2017

Winter Quarter	January 4-March 24
Holidays/No Program	Jan 16, Feb 20
Teacher Inservice	March 17
Break	March 27-March 31

Spring Session 2017

Spring Quarter	April 3-June 23
Holidays/No Program	May 29
CommU Social	June 21 Spring BBQ/Picnic

Check-in / Check-out Procedure

Our primary concern is the safety and welfare of all our CommU students. In an effort to track where CommU students start and complete their day program, we will require an online check-in and check-out process. CommU will observe the following check-in/check-out procedures.

1. Each student will log in daily between 9:30-10:00am when they arrive at CommU via iPad, laptop or computer
2. Each student will find their home then click their name/photo to check in
3. After check-in confirmation is posted they will pick up their day backpack
4. Upon check-out each student will log out between 4:00 – 4:30pm via iPad, laptop or computer when they are departing CommU for the day
5. After check-out confirmation is complete they will return their day backpack to their designated shelf/space

CommU Teacher Resource Area & Data Entry

CommU has provided a new Teacher Resource area located next to the art room. This area is designated for FTC and Teaching Counselor use only. Supplies, lesson plans, materials, games, puzzles, fine motor activities and a variety of other tools are available for use in implementing one-on-one learning opportunities, small group lessons and downtime during transition periods.

The expectation is that all materials are kept in good condition and returned to the appropriate spot it was taken from. It's important we keep this area organized and functional at all times.

This area can also be used for printing, laminating and any materials you may find you need for both CommU and Home.

The computer located in this area along with three CommU iPads are available for your use throughout the day to ensure we track all data, progress and notes as they occur.

Class Etiquette

The CommU team have worked together to develop the expectations described below. It is essential that you begin to see your role in CommUniversity and in your classes as if you have a job. Your job is to perform well, meet and go beyond the expectations set, and exhibit the behavior expected of professional adult people. Learning to be a professional and an adult is another lesson that you are expected to learn while completing your program at CommU!

So that you understand our expectations, the classroom etiquette is given below. We fully expect you to not only follow these guidelines but also embrace them. This will enhance your learning experience and prepare you for the community and working world.

1. ARRIVE ON TIME TO CLASS

If you are late, please quietly enter the classroom. We discourage tardiness.

2. BRING THE MATERIALS NEEDED FOR CLASS

You should bring whatever you need to take good notes, participate and to do class work: paper, journal, notebooks, pens, pencils, laptops, etc.

3. TURN OFF CELL PHONES IN CLASS

Please see your teacher if you have an urgent need or step out to make a call. Otherwise, your teacher reserves the right to confiscate any ringing cell phones for the remainder of the class.

4. USE LAPTOPS/COMPUTERS/IPADS/PHONES ONLY FOR SERIOUS WORK IN CLASS

Surfing the net, checking e-mail, etc. is unacceptable and unprofessional during class. Students or staff violating this rule will be asked to leave class.

5. BE ATTENTIVE, FLEXIBLE, AND FULLY PRESENT IN CLASS

Please do not plan to sleep in class, eat in class, take part in side-conversations, visit or gossip while in our class. These are fundamental manners and demonstrate character and concern for others. Professionals are alert, ready, eager, and fully present. Plan to be flexible as our teachers may adapt a lesson based on the student's needs of the day.

6. DRESS APPROPRIATELY

You have a "job", so to speak. Though we do not expect business attire, we do expect appropriate clothing for the class you are attending. Your attire should complement the type of activities you will be participating in to learn.

7. PARTICIPATE IN CLASS FULLY

Each teacher has his/her own style of teaching and fostering classroom interaction. Your teacher will let you know how to participate appropriately in class. Learn to be flexible!

8. STAY THE ENTIRE CLASS

Unless you have been given permission by the FTM program manager to leave early please plan to stay for the entire duration of the class. If a student needs a break and needs to step out that is completely acceptable.

We look forward to an EXCITING YEAR!!!