COACH

Career Opportunity Achievement

2023–2024

Student Handbook

INDEPENDENCE • SKILL BUILDING • VOCATIONAL TRAINING

cod.edu/COACH

College of DuPage

Continuing Education

⚫ College of DuPage

Vision
College of DuPage will be the primary college district residents choose for high-quality education.

Mission
The mission of College of DuPage is to be a center for excellence in teaching, learning and cultural experiences by providing accessible, affordable and comprehensive education.

Values Statement
College of DuPage seeks to reflect and meet the educational needs of the residents of our large, multicultural district. We recognize the importance of embracing individual differences and cultures and value the contributions made to the College by people of all ethnic and cultural backgrounds. We affirm our role as a catalyst for promoting dialogue and tolerance on issues supporting the common good.

Continuing Education

COACH Program
Student Handbook

Welcome to College of DuPage

We are thrilled that your commitment to improving your skills has led you to the COACH program! During the next two years, you will be involved in comprehensive learning experiences designed to improve your functional academics, vocational readiness and overall independence. Working hard and being motivated to do your best on a daily basis will help you get the most out of the COACH program.

All students are asked to read and understand the information outlined in this handbook. We also ask for parents/guardians to be familiar with the information in this document.

We look forward to embarking on a two-year journey of learning and enrichment with you!

College of DuPage Continuing Education

(630) 942-3779
ce@cod.edu
cod.edu/COACH

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Contents

GENERAL INFORMATION

Overall Schedule

Classes are conducted on campus from 9 a.m. to 3 p.m. on Mondays, Wednesdays, and Fridays during the fall and spring terms (unless otherwise notified). Schedules are subject to change due to health and safety guidance from the College.

Academic Calendar for the COACH Program 2023–2024 School Year

Monday, Aug. 21	First Day of Classes–Fall Term
Monday, Sept. 4	Labor Day–No Classes
Monday, Nov. 20	Classes **Will** be in Session
Wednesday, Nov. 22, to Friday, Nov. 24	Thanksgiving Break–No COACH Classes
Friday, Dec. 8	Last Day of COACH Classes–Fall Term
Friday, Dec. 15	Last Day of Credit Classes–Fall Term
Monday, Dec. 18, to Friday, Jan. 19	Winter Break–No Classes
Monday, Jan. 22	First Day of COACH Classes–Spring Term
Monday, March 25, to Sunday, March 31	Spring Break–No Classes
Friday, May 10	Last Day of COACH Classes–Spring Term
Saturday, May 11	Last Day of Credit Classes–Spring Term
Wednesday, May 15	COACH Graduation

Year 1 Schedule

9 to 11 a.m.
SRC 1127
Karla Megow–Teacher
Cindy McGivern–Teacher's Aide
- Functional Reading
- Functional Math
- Communication

11 a.m. to 1 p.m.
- Credit Class and Lunch

1 to 3 p.m. (Monday and Wednesday)
SRC 1134
Valerie Ulett–Teacher
Frank Neuner–Teacher's Aide
- Computer Skills

1 to 3 p.m. (Friday)
SRC 1127
Valerie Ulett–Teacher
Marilyn Joyner–Teacher's Aide
- Interpersonal Skills

9 to 11 a.m.
SRC 1127
Karla Megow–Teacher
Cindy McGivern–Teacher's Aide
- Functional Reading
- Functional Math
- Communication

11 a.m. to 1 p.m.
- Credit Class and Lunch

1 to 3 p.m. (Monday and Wednesday)
SRC 1134
Valerie Ulett–Teacher
Frank Neuner–Teacher's Aide
- Computer Skills

1 to 3 p.m. (Friday)
SRC 1127
Valerie Ulett–Teacher
Marilyn Joyner–Teacher's Aide
- Interpersonal Skills

Year 2 Schedule

9 to 11 a.m.
SRC 1118
Pamela Neuner–Teacher
Azra Yusuf–Teacher's Aide
- Employment Skills
- Communication
- Career Exploration and
  Shadowing Opportunities

11 a.m. to 1 p.m.
- Credit Class and Lunch

1 to 3 p.m.
SRC 1118
Carol Dvorak-Mola–Teacher
Azra Yusuf–Teacher's Aide
- Employment Skills
- Communication
- Career Exploration and
  Shadowing Opportunities

9 to 11 a.m.
SRC 1118
Pamela Neuner–Teacher
Azra Yusuf–Teacher's Aide
- Employment Skills
- Communication
- Portfolio Development

11 a.m. to 1 p.m.
- Credit Class and Lunch

1 to 3 p.m.
SRC 1118
Carol Dvorak-Mola–Teacher
Azra Yusuf–Teacher's Aide
- Portfolio Development
- Internship Assignments

TUITION AND REFUNDS

The COACH program cohort is comprised of four semesters that occur during consecutive fall and spring semesters. Each semester is priced at $2,499. This includes the cost of one credit course. Course textbooks and materials, if applicable, should be purchased by the student.

Because the COACH program encompasses classes within the Continuing Education Department and a credit class, tuition payments will need to be made to the Continuing Education Department and to the credit side of the College.

The following provides an example of the tuition breakdown:

COACH AM Class—$1,250 (Part of this fee will go toward the credit class selected and the balance will be applied to the COACH Program.)

Example: If a student selects a PE class as their credit class, the cost of the credit class is $149. Therefore, $1,101 is applied to the COACH Program ($1,250 - $149 = $1,101).

COACH PM Class—$1,249
TOTAL—$2,499

A full refund for COACH classes is issued if a student withdraws before the first day of class, Monday, Aug. 21, 2023 (fall semester) or before Monday, January 22, 2024 (spring semester). In terms of credit classes, a 100 percent refund of tuition and fees will be granted during the first 7 percent of the number of calendar days in the session based on the start date of the class.

No refunds will be issued for the following reasons:

• If the student registers for class and does not attend
• If the student withdraws after the above-mentioned withdrawal dates for any reason
• If the student is dropped for violation of the Student Code of Conduct and/or Appropriate Use of Computer/Internet

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The COACH program is designed to address the educational needs of young adults with mild to moderate intellectual or developmental disabilities. Consequently, the curriculum and instructional methods used by staff members are tailored with these needs in mind. However, if you feel that you require additional assistance with obtaining appropriate accommodations within a classroom setting for a COACH class or credit class, please be aware of the following information.

In accordance with the Americans with Disabilities Act (ADA) and amendments, College of DuPage Continuing Education provides the opportunity for students to succeed. Accommodations will be determined based on the documentation provided by the student or parent. The College is not responsible for communicating with your student's counselor; you must ensure you are providing our team with the appropriate documentation. If requesting accommodations, please notify the Center for Access and Accommodations at least 30 days prior to the start of the first class.

To request accommodations, please contact:

Center for Access and Accommodations
Student Services Center (SSC), Room 3249
Email: access@cod.edu
Phone: (630) 942-2154; TDD: (630) 858-9692
Fax: (630) 942-2071

IMPORTANT INFORMATION

Staff and Office Information

Year 1 Staff

Karla Megow—AM Teacher | megowk@cod.edu
Valerie Ulett—PM Teacher | ulettv@cod.edu
Cindy McGivern—AM Teacher's Aide | mcgivernc@cod.edu
Frank Neuner—PM Teacher's Aide (Mon. and Wed.) | neunerf@cod.edu
Marilyn Joyner—PM Teacher's Aide (Fri.) | joynerm@cod.edu

Year 2 Staff

Pamela Neuner—AM Teacher | neunerp@cod.edu
Carol Dvorak-Mola—PM Teacher | dvorak-molac@cod.edu
Azra Yusuf—Teacher's Aide | yusufa480@cod.edu

Program Coordinator

Tracy Kline

klinet940@cod.edu
(630) 942-3779
Student Resource Center (SRC), Room 1112A

Cashier's Office

cashiers@cod.edu
(630) 942-2206
Berg Instructional Center (BIC), Room 2424

Bookstore

(630) 942-2360
Student Resource Center (SRC), Room 1060

Counseling, Advising and Transfer Services

Student Services Center (SSC), Room 3200
(630) 942-2259

Counselor, Students with Disabilities
Michael Duggan
duggan@cod.edu
(630) 942-2845
Student Services Center (SSC), Room 3216

Credit Registration

registration@cod.edu
(630) 942-2377
Student Services Center (SSC), Room 2221

TEXTBOOK INFORMATION

Year 1 students will need to purchase the following textbook to use throughout the cohort. This book can be purchased online through vendors such as Amazon or Direct Textbooks.com. Please purchase a new copy of the book.

The Seven Habits of Highly Effective Teens by Sean Covey, ISBN: 978-1-4767-6466-5

FUNDING RESOURCES INFORMATION

COACH Program Scholarship

We are pleased to offer COACH program scholarships due to the generosity of the College of DuPage Foundation. Scholarship funding of up to $1,000 per household, per semester is available to assist those students who demonstrate a financial need and do not qualify for other forms of assistance such as WIOA funding. You may contact Tracy Kline for additional information and/or to obtain a scholarship application.

Additional funding options may be available in the community. Our staff members are committed to providing an affordable learning opportunity for all students. If new options become available, we will be sending out notices with details/eligibility information.

GRADING

COACH Program Classes

In order to reinforce course learning topics, classwork and some homework will be assigned and graded. Additionally, assessments will be conducted so that teachers can determine each student's level of understanding of the course material. Students will receive a progress report at the end of each term. This report will be standards-based in nature and will indicate the extent to which a student has mastered a particular task or concept.

CREDIT CLASSES

When enrolled in a class that bears credit, COACH program students will be graded according to the policies and standards that are established by the classroom teacher of the course. If applicable, each student will be responsible for informing their teacher of any accommodations that have been approved through the Center for Access and Accommodations.

ATTENDANCE

Attendance Policy

Consistent school attendance is significantly and positively correlated to student achievement. Therefore, it is expected that students attend school on a regular and punctual basis.

However, we understand that illness and emergency situations do arise. In order to promote practices of accountability and responsibility among our students, in the event of an absence, we ask that students email both of their teachers before the beginning of the school day.

If a student is absent more than six days or 12 individual classes during a semester, a doctor's note will be expected for any additional absences. Otherwise, the student may be subject to removal from the program without a refund.

Tardies: Students are expected to arrive to class and return from breaks on time. Four tardies from either the start of class or from a scheduled break equals an absence.

STUDENT CODE OF CONDUCT AND EXPECTATIONS

Student Code of Conduct

The opportunity to study at College of DuPage is a privilege and all students are expected to conduct themselves in accordance with the College's Code of Conduct and applicable Board Policies. When a student is found to be in violation of the Student Code of Conduct or the Appropriate Use of Computers, the instructor and program coordinator, in conjunction with the dean of Continuing Education and Public Services, will assess the situation and make an irrevocable decision.

Please access the following link for additional information regarding this topic: cod.edu/student_life/dean_of_students.

The following types of conduct are examples that shall result in removal from the program:
- Assaulting, threatening, harassing or endangering the health or safety of students, College/school personnel or anyone else within College/school facilities
- Verbally abusing College/school personnel or students
- Willfully impeding, obstructing, interfering with or disrupting the performance of the College/school education function
- Failing to cooperate with College of DuPage Police personnel in the lawful performance of their duties
- Illegal or unauthorized use of computers and the internet as detailed below in regard to the Responsible Use of Computer Equipment and Internet Access

The following types of conduct are examples for which police action and removal from the program shall be enforced:
- Possessing, using, distributing, attempting to use or distribute weapons, illegal or controlled substances or look-alikes, including drugs, alcoholic beverages and fireworks
- Intentionally damaging, destroying College/school property (including graffiti); attempting to damage or destroy College/school property; or theft of College/school property, property of College/school personnel or other students (Students engaging in such activity shall be liable for any and all costs incurred.)
- Verbal threats or physical acts that endanger the safety of staff or students

Responsible Use of Computer Equipment and Internet Access

All use of the internet must be in support of the curriculum set forth in the class. Students shall not use computers for nonacademic-related activities unless given specific permission by the instructor. Students will be allowed internet access when it relates to classroom work and are restricted to use the software that pertains to their specific coursework.

Ethical Use

If a class requires online access, students should only upload or mail material that is accurate, inoffensive, non-threatening and legal. If, at any time, the classroom instructor or other students find a student online viewing/writing material that is threatening or offensive, that student will have online access revoked and will be removed from the program, as this practice is in violation of the Continuing Education Student Code of Conduct.

Students must inform the classroom instructor immediately if they accidentally encounter any inappropriate material. The College cannot be held accountable for the materials found on the internet, although every attempt will be made by College of DuPage employees to prevent students from viewing inappropriate materials.

Unacceptable Use

The following list, although not inclusive, cites examples of unacceptable use of the internet:
- Violation of copyright
- Downloading of any type of software, plug-in, etc., to a computer on the College of DuPage campus or at any of its off-campus sites
- Online purchase or advertising of materials or services
- Posting material created by someone else without his/her consent
- Wasting of supplies such as paper or toner cartridges
- Providing personal information about themselves or others while online

Electronics Policy

The use and possession of electronic devices will be permitted in approved areas only. These devices may include, but are not limited to, cell phones, smart phones, personal listening devices, personal digital assistants, portable gaming systems, electronic computing devices, etc. Use of these devices will be allowed only in non-instructional areas. Use of electronic devices for instructional purposes will be permitted only in classrooms where the teacher has designated the use for educational purposes. In areas where there is a reasonable expectation of privacy, such as the restrooms, locker rooms, nurse's office, etc. the use of electronic devices is prohibited at all times.

Use of any electronic device to engage in any of the following is strictly prohibited:
- Failure to comply with an instructor's directive for use in an instructional setting
- Academic dishonesty
- Planning inappropriate behavior that would impact the orderly process of the class or the educational process
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures, images or statements
- Talking and/or transmitting pictures, videos or audio recording of another, without that person's consent
- Bullying, intimidating, threatening or harassing others
- Identity theft
- Interfering with a school investigation
- Creating a disruption to the educational process

College and school policies, as well as classroom guidelines must be followed. Violators will be subject to disciplinary action, which include the confiscation of the device and removal from the program without a refund. The College is not responsible for lost or stolen electronic devices.

COVID PROTOCOLS

What to Expect on Campus
Masks are optional for anyone who comes on campus.

College of DuPage maintains a webpage (cod.edu/coronavirus) that is used to provide the College of DuPage community with up-to-date information and resources regarding the College's response to COVID-19. Please continue to check this webpage for details.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) WAIVER

The preferred method to request a FERPA waiver is to complete it at the Office of Student Records, located in the Student Resource Center (SRC), Room 2150, on the main campus. To request that a waiver be sent via email, a student can use their COD email to contact the Office of Student Records at recordsoffice@cod.edu.

College of DuPage

**Office of Student Records
SRC 2150, 425 Fawell Blvd.
Glen Ellyn, IL 60137-6599**

FERPA Disclosure of Non-Directory Information

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), sets forth requirements designed to protect the privacy of student educational records.

If a student wishes for their parent/guardian to be able to communicate with COD staff members, they must sign a FERPA Waiver.

The FERPA waiver can only be completed through the Office of Student Records, Student Resource Center (SRC), Room 2150, (630) 942-3838, recordsoffice@cod.edu.

Student Information	
Student Name:	Student ID:
Address:	
City, State, ZIP:	

Records to be Released	
Term/Year:	**ALL COURSES:** Yes No (list specific courses on back of form)

NON-DIRECTORY RECORDS TO BE RELEASED: ☐ Financial Aid ☐ Tuition and Fees ☐ Class Schedule
☐ Discuss Attendance   ☐ Discuss Course Progress with Instructor   ☐ Final Grade Report

Special Instructions:

NAME(S) OF PERSON(S) AND THEIR RELATIONSHIP TO THE STUDENT:
(list address on back of form if different from student's address on file)

_____

I give my permission to release the non-directory information, listed above, from my educational records to the person(s) named above for the academic term listed. I understand that it is my responsibility to notify the Office of Student Records if I add or drop courses during the term.

Student Signature:	Date:

GUARDIANSHIP INFORMATION

For Parents/Guardians:
I/We have obtained plenary guardianship of our adult child and can provide documentation of this status.

_____YES _____NO

Signature of Guardians: _____

For Students:
I am my own legal guardian. _____YES _____NO

Signature of student: _____

PHOTO AND VIDEO RELEASE

I hereby give College of DuPage permission to use any photograph or video of me/my child for public relations purposes (e.g. flyers, catalogs, brochures). Please check appropriate boxes.

_____YES _____NO

Signature of Student: _____

_____YES _____NO

Signature of Parents/Guardians: _____

College of DuPage Continuing Education

EMERGENCY CONTACT INFORMATION

_____
STUDENT NAME

WAIVER OF LIABILITY AND EMERGENCY MEDICAL RELEASE

(Any necessary medications should be taken at home before the student comes to class.)

I authorize College of DuPage personnel to take appropriate action in the event of an emergency. Students with medical emergencies will be taken to the nearest hospital.

I understand that if a student becomes ill, the emergency contact will be called to take him or her home.

_____
GUARDIAN SIGNATURE

_____
KNOWN ALLERGIES OR MEDICAL CONCERNS

Please prioritize the following phone numbers. Please print all information legibly. Number them in the order that we are most likely to contact a parent or guardian. Only list persons authorized to pick up your student in the event of an emergency. Thank you!

_____
FIRST CONTACT: NAME   RELATIONSHIP TO STUDENT

_____
PRIMARY PHONE   WORK PHONE

_____
EMAIL ADDRESS

_____
SECOND CONTACT: NAME   RELATIONSHIP TO STUDENT

_____
PRIMARY PHONE   WORK PHONE

_____
EMAIL ADDRESS

STUDENT/PARENT HANDBOOK SIGNATURES

Student and parent/guardian signatures for the Student/Parent Handbook constitutes an understanding and acceptance of policies/conditions set forth by College of DuPage Continuing Education.

I acknowledge that I am fully aware of the consequences resulting from the violation of any of the policies listed above.

I understand that disciplinary action shall be applied in a consistent and non-discriminatory manner.

I, the participant, and I, the parent/guardian, understand and agree to abide by the College of DuPage Continuing Education COACH Program Handbook.

_____

PRINT STUDENT NAME

_____

STUDENT SIGNATURE   DATE

_____

GUARDIAN SIGNATURE   DATE

Return all completed and signed forms to a COACH program staff member in person or by emailing klinet940@cod.edu no later than Aug. 21, 2023.

Continuing Education
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

College of DuPage
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Glen Ellyn, IL 60137-6599