



Greater Ozarks  
Centers for Advanced  
Professional Studies

LAKE REGION

# **PARENT & STUDENT HANDBOOK**

**2017-18**

## GO CAPS Commitments

GO CAPS will partner with businesses in the Lake Region to provide high school students with an educational opportunity that is driven by real-world, career-oriented experiences.

- We increase the rigor and relevance by providing authentic “hands-on” experiences for all students.
  - We integrate the 21st Century learning skills of critical thinking, communication, collaboration and creativity into everyday curricula.
  - We challenge each student in a way that requires information collection, evaluation and synthesis from a variety of disciplines to solve complex problems in both predictable and unpredictable situations.
  - We provide authentic work experiences and mentoring with business partners.
  - We enhance regional economic and community development by effectively preparing talent for the high demand/high skill careers.
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## GO CAPS Class Schedule

**8:00 am – 10:30 am – Morning    12:00 pm – 2:30 pm - Afternoon**

## GO CAPS Satellite Locations

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## **Introduction**

The Lake Region Centers for Advanced Professional Studies (GO CAPS) Parent/Student Handbook is a resource for guidelines and procedures specific to the GO CAPS program.

## **Maintaining Status in GO CAPS**

Students accepted into the GO CAPS program demonstrate a desire to work in a project and problem-based authentic environment and are willing to comply with business ethics and have completed the course prerequisites. By accepting this opportunity, students become a member of a unique community of like-minded individuals with the expressed goal of preparing for college and a chosen profession. All GO CAPS students must be self-motivated individuals who have an honest desire for learning and enjoy being actively involved in their education. Students and the faculty of GO CAPS bear mutual responsibility for the development and success of the program.

Although students are enrolled in a high school, GO CAPS is not a high school, but rather a professional career program. It is a program with an expressed mission of providing authentic profession-based educational opportunities. GO CAPS courses are different from high school courses, and thus impose unique demands on the student. GO CAPS students are integrated into the local (and sometimes global) business and research communities. Consequently, factors such as attendance, behavior, and academic standing within GO CAPS and the home high school are important. Student behavior reflects on the GO CAPS program creating and molding the program's reputation and standing in the community. Should a student's professional behavior not meet the expectations of GO CAPS, the student may be removed from the program.

## **GO CAPS Professional Skills**

Professional skills provide guidelines for acceptable behavior by organizations in both their strategy formulation and day-to-day operations. A professional approach is necessary both for the GO CAPS program's success and a positive program image. Business partners, parents, students and interested parties expect professional and responsible practices.

GO CAPS chooses to make a public commitment to ethical business through express codes of conduct and guidelines. These guidelines must be followed by GO CAPS students, instructors, administration, and will also be agreed upon by GO CAPS business partners. The guidelines enclosed in this document outline specific responsible and ethical behavior inclusive of, but not limited to the adherence to safety standards, attendance and timeliness, team work and communication, respectful relationships with mentors and guest speakers, proper use of technology and hardware and respectful use of and confidentiality of physical and intellectual

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property. Demonstration of professional skills is a percentage of GO CAPS students' grades.



## Intellectual Property Rights

GO CAPS has found it necessary to research and address intellectual property rights. Two scenarios exist:

### **Scenario one: Students perform real work for business partners.**

Types of products/services produced for corporations, small businesses, start-ups and not for profits can include websites, marketing collateral, social media strategies, Apps, and CAD diagrams.

#### Legal Policy:

1. Business client owns the intellectual property rights
  - a. Students can use the product produced as a piece of their portfolio.
  - b. Prior to the launch of the new product, a Project Request Form is completed and signed by all parties stating the business partner/client owns the intellectual property rights.
2. Business partners are not allowed to pay students for any of the project work. Instead, business partners are encouraged to gift to the GO CAPS Program.

### **Scenario Two: Students create their own product/service.**

#### Legal Policy:

1. Intellectual property rights are owned by the student.
2. If more than one student invented the product, the percentage of their rights would be identified in lab notebook documentation.
3. Students do not receive any payment for their work, but may be welcome to use the GO CAPS business partners' facilities beyond the normal GO CAPS session to continue the development of their invention with permission.
4. Students do not receive any payment for their work. Student is responsible for the provisional patent filing fee.

### **Development of a Business**

An outcome of the GO CAPS program can be that a student or team of students may take their product/service to market. GO CAPS business partners and mentors provide free business consulting to support incorporation of student-led businesses, e.g. LLC, Sole Proprietor, etc. Students are responsible for fees associated with registering their business affiliation.

### **Confidentiality**

As a part of the GO CAPS professional skills training, students learn the importance of confidentiality in the world of business. Students examine an example of a GO CAPS nondisclosure agreement, reinforcing the importance, even though most students are minors and cannot be held liable. Business partners can require students to sign a nondisclosure agreement when they are working on projects that are sensitive in nature. Students are not required to sign and can be placed on a different project if necessary. Typically, these are new product launches or web applications.

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## Attendance

An absence is defined as a time or an occasion when the student is not in attendance for GO CAPS learning (class and/or off-site work in the business community) for an entire day, class period or portion of that class period. Tardiness is defined when the student arrives to the workplace late. Good attendance is an extremely important part of successful workplace experiences.

A total of six excused absences are allowed per semester. Designated extra-curricular activities are considered approved absences. Should a student exceed this threshold a meeting will be held to discuss the impact to coursework, grading and other issues. The meeting will include the student, parent(s)/guardian(s), instructor and director.

When a student has a planned absence, they are required to complete the Absence Request Form via Google Docs as soon as possible in advance of the absence.

It is the requirement of GO CAPS that students adhere to their respective schedules, meaning that students should be at their GO CAPS site and begin work on time and continue to work for their entire GO CAPS schedule, except for scheduled breaks or when required to leave on authorized GO CAPS business. Late arrivals, early departures, or other unanticipated and unapproved tardiness and absence from the students' regular GO CAPS schedule are disruptive and should be avoided.

A student who can anticipate that s/he may be late for GO CAPS, may need to leave GO CAPS early or may be absent, should inform his/her instructor ahead of time. Email notification is the preferred method of communication. The instructor will then be able to make adjustments to accommodate the student's tardiness or absence.

There are occasions, however, where such deviations from schedule cannot be anticipated. On such occasions when the student will be tardy or absent from GO CAPS, the following actions are required:

1. The student must contact his/her instructor as soon as possible in the case of an emergency situation or sudden illness or injury.
2. Every effort must be made by the student to speak to his/her instructor live rather than leave a message via voicemail or texting.
3. The student must inform his/her instructor of the expected duration of any absence and if circumstances change, promptly update his/her instructor so that work assignments and projects can be adjusted if and to the extent necessary.

Tardiness is unprofessional behavior and is unacceptable. Documentation regarding tardiness will be kept in the student's file and considered during grading for not adhering to professional skills. If tardiness is a consistent issue disciplinary action may be taken.

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## **GO CAPS Excused Attendance for Illness**

If a student's excused attendance is for illness then the following actions must be taken by the parent and student:

1. Parents of GO CAPS students will call the home high school to authorize the absence.
2. Students will be required to personally report their absence via email or call to their project team members, mentors, outside business appointments, GO CAPS project appointments, etc. and carbon copy the instructor. It is important for a student to take the responsibility for reporting his/her absence and third party requests for being excused will only be considered in extreme circumstances.

If the student does not report his/her absence they will be considered acting outside of business ethics. A note will be made in his/her file and considered in the final grade for the course.

## **Withdrawal**

GO CAPS students may withdraw from courses within the **first five school days** of the semester. Withdrawal will not be permitted after this time.

## **Grading**

Student workload will be different for GO CAPS courses as compared to high school courses. GO CAPS is a profession-based program, and requires students to understand and demonstrate professional dedication.

Part of the GO CAPS mission is to immerse students in real-world learning experiences. Therefore, student knowledge, skills, and professional character will be measured using a variety of authentic metrics (see examples bulleted) in a portfolio approach. While authentic assessments will compose the majority of a student's grade, some content and skills may be assessed using traditional strategies.

- Portfolio assessment
  - Written work
  - Peer assessments
  - Self-assessments
  - Presentations
  - Design reviews
  - Mentor assessments
  - Business partner assessments
  - Design/idea books
  - Project journals
  - Posting results of student project work online
  - Student reflections
  - Professional skills assessment (includes attendance and dress code)
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Each GO CAPS instructor will provide detailed grading information in the course syllabus, such as scoring guides of total points associated with each assessment area. A percentage of total semester points will be given for each student each semester, and the home high school will assign a corresponding letter grade according to their grading guidelines.

## **Dress Code**

GO CAPS students should dress in business casual apparel (see appropriate business casual attire). There may be some dress code variations based on the course a student is taking. If so, the instructor will provide course-specific dress code allowances. Any deviation from the expected dress standard must be approved by the instructor prior to the student's arrival/participation. Students should attend class clean, neatly groomed, and dressed appropriately for GO CAPS. Good judgment should be exercised and extremes of any sort avoided. These guidelines apply during students' scheduled class sessions, when on the GO CAPS premises during regular school hours, when meeting off premises (field trips, meetings with mentors, internships, etc.), in public, and when attending outside GO CAPS-related events.

### **Appropriate Business Casual Attire**

- Acceptable clothing includes casual slacks, khakis, sport jackets, collared golf shirts, collared sport shirts, crew neck sweaters, turtleneck and mock turtleneck shirts and sweaters, dresses or skirts.
- All clothing should be clean and neat.

### **Inappropriate Attire**

The following list, while not all inclusive, is indicative of styles too casual to constitute business casual attire for GO CAPS purposes and are therefore inappropriate on or off the premises:

- Shirts: Tank tops, t-shirts, halters, low-cut necklines, hoodies, high school apparel, etc.
  - Blouses: Spaghetti-strap blouses (or dresses), low-cut, exposed midriff, tank tops, tube tops, sheer fabrics, backless tops, etc.
  - Pants: Denim pants, cargo pants, fatigues, pants that expose undergarments, shorts, leggings, yoga pants.
  - Skirts: Mini, long skirts with high slits, denim skirts.
  - Shoes: casual sandals (i.e. flip flops), sneakers, slippers.
  - Other: hats and ball caps, clothing that is revealing or provocative, visible body piercing (except ears), tattoo(s), insignias, buttons or pins, that are deemed by the GO CAPS instructor to be potentially offensive.
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It is the responsibility of each student to use good judgment and adhere to the requirements set forth in these guidelines. It is the responsibility of each instructor:

1. To promptly inform any student if his/ her cleanliness, grooming or dress is not appropriate.
2. To work with GO CAPS administration in otherwise enforcing these guidelines.
3. To determine if disciplinary action is necessary for violations of these guidelines.

Failure to adhere to the requirements set forth in these guidelines may result in disciplinary action.

### **Employer Requirements**

All students will adhere to the employee policies of the business sites. For example, some employers may require drug testing, immunizations, signed HIPPA agreements, or other standards.

### **Progress Reports / Grade Cards**

Progress reports are designed to inform students and parents of academic progress. Reports are issued at the mid-point of each quarter. Teachers will provide a percentage grade to the home school for those using the +/- grading system at the end of each semester.

### **Grading Scale:**

<b>A</b>	Excellent understanding of subject matter and mastery deployment of the skills of the course. 90-100%
<b>B</b>	Good understanding of the subject matter and good deployment of the skills of the course. 80-89%
<b>C</b>	Minimally satisfactory understanding of the subject matter and minimally satisfactory deployment of the skills of the course. 70-79%
<b>D</b>	Indicates less than satisfactory understanding of the subject matter. 60-69%
<b>F</b>	Failure to understand of the subject matter or inability to deploy the skills of the course. 59% and below

### **Final Exams**

There will be no exemptions from GO CAPS final exams. At the end of each GO CAPS course, a comprehensive assessment will be administered, in the form of a written exam, a performance, or a project.

### **Make-up Work**

Due to the project-based nature of the GO CAPS program, absences are highly discouraged. There are various components of a GO CAPS class period that will be missed:

- Direct instruction from the GO CAPS instructor
  - Class collaboration
  - Interaction with mentors, guest instructors, and business partners
  - Project work (individual or group)
  - Lab work (individual or group)
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- Video conferences
- Professional off-site visits and tours

Students will be required to exercise pro-active behavior in order to make up work missed, as a single absence is equivalent to missing three traditional high school class periods. Students must take the following steps to avoid/minimize make-up work:

1. Do their best to be at school. If a student feels ill, but is not contagious, she/he should make every effort to attend GO CAPS and meet their responsibilities.
2. Contact their GO CAPS instructor as soon as they know about the absence, as prior knowledge may enable the instructor to help the student make up the work in a more productive and timely fashion.
3. GO CAPS instructors have plans/tools in place to help students obtain Information missed due to an absence (i.e. information posted online, such as schedule, timelines for projects, lecture presentations, collaboration spaces). Students will be made aware of these tools as they are available.

### Disciplinary Action Guideline

Students have an obligation to adhere to GO CAPS guidelines and procedures and to maintain professional standards of conduct at all times. If a student fails to follow GO CAPS guidelines and procedures or his or her behavior otherwise interferes with the orderly and efficient operation of the program, corrective disciplinary measures shall be taken at the discretion of GO CAPS, up to and including immediate dismissal from the program. The purpose of GO CAPS Disciplinary Action Guidelines is to set forth procedures that may be utilized depending on the circumstances.

Participation in GO CAPS is "at-will." The GO CAPS instructor and directors may dismiss a student from the program at any time. Thus, the GO CAPS Director may, but is not obligated to, utilize disciplinary measures prior to dismissing any student.

Disciplinary action may include one or more of the following procedures:

1. **Verbal Counseling:** Verbal counseling may be provided to the student at the GO CAPS directors' sole discretion. Verbal counseling of a student by his or her instructor may include, but is not limited to, indication of dissatisfaction concerning a student's performance, a specific act, a violation of GO CAPS guideline or procedure, or other inappropriate conduct. Following the counseling session, the instructor will record the discussion between the student and the instructor, and maintain the record for future reference.
  2. **Written Counseling:** A written counseling statement may be provided to the student at the GO CAPS directors' sole discretion. A written counseling statement by an instructor may include, but is not limited to, a written notification to the student that she/he is being counseled regarding a performance deficiency, a specific act, a violation of GO CAPS guideline, procedure, or other inappropriate conduct. A copy of the written counseling statement must be signed by the student's instructor and by the student, acknowledging receipt. The instructor will place the written counseling statement in the student's file and furnish a copy to the student. The student's parents and home high school administration will also be informed.
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3. **Performance Improvement Plan:** At the GO CAPS directors' discretion, a student's instructor may determine it is appropriate to place a student with performance deficiencies on a Performance Improvement Plan (PIP). Such a PIP will include requirements for improvement of the student's performance. The instructor, at his or her discretion, will assess whether the student has demonstrated sufficient improvement to remove the student from the PIP, or whether further disciplinary action is necessary. Placement of a student on a PIP in no way alters GO CAPS's at-will participation guideline, and a student is subject to any form of disciplinary action while on such a plan, up to and including dismissal from the program. The student's parents and home high school administration will be informed.

4. **Suspension:** At the GO CAPS directors' discretion, a student's violation of GO CAPS guidelines or procedures or any other inappropriate conduct or offense may result in discipline appropriate under the circumstances to prevent recurrence, including an in-school suspension of one or more full days. GO CAPS's suspension guidelines are applicable to all students, and the duration of the time away from class shall be determined at the GO CAPS directors' discretion based on the circumstances. Suspension of a student may occur concurrently with verbal or written counseling. The instructor will place a record of the suspension in the student's file. The student's parents and home high school administration will also be informed.

5. **Dismissal:** At the GO CAPS directors' discretion, a student in violation of GO CAPS guidelines or procedures or other inappropriate conduct or offense may lead to immediate dismissal from the GO CAPS program. See GO CAPS Dismissal Guidelines for violations which result in immediate dismissal. The student's parents and home high school administration will also be informed.

### Home District Disciplinary Action

Students may be subject to other disciplinary actions taken by their home school district when actions taken during the GO CAPS program are found in violation of the home district policies.

### Criteria for Dismissal from GO CAPS

Students are expected to adhere to both rules of their participating district as well as GO CAPS guidelines. In most cases, disciplinary action will follow the approach described previously in this handbook. Dismissal may result after a disciplinary plan has been enacted with no change in behavior by the student. There are several actions that will result in immediate dismissal from the GO CAPS program. The following actions will result in immediate dismissal from GO CAPS:

1. Violation of the home school district or business partner's technology policy.
  2. Damage/Vandalism/Theft (intellectual or physical property) of GO CAPS or business partner property by either purposeful action or un-businesslike careless behavior.
  3. Physical violence.
  4. Possession or use of weapons, drugs, or alcohol.
  5. Conduct that endangers the safety of others or substantially infringes upon or invades the rights of others at the home district, at a GO CAPS facility or business partner site, or at any GO CAPS participating school district activity.
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## Use of Communication Technologies

Students are required to follow GO CAPS instructor-set policies regarding the use of communication technologies (ie: cell phones, iPads, computer, etc). All use of communication technologies by students must be directly related to approved curricula and activities. Students are expected to read and agree to their home high school guidelines for use of communication technologies. Students will be expected to sign an agreement at the beginning of the school year regarding all communication technologies.

### Appropriate use of GO CAPS Social Media

1. All postings will be monitored.
2. Students should use appropriate tone, grammar, and spelling when posting electronic posts or responses.
3. Students will be respectful of others.

### Business Partner Relationships: Protocols and Boundaries

1. Business Partners and students will meet at GO CAPS facilities or business sites during regular school hours. Any exceptions must have prior instructor approval.
2. Business Partners and students should respond to messages (e-mail or voicemail) within 48 hours or two business days.
3. Business Partners and other professional guests will comply with guidelines presented in the *Standards of Conduct for GO CAPS Volunteers*.
4. Students should demonstrate professional responsibility by keeping their commitments at all times.
5. Students should be fully prepared for meetings with their business partners.
6. Students should always inform their GO CAPS instructors when they will be meeting in person with business partners.
7. Students should not share personal problems with mentors. Their purpose in a student's life is to provide PROFESSIONAL guidance. If a student needs someone to talk to about personal problems, s/he should find another trusted adult, such as a parent, teacher, or school counselor.
8. Students should inform their GO CAPS instructors or an administrator when an Uncomfortable situation with a business partner(s) occurs.
9. Students must follow the GO CAPS dress code guidelines when meeting in person with a business partner(s).
10. Companies may request that students and parents/guardians sign releases in order for the student to participate in activities at business sites.

### Guests at the GO CAPS Facilities

Professional guests are an integral part of the GO CAPS program. Students show guests respect by acting with professional behavior and business ethics. Anyone who wishes to be a guest at a GO CAPS class must contact the GO CAPS administration to schedule time.

### Check-in Process for GO CAPS Guests/Mentors

Guests and mentors visiting GO CAPS classroom(s) will be required to wear a visitor's badge (for the entire visit) that clearly identifies them as a visitor. Visitor badges must be returned when the guest/mentor leaves.

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## **How Guests/Mentors Will Be Incorporated into the Classroom**

Members of the business community may be utilized in GO CAPS classrooms in the following ways:

- Guest instructors
- Demonstrations
- Assisting students with projects
- Providing feedback regarding student projects
- Work with students on a company project
- Observation

## **Medication at School**

No medication shall be dispensed at the GO CAPS sites. The home high school nurse will dispense medications for students. The student will receive medications at the home high school before leaving or upon returning from the GO CAPS facility.

Procedures or observation related to chronic medical conditions will be delegated by the home high school nurse to the GO CAPS teacher on a case by case situation.

Medical conditions and medication needs must be communicated to the GO CAPS teacher by the home high school nurse as appropriate for the safety of the student.

Each home high school nurse will be provided with a current list of GO CAP students with the assigned GO CAPS locations. An updated list should be provided when student assignments change.

## **Illness or Emergency While at GO CAPS Facility**

### **Emergency**

If a student emergency develops the instructor will call 911 and give emergency aid according to GO CAPS policy.

### **Non-Emergency Illness**

If a student develops an illness that is a non-emergency but may require leaving the GO CAPS facility, the instructor will:

1. Call parent to notify and find out if student is cleared to drive home or if parent will pick the student up.
2. Instructor will then notify the GO CAPS office to report this absence back to student's home high school.

## **Parent/Teacher Conferences**

GO CAPS instructors will schedule parent/teacher conferences at the GO CAPS facilities, during the same time frame as the home high schools. Parents will be expected to schedule appointments with instructors for the conference. Parents will be notified of this arrangement so they are able to plan their time accordingly.

These conferences will consist of, but are not limited to, how the student is progressing, any challenges the student is facing, eliciting and addressing parent concerns, and highlighting student strengths.

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Fall Conferences will need to be scheduled and completed through the month of October. If needed, Spring Conferences will be scheduled and completed in the month of April.

### **Off-Site Field Trips**

1. Every attempt will be made to schedule off-site field trips during the GO CAPS class periods so as to minimize impact on the students' schedule outside of GO CAPS. There will be exceptions. If the off-site field trip takes a student away from class(es) at his/her home high school, students are required to notify home high school instructors at least one week in advance so the student may find out what will be missed and when it needs to be made up. It is expected GO CAPS students demonstrate exemplary responsibility by completing and turning that work in before attending the GO CAPS field trip.
2. Transportation to off-site field trips may include students carpooling or driving individually to the site.
  - a. Students will be informed if they are to meet at a field trip destination or meet as a group and travel to the site together.
  - b. Parental permission for carpooling and driving to events will be required.
3. Meeting as a group at the GO CAPS location, then travelling together on a bus will take place as much as possible.
4. Students are expected to be on time at off-site visits. Students should plan an extra 15 minutes into travel time to account for logistical issues.

### **Wearing GO CAPS Photo Identification Badges**

All GO CAPS students, instructors and visitors are required to wear GO CAPS identification badges while at GO CAPS sites or partner locations. Students and instructors will be issued GO CAPS photo identification badges at the beginning of the semester.

### **Fire/Tornado Drills**

Fire and tornado drills are held periodically throughout the school year. Students should listen closely to directions and move in a quick and orderly manner to the designated area. Location instructions will be posted clearly at the GO CAPS sites.

### **Severe Weather**

In case of severe weather - snow, low temperatures, ice, etc. - the official announcement for school closing may be heard over the local radio and TV stations or other media provided by your home school district. GO CAPS will follow the procedure for Lebanon Public Schools (LPS) for snow/inclement weather days. If you attend a school outside of Lebanon Public Schools and your school closes while SPS remains open, you will need to collaborate with your guardian to make a determination regarding your attendance. You will be expected to communicate your plans to your instructor.

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**Safety Plans**

When a lockdown alert is issued, all outside doors and classroom doors will be locked. If you are in a common space, go to the nearest classroom. The police will be called immediately.

**Other Safety Plans**

All other GO CAPS facility(s) will have specific safety plans. Details will be available and distributed to GO CAPS staff.

**Smoking Policy**

All GO CAPS instructors and students will adhere to the smoke-free campus policies of Lebanon, Camdenton & Conway Public Schools while on location at our partner site.





