



Greater Ozarks Centers for
Advanced Professional Studies

PARENT & STUDENT HANDBOOK

2022-2023

GO CAPS Commitments

GO CAPS will partner with businesses in the Greater Ozarks 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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Administration and Contact Information

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Classroom Locations

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GO CAPS Class Schedule

Morning Session: 8:00 am – 10:30 am

Afternoon Session: 12:00 pm – 2:30 pm

Calendar

The GO CAPS program operates on the [Springfield Public Schools Calendar](#).

The Greater Ozarks Centers for Advanced Professional Studies (GO CAPS) Parent/Student Handbook is a resource for guidelines and procedures specific to the GO CAPS program. Since GO CAPS is a program of Springfield Public Schools (SPS), teachers and students will be held to the SPS Board of Education policies and procedures. Parents and students may refer to the [SPS Student Handbook](#) as an informational resource for those policies and more.

Expectations for Student Participants

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 a defined code of conduct 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.

GO CAPS is a program with a 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. Since GO CAPS students interact directly with local businesses and industry partners, students are held to a high standard of attendance, behavior, and academic standing while participating in GO CAPS.

Professional Skills

Students will be provided a myriad of opportunities to practice building professional skills. Professional skills provide guidelines for acceptable behavior in day-to-day organizational 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 are agreed upon by GO CAPS business partners, and will be followed by GO CAPS students, instructors, and administration. 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, teamwork 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 property. Demonstration of professional skills is required of all GO CAPS participants and is a percentage of GO CAPS student grades.

Attendance and Absences

All students attending GO CAPS follow the [Springfield Public Schools 2022-2023 Calendar](#). An absence is defined as a time or an occasion when the student is not in attendance for GO CAPS for a class period or portion of that class period.

When a student has a planned absence (i.e. for sports, field trips, school organization meetings, etc.), they are required to notify their class instructor, using the established process, as soon as possible in advance of the absence.

It is the expectation that GO CAPS students will adhere to their planned schedules. If a student schedule needs to be modified for any reason, it is the expectation that the student will work out this arrangement ahead of time with their GO CAPS instructor.

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.

Attendance Guidelines

- a) ***Parents should notify the home school attendance office and the GO CAPS instructor (via phone or email) each day a student is absent.***
Students not excused from school by parents may be considered truant. If the parent/guardian is unable to contact the office, the student should bring a dated, written note signed by a parent/guardian giving the reason for the absence upon return to school.
- b) If the parent, for some reason, fails to notify school ***and*** GO CAPS, the school and GO CAPS may contact the parent.
- c) Students who return to school without a parent's excuse may be considered truant until the parent can be contacted to verify the absence.
- d) All absences, including those approved in advance by parents or school officials, except those for school sponsored activities, will count against a student's days absent. The student should be careful in the use of absences because excessive absences may affect a student's class participation grade.
- e) The school encourages doctor and dental appointments, after school hours, whenever possible, to reduce the number of classes missed for medical reasons.
- f) Students who leave school during the school day without prior parental consent and without checking out through the appropriate attendance office WILL be considered truant. Students must have parental consent and check out of school through the attendance office and with the GO CAPS teacher to be properly excused.

Tardies

Tardiness is defined when the student arrives to GO CAPS late. Good attendance is an extremely important part of successful workplace experiences.

Business Partner Information

Classroom Guests

Professional guests are an integral part of the GO CAPS program. Members of the business community may be utilized in GO CAPS classrooms in the following ways:

- Serve as guest instructors
- Serve as panel participants
- Provide demonstrations
- Provide mentoring and feedback on various student projects

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. If students use business partner project information in a public forum they must secure approval from partners to release said information. 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.

Employer Requirements

All students will adhere to the employee policies of the business sites. For example, some employers may require drug testing, immunizations, signed HIPAA agreements, specific training, specific dress code requirements, etc.

Certain business partners may require students to wear identification badges when on-site. When this is the case, students will be issued a badge by the partner or GO CAPS. Loss of badges may result in fees for replacement.

Protocols and Boundaries

Business partners and student meetings will occur at either GO CAPS facilities or business sites during regular school hours. Instructors will be notified of these meetings in advance. Any exceptions must have prior instructor approval.

Students should demonstrate professionalism during all interactions with business partners and should immediately report any instances where business partners are not following the same standard of professionalism to their strand instructor.

Crisis Response

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 Springfield Public Schools policy.

Non-Emergency Illness

If a student develops a non-emergency illness, the instructor will notify the program nurse, director, and the student's parent. All noted individuals will make a determination about the next best steps for the student.

Safety Drills

Safety drills will be held throughout the year and are in compliance with SPS crisis guidelines. Instructors will communicate plans for all scenarios with students, depending on the simulated or real crisis as they relate to the hosting business partner's crisis response procedures.

Severe Weather

GO CAPS will follow the procedure for Springfield Public Schools (SPS) for snow/inclement weather days. There may be instances when non-SPS sending schools cancel classes while SPS remains open. If this is the case, students may report to GO CAPS if they can make it safely; but they are not required. We recommend students and parents to err on the side of caution with this decision. Students will be expected to communicate the decision to their instructor.

Disciplinary Guidelines

Cell Phone Use

Cell phones may be a tool students use from time to time in the GO CAPS classroom. There will be times when cell phone usage is acceptable and times when cell phones will need to be placed on silent and out of sight of the student, instructor, guest speaker, business partner, etc. Instructors will set class expectations for cell phone usage in their class, and students are expected to adhere to those expectations. GO CAPS is not responsible for lost, damaged, or stolen devices.

Disciplinary Procedures

Students have an obligation to adhere to GO CAPS guidelines, procedures, and conduct. If a student's actions and/or behavior otherwise interferes with the orderly and efficient operation of the program, corrective disciplinary measures shall be taken at the discretion of GO CAPS.

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

1. **Verbal Counseling:** Verbal counseling may be provided to the student at the instructor and/or directors' discretion. Verbal counseling may include feedback related to 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:** If verbal counseling is not an effective strategy for modifying students actions/behavior, the student may receive a written notice of deficiency at the directors' discretion. A notice of deficiency will spell out the details of the performance deficiency and will clearly state program expectations as they relate to the area of deficiency. A copy of the written notice of deficiency will be signed by the student's instructor and by the student. The student's parents and home high school administration will be informed. Every effort will be made to include the parent in written counseling sessions.
3. **Performance Improvement Plan:** If inappropriate student actions/behaviors persist after a written counseling session, the student will be placed on a Performance Improvement Plan (PIP). The PIP will include requirements for improvement of the student's performance as well as a timeline. The director will assess whether the student has demonstrated sufficient improvement to remove the student from the PIP, or whether further disciplinary action is necessary. The student's parents and home high school administration will be informed.
4. **Suspension:** Egregious violations of GO CAPS guidelines or procedures may be met with a temporary suspension from the program. The director will involve parents and home high school administration, in the event a suspension is being considered.
5. **Dismissal:** If inappropriate student actions/behaviors persist after a student has been placed on a Performance Improvement Plan (PIP) and/or if a student has been suspended from the program due to an egregious violation of GO CAPS guidelines or procedures, it may be necessary for the director to consider the student's dismissal from the program. The director will involve parents and home high school administration when it becomes necessary to consider dismissal. The following actions will result in immediate dismissal from GO CAPS:
 - Violation of the home school district or business partner's technology policy
 - Damage/Vandalism/Theft (intellectual or physical property) of GO CAPS or business partner property by purposeful action
 - Physical violence
 - Possession or use of weapons, drugs, or alcohol
 - 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

Home District Disciplinary Action

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

Dress Code

GO CAPS students should dress in business casual apparel. There may be some dress code variations based on strand. If so, the instructor will provide course-specific dress code allowances. Instructors will provide dress code recommendations prior to the class or any students visiting locations with specific requirements. Any deviation from the expected dress standard may prevent full participation in an experience. In addition to adherence to the dress code, students should attend class clean and neatly groomed, as one does when reporting to a job. Good judgment should be exercised and extremes of any sort should be 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.
- Different partner locations may require specific items to meet dress code requirements. Examples of this include:
 - Manufacturing and/or medical sites requiring close-toed shoes, pants, no dangling jewelry/clothing items.
 - Medical sites requiring natural nails (no acrylic nails or nails with rhinestones).

It is the responsibility of each student to use good judgment and adhere to the requirements set forth in these guidelines. Failure to adhere to the requirements set forth in these guidelines may result in disciplinary action.

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 (listed below) 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

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- Project journals
- Posting results of student project work online
- Student reflections
- Professional skills assessment (includes attendance and dress code)

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.

Progress Reports / Grade Cards

Progress reports are designed to inform students and parents of academic progress. Reports are issued at the midpoint 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:

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

Academic Dishonesty

Students are responsible for practicing personal and academic integrity. Academic dishonesty includes, but is not limited to, cheating, fabrication of research and plagiarism. If an act of academic dishonesty has occurred, disciplinary action will be taken.

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)
- Video conferences
- Professional off-site visits and tours

Students will be required to exercise proactive behavior in order to make up for missed work, as a single absence is equivalent to missing three traditional high school class periods. Many activities cannot be made up. Students must take the following steps to avoid/minimize make-up work:

- Do their best to be at school.
- Contact their GO CAPS instructor as soon as they know about the absence.

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.

Medication at School

No medication shall be dispensed at the GO CAPS sites. Students will receive medications at the home high school before leaving or upon returning from GO CAPS.

Procedures related to chronic medical conditions should be communicated by the home high school nurse to the GO CAPS program nurse and to the GO CAPS instructor on a case by case situation.

Field Experiences

Every attempt will be made to schedule field experiences during the GO CAPS class periods so as to minimize impact on the students' schedule outside of GO CAPS. Any exceptions to this will be communicated from GO CAPS to students, parents, and home high schools well in advance of the event.

Parent/Teacher Communication

GO CAPS instructors will primarily rely on a strong line of communication between themselves and the student. At times, there may also be a need for the instructor and/or director to communicate directly with parents.

Likewise, there may be times when a parent needs to contact the instructor. GO CAPS welcomes parent/teacher communication. When questions arise about student progress, teacher practice, classroom occurrences, etc. it is expected that the parent will first make contact with the strand instructor. If a parent still has questions or concerns after the communication with the strand instructor, the parent may then contact the director for further information.

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.

Additional conferences may be requested by the student, parent, instructor, or director as the need arises.

Travel

Daily

Students are expected to be on time to class and to business partner locations. Students should plan an extra 15 minutes into travel time to account for logistical issues.

Business Partner Visits

Transportation to business partner locations may include students carpooling or driving individually to the site. Students will be informed ahead of time of the plans for traveling to the location.

Withdrawal

GO CAPS students may withdraw from GO CAPS within the first five school days of the fall semester. Withdrawals may also be considered at the end of the first semester, on a case by case basis.



Code of Conduct Contract

February 2022 Revision

GO CAPS students engage regularly with community partners, so it is expected that students display exceptional and professional behavior. Due to the unique nature of the program, students will be expected to be academic risk takers, take responsibility for their learning, persevere through difficult tasks, successfully collaborate with team members, and be trustworthy individuals. This code of conduct outlines behavior expectations for GO CAPS.

STUDENT CONDUCT

As a GO CAPS student, I am aware that I am expected to carry myself in a respectful, responsible and professional manner. As a participant of GO CAPS, I will:

- Be respectful and follow instructions and expectations
- Be reliable and safe in all situations
- Engage responsibly with technology and other equipment
- Persevere on tasks and projects
- Be a team member that contributes to the learning environment in a positive way
- Actively engage in learning and complete tasks in a timely manner
- Display an attitude and behavior that is cooperative, inclusive, and self-regulated

BUSINESS PARTNER INTERACTIONS

Student shadowing and interactions with business partners are impactful experiences during a student's participation in GO CAPS. These experiences require students to be proactive in their learning. The privilege of participating in business partner settings also requires that students are meeting program expectations and coursework requirements. Expectations for the initiation and continuation of business partner interactions requires the following from students:

- With the guidance of the instructor and depending on the strand, students will be an active participant in securing business partner interaction opportunities.
- Students will maintain an acceptable attendance record with GO CAPS.
- Students will stay current on classroom coursework.
- Students will maintain a C or higher on GO CAPS coursework.
- While the GO CAPS instructors and administration work diligently with committed business partners to provide all students with career related experiences, a specific number of experiences per student cannot be guaranteed. Elements that could impact the number of career related experience include, but are not limited to:
 - ◆ Ongoing COVID impact in the community, school, and on business partners
 - ◆ Partner availability
 - ◆ Student willingness to participate
 - ◆ Student attendance, coursework completion, and class grade

PROGRAM SUPPORTS FOR STUDENTS

GO CAPS realizes that a place-based model of learning is new to nearly every student participant. As students navigate learning in GO CAPS, you can expect communication and collaboration between student(s), instructors, and program administration as a means of coaching and guiding student learning and participation. Student support on this journey may include but is not limited to the following:

- Student reflection

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- Student/instructor conferences
- Instructor and administrative feedback
- Peer feedback
- Business partner feedback
- Parent communication/conference
- Team conference (Administration, Parents, Teachers, Students)
- Disciplinary processes

STUDENT/PARENT/INSTRUCTOR INTERACTIONS

A clear and consistent line of communication between the student and their instructor is of utmost importance. In order to cultivate and honor that relationship, students are asked to:

- Communicate directly with the instructor (using the method spelled out by the instructor) prior to any absence, being late to class, before any change to normal schedule, etc.
- Communicate directly with the instructor when there is any question about class occurrences and/or class assignments.
- Interactions should be handled in a professional manner. All parties are expected to presume positive intent of others, use solution oriented language, and remain self regulated.
- Conflict is a normal part of human interactions, at times. All individuals involved in GO CAPS are expected to practice restorative and solution oriented processes.
- In some instances, GO CAPS will involve parents in problem solving processes. It is expected that the instructor, student, and parent(s) will make every effort to problem solve as a team prior to the involvement of program administration.

DISCIPLINE

Discipline policies outlined in the GO CAPS handbook and in the [SPS Student Handbook](https://tinyurl.com/sps22dhb) (<https://tinyurl.com/sps22dhb>) will be followed. Any serious infraction(s) that jeopardizes the safety or negatively impacts the experience of the individual student, classmate(s), staff, and/or partners may result in immediate removal from the program.

AGREEMENT

I have read and understand the full extent of the GO CAPS Code of Conduct and agree to the terms and conditions.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Printed Name: _____

Date: _____

Student Signature: _____

Date: _____

Student Printed Name: _____

Date: _____