



**PARENT & ASSOCIATE  
HANDBOOK**

***2020-2021***

## Southland CAPS Mission

We provide high school associates in the Southland with a professional, innovative and entrepreneurial education through career oriented experiences that are both hands on and real world.

Commitments:

1. We increase the rigor, relevance and relationships by providing authentic “hands-on” experiences for all associates.
2. We integrate the 21st Century learning skills of critical thinking, communication, collaboration and creativity into everyday curricula.
3. We challenge each associate 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.
4. We provide authentic work experience through non-paid internships and mentoring with business partners.
5. We enhance regional economic and community development by effectively preparing talent for the high demand/high skill careers.

## Site Locations

<b>Administrative Office</b>	<b>Herndon Career Center</b> – 11501 E. State Route 350, Raytown, MO 64138
<b>Animal Health Science</b>	<b>Kansas City Zoo</b> - 6800 Zoo Dr., Kansas City, MO 64132
<b>Business Innovation and Creation</b>	<b>Herndon Career Center</b> – 11501 E. State Route 350, Raytown, MO 64138
<b>Education Exploration</b>	<b>Spring Valley Elementary School</b> – 8838 E. 83 <sup>rd</sup> Street, Raytown, MO 64138
<b>HCC Resource Conference Room</b>	<b>Herndon Career Center</b> – 11501 E. State Route 350, Raytown, MO 64138
<b>Technology Solutions</b>	<b>Herndon Career Center</b> – 11501 E. State Route 350, Raytown, MO 6413
<b>Turf Management and Horticulture</b>	<b>Kansas City Zoo</b> – 6800 Zoo Dr., Kansas City, MO 64132

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## Administration and Contact Information

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**Southland CAPS students have the ability to meet with the Herndon Career Center's student support services department as well. For contact information for Nate Zier (Counselor) or Lisa Templeton (Career Resource Educator) please reference the HCC Handbook located in the back of this document.**

### Southland CAPS Schedule

**AM Session: 7:30 am – 10:00 am**

**PM Session: 11:40 am – 2:10 pm**

### Southland CAPS Satellite Locations and Instructors

**Kristin Drummond**

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## **Introduction**

The Southland Center for Advanced Professional Studies (Southland CAPS) Parent/Associate Handbook is a resource for guidelines and procedures specific to the Southland CAPS program.

## **Maintaining Status in Southland CAPS**

Associates accepted into the Southland CAPS program demonstrate a desire to work in a project and problem-based authentic environment and are willing to comply with business ethics. By accepting this opportunity, associates become a member of a unique community of like-minded individuals with the expressed goal of preparing for college and/or a chosen profession. All Southland CAPS associates must be self-motivated individuals who have an honest desire for learning and enjoy being actively involved in their education.

Although associates have enrolled in a particular Southland CAPS strand(s), Southland CAPS is not a high school, but a professional, educational, career program. It is a program with an expressed mission of providing authentic profession-based educational opportunities. Southland CAPS strands are different from high school courses, and thus impose unique demands on the associate. Southland CAPS associates are integrated in to the local and sometimes global business and research communities of the Southland. Consequently, factors such as attendance and behavior within Southland CAPS are important. Associate behavior reflects on the Southland CAPS program. Should an associate's professional behavior not meet the expectations of Southland CAPS, the associate may be removed from the program.

## **Southland 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 Southland CAPS program success and a positive program image. Business partners, parents, associates and interested parties expect professional and responsible practices.

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 property. Demonstration of professional skills is a percentage of Southland CAPS associates' grades.

Five Professional Skills:

1. Communication and Collaboration
2. Time and Project Management
3. Creativity and Innovation
4. Critical Thinking and Problem Solving
5. Integrity and Trust

Associate professional skills will be assessed through completion of modules during the fall semester.

## **Attendance**

Southland Center for Advanced Professional Studies (Southland CAPS) is committed to the philosophy that every associate should attend every day. Because Southland CAPS models the work environment, regular attendance is an important responsibility of every associate and is essential for success in the Southland CAPS program. Southland CAPS students will follow the same attendance policy and guidelines as Herndon Career Center (HCC). In addition to the HCC policies, associates should also communicate with the instructor when an absence will take place. Associates should inform their instructor of an absence as soon as they are aware they will be missing Southland CAPS time. Absences can affect professionalism points in the gradebook. A no-call no-show during internship could result in termination from the internship, as well as, a reduction in the gradebook.

## **Dress Code**

Southland CAPS associates should dress in business casual attire. There may be some dress code variations based on the strand an associate is taking. If so, the instructor will provide strand-specific dress code allowances. Any deviation from the expected dress standard must be approved by the instructor prior to the associate's arrival/participation. These guidelines apply during associate's scheduled strand session, when meeting off site (field trips, meetings with mentors, internships, etc.), in public and when attending outside Southland CAPS events.

## **Employer Requirements**

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

## **Disciplinary Action Guideline**

Southland CAPS Associates will adhere to the HCC disciplinary guidelines and consequences. If an associate fails to follow those 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 Southland CAPS/HCC, up to and including immediate dismissal from the program.

## **Criteria for Dismissal from Southland CAPS**

Associates are expected to adhere to both rules of their participating district as well as Southland CAPS guidelines. Dismissal may result after a probation plan has been enacted with no change in behavior by the associate. There are several actions that will result in immediate dismissal from the Southland CAPS program. The following actions will result in immediate dismissal from Southland CAPS:

- Violation of the home school district or business partner's technology policy.
- Damage/Vandalism/Theft (intellectual or physical property) of Southland CAPS or business partner property by either purposeful action or un-business-like careless behavior.
- Physical violence.
- Possession or use of weapons, drugs, tobacco, vaping, or alcohol.
- Conduct that endangers the safety of others or substantially infringes upon or invades the rights of others at school, Southland CAPS facility, a business partner facility, or at any Southland CAPS participating school district activity.
- Non-compliance of Probation/Suspension Period Requirements.

## **Southland CAPS Options for Associates**

### **First Semester**

August through December

- Fully immersed at satellite business partner classroom facilitated by a certified instructor
- Professional skills; e.g. Professional resume writing, interviewing skills, networking strategies, internship preparation, professional written communication, presentation skills, project and time management, collaboration, college application training
- Business partner projects
- Guest speakers and instructors who are working in the industry
- Technical skills and hands-on competencies based on industry specifications
- Site visits
- High school and college credit

### **Second Semester**

January through May

- Up to Four days a week at internship site with one day in the classroom with program instructor.

#### **- OR -**

- Business partner projects
- Guest speakers and instructors who are working in the industry
- Technical skills and hands-on competencies based on industry specifications
- Site visits

#### **- ALL -**

- Advanced professional skills
- High school and college credit

## **2<sup>nd</sup> year Southland CAPS Options for Associates**

Students may participate in Southland CAPS for a second year if they attained a grade of a B or higher and maintained a 90% attendance rate in their first year enrolled in the program.

### **Options:**

August through May

- Students may enroll in a different CAPS course and begin that course as a first year student in that content

#### **- OR -**

- Return as a second year student in their original course
- Up to Four day a week internship with one day in the classroom with the program instructor.

## **Southland CAPS Internships**

The intent of the Southland CAPS Internship Program is to provide associates with the opportunity to gain real-world, hands-on work experience in professional work environments that relate to their academic and career interest, and prepare them for high demand/high skill careers. The internship program is also designed to provide Southland CAPS Business Partners an opportunity to guide and evaluate future talent successfully.

NOTE: Southland CAPS associates must complete a semester at Southland CAPS to become eligible for an internship. Southland CAPS internships are NOT guaranteed; therefore, an associate must be selected by the respective business partner. Southland CAPS internships are earned, not guaranteed.

## **Dual Credit**

Southland CAPS is committed to offering dual credit.

Associates must meet eligibility requirements from the individual post-secondary institution to be enrolled in the dual credit courses. Payment and admission documentation will be communicated to families through the institutions.

For more information on Dual Credit Offerings, please visit: [southlandcaps.yourcapsnetwork.org](http://southlandcaps.yourcapsnetwork.org)

## **Intellectual Property Rights**

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

### **Scenario One: Associates perform real work for business partners.**

Types of products/services produced for corporations, small businesses, start-ups and 501c3 can include websites, marketing collateral, social media strategies, Apps, and CAD diagrams.

Legal Policy:

1. Business client owns the intellectual property rights.
  - i. Associates can use the product produced as a piece of their portfolio.
  - ii. 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 associates for any of the project work performed during the school day. Instead business partners are encouraged to gift to the Southland CAPS program.

### **Scenario Two: Associates create their own product/service (not in partnership with business).**

Legal Policy:

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

## **Development of a Business**

An outcome of the Southland CAPS Process can be that an associate or team of associates may take their product/service to market. Southland CAPS business partners and mentors provide free business consulting to support incorporation of associate-led businesses, e.g. LLC, Sole Proprietor, etc. Associates are responsible for fees associated with registering their business affiliation.

## **Confidentiality**

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

## **Grading**

Part of the Southland CAPS mission is to immerse associates in real-world learning experiences. Therefore, associate knowledge, skills, and professional character will be measured in a variety of ways. While authentic assessments will compose the majority of an associate's grade, some content and skills may be assessed using traditional strategies.

Each Southland CAPS instructor will provide detailed grading information in the course syllabus.

## **Progress Reports / Grade Cards**

Progress reports are designed to inform associates and parents of academic progress. Reports are issued at the mid-point of each trimester.

## **Final Exams**

There will be no exemptions from Southland CAPS final exams. At the end of each Southland CAPS course, a comprehensive assessment will be administered. This could be in the form of a performance or a project and is at the instructor's discretion.

## **Make-up Work**

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

- Direct instruction from the Southland 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

Associates 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. Each Southland CAPS instructor will provide detailed make-up work guidelines.

## **Use of Communication Technologies**

Associates are required to follow policies set forth regarding use of communication technologies. All use of communication technologies by associates is directly related to approved curricula and activities. Associates are expected to read and agree to Southland CAPS guidelines for use of communications technologies. Associates will be expected to sign an agreement at the beginning of the school year.

## **Business Partner Relationships: Protocols and Boundaries**

1. Business Partners and associates will meet at Southland CAPS facilities or business sites during regular school hours. Any exceptions must have prior instructor approval.
2. Business Partners and associates 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 Southland CAPS Volunteers*.
4. Associates should demonstrate professional responsibility by keeping their commitments at all times.
5. Associates should be fully prepared for meetings with their business partners.
6. Associates should always inform their Southland CAPS instructors when they will be meeting in person with business partners.
7. Associates should not share personal problems with mentors. Their purpose in an associate's life is to provide PROFESSIONAL guidance. If an associate needs someone to talk to about personal problems, s/he should find another trusted adult, such as a parent, teacher, or school counselor.
8. Associates should inform their Southland CAPS instructors or an administrator if an uncomfortable situation with a business partner(s) occurs.
9. Associates must follow the Southland CAPS dress code guidelines when meeting in person with a business partner(s).

## **Medication at School**

No medication shall be dispensed at Southland CAPS. The home high school nurse will dispense medications for associates. The associate will receive medications at the home high school before leaving or upon returning from the Southland CAPS facility.

Medical conditions and medication needs must be communicated to the Southland CAPS Administration by the

home high school nurse as appropriate for the safety of the associate. Each home high school nurse will be provided with a current list of Southland CAPS associates with the assigned Southland CAPS locations.

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

#### **Emergency**

If an associate emergency develops the instructor will call 911 and give emergency aid according to Southland CAPS policy.

#### **Non-Emergency Illness**

If an associate develops an illness that is a non-emergency but may require leaving the Southland CAPS facility, the instructor will follow HCC policies for illness and absences.

#### **Parent/Teacher Conferences**

Southland CAPS instructors will schedule parent/teacher conferences each semester according to the Raytown School District calendar. 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 associate is progressing, any challenges the associate is facing, eliciting and addressing parent concerns, and highlighting associate strengths.

#### **Transportation**

Southland CAPS does not provide transportation for associates. All families must sign the Southland CAPS Transportation Waiver prior to the associate beginning the Southland CAPS program. Failure to sign the transportation waiver will make the associate ineligible to participate in the program.

Associates are expected to provide their own transportation. There are a variety of ways that associates transport themselves, e.g. their own car, carpool with other Southland CAPS associates, parents transport associate, associate's home high school provides transportation, etc.

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

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

#### **Safety**

All Southland CAPS associates, instructors and visitors are required to wear Southland CAPS identification badges while at Southland CAPS sites or partner locations. Associates and instructors will be issued Southland CAPS photo identification badges at the beginning of the semester. Business Partner ID Badges may also be required, depending on the site location.

#### **Fire/Tornado Drills**

Fire and tornado drills are held periodically throughout the school year. Associates 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 Southland 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. Southland CAPS will follow the procedure for Raytown School District for snow/inclement weather days. All parents and associates will be notified by phone call and email on file. Southland CAPS respects parent/associate decision making concerning safety. If a parent/associate deems the roads are unsafe even though Southland CAPS is in session, associate will be expected to notify their instructor.

#### **Other Safety Plans**

All other Southland CAPS specific safety plans and details are available and distributed to Southland CAPS staff.

