



**STUDENT & PARENT**  
*Program Guide*

## Shakopee CAPS Mission

We provide high school students in Shakopee 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 students.
2. We integrate the 21st Century learning skills of critical thinking, communication, collaboration and creativity into everyday curricula.
3. 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.
4. We provide authentic, educational internships and mentoring with business partners.
5. We enhance economic and community development by effectively preparing our youth for high demand/high skill careers.

## Administration and Contact Information

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## Shakopee CAPS Bell Schedule

**AM Session: 8:20 am – 11:05 am** (Students are expected to be on-time for their 3<sup>rd</sup> Block class)

**PM Session: 12:10 am – 3:00 pm** (Students are expected to eat lunch before they travel to CAPS)

## Shakopee CAPS Host Site Locations

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<b>Miranda Gaugler</b> - <a href="mailto:mgaugler@shakopee.k12.mn.us">mgaugler@shakopee.k12.mn.us</a> CAPS Healthcare and Medicine Instructor St. Francis Regional Medical Center	<b>Office Phone:</b> <b>952-496-5152</b>

## Introduction

The Shakopee Center for Advanced Professional Studies (Shakopee CAPS) Parent/Student Information Guide is a resource for program information and procedures specific to the Shakopee CAPS program. All students in the program are accountable to the policies and procedures outlined in the Shakopee High School Handbook unless noted separately within this information guide.

### Program Overview

- 1st and 2<sup>nd</sup> Quarter - classroom experiences hosted by the primary business partner(s).
- 3<sup>rd</sup> Quarter - an individual internship experience.

## Maintaining Status in Shakopee CAPS

Students accepted into the Shakopee CAPS program must 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 with the expressed goal of preparing for college and a chosen profession. All Shakopee 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 Shakopee CAPS bear mutual responsibility for the development and success of the program.

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

## Shakopee 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 Shakopee CAPS program success and a positive program image. Business partners, parents, students and interested parties expect professional and responsible practices.

Shakopee CAPS chooses to make a public commitment to ethical business by expressing codes of conduct and guidelines. In doing so, these guidelines must translate into action by Shakopee CAPS students, instructors, administration, and 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 property. Demonstration of professional skills is a percentage of Shakopee CAPS students' grades.

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## Dress Code

Shakopee CAPS students will be expected to dress according to the requirements of the business partner. There may be some dress code variations based on the program the student is taking. If so, the instructor will provide program-specific dress code allowances. In general, a Business Casual Dress Code is required. Any deviation from the expected dress standard must be approved by the instructor prior to the student's arrival/participation.

## Shakopee CAPS Internships (3rd Quarter)

The intent of the Shakopee CAPS Internship Program is to provide students 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 Shakopee CAPS Business Partners an opportunity to guide and evaluate future talent.

**NOTE: Shakopee CAPS students will have the opportunity to apply and be selected for an internship. Shakopee CAPS internships are NOT guaranteed; therefore, a student must be selected by the business partner.**

### Student Benefits

*As a student, there are many benefits to working in an internship. Statistics repeatedly show that employers prefer new hires that have gained relevant work experience through internships and make full-time job offers based on these experiences. As a student intern, you will:*

- Gain industry knowledge and explore career options in a field of interest
- Strengthen knowledge of the job search process including developing a resume, cover letter, LinkedIn profile, and networking and interviewing skills Enhance professional skills necessary for success in the workplace
- Make valuable contacts and grow professional networks
- Apply knowledge to solve problems in a professional work experience setting
- Develop sound decision-making skills through the profession-based work experience.
- Describe and demonstrate appropriate professional conduct in a work environment.
- Develop a professional vision that values diversity in the workplace.

### Employer Benefits

*Both in terms of today's workload and tomorrow's workforce, an internship program is an excellent way to facilitate success in your business. As an employer, a student internship program will provide:*

- A pipeline of quality candidates to fill entry-level needs
- A source of fresh and diverse talent for new insight and ideas
- An opportunity to select, train and influence the best and brightest prospective talent
- Project help to meet current workload challenges A plug-and-play community service program that supports existing public relations strategies
- Training and development opportunities for managers and mentors

## Business Partner/Internship/Mentor Relationships: Protocols and Boundaries

1. Business Partners and students will meet only at Shakopee CAPS facilities or business sites during regular school hours. Any exceptions must have prior instructor approval. Under no circumstance can a student meet with a partner or mentor in a private home or location.
  2. Business Partners and other professional guests will comply with guidelines/procedures presented in the Standards of Conduct for Shakopee CAPS Volunteers.
  3. Students should demonstrate professional responsibility throughout their CAPS experience.
  4. Students should maintain a professional relationship with mentors. The purpose of mentorship is to provide PROFESSIONAL guidance.
  5. Students should always inform their Shakopee CAPS instructors when they will be meeting in person with business partners. Any uncomfortable situation with a business partner should be reported to Shakopee CAPS instructors or an administrator immediately.
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## Attendance

An absence is defined as a time or an occasion when the student is not in attendance for Shakopee 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 class late.

A total of five excused absences are allowed per semester. As a student approaches 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, coordinator, and high school administrator/dean.

It is the requirement of Shakopee CAPS that students adhere to their respective schedules, meaning that students should be at their Shakopee CAPS site and begin work on time and continue to work for their entire Shakopee CAPS schedule, except for scheduled breaks or when required to leave on authorized Shakopee CAPS business. Late arrivals, early departures, or other unanticipated and unapproved tardiness and absence from the students' regular Shakopee CAPS schedule are disruptive and should be avoided. In addition, AM session students are expected to report to Shakopee High School 5 minutes prior to 3<sup>rd</sup> Block.

A student who can anticipate that they may be late for Shakopee CAPS, may need to leave Shakopee CAPS early or may be absent, must **inform their instructor ahead of time**. The instructor will then be able to make adjustments to accommodate the student's tardiness or absence. **Participation in Shakopee CAPS depends on reliable attendance – please make every effort to avoid scheduling absences during the Shakopee CAPS time.**

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

### 1<sup>st</sup> Semester – Classroom Experience

1. Parent/Student should contact the High School attendance line (952-496-5153) to notify the high school of the absence
2. An email should be sent directly the Shakopee CAPS teacher to notify them of the absence.
3. Absences will be recorded in Infinite Campus.

### 3<sup>rd</sup> Quarter – Individual Internships

1. Parent/Student should contact the High School attendance line (952-496-5153) to notify the high school of the absence
2. Students must contact his/her instructor by phone. Every effort must be made by the student to speak to his/her instructor live rather than leave a message via voicemail.
3. Students will be required to personally report their absence via email or call to their project team members, mentors, outside appointments, etc. and carbon copy the instructor. It is important for a student to take the responsibility for reporting his/her absence.
4. Absences will be recorded in Infinite Campus

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. Unaccounted 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.

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## Unexcused Absences

If the student does not report his/her absence or their absence is considered unexcused they will be considered acting outside of business ethics. Unexcused absences (including tardiness) may result in the removal of the program or be factored into the final grade for the course.

## Withdrawal from Shakopee CAPS

Shakopee CAPS Students may withdraw from courses within the first five school days of the semester. Withdrawal will not be permitted after this time. Adjustments to student schedules can also take place at the quarter breaks, if necessary.

## Grading

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

Part of the Shakopee 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)

Each Shakopee CAPS instructor will provide detailed grading information in the course syllabus, such as scoring guides of total points associated with each assessment area. Percent of total semester points required for each semester letter grade assigned will follow the participating high school guidelines.

## Make-up Work

Due to the project-based nature of the Shakopee CAPS program, absences are highly discouraged. There are various components of a Shakopee CAPS class period that cannot be made-up at a later date:

- Direct instruction from the Shakopee 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
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## Disciplinary Action Guidelines

Students have an obligation to adhere to Shakopee High School Handbook and guidelines and procedures specific to the Shakopee CAPS Program. Students are expected to maintain professional standards of conduct at all times. If a student fails to follow Shakopee 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 Shakopee CAPS instructor, Supervisor and/or High School administration, up to and including immediate dismissal from the program. **Participation in Shakopee CAPS is “at - will.”** Thus, Shakopee CAPS program may, but is not obligated to, utilize disciplinary measures such as warnings 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 Shakopee CAPS’s sole discretion. Verbal counseling of a student by his or her instructor or Supervisor may include, but is not limited to, indication of dissatisfaction concerning a student’s performance, a specific act, a violation of Shakopee CAPS guideline or procedure, or other inappropriate conduct. Following the counseling session, the instructor will record the discussion between the student and the instructor, contact the parent/guardian, and maintain the record for future reference.
  2. **Written Counseling**—A written counseling statement may be provided to the student at Shakopee CAPS’s sole discretion. A written counseling statement by an instructor or Supervisor 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 Shakopee 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.
  3. **Performance Improvement Plan**—At Shakopee CAPS’s 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 Shakopee 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 Shakopee CAPS’s discretion, a student’s violation of Shakopee CAPS or Shakopee High School 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. Shakopee CAPS’s suspension guidelines are applicable to all students, and the duration of the time away from class shall be determined at Shakopee CAPS’s 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 Shakopee CAPS’s discretion, a student in violation of Shakopee CAPS or Shakopee High School guidelines or procedures or other inappropriate conduct or offense may lead to immediate dismissal from the Shakopee CAPS program. Some violations can result in immediate dismissal. The student’s parents and home high school administration will also be informed.
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## Criteria for Dismissal from Shakopee CAPS

Students are expected to adhere to both Shakopee High School as well as Shakopee CAPS guidelines. In most cases, disciplinary action will follow the approach described previously in this guide. 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 Shakopee CAPS program. The following actions will result in immediate dismissal from Shakopee CAPS:

1. Violation of the home school district or business partner's technology policy.
2. Damage/Vandalism/Theft (intellectual or physical property) of Shakopee CAPS or business partner property by either purposeful action or un-business-like 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 school, Shakopee CAPS facility, or at any Shakopee CAPS participating school district activity.

## Use of Communication Technologies

Students are required to follow procedures set forth regarding use of communication technologies. All use of communication technologies by students is directly related to approved curricula and activities. Students are expected to read and agree to their Shakopee High School guidelines for use of communication technologies. Students will be expected to sign an agreement at the beginning of the school year.

## Appropriate use of Shakopee 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.

## Guests and Mentors at the Shakopee CAPS Facilities

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

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

Guests and mentors visiting Shakopee 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.

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

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

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



## Medication at Shakopee CAPS Facilities

No medication shall be dispensed at the Shakopee CAPS facilities. Shakopee High School nurse will dispense medications for students. The student will receive medications at the high school before leaving or upon returning from the Shakopee CAPS facility.

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

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

High school nurse will be provided with a current list of Shakopee CAPS students with the assigned Shakopee CAPS locations. An updated list should be provided when student assignments change.

## Illness or Emergency While at the Shakopee CAPS Facilities

### Emergency

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

### Non-Emergency Illness

If a student develops an illness that is a non-emergency but may require leaving the Shakopee 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 Shakopee High School office

## Off-Site Field Trips

1. Every attempt will be made to schedule off-site field trips during the Shakopee CAPS class periods so as to minimize impact on the students' schedule outside of Shakopee CAPS. There will be exceptions. If the off-site field trip takes a student away from class(es) at the high school, students are required to notify 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 that Shakopee CAPS students demonstrate exemplary responsibility by completing and turning that work in before attending the Shakopee CAPS field trip.
  2. Transportation to off-site field trips may include, bus, students carpooling or driving individually to the site.
  3. 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.
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