

Parent and Student Handbook

An Overview of the Wasatch Center for Advanced Professional Studies





Mission Statement

To inspire students to find their passion and acquire essential 21st century skills through strategic partnerships with education, industry, and community leaders.

Table of Contents

Wasatch CAPS Mission Statement	1
Table of Contents	2
Useful Contacts	2
Class Schedule	3
Wasatch CAPS Introduction	4
Wasatch CAPS Courses	4
21 st Century Skills	4
Wasatch CAPS Policies	5
6 As of Professionalism	5
Explanation of Policies	6
Use of Technologies	7
Travel	8
Media CAPS Release	8
Academic Information	9
Grading	9
Make-up Work	9
Disciplinary Action Guidelines	10
Communicating with Instructor	10
Mentor and Guest Guidelines	11
Safety Protocol	12

Wasatch CAPS: Useful Contacts

Weston Broadbent, Wasatch CAPS Director
(435) 654-0280, Weston.Broadbent@wasatch.edu

Jason Watt, CTE Director, Wasatch School District
(435) 654-0280, Jason.Watt@wasatch.edu

Tom Melville, UVU Wasatch Campus Administrator
(801) 863-6601, Thomas.Melville@uvu.edu

Cory Lange
Cory.Lange@wasatch.edu

Matt Sproul
Matthew.Spoul@wasatch.edu

Gary Roberts
Gary.Roberts@wasatch.edu

Matthew Zierenberg
Matthew.Zierenberg@wasatch.edu

Campus Address:	Mailing Address:
3111 College Way	101 E. 200 N.
Heber City, UT 84032	Heber City, UT 84032

CAPS Schedule: 2018-2019

2018-2019 School Calendar

WASATCH CAPS

3111 College Way
Heber City, UT 84032
435-654-0280

11th - 12th Grade CAPS Students

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2019

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Legend:

- G CAPS DAY
- B No CAPS
- ALL SHORTENED CAPS
- CAPS Open House
- CAPS Guest Lecture
- CAPS Showcase Night
- First and Last Day of School
- Freshmen First (Aug. 22)
- Test Date
- All 8 Classes
- Wasatch Gives Back Day
- Graduation (May 22)
- School Closed
- Professional Dev. (no school for students)

WASATCH CAPS
HEBER CITY | LOGAN | EMERYVILLE

Calendar Template by Vertex42.com

Introduction to Wasatch CAPS

The Wasatch Center for Advanced Professional Studies (CAPS) is an innovative high school program in which students are fully immersed in a professional culture, solve real-world problems, and use industry-standard tools while being mentored by actual employers. Students will spend their semester in collaborative groups completing real-world projects off-loaded to CAPS from local businesses.

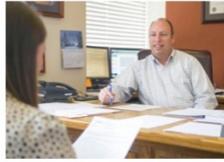
CAPS COURSES



Environment and Agriculture



Digital Design and Software Development



Business, Marketing and Entrepreneurship



Medicine and Health



Engineering and Industrial Design

21st CENTURY SKILLS

CAPS teachers will facilitate the development of the skills that students need for project completion. In addition, local professionals will assist students by serving as project mentors. Beyond inspiring students to find their passion, the focus of CAPS is the student acquisition of the skills required for success in today's economy, which include:

- Creativity and Innovation
- Critical Thinking and Problem Solving
- Effective Oral and Written Communication
- Collaboration
- Flexibility and Adaptability
- Initiative and Self Direction
- Social and Cross-Cultural Skills
- Productivity and Accountability
- Leadership and Responsibility
- Accessing and Analyzing Information

(Tony Wagner, *The Global Achievement Gap*; and www.P21.org, *21st Century Skills*)

CAPS is an example of how business, community, and public education can partner to produce personalized learning experiences that educate the workforce of tomorrow, especially in high-skill, high-demand jobs.

Wasatch CAPS Policies

6 “As” OF PROFESSIONALISM

Our industry partners have expressed that, while technical skills are important, what makes the biggest difference among potential employees are professional skills. Additionally, our industry partners have certain expectations that CAPS students will utilize these skills. This matrix below provides both a method of teaching and a medium for evaluation.

	Exhibiting	Developing	Lacking
Attendance	On-time, everyday	Most days	Excessive tardiness & absences
Attitude	Positive & eager everyday	Most days	Negative and disrespectful
Attentiveness	Mentally present everyday	Some distractions & need to redirect	Mind elsewhere and excessive cellphone use
Attire	Dressed to the standards of the course everyday	Most days & few exceptions	Normal high school wear
Accountability	Dependable & trustworthy everyday	Most days & few exceptions	Incomplete and late deliveries
A+ Communication	Confidently presents information written & orally	Sometimes hesitant & uncomfortable	Struggles with organization, voice and eye contact

EXPLANATION OF 6 “As”

Attendance and Tardiness

An absence is defined as a time or an occasion when the student is not in attendance for Wasatch CAPS learning (in class and/or at off-site work in the business community) for an entire day, class period or departs Wasatch CAPS early. Tardiness is defined when the student arrives to class late. Class will begin ten minutes after the regular bell rings at the high school. As CAPS takes up two high school periods, each CAPS day will be marked as two class periods.

Students will be treated in CAPS as if working in the actual industry of their course. As such, students who are absent or tardy are expected to do the following:

1. Notify his / her instructor prior to class beginning.
2. Notify and coordinate with their CAPS group about their project and what is happening that day.
3. Notify and coordinate with their client if necessary.

Attitude

Students are expected to have professional attitude. This includes being positive and eager with their teams, clients, mentors, and teachers while at CAPS. In the words of Winston Churchill, “Attitude is a little thing that makes a big difference.”

Attentiveness

Students are to be engaged while attending CAPS. “Mentally present” everyday refers to students focusing on their client projects, or CAPS work, while CAPS is in session.

Attire

Wasatch CAPS students should dress in business casual apparel. 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. Students should appear for class clean, neatly groomed, and dressed appropriately for Wasatch CAPS. Good judgment should be exercised, and extremes of any sort avoided.

Appropriate Attire Examples

- Acceptable clothing: 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, neat and pressed.
- Wasatch High School branded clothing is acceptable if it falls within the appropriate business casual attire guidelines. For example, a WHS team collared golf shirt is acceptable; a WHS team hoodie is unacceptable.

Inappropriate Attire Examples

- Shirts: Tank tops, t-shirts, halter/tank tops, low-cut necklines, etc.
- Blouses: Spaghetti-strap blouses (or dresses), low-cut, exposed midriff, tank tops, tube tops, spaghetti straps, sheer fabrics, halters or other backless tops, etc.
- Pants: Denim pants, cargo pants, fatigues, pants that expose undergarments, shorts, leggings, etc.
- Skirts: Mini, long skirts with high slits, denim skirts.
- Shoes: Casual sandals (i.e. flip flops), sneakers, slippers.
- Other: Clothing that is revealing or provocative, visible body piercing (except ears), insignias, buttons or pins that are deemed by the Wasatch CAPS instructor to be potentially offensive.

Accountability

Students are accountable to their clients, teams, and themselves at CAPS. It is expected that students will be dependable and trustworthy in all of their endeavors while participating in CAPS.

A+ Communication

Whether verbal or written, communication within CAPS is to be professional. This includes communication with clients, teams, teachers, mentors, or anyone else associated with CAPS. Students will be asked to write emails, texts, practice elevator pitches, and give presentations.

USE OF TECHNOLOGIES

Students are required to follow the Wasatch High School “Acceptable Use Policy” set forth regarding use of communication technologies. All use of communication technologies by students is directly related to approved curricula and activities.

Students, parents, and business partners may access forms, calendars, and other general information on the Wasatch CAPS program by visiting the Wasatch CAPS website: www.wasatchcaps.org

TRAVEL

Wasatch CAPS classes are held at the UVU Wasatch Campus (3111 College Way, Heber City, UT 84032) every CAPS day. The school district may provide transportation, but most often, students arrange their own transportation to and from class. In the event a student needs the School District to arrange for them to get to class, they are to notify the CAPS Director, who will help arrange transportation to and from the high school provided by the school district. Students and parents assume the responsibility and liability for transportation to and from class.

There are times during the school year when students will need to travel away from the UVU Wasatch Campus for CAPS related reasons. The School District provides transportation, but there are times when students can benefit from other transportation options. In the Handbook Agreement Form, travel options will be explained in greater depth.

CAPS MEDIA RELEASE

Due to the innovative nature of the CAPS program, frequent local and national media requests are received. These requests are coordinated through the District and CAPS leadership, and portray our students and the CAPS program in a positive light. The CAPS Media Release will be explained in greater detail in the Handbook Agreement Form.

ACADEMIC INFORMATION

GRADING

Part of the Wasatch CAPS mission is to immerse students with real-world learning experiences. As such, student knowledge, skills, and professional character will be graded using a variety of authentic assessments (see examples bulleted) in a portfolio approach. Although such authentic assessments will compose the majority of a student's grade, some content and skills may be assessed using traditional educational assessments as well.

- ✓ Portfolio – including professional skills
- ✓ Written work
- ✓ Peer and Self assessments
- ✓ Client, Mentor, and Teacher assessments
- ✓ Presentations
- ✓ Design reviews
- ✓ Final Deliverables

MAKE-UP WORK

Due to the project-based nature of the CAPS program, absences are highly discouraged, as there are various components of a CAPS class period that would be missed, such as:

- Direct instruction from the CAPS instructor; class collaboration
- Interaction with mentors, guest instructors
- Guest instructor material
- 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 the work missed from even one day of a CAPS class, as it is equivalent to missing two class periods. Students should contact their Wasatch CAPS instructor as soon as they know about an absence, as prior knowledge may enable the instructor to help the student make up the work in a more productive and timely fashion. Every effort should be made by students to attend the Showcase, Client Meetings, and Final Presentations, as these are extremely difficult to make up.

DISCIPLINARY ACTION GUIDELINES

Each Wasatch CAPS student has an obligation to adhere to Wasatch CAPS guidelines and procedures, and to maintain professional standards of conduct at all times. Wasatch CAPS has issued numerous guidelines and procedures explaining expectations for student conduct. Most students endeavor to do their course work well and cooperate in observing professional rules of conduct. However, disciplinary action is sometimes necessary. Generally speaking, if a student fails to follow Wasatch CAPS guidelines and procedures, or his or her behavior otherwise interferes with the orderly and efficient operation of the program, corrective disciplinary measures may be taken at the discretion of Wasatch CAPS, up to and including immediate dismissal from the program.

Participation in Wasatch CAPS is “at-will.” Accordingly, Wasatch CAPS may dismiss a student from the program at any time, with or without notice or prior procedure, and with or without cause. Thus, Wasatch CAPS may, but is not obligated to, utilize disciplinary measures prior to dismissing any student. Disciplinary action may include verbal counseling, written counseling, performance improvement plan, suspension, and / or dismissal.

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 Wasatch CAPS program. If dismissed from Wasatch CAPS, the student and parents will work with Wasatch High School to determine a restructured class schedule for the remainder of the school year.

The following actions will result in immediate dismissal from CAPS:

1. Violation of the Wasatch High School “Acceptable Use Policy.”
2. Damage/vandalism/theft of any intellectual or physical property of either Wasatch CAPS or the business partner, 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 that substantially impinges upon or invades the rights of others at school, on WHS property, a Wasatch CAPS facility, or at a Wasatch CAPS-sponsored activity.

COMMUNICATING WITH WASATCH CAPS INSTRUCTORS

Students may visit with Wasatch CAPS instructors while participating in the Wasatch CAPS program or during the instructors’ consultation time on Mondays (when Wasatch CAPS is not in session) from 1:30 to 2:30 p.m. in the instructor’s main office located at Wasatch High School. Wasatch CAPS instructors may also be contacted via email—their contact information is located on page 2 of this document.

MENTOR & GUEST GUIDELINES

MENTOR RELATIONSHIPS: PROTOCOLS AND BOUNDARIES

- “Mentors” in this document refer to both industry partners who come in and assist students throughout the semester, or individuals who have projects students are working on – often referred to as “Clients.”
- Mentors enjoy helping and guiding young people. They welcome student questions at appropriate times and in appropriate quantities. If students are worried that they are “bothering” their mentor(s), they should ask their Wasatch CAPS instructor for guidance.
- Mentors and students will meet at Wasatch CAPS facilities or business sites during regular school days and times. Any exceptions must have prior instructor approval. Mentors and students should respond to messages (email or voicemail) within 48 hours or two business days.
- Students should demonstrate their professional responsibility by keeping their commitments at all times. If a student says s/he will meet his/her mentor at a certain time with a certain amount of work done, s/he should exceed expectations and arrive early with more work done than was required. Students should always be fully prepared for meetings with their mentors and should avoid procrastination.
- Students should always inform their Wasatch CAPS instructors when they will be meeting in person with their mentors.
- Students should not share personal problems with their 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. Students should inform their CAPS instructors or an administrator should there ever be an uncomfortable situation with a mentor(s).
- Students must always observe the CAPS dress code guidelines when meeting in person with a mentor(s).
- Students are not to meet with any mentor where it will be one-on-one outside of the CAPS location or during the CAPS class period. It is critical to ensure there are always other students / adults in any scenario that is CAPS related.

GUEST GUIDELINES

Students will always show guests to Wasatch CAPS respect by demonstrating professional behavior and business ethics.

SAFETY PROTOCOLS

The Wasatch CAPS staff is committed to providing a safe environment for all students and staff. The following are all a reflection of that commitment:

- ✓ **Adult ID Badges:** All mentors are required to wear an identification badge while in the building. Visitors are asked to sign in with the director, where they will be given a visitor's badge.
- ✓ **Video Surveillance Cameras:** Our camera system will be in operation 24 hours a day, seven days a week. Cameras are located both inside and outside the building. The cameras record on a regular basis; however, they are not monitored constantly.
- ✓ **Campus Staff:** The Wasatch CAPS facility will be under the same guidance and protection as Utah Valley University – Wasatch Campus. The campus staff monitors and assists with the supervision of students and visitors in all areas of the campus, including parking lots.

VISITORS ON CAMPUS

In order to maintain a safe environment at Wasatch CAPS, all visitors must check in with the director upon their arrival in the building. The director may deny access to the school building or grounds of the Wasatch CAPS facility to persons who have no lawful business to pursue at the school or who are acting in a manner disruptive or disturbing to the normal educational functions of the school. Visitors who have legitimate reasons for being on school property must abide by policies adopted by Wasatch CAPS and the Board of Education.



W A S A T C H
CAPS

INDUSTRY | EDUCATION | COMMUNITY

