

# Andover CAPS

Center for Advanced Professional Studies

## Student & Parent Success Guide



Our Mission:  
Engaging today's learners  
with their tomorrow career

# AndoverCAPS

Center for Advanced Professional Studies

1401 W. 13th Street

Andover, KS 67002

Phone: 316.218.4640

Website: [caps.usd385.org](http://caps.usd385.org)

## CAPS Hours of Operation

Monday - Friday

CAPS AM: 9:00 - 11:30 AM

CAPS PM: 12:30 - 3:00 PM

Building: 7:30 AM - 3:30 PM

# Andover CAPS

---

## Center for Advanced Professional Studies

### Welcome

Welcome to another amazing year at Andover CAPS! We are truly excited about what you will accomplish at CAPS! You will hear the following over and over again because it remains absolutely true. You get out of CAPS what you put into it. Sounds simple, right? We will place both challenges and opportunities in front of you. You will have to approach both with the same excitement and desire to learn and grow as a person and young professional to achieve success here. Believe in yourself or allow us to believe in you and your potential until you fully believe in yourself. Together we can accomplish great things!

Lastly, I know many of you have questions regarding CAPS operations and expectations and I hope this student success guide will answer your questions and/or provide you with resources to seek additional clarification.

### History of CAPS

Starting in 2009 and located within the Blue Valley school district, CAPS today hosts over 100 member programs across the United States and the world. Andover CAPS is the only Wichita Metro CAPS program and launched in the Fall of 2019. The program established 4 stands based on current job market trends, student interest and future projections. Engineering including (all construction related trades), Business, Medical and Create (human services careers). CAPS aims to align and exposes students with their perceived passion and believes with early exposure to future careers students will make more informed decisions about their path after high school.

The program model is based off of 5 guiding principles that unite, define and guide the CAPS experience.

1. Profession-Based Learning
2. Responsiveness
3. Self-Discovery and Exploration
4. Professional Skills Development
5. Entrepreneurial Mindset

# AndoverCAPS

---

## Center for Advanced Professional Studies

### People to know



#### **Brian Gregoire, Director Andover CAPS - [gregoirb@usd385.org](mailto:gregoirb@usd385.org)**

Brian Gregoire enters his 22nd year in public education, 18 in school administration and 14 years in USD 385. This year will be his 7th as Director of Andover CAPS. He has degrees from SUNY Oneonta in history 7-12, Baker University in school leadership PreK-12 and Wichita State University in District Leadership PreK-12. Brian shared that CAPS is his all time favorite job in education. Everyday he loves coming to work. What he enjoys most is seeing students take the reigns of their future by opting into opportunities and excelling in them. Brian states that "Every student at CAPS is on a journey of self discovery. I have witnessed young people who are aligning their work to their passion and as a result do not view work as work!" Personally he is originally from upstate New York, and has been happily living in Kansas since 2003. He is a proud husband, father of 3 children and one long haired dachshund!



#### **Ashley Ebert, Medical Instructor - [eberta@usd385.org](mailto:eberta@usd385.org)**

Ashley Ebert is a Master's prepared Advanced Practice Registered Nurse, Certified Nurse-Midwife (APRN, CNM). She holds her national licensure through the American Midwifery Certification Board and her state licensure through the Kansas Board of Nursing. She spent 5 years practicing in Public Health by providing care to the community through the Family Planning Program at the Butler County Health Department in El Dorado, KS. During Covid-19, Ashley's role was expanded to include epidemiology, Covid testing, and she eventually became a Clinic Coordinator for vaccine clinics in both El Dorado and Andover while continuing her patient duties.


Ashley began her career in the field by becoming a Registered Nurse (RN) through the nursing program at Eastern Kentucky University in 2009. Upon graduation she spent a few years in practice as a Medical/Surgical RN before moving to a Labor and Delivery role with the ability to float to Antepartum, Postpartum, Nursery, Pre-Operative, and Post-Operative Units. In 2013 she graduated from Frontier Nursing University's CNM program and went on to independently catch just under 200 healthy, hospital born babies utilizing modern midwifery practice through her delivering privileges at The Women's Hospital-St. Joseph East in Lexington, KY. She also served as First Assist in the operating room when necessary and triaged patients. Ashley is originally from Oklahoma and also holds a Bachelor of Science degree in Agriculture Education. She met her husband of 22 years while coaching the Equestrian Team at The Ohio University. After her firstborn son showed signs of severe allergies as a toddler she became interested in nursing and shifted career paths. She and her husband now have 4 boys ages 20, 11, 7, and 5. The youngest two were born in Kansas, where she now calls home. Ashley is extremely excited to teach at Andover CAPS. She is looking forward to using her diverse nursing background and experiences in medicine to help guide students in finding their own passion in the medical field.

# AndoverCAPS

---

## Center for Advanced Professional Studies

### **Ashley Hurley, Medical Instructor - [hurleya@usd385.org](mailto:hurleya@usd385.org)**




Ashley Hurley comes to Andover CAPS with 9 years of nursing experience. She attended Butler Community College to study her nursing prerequisites before transferring to Bethel College in North Newton, KS. There she obtained her degree, a Bachelors of Science in Nursing.

While in college, Ashley worked at Wesley Medical Center as a scrub tech in the Labor Operating room. Upon graduating, she started her professional nursing career on the medical/surgery floor at Wesley Medical Center. From there, she went on to work in the Labor, Delivery, and Postpartum departments all at Via Christi. Ashley is proud to have worked at Wichita OBGYN under the direction of very knowledgeable doctors, before setting out to work in community health and becoming a school nurse. Ashley was the winner of the Janlee Ruth Loewen Blosser Maternal-Child Nursing Award in 2012. Additionally, she was nominated while working at Wichita Public Schools, for the Distinguished Classroom Teacher in the Support Staff category in 2020. In 2021, she was nominated for the Good Apple award.


Ashley is excited for the opportunity to shape the minds of future medical professionals. She believes in the heart of what medicine is about, and is excited to teach that value and passion to her students.

### **Steven Huskey, Business & Create Instructor - [huskeys@usd385.org](mailto:huskeys@usd385.org)**



Steven Huskey has been an instructor at Andover CAPS since 2019. Before CAPS He taught business courses for five years at Andover Central High School. Steven spent his early adult life serving five years in the United States Navy as a Naval Aircrewman, followed by three years in the private sector working in business and finance. His first teaching position was at Labette County High School, where he spent 2 1/2 years before a family move brought him to Andover. He has a bachelor's degree in business administration from Wichita State University, a Masters of Science in Teaching from Baker University and a Masters of Science in Education Administration from Emporia State University. Steven loves teaching at Andover CAPS because he gets the opportunity to lead motivated young professionals on a journey of career exploration, professional growth, and witness students complete challenging tasks for a variety of client projects in the business world.

### **Kelly Niernberger, Office Manager - [niernbek@usd385.org](mailto:niernbek@usd385.org)**



Kelly Niernberger is the Office Manager for the CAPS program. Kelly graduated from Friends University with a bachelor's degree in business and a minor in marketing. Over the years, she has worked in customer service in Southern California, administrator at The Foundation for Andover Schools, marketer for Commerce Bank and recently as a substitute teacher and clerical sub for Andover Public Schools.

Her goal is to support CAPS students and instructors by keeping the front office running smoothly. She thinks students are the best part of the job. The office is a good place to get copies or have a chat about life over the candy jar. She and her husband have three children who all graduated from Andover Central High School. When not working she can be found with her favorite four-legged children or dreaming of the beach.



# AndoverCAPS

---

## Center for Advanced Professional Studies



### **Seth Scriptor, Engineering Instructor - [scriptes@usd385.org](mailto:scriptes@usd385.org)**

Seth Scriptor has been a teacher and counselor for the past 18 years. Before he came to CAPS Seth taught engineering and robotics in Project Lead the Way at Wichita Heights High School. He graduated from Kansas State University in 2004 with a bachelor's degree in secondary education. He obtained a Master's degree in School Counseling from the same institution in 2007.

"With the entire world of knowledge available at the tips of our fingers, the most important thing we can do for students is to guide them in opportunities to learn in context and develop skills necessary to solve specific and authentic real-world problems," Scriptor says. "The processes and attitudes established in these endeavors are transferable to all challenges they may face."

### **Hollie Ricke - AHS, CAPS Liaison Counselor - [rickeh@usd385.org](mailto:rickeh@usd385.org)**

Hollie has been a counselor at AHS for seven years and been in education for seventeen years. She has her B.S. in Management Information Systems from Kansas State University and a Masters of Education in Counseling from Wichita State University. Before coming to Andover, she taught at Valley Center High School as a business teacher and helped develop their Internship Program, which was the first of its kind. In doing that work, it made her realize her love for helping students reach their dreams through helping them make a career choice that they are passionate about and fits their needs. Hollie was on the committee that investigated the CAPS programs across the nation and helped bring CAPS to Andover. She believes in the CAPS model and loves how unique the experience is for each and every student!

### **Abby Thrash - ACHS, CAPS Liaison Counselor - [thrasha@usd385.org](mailto:thrasha@usd385.org)**

Abby Thrash is a Counselor at ACHS. This is her 4th year at ACHS and her 16th year as a School Counselor. Before she was a School Counselor, she was a 1st grade teacher. She lives in Andover with her husband and two sons, Hudson who is 11, and Bryden who is 9. They both attend Sunflower Elementary. In her free time, she attends K-state Football games and her kid's activities. She also runs half marathons and loves to travel!

## Parent/Teacher Conferences

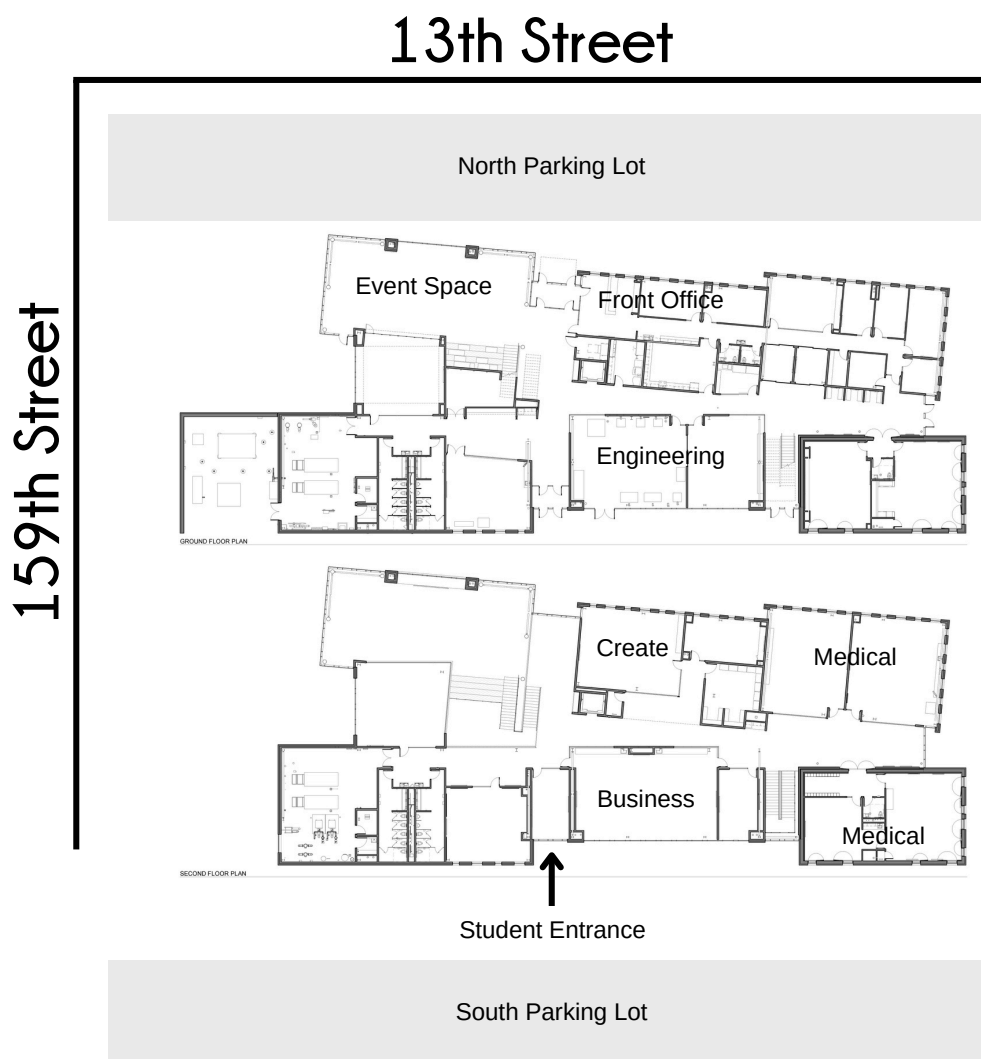
Fall 2024 Conferences: October 15th & 16th @ 4:00 - 6:30 PM

Spring 2025 Conferences: February 11th & 12th @ 5:30 - 8:00 PM

# AndoverCAPS

Center for Advanced Professional Studies

## CAPS Map



## Parking

Parents picking up their child and visitors are to use the North parking lot. Students are to use the South parking lot.

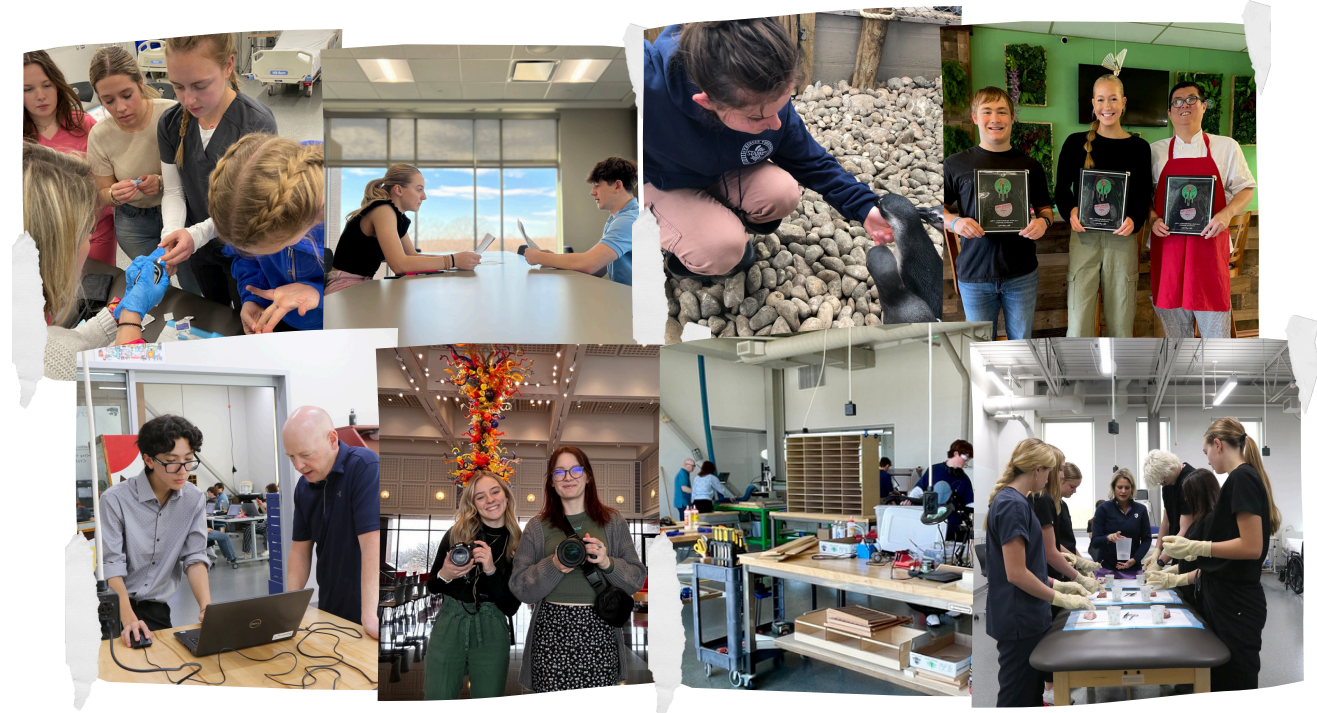
# AndoverCAPS

Center for Advanced Professional Studies

## How to Succeed at CAPS

Students who enrolled into the CAPS program have demonstrated a desire to work in a project and problem-based real work environment, are willing to comply with business ethics and embrace experimentation. By accepting this opportunity, students are becoming a member of a unique community of like-minded individuals with the expressed goal of preparing for life after high school. At CAPS we are not just a college prep program or a career prep program, but instead a life happiness prep program. The most successful CAPS students are self-motivated individuals who have an honest desire for learning and enjoy being actively involved in their education. Simply put students will get out of CAPS what they put into CAPS!

Students and the faculty at CAPS bear mutual responsibility for the development and success of the program. Although students have enrolled in a particular CAPS course(s), CAPS is not a high school, but a high school program. It is a program that has the expressed mission of providing authentic profession-based educational opportunities. CAPS courses are markedly different from high school courses, and thus impose unique demands on the student. Because CAPS students are integrated into the local (and sometimes global) business and research communities, attendance, behavior and academic standing within CAPS and within the home high school take on an even greater importance. Students' behavior reflects on the CAPS program and collectively creates and molds the program's future reputation and standing in the community. .





# AndoverCAPS

---

## Center for Advanced Professional Studies

## Grading

CAPS instructors will set challenging yet reasonable expectations for students. As a result, instructors show respect for student abilities, for the discipline that the student is learning, and for the credit awarded by USD 385 Andover Public Schools.

Student workload will be different for CAPS courses as compared to most high school courses. CAPS is a profession-based program and requires students to begin to understand and demonstrate professional dedication. In CAPS courses, significant learning may begin in the classroom, but it continues and grows outside the classroom, when students can become actively involved with the material and reflect upon it by working professionally.

Part of the CAPS mission is to immerse students with real-world learning experiences, therefore student knowledge, skills and professional character will be graded using a variety of authentic assessments. 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.

## CAPStone Overview

CAPS professionals will create a brief overview of their accomplishments and present this information at the CAPS Showcase, CAPStone. Each student will be required to create visual aides, handouts and a resume as well as any other items that provide their audience with an understanding of their learning and experiences in CAPS Business, Create, Engineering or Medical. Students should have a specific theme they are focusing on, and instructors will work to make sure similar themes are not being covered by other students so that attendees gain varied insights into the work accomplished by CAPS professionals this semester.

### Goals

1. Identify a specific topic or theme that is the basis for their showcase.
2. Highlight their professional growth and learning throughout the semester.
3. Vertical board containing graphics/visualizations that enhance the showcase as the speaker is presenting.
4. Handout contains more details than covered during the verbal presentation.
  - Examples - skills profile, list of accomplishments, etc.

### Key Ideas

1. Topics can include items you have accomplished, learned, built, who you have worked with, career insights regarding your future, what you enjoyed the most, and/or the progress you have made this semester. Present topics to the instructor for approval.
2. Hard skills, essential skills, professional skills and career exploration can be included.

# AndoverCAPS

---

## Center for Advanced Professional Studies

### Attendance

Due to the nature of the CAPS program attendance is vital. We encourage you to inquire what might be going on at CAPS before scheduling an appointment for your child. Often times our most missed days are when we go on professional job site visits. Students may not feel a particular professional site visit is applicable to what they want to do in the future, but they don't know what they don't know. As an example simply by choosing to be present and attend our site visit to Leadfoot Express a young man choose to major in Operations and Supply Chain management. A degree he would not even have looked at prior to this experience. Often times we have guest speakers and site visits booked weeks in advance. Please call the main office to find out dates to avoid conflicts if possible.

Furthermore, missing one day at CAPS is equivalent to missing 3 days in any other class . A student who can anticipate that s/he may be late for CAPS, needs to leave CAPS early or may be absent, should inform his/her instructor ahead of time to the extent possible. The instructor will then be able to make adjustments to accommodate the student's tardiness or absence. There are occasions, however, where such deviations from schedule cannot be anticipated. On such occasions when the student will be tardy or absent from CAPS a parent or guardian must call the CAPS main office @ 316-218-4640. If the student will be absent all day one call to their base school is all you need to do.

### CAPS Excused Attendance for Illness

Excused/Unexcused Absences The definition of "excused absence" includes the following: • Personal illness; • Health-related treatment, examination, or recuperation; • Serious illness or death of a member of the family; • Obligatory religious observances; • Participation in a district-approved or school sponsored activity or course; • Absences pre arranged by parents and approved by the principal; • Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment; • Car trouble, once per semester with parental verification, per board policy. All absences which do not fit into one of the above categories would be considered an unexcused absence. Days which exceed the 7-day limit, will be counted as unexcused unless a verified doctor's note is provided to the CAPS main office or communication is made with Brian Gregoire Director and he validates the absence as excused and approved.

# AndoverCAPS

---

## Center for Advanced Professional Studies

### Tardiness

Tardiness to class or being late to work is an unprofessional behavior and is unacceptable. Students who are regularly tardy will have an HR meeting with Director Gregoire. Performance and evaluations will be discussed including but not limited to an understanding of next stages in life consequences to the lowering of the students professional grade at CAPS. Additionally, detention may be assigned by their base building

### Dress Code

CAPS students should dress in business casual apparel. Students should appear for class clean, neatly groomed and dressed appropriately for CAPS. Good judgment should be exercised, and extremes of any sort avoided. CAPS students will need to adhere to the dress code while on CAPS premises during regular school hours, when meeting off premises (field trips, meetings with mentors, internships, etc.), both in public, and when attending outside CAPS-related events.

We will go over the CAPS dress code in greater detail during boot camp. However, should you want to get a head start here are a few key points and examples. Monday-Thursday professional attire is required. In other words, students are to dress for the industry they are exploring. Friday's we reserve for business casual attire unless otherwise noted. The typical attire CAPS students wear will not be enforced on the first day, as we like to go over any questions students may have.

**Medical:** students typically wear scrubs daily. Black, or grey solid print scrubs are acceptable. Scrubs can be purchased anywhere you would like.

**Engineering:** students typically wear jeans (no rips, tears or distressed), slacks or pants without holes, collared shirts such as polo's or blouses. Crop tops, Tank tops, T-shirts, spaghetti strap tops and or hooded sweatshirts and hats are not allowed.

**Business:** students typically wear slacks, khaki's, skirts, dresses or pants with a collared shirt such as polo, dress shirt or blouse. Crop tops, Tank tops, T-shirts, spaghetti strap tops and or hooded sweatshirts and hats are not allowed

**Create:** students typically dress similar to Business students but vary depending on the nature of their work.

# CAPS ENROLLMENT SNAPSHOT

CAPS STRAND	CAPS 1	CAPS 2	CAPS 3	CAPS 4
Business	<ul style="list-style-type: none"> <li>CAPS Business A (Principles of Marketing) 1.0 Credit KCCMS 12164</li> <li>CAPS Business B (Business Economics) .5 Credit KCCMS 12105</li> </ul>	<ul style="list-style-type: none"> <li>CAPS Business C (Business Management &amp; Entrepreneurship) 1.0 Credit KCCMS 12098</li> <li>CAPS Business D (Business Management) .5 Credit KCCMS 12052</li> </ul>	<ul style="list-style-type: none"> <li>CAPS Business E (Advanced Business Management &amp; Entrepreneurship Workplace Experience) 1.0 Credit KCCMS 32998</li> <li>CAPS Business F (Business Communications) .5 Credit KCCMS 12009</li> </ul>	<ul style="list-style-type: none"> <li>CAPS Business G (Advanced Finance Workplace Experience) 1.0 Credit KCCMS 33200</li> <li>CAPS Business H (Finance Workplace Experience) .5 Credit KCCMS 12148</li> </ul>
Create	<ul style="list-style-type: none"> <li>Business Communications .5 Credit KCCMS 12009</li> <li>Human Services Career Exploration 1.0 Credit KCCMS 19001</li> </ul>	Students transition to either the Business, Engineering or Medical strand.		
Engineering	<ul style="list-style-type: none"> <li>CAPS Engineering A (Intro to Engineering) 1.0 Credit KCCMS 41310</li> <li>CAPS Engineering B (Particular Topics in Engineering) .5 Credit KCCMS 21015</li> </ul>	<ul style="list-style-type: none"> <li>CAPS Engineering C (Engineering Design &amp; Development) 1.0 Credit KCCMS 21007</li> <li>CAPS Engineering D (Particular Topics in Engineering) .5 Credit KCCMS 21015</li> </ul>	<ul style="list-style-type: none"> <li>CAPS Engineering E (Engineering Workplace Experience) 1.0 Credit KCCMS 21048</li> <li>CAPS Engineering F (Project Management) .5 Credit KCCMS 41350</li> </ul>	<ul style="list-style-type: none"> <li>CAPS Engineering G (Emerging Technologies) 1.0 Credit KCCMS 21053</li> <li>CAPS Engineering H (Workplace Experience in Engineering) .5 Credit KCCMS 41048</li> </ul>
Medical	<ul style="list-style-type: none"> <li>Intro to Health Care .5 Credit KCCMS 14000</li> <li>CPR/First Aid/EMR .5 Credit KCCMS 44050</li> <li>Medical Terminology .5 Credit KCCMS 14154</li> </ul>	<ul style="list-style-type: none"> <li>Medical Interventions 1.0 Credit KCCMS 14105</li> <li>HealthCare Research &amp; Clinical Skills A .5 Credit KCCMS 14254</li> </ul>	<ul style="list-style-type: none"> <li>Health Care Work Experience III (Health Care Work Experience) 1.0 Credit KCCMS 36992</li> <li>Health Care Work Experience IVA (Health Care Work Experience) .5 Credit KCCMS 36993</li> </ul>	<ul style="list-style-type: none"> <li>CAPS Health Care Work Experience IVB (Health Care Work Experience) 1.5 Credit KCCMS 36993</li> </ul>

Credit: 1.5 Grades: 11-12 Prerequisite: None

Required Fees: None - Students will be expected to provide classroom essentials such as pens, paper, Chromebook, notebook(s), etc.

# AndoverCAPS

---

## Center for Advanced Professional Studies

## Partners

### Protocols and Boundaries

1. Mentors enjoy helping and guiding young people. They welcome student questions at appropriate times and appropriate quantities. If students are worried that they are “bothering” their mentor(s), they should ask their CAPS instructor for guidance.
2. Mentors and students will meet at CAPS facilities or business sites during regular school days and times. Any exceptions must have prior instructor approval.
3. Mentors and students should respond to messages (email or voicemail) within 48 hours or two business days.
4. Mentors and other professional guests will comply with all the published USD 385 policies.
5. 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.
6. Students should always be fully prepared for meetings with their mentors. Industry professionals call this “doing your homework.” That would not necessarily be homework like students think of it where it’s assigned by an instructor. Doing your homework in the business world means determining what work needs to be done to move the project along to the next step and doing what it takes to accomplish that work without having to be directed by an instructor or mentor(s).
7. Students should avoid procrastination. If a student and mentor(s) agree that certain work will be completed before the next meeting/communication and the student’s procrastination results in unfinished work then the following may happen:
  - a. Mentor(s) knows the student did not take the work seriously
  - b. Student has become solely responsible for slowing the project down
  - c. Mentor(s) sees the student as lacking professional responsibility
  - d. Student may have cut himself/herself out of exciting future projects with that mentor(s) because s/he is perceived as unprofessional
8. Students should always inform their CAPS instructors when they will be meeting in person with their mentors.
9. 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.
10. Students should inform their CAPS instructors or an administrator should there ever be an uncomfortable situation with a mentor(s).
11. Students must always observe the CAPS dress code guidelines when meeting in person with a mentor(s).



# AndoverCAPS

---

## Center for Advanced Professional Studies

### Business Site Visits

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



# AndoverCAPS

Center for Advanced Professional Studies

## Partners (partial list)



# AndoverCAPS

---

## Center for Advanced Professional Studies

### Want to help CAPS?

Members of the business and post secondary community may be utilized in the CAPS classroom in the following ways:

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

If you (or someone you know) are interested in becoming a CAPS Mentor or Guest Instructor, please contact Brian Gregoire Director of Andover CAPS [gregoirb@usd385.org](mailto:gregoirb@usd385.org) or 316-218-4640

# AndoverCAPS

Center for Advanced Professional Studies

## Use of Communication Technologies



Get a jump start on how our program communicates with one another and download the Slack app today!

## CAPS Social Media

The Andover CAPS website address is <https://caps.usd385.org/>. The website is for our alumni, business partners, mentors and current CAPS students and parents. By frequently checking the website you will be able to:

- Keep updated on upcoming CAPS events
- Find internship and scholarship opportunities
- See what's happening in each CAPS strand and course
- Find endorsement letters from CAPS business and university partners



Facebook: @AndoverCAPS

Instagram: @CAPSandover

LinkedIn: BrianGregoireCAPS

X: @CAPSandover