

CAPS Handbook Agreement Form

Provo Center for Advanced Professional Studies (CAPS) Handbook

Student Name (Printed)

Purpose

The purpose of this document is for the Provo CAPS Student Associate (“Associate”) and the Parent/Guardian (“Parent”) of the Associate to agree to the terms and conditions listed in the document, “Parent and Associate Handbook, An Overview of the Provo Center for Advanced Professional Studies,” (“CAPS Handbook”) and any additional terms and conditions listed in this document.

Travel

There are times during the school year when associates will need to travel away from the Provo CAPS Center (Nu Skin Enterprises) for CAPS-related reasons. The School District provides transportation, but there are times when associates can benefit from other transportation options. Any travel outside of Utah County will be in a school-authorized vehicle unless there is written permission granted beyond this form.

I hereby give my Associate, a member of the CAPS Program, permission to:

- Ride to and from CAPS-related activities in school authorized vehicles, or
- My associate is at least 16 years of age, is a licensed driver, and can drive himself/herself.

I, the undersigned, understand that Provo CAPS and Provo City School District employees cannot supervise the activity of participants except when they travel to and from CAPS activities in school authorized vehicles. For valuable consideration, the receipt of which is hereby acknowledged, I knowingly and voluntarily release and forever discharge Provo City School District and members of its Board of Education, its employees and agents from any and all liability, actions, lawsuits, claims, demands, and expenses resulting, directly or indirectly, from loss of life, personal injuries, property damage, or other damage suffered by my Student while traveling to or from activities by transportation other than a school authorized vehicle. Parents have responsibility to ensure that their Student uses the mode of transportation authorized by the Parent.

CAPS Media Release

As a Parent of the Provo CAPS Student Associate who attends Provo CAPS, I, the undersigned, give permission for my Associate to be included in photographs, videotapes, or recorded interviews and for the information collected by the media to be used as part of news stories to be published in print, internet, broadcast, or video by the school, news media, or the CAPS program and its partners/clients.

I also waive any claim I might have and release the school district and its employees from any liability or claims arising out of such activities.

Client/Mentor Interactions

CAPS Associates will meet with industry professionals (“Mentor”) throughout the semester who are not Provo City School District employees. Associates will be meeting with these professionals frequently throughout the semester. It is herein understood Associates are never to meet one-on-one with a Mentor outside of the CAPS facility and operating hours.

Intellectual Property Rights

All right, title and interest in any intellectual property, including, but not limited to, inventions, patent rights, know-how, trade secrets and copyright, that is created by a associate for their Provo CAPS client project(s) will belong exclusively to the Provo CAPS client. Associates and associate’s legal guardian, on the associate’s behalf, agrees to sign any documents necessary to evidence or perfect ownership of the intellectual property to the Provo CAPS client.

Protocols

CAPS Associates agree to maintain passing grades and regular attendance. Associates agree to follow all procedures and rules given by CAPS, Instructors and CAPS Clients at all times, regardless of their location and supervision. Associates are to be prepared, productive, and effective communicators. Associates are to show honesty, punctuality, positive attitude, proper grooming/dress, and willingness to learn. Associates are to report immediately any problems or accidents to the instructor and, if applicable, to the client.

Disciplinary Action

CAPS Associates agree to the disciplinary actions as defined in the CAPS Handbook. This includes allowing for the discretion of the director and instructor to implement the disciplinary actions as they deem appropriate.

Health and Hygiene – COVID-19

Provo CAPS operates in accordance with Provo City School District as directed by the Provo City School District Board of Education in compliance with Utah State Department of Health public health order. Associates agree to adhere to all health and hygiene standards including when they are offsite working on CAPS-related items.

AGREEMENT

I, the undersigned, have read and agree to the terms and conditions found in the CAPS Handbook. The terms and conditions found in the CAPS Handbook outline the policies, expectations, academic information, mentor and guest guidelines, and safety protocols for all participating in Provo CAPS. The terms and conditions found therein are subject to change at any time with written notifications.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Printed Name _____

Associate Signature _____

Date _____

Associate Printed Name _____