



Career and Academic Planning (CAP)

Fulfilling Personal Transition Plan Graduation Requirement Grades 9-12 SY2017-18

Advisory Coach: _____

Course Description

The Career and Academic Planning (CAP) period was first implemented at Moanalua High School in 1997. It is a four-year advisory program that helps students with making *informed* decisions and taking action toward their post-secondary plans based on their individual interests, strengths, and aptitudes. Students successfully completing *each* grade level CAP culminating task will be able to fulfill the Personal Transition Plan (0.5) credit requirement in order to receive a high school diploma.

The Personal Transition Plan, a REQUIRED credit

Effective beginning with the Class of 2010 and beyond, the Board of Education Policy 4540, *High School Graduation Requirement and Commencement*, establishes that all students must complete a Personal Transition Plan (PTP). The PTP is defined as “an individually designed and custom tailored plan of action for each high school student to move successfully from high school to post-secondary and/or career venues.”

Curriculum and Standards

The curriculum aligns to the Hawaii Content and Performing Standards III:

- Standard 2: CAREER PLANNING: Explore and understand educational and career options in order to develop and implement personal, educational, and career goals

Grade 9	Grade 10	Grade 11	Grade 12	Translation: <i>Student must have met Satisfactory* requirements for each grade level culminating task</i>
THEME				+ Career Pathway (Gr 9) Employment (Gr 10) College & Career (Gr 11) Resource Portfolio (Gr 12)
Self-Assessment and Discovery	Decision-Making & Employment	College & Career Exploration	Career Resources, Financial Aid & Independence	
GRADE LEVEL CULMINATING TASK				■ PERSONAL TRANSITION PLAN (0.5 <u>required</u> credit)
Career Pathway Portfolio (0.5 elective credit) +	Employment Portfolio (0.5 elective credit) +	College & Career Portfolio (0.5 elective credit) +	Senior Resource Portfolio +	

See *Failing CAP

Grading and Additional Elective Credits:

In the above table, the PTP (0.5) graduation credit represents FOUR YEARS of college and career preparation. The Personal Transition Plan is evidence of your career development and attainment of the state standards in Career Planning.

The PTP is a culmination of four years of career curriculum. To award students for completing the culminating tasks for each grade level, students can earn a 0.5 elective credit each year for earning a Satisfactory mark for the culminating task—for a total of 1.5 *extra* elective credits.

The CAP grades will be transcribed in a student’s report card as a S-satisfactory or U-unsatisfactory mark. It is not calculated in the student’s grade point average (GPA).

Failing CAP/PTP and Make-up Work

Failing previous CAP grade levels. Students in this situation should be very alarmed because failure to pass the PTP credit means NO GRADUATION! It is the students' responsibility to revisit any Unsatisfactory CAP assessments and redo and/or revise the work. Seek your CAP teacher for assistance in understanding why your work was marked Unsatisfactory. Teachers may make a notation/comment that assignments are made up on Jupiter grades; **however, the U-unsatisfactory grade(s) will remain transcribed on the report card "as is" since the marks represent a student's progress at that point in time.** Students who need to make-up work for lost or unsatisfactory grades please see Ms. Nakagawa in the College and Career Center (T3).

Effects on Good Standing: Passing CAP has the following benefits:

- Eligibility for high school diploma
- Eligibility for BOE, Special Recognition Diploma
- Eligibility for Moanalua High School valedictorian
- Eligibility for Moanalua High School honor student
- Eligibility to represent class in homecoming & prom courts
- Favorable consideration into college and/or employment

Materials

If resources are not available, you will need to provide one pronged portfolio with horizontal pockets for each CAP year for the culminating tasks. The colors are: Grade 9 – Yellow; Grade 10 – Orange or Red, Grade 11 – Green; and Grade 12 – Blue or Purple. The CAP teacher will determine color for grade level uniformity.

Positive Social Interaction

In order to create a positive environment for social interaction, the following TRIBES AGREEMENTS will govern CAP:

- Attentive Listening
- Mutual Respect
- Right to Pass/Right to Participate (personal)
- Appreciations/No Put Downs

New or Incoming Transfer Students

Mandatory! All **new** students (not including Freshmen starting at the *beginning* of the year) entering Moanalua High School must set up an individualized Personal Transition Plan Contract with the school's CAP Coordinator, Ms. Nakagawa.

New students will complete an abbreviated or condensed version of the Personal Transition Plan for those curriculum modules missed. Some or all work may be waived depending on the evidence of equivalent assignments/courses completed at the previous school. Decisions will be made on a case-by-case basis. New students transferring from a Hawaii public high school must have their PTP records as this requirement is in effect at all public high schools statewide. Again, a tailored contract will be written based on the PTP records/evidence that are brought in.

Small group orientations will be coordinated and passes will be delivered indicating the student's appointment time. For other matters regarding CAP, please schedule an appointment by dropping a note in Ms. Nakagawa's box or via email at alyson_nakagawa@notes.k12.hi.us.

STUDENT AND PARENT/GUARDIAN ACKNOWLEDGEMENT

PARENT/GUARDIAN: I agree to be familiar with CAP and understand that it is directly related to the Personal Transition Plan graduation requirement. I agree to help my son/daughter understand the importance of CAP as it helps with future college and career preparation. I will notify my child's advisory coach immediately of any concerns that I have relating to CAP, PTP, and/or my child's progress. I have read the course descriptions and agree to the requirements of the class.

We, both my child and I, have read all of the syllabus guidelines and understand that we are responsible for knowing and abiding by them.

Print Student Name:		Print Parent/Guardian Name:	
Student Signature:	Date:	Parent/Guardian Signature:	Date: