



**Career and Academic Planning (CAP)**  
**Fulfilling Personal Transition Plan Graduation Requirement**  
**Grades 9-12**  
**SY2018-19**

**CAP Teacher:** \_\_\_\_\_

**Course Description**

*The Career and Academic Planning (CAP) class, first implemented at Moanalua High School in 1997, has the following two important goals: 1) to provide all students an adult advocate on campus and 2) to help students make informed decisions about their post-secondary plans based on their individual interests, strengths, and aptitudes and to take appropriate actions to reach their goals. All students are assigned to a grade level CAP class that they will stay with throughout their time at MoHS, offering multiple opportunities for students and teacher to build positive relationships as they go through their four years of high school.*

**The Personal Transition Plan, a REQUIRED credit**

Beginning with the Class of 2010 and beyond, the Board of Education Policy 4540, *High School Graduation Requirement and Commencement*, established that all students must complete a Personal Transition Plan (PTP) in order to graduate. 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.” *At Moanalua High School, the PTP credit is earned through the student’s successful participation in the 4-year CAP curriculum. Students who transfer into Moanalua High School at any time should consult the counselors for alternative ways to earn the PTP credit required for graduation. In addition to earning the .5 PTP credit in the senior year, students can earn .5 elective credit at the end of each grade level (Grades 9, 10, 11).*

**Curriculum and Standard**

Content Standard:

Standard 2: CAREER PLANNING: Explore and understand educational and career options in order to develop and implement personal, educational, and career goals. (Source: Hawaii Content and Performing Standards III)

**Grade level focus area:**

| Grade<br>9                       | Grade<br>10                                   | Grade<br>11                     | Grade<br>12  |
|----------------------------------|---|---------------------------------|--|
| Self-Assessment<br>and Discovery | Life Skills<br>Exploration and<br>Development | College & Career<br>Exploration | Career Resources,<br>Financial Aid &<br>Independence |

**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

**Failing CAP/PTP and Make-up Work**

*It is very important that every student is aware of the value of the CAP curriculum and how it prepares them for their post-high school plans. Lessons are designed to meet the needs of ALL students to be “college and career ready” and failing to meet the requirements of the class may have several dire consequences (i.e. failure to graduate). Students who receive a U grade for any grading period, should consult their CAP teacher to discuss ways to make up the missing or unacceptable work; 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.*

**Transfer Students**

*Mandatory! All new students (not including Freshmen starting at the beginning of the year) entering Moanalua High School must set up an appointment with the school’s CAP Coordinator, Ms. Nakagawa in the College and Career Center (CCC). Depending on each student’s situation, a plan for earning the CAP and/or PTP credit will be designed to ensure the student can earn the PTP credit for graduation.*

**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 CAP teacher 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.

My child and I have read all of the 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: |