Lehigh Career & Technical Institute
Career Academy Program (CAP)

General Information

- Lehigh Career & Technical Institute (LCTI) operates the Career Academy Program to serve at-risk and potential dropout students from each of the nine (9) member Lehigh County school districts. The program stresses the following:

  1. Full-day program with a low teacher-to-student ratio.
  2. Integration of academic and career and technical skills.
  3. Credit Recovery
  4. Personalized career preparation options.
  5. Completion of graduation requirements.

- The mission of the Career Academy Program is to provide a career and technical education focus in the educational setting in which students have an opportunity to be successful, having been unable to do so in traditional settings. Students are expected to learn and develop the skills needed for real life employment opportunities. Success is defined as reintegration into a participating school program at an appropriate grade level or graduation from high school.

- Students gain admission based on an inability to conform to basic school rules, poor school attendance, and/or low academic achievement. For the safety of all students attending LCTI, students with a history of committing violent acts or threatening behavior will not be enrolled in the program.

- Disenrollment from the program may occur when unexcused absences from students exceed thirty-five (35) days in a school year and/or the amount of days determined by the sending district policy. Disenrollment from the program may also occur when it is determined that progress is not being made or that a different learning environment is necessary to meet the student’s needs.

Course Offerings and Schedule

- The Career Academy Program offers a three-day cycle schedule. Students are assigned to a Career and Technical lab for two of the three days and receive academic classes on the third day.
- The Career Academy Program course offerings are regular education. Special Education students take regular education classes with itinerate learning support or itinerate emotional support provided by CLIU 21.
- The Career Academy Program Guidance Counselor works with all of the nine sending school Guidance Counselors so that students enrolled in CAP meet the course and credit criteria set forth by each district.
- Students remaining in a ½-day lab must maintain good attendance, a passing grade, and have no discipline issues. Failure to follow these rules will result in the student being removed from the half-day lab and placed in a CAP lab.

Grading Expectations

<table>
<thead>
<tr>
<th>CAP Academics</th>
<th>CAP Career &amp; Technical (CTE) Lab</th>
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</thead>
<tbody>
<tr>
<td>20% of grade – Employability Skills</td>
<td>25% of grade – Employability Skills</td>
</tr>
<tr>
<td>80% of grade – Academic Skills</td>
<td>50% of grade – Technical Skills</td>
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<tr>
<td></td>
<td>25% of grade – Academic Skills</td>
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</tbody>
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- It is extremely important that you attend school, do your very best work, stay on task, and hand in your work and assignments on time each day.
**Attendance**

- Call the CAP Secretary at 610-799-1491 during school hours to report all absences. Messages may also be left before or after school hours on the voice mail system. If you do not call, then you need to send an absence note to the CAP Secretary within three days of the student absence or the absence will be recorded as unexcused. Students who leave ½ day without permission will be considered truant.
- If your student needs to leave on the ½-day bus, or is being picked up early, the student needs to give the CAP Secretary a note from their parent/guardian before 9:00 a.m. This note must contain a phone number where the parent/guardian can be reached. If there is no contact made with the parent/guardian, the student will not be allowed to leave early.
- Any student becoming ill during the school day will be sent to the School Nurse. The Nurse will make a determination on whether to contact you for permission to send the student home on the ½-day bus or have you pick up your student.

**Uniform Guidelines**

- Each CAP Career & Technical Program requires that students wear the lab specific uniform when assigned to the lab.
- A copy of the Work Uniform Guidelines will be provided for both the student and parent to read and sign. Lab Instructors will also review the uniform requirements with all students.

**Important CAP Rules**

- Show respect for yourself and others. Do not use inappropriate or disrespectful language.
- Obey the LCTI school dress code and all lab specific dress codes. Please note: clothing must cover undergarments at all times. Bare midriff tops and over exposure of one’s anatomy are prohibited.
- Come prepared to learn with all necessary tools (example: uniform, pencil, notebook, safety glasses, etc.)
- Stay on task. Complete and hand in assignments on time.
- Please remove your coat, hat or head covering; place all these items, including your backpack and purse, in your locker before entering academic or lab areas.
- Cell phones must be turned off and not visible. All cell phones and other electronic devices are your responsibility. If they are stolen or lost, no search will be conducted. Keep them locked in your locker.
- Headphones/ear buds may not be worn around the neck even if the device is turned off.
- You must immediately report to your class or lab when the bus arrives or after lunch. A hall pass from your Instructor and your LCTI ID are required whenever you leave the lab or classroom.
- **Fighting will result in an arrest by the Pennsylvania State Police, with fines up to $500 and suspension from school.**

**Lunch Information**

- CAP lunch period starts at 12:10 p.m. and ends at 12:40 p.m.
- CAP students in CAP CTE programs eat at the above times.
- CAP students in half-day CTE programs eat lunch from 12:10 p.m. to 12:40 p.m. during academic class days and each lunch from 11:15 a.m. to 11:45 a.m. during the half day CTE program lab days.