one.® SENIOR HANDBOOK

2019 - 2020

The Future is Yours!

2020

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
James A. Mousalimas, County Superintendent of Schools

Revision 8.12.19
Seniors:

Congratulations, it’s your Senior Year! This Senior Handbook was created to help you navigate the steps of your final year of high school and also help transition you into the next phases of your educational and career pathways. Your final year of school is focused on completing the required credits needed for graduation, as well as completing the other graduation requirements including: Community Service and the Senior English course requirements which include two (2) Level 4 Essays and the Graduation by Exploration.

Refer to this handbook often as a resource and guideline and also make sure you meet with your teachers, counselor and site administrator to keep you moving in the right direction and help you establish timelines in regards to completing the graduation requirements.

Enjoy the year!

Table of Contents:

Graduation Requirements________________________________________pg. 1
Senior To Do Checklist________________________________________pg. 2
Level 4 Essays________________________________________pg. 3
  Autobiography Cover Sheet________________________________pg. 4
  Level 4 Essay Cover Sheet________________________________pg. 5
  Student Essay Checklist________________________________pg. 6
Community Service________________________________________pg. 7
Graduation by Exploration (GBE)________________________________pg. 8
  Criteria 1________________________________pg. 9
  Criteria 2-4________________________________pg. 10
  Criteria 5-6________________________________pg. 11
  Panel Member Form (example)____________________________pg. 12
Speech Application________________________________________pg. 13
Scholarship Application_______________________________________pg. 14
Timeline___________________________________________________pg. 16
Credit Requirements For A Diploma

<table>
<thead>
<tr>
<th>Subject</th>
<th>Required Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40</td>
</tr>
<tr>
<td>Mathematics</td>
<td>10</td>
</tr>
<tr>
<td>Algebra 1/Equivalent</td>
<td>10</td>
</tr>
<tr>
<td>Physical Education</td>
<td>20</td>
</tr>
<tr>
<td>World History</td>
<td>10</td>
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<td>United States History/Geography</td>
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<td>Science, Biological</td>
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<tr>
<td>Science, Physical</td>
<td>10</td>
</tr>
<tr>
<td>Visual &amp; Performing Arts or Foreign Language</td>
<td>10</td>
</tr>
<tr>
<td>American Government/Civics</td>
<td>5</td>
</tr>
<tr>
<td>Economics</td>
<td>5</td>
</tr>
<tr>
<td>Community Service (30 hours)</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>58</td>
</tr>
<tr>
<td><strong>Total Credits Required to Graduate</strong></td>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>

(It is important that credits be awarded in subject areas that complete graduation requirements)

Other Diploma Requirements:

**Community Service**

30 hours required

**Senior English Course Requirements**

You must complete the Essays and GBE to earn the Senior English course credits

- **Level 4 Essays**
  - Personal Awareness essay
  - Persuasive, Expository or Response to Literature essay

- **Graduation By Exploration**
  - To be presented to a GBE panel.
Senior To Do Check List:

☐ I have completed my 30 hours of Community Service.  
   (Deadline April 28, 2017)

☐ I have completed the Autobiographical Essay.

☐ I have completed the Persuasive, Expository, or Response to Literature Essay.

☐ I have completed my Graduation by Exploration

☐ I have completed all 200 credits in required subject areas.
Level 4 Essays Graduation Requirement*

Begin writing and submit your essay as soon as you can!
You must complete **two** (2) Level 4 essays as part of the Senior English course graduation requirement and you must have these submitted and signed off before you can present your Graduation By Exploration (GBE).

- One essay must be an **Autobiography**.
- The other essay is either a **Response to Literature**, **Expository Composition**
  or **Persuasive Composition**.
  
  (Note a score of 4 or higher on a PWA essay fulfills this requirement)

Each essay must meet the following requirements:
- An essay should show the entire writing process and include any brainstorming, researching, outlining, and all revisions made. Any and all work the student has completed pertaining to the final product must be stapled behind the “final draft”.
- All essays should be typed, double-spaced and in a legible font no larger than 12.
- All essays will have been read and revised with direction from the teacher/advisor.
- A **title page** must be submitted with each composition. It should include the title of the composition, the student’s name, site name, and date of completion.
- A preprinted **checklist** must be submitted on top of each essay.
- **If a bibliography is required, it must be valid or the essay will NOT pass.** If the URL is not valid or the information in the essay cannot be found on the listed site, then the paper will be returned as a “Has Not Passed”.

*Note: Any essay citing information that is not general knowledge must include either a proper acknowledgment of its source or a bibliography for the source.

Refer to the following documents (found on PROMIS) to help complete this graduation requirement:

⇒ Autobiography Essay Cover Sheet
⇒ Level 4 Essay Cover Sheet
⇒ Student Essay Checklist
⇒ Rubric Scoring Sheet
Autobiographical Essay

Title of Essay: ____________________________
(please print)

Student: ____________________________ DOB: __ / __ / __
(please print first and last name) (month/day/year)

School Site: one.

English Teacher: __________ Date Passed: __________
(signature)
(please attach all drafts as well as final essay)

Site Admin: __________ Date Passed: __________
(signature)

Returned to student for further revision on: ____________________________
(signature) (date)

Comments: ____________________________________________
_____________________________________________________
_____________________________________________________

Entered in PROMIS on GBE tab and returned to advisor for student to attach to GBE board: □

This cover sheet, essay, and checklist are to be stapled together and given to your Director for scoring after your English Teacher passes it with a score of 4 or better.
Level 4 Essay

Please circle type of essay: Response to Literature / Expository Composition / Persuasive Composition

Title of Essay: ________________________________
(please print)

Student: ________________________________ DOB: ___ / ___ / ___
(please print first and last name)

School Site: one.® ________________________________

Please staple together and turn in the following documents:
✓ This cover sheet
✓ All copies of essay
✓ Checklist

English Teacher: _________________ Date Passed: _________________
(signature)

Site Admin: _________________ Date Passed: _________________
(signature)

Returned to student for further revision on: _________________
(signature) (date)

Comments: ________________________________

Passed essay entered on PROMIS / GBE TAB: _________________
Date entered on PROMIS

This page must be signed by both student and English Teacher and attached to essay.
Student Essay Checklist

Directions: Before you submit your essay to your teacher, fill out the following checklist. You should be able to answer YES to all of the answers. Include this checklist with your essay submission. Please staple a copy of this checklist behind your essay draft. A title page must be the top-most page.

1. I have carefully read my final printed draft.

2. I have included all drafts of this essay, including a flow chart or brainstorming map.

3. My final draft is on top of other drafts.

4. I have included a title page which includes the title of my essay, my name, site name, and date on it. (Stapled on the top of my paper)

5. I have included a scored rubric.

6. My essay is typed double-spaced, and in 12 size font.

7. There are no extra lines between paragraphs.

8. On my final draft, I have run a final spelling/grammar check on the computer, as well as checking my punctuation.

9. My teacher has proofed my drafts and final draft.

10. Categorize the type of essay writing the sample is.

11. I have cited text and/or text title properly.

12. I included a bibliography with this composition? Use bibliography guidelines.

13. I understand that if the above questions are not valid my essay will be returned without scoring.
COMMUNITY SERVICE GRADUATION REQUIREMENT*

To meet this graduation requirement you need to complete a minimum of 30 hours of community service at a local non-profit organization. Those organizations can include a church, school, Goodwill, Salvation Army, thrift store, retirement home, animal shelter, etc. Before starting your community service project there are four (4) forms you will need to complete this project.

1. Community Service Proposal & Guidelines Form
   This form is used to outline your proposed community service project.

2. Community Service Agreement/Report Card
   This form is used to report the credits earned for your community service project. It is important you get signatures on this form before beginning your project.

3. Community Service Log
   This form is used to track your hours of community service. It requires a signature from the supervisor who is monitoring your project for the organization you are doing your service at.

4. Post Community Service Reflection
   This form asks you 8 brief questions to help you reflect on what you have learned by doing this project.

You will need to check with your counselor or teacher for these forms. (they are found on Promis)

*Also note you must have approval from your teacher and site director before starting your community service.

Community Service Must Be Completed By:

May 1, 2020
*GRADUATION BY EXPLORATION* (GBE)

This graduation requirement was designed to help you explore your potential post-secondary and career options as well as spend time evaluating the skills you have and the skills you will need to develop as you move beyond our program and into the next phase of your life and demonstrate you are “Ready for the World”.

You will be asked to create a presentation that demonstrates you have researched potential career pathways as well as post-secondary school options needed to pursue your potential career plans. You will also spend time incorporating the “Concept of one.”, technology, communication skills, personal awareness and personal celebrations into the presentation.

**Your presentation needs to incorporate two technology mediums and can also include bringing in articles, artifacts, or projects that showcase how you are preparing yourself for the future.**

Your presentation will include the following six (6) criteria:

1. Work/Post Graduation Plan
2. Inquiry

3. Concept of one.
4. Community Contribution
5. Personal Awareness
6. A Personal Celebration

On the following pages you will find prompts, suggestions and guidelines for each of the criteria that will help you explore your options and yourself. Have fun with this project and let the exploration begin!!

**EXPLORE YOUR WORLD**
(1) POST GRADUATION PLAN

The majority of your efforts need to be focused on this aspect of the GBE and this will be the first criteria you will present. The remainder of the 6 criteria will relate back to your plan.

You are required to show evidence of a post graduation plan. You must be able to demonstrate:

- Evidence of researching 2 career paths, each career outlook, potential income and a clear understanding of the steps necessary to reach each career goal.

- Knowledge of admission procedures and potential costs of colleges, universities, or trade schools that you will need to attend to support your career path.

- Skills and knowledge you will need to be successful in your selected careers.

With respect to work, consider the following questions:

- Where are you going after graduation, what do you see yourself doing, where do you think you will live?

- What steps will you take to get there?

- If you should encounter obstacles along the way, how will you overcome them?

These are potential sites you can use to research careers and colleges:

http://www.cacareerzone.org

www.asvabprogram.com/

https://bigfuture.collegeboard.org/

http://www.ncstrades.edu/best-trade-schools

www.educationplanner.org/


(2) Inquiry

This portion of the GBE requires you to teach the GBE panel something you are passionate about that is related to one of the career paths you have selected.

For example if you are interested in pursuing a career in the food industry, do a presentation on how to prepare a specific dish, or how to plan a catering event. If interested in the music industry, demonstrate how a CD is created, if interested in the medical field, do a presentation on a current medical practice. You choose based on your passion and interests.

This activity is designed for you to investigate in detail something you see yourself doing in your future.

Your demonstration will reflect your style.

(3) The Concept of one.

The San Joaquin County Office of Education’s Alternative Programs has adopted a guiding principle.

The program’s definition of one.

one. stands for our desire to remind students that each individual is important and can make a difference in the world; we also want to make the point that it is when individuals join together, and work as one., miracles can occur.

The following may assist you in achieving this criterion:

- Explain your understanding of the concept of one. and provide your understanding through evidence that supports your understanding.

With respect to the Concept of one., consider the following questions:

- How is the concept of one. currently helping you?
- How will the concept of one. help you in the future, specifically, how do you think it will help you in your career?

(4) Community Service

With regard to community contribution, consider the following questions:

- What was your community service project?
- What did you learn while doing this community service?
- What skills did you use to complete this community service?
- How can you use what you learned while performing this community service in your future plans?
(5) Personal Awareness

You must also be able to demonstrate:

- Your strengths, weaknesses, and experiences in order to set challenging educational, vocational and personal goals;
- Responsibility for choices with an understanding of the consequences;
- The ability to identify and apply personal interests and learning styles;
- The ability to identify physical, mental, and social health needs and utilize resources that promote wellness.

With respect to personal awareness, consider the following questions:

- Why are you important as an individual, as a member of society?
- What are your strengths and weaknesses? How will you use your strengths in your career?
- How have you progressed academically and personally? What is your learning style, your personality style?
- Have you completed a career interest survey?
- Have you developed a resume?

(6) A Personal Celebration

(Presented at the end of the GBE, the student celebrates who they are and demonstrate their strengths. Evidence may consist of: senior project, an art project, a performance e.g. song, dance, etc., or a technology project.)

With respect to a personal celebration, consider the following questions:

- What is something unique about yourself that should be celebrated?
- What talent do you have that you are proud of?
- What obstacles did you overcome?
- How did the obstacles you faced strengthen you?
Graduation by Exploration Panel Member Form

1. Post Graduation Plan
   - 2 career choices were identified and the reasons for their selection were explained.
   - Each career choice included growth outlook and potential incomes were discussed.
   - Post-Secondary Education requirements were presented: (college, trade school, military, industry certificates, etc).
   - Specific career/technical skills needed were discussed including communication skills.

2. Inquiry
   - The topic was well researched and related to a career choice.
   - Two modalities of presentation were used.

3. The Concept of one.
   - The student explained the concept of one from their viewpoint and how it has recently helped them.
   - The student discussed how they will use the concept of one in the future. (personal life and potential career)

4. Community Service
   - The student clearly defined what they learned from this project.
   - Specific skills used or developed were presented along with how those skills will be used in future career plans.

5. Personal Awareness
   - Strengths and weaknesses were clearly defined along with strategies for overcoming weaknesses and utilizing strengths.
   - Potential resources for future support (financial, physical and emotional health, academic, etc) were clearly outlined.
   - A resume was attached.

6. Personal Celebration
   - Obstacle(s) that were overcome and how they have strengthened the student were outlined.
   - A specific talent and something unique about the student was celebrated.

Panel Member Signature: ____________________________
Date: ____________________________
EXAMPLE: Please make copies from original on PROMIS

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**one. GRADUATION SPEECH APPLICATION**
2019-2020

**PRINT in Ink or Type**

Name:_________________________ Site:__________________________

Contact Teacher:__________________________

Please attach the following information to this application and return to Brandie Moore. All applications are due no later than 5:00 p.m. on Friday, April 24, 2020.

- A letter of recommendation from a teacher or counselor
- A final draft of your speech
- Any and all rough drafts and brainstorms of your speech

**Note:**

Some examples of topics you may wish to include in your speech are, but not limited to:

_The Concept of one; The Future; Appreciation; Life skills; Lessons Learned; Significance of Graduation; My Class; My Quest, etc._

Speeches should be between 3 to 5 minutes in length. No speeches should exceed 5 minutes.

Speech content must be appropriate and relevant. All speeches will be pre-approved before Commencement.
EXAMPLE: Please make copies from original on PROMIS

SCHOLARSHIP APPLICATION
2019-2020

PRINT in Ink or Type

Last Name: ___________________________ First: ___________________________

Address: ______________________________________________________________

Phone: ______________________ Date of Birth: __________________________

Parent/Guardian: ______________________________________________________

Please list three references, other than family or friends, who we may contact regarding your character and personal growth:

Name: ___________________________ Phone: __________________________

Name: ___________________________ Phone: __________________________

Name: ___________________________ Phone: __________________________

Please use check boxes to ensure a complete application.

☐ Include a copy of your autobiography. When writing, be sure to include all the information from the outline on page two of this application.

☐ Include an essay on your interpretation of the concept of one. Essay should be typed and approximately three pages in length. Please double space and use the Arial font with the font size no larger than 14.

☐ Include a letter of recommendation from an attendance supervisor, administrator, counselor or teacher.

☐ Include a copy of your most current transcript.

Please contact your teacher or counselor with any questions regarding the scholarship application.

All Applications are due to Brandie Moore by 5:00 P.M., Friday, April 24, 2019

Hand deliver to: 2707 Transworld Drive or mail to: P.O. Box 213030, Stockton, CA 95213

Applications will be evaluated by the counselors and administrators.

Recipients of scholarships will be notified during the graduation ceremony.

Recipients will have one calendar year from date of presentation to redeem their award.

Incomplete applications will not be considered.

Please use the check boxes to make sure the application is complete!
Autobiography Requirements

Include the following information:

I. My Life
   • Write about your life
   • Include significant events from your childhood, your past
   • Try to explain how these events affected you
   • Tell how long you have been in the one Program
   • If you are a re-entry student, explain what you have accomplished since you left the one Program

II. My Plan
   • Write about what you want in your future: include three long-term goals (5 years or more), and 3 short-term goals (less than 2 years)
   • Explain exactly how you will accomplish these goals
   • Include details regarding what training or preparation is needed to be successful in the completion of your goals
   • Describe some possible obstacles that could arise as you follow your plan, such as financial needs, etc.
   • Tell how you will overcome obstacles that might interfere with your plan

III. My Support System
   • Write about family and friends who have influenced you in a positive way
   • Explain how these individuals and others can help you if you encounter obstacles in the future
<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>April 24, 2020</strong></td>
<td>✓ Turn in ALL Scholarship and Speech applications. Only those students graduating on or before May 21, 2019 may apply. Deliver applications no later than 5:00pm to Brandie Moore at the County Office</td>
</tr>
</tbody>
</table>
| **May 1, 2020**    | ✓ Last day for Credit Recovery.  
✓ Have completed 30 hours of community service |
| **CBK/BFA**  
**May 19, 2020** | ✓ Mandatory Commencement Rehearsal  
✓ Commencement Ceremony |
| **Court & Community**  
**May 21, 2020** | ✓ Mandatory Commencement Rehearsal  
✓ Commencement Ceremony |