

one.[®]

Graduate Handbook

2023 – 2024



SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

Graduates:

Congratulations, it's your final year! This Graduate 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 specific to your educational track. This handbook includes requirements for every academic program offered in the **one**.Program: Community Schools, Court School, Charter Schools, Career Readiness Academy, and Come Back Kids.

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 to complete the graduation requirements.

Enjoy the year!

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Credit Requirements for The one. Program and one.Charter AVPA

Subject	Credits
English	40
Mathematics	10
Algebra 1/Equivalent	10
Physical Education	20
World History/Culture/Geography	10
U.S. History/Geography	10
Science, Biological	10
Science, Physical	10
Visual & Performing Arts/Foreign Language/CTE	10
American Government/Civics	5
Economics	5
Community Service/Job Shadow	2
CA Career Explorations	5
CA Essential Career Skills	5
Electives	48
Total	200

Other Diploma Requirements:

Community Service/Job Shadow/Work

30 hours required

FAFSA Requirement

Students must either complete the FAFSA or the opt out form

Graduation By Exploration (GBE) Portfolio

To be presented to a GBE panel

Credit Requirements for one.Charter: Career Readiness Academy

Subject	Credits
English	40
Mathematics	10
Algebra 1/Equivalent	10
World History/Culture/Geography	10
U.S. History/Geography	10
Science, Biological	10
Science, Physical	10
Visual & Performing Arts/Foreign Language	10
American Government/Civics	5
Economics	5
Community Service/Job Shadowing/Job Apprenticeship	5
College and Career Readiness Portfolio	10
Total	135

Other Diploma Requirements:

Community Service/ Job Shadowing/ Job Apprenticeship

75 hours required

FAFSA Requirement

Students must either complete the FAFSA or the opt out form

Professional Portfolio

The Portfolio will provide evidence of the student's participation and certification for College and Career Readiness. Final evaluation decisions regarding student progress will be determined and recorded by the teacher of record.

Credit Requirements for one.Charter: Come Back Kids

Subject	Credits
English	40
Mathematics	10
Algebra 1/Equivalent	10
World History/Culture/Geography	10
U.S. History/Geography	10
Science, Biological	10
Science, Physical	10
Visual & Performing Arts/Foreign Language	10
American Government/Civics	5
Economics	5
Community Service/Job Shadowing/Job Apprenticeship	5
College and Career Readiness Portfolio	10
Total	135

Other Diploma Requirements:

Community Service/ Job Shadowing/ Job Apprenticeship

75 hours required

FAFSA Requirement

Students must either complete the FAFSA or the opt out form

Professional Portfolio

The Portfolio will provide evidence of the student's participation and certification for College and Career Readiness. Final evaluation decisions regarding student progress will be determined and recorded by the administrator, counselor and teacher of record.

Credit Requirements for Court Schools: one. John F.Cruikshank, one.Camp, and one.Biddick

*AB 2306 STATE GRADUATION REQUIRMENTS

Subject	Credits
English	30
Mathematics	10
Algebra 1/Equivalent	10
World History/Culture/Geography	10
U.S. History/Geography	10
Science, Biological	10
Science, Physical	10
Visual & Performing Arts/Foreign Language/CTE	10
American Government/Civics	5
Economics	5
Physical Education	20
Total	130

Student Name _____

Graduate To-Do Check List:

- I have completed my hours of Community Service, Community Service, Job Shadowing, Work, or Apprenticeship.
- I have completed my Autobiographical Essay.
- I have completed a Persuasive, Expository, or Response to Literature Essay (with a passing score).
- I have completed my Graduation by Exploration or Professional Portfolio.
- I have completed all academic credits in required subject areas.
- I have completed the FAFSA or the opt out form.





FAFSA or CADAA Opt-Out Form

The Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) determines a pupil’s eligibility for financial aid to assist with a pupil’s attendance at a college or career school. California Education Code (CEC) § 51225.7 requires a local educational agency to confirm each 12th grade pupil’s completion and submission of a FAFSA or CADAA unless the pupil is determined to be exempt or an opt-out form is completed by a pupil who is a legally emancipated minor, a pupil who is 18 years or older, a legal guardian, or parent, or a local educational agency on a pupil’s behalf. This opt-out form permits a pupil to **opt out** of the completion of a FAFSA or CADAA form.

To opt a pupil out of the Financial Aid Application requirement, please complete this form and return it to your local high school counselor by the date established at your local school district.

Submitting a *Financial Aid Application Opt-Out Form* does not prohibit a pupil from completing and submitting a financial aid application at any time in the future.

PUPIL INFORMATION

Pupil Name (First, Last)	
Date of Birth (Month, Day, Year)	
Statewide Student Identifier (SSID)	

Option 1 – Pupil Authorization (emancipated minor or age 18 or older): By signing this form, I have read the information on the reverse, I understand what the FAFSA and CADAA are, and I choose not to submit the completed financial aid application.		
Pupil Signature	Pupil Printed Name	Date

Option 2 – Parent or Guardian Authorization: The pupil named on this form is under the age of 18. I am a parent or legal guardian of the above-named pupil, and by signing this form I have read the information on the reverse, I understand what the FAFSA and CADAA are, and I choose for my pupil not to submit the completed financial aid application.		
Parent/Guardian Signature	Parent/Guardian Printed Name	Date

Option 3 – Counselor Authorization: My signature below certifies that reasonable efforts to ensure the pupil completed the FAFSA/CADAA application have been made, but I have determined the pupil is unable to complete requirements of Education Code Section 51225.7.		
Counselor Signature	Counselor Printed Name	Date

COMMUNITY SERVICE/JOB SHADOW 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.** You must have approval from your teacher/counselor and site administrator before starting your community service/job shadowing. There are two (2) forms you will need to complete this project:

1. Community Service Agreement
2. Community Service/Job Shadowing Log (s) or Pay stubs for a job.

* You will need to **check with your counselor or teacher for these forms**

CRA/CBK JOB SHADOWING/APPRENTICESHIP REQUIREMENT

To meet this requirement for graduation you will need to **complete a minimum of 75 hours of community service or job shadowing or apprenticeship training in an area of interest to you.** Credit will be given if you have a job. You will need to provide pay stubs showing the hours worked. The form you will need to fill out is the “Job Shadowing/Apprenticeship Contract.” Check with your counselor or teacher for these forms.



Community Service Must Be Completed By:

May 15, 2024



GRADUATION BY EXPLORATION (GBE) PORTFOLIO

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 using google slides or a google site* 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 will include the following six (5) criteria:

1. Introduction
2. Personal Awareness and Growth
3. Community Contribution:
 - Community Service/Job Shadow/Work
4. Post Graduation Plan: Future Career Goals
5. The Concept of **one.** and 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!!



Your Graduation By Exploration (GBE) will be self-assessed as well as assessed by your teachers, counselor, and administrator. The skills we are looking for will be evidenced in the following pages on your website or slidedeck: (1) Introduction, (2) Personal Awareness and Growth, (3) Community Contribution: Community Service/Job Shadow/Work, (4) Post Graduation Plan: Future Career Goals (5) Concept of one. and Personal Celebration,

(1) Introduction (1-2 slides)

This is the opening page/slide of your presentation and the first thing others will see. Under your name, write 5-7 sentences all about you and keep it positive. Who are you? What do you enjoy? What was your favorite subject to learn? What should someone know about you? What are you excited about in the future? This section should also include a picture of you.

(2) Personal Awareness and Growth (2-4 slides)

This page/slide starts with the proclamation and acknowledgement that you are important! Write 2-3 sentences of why you are important. Include pictures of yourself with your family and/or other significant people in your life who are your support system or write about them (if you do not have pictures).

Next, include pictures/images that come to your mind when you think of strengths and pictures/images in your mind when you think of areas of growth. After this, list three strengths and three areas of growth that you have. Finish this section with a statement on how you can grow in each of the areas of growth identified.

Next, insert three pictures, one for each category listed below, and write a few complete sentences on each item.

1. Think of a time you participated in something fulfilling
2. An accomplishment you had
3. A hobby you enjoy

(2.1) Goal Setting (1 slide)

On this page/slide, identify a short-term goal (0-3 years), a mid-term goal (3-5 years) and a long-term goal (5-10 years). Think of what those goals would look like and insert a "free to use" Google Image along with a short description of each goal, why it is your goal, and how you plan to accomplish that goal.

(3) Community Contribution: Community Service/Job Shadowing/Work (1-2 slides)

In this section, include some pictures of you actively engaged in community service or job shadowing. In a few sentences, answer the following prompts: What did you expect when starting Community Service / Job Shadowing? What did you do? What did you learn? What was one thing you had to overcome in order to finish your hours?

(4) Post Graduation Plan: Future Career Goals (3-6 slides)

In this section, you will investigate your future by choosing, planning, and goal setting toward a career. Include a summary of the career, the education you will need to complete, how much money you might make, and what percent the job is expected to grow or shrink over the next ten years (job outlook). Then you will describe what the job requires you to do. Be thorough in your description.

Then you will list the skills needed to perform the job, identify the skills you already possess for it, give a logical pathway for you to accomplish this goal, and why you chose that goal. You will then look ahead and anticipate any obstacles that might stand in the way of achieving your goal and what you can do to minimize those challenges.

Next, reflect back on your time in school and identify the things you did that will help you in your future career and then conclude your page/slide with a paragraph on how you will know you are successful in life. Finally, end this section with your resume you can use to apply for a job (including a reference list of 3 people)

Websites to research potential careers:

<http://www.cacareerzone.org>

www.onetonline.org

www.asvabprogram.com/

<https://bigfuture.collegeboard.org/>

<https://www.ncstrades.edu/best-trade-schools>

<https://www.dir.ca.gov/databases/das/aigstart.asp>

(5) The Concept of one. and Personal Celebration (1- 3 slides)

In this section, students will explain their personal definition and example(s) of the concept of **one.** and how it has been and will be applied in their life. Every person is unique in their life and circumstances. End your presentation by celebrating you and your life. Consider the following:

1. Share something unique about yourself
2. What makes you proud?
3. What talents do you have?
4. What are your hobbies?
5. What obstacles/challenges have you overcome?



CBK/CRA Professional Portfolio

The Professional Portfolio will provide evidence of the student's participation and certification for College and Career Readiness. Final evaluation decisions regarding student progress will be determined and recorded by the teacher of record.

The elements required for the Portfolio include:

- Resume
- Cover Letter
- Letter of recommendation
- Interest Survey/ Self-Assessment/ ASVAB Score
- Post-Graduation Plan/ Presentation
- Professional Email

The Post-Graduation Plan for CBK must include:

- Completed Job Application
- Proof of Employment/edjoin.org Account
- Essay-Future Goals/ Self Improvement Paper
- California ID/Driver's License/Student ID





Timeline

May 3, 2024	<ul style="list-style-type: none">✓ Turn in ALL Scholarship and Speech applications. Only those students graduating on or before May 21, 2024 may apply. Deliver applications no later than 5:00pm to Davina Diebner at the County Office.
May 15, 2024	<ul style="list-style-type: none">✓ Last day for Credit Recovery.✓ Have completed community service/job shadowing hours
May 15, 2024	<ul style="list-style-type: none">✓ Last day to present GBE
May 22, 2024 (BFA/ CBK) May 21, 2024 (one. Schools)	<ul style="list-style-type: none">✓ Mandatory Graduation Rehearsal at 9:00 am at Delta College
May 22, 2024 (BFA/ CBK) May 21, 2024 (one. Schools)	<ul style="list-style-type: none">✓ Commencement Ceremony at Delta College

Frequently Asked Questions

Will there be a one. Prom?

If there is enough interest, a prom will be planned by Student Services. Please reach out to their office for more information. (209) 468-4847.

Is there a Grad Night?

If there is enough interest, a Grad Night will be planned by Student Services. Please reach out to their office for more information. (209) 468-4847.

When is the last day to submit community service/jobs shadow?

May 15th.

Where is Graduation?

Graduation will be held at San Joaquin Delta College. Students **must** participate in the same day morning graduation rehearsal in order to participate in the evening graduation ceremony.

How many guest tickets will I get for graduation?

Guest tickets will be allotted to each student determined by the number of graduates who show up to the morning graduation rehearsal at San Joaquin Delta College. Tickets will be distributed after rehearsal.

Do I have to pay for my cap and gown?

Caps and gowns are distributed during the morning graduation rehearsal at no cost to the student.