



Bonny Eagle High School Handouts

1. PLP Student Info Packet Cover Sheet
2. Home Base Mission Statement
3. Organization of PLP Binder
4. PLP Requirements By Year
5. Calendar
6. Checklist of Requirements
7. PLP Presentation Rubric
8. Graduation Check Sheet
9. My Best Work
10. Character Report
11. Resume
12. Sample Resume
13. Letters of Recommendation
14. Recommendation Request Form
15. Grades 9-12 Goal Sheets
16. Grades 9-11 Evaluation Sheets

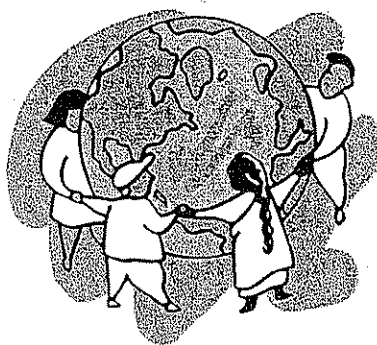


**Bonny Eagle High School
Personal Learning Plan
(PLP)
Student Information Packet**



BEHS Home Base Mission Statement

The mission of the BEHS Home Base is to provide all students with a safe and supportive environment that fosters a sense of belonging, while developing their academic, career, personal, and social skills.



Home Base Goals

1. Provide each student with a faculty advocate within the BEHS community.
2. Strengthen each student's process of self-reflection needed for personal growth.
3. Enhance each student's awareness of career pathways and choices.
4. Reinforce each student's academic skills.

How To Organize the PLP Binder

(Table of Contents)

Introduction.....	Section 1
Yearbook Portrait	
Learning styles Inventory	
Letter of Introduction and Cover Letter	
Resume	
Character Reports	
Next Steps...Future Plans and Goals.....	Section 2
Academic Goals	
BEHS Graduation Check Sheet	
Goal Sheets	
Report Cards/Progress Reports	
Transcript	
Test Scores (GATES, MEA's, PSAT's, SAT's, etc.)	
Completed College Application	
Career Goals	
Completed Job Application	
CHOICES Interest Inventory	
Interview Skills	
Samples of Best Work.....	Section 3
Best Work and Reflection Sheets	
Achievements.....	Section 4
Documentation of Achievements	
High School Activity Sheet	
This Is Who I Really Am.....	Section 5
Documentation of Personal Interests and Abilities	
Documentation of Community Involvement/Volunteer Work	
Acknowledgements.....	Section 6

PLP Requirements By Year

Freshmen Year

From Freshman Focus:

- Hartman Personality Profile
- Learning Styles Inventory
- Multiple Intelligences Test
- Choices Program (Basic Skills Survey, Work Values Sorter, Interest Profiler)
- Letter of Introduction
- Resume

From English Class:

- Yearbook Portrait

Other:

- Character Report (at least 1)
- Best Work (at least 1 from each core subject class)
- Report Cards/Progress Reports
- 9th Grade Goal Sheet
- Achievements
- Begin including items in "This is Who I Really Am"
- High School Activities

Presentation:

- Do a short presentation to your homebase classmates, highlighting what you have completed during the first year of high school.

Sophomore Year

- Updated Resume
- Character Report (at least 1)
- 10th Grade Goal Sheet
- Achievements
- Continue adding to "This is Who I Really Am"
- GATES Scores
- PSAT Scores
- Transcript
- Best Work (Continue adding from a variety of classes.)
- High School Activities

Presentation:

- Do a short presentation to your homebase classmates, highlighting what you have completed during the first two years of high school.

Junior Year

- Updated Resume
- Cover Letter
- Character Reports (at least 3)
- Best Work (Continue adding from variety of classes.)
- Updated BEHS Graduation Check Sheet
- 11th Grade Goals Sheet
- Transcript, Report Cards, Progress Reports
- PSAT Scores
- SAT Scores (if available by June)
- Copy of a completed Job Application
- Information on Interview Skills
- Updated High School Activities
- Achievements
- Continue adding to the "This is Who I Really Am."

Presentation:

- Do a short presentation to your homebase classmates, highlighting what you have completed during your first three years of high school.

Senior Year

- Final Updated Resume and Cover Letter
- Character Reports (at least 3)
- Updated BEHS Graduation Check Sheet
- 12th Grade Goals Sheet
- Completed College Application
- Transcript, Report Cards, Progress Reports
- SAT Scores
- High School Activity Sheet
- Reflection on the "Real Game."
- Best Work (Representative samples from all core subjects as well as several electives/vocational classes should be included. A total of 10 pieces that include some pieces from each year of high school is needed.)
- Achievements
- Complete "This is Who I Really Am"

Presentation:

- Seniors must present their final PLP to their homebase classmates well as their homebase teacher and another adult.

Note: The PLP Presentation Rubric should be used as a way of providing students with feedback on their presentation during the first three years. Senior presentations should be scored using the PLP Presentation Rubric. Students must meet the standard in order to earn the required graduation credit.

Bonny Eagle High School
 PLP/Homebase - 2008-2009 School year
 Last update: 8/19/08

Date	Freshmen	Who	Sophomores	Who	Juniors	Who	Seniors	Who
*Oct. 15 (Wed) (2-3 hours) #3 Materials passed out at the faculty meeting on October 6	* Conflict resolution - bullying and harassment presentation *Review checklist <u>Oct. 30th National Mock Election Day</u>	Admin	*PSATs	SAT Coord.	*PSATs	SAT Coord.	*Review PLP requirements *PLP presentation rubric review * FAFSA and scholarships (Guidance will provide information and training to homebase teachers) * Student agenda activity – "The application process" *Make appoint for final PLP presentation (Turn in copy of schedule to Don Denico) <u>Graduation Activities:</u> Breakfast Superlatives Senior Picture Project Graduation	Sen. Adv. Guidance

Bonny High School
 PLP/Homebase - 2008-2009 School year
 Last update: 8/19/08

Date	Freshmen	Sophomores	Juniors	Seniors	Who
*Nov. 19 (Wed.) (60 mins) #4 Materials passed out at the faculty meeting on November 3	*Review checklist *Student agenda activity ("Where Am I") *Student agenda activity ("Where Am I Going")	*Review checklist *Jostens (20 min) - (class rings) * Student agenda activity ("Where Am I?") *Student agenda activity ("Where Am I Going?") *Review "career pathway" document *Review checklist	*Review checklist *Presentations: 1. Interview skills and job application. (Guidance) 2. What are colleges looking for? (Guidance) *Update Section V – "This is who I really am?"	*Prepare PLP for presentation *Graduation Activities: Jostens - Announcements - Caps and Gowns	Guidance Homebase
*Jan. 14 (Wed) (60 mins) #6 Materials passed out at the faculty meeting on January 5	* Review Checklist *Schedule Freshmen PLP presentations to homebase for February and March presentations *Review PLP rubric *Review course selection booklet and registration material	*Continue discussion of "career pathway" document and make choices *Vocational school presentations *PSAT results and discussion *Review course selection booklet and registration material	*PSAT results and discussion relevance to SAT's *Post secondary options *Review course selection booklet and registration material	*Prepare PLP for presentation * A college application is due *Early PLP presentations for early graduates only	S/S Com. Guidance Guidance Guidance

Bonny Eagle High School
PLP/Homebase - 2008-2009 School year
Last update: 8/19/08

Date	Freshmen	Who	Sophomores	Who	Juniors	Who	Seniors	Who
*Feb. 11 (Wed.) #7 <i>Materials passed out at the faculty meeting on February 2</i>	*Review checklist * Transfer of material from Freshman Focus binder to PLP binder * Freshmen PLP presentations (use rubric) *Collect course selection sheets		*Review checklist *Review, update, and prepare PLP binder for presentation *Schedule PLP presentations for the months March and April *Collect course selection sheets * Student agenda activity (What's my Style?)		*Review checklist * Introduction to the application process to post graduation options (Guidance will provide materials) *Final resume and cover letter due (myroad.com) *Schedule PLP presentations for the month of March and May *Collect course selection sheets *Review, update, and prepare PLP binder for presentations		* Senior PLP presentation 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
*March 18 (Wed.) #8 <i>Materials passed out at the faculty meeting on March 2</i>	*Freshmen PLP presentations *Survey (?)		* Sophomore PLP presentations * Permission slips for sophomore trips *Survey (?)	Guidance	*Junior PLP presentations *SAT Prep. material * Survey (?)		*Senior PLP presentations 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	

Bonny High School
PLP/Homebase - 2008-2009 School year

Last update: 8/19/08

Date	Freshmen	Sophomores	Who	Juniors	Who	Seniors	Who
*April 1 (Wed.) (testing might extend the period) #9 Materials passed out at the faculty meeting on March 2	* Relevance of high school curriculum to post-secondary. (Guidance) *Review "career pathways" document *Introduction to goal setting	*Gates Reading Test	Joyce T.	*SAT supplemental	SAT Coord.	*Senior PLP presentations 1. _____ 2. _____ Graduation Activity - Senior Class meeting	
*April 8 (Wed.) (testing might extend the period) #9 Materials passed out at the faculty meeting on April 6	*Team building activities *Student agenda activity (Exploring Careers and Majors)	*College Visits	Guidance	*SAT supplemental		*Senior PLP presentations 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
*April 15 (Wed.) (Testing might extend the period) #9 Materials passed out at the faculty meeting on April 6	* YAADA - Interactive presentation	*Preparation for Future Options Fair *Sophomore PLP presentations	Guidance	*SAT supplemental		*Last date of PLP presentations in homebase 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	

Bonny Eagle High School
PLP/Homebase - 2008-2009 School year
Last update: 8/19/08

Date	Freshmen	Sophomores	Juniors	Seniors	Who
<p>*May 20 (Wed.) (90 mins) #10</p> <p><i>Materials passed out at the faculty meeting on May 4</i></p>	<p>*Review course schedules for following year</p> <p>*Election of Officers</p> <p>*<u>Student agenda activities</u></p> <p>- What's the right school for me?</p> <p>- How do I get there?</p> <p>- Paying for College</p>	<p>*Future Options Fair day</p> <p>*Election of Officers</p> <p>*Review Gates score</p> <p>*Review course schedules for following year</p>	<p>*Future Options Fair day</p> <p>*Election of Officers</p> <p>* Review course schedules for following year</p>	<p>*<u>Graduation Activities:</u></p> <ol style="list-style-type: none"> 1. Senior Class meeting 2. Distribute Caps and Gowns 3. Senior Banquet Tickets 4. Project Graduation Presentation 	Class Adv.

Footnotes:

* "Who" = This is the person (group) that is responsible for putting material(s) together for this event --- most activities will be administered by the homebase teacher(s)

Checklist of HB/PLP Requirements

Student Name: _____ YOG: _____ HB: _____

Personal Learning Plan (PLP)	Grade 9	Grade 10	Grade 11	Grade 12
---------------------------------	------------	-------------	-------------	-------------

Directions – Initial in each unshaded block and include the date the item is completed.

Section I: Introduction

This section will focus on the student and provide an introduction to who they are, their goals, abilities, and recommendations.

Yearbook Portrait				
Learning Styles Inventory				
Letter of Introduction – Freshmen Cover Letter - Junior				
Resume (and subsequent updates)				Update grade 11 resume
Character Reports (1 Grades 9 and 10; 3 Grades 11 and 12 by the end of the fall semester)				Senior Character Reports

Section II: Next Steps... Future Plans & Goals

This section will focus on the student's academic goals, performance results, career goals, and their personal/social goals.

Academic Goals & Plans

BEHS Graduation Check Sheet				
Goal Sheets (Academic & Personal Goals)				
College Application				

Performance Results

Transcripts				
Report Cards/Progress Reports				

Gates				
PSAT				
SAT				

Career Goals

CHOICES Interest Profiler				
Choice Work Values Sorter				
Choices Basic Skills Inventory				
College Application				
Job Application				
Interview Skills				
Personal/Social Activities				
Reflection on 'Real Game' (only needed for class of '09 & '10)				
Section III: Samples of Best Work				
This section of the PLP shows what a student can do and how well they can do it. Samples should include at least one selection from English, Science, Math, Social Studies, Fine Arts, and Health. Students should also include selections from elective courses and/or vocational programs.				
Samples of Best Work with Reflection Sheets				
Section IV: Achievements				
Honors received, certificates awarded, recognition, athletic awards, technical performance certificates, driver's license/permit, etc.				
Documentation of Achievements (at least 3 samples)				
High School Activity Sheet				

Section V: This is Who I Really Am

This section can include pictures, a collage, newspaper articles, descriptions of activities relating to personal interests and hobbies, and descriptions of activities relating to community involvement. This section will also include descriptions of activities relating to community involvement both in and outside of school.

Documentation of Personal Interests & Abilities				
Documentation of Community Involvement/Volunteer Work				N/A
Yearly PLP Presentation				
Formal PLP Presentation				

Bonny Eagle High School Personal Learning Plan (PLP) Presentation Rubric

Name: _____ Date: _____

Criteria	1 Does Not Meet	2 Partially Meets	3 Meets	4 Exceeds
ORGANIZATION > Preparation > Focus > PLP Sections Represented	<ul style="list-style-type: none"> • Poorly Organized • Unfocused • Incomplete 	<ul style="list-style-type: none"> • Fairly Organized • Somewhat Focused • Some Evidence of Preparation • Rambling 	<ul style="list-style-type: none"> • Good Organization Focused • Clear Evidence of Preparation • All PLP Sections Represented • Time Used Well 	<ul style="list-style-type: none"> • Excellent Organization • Very Focused • All PLP Sections Presented • Smooth Transition of All PLP Sections
CONTENT	<ul style="list-style-type: none"> • Not All Materials Present 	<ul style="list-style-type: none"> • All Materials Present But Not Complete 	<ul style="list-style-type: none"> • All Required Materials Present & Complete • Extra Materials Present But Lackluster 	<ul style="list-style-type: none"> • All Required Materials Present & Complete • Extra Materials Present & Exhibit Excellent Workmanship
CLARITY OF PRESENTATION > Post-Secondary Plans > Letter of Acceptance / Employment Application > Job Clarification	<ul style="list-style-type: none"> • No Post-Secondary Direction Stated • No Clear Plan 	<ul style="list-style-type: none"> • Little Post-Secondary Direction Given • Sketchy and Unfocused Plan 	<ul style="list-style-type: none"> • Post-Secondary Direction Clearly Articulated But Not Evident • Plan Is Clearly Defined 	<ul style="list-style-type: none"> • Post-Secondary Direction Very Clearly Stated & Evident • Plan Clearly Defined and Outlined
CREATIVITY > Originality > Style > Individuality	<ul style="list-style-type: none"> • Little Creativity • Little Sense of Personal Style Projected 	<ul style="list-style-type: none"> • Some Creativity • Some Sense of Personal Style Projected 	<ul style="list-style-type: none"> • Creative • Strong Sense of Personal Style Projected 	<ul style="list-style-type: none"> • Very Creative • Significant Sense of Personal Style Projected
COMMENTS				

Home Base Teacher Signature: _____

My Best Work

This document was placed in my Personal Learning Plan (PLP) on _____ (date) and represents work from my _____ class.

I have chosen to use this for the best work section of my PLP because

When working on this selection I learned

If I could do this over again, I would

According to the Guiding Principles of the Maine Learning Results, this selection demonstrates that I am (check all that apply):

- A Clear and Effective Communicator
- A Self-Directed and Life-Long Learner
- A Creative and Practical Problem Solver
- A Responsible and Involved Citizen
- A Collaborative and Quality Worker
- An Integrative and Informed Thinker

The Maine Learning Result Content Standard(s) addressed in the selection are:

BEHS Character Report Grades 9-11

Student Name: _____

Evaluator's Name: _____

Relation to the Student: _____

Date: _____

RATINGS:

Compared to other students, check how you would rate this student in terms of academic skills and potential:

Please use the scale below in assessing the student:

1. Not Applicable 2. Below Average 3. Average 4. Above Average 5. Excellent

Creative, Original Thought	_____	Written Expression	_____	Leadership Ability	_____
Motivation	_____	Effective Class Discussion	_____	Sense of Humor	_____
Independence, Initiative	_____	Disciplined Work Habits	_____	Participation	_____
Academic Achievement	_____	Potential for Growth	_____		

Summary Evaluation _____

What three adjectives or phrases come to mind when describing this student?

Evaluator's Signature

Resume

A resume is a summary of a person's qualifications. Effective resumes use short statements to inform potential interviewers about important facts regarding the applicant and to catch their attention. The important facts are:

- ✓ Who are you
- ✓ How you may be contacted (mail, telephone, E-mail)
- ✓ Your experiences, skills, and abilities for the position.

Think about yourself. What skills do you have? What should a potential interviewer know about you? What achievement(s) could you highlight to help you get the interview?

Draft a resume. Each resume should be personal and reflect your individual strengths. Basic guidelines for an effective resume are:

- ✓ Type and spell-check it.
- ✓ Have another person proof read it.
- ✓ Make it look professional (use nice paper!).
- ✓ Omit personal pronouns (he, she, me).
- ✓ Use action verbs when describing your job responsibilities.

On the next page is a simple but highly effective sample resume.

Please insert your completed resume here.

[Remove this page once the PLP is complete.]

Sample Resume

THOMAS J. BROWN
100 Main Street
Standish, ME 04084
thomasbrown@bonnyeagle.com

EDUCATION

Bonny Eagle High School, Standish, Maine
Member of the Class of 2004
Major Areas of Study: Business and College Preparatory Courses

WORK EXPERIENCE

Plummer's Market, Buxton, ME
Sales Clerk, 9/99-present

Video Max, Hollis, ME
Assistant Manager, 8/98-9/99

SCHOOL ACTIVITIES

Vocal Music (3 years)
Student Council (1 year)
Varsity Football (2 years)

COMMUNITY ACTIVITIES/VOLUNTEER WORK

Boy Scouts of America, Standish, ME (8 years)
YMCA, Biddeford, ME (3 years)

SPECIAL RECOGNITIONS OR AWARDS

Most Improved Player, Bonny Eagle High School Football Team (December 1998)
Citizen of the Month, Bonny Eagle High School (May 1997)

INTERESTS AND HOBBIES

Skiing, photography, and woodworking.

References available upon request.

[Remove this page once the PLP is complete.]

Letters of Recommendation

You should include at least three letters of recommendation---one of each kind described below:

- (A.) Employment-related: A letter from a past or current employer evaluating your work performance.
- (B.) Character-related: A letter from a person (teacher, coach, advisor, guidance counselor, or administrator) who has known you and can testify to your personal and/or academic attributes. It is important that you be recommended as a good citizen and a responsible person.

If you have not been employed in any way, then use three character-related letters. If you are unsure of how to initiate letters of recommendation, ask your teacher about options. A recommendation request form is provided for you.

You will need to formally ask for a letter---by phone, in writing, or in person---from each person from whom you want a letter of recommendation. This is a common courtesy.

Although the content of the letter is normally left to the writer, here are some points to suggest:

- ✓ Your personal character.
- ✓ Your work ethic (including punctuality, working with others)
- ✓ Your motivation and enthusiasm for learning.
- ✓ Your relevant technical or career-related skills.
- ✓ Your relevant academic experience.

Once you have received a letter, you should thank the writer, either in person or by writing a thank you note.

One **Recommendation Request Form** is included. Use this form for your employment-related letters of recommendation. Fill in the form and give it to your current employer. One **Character Report** form is included. Use this form for your Character-related letters of recommendation. Make copies as necessary.

[Remove this page once the PLP is complete.]

Recommendation Request Form

TO THE RECIPIENT: Thank you for agreeing to write a letter of recommendation for me.
My full name is: _____

I plan to use this letter for:

- Employment
 Acceptance into college
 Other: _____

My current career/academic goals:

When writing your recommendation, please consider the items below and how they relate to the plans/goals I have outlined for you.

- ✓ Personal Character
- ✓ Work Ethic
- ✓ Motivation
- ✓ Enthusiasm for Learning
- ✓ Relevant technical or career-related skills
- ✓ Relevant academic experience

I would appreciate it if you could complete the letter by: _____

- I will pick the letter up when it is completed.
 I have enclosed a stamped, self-addressed envelope.

Thank you for your help!

Grade 9 Goal Sheet

Academic

	Goal	Measure	Result
Short Term			
Long Term			

Personal

	Goal	Measure	Result
Short Term			
Long Term			

Student Signature

Guidance Signature

Parent/Guardian Signature

Grade 10 Goal Sheet

Academic

	Goal	Measure	Result
Short Term			
Long Term			

Personal

	Goal	Measure	Result
Short Term			
Long Term			

Student Signature

Guidance Signature

Parent/Guardian Signature

Grade 11 Goal Sheet

Academic

	Goal	Measure	Result
Short Term			
Long Term			

Personal

	Goal	Measure	Result
Short Term			
Long Term			

Student Signature

Guidance Signature

Parent/Guardian Signature

Grade 12 Goal Sheet

Academic

	Goal	Measure	Result
Short Term			
Long Term			

Personal

	Goal	Measure	Result
Short Term			
Long Term			

Student Signature

Guidance Signature

Parent/Guardian Signature

HB/ PLP Evaluation Sheet Grade 9

- The one experience from Home Base this year I found to be most valuable was...

Why?

- The most beneficial exercise involving the PLP was ...

Why?

- If I could take any course or study any occupation it would be...

HB/ PLP Evaluation Sheet Grade 11

- One of my weak points in my resume is...
- My PSAT/SAT results show that one of my strengths is in...
- When I reflect on the character reports written about me, I know my strengths are...
- Next year as a senior, my goals are to...