

Taking Care of Yourself

***Making the Transition
from Corrections
to
Work, Education,
& Daily Life***

Leon County Schools

ACE | Adult &
Community
Education

Taking Care of Yourself

Making the Transition from Corrections to Work, Education, & Daily Life

Rocky Hanna

**Superintendent
Leon County Public Schools
Tallahassee, Florida**

Regina Browning

**Principal
Leon County Schools
Adult & Community Education
Tallahassee, Florida**

Rochel S. Abrams

**Assistant Principal
Leon County Schools
Adult & Community Education
Tallahassee, Florida**

Anne Meisenzahl

**Teacher ~ Curriculum Writer
Leon County Schools
Adult & Community Education
Tallahassee, Florida**

Pg. 1A -100-108....Understanding the Criminal Justice Process and Your Legal Rights
Pg. 1A -109-113....Chronology of US Voting Rights
Pg. 1A -114-116....Chronology of US Voting Rights Card Game
Pg. 1A -117-119...'I'm a part of society': Florida ex-felons register to vote
Pg. 1A -120-122....Why Vote?
Pg. 1A -123-124....Amendment 4 FAQ
Pg. 1A -125-127....Sample Voter Registration Form
Pg. 1A -128-129....The Importance of the Right to Vote: Evidence-based Writing



Part Two: Options & Opportunities



Unit 2: Exploring Interests, Skills & Talents

Pg. 2-2 - 2-9.....Suggestions for the Instructor

Student Activities:

Pg. 2-11 - 2-12....Words of Wisdom: Self-knowledge
Pg. 2-13....."Equipment" by Edgar A. Guest
Pg. 2-14..... "Myself" by Edgar A. Guest
Pg. 2-15..... How Well Do You Know Yourself?
Pg. 2-16.....What's Your Story?
Pg. 2-17 - 2-18....Job Information Interview
Pg. 2-19 - 2-23....An Accomplishment I Am Proud Of
Pg. 2-24- 2-26.....A Person I Admire
Pg. 2-27.....Learning Styles Inventory
Pg. 2-28 - 2-29....Personal Work History
Pg. 2-30.....Talent Wheel
Pg. 2-31.....What are Your Values?
Pg. 2-32 - 2-34....What is Work? Definitions
Pg. 2-35 - 2-42....What's Your Passion? Using Florida CHOICES
Pg. 2-43.....Career Exploration Chart: A First Look at Careers of Interest
Pg. 2-44.....Florida CHOICES Checklist
Pg. 2-45 - 2-47....Occupation Presentation
Pg. 2-48 - 2-50....Describe Yourself: Essay



Unit 2A-J: Exploring Career Clusters / Vocabulary

2A -- Exploring Career Clusters: Architecture & Construction
2B -- Exploring Career Clusters: Business Management & Administration
2C -- Exploring Career Clusters: Education & Training
2D -- Exploring Career Clusters: Health Science
2E -- Exploring Career Clusters: Hospitality & Tourism
2F -- Exploring Career Clusters: Human Services
2G -- Exploring Career Clusters: Information Technology
2H -- Exploring Career Clusters: Marketing and Sales
2I -- Exploring Career Clusters: Manufacturing
2J -- Exploring Career Clusters: Transportation, Distribution & Logistics





Unit 3: Making Choices & Setting Goals

Pg. 3-2 – 3-11.....Suggestions for the Instructor

Student Activities:

- Pg. 3-13 – 3-15.....Words of Wisdom: Goal Setting
- Pg. 3-16..... Getting Out: Marie and James
- Pg. 3-17.....“Paid in Full” by Rakim
- Pg. 3-18-19.....What Motivates You?
- Pg. 3-20 – 3-21.....What Motivates You? Essay
- Pg. 3-22 – 3-24.....Creating Your Personal Mission Statement
- Pg. 3-25.....“Don’t Quit” by Edgar Guest
- Pg. 3-26.....“Invictus” by William Ernest Henly
- Pg. 3-27 – 3-28.....“Mother to Son” by Langston Hughes
- Pg. 3-29 – 3-31.....Goalsetting: Advice Poem
- Pg. 3-32.....Crossword: Perseverance
- Pg. 3-33.....Write a Letter of Encouragement
- Pg. 3-34 – 3-41.....“A free life is a miracle” -- Article
- Pg. 3-42 – 3-49.....“10 Amazing Facts About Jim Thorpe” -- Article
- Pg. 3-50.....Step by Step
- Pg. 3-51 – 3-52..... SMART Goal Setting
- Pg. 3-53 – 3-55..... Goal Setting Steps
- Pg. 3-56 – 58.....Steps to Success
- Pg. 3-59.....Six Things Successful People Do Before Breakfast
- Pg. 3-60.....Everybody has Goals
- Pg. 3-61.....Individual Career & Education Plan



Unit 4: Exploring Options & Opportunities

Pg. 4-2 – 4-8.....Suggestions for the Instructor

Student Activities:

- Pg. 4-10 – 4-11.....Words of Wisdom: Options and Opportunities
- Pg. 4-12 – 4-15.....Felon Goes from Prison to Valencia Honor Student
- Pg. 4-16 – 4-19..... Ten Most Common Reasons for Not Going to College or Technical School
- Pg. 4-20.....Questions about Technical Education
- Pg. 4-21.....Questions about College
- Pg. 4-22.....Financial Aid Eligibility for People with Felonies
- Pg. 4-23 – 4-24.....Post-secondary Vocabulary
- Pg. 4-25 – 4-26.....Review of the Technical Center Catalogue
- Pg. 4-27 – 4-30.....How to Apply to Tallahassee Community College
- Pg. 4-31 – 4-32.....Post-secondary Catalogue Exploration & Presentation
- Pg. 4-33 – 4-34.....Exploring Options and Opportunities: Reflection





Unit 7: Showing Off Your Best Self: Preparing to Interview

Pg. 7-2 – 7-5.....Suggestions for the Instructor

Student Activities:

- Pg. 7-7..... Showing Off Your Best Self in Interviews – the Five Bs
- Pg. 7-8 – 7-12.....Be Aware of Employer Concerns
- Pg. 7-13.....Be Confident: Learning from Experience
- Pg. 7-14.....Be Real: How Do You Feel About Yourself?
- Pg. 7-15 – 7-16..... Self-Defeating and Self-Supporting Attitudes and Behaviors
- Pg. 7-17 – 7-18..... What You Do in an Interview Shows the Employer Your Attitude
- Pg. 7-19.....Information You *Need* to Know
- Pg. 7-20 – 7-21.....Be Confident, Honest & Positive:
The Incarceration Explanation Speech
- Pg. 7-22 – 7-23..... Steps to a Successful Job Interview
- Pg. 7-24 – 7-27.....Be Prepared: Practice Job Interviews
- Pg. 7-28.....Sample Follow-Up Letter



Unit 8: Keeping a Job

Pg. 8-2 – 8-6.....Suggestions for the Instructor

Student Activities:

- Pg. 8-8 – 8-9.....Keeping Your Job / Ten Tips for Success on the Job
- Pg. 8-10.....Everybody Makes Mistakes
- Pg. 8-11.....A Million Excuses
- Pg. 8-12.....Listening: Are You a Wise Old Bird?
- Pg. 8-13 – 8-14.....Using Listening Skills
- Pg. 8-15 – 8-18.....Listen and Take Notes: Writing Phone Messages
- Pg. 8-19..... Communicating About Absence
- Pg. 8-20 – 8-21.....Responsible Communication
- Pg. 8-22 – 8-26.....How Would YOU Deal with These Stressful Situations?
- Pg. 8-27 – 8-28.....Sexual Harassment Hurts Everybody
- Pg. 8-29.....Ten Tips for Success on the Job





Unit 10: Preparing for Post-secondary Success

Pg. 10-2 – 10-7.....Suggestions for the Instructor

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Pg. 10-14 – 10-15.....Words of Wisdom: Study Skills

Pg. 10-16.....Steps to Achieving Post-secondary or Post-release Goals

Pg. 10-17 – 10-18.....Independent Learning: Questions for Discussion

Pg. 10-19.....Making Time for College

Pg. 10-20.....Typical Time Wasters

Pg. 10-21.....How to Get Organized

Pg. 10-22.....Lulu Needs Organizational Help!!!!

Pg. 10-23 – 10-26.....How to ACE Note Taking

Pg. 10-27 – 10-30.....Note Taking: The Folded Page System

Pg. 10-31 – 10-32.....Newspaper Article Summary Sheet

Pg. 10-33.....Test Taking Tips

Pg. 10-34 – 10-35Words of Wisdom: Research

Pg. 10-36.....Why Do Research?

Pg. 10-37 – 10-39.....Important Research-related Terms

Pg. 10-40 – 10-42.....How to Write a Research Paper

Pg. 10-43.....Don't Plagiarize: Always Write in Your Own Words

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Pg. 10-45 - 10-48.....Bibliography Format

Pg. 10-49 – 10-53.....Model Research Paper

Pg. 10-54.....Research Assignment

Pg. 10-55.....Research Topics

Pg. 10-56.....Research Paper Checklist

Pg. 10-31 – 10-32.....Types of College Courses

Pg. 10-33.....Ask an Instructor

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Pg. 113.....Sample Resume

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Pg. 117.....Be Real: How Do You Feel About Yourself?

Pg. 118-121.....Be Prepared: Practice Job Interviews

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Pg. 128-130.....What’s On Your Pay Stub?

Pg. 131-135.....How Much Do You Make? Figuring Take-home Pay

Pg. 136.....Get a Handle on Your Finances

Pg. 137-140.....The High Cost of Payday Loans

Pg. 141.....Take Charge of Finances During the Holidays

Pg. 142-147.....Keeping a Budget

Pg. 148-149.....Get Financially Organized!

Pg. 150-152.....What You Need to Know About Credit

Pg. 153-154.....What You Need to Know About Taxes

Nondiscrimination Contact Information

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.”

An employee, student, parent or applicant alleging discrimination with respect to employment or any educational program or activity may contact:

**Dr. Kathleen L. Rodgers, Equity and Title IX Compliance Officer,
Leon County Schools, 2757 West Pensacola Street,
Tallahassee, FL 32304,
(850) 487-7306,
rodgersk@leonschools.net**

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

**Dr. Margot Palazesim, 504 Specialist,
Leon County Schools, 2757 West Pensacola Street,
Tallahassee, FL 32304,
(850) 487-7161,
palazesim@leonschools.net**

**Rocky Hanna, Superintendent, Leon County School District,
Tallahassee, Florida**