

Kenosha Unified School District

High School Competency Diploma Option

Staff Handbook

Dear Kenosha Unified School District Staff:

The Kenosha Unified School District offers a High School Competency Diploma Option designed to provide another avenue to students who are unable to meet the credit requirements for receiving their high school diploma. The District believes the KUSD High School Competency Diploma Option will serve to decrease the number of dropouts and increase the number of high school graduates

High School Completion and Diploma Award Criteria

High School Name:

Date of Birth:

Age:

Student Number:

Phone Number:

Student Name:

Official High School Transcript

Official High School Transcript

Date:

Date Student Entered Ninth Grade:

Cohort Graduation Date:

Verification of Completion

(Signature/Date)

Summary of Requirements

| Eligibility Requirement | Requirements |
|--|---|
| Credit deficient students who are at least 17 years of age who have been in a high school cohort group for more than three years | Required |
| Students must be current residents of KU | Required |
| Writing (must achieve proficiency in at least one of the listed assessments) | <ul style="list-style-type: none"> x Score level 3 or higher on the ACT WorkKeys Business Writing x Score of 70% or higher in Edgenuity Writing Competency Course x Score 6 or higher on the ACT w/ Writing: Writing (maximum score of 12) |
| Employability Skills | Six months of successful employment or District Approved Work Readiness Portfolio |
| U.S. Civics Exam | Required (min. score of 65/100) |
| Community Service | Required to perform a minimum of 10 hours |
| Government & Politics | Credit Attainment |
| Consumer Education/Economics | Credit Attainment |
| Health* | Credit Attainment |
| Costs - Students (each time testing) | |
| IOWA Scoring Fee | \$15.30 |
| WorkKeys Business Writing and Scoring | \$21.00 |
| Academic Proficiency Level Requirement IOWA (ITED) | |
| Reading Written Express 1121BDC4 [()] | |

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Sources for WorkKeys and Employability Requirements



The Business Writing Assessment

Workplace writing needs to be clear and free of distractions such as poor grammar, misspellings, and extraneous information. After all, careless errors may lead the reader to believe there are also errors in the facts, and the wri

Score 4

A writing at this level has most of the ideas well developed with relevant supporting examples and details. The writing is organized and maintains consistent focus. Transitions are effective, if not especially varied. Sentences are generally varied in length and complexity. Word choice shows some precision and variety. The style and tone are consistent with standard business English. Relatively minor and/or infrequent errors in grammar and/or mechanics do not interfere with communication.

Score 3

A writing at this level has adequate development of ideas but is limited in depth and thoroughness. Supporting examples tend to be general and details are relevant, but they are repetitive. The writing is generally organized but may have minor lapses in focus. Transitions are simple. Sentences are usually correct, with some variety and complexity attempted. Word choice is generally clear and correct but may be repetitive and/or informal. The style and tone are consistent with standard business English but may be overly casual. Some errors in grammar and mechanics are apparent but do not interfere with communication. Basic spelling is correct.

Score 2

A writing at this level has thinly developed ideas that are not expanded and may be presented as a list. Although some organization is evident, the focus is unclear and/or inconsistent. Few or no transitions are used. Sentences are often simple or repetitive, with some noticeable errors in

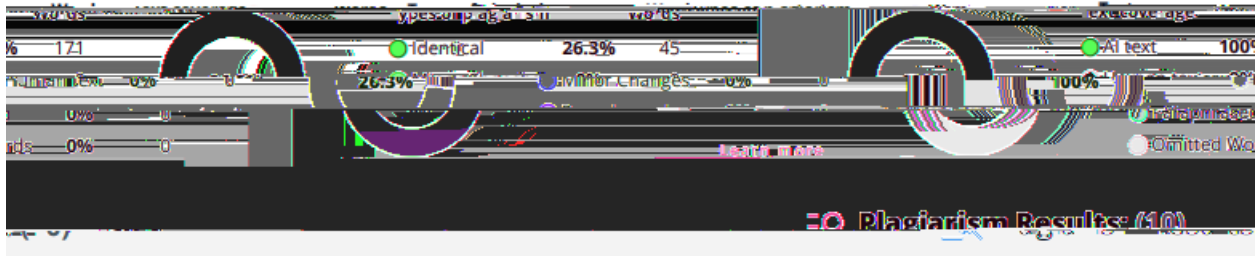
HSDO Writing Proficiency Process

- x Teachers “Add Course” to the student in Edgenuity:
 - o Writing Competency. Course # 900501.
 - o Students complete the lessons, assessments, and writing assignments in the course.
- x Assessment Threshold:
 - o Students must score 70% or higher on each of the assessments and on each of the essays.
- x Essay Threshold:
 - o Each of the three writing assignments in the course will be given a “Suggested Score” by Edgenuity.
 - o The suggested score must be 70% or higher AND have a satisfactory “Academic Integrity” report. Teachers must be sure to consult both documents.



Plagiarism Detection

AI Content Detection



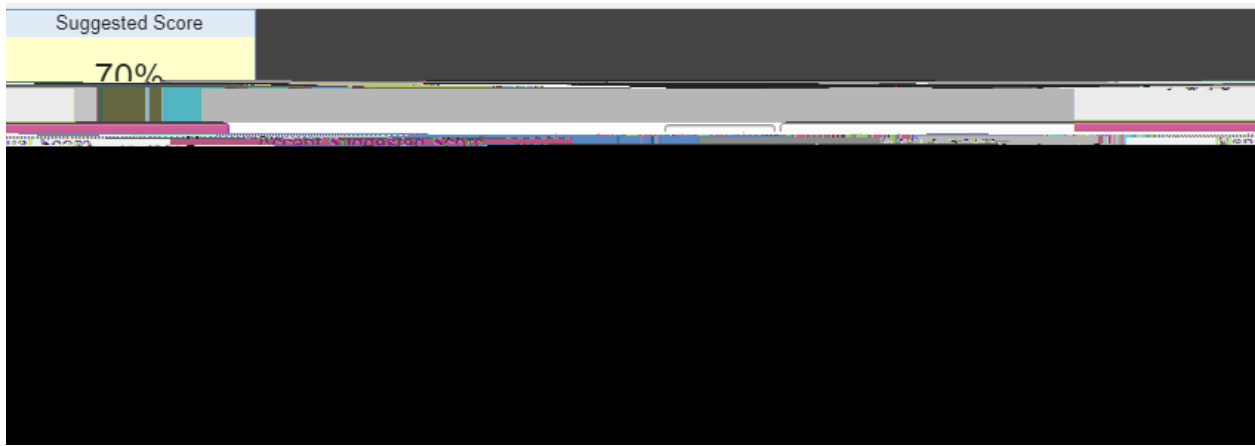
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Plagiarism Rep

...h school, I decided to take an advanced math class. I had always been good at math, but this would be a breeze. But once the class started, I realized that I was in for a challenge. The material was much harder than anything I had ever encountered before, and I quickly fell behind.

When I was a junior in high school, I decided to take an advanced math class. I had always been good at math, but this would be a breeze. But once the class started, I realized that I was in for a challenge. The material was much harder than anything I had ever encountered before, and I quickly fell behind.

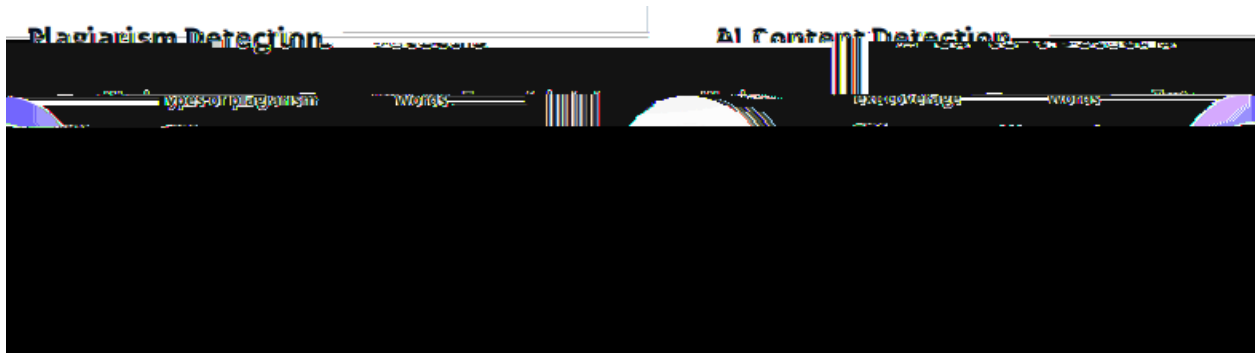
Example 2



After a week knowing my high schooler's experiences, and how he's worked past them, I have personally grown insight from his example. Moving forward I am now more determined and inspired than I was. This is why my

Example 3

The first time the student completed this assignment, it was plagiarized from 49 sources.



Employability

- x For students currently employed with at least 6 months of continuous employment:
 - o Student completes self-evaluation
 - o Student brings in two weeks of pay check stubs
- x For students not currently employed:
 - o Student must have district-approved work readiness portfolio

For more information, contact your school:

| | |
|-----------------------------|----------|
| Bradford High School | 359-6200 |
| Harborside | 359-8400 |
| Hillcrest | 359-6118 |
| Indian TrailHS & Academy | 359-8700 |
| Kenosha eSchool | 359-7715 |
| LakeView Tech Academy | 359-8155 |
| Reuther Central High School | 359-6160 |
| Tremper High School | 359-2200 |

- x ACT WorkKeys Resources:
 - o ACT WorkKeys Administration Website
<https://www.act.org/content/act/en/productsand-services/workkeysfor-educators/assessments/administration.html>
 - o ACT WorkKeys Business Writing Website
<https://www.act.org/content/act/en/productsand-services/workkeysfor-educators/assessments/businesswriting.html>

Student SelfEvaluation

After your employeevaluation is completed, you may begin your self-evaluation. The employability skills selfevaluation should consist of the following four paragraphs:

1. A description of the place you work and your job duties
2. Your areas of strength on the job
3. The areasri which you could improve
4. Your plans to improve and/or maintain your job performance

Include a topic sentence, several supporting sentences, and a concluding sentence in each paragraph. The selfevaluation must be word-processed but you do not need a cover sheet. Be honest!

Questions and Answers for Students and Parents

The Kenosha Unified School District (KUSD) is offering a program designed to provide another option to students who are unable to meet the credit requirements for receiving their high school diploma. The District believes the KUSD High School Competency Diploma Option will serve to decrease the number of dropouts and increase the number of high school graduates.

Students who are unable to meet the credit requirements to graduate with their cohorts are likely candidates to drop out of school and not graduate. With that in mind, the KUSD is offering a Competency Diploma that gives students an opportunity to graduate and to further their respective educational and career opportunities. Frequently asked questions and answers follow.

WHAT IS THE KUSD HIGH SCHOOL COMPETENCY DIPLOMA?

- x It is an alternate route to graduation in which a diploma is awarded to a small percentage of students who meet all requirements, including IOWA Assessments.
- x With this diploma, graduates can continue their education at the post-secondary level, join the military, or go directly to work. However, not all colleges, trade schools, businesses,

Letter to Parents Concerning the KUSD High School Competency Diploma
(to be printed on school letterhead)

Date

Dear Parent/Guardian of Eligible Student:

KUSD High School Competency Diploma

Student Participation Form

I _____ (print student name) have read the requirements regarding the KUSD High School Competency Diploma and choose to participate in this option. I understand that:

- x I must be a current resident of the Kenosha Unified School District.
- x I must be credit deficient as verified by my counselor.
- x I must be 17-20 years old and have been in a high school cohort group for more than three years
- x I must be a member of a KUSD cohort group.
- x Students are required to perform a minimum of 10 hours of community service.
- x I must pass all sections of the OWA Assessments at the 4th stanine or above and meet all other requirements prior to my twenty-first birthday.
- x The KUSD High School Competency Diploma may not be acceptable for entry into all institutions of higher education or all branches of the military or all apprenticeship programs.
- x It is my responsibility to determine if the KUSD High School Competency Diploma will be accepted at colleges and universities, by the military or other programs/institutions.
- x If I pass the OWA Assessments and meet all other requirements, I will be invited to participate in the KUSD Competency Graduation Ceremony.
- x I am subject to all school rules and School Board policies while on school property and that failure to follow rules and procedures may result in my dismissal from the program.

(student signature and date)

(phone number)

The Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The Superintendent of Schools/designee (262-359-6320) addresses questions regarding student discrimination, and the Chief Human Resources Officer (262-359-6333) answers questions concerning staff discrimination.

Parent/Guardian Consent
(required for students under the age of 18)

KUSD High School Competency Diploma Student Participation Form

I/We, _____, have read the requirements
(print parent/guardian name)