

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



2022

City of Keller, TX

High School Information

High School Name

Date of Birth:

Age:

Student Number:

Phone Number:

Student Name:

City:

Street Address:

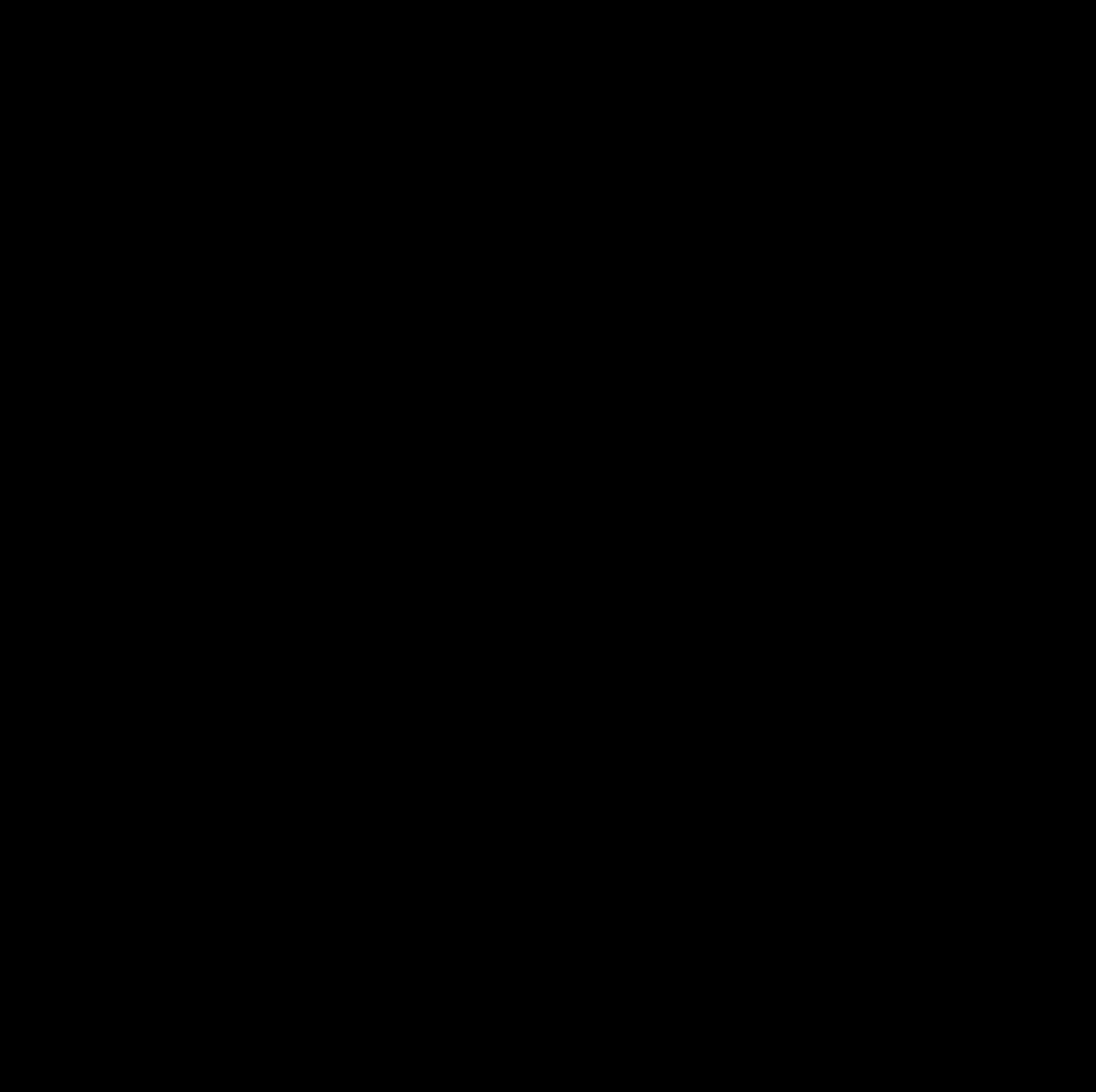
Date Student Entered Ninth Grade:

Cohort Graduation Date

Verification of Enrollment

LIBRARY

(Required for Enrollment)



## 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"> <li>x Score level 3 or higher on the ACT WorkKeys Business Writing</li> <li>x Score of 70% or higher in Edgenuity Writing Competency Course</li> <li>x Score 6 or higher on the ACT w/ Writing: Writing (maximum score of 12)</li> </ul>
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
<b>Costs - Students (each time testing)</b>	
IOWA Scoring Fee	\$15.30
WorkKeys Business Writing and Scoring	\$21.00
<b>Academic Proficiency Level Requirement IOWA (ITED)</b>	
Reading Written Express 1121BDC4 [( )]	

4<sup>th</sup> Stanine

# 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





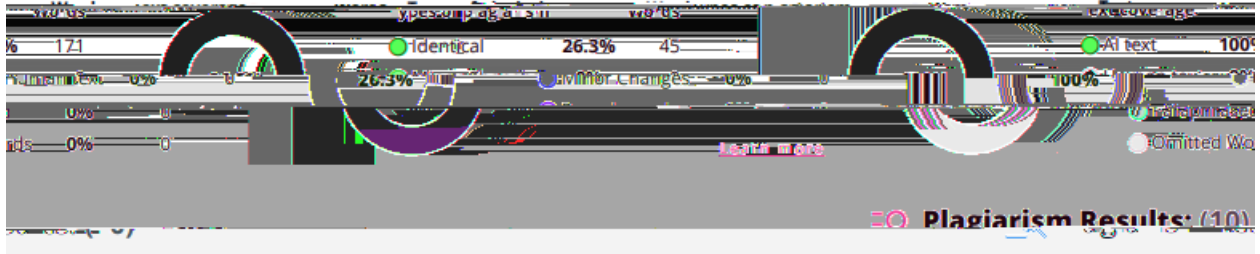
## HSDO Writing Proficiency Process

- 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



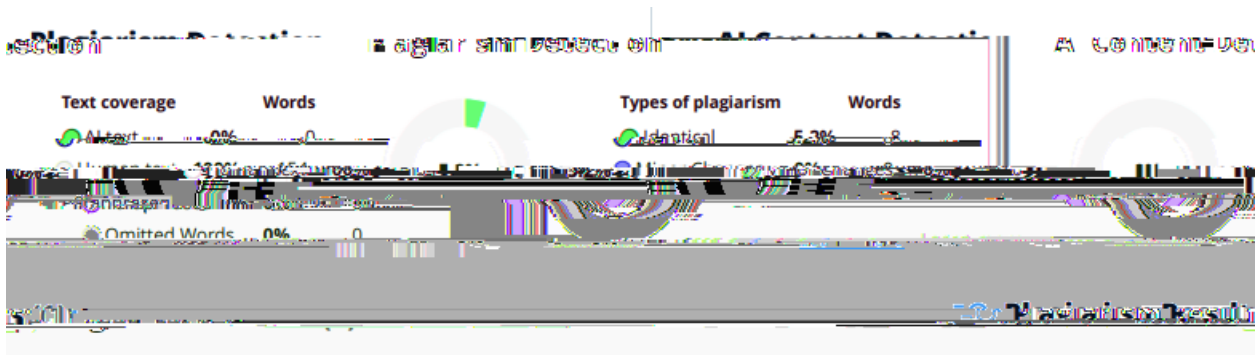
### Port Content

... 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 assignments were more difficult than anything I had ever seen before, and I had to study full-time.

### Plagiarism Report

... 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 assignments were more difficult than anything I had ever seen before, and I had to study full-time.

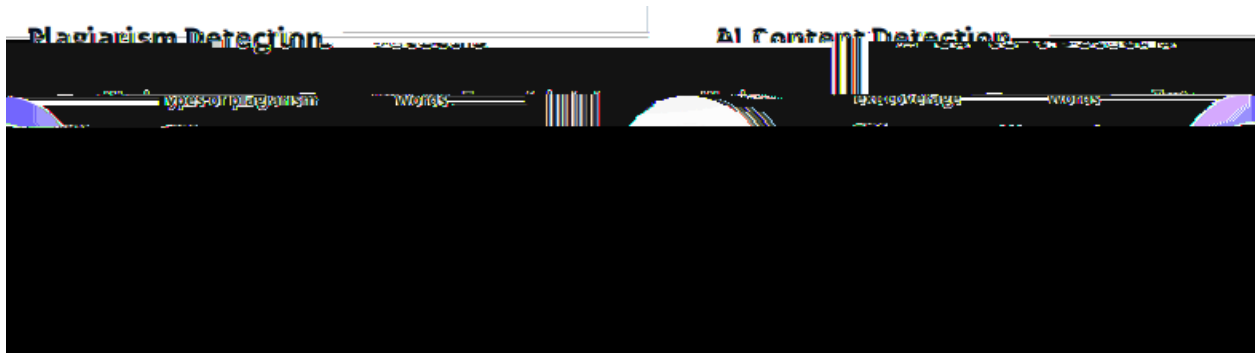
Example 2



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

Example 3

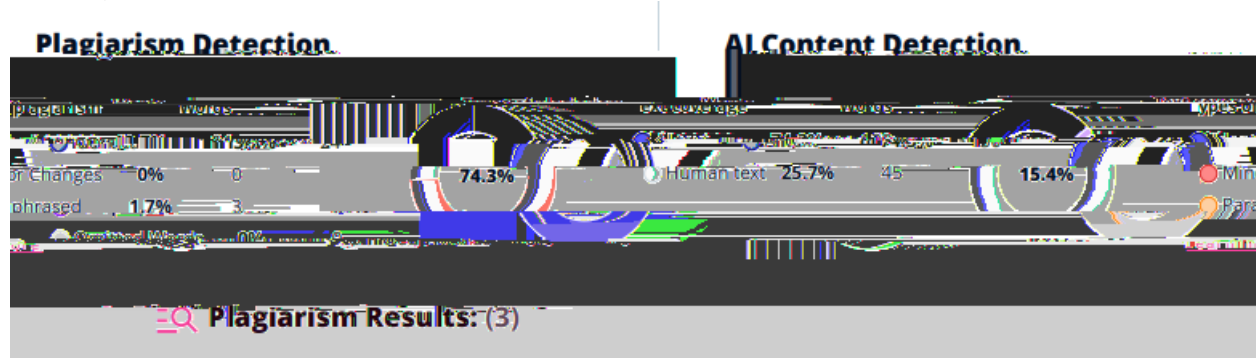
The first time the student completed this assignment, it was plagiarized from 49 sources.



## Plagiarism Report Content

What I think make a great hero is someone who is able to overcome...  
 motivation. There is plenty of bravery. Overcoming others may be one of the hardest parts of being a...  
 I think it's the hardest because a lot of people are blocked from doing something and just quit. Heroes have...  
 many characteristics. They are brave, selfless, and have a strong sense of duty. A hero can be characterized as "someone who has done something that goes beyond the call of duty for the benefit of others. According to researchers, empathy, and compassion for others are key variables that contribute to heroic behavior. People who rush in to help others in the face of danger and adversity do so because they genuinely care about others. A person who can give everything up for other people and not worry about how it would affect them is a hero. In fact, heroes do not do it to be famous or to make a difference. They also need a compassionate heart. Heroes manage to do it by focusing on the needs of others. A hero is a person who can give everything up for other people and not worry about it. To be a hero, you do need to be courageous to make differences, but you also need a compassionate heart. A hero must exhibit traits of self-sacrifice. Heroes are fearless at times when the challenges seem impossible. They are everyday people doing extraordinary things. Despite their flaws, heroes make the world a better place to live in. They have the power to inspire others. A hero is someone who does many things that consider him/her as a good person at heart.

The second time, there was less plagiarism, but the student used AI. The report makes clear what was plagiarized and what was likely AI-produced. The student is required to redo the essay.



### Plagiarism Report Content

Individuals may not always be seen as true heroes, but they take many risks each and every day to make sure...  
 the safety of others are good. Heroes can also be found in fiction, in the characters on books, plays...  
 in the news. This is not to say that this line is clear. It is a matter of perspective. Some people...  
 do not see the actions of everyday people as heroic. Some people see the actions of everyday...  
 people as heroic. Some people see the actions of everyday people as heroic. Some people see the...  
 actions of everyday people as heroic. Some people see the actions of everyday people as heroic.



## 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 4<sup>th</sup> 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.

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(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)