

Kenosha Unified School District No. 1

High School Competency Diploma Option Staff Handbook



Dr. Michele Hancock, Superintendent of Schools

Dear Kenosha Unified School District Staff:

The Kenosha Unified School District is offering a new 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.

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.

In order for students to participate in the KUSD High School Competency Diploma Option, the following criteria must be met:

- This diploma option is available to credit-deficient students who are 17-20 years old who are members of a KUSD cohort group, and have been in a high school cohort for at least four years. A 17 year old student would be eligible if they attended high school for four years.
- Credit deficient students who are age 18 -20 who are members of a KUSD cohort group and have not been in a KUSD high school for at least four years but are age appropriate to have been in a KUSD high school cohort for at least four years may submit an early graduation request form and become eligible to participate in the option.
- Students who are age 17 but not eligible, and whose 18th birthday comes before the next test date, may choose to prepare for this option. Parent/Guardian permission is required.
- Students who choose the KUSD High School Competency Diploma Option may participate in coursework and/or remediation to prepare for the ITED test.
- Students must earn credits in consumer education or economics, health, and government and politics or civics.
- Students must successfully complete an employability skills component.
- Students must successfully complete a writing component either scoring at 4 or higher on the WKCE as 10th graders, or WorkKeys Business Writing, level 3 or higher.
- Students must achieve passing scores at the 4th stanine on all required ITED sub-tests.

This handbook is designed to provide you with information that you can use to guide students through this process. Please contact the Office of School Leadership – High Schools at 262-359-6008 if you would like any of the forms sent to you electronically or if you have questions about the High School Competency Diploma Option.

Thank you.

Dr. Michele Hancock

Superintendent of Schools

**KENOSHA UNIFIED SCHOOL DISTRICT
HIGH SCHOOL COMPETENCY DIPLOMA APPLICATION**

Student Name:	Date of Birth:	Age:
ID #:	Phone Number:	
Street Address:	City, State, Zip:	
Date Student Entered Ninth Grade:	Cohort Graduation Date:	

I certify that the information provided above is true and accurate to my knowledge and understand that if any information is falsified, I will not be eligible to participate in the program or receive a KUSD diploma. Student Signature

Student Signature _____ Date _____

Verification of Completion:

KUSD initials	(initial when completed)	KUSD initials	(initial when verified)		
	Consumer Education/Economics		Cohort year		
	Health		Age		
	Government & Politics		Address		
	Employability Skills:		ID – Copy Attached		
	<input type="checkbox"/> 2 weeks of check stubs received		<input type="checkbox"/> Wisconsin ID or		
	<input type="checkbox"/> Employee evaluation received		<input type="checkbox"/> Driver's License		
	<input type="checkbox"/> Student self-evaluation completed				
	<input type="checkbox"/> Work Readiness Portfolio				
	Writing Component (WKCE or WorkKeys)				
KUSD initials	High School Competency Survey	KUSD initials	Date Received		
	High School Competency Survey - Student Signature Page				
KUSD initials	ITED Tests (initial when passed)	Date Passed	Score	Test Fee Paid	
	Reading Total			Amount	Date Paid
	Spelling				KUSD initials
	Revising Written Materials				
	Math Total				
	Social Studies				
	Science				
	Sources of Information				

When all requirements have been met, please forward *completed* form to the Office of Educational Accountability (OEA). **NOTE: When all criteria have been met and this signed form has been verified by the OEA, schools will receive instructions for graduating students.**

Teacher/Counselor/Designee Signature Date

Summary of Requirements

Eligibility Requirement	Requirements
Students must be 17 - 20 years of age and have been in a KUSD high school cohort for at least four years and credit deficient <i>OR</i> be 18 - 20 years of age and be age appropriate to have been in a KUSD high school cohort for at least four years and credit deficient.	Required
Students must be current residents of KUSD	Required
Writing	WKCE – writing score of 4.0 or WorkKeys-Business Writing score Level 3 or higher
Employability Skills	Six months of successful employment or District Approved Work Readiness Portfolio
Government & Politics*	Credit Attainment
Consumer Education/Economics*	Credit Attainment
Health*	Credit Attainment
Costs – Students (each time testing)	
ITED Scoring Fee	\$6.00
WorkKeys Assessment (Business Writing) and Scoring (Required only if students do not pass the WKCE writing at a level of 4.0)	\$10.00 (paper/pencil)
WorkKeys Curriculum (optional)	\$15.00
Academic Proficiency Level Requirement - ITED (4th Stanine Requirement Unchanged)	
Reading Total	4 th Stanine
Spelling	4 th Stanine
Revising Written Materials	4 th Stanine
Mathematics Total	4 th Stanine
Social Studies	4 th Stanine
Science	4 th Stanine
Sources of Information	4 th Stanine

* For information on independent study opportunities, contact your school

**Sources for Government and Politics,
Consumer Education, Health and
WorkKeys**



Cooperative Educational Service Agency 8

The Portable Assisted Study Sequence (PASS) Program is a nationally recognized program offering secondary students an alternative means of earning full or partial credits. Developed originally by the California Migrant Education Program in the late 1970's to address the educational continuity and credit accrual needs of highly mobile migrant secondary students, PASS is now used in approximately 31 states.

The programs consist of:

1. Self-contained semester courses.
2. Courses designed for independent or semi-independent study.
3. Five units of study per course.
4. Unit test accompanying each unit. (Some units have review tests and some courses have final tests.)
5. Student-parent-teacher contract of study and on-going student progress report.
6. Courses designed to supplement regular curriculum offerings.
7. Generic concepts and skills designed to meet most requirements of different school districts.

It should be noted that the programs will not meet the needs of all students. To be successful students should have basic reading and writing skills in English as well as the ability and motivation to study "independently."

PASS Price List

Course Title	Student	Teacher Guide
United States Government	\$66.00	\$29.00
Consumer Education	\$55.00	\$29.00
Health Education	\$66.00	\$29.00

For more information, contact CESA 8 at 920-855-2114 or log on to www.cesa8.k12.wi.us



Business Writing

The main requirement of workplace writing is clarity. Employers want their employees' written communications to be direct, grammatically correct, and easy to read. Careless errors may lead the reader to believe there are also errors in the facts, and the writer loses credibility and trustworthiness. *WorkKeys Business Writing* requires standard business English, defined as writing that is direct, courteous, grammatically correct, and not overly casual.

The *WorkKeys Business Writing* test measures the skill individuals use when they write an original response to a work-related situation. Components of the Business Writing skill include sentence structure, mechanics, grammar, word usage, tone and word choice, organization and focus, and development of ideas.

- Format – Business Writing (computer based or paper-pencil)
- Cost: \$10.00 paper-pencil
 - See district test calendar for administration dates for paper-pencil assessment
- Time needed – 30 to 40 minutes
- Test dates will be determined and offered at KUSD high schools with a minimum of 30 days required between tests
- See your school for WorkKeys Business Writing study materials

Business Writing Scoring Guide

Score 5

A paper at this highest level has well-developed ideas elaborated with relevant supporting examples and specific details. The writing shows insight. The organization is smooth and maintains clear and consistent focus from beginning to end. Transitions are varied and effective, creating a seamless flow of ideas. Sentences are varied in length and complexity. Word choice is precise and varied. The style and tone are appropriate for a business setting. Minor and/or infrequent errors in grammar and/or mechanics, if present, do not interfere with communication.

Score 4

A paper 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 paper 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 may be 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 paper 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 construction. Word choice is limited, often repetitive, and sometimes incorrect. The style and tone may be inconsistent with standard business English. Significant errors in grammar and/or mechanics interfere with communication.

Score 1

A paper at this level has little or no development or support. Any development is extremely simple and/or repetitive. No organization is evident. Sentences lack variety, and construction errors seriously impede understanding. Word choice is poor and interferes with communication. The style and tone are inconsistent with standard business English. Errors in grammar and mechanics are frequent, severe, and seriously interfere with communication.

Score 0

Off-topic, offensive or strongly inappropriate language (may include profanity and/or threats), or written in a language other than English. May be blank or too brief to evaluate.

Level 3 Business Writing**Sample Item****Prompt:**

At your office, employees are allowed to skip their morning and/or afternoon breaks to take longer lunch breaks. However, the personnel manager says that employees have been taking too much time on their lunch breaks as a result of this policy. She wants to require all employees to take their morning and afternoon breaks and the standard lunch break. Write a letter to the personnel manager explaining whether or not you are in favor of this proposal and why.

Level 3 Sample Response

I would have to agree with you on the break. The employees should take breaks and 1 lunch break at the normal time. They shouldn't be allowed to combine their breaks. They need to go by the rules like almost every other office buildings. There should be a law about this situation. It shouldn't be allowed. The employees need to learn how to flex their time during their lunch hour and breaks.

The management should start a good law about it. It shouldn't be allowed. The employees will just try to confuse the managers mind to let them have a longer lunch. They need to have 2 small breaks and 1 lunch hour. I think it is really, totally fair. They just need to learn how to manage their time so they can do all they need to.

Your proposal as the manager is what the building needs to make all office buildings fair and equal. All breaks should be taken and only a ½ hour lunch should be taken per work day. The manager is only trying to be fair to the workers. It is totally fair in my opinion. The workers need to follow the guidelines of experienced managers. Managers have more knowledge than employees. Managers are higher up and should have more say so than the employees. But if the employees disobey more than a couple times they should be taken off the job and fired. Not trying to be hersh but that is just my opinion in this situation. Give them a warning or two and maybe they will learn.

Please follow the new proposal its fair to the company. Its a good thing to do, because if they have longer lunches they may be doing something illegal or is just bad for other people. This is an excellent proposal from the manager to have more opinions. I say go with what the manager says.


Why this is a Level 3 response:

- Sentence structures are usually correct (despite a run-on sentence), and some variety and complexity are attempted, but many of the sentences are overly simple and vague. (*Please follow the new proposal its fair to the company... It shouldn't be allowed... It is totally fair in my opinion.*)
- There are some errors in grammar and mechanics, but they do not interfere with communication. Spelling is generally correct. Errors include misspellings of *experienced* and *hersh*, a missing word in *or is just bad*, and missing apostrophes in *managers mind* and *its a good thing*.
- Word choice is generally clear and correct but is repetitive: *There should be a law about this* (1st paragraph). *The management should start a good law about it* (2nd paragraph).
- The tone and style are casual but acceptable for standard business English (*I think it is really, totally fair.*)
- The writing is generally organized, and simple transitions are used (*but* and *not*).
- Ideas are adequately developed but are limited in depth and thoroughness. The idea that the policy is fair and that the manager's decision should be upheld is developed adequately, but there is little depth to the development. Supporting examples and details are relevant, but they are general and repetitive. The fairness issue is mentioned several times.

(Optional) WorkKeys Targets for Instruction

The WorkKeys Targets for Instruction provides curriculum information and strategies that will assist in improving skills to higher levels.

Costs: Writing/Business Writing \$15.00. See the Following Order Form:



Targets for Instruction Order Form

The *Targets for Instruction* are available on CD format, in an easy-to-use format that focuses on instructional strategies to help build curriculum and training programs and includes new examples and updated resources. Additional information about WorkKeys can be found on our website at www.workkeys.com.

Skill Area – CD Format (Text Only)	Price Each	Quantity	Total
Applied Mathematics (041 140 070)	\$15.00		
Applied Technology (041 142 070)	\$15.00		
Locating Information (041 139 070)	\$15.00		
Reading for Information (041 141 070)	\$15.00		
Listening (041 136 04A)	\$15.00		
Observation (041 136 04B)	\$15.00		
Teamwork (041 189 06P)	\$15.00		
Writing/Business Writing (041 136 04C)	\$15.00		
		Subtotal	
		CA, NC, SD, IN, & IA residents add sales tax	
		TOTAL	

Write clearly and accurately to avoid delay of shipment.

Ship to:	Bill to (complete if different from shipping address):
Name	Name
Title	Title
Institution	Institution
Street Address	Mailing Address
City State ZIP	City State ZIP
E-mail	E-mail
Phone Fax	Phone Fax


PAYMENT METHOD:

Payment Enclosed Purchase Order Number _____
 Charge to my organization credit card: MasterCard VISA
 Account # _____ Exp. Date: ____ - ____ - ____
 Cardholder Name _____ Authorized Signature _____
(Print as it appears on the credit card)

Fax: 319/337-1467
Attn: ACT WorkKeys

Mail: ACT WorkKeys Customer Services (70)
2727 Scott Blvd., P.O. Box 1008
Iowa City, IA 52243-1008

Phone: 319/337-1875



9964
041 138 060

Optional Win Instruction Solution

WIN (Worldwide Interactive Network) provides a self-study course for improving WorkKeys scores. Cost: \$9.95. See the following order form.

WIN COURSEWARE ORDER FORM



WIN
W-WIN.COM

**THE WIN COURSEWARE
IS AVAILABLE ONLINE!**

Special Edition For Teacher Assistants	
Reading for Information - Levels 1-7	
Writing - Levels 1-5	
Applied Mathematics - Levels 1-7	\$50.00
Per-Seat Access	
Single user online access to all 10 skill areas for one full year.	\$60.00
Single Skill Access	
Single user online access to an individual skill area for one full year.	\$20.00
Minimum System Requirements for the WIN Courseware Online:	
<ul style="list-style-type: none"> • Microsoft Windows 98 or newer • 486/66 MHz (Intel Pentium® or compatible recommended) • Monitor that supports at least 8-bit color at 800x600 resolution • 32 MB of free RAM • Sound Card and Speakers • Internet Explorer 5.0 or higher • <i>* Please call for Macintosh system requirements</i> 	

For more information on available WIN Courseware Online products contact WIN

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1 WHAT I'D LIKE TO ORDER:			
ITEM	QTY.	UNIT PRICE	TOTAL
Teacher Assistant		\$50.00	
Per-Seat Access		\$60.00	
Single Skill Access		\$20.00	
WORKBOOKS:			
Listening - Level 1		\$12.95	
Listening - Level 2		***	
Listening - Level 3		***	
Listening - Level 4		***	
Listening - Level 5		***	
Listening CD (includes All levels)		\$19.95	
Observation - Level 1		\$12.95	
Observation - Level 2		***	
Observation - Level 3		***	
Observation - Level 4		***	
Observation - Level 5		***	
Observation - Level 6		***	
Observation Video (includes All levels)		\$24.95	
Reading for Information - Level 1		\$12.95	
Reading for Information - Level 2		***	
Reading for Information - Level 3		***	
Reading for Information - Level 4		***	
Reading for Information - Level 5		***	
Reading for Information - Level 6		***	
Reading for Information - Level 7		***	
Writing - Level 1		\$12.95	
Writing - Level 2		***	
Writing - Level 3		***	
Writing - Level 4		***	
Writing - Level 5		***	
* Applied Mathematics - Level 1		\$12.95	
* Applied Mathematics - Level 2		***	
Applied Mathematics - Level 3		***	
Applied Mathematics - Level 4		***	
Applied Mathematics - Level 5		***	
Applied Mathematics - Level 6		***	
Applied Mathematics - Level 7		***	
* Applied Technology - Level 1		\$12.95	
* Applied Technology - Level 2		***	
Applied Technology - Level 3		***	
Applied Technology - Level 4		***	
Applied Technology - Level 5		***	
Applied Technology - Level 6		***	
* Locating Information - Level 1		\$12.95	
* Locating Information - Level 2		***	
Locating Information - Level 3		***	
Locating Information - Level 4		***	
Locating Information - Level 5		***	
Locating Information - Level 6		***	
* Teamwork - Level 1		\$12.95	
* Teamwork - Level 2		***	
Teamwork - Level 3		***	
Teamwork - Level 4		***	
Teamwork - Level 5		***	
Teamwork - Level 6		***	
* Pre-WorkKeys Levels			
		SUBTOTAL	
		SALES TAX 9.5% (for TN and NC residents only)	
		S&H: See Chart on Page 2	
		Total Amount	

WIN COURSEWARE ORDER FORM

2 BILLING AND SHIPPING INFORMATION

BILLING INFORMATION

COMPANY _____

 ATTENTION _____

 ADDRESS _____

 CITY,STATE/ZIP _____

 TELEPHONE/E-MAIL ADDRESS _____

SHIPPING INFORMATION

COMPANY _____

 ATTENTION _____

 ADDRESS _____

 CITY,STATE/ZIP _____

 TELEPHONE _____

3 PAYMENT METHOD

P.O. # _____
 Check Enclosed
 Please charge to:
 Mastercard
 Visa
 American Express
 Discover

NAME ON CARD _____

 CARDHOLDER SIGNATURE _____

 ACCOUNT # _____

 EXPIRATION DATE _____ SECURITY CODE _____

4 MAIL OR FAX COMPLETED FORM

Worldwide Interactive Network
 1000 Waterford Place
 Kingston, TN. 37763

Toll Free 1-888-717-9461
 Tel: 865-717-3333
 FAX 865-717-9461
 E-Mail: Info@W-Win.com

VISIT OUR WEB SITE AT:
WWW.W-WIN.COM

WIN SHIPPING CHART	
Order Total	Shipping Charge
\$0.1- \$64.75	\$6.25
\$64.76- \$129.50	\$12.50
\$129.51- \$259.00	\$25.00
\$259.01- \$388.50	\$37.50
\$388.51- \$518.00	\$50.00
\$518.01- \$647.50	\$62.50

* Amounts \$647.51 and up call 888.717.9461 for shipping cost.
 No shipping applies to online access products.

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Employability

- **For students currently employed with at least 6 months of continuous employment:**
 - Employer completes evaluation form
 - Student completes self-evaluation
 - Student brings in two weeks of pay check stubs

- **For students not currently employed:**
 - Student must have district-approved work readiness portfolio
 - For more information contact your school:
 - Bradford High School 359-6200
 - Hillcrest School 359-7432
 - Indian Trail Academy 359-8700
 - LakeView Tech Academy 359-8155
 - Reuther Central High School 359-6160
 - Tremper High School 359-2200
 - Kenosha eSchool 359-7715
 - Harborside Academy 359-8400

Sample Letter to Employer
(to be printed on school letterhead)

Date

Dear Employer:

One of your employees, _____, is a student in our High School Competency Diploma program at _____ High School. As part of the program requirements, students are to provide proof of at least six months of successful employment, provide check stubs, and write a self-evaluation. We are asking you to complete our enclosed evaluation regarding this student's work for you. Your honest feedback will help the student to improve his/her employability skills, in addition to satisfying the requirements for the High School Competency Diploma Option.

Please return the evaluation by _____ either by fax, (262)____-_____ or in your sealed business letterhead envelope. We appreciate your cooperation in helping this student work toward high school graduation. If you have any questions, please don't hesitate to call _____ at _____.

Sincerely,

Principal/Designee

Enclosure

Employee Evaluation Form

Employee: _____ Company: _____

Job Title: _____

Supervisor (print) _____

Supervisor signature _____ Date: _____

Number of hours in average weekly schedule: _____

Student has worked at this company since: _____ (month/day/year)

Employability Skills Form

Occupational Skills	Very Good	Good	Average	Needs to Improve	Poor
Attends regularly					
Reports on time					
Follows instructions					
Works without constant supervision					
Uses time and materials effectively					
Is able to perform job duties					
Completes assigned work					
Uses tools/materials appropriately					
Works safely and carefully					
Is willing to do the same job repeatedly					
Assumes responsibility					
Accepts criticism/corrections					
Shows initiative					
Gets along with supervisor					
Demonstrates good manners					
Gets along with other workers					
Communicates well with people					
Displays honesty					
Demonstrates appropriate behavior					
Dresses properly for the job					
Maintains good hygiene/grooming					
Keeps work area in order					

Continue on next page

What personal strengths have you observed in this student?

Please list any suggestions that may improve the student's job performance.

Please provide any additional comments.

**Please fax this form to _____ (school) at (262) ____ - ____ to the
attention of _____ (name).**

**If faxing is not possible, have the student return the form to school in your sealed business
letterhead envelope.**

Thank you,

Principal/Designee

Student Self-Evaluation

After your employer evaluation is completed, you may begin your self-evaluation. The employability skills self-evaluation 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 areas in which you could improve
4. Your plans to improve and/or maintain your job performance

Use your employer's evaluation of you as a starting point for discussing your strengths and weaknesses. Include a topic sentence, several supporting sentences, and a concluding sentence in each paragraph. The self-evaluation must be word-processed but you do not need a cover sheet. Be honest!

Questions and Answers

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?

- It is an alternate route to graduation in which a diploma is issued for a small percentage of students who meet all requirements and take and pass the Iowa Tests of Educational Development (ITED).
- With this diploma, graduates can continue their education at the post-secondary level, join the military, or go directly to work. However the diploma may not be accepted by all colleges, trade schools, businesses, apprenticeship programs, or branches of the military.

HOW DO STUDENTS QUALIFY FOR THE KUSD HIGH SCHOOL COMPETENCY DIPLOMA?

- Students must be 17 - 20 years old who are members of a KUSD cohort group, and have been in a high school cohort for four years, and are credit deficient or are 18 – 20 years old, credit deficient, a member of a KUSD cohort group, and age appropriate to be in a high school cohort for at least four years.
- Students must be current residents of the Kenosha Unified School District.
- Students must meet the requirements for the writing and employability components.
- Students must have completed consumer education/economics, health, and government and politics, or comparable courses.
- Students must achieve passing scores at the 4th Stanine on all required ITED sub-tests.

HOW DOES THE PROGRAM WORK?

- Interested students ages 17 and over who are credit deficient will meet with a counselor to determine credit status and feasibility of graduating through credit acquisition. Eligible students will fill out an application form, sign a consent, and be given information regarding the KUSD High School Competency Diploma Option.
- Students will be offered an opportunity to attend school to prepare for the ITED.
- Students who attend school for test-preparation will be subject to all classroom, school, and District rules and policies.
- Eligible students who complete all course requirements and pass the ITED can graduate with the Competency Diploma. Those not satisfying both conditions prior to their twenty-first birthday are ineligible for this Diploma.
- Students receiving the Competency Diploma will be allowed to participate in the Competency Diploma graduation ceremony after their cohort group or age appropriate cohort group has graduated.

WHAT IS REQUIRED OF STUDENTS WHO WISH TO GRADUATE WITH A HIGH SCHOOL COMPETENCY DIPLOMA?

- Eligible students must have on file a signed *KUSD High School Competency Diploma Student Participation Form* and transcript showing that course requirements have been met (health, consumer education/economics, and government and politics).
- Students who did not test at a 4 or higher level in writing on the WKCE as a 10th grader must complete the WorkKeys Business Writing component and pass with a score of “3” or above.
- Students must satisfy the employability skills requirement.
- Eligible students must have paid in full all testing fees required prior to testing.
- Students will take the ITED, which measures knowledge in the areas of reading, spelling, revising written materials, mathematics, social studies, science, and sources of information.
- Students must pass the ITED by achieving a minimum stanine score of four in each of the subject areas. Until their twenty-first birthday, students who fail one or more tests may re-test during each testing cycle.
- ITED candidates shall present at the testing site a valid Wisconsin driver’s license or Wisconsin identification card that includes the applicant's photograph, legal name, birth date, address, and signature.
- The tests are administered in English.
- Students with documented special education needs may be eligible for special testing accommodations.

WHAT IS REQUIRED OF SCHOOL ADMINISTRATORS?

- Students will be fully informed of each diploma's potential value in terms of getting a job, entering post-secondary education, or joining the military.
- Informational fliers/letters will also include the contact information of the student's guidance counselor or principal’s designee, who will provide more detailed information regarding the program.
- Schools will provide opportunities for preparatory work to increase the likelihood of success for students who choose the KUSD High School Competency Diploma Option.
- Principals or their designees will oversee testing accommodations and will monitor student eligibility and identification for this option.
- Principals will provide written notification to students who have not passed the ITED.

WHAT IS THE PARENT'S/GUARDIAN'S ROLE?

- The school district has developed a parent notification letter and a parent signature letter. The parent/guardian signature is required prior to participation by students who are 17.
- Parents/guardians are encouraged to meet with their student’s counselor or teacher to be fully informed about the KUSD High School Competency Diploma Option.

WHEN WILL STUDENTS RECEIVE THE KUSD HIGH SCHOOL COMPETENCY DIPLOMA AND WHAT WILL IT LOOK LIKE?

- Students successfully completing the program will be awarded the KUSD High School Competency Diploma at a Competency Diploma graduation ceremony after their cohort group or age appropriate cohort group has graduated.

- The KUSD High School Competency Diploma will be awarded by the District, rather than a high school.

WHAT PROVISIONS ARE MADE FOR STUDENTS WHO SUCCESSFULLY COMPLETE PROGRAM REQUIREMENTS BUT DO NOT PASS THE ITED THE FIRST TIME?

- Principals are responsible for providing written notification to students who have not passed the ITED.
- Until their twenty-first birthday, students who have not passed all tests will be allowed to retake the tests they failed in accordance with the district test calendar.

WHERE CAN ADDITIONAL INFORMATION ABOUT THE KENOSHA UNIFIED SCHOOL DISTRICT'S HIGH SCHOOL COMPETENCY DIPLOMA BE OBTAINED?

- Information can be obtained through the high school's guidance office or teachers in the KUSD High School Competency Diploma program.

Questions and Answers for Administrators, Teachers, and Counselors

WHAT IS THE KUSD HIGH SCHOOL COMPETENCY DIPLOMA AND WHO CAN PARTICIPATE?

The KUSD High School Competency Diploma is an option for high school students who are credit deficient and unable to achieve a diploma through credit acquisition.

- This diploma option is available to students ages 17 - 20 who are members of a KUSD cohort group, and have been enrolled in a high school for four years ***or*** are 18 – 20 years old, credit deficient, a member of a KUSD cohort group, and age appropriate to be in a high school cohort for at least four years.
- Students who are age 17 but not eligible, and whose 18th birthday comes before the next test date, may choose to prepare for this option. Parent/Guardian permission is required.
- Students who choose the KUSD High School Competency Diploma Option may participate in coursework and/or remediation to prepare for the ITED test.

ARE THERE STUDENTS WHO DO NOT QUALIFY TO CHOOSE THIS OPTION?

Some students will be ineligible to participate in this program:

- Students who are age 17, who will not turn 18 prior to the next test date, must remain in credit-earning programs, unless they have been in a high school cohort group for at least four years.
- Students over the age of 18 who are not part of a KUSD cohort group are not eligible for this option. They should be advised to seek a GED or Adult High School Diploma through Gateway Technical College.

HOW DO STUDENTS EARN A KUSD HIGH SCHOOL COMPETENCY DIPLOMA?

Students must meet several requirements to earn this diploma, including

- credits earned in consumer education or economics, health, and government and politics
- successful completion of an employability skills component,
- successful completion of a writing component for students who did not score at 4 or higher on the WKCE as 10th graders, or WorkKeys Business Writing, level 3 or higher
- passing scores at the 4th stanine on all required ITED sub-tests.

DO COLLEGES AND THE MILITARY ACCEPT THE KUSD HIGH SCHOOL COMPETENCY DIPLOMA?

It is the responsibility of the student to determine whether or not the KUSD High School Competency Diploma will be accepted at colleges and universities, by the military, or by other programs/institutions. Some branches of the military do not accept competency diplomas.

WHAT IS THE PROCEDURE FOR ENTERING A STUDENT INTO THIS COMPETENCY DIPLOMA PROGRAM?

Any student who is interested in this option should

- speak to his/her counselor prior to making a decision to participate in the Competency Diploma program;
- receive complete information regarding the advantages of each type of diploma;
- participate in a review and evaluation of his/her credit history to determine the feasibility of graduating through credit acquisition;
- read and sign the KUSD High School Competency Diploma Student Participation Form and the KUSD High School Competency Diploma Program Application;
- meet with the teacher, counselor or other principal's designee assigned to the program.

NOTE: Parents/Guardians of students 17 years of age must be involved in this decision and must read and sign the Parent/Guardian Consent.

WHAT ARE THE DETERMINING FACTORS FOR COUNSELORS AND ADMINISTRATORS IN HELPING STUDENTS TO CHOOSE THE KUSD HIGH SCHOOL COMPETENCY DIPLOMA OPTION OR REMAIN IN A CREDIT-EARNING PROGRAM?

Students who can achieve the required credits to graduate with their cohort group should remain in credit programs. Options for students who are credit deficient include summer school, Accelerated Independent Study (AIS), and after-school credit completion. Students over the age of 17 who are credit deficient may be advised to participate.

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

Date

Dear Parent/Guardian of Eligible Student:

The Kenosha Unified School District (KUSD) has developed requirements for the issuance of a KUSD High School Competency Diploma for eligible students. Your son/daughter is eligible for this option since he/she (1) credit deficient, (2) is 17 - 20 years old and has been enrolled in a KUSD high school cohort group for at least four years or is 18-20 years old and age appropriate to be enrolled in a KUSD cohort group for at least four years, (3) is a resident of the Kenosha Unified School District, and (4) is a member of a District cohort group.

To pursue this diploma option, your child must complete an employability skills requirement and a writing component; must have earned credit in the following courses: consumer education/economics, health, and government and politics; and must pass all sections of the ITED test with a score at the 4th Stanine or above.

Upon meeting these requirements, he/she will graduate with a KUSD High School Competency Diploma and be allowed to participate in the Competency Diploma Graduation Ceremony.

Please note that the KUSD High School Competency Diploma may not be acceptable for entry into all institutions of higher education or all branches of the military. You should also understand that some apprenticeship programs may not accept a Competency Diploma. **It is the responsibility of the student to determine whether or not his/her future plans will be affected by choosing the Competency Diploma Option.**

If you wish to discuss this matter either on the telephone or in person, please contact me or your child's counselor.

Thank you for your continued support in your child's education.

Sincerely,

Principal's Signature

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:

- I must be a current resident of the Kenosha Unified School District;
- I must be credit deficient;
- I must be 17 – 20 years old;
- I must be a member of a KUSD cohort group and enrolled in high school for at least four years or 18 – 20 years old and be age appropriate to be a member of a KUSD cohort group for at least four years;
- I must pass all sections of the ITED at the 4th stanine or above and meet all other requirements prior to my twenty-first birthday;
- 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;
- it is my responsibility to determine whether or not the KUSD High School Competency Diploma will be accepted at colleges and universities, by the military, or by other programs/institutions;
- if I pass the ITED Test and meet all other requirements, I will be allowed to participate in the KUSD Competency Graduation Ceremony;
- 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)

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)
regarding the KUSD High School Competency Diploma and grant my/our permission for

_____ to participate in this option.
(print name of son/daughter)

I/We understand that our son/daughter

- must be a current resident of the Kenosha Unified School District;
- must be credit deficient;
- must be at least 17 years old;
- must be a member of a KUSD cohort group and enrolled in high school for at least four years;
- must pass all sections of the ITED at the 4th stanine or above and meet all other requirements prior to his/her twenty-first birthday;
- must understand that 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;
- must understand it is his/her responsibility to determine whether or not the KUSD High School Competency Diploma will be accepted at colleges and universities, by the military, or by other programs/institutions;
- must understand if he/she passes the ITED Test and meets all other requirements, he/she will be allowed to participate in the KUSD Competency Graduation Ceremony;
- must understand he/she is subject to all school rules and School Board policies while on school property and that failure to follow rules and procedures may result in his/her dismissal from the program.

(parent/guardian signature and date)

(phone number)

The Kenosha Unified School District No. 1 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 Executive Director of Human Resources (262-359-6333) answers questions concerning staff discrimination.