

Spring 2021
KCKPS 21 Credit Non-Traditional Graduation Pathway
Application Packet

OVERVIEW

KCKPS 21- Credit Non-Traditional Graduation Pathway

KCKPS Board Policy - Graduation Requirements

- Board requires graduation candidates to earn 25 credits
- “Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis”:
 - At least 17 years old
 - In Foster Care/State Custody anytime on or after 14th birthday
 - Has achieved the state minimum requirements of 21 credits
- Other extenuating circumstances/situations:
 - Adult learner whose 4 year cohort has graduated, or
 - Attending an alternative school or program (i.e. this could be school based credit recovery)
 - Experience high mobility
 - Teen pregnancy
 - Long term illness
 - Other hardships

KCKPS 21-Credit Non-Traditional Graduation Pathway

- Purpose - Expand non-traditional pathways toward graduation and a Diploma + endorsement for students that have experienced significant hardships that make it unlikely they will complete the Board established 25 credits. This pathway is for students graduating with their cohort.
- Rationale: Creating a 21-credit, non-traditional graduation pathway will help prevent students who have experienced significant hardships, from leaving school and re-engage them in a process that develops a plan for post-secondary success.

COVER SHEET
KCKPS 21-Credit Non-Traditional Diploma Program

Student Name		Date
DOB	Age	SPED yes no
School		Traditional Grad Year
Counselor Name		Counselor Phone #
Parent or Guardian Name		
Phone #	Address	

Checklist of Tasks Completed (All items must be completed prior to submission to Review Committee for review.)

- ☐ Cover Sheet
- ☐ Agreement Form
- ☐ Student Statement of Extenuating Circumstances
- ☐ Statement of Extenuating Circumstances Rubric signed by school staff
- ☐ Letter of Support (Parent and/or Significant Adult)
- ☐ Graduation Plan/Credit Check (Counselor)
- ☐ Post Secondary Plan with identification of post secondary support (Student and Counselor)

AGREEMENT FORM

KCKPS 21-Credit Non-Traditional Diploma Program

Due to extenuating circumstances, the student named on this form is asking to be accepted into the Kansas City Kansas Public Schools 21-Credit Non Traditional Diploma Program. To be accepted, the student and parent/guardian (if student is under the age of 18 years) must understand and agree to all of the following conditions:

- ☐ I have discussed with my high school counselor how a reduced credit diploma may impact my post-secondary options.
- ☐ I understand that I may be eligible to attend a college if I successfully complete all the requirements of the 21-Credit Non-Traditional Diploma Program and meet the entrance requirements of the postsecondary institution I want to attend. I have reviewed those requirements with my counselor in creating this education plan.
- ☐ I understand that successful completion of the 21-Credit Non Traditional Diploma Program may not qualify me for acceptance into a Kansas 4-year Regents institution. I have reviewed the Kansas qualified admission requirements
- ☐ I understand I will need the following credits to complete this program:
 - 4 units of English
 - 3 units of Social Studies (to include World Hist., US Hist., US Gov, including the Constitution of the United States; concepts of economics and geography)
 - 3 units of Science (to include Biology, and Physical Science or Chemistry)
 - 3 units of Math (to include Algebraic and Geometric concepts)
 - 1 unit of Physical Education
 - 1 unit of Fine Arts
 - 6 units of elective courses

21 Total Units of Credit
- ☐ My parent(s)/guardian and I have made a written plan with my counselor and it has been submitted and reviewed by the School Principal and Review Committee for approval.

My plan includes:

- Cover Sheet
 - Student Statement of Extenuating Circumstances (Must be edited by and signed off on by a school staff: teacher, counselor, admin. etc.)
 - Letter of Support (Parent and/or Significant Adult)
 - Graduation Plan/Credit Check (Counselor)
 - Post Secondary Plan with identification of post secondary support (Student and Counselor)
- ☐ I understand that regular school attendance is expected to meet the requirements of the 21-Credit Non-Traditional Diploma Program.

- ☐ I understand that I need final approval By signature on this form for my 21-Credit Non-Traditional Diploma Program request from the School Principal and Review Committee.
- ☐ I understand I cannot graduate prior to conclusion of my seventh semester in high school.
- ☐ I understand that at any time before I graduate I can exit the 21-Credit Non-Traditional Program and pursue the 25 credit Kansas City Kansas Public Schools diploma. My counselor has explained to me the time frames for which a 25-Credit diploma must be completed as it applies to my personal circumstances.

Student's Printed Signature

Date

Student's Signature

Date

Additionally, the student's Parent or Guardian, the School Counselor, the student's and the Principal must understand these conditions and agree to allow and/or accept the student into the 21-Credit Diploma Program.

Parent/Guardian's Signature

Date

Counselor's Signature

Date

Principal's Signature

Date

Review Committee Representative Signature

Date

STUDENT STATEMENT OF EXTENUATING CIRCUMSTANCES

KCKPS 21-Credit Non-Traditional Diploma

Please write a statement about your situation. It is best to provide details, as this will help the Review Committee understand what about your situation qualifies you to be approved for the KCKPS 21-Credit Non-Traditional Diploma.

After you have finished your rough draft you MUST have it edited by a school staff member, this could be a teacher, counselor, dean, etc. The staff editor must print and sign the Statement of Extenuating Circumstances rubric (found on the next page).

Your statement must include the following:

1st Paragraph: What *out of the ordinary* event or situation caused you to fall behind in school? This could be, but is not limited to:

A serious physical or behavioral health illness of you or a family member, a pregnancy, a need to work to help with family expenses, a death in the family, lack of transportation to and from school, homelessness, a fire in home, time in JDC, or any other event or situation that caused you to fall behind.

2nd Paragraph: Please state: When this event or situation started *and* when it ended *or* if it still is going on.

Example:

1. Our house burned down July 14, 2018 before my sophomore year.
2. We were not able to move into permanent housing until December 28, 2018.

3rd Paragraph: Please state how this event or situation impacted your ability to keep up with school.
Please be specific and provide details.

I missed 32 days of school the first semester of my sophomore year because we were living with family and friends. We stayed at 7 different places. Sometimes we lived far away from school and I couldn't always get someone to take me to school. When I missed classes I didn't understand what the teacher was talking about when I returned to class. I wasn't always at school the days assignments were due, so I got less credit for handing assignments in late or no credit because I never handed in the assignment. When I realized I was so far behind that I couldn't pass any classes, I just gave up and quit coming to school. I didn't try anymore.

(The detail in the above paragraph will present your case much better than: After the fire I didn't go to school much because I didn't have a way to get there.)

4th Paragraph: Please state if this event or situation has or hasn't changed.

For example:

Over Winter Break we found a permanent place to live. We live by ourselves and I share my room with my two siblings. I am no longer sleeping on a couch in the living room where I would wake up every time someone came in our out of the house. As a result of having permanent housing, I could get to and from school every day. I could focus on my school work because I wasn't worrying about where we were going to live. I could get my assignments done because it is quiet at our new place – there aren't so many people in the house to distract me. I was able to hand in most of my assignments. Being at school and handing in my work made a big difference. I started getting passing grades.

5th Paragraph: Please state how things are different now and why you are able to effectively focus on your school work.

For example:

As a result of having permanent housing, I could get to and from school every day. I could focus on my school work because I wasn't worrying about where we were going to live. I could get my assignments done because it is quiet at our new place – there aren't so many people in the house to distract me. I was able to hand in most of my assignments. Being at school and handing in my work made a big difference. I started getting passing grades.

There must be a specific plan. It *cannot* be: "I am going to do better".

6th Paragraph: Who can support you?

For example:

My counselor says I can check in with her once a week (the best day is Monday morning at 10:30 am) and if I am falling behind, we can work together to come up with new strategies to help me. I check in with my probation officer every two weeks and he encourages me. He says I can call him anytime if I start feeling discouraged. I have a hard time with math and my friend's mother says she will help me every Wednesday evening between 7pm and 9 pm - when she gets off work.

Final Summarizing Statement.

Please state why it is important to you to earn a high school diploma. For example:

Having a high school diploma is one of the requirements for being in the military. I want to be in the army like my cousin. I am committed to being the first person in my family to graduate from college – without a high school diploma I cannot apply to college. I want my baby to graduate from high school, so I have to show her that she can do it because I did it.

STUDENT STATEMENT OF EXTENUATING CIRCUMSTANCES RUBRIC

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PURPOSE	The statement <u>successfully meets</u> the informational requirements outlined in the Student Statement instructions.	The statement <u>mostly meets</u> the informational requirements outlined in the Student Statement instructions.	The statement is <u>missing significant</u> informational requirements outlined in the Student Statement instructions.	The statement does not fulfill the requirements outlined in the Student Statement instructions.
CLARITY/ ORGANIZATION	The statement clearly outlines and communicates the students extenuating circumstances in an organized fashion that is easy to follow.	The statement outlines and communicates the students extenuating circumstances in a relatively organized fashion that is mostly easy to follow.	The statement lacks certain clarity and organization, making the students reasoning and purpose hard to determine and follow at times.	Consistent lack of clarity and organization in the piece make it near impossible for the reader to understand.
SPELLING AND GRAMMAR	The statement reflects grade level expectations regarding spelling, capitalization, punctuation, etc.	The statement mostly reflects grade level expectations regarding spelling, capitalization, punctuation, etc. Any errors distract little from the overall piece.	The statement lacks significant grade level expectations regarding spelling, capitalization, punctuation, etc. Errors distract from the overall piece.	Consistent and significant errors in spelling, capitalization and punctuation make the statement ineffective.

I _____ (editor), assisted _____ (student) with editing and revising their Extenuating Circumstances Statement. I have determined that their final product scores at least a 3 in each of the categories outlined in this rubric.

Editor Signature

Editor Position

LETTER OF SUPPORT GUIDELINES

KCKPS 21-Credit Non-Traditional Diploma

For students under the age of 18, this letter is written by a parent or guardian. If a student is 18 years or older, the letter may be written by either a parent, guardian, friend of the family, teacher or an adult involved in the student's life.

The KCKPS 21-Credit Non-traditional Diploma allows a student to earn a high school diploma from the school the student currently attends. This is done by meeting the Kansas State Department of Education 21-credit diploma requirements in lieu of the Kansas City Kansas Public Schools 25-credit diploma requirements.

Please write a letter stating why you believe this student is a good candidate to be accepted into the 21-Credit In School Program.

It is best to be specific and detailed about the characteristics/traits of the student that you believe will help the student be successful. Below is basic information needed by the Review Committee to make their decision. Additional supporting information may also be included.

1. Date letter is written.
2. Your name (printed).
3. Your relationship to the student.
4. Identify how long you have known the student and how often you have, or have had, contact with the student.
5. From the knowledge you have, explain the event or situation that contributed to the student falling behind in school.
6. Explain how *circumstances* have changed and how the change(s) will help the student be successful in school.
7. Explain how the *student* has changed and how the change(s) will help the student to be successful in school.
8. If the event or situation has not changed, explain how you believe the student will deal with the event or situation differently so the student will be successful in school.
9. State why you believe this student should be given the opportunity to be in the KCKPS 21-Credit Non-Traditional Diploma Program.
10. Please sign the letter.

GRADUATION PLAN/CREDIT AUDIT
KCKPS 21-Credit Non-Traditional Diploma Program

Counselors, please use the form(s) used at your school.

Post Secondary Plan
21-Credit Non-Traditional Program
(Use as many pages as needed to fully detail plan)

Student Name:		Graduation Year:	
School:			
Goal:			
Task:	Person responsible for completing task:	Person(s) Involved/Support:	Time frame of when task will be completed:

