

Kenosha Unified School District

High School Competency Diploma Option

Student Handbook



Dr. Jeffrey Weiss, Superintendent of Schools



High School Communication/Information/Attendance

High School Name

Date of Birth:

Age:

Student Number:

Phone Number:

Student Name:

Street Address:

Date Student Entered Ninth Grade:

Cohort Graduation Date

Verification of Completion

Signature

Summary of Requirements



Sources for WorkKeys and



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 writer loses credibility and trustworthiness.

The Business Writing assessment measures the skill used when writing 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.

Number of items: 1 prompt

Method of delivery: Online

Test length: 30 minutes

Cost: \$21.00

Test dates will be determined and offered at KUSD high schools with a minimum of 30 days required between tests

- See [district assessment calendar](#) for administration dates for assessment

What the Business Writing Assessment Measures

There are five skill levels. Level 1 is the least complex, and Level 5 is the most complex. At each new level, individuals need to demonstrate more competency than they do at the previous levels. For example, Level 3 builds upon the skills used at Levels 1 and 2. With the increased skill required at each level, the writing that individuals produce communicates more clearly and smoothly as they move to Level 5. At the same time, errors become less frequent and less serious.

In all cases, examinees read a written prompt and then write their response. Examinees with extremely limited reading skills may be unable to produce a response that is sufficiently on topic to receive a valid Business Writing score.

Business Writing Scoring Guide

Level scores are used in matching job criteria.

Score 5

A writing 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 writing at this level

Edgenuity Writing Competency

Edgenuity Writing Competency (Course # 900501) is a non-credit-bearing course that has been granted conditional approval to satisfy the HSDO Writing Proficiency requirement.

The customized course consists of three complete lessons, each containing tutorial videos, activities, parts of the writing process, and an end of lesson essay. The writing portions of the lessons include a plagiarism/artificial intelligence (AI) checker and will be issued a “suggested score” upon submission. Teachers must review both the Suggested Score and the Academic Integrity Report before determining a course grade.

To satisfy the HSDO writing proficiency requirement, students must complete all lessons, be academically honest with their writing, and earn a score of 70% or higher on the assessments as well as a suggested score of 70% or higher on the essays. If a suggested score of 70% is not obtained, the student shall work with the teacher to learn how to improve their writing before submitting a new draft.

Employability

For students currently employed with at least 6 months of continuous employment:

- 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
Harborside	359-8400
Hillcrest	359-6118
Indian Trail HS & Academy	359-8700
Kenosha eSchool	359-7715
LakeView Tech Academy	359-8155
Reuther Central High School	359-6160
Tremper High School	359-2200

ACT WorkKeys Resources:

- **ACT WorkKeys Administration Website**
<https://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/administration.html>
- **ACT WorkKeys Business Writing Website**
<https://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/business-writing.html>

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 for Students and Parents

The Kenosha Unified School District (KUSD) is offering a program designed to provide another

WHAT IS REQUIRED OF STUDENTS WHO WISH TO TAKE THE IOWA ASSESSMENTS?

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 (consumer education/economics, health, and government and politics).

Students must successfully complete the U.S. Civics Exam (min. score of 65/100).

KUSD High School Competency Diploma

Student Participation Form

I

(print student name) have read the

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)
for participation in 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 as verified by their counselor.
must be 17-20 years old; and have been in a high school cohort group for more than three
years