

# **Kenosha Unified School District**

## **High School Competency Diploma Option**

### **Student Handbook**



**Dr. Jeffrey Weiss, Superintendent of Schools**



High School Commencement

High School Name:

High School Name:

Date of Birth:

Age:

Student Number:

Phone Number:

Student Name:

City/State/Zip:

City/State/Zip:

Date:

Date Student Entered Ninth Grade:

Cohort Graduation D

Verification of Completion:

Parent/Teacher

## 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

**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