

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

www.henderson.kyschools.us



To: Mrs. Lisa Baird
Mr. Wesley Smith
Dr. Sally Sugg
Mr. Michael Waller
Mrs. Tracey Williams

From: Mrs. Marganna Stanley

Date: August 20, 2018

Re: Essential Workplace Programs Policy

The attached policy 08.1341 - Essential Workplace Programs was approved at the July board meeting. In this policy it states:

By January 1, 2019 and every two (2) years thereafter, the Board shall collaborate with the local workforce investment board, in conjunction with local economic development organizations and other economic, workforce, or industry organizations the workforce investment board deems necessary, to establish essential workplace ethics indicators for middle and high school students that are aligned with the characteristics listed above.

A committee will be established to review our current Work Ethic Seal program and revise the pieces needed to be in compliance. Our committee structure should include a member of Kyndle, a board member, industry and school staff. The current Work Ethic Seal criteria is also attached.

Essential Workplace Programs**INDICATORS**

Beginning with the 2019-2020 school year, the District shall implement essential workplace ethics programs that promote characteristics that are critical to success in the workplace. Each student in elementary, middle, and high school shall receive essential workplace ethics instruction that includes but is not limited to the following characteristics:

- a) Adaptability, including an openness to learning and problem solving, an ability to embrace new ways of doing things, and a capability for critical thinking;
- b) Diligence, including seeing a task through to completion;
- c) Initiative, including taking appropriate action when needed without waiting for direct instruction;
- d) Knowledge, including exhibiting an understanding of work-related information, the ability to apply that understanding to a job, and effectively explain the concepts to colleagues in reading, writing, mathematics, science, and technology as required by the job;
- e) Reliability, including showing up on time, wearing appropriate attire, self-control, motivation, and ethical behavior;
- f) Remaining drug free; and
- g) Working well with others, including effective communication skills, respect for different points of view and diversity of coworkers, the ability to cooperate and collaborate, enthusiasm, and the ability to provide appropriate leadership to or support for colleagues.

The District shall use these characteristics when creating or choosing an existing program. By January 1, 2019 and every two (2) years thereafter, the Board shall collaborate with the local workforce investment board, in conjunction with local economic development organizations and other economic, workforce, or industry organizations the workforce investment board deems necessary, to establish essential workplace ethics indicators for middle and high school students that are aligned with the characteristics listed above.

ATTAINMENT

The Board shall design and adopt a diploma seal, certificate, card, or other identifiable symbol to award students deemed as having minimally demonstrated attainment of the Board's essential workplace ethics indicators.

REPORTING REQUIREMENT

By September 1, 2019, and every two (2) years thereafter, the Superintendent shall provide a report to the Commissioner of Education, in a format specified by the Commissioner, describing the District's essential work ethics programs and their implementation at each school.

REFERENCE:

[KRS 158.1413](#)

Adopted/Amended: 7/16/2018

Order #: 6

Graduation Requirements

English 1	English 2	English 3	English 4
Math	Math	Math	Math
Integrated Physical Science	Biology	Chemistry	
World Civilization	American Studies	U.S. History	
Health (.5 credit)	P.E. (.5 credit)	Computer Applications	Arts & Humanities

ELECTIVES

* Advanced level or AP level may be taken for all core requirements

Pre-College Diploma (27 credits)

- Must complete all requirements listed above
- Must complete 2 credits of a foreign language
- Must complete 4 science credits

the soft skills curriculum taught at the high school. This award includes a special chord at graduation and certificate to accompany the diploma.

Western KY Work Seal

Students earning the Work Ethic Seal will have an advantage when seeking future employment, particularly in the Western KY area. This is intended to provide new and existing employers with a large work-ready pool of applicants from our area who are seeking applicants with soft skills and a strong work ethic. Businesses and Industry have agreed to grant qualified students an interview when job openings occur. Criteria include a minimum attendance standard of no more than 2 unexcused tardies or absences in the senior year; a minimum GPA of 2.0 or above; zero safe schools violations; participation in two or more activities beyond the classroom and have successfully passed

