

# Henderson County Schools

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TO: Lisa Baird, Mike Waller, Tracey Williams, Sally Sugg, and Wes Smith

FROM: Marganna Stanley

DATE: October 17, 2018

RE: Essential Workplace Ethics Program

Attached you will find Policy 08.1341 - Essential Workplace Programs that was approved by the Board on July 16, 2018. An initial meeting with GRADD happened in September and a follow-up to their workforce investment board is planned in November.

In response to the requirements to the board policy, attached is the Henderson County Schools Essential Workplace Ethics Program document for your approval.

**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

## **Henderson County Schools**

### **Essential Workplace Ethics Program**

Henderson County Schools embraces workplace ready characteristics that are critical in our students' success once they enter the workforce. We are committed to providing students with skills which will allow them a smooth transition between high school and the workplace, college, technical school, or military.

Henderson County Schools has many programs in place to demonstrate compliance with KRS 158.1413. Henderson County is a Work Ready Community with aligned partnerships between Kyndle (economic development/Chamber of Commerce) and the public school system. Our local businesses and industries provide co-op and internship opportunities for over 195 of our students. These students are receiving a salary and high school credit at the same time. In one work week these students collectively earn \$5,435. An additional 73 students participate in school-based enterprise. These students have created an entrepreneurial business during the school day (i.e. auto tech, the MarketPlace, Colonel's Kitchen, Launch [graphic design], etc.). These opportunities provide real life, hands-on experiences for our students in the workplace.

Junior Achievement is a program that is prevalent throughout Henderson County Schools with an emphasis in kindergarten, grade 3, grade 8, and grade 11. Specific skills that are taught include: adaptability, economic exchange, money-management, personal branding, high-demand careers, and the importance of self-initiation. Junior Achievement impacts 1,214 students on an annual basis through 57 classroom programs taught by local volunteers.

In 2017 the Henderson County Board of Education approved a policy for student random drug screening. We take a firm stance on the importance of being healthy and drug-free. Additionally, all 5<sup>th</sup> grade students, through a partnership with the Henderson Police Department, participate in a 16-week D.A.R.E. (Drug Abuse Resistance Education) program. Healthy lifestyles and good decision making

skills are taught in our physical education and health classes as well as through our guidance curriculum.

Our elementary schools use the Second Step curriculum to teach life skills such as collaboration, problem solving, grit, critical thinking, and good decision making. North Middle School uses the Olweus (anti-bullying) curriculum and South Middle School uses Ron Clark "Essential 10" strategies and Courage to Care, which focuses on civility. Both programs are focused on teaching students critical thinking skills, ethical behavior, openness to others, anti-bullying, communication, and self-control. The Leader in Me philosophy is an integral part of six of our eight elementary schools. Strong leadership, communication skills, reliability, prioritizing, collaboration and conflict resolution are skills taught and embedded in practice throughout the school year.

Additionally, we have received a grant to incorporate the Botvin Life Skills Training curriculum at both middle schools (grades 6-8). Lessons address self-image; decision making; smoking/alcohol/drugs; violence/media/advertising; coping with anxiety/anger; resolving conflict; communication skills; social skills; and assertiveness.

Henderson County High School developed a Work Ethic Seal in 2016 to promote a strong work ethic and demonstrate the importance of essential skills for all students. To receive this seal on a diploma/transcript and a cord for graduation, a student must:

1. Have no more than 2 unexcused absences or tardies in their senior year;
2. Have a minimum cumulative GPA of 2.0 or above;
3. Have zero safe school violations;
4. Participate in two or more activities beyond the classroom (JROTC, part-time job, athletics, clubs, band, choir, etc.); and
5. Have successfully passed the soft skills curriculum taught at the high school.

Rotary Colonels to College (RC2C) is a tremendous asset in our community built between community partners, Henderson Rotary Club, and Henderson County

Schools that allows all seniors the opportunity to attend college for two years at our local community college.

Work Based Transition Program allows exceptional students with an Individual Education Plan (IEP) a smoother transition between school and work. HCS has two Employment Specialists who are trained by the Office of Vocational Rehabilitation to provide service to students with career pathway choices and on-the-job training in the community.

In the spring of 2018, students, parents, business owners, community members, and school staff organized several forums to discuss and establish what a profile of a graduate should like in Henderson County Schools for 2019 and beyond. Our outcome identified 5 world-class skills all students, preschool through grade 12, will be able to develop and master. This effort is called HCS+ Building a Better Graduate. The five world-class skills are collaboration, communication, critical thinking, innovation, and initiative. Each skill is defined and has an age-appropriate student rubric. This allows students to know and understand how they are performing and progressing with the five skills throughout preschool, elementary, middle, and high school.

In the summer of 2018, all 13 of our media centers started a transformation to become literacy driven with STEM (Science/Technology/Engineering/Math) or STEAM (Science/Technology/Engineering/Arts/Math) labs. Robotics, engineering, coding, and green space will allow all students to practice our Building a Better Graduate world-class skills on a daily basis.

Henderson County Schools embraces the importance of having students prepared for their transition after graduation. Essential, world-class skills are taught throughout their academic career. We also know that our strong partnerships with Kyndle (Chamber of Commerce and Economic Development offices in Henderson), local businesses, parents, and community agencies will keep us a progressive school district striving to excel as a national innovative leader in education.