***Elizabethtown Independent Schools***

***Work Ethic Certification Program***

The Elizabethtown Independent Schools Work Ethic Certification Program promotes characteristics that are critical to success in the workplace. Each student in elementary, middle, and high school receive essential workplace ethics instruction. This learning culminates during the students’ Senior Year with the opportunity to earn the Work Ethic Certificate and Chord. This Senior year program allows students to demonstrate the attainment of essential workplace ethics indicators through multiple options that include successful completion of **Standards Criteria, Work Experience or Community Service,** and/or **Course Credit.**

The following eight standards have been established to determine base eligibility for the Elizabethtown Independent Schools Work Ethic Certificate and Chord: *discipline, attendance, absence, punctuality, work ethic, dependability, respectfulness and cooperation*. The final four standards require teacher certification that the student demonstrates the standards on a consistent basis.

Students will choose three teachers to complete the Subjective Criteria ratings for submission. The forms must be completed and submitted no later than the Friday before Spring Break and not before March 1. Ratings on the three Subjective Criteria forms completed by teachers will be averaged to produce a single rating for each standard. Average ratings will be computed to two decimal places. Final award of the Work Ethic Certificate and Chord to qualifying students will be contingent upon demonstration of all standards until the close of school term.

A maximum of 16 points are possible; in order to qualify for the program, a student must earn a minimum of 13 points. At least one point must be earned for each standard. In the event that the one point requirement is not met due to an extreme extenuating circumstance, the student may request a waiver. The student requesting the waiver will present a portfolio to a committee for final approval or denial of the request.

In addition to meeting the **Standards Criteria** base requirement, students must also meet at least one additional criteria component for final attainment as outlined in the Gold and Silver Level Options. These options include attainment of **Work Experience or Community Service** and/or **Course Credit.**

Any student who intends to earn the Work Ethic Certificate and Chord must commit to doing so no later than October 1 of his/her Senior Year. Senior students who enroll after October 1 must commit to the program upon enrollment and be enrolled at Elizabethtown High School for a minimum of 100 instructional days.

**Work Ethic Certification Requirements**

**Silver Certification**

 **Option 1**

* Student earns a minimum of 13 points from **Standards Criteria** AND
* Student successfully completes **Silver Level** **Work Experience or Community Service**\*

 **Option 2**

* Student earns a minimum of 13 points from **Standards Criteria** AND
* Student earns **Ethical Leadership ½ credit and Personal Finance ½ credit**

**Gold Certification**

 **Option 1**

* Student earns a minimum of 13 points from **Standards Criteria** AND
* Student successfully completes **Gold Level Work Experience or Community Service**\*

**Option 2**

* Student earns a minimum of 13 points from **Standards Criteria** AND
* Student successfully completes **Silver Level Work Experience or Community Service**\* AND
* Student earns **Ethical Leadership ½ credit and Personal Finance ½ credit**

**Standards Criteria**

***OBJECTIVE CRITERIA***

\_\_\_\_\_\_\_\_\_\_\_\_\_**DISCIPLINE STANDARD**

1 pt. (minimum) No more than one major discipline referral during the senior year

2 pts. (maximum) No major discipline referrals during the senior year

\_\_\_\_\_\_\_\_\_\_\_\_\_ **ATTENDANCE STANDARD**

1 pt. (minimum) Attendance rate of 90% (17 missed days) during the senior year

2 pts. (maximum) Attendance rate of 95% (8 missed days) during the senior year

\_\_\_\_\_\_\_\_\_\_\_\_\_ **ABSENCE STANDARD**

1 pt. (minimum) No more than two unexcused absences during the senior year

2 pts. (maximum) No unexcused absence during the senior year

\_\_\_\_\_\_\_\_\_\_\_\_\_ **PUNCTUALITY STANDARD**

1 pt. (minimum) No more than two unexcused tardies during the senior year

2 pts. (maximum) No unexcused tardy during the senior year

***SUBJECTIVE CRITERIA***

\_\_\_\_\_\_\_\_\_\_\_\_\_**WORK ETHIC STANDARD**

0 pts. Seldom demonstrates a strong work ethic

1 pt. (minimum) Often demonstrates a strong work ethic

2 pts. (maximum) Always demonstrates a strong work ethic

\_\_\_\_\_\_\_\_\_\_\_\_\_**DEPENDABILITY STANDARD**

0 pts. Seldom demonstrates punctuality in completing assignments

1 pt. (minimum) Often demonstrates punctuality in completing assignments

2 pts. (maximum) Always demonstrates punctuality in completing assignments

\_\_\_\_\_\_\_\_\_\_\_\_\_**RESPECTFULNESS STANDARD**

0 pts. Seldom respectful to peers, teachers, and administrators

1 pt. (minimum) Often respectful to peers, teachers, and administrators

2 pts. (maximum) Always respectful to peers, teachers, and administrators

\_\_\_\_\_\_\_\_\_\_\_\_\_**COOPERATION STANDARD**

0 pts. Seldom cooperates with peers, teachers, and administrators

1 pt. (minimum) Often cooperates with peers, teachers, and administrators

2 pts. (maximum) Always cooperates with peers, teaches, and administrators

**\*Work Experience or Community Service**

**Silver**

Meet one of the following:

* Documents 6 hours of school based and/or community based community service
* Documents successful employment for at least 2 consecutive months

**Gold**

Meet one of the following:

* Documents 12 or more hours of community service - 6 hours must be community based
* Documents successful employment for at least 6 consecutive months

Community based service must be completed through a recognized community organization. The Community Service and Employment verification forms must be completed and submitted no later than the Friday before Spring Break and not before March 1.

**\*\*Course Credit**

* Earn Ethical Leadership ½ credit AND Personal Finance ½ credit in 9th, 10th, 11th, or 12 grade.