

Essential Workplace Ethics Instructional Program

Each student in elementary, middle, and high school shall receive essential workplace ethics instruction that shall include but not be limited to:

- **Adaptability**, including an openness to learning and problem solving, an ability to embrace new ways of doing things, a capability for critical thinking, and coping skills or strategies;
- **Diligence**, including seeing a task through to completion and keeping focus on all parts of a task;
- **Initiative**, including taking appropriate action when needed without waiting for direct instruction and organizational strategies;
- **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;
- **Reliability**, including showing up on time, wearing appropriate attire, self-control, motivation, and ethical behavior;
- **Remaining drug-free**;
- **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.

Instruction related to essential workplace ethics shall be intentionally taught as part of the school-wide expectation and behavior matrix lessons taught at designated points throughout the year, with follow up opportunities to practice these skills during instruction.

Community Work Ethic Seal

The Breathitt County School District is committed to preparing students to enter the workforce. Starting with the 2019-2020 school year, high school students will be eligible to participate in the Work Ethics Seal Program.

In order to earn the Work Ethics Seal upon graduation, students must meet the criteria outlined below prior to the end of the school year. All evidence must be documented within the ACE program.

Students who successfully meet the requirements of the program will receive a special seal affixed to their diploma to showcase this accomplishment to potential employers.

Criteria for Work Ethics Seal Program

Students must adhere to the following minimum requirements:

- Be designated as Transition Ready (College and/or Career)
- Maintain regular attendance that complies with School Board policy
- No more than 4 unexcused tardies or 2 unexcused absences per year
- No more than 1 office discipline referral
- A minimum GPA of 2.5 with no failures in any course credit
- Completion of all ILP requirements

Students must also add a minimum of **TWO verified** components for each of the following Core Badges within the ACE program to earn the Work Ethics Seal Badge:

- Academics*
- Civic Responsibilities*
- Leadership Skills*
- Soft Skills*
- Works Skills*

*See below for sample components that may be included in the Core Badge for each area.

Work Ethics Seal



Academics Component:

Academic Awards
Academic Certifications
Academic / Debate Team
ACT Prep Class
ACT Composite Score of 22 or Above
ACT Score(s) Above Benchmarks
AP Class Qualifying Score on Exam
ASVAB Score Above Benchmark
Attendance Absence 4 or < Days
Certificates Through ATC
Club National Competition Participant
Club State Competition Participant
College Applicant College Campus Visit
College / University Acceptance
Craft Academy
DECA Charter Member
Dual Credit / College Hours
Education Talent Search
Explore Post Secondary Plans
FAFSA Completion
Gatton Academy
Gifted & Talented Student
Governor's Scholar Program
Governor's School for the ARTS
GPA 3.0 or above
Graduated High School
KHEAA User / Member Math / Robotics Club
MSU Career Student
National Beta Club/National Honors Society
National Merit Scholarship Applicant / Recipient
Perfect Attendance
Pinnacle Scholar Award of Excellence
PLTW / STEM Pathway [3 Years]
President's Education Award Applicant / Recipient
Robinson Scholar
Rogers Scholar
Salutatorian
Scholarship Applicant/Recipient
SKILLS USA
Submit a Philosophy of Work Paper
Top 10% of Graduating Class
Upward Bound
Valedictorian
World Language

Civic Responsibilities

Boy / Girl Scouts
Camp Counselor
Church Group Leader
Church Organized Projects
Civics Test Completion / Passed
Coach Assistant Youth Team Sports
Community Service
Food Drive
Fundraiser
HEART Student Congressional Academy
Henry Clay Student Congress
Junior Rotary Club
KEDC Congressional Academy
KUNA Participant
KYA Participant
Letter to Legislator
National History Day Participant
Observe when Legislature is in session
Registered to Vote
TEEN Court
Veterans Day Program Assistance
Volunteer Work

Leadership Skills:

4-H
Academic Club Officer
Band / Choir / Drama
Class Officer
DECA
Eagle Scout
Extracurricular Club Officer
FBLA
FCCLA
FFA
First Priority Club
HOBY Scholarship
HOSA
JROTC
KY FAME
LINK Crew
Manage / Maintain Club or Team Website
National Honor Society / Beta Club
Newsletter / Yearbook Staff
Organized Team Sport Captain
PALS (Promising Appalachian Leaders)
Sources of Strength
Student Council / Government Member
Team Sport Award
The Born & Raised Award
YCC Student Leadership Team

Soft Skills:

Attended MSU Summer Camp
Attended NASA Space Camp
Computer Skills Training
Explore Career Pathways
Financial Literacy Instruction
FOCUS KY Career Center
JA Career Success
Job Application
Job Interviews
Junior Achievement
Mentorship Program

Mock Interviews
Online / Virtual Meeting
Resume Completion
Soft Skills Seminar
Timesheet Documentation
WIN Learn Module
YCC Participant [2 Years]
YCC Seminar Soft Skills

Work Skills:

American Sign Language Interpreter
Breathitt County Work Ethics Seal
Business / Industry Visit
Career Technical Program Participant
CNA/SRNA Program Participant
Drug FREE / Pass Drug Test
End-of-Program or Industry Certifications
End-of-Program Participant
Internship Completion
Job Shadowing
Internship
KyOSHA Modules
LT Governor's Entrepreneurship Challenge
Manage Personal Checking / Savings Account
Paid Employment
Paid Service Job [babysitting / lawn care]
Part Time Employment [less than 8 months]
Peer Tutoring Program
Project-Based Internship
SRNA / Phleb / Pharma Certifications
Teacher / Staff Assistant
Teen Entrepreneurship Program
TRACK Pre-Apprenticeship