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## **Work Ethic Award Program Information**

### **RATIONALE**

High schools serve as a bridge for student transition to adult life. Upon completion of high school, students have formed habits they will carry with them the rest of their lives. One of the fundamental goals of all high schools is to produce graduates who will be responsible, productive members of the community. The Southeast Kentucky Chamber of Commerce believes that there is a direct relationship between the work ethic that young people display in school and their future success. By striving to instill a positive work ethic in students, the Chamber will help ensure their futures as responsible, productive members of the community.

Because the Southeast Kentucky Chamber recognizes the value of a strong work ethic, it will present a special Work Ethic Award to students who meet the high standards defined in the criteria. This special award will validate students who earn the credential as prime candidates for employment and/or postsecondary education.

### **PARTICIPATION**

Only seniors are eligible to apply for this distinction. Students must make their commitment to the program at the beginning of the senior year and complete the formal application by September 9. Students transferring from non-participating schools must be enrolled in a participating school for a minimum of one semester and declare their commitment at the time of enrollment. The award, which includes a certificate and a medallion, will be presented at the close of the senior year.

### **STANDARDS**

The following ten standards have been established to determine eligibility for the Work Ethic Award certificate and medallion: *attendance, punctuality, discipline, achievement, community service, work ethic, dependability, respectfulness, cooperation and video participation*. Four of the standards require teacher certification that the student demonstrates the standards on a consistent basis.

A maximum of 22 points is possible; in order to qualify for the program, a student must earn a minimum of 16 points. At least one point must be earned for each standard.

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 medallion to qualifying students will be contingent upon demonstration of all standards until the close of school term.

**SOUTHEAST KENTUCKY CHAMBER OF COMMERCE  
WORK ETHIC AWARD**

**STUDENT COMMITMENT FORM**

I pledge my commitment to demonstrate the standards listed below as qualifying criteria for the Southeast Kentucky Chamber of Commerce Work Ethic Award. I will complete the formal application to my counselor/school designee by **September 9. I understand that I must earn at least one point for each standard, earn a minimum of 16 points, and demonstrate high standards for the full school year to qualify for this special award.**

**OBJECTIVE CRITERIA**

- Discipline Standard
- Attendance Standard
- Punctuality Standard
- Community Service
- Achievement Standard
- Video Participation

**SUBJECTIVE CRITERIA**

- Work Ethic Standard
- Dependability Standard
- Respectfulness Standard
- Cooperation Standard

(ADA accommodations will not negatively impact these standards.)

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STUDENT NAME (PLEASE PRINT)

SCHOOL

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SIGNATURE

DATE

**DUE TO COUNSELOR'S OFFICE BY SEPTEMBER 9**

## **WORK ETHIC AWARD STUDENT GUIDELINES**

In order to participate in the Work Ethic Award Program, you must complete the Work Ethic Award Application and return it and all required forms to your counselor/school designee by **March 3**.

During September, November, January, and March, a link to a video and quiz will be sent to the participating students and counselor/school designee. It will be up to the student to watch the video in its entirety and take the short quiz. The Southeast Kentucky Chamber will collect these results. After all, results have been collected, the awarded points will be given to the counselor/school designee and documented on the final application.

Please place your name on the **Application Form**, attach your **Community Service Verification Form** and return them to your counselor/school designee by **March 3**. The *objective criteria*\* ratings will be completed by the school based upon your official school records.

After you initially qualify (based upon the Objective Criteria), you should ask three teachers to complete the Subjective Criteria form.\*\* *Advise your teachers that these forms must be returned directly to your counselor/school designee and may not be returned to you, the student, under any circumstances.* These recommendations will remain confidential and will not be available for student review.

Please also remind your teachers that the **deadline for Subjective Criteria Forms is March 17.** **Presentation of the Work Ethic Award will be contingent upon demonstration of all standards until the close of the school term.**

Remember that the intent of the Work Ethic Award is to recognize students who have demonstrated outstanding work ethic while in school. The Work Ethic Award will also distinguish your application for employment and postsecondary education programs. The Southeast Kentucky Chamber of Commerce encourages area businesses and education institutions to recognize this special recognition in employment/admission decisions. This award is not only an honor, but also a competitive advantage.

\*Award of the Work Ethic Certificate and Medallion is contingent upon student performance/records for the full school year.

\*\*Ratings from the three Subjective Criteria forms will be averaged to two decimal places to produce a single rating for each standard assessed.

**COMMUNITY SERVICE VERIFICATION**

In an effort to promote a strong work ethic among the students of Southeast Kentucky, the Southeast Kentucky Chamber of Commerce has established a Work Ethic Award Program. One of the standards for this award is community service. Please verify below the community service activity and amount of time contributed by the student. Your assistance with this important activity is most appreciated.

I verify that \_\_\_\_\_ has completed \_\_\_\_\_ (hours: minutes) of community service.  
Student's Name

These activities were conducted \_\_\_\_\_ (hours: minutes) during the school day;  
\_\_\_\_\_ (hours: minutes) outside the school day.

His/her activities included \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Club/Organization (If Applicable)



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# Work Ethic Award Program

## **APPLICATION**

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Student Name \_\_\_\_\_

Please place your name on this portion of the application, attach your Community Service Verification(s) and return to your school designee by **March 3.**

## **OBJECTIVE CRITERIA**

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

- 1 pt. (minimum) No more than one discipline referral during the senior year
- 2 pts. (maximum) No discipline referrals during the senior year

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

- 1 pt. (minimum) No more than one unexcused absence during the senior year
- 2 pts. (maximum) No unexcused absence during the senior year

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

- 1 pt. (minimum) No more than one unexcused tardy during the senior year
- 2 pts. (maximum) No unexcused tardy during the senior year

\_\_\_\_\_ **COMMUNITY SERVICE STANDARD**

- 1 pt. (minimum) Documents 6 hours of community service
  - 2 pts. (maximum) Documents 12 or more hours of community service (6 hours of which must be completed during out-of-school time)
- Attach signed community service forms to this application.*

\_\_\_\_\_ **ACHIEVEMENT STANDARD**

- 1 pt. (minimum) Grade point average of 2.0 or higher
- 2 pts. (maximum) Grade point average of 3.0 or higher

\_\_\_\_\_ **VIDEO PARTICIPATION**

- 0 pt. (minimum)
- 4 pts. (maximum)

*Americans with Disabilities Act accommodations will not negatively impact these standards*

**WEA APPLICATION**

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Student Name

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Teacher Making Recommendation

Please assess a rating for each standard and return the recommendation directly to the counselor/school designee (not the student) by **March 21**.

**SUBJECTIVE CRITERIA**

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**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

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**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

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**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

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**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, teachers, and administrators

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Teacher Signature

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Date

*Americans with Disabilities Act accommodations will not negatively impact these standards*

## ***PROGRAM TIMELINE***

- August** Chamber will distribute materials for Work Ethic Award for Seniors to schools.
- Sept. 9** Seniors submit Commitment Forms to the counselor/school designee. (Counselor submits list of committed students to Chamber by September 16.)
- March 3** Seniors return Application Forms and Community Service Verification Forms to the counselor/school designee.
- March 17** Teachers return Subjective Criteria Forms to the counselor/school designee.
- March 24** Schools submit tentative list of qualified Seniors to the Chamber and essay guidelines are given to qualified students.
- April 21** \$500 Essays Due
- May** Qualifying students receive Work Ethic Award Certificates and Medallions at Graduation or Awards Ceremony.

## **FREQUENTLY ASKED QUESTIONS**

### **What benefits do students receive?**

- Students receive a Work Ethic Certificate and Medallion.
- Students increase awareness of work ethic components.
- Students have an opportunity to practice work ethic components.
- Students develop awareness of the importance of having references.
- Students may reference the award during employment interviews.
- Students may use the award to facilitate admission to post-secondary programs.
- Students have another motivation to demonstrate desired behaviors.

### **What benefits do the schools receive?**

- Schools have another tool to reinforce the importance of the work ethic.
- Schools have another way to reward excellence.
- Schools have additional documentation to support recommendations for employment.

### **What costs will the school incur?**

- The school will incur no costs.

### **How does the school begin program implementation?**

- The Southeast Kentucky Chamber's Work Ethic Award program is open to any high school senior enrolled in a public high school located within the Southeast Kentucky Chamber's eight counties of Floyd, Johnson, Knott, Lawrence, Letcher, Magoffin, Martin, and Pike.
- The school must agree to participate in the program and market the program and disseminate the requisite materials to the students.

### **How will certificates and medallions be distributed?**

- The school designee will submit a tentative list of qualified students certified by the principal to the Chamber each year. The school will make the final determination of student qualification immediately prior to presentation of the award.

**For more information contact the Southeast Kentucky Chamber of Commerce at (606) 432-5504 or email [tiffany.coleman@sekchamber.com](mailto:tiffany.coleman@sekchamber.com).**