



LARRY A. RYLE HIGH SCHOOL

Work Ethic Diploma

Career Passport

Name: _____

Address: _____

Phone: _____ Social Security Number: _____

The following areas will be evaluated in determining eligibility for the Work Ethic Diploma:

- Discipline
- Attendance
- Absences
- Tardies
- Community Service
- GPA
- Organization
- Punctuality
- Respectfulness
- Team Work

This application must be turned in by March 19, 2010

I have reviewed the information with the above-named child and give permission for him/her to apply for this diploma.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Internship Documentation Form

Student Name: _____

Name of School: _____

Instructions: Please list the employer and dates of employment. Be sure to have your employer sign and date. To earn two points, you must complete at least 40 hours of a formal internship. To earn one point, you must complete at least 20 hours of a formal internship.

Definitions: For the purposes of the WorkEthic Certification program, *internship* is defined as gaining practical work experience where you are able to demonstrate your skills and abilities by modeling the components of the WorkEthic Certification Program.

Participating Business/Organization: _____
(Please print organization name and address)

Authorized Representative: _____ Employer Telephone Number: _____
(Please print name and title)

Employers: By signing this document, I attest that the aforementioned student has completed the required amount of WorkEthic Certification internship hours within my business/organization.

Employer Signature: _____ Date: _____

Total hours of service: _____ Submit this form to the designated school liaison by the close of business on: _____

Student Signature _____ Date: _____



LARRY A. RYLE HIGH SCHOOL

Work Ethic Diploma Career Passport

Feb. 5, 2010

Dear Senior:

The Northern Kentucky Chamber of Commerce and Ryle High School are offering an enhancement for your graduation diploma. This diploma is called the Work Ethic Diploma/Career Passport.

There are many benefits to you if you fulfill the requirements for the Work Ethic Diploma/Career Passport. For example, with completion of this program, you will be given a portfolio that contains the diploma itself, proof of your accomplishments in high school, and further information that will aid you in finding a job. However, as with most good things, there are requirements for this opportunity.

During your senior year, you will need to meet certain standards of discipline, attendance, absences, tardies, community service, grade point average, organization, punctuality, respectfulness, and team work. These are the very same standards that most employees look for in hiring employees. Therefore, if you are able to complete and earn the Work Ethic Diploma/Career Passport during high school, then employees will give you priority in hiring after high school. In order to obtain this diploma, you must score at least 16 points based on the attached scale.

If you are interested in applying for this opportunity, please complete the application and turn it in to your assigned principal by March 19, 2010.

Sincerely,

Mrs. Julie Moore, Assistant Principal
Larry A. Ryle High School



LARRY A. RYLE HIGH SCHOOL

2010 Work Ethic Diploma Career Passport

Student Name: _____

(Obtain all signatures and return to your assistant principal for his/her signatures by March 19, 2010)

STANDARD	POINT STRUCTURE	INITIALS	PTS.
Discipline	2 No discipline referrals during senior year 1 No more than one referral during senior year	(Asst. Principal)	
Attendance	2 Attendance rate of 97% or higher during senior year 1 Attendance rate of 94% or higher during senior year	(Asst. Principal)	
Absence	2 No unexcused absences during senior year 1 No more than one unexcused absence during senior year	(Asst. Principal)	
Tardy	2 No unexcused tardies during senior year 1 No more than one unexcused tardy during senior year	(Asst. Principal)	
Community Service/Internship Project	2 Student has completed 12 hours of community service or 40 hours of an internship/co-op or school to work experience 1 Student has completed 6 hours of community service or 20 hours of an internship/co-op or school to work experience Documentation Forms Required	Completed Documentation Forms Returned with Paperwork	
Overall GPA	3 Student has an overall GPA equivalent to an "A" 2 Student has an overall GPA equivalent to a "B" 1 Student has an overall GPA equivalent to a "C"	(Counselor)	
Organizational	2 Student always demonstrates a strong personal management, time management, and flexibility 1 Student often demonstrates a strong personal management, time management, and flexibility 3 signatures required (teacher, counselor, principal, coach, supervisor)		Average of 3
Punctuality	2 Student always demonstrates punctuality in completing assignments 1 Student often demonstrates punctuality in completing Assignments 3 signatures required (teacher, counselor, principal, coach, supervisor)		Average of 3
Respectfulness	2 Student always demonstrates respect to students, teachers, and administrators 1 Student often demonstrates respect to students, teachers, and administrators 3 signatures required (teacher, counselor, principal, coach, supervisor)		Average of 3
Team Work	2 Student always demonstrates group cooperation to students, teachers, and administrators 1 Student often demonstrates group cooperation to students, teachers, and administrators 3 signatures required (teacher, counselor, principal, coach, supervisor)		Average of 3
Total Points	Diploma awarded if total is <u>at least 16 points</u>		

**Work Ethic Diploma
Community Service Documentation Form**

Student Name: _____

School Name: _____

Instructions: Please list the project and hours completed. Be sure to have the project supervisor sign and date. To earn two points, you must complete at least twelve hours of community service. To earn one point, you must complete at least six hours of community service.

Definitions: For the purposes of the WorkEthic Certification program, *community service* is defined as volunteering to help others through a school or community project. *Volunteering* involves performing the service without pay and without being mandated by law or an organization.

Project	Hours	Date(s) of Service	Project Supervisor	Supervisor Phone #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Hours: _____

Submit this form to the designated school liaison by close of business: _____

Student Signature _____

Date _____