

**158.1413 Essential workplace ethics instruction program -- Required characteristics -- Required biennial collaboration -- Symbol of attainment of essential workplace ethics indicators -- Biennial reporting on program.**

- (1) Beginning with the 2019-2020 school year, each school 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 shall include but not be limited to:
  - (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.
- (2)
  - (a) A school district shall use the essential workplace ethics characteristics listed in subsection (1) of this section when creating a program or when choosing an existing program.
  - (b) Each school district's local workforce investment board, in conjunction with local economic development organizations from its state regional sector, and other economic, workforce, or industry organizations the workforce investment board deems necessary, shall recommend to the school district best practices which may be used by schools to implement an essential workplace ethics program.
- (3) By January 1, 2019, and every two (2) years thereafter, each local school board shall collaborate with the local workforce investment board, in conjunction with local economic development organizations from its state regional sector, 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 essential workplace ethics characteristics listed in subsection (1) of this section.
- (4) Each local school 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 local board's essential workplace ethics indicators.

- (5) By September 1, 2019, and every two (2) years thereafter, the superintendent of each school district shall provide to the commissioner of education and the Kentucky Workforce Innovation Board a report, in a format specified by the commissioner, describing the school district's essential workplace ethics programs and how they are being implemented at each school. A summary report compiled by the commissioner that includes information from all local school district reports shall be provided to the Kentucky Board of Education, the Interim Joint Committee on Education, the Kentucky Workforce Innovation Board and each Kentucky superintendent and principal in order to foster program improvement and the sharing of best practices.

**Effective:** July 14, 2018

**History:** Created 2018 Ky. Acts ch. 158, sec. 1, effective July 14, 2018.