



Tennessee

Work Ethic Diploma Standards



- 1. Attendance Standard**
 - (1 pt.) Student has no more than 5 absences from school during the senior year.
 - (2 pts.) Student has no more than 3 absences from school during the senior year.
 - (3 pts.) Student has no more than 1 absence from school during the senior year.
- 2. Absence Standard**
 - (1 pt.) Student has no more than one unexcused absence from school during the senior year.
 - (2 pts.) Student has no unexcused absences from school during the senior year.
- 3. Tardiness Standard**
 - (1 pt.) Student has no more than two unexcused tardies to school during the senior year.
 - (2 pts.) Student has no more than one unexcused tardy to school during the senior year.
- 4. Discipline Standard**
 - (1 pt.) Student has no more than one discipline referral during the senior year.
 - (2 pts.) Student has no discipline referrals during the senior year.
- 5. Overall Grade Point Average Standard**
 - (1 pt.) Student has an overall GPA of 2.0 to 2.9
 - (2 pts.) Student has an overall GPA of 3.0 to 3.4
 - (3 pts.) Student has an overall GPA of 3.5 or above
- 6. Drug Free Standard**
 - (5 pts.) Student voluntarily presents written proof as being drug free.
- 7. CTE Coursework Standard**
 - (1 pt.) Student has successfully completed at least one CTE course by the end of the senior year.
 - (2 pts.) Student has successfully completed two CTE courses by the end of the senior year.
 - (3 pts.) Student has successfully completed three or more CTE courses by the end of the senior year.
- 8. CTE Competition Standard**
 - (1 pt.) Student has competed in an approved regional level CTE competition during the senior year.
 - (2 pts.) Student has competed in an approved state level CTE competition during the senior year.
 - (3 pts.) Student has competed in an approved national level CTE competition during the senior year.
- 9. TN Promise Standard**
 - (2 pts.) Student is in good standing with TN Promise and has completed the required 8 hours of community service.
- 10. Dual Enrollment/Credit Standard**
 - (2 pts.) Student has successfully completed a Dual Enrollment, Dual Credit, or Advanced Placement course and has been granted credit by any post-secondary institution during or before the senior year.
- 11. Industry Certification Standard**
 - (2 pts.) Student has received a national industry certification during or before the senior year.
(i.e., Snap-on Metering Certificate, NCCER Certificate, etc.)
- 12. Enrollment in Post-Secondary Standard**
 - (2 pts.) Student is registered or has applied at a post-secondary institution for the fall of the graduating year.
- 13. Career Readiness Certificate Standard**
 - (2 pts.) Student has achieved a Bronze Level Career Readiness Certificate.
 - (4 pts.) Student has achieved a Silver Level Career Readiness Certificate.
 - (6 pts.) Student has achieved a Gold or Platinum Level Career Readiness Certificate.
- 14. Industry Awareness Standard**
 - (1 pt.) Student has participated in one industry awareness event during the senior year.
 - (2 pts.) Student has participated in more than one industry awareness event during the senior year.
 - (3 pts.) Student has participated in an internship or work based learning activity.

To receive the Work Ethic Diploma distinction a student must earn a minimum of 20 points and a regular high school diploma

Instructions for Work Ethic Distinction

This document is to provide instructions for gathering supporting documentation for the Work Ethic Distinction. *Students are responsible for collecting and submitting all supporting articles.* CTE students turn in completed documentation to CTE Department Chair. Non-CTE students turn in completed documentation to guidance counselor.

1. Attendance Standard

Please provide a copy of your attendance report. You can obtain a copy from your assigned guidance counselor or assistant principal.

2. Absence Standard

Your attendance report will be sufficient documentation for this standard.

3. Tardiness Standard

Your attendance report will be sufficient documentation for this standard.

4. Discipline Standard

Please provide a copy of your disciplinary report from Skyward. You can obtain a copy from your assigned guidance counselor or assistant principal.

5. Overall Grade Point Average Standard

Please provide an official copy of your transcript. You can obtain a copy from your assigned guidance counselor or assistant principal.

6. Drug Free Standard

Please sign and attach a copy of your drug free pledge.

7. CTE Coursework Standard

A copy of your transcript will be sufficient documentation for this standard.

8. CTE Competition Standard

Please provide documentation of your participation in an approved CTE regional, state, or national level CTE competition. *This must be signed by your CTE teacher sponsor.*

9. Tennessee Promise Standard

Your eligibility for the Tennessee Promise can be verified by logging into your TN Promise account. You will find that at <https://www.tn.gov/collegepays/tsac-student-portal.html>. Please provide a copy of your status.

10. Dual Enrollment/Credit Standard

A copy of your transcript will be sufficient documentation for this standard.

11. Industry Certification Standard

Please attach a copy of your industry certification, certificate, or award.

12. Enrollment in Post-Secondary Standard

Your enrollment at a post-secondary institution can be verified by submitting a copy of your acceptance letter as well as any transcript(s).

13. Career Readiness Standard

The ACT WorkKeys National Career Readiness Certificate is an assessment-based credential issued at four levels; Platinum, Gold, Silver, and Bronze. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations. Please provide a copy of your certificate. (Source: www.act.org)

14. Industry Awareness Standard

Industry awareness events include summer internships, work-based learning, job shadowing opportunities, or a school-sponsored visit to a business or industry partner (field trip). Please provide proof of your attendance at this event signed by a sponsor or teacher.



Work Ethic Distinction Student Application

Name: _____

School: _____

Address: _____

Phone: _____

Email: _____

Part I: Supporting Documentation

Please attach the following supporting documents to this application:

- Attendance report
- Discipline report
- High school transcript
- Drug-free pledge
- Proof of CTE competition, if applicable
- Proof of dual enrollment, dual credit, IB and/or AP coursework, if applicable
- Industry certification, certificate, or award, if applicable
- Proof of Tennessee Promise eligibility
- Proof of enrollment at a post-secondary institution
- Copy of Career Readiness Certificate, if applicable
- Proof of industry awareness event, if applicable



Commitment to be Drug-Free

I,

commit to living a drug-free lifestyle. I understand that my choices affect my future and I commit to making decisions that help me succeed.

I will not participate in the use of drugs nor will I associate with those who do.

(Your name)