



## Meridian Technical Charter High School CITIZENSHIP & PROFESSIONALISM GRADE 2024-2025

### **Contact information:**

*Community Service:*

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*Professional Dress & Professionalism:*

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### **Description**

Each student receives a grade in professionalism and citizenship. If a student is failing on any Report Card prior to S2, he or she will receive a letter outlining what the student needs to accomplish to pass. This grade will be P/F (pass/fail). This grade will not impact the student's GPA. If the student is failing at the end of the year, he or she will have to appear before the board to remain at MTCHS. Teams of Teachers will assign this grade. Grades will be composed of the following grouped categories. Each category is worth one-third of the final grade:

- Community Service
- Professional Dress
- Professionalism

### **COMMUNITY SERVICE**

Community service is an activity that benefits our community. MTCHS requires all students to perform nine (9) hours of community service each academic year. Students do not receive compensation for community service.

Students will earn hours by completing school-sponsored community service activities and/or student-initiated community service. School-sponsored community service is an activity that is sponsored by MTCHS or one of the MTCHS organizations and appears on the MTCHS Community Service List. Refer to some of those activities listed below.

The MTCHS sponsor of each activity will have a sign-in sheet for participants at the activity which will be used to track community service hours. Copies of these sheets will be submitted to Andrew Pence, activities coordinator. Students wishing to perform community service that is not school sponsored must have the activity approved by Andrew Pence, activities director.

Community Service List (All events will be posted on the website announcements, website calendar and/or in Moodle; events subject to change):

- School Beautification Days, Sponsor: PTSO
- Adopt-A-Highway, Sponsor: Ms. Green and NHS
- Rake-Up Boise, Sponsor: Ms. Green and NHS
- Community Service on Activity Days, Sponsor: MTCHS Staff
- Grade Level Projects, Sponsor: Grade Level Teachers
- Meridian Food Bank, Sponsor: STOR
- Individual Student Service Projects, Sponsor: as approved by Mr. Pence

### **ACTIVITY DAYS**

Special activity days, including fitness days, are considered both part of the curriculum and mandatory. Students who miss an activity day will be required to make up the assignment under the direction of the activities director, Mr. Pence. Activity Day grades are based upon participation, effort, and attendance.

Activity Days are posted on the website announcements, website calendar and in Moodle.

## PROFESSIONAL DRESS

Professional Dress Days are a part of the goals and mission of this career technical school and are required for all students. To be scored, students must meet the minimum requirements for the shirt/blouse AND slacks/skirt categories. If both categories are not met, the student will not be scored and earn a score of 0 and will have 2 days to earn up to 70%. Students are expected to dress in professional business attire in ALL RUBRIC CATEGORIES.

Tentative first semester dates are as follows and will be finalized and announced two weeks prior:

- Friday, October 4
- Monday, November 11
- Thursday, December 12

Second semester dates will be announced by winter break.

*Professional Dress Rubric:*

Students:	Teachers:
<ul style="list-style-type: none"> <li>• Please <b>score yourself honestly</b> in the first column at the beginning of the day.</li> <li>• Please <b>tally your final score</b> (If not tallied: 5 points deduction).</li> <li>• <b>It is your responsibility to verify your assessments are complete and the rubric is submitted to your last class period teacher.</b></li> <li>• <i>If submitted to the office before last class of the day: 5-point deduction</i></li> <li>• If absent on PD day, you have 2 days to earn full credit.</li> <li>• If you did not professionally dress on PD day, you have 2 days to earn up to 70%.</li> <li>• Professional dress needs to be maintained throughout the school day if you are still in the building. Points may be deducted throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>To score, the student must meet the minimum requirements for TOP AND BOTTOM categories*</b></li> <li>• Teachers: Please sign on the line after grading the student.</li> <li>• During last class of the day, please collect and alphabetize the forms. <b>At the end of class, please return all forms to Mrs. Bradford.</b></li> </ul>

**Grading Scale:** 0 Does not meet standard   1 Some items meet standard   2 Meets standard

**TEACHER SIGNATURE:** \_\_\_\_\_

STANDARD	EXPLANATION	Student	Teacher	Comments
<b>Hair</b>	Hair should be neatly combed or brushed and clean, both eyes visible, male and/or female long hair should be pulled back from face with fastener.	0 1 2	0 1 2	
<b>Facial Hair/Makeup</b>	Facial hair should be neatly trimmed or clean shaven, no non-traditional make-up.	0 1 2	0 1 2	
<b>Belt or suspenders</b> (if pants have belt loops)	Non-studded, non-decorated, match slacks, belt if garment has belt loops (tongue tucked into loop).	0 1 2	0 1 2	
<b>Jewelry</b>	No facial jewelry, one pair earrings (one in each ear only), may wear one watch, no more than one non-obtrusive ring per hand, no more than one bracelet.	0 1 2	0 1 2	
<b>*TOP</b> (Required category to be scored – no t-shirts or sweatshirts allowed)	Clean, pressed, without wrinkles, collared, no logos except MTCHS or SkillsUSA, undershirt required with light or see-through fabric, no holes or frays, shirt tails tucked into pants. Jackets worn in the building must be <u>professional jackets</u> —no hoodies, no sweatshirts.	0 1 2	0 1 2	
<b>*BOTTOM</b> (Required category to be scored – no shorts or jeans allowed)	Skirts minimum finger-tip length (knee length preferable), pants (4 pockets max, no high water pants), no frayed hems, no holes, no cargo pants, no denim, waist of pants must fit at waist, no chains or studs.	0 1 2	0 1 2	
<b>Socks</b>	Socks, if worn, must match outfit	0 1 2	0 1 2	
<b>Shoes</b>	Dress shoes (closed toe, closed back shoes), clean and polished, shoes should be paired in color, style and match outfit. No athletic shoes.	0 1 2	0 1 2	
<b>Personal Hygiene</b>	Showered, no odor (use deodorant/antiperspirant), no extra cologne or perfume, clean breath.	0 1 2	0 1 2	
<b>Overall</b>	Overall presentation of student is neat and tidy, student is not chewing gum, student is making eye contact, and student's posture is straight.	0 1 2	0 1 2	

No name, grade level, teacher signature, not blue or black ink or both scores not tallied : Up to -5 points each

Total Score \_\_\_\_\_ /40 pts = \_\_\_\_\_ /13 pts\*

\*Formula to calculate score: Your Total Score/40\*13

## PROFESSIONALISM

This professional technical school emphasizes the workplace and the classroom is an extension of the workplace. The freshman and sophomores are required to complete a “pathway” application before moving into a specific technical pathway at MTCHS. All juniors and seniors have specific workplace preparation classes in addition to completing the pathway application during the freshman and sophomore years. All students will complete a Personal Skills Assessment.

## GRADING OF CITIZENSHIP & PROFESSIONALISM

Grading of the Citizenship and Professionalism Grade will be based on the categories of community service, professional dress, professionalism, and compliance with school policy. Students must pass all categories with a 70% in order to pass the class. Each grouped category as defined is worth 33.3 % of the total Citizenship and Professionalism Grade in PowerSchool:

- Community Service & Activity Days
- Professional Dress
- Professionalism

Each grading category is as follows:

Community Service (33.3% or 1/3 of class grade)

- Community Service (90 points)
  - 10 points per hour for a total of nine (9) hours
  - For student-initiated community service, the student will turn in the community service activity sheet to Mr. Pence
  - For school-sponsored community service, MTCHS staff will turn a list of students and hours into Mr. Pence, activities director
- Activity Days (100 points)
  - 33 points per activity day
  - If a student is absent, they must contact Mr. Pence, activities director, for make-up requirements

Professionalism (33.3% or 1/3 of class grade)

- Pathway Applications (100 points)
  - Freshman and Sophomores will complete the pathway application
  - Juniors and seniors are exempt from this requirement
- Personal Skills Assessment (Pass/Fail)

Professional Dress (33.3% or 1/3 of class grade)

- Professional Dress (100 points)
  - 13 points per professional dress day based on the above rubric
  - If a student does not dress on the specified day, he or she will have 2 school days to earn up to 70%
  - If a student does not turn in the rubric, the late work policy will be followed for a maximum grade of a 70%
  - If a student is absent, he or she must dress professionally within 2 school days to earn full credit. Dress rubrics are available from Mrs. Bradford for make-up days
  - If rubric is submitted to the office before last class of the day: 5 point deduction
  - Professional dress needs to be maintained throughout the school day if you are still in the building. Points can be deducted throughout the day