

Professional Dress



Meridian Technical Charter High School



Why have a standard?

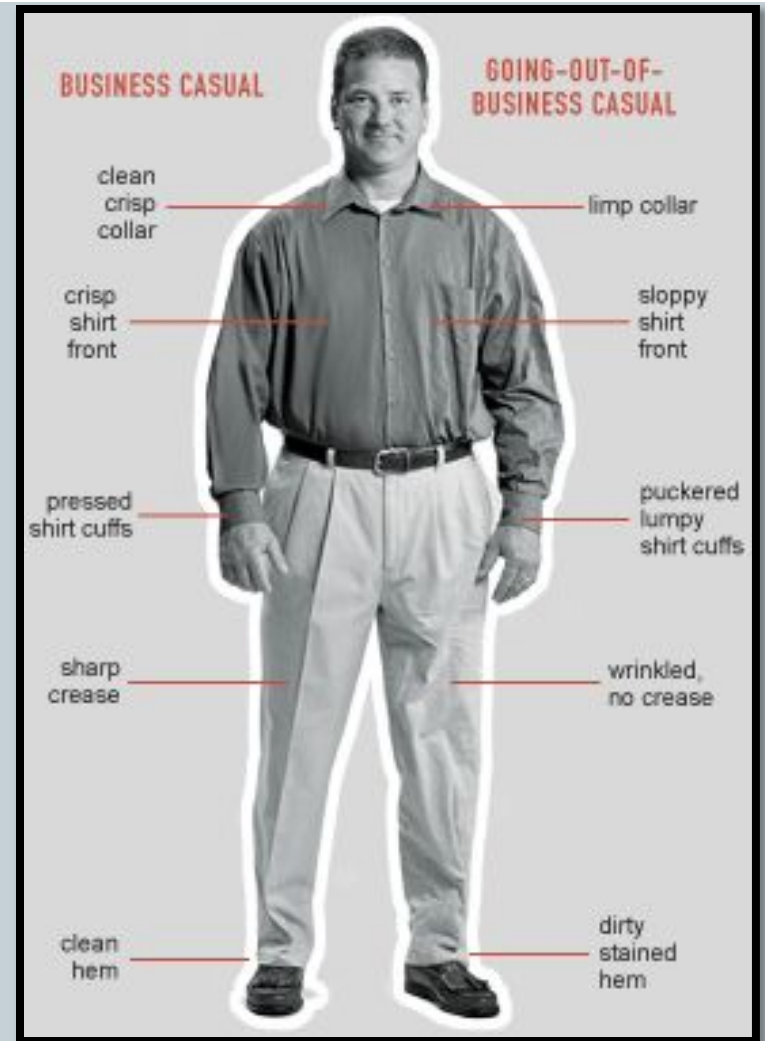


“Our appearance is a powerful communication tool, sending messages to every sighted person. Everyone is highly influenced by the visual impression of a person they are meeting for the first time.”

Catherine Bell

What is business casual?

Business casual simply means dressing “professionally,” but comfortably. Clothing should be comfortable, but not something you would wear to lounge around in at home.



Do's and Don'ts

Sweats and denim (any color) would be out, but khakis and slacks could be considered appropriate in most work environments.



Shoes



Also, opened toed shoes, sandals, and casual shoes are usually not considered appropriate in business simply for safety reasons.



No, no's . . .



In business casual dress it is easy to be “too” casual.

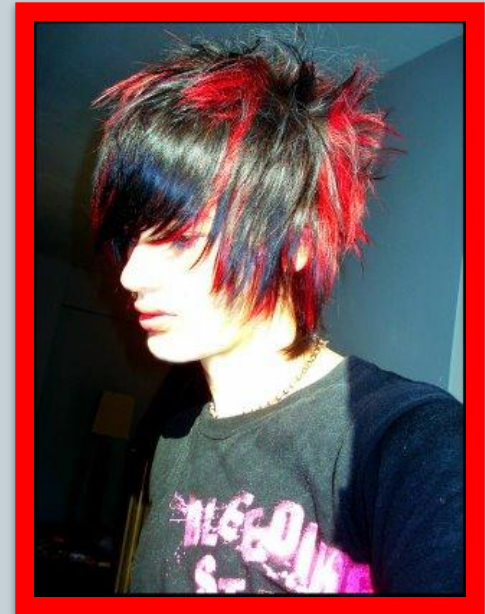
Anything that is denim blue, sheer, revealing, too baggy, too tight, or having that “worn” look would be considered inappropriate.



A simple rule



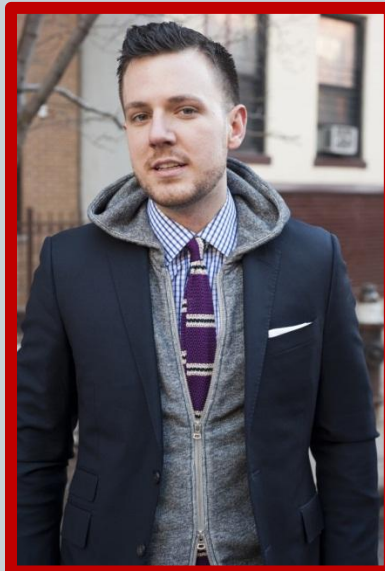
Business casual does not mean wearing the latest trendy fashion. Save the trends for your friends, not your coworkers.



Jackets



While jackets are fine for cold weather, they are frowned upon by the business world as daily business attire. While some coverings are appropriate (suits, blazers, cardigans, vests) some are not (sweatshirts, hoodies, ponchos, windbreakers).



Putting the Look Together

Sometimes the trick to achieving a good “business casual” look is to pair something dressy with something a bit less professional. Business casual does not necessarily mean suits and ties—but it can for some companies.



Confused?



There are three key elements to dressing in a business casual style. Remember the following and you should be within most policy guidelines:

- Be modest
- Don't draw attention to yourself
- Be safety conscious

Things Change



Many companies today have set aside Fridays as a day to wear business casual. Other companies have moved to a business casual dress code overall. Keep in mind fashions and policies change. It is your job to stay current on what your company requires.



MTCHS's PD Requirements:



- Evaluate yourself—points will be deducted if you do not.
- Choose a teacher to evaluate you.
- Make sure the teacher signs after grading.
- Check to see all items have been scored.
- Total your score and the teacher's score.
- Return the Rubric to your last hour teacher.

MTCHS's PD Requirements:

Hair



Hair should be neatly combed or brushed and clean, both eyes visible, male and/or female long hair should be pulled back.
Are these representations correct?

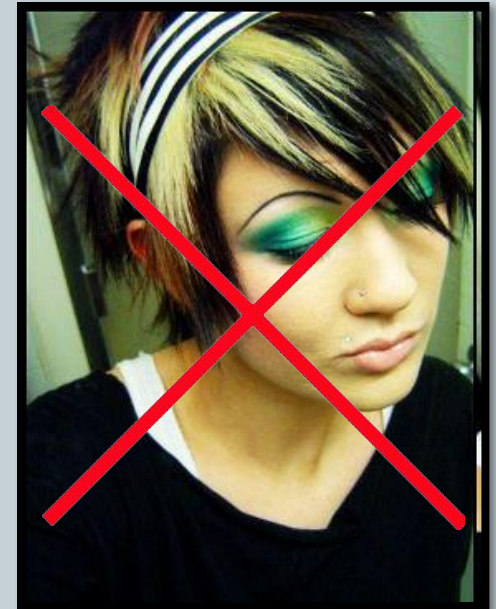


MTCHS's PD Requirements:

Facial Hair/Makeup

Facial hair should be neatly trimmed or clean shaven, no non-traditional make-up.

Are these representations correct?

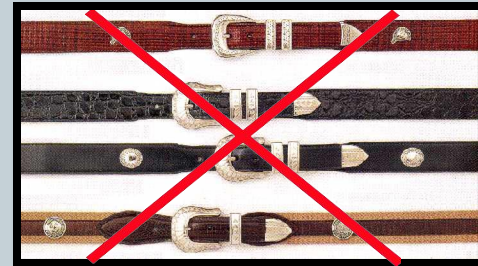


MTCHS's PD Requirements:

Belts and Suspenders

Non-studded, non-decorated, match slacks, belt to be worn if garment has belt loops (tongue tucked into loop).

Are these representations correct?



MTCHS's PD Requirements:

Jewelry



No facial jewelry, one pair earrings (in different ears), may wear one watch, no more than one non-obtrusive ring per hand, no more than one bracelet.

Are these representations correct?



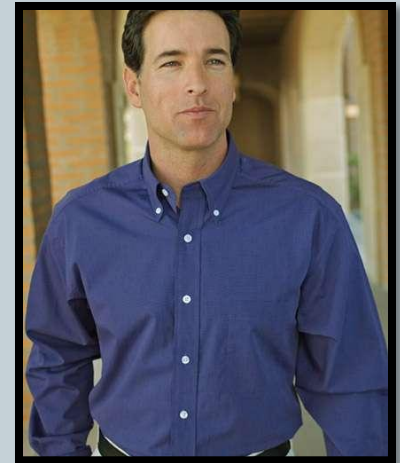
MTCHS's PD Requirements:

TOP



Clean, pressed, without wrinkles, collared, no logos except MTCHS or SkillsUSA (or other school organizations), undershirt required with light or see-through fabric, no holes or frays, shirt tails tucked in.

Are these representations correct?

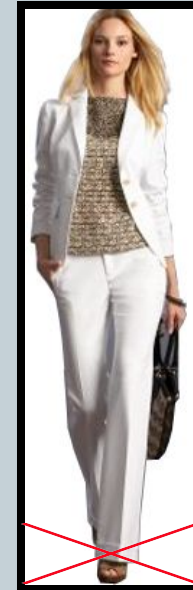


MTCHS's PD Requirements:

BOTTOMS

Skirts minimum finger-tip length (knee length preferable), pants (4 pockets max, no high water pants), no frayed hems, no holes, no cargo pants, waist of pants must fit at waist, no chains or studs.

Are these representations correct?



MTCHS's PD Requirements:

Socks



Socks, if worn, must match the outfit. Are these representations correct?

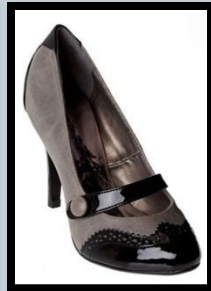


MTCHS's PD Requirements:

Shoes

Dress shoes (closed toe, closed back shoes), clean and polished, shoes should be paired in color and style and match outfit. No athletic shoes.

Are these representations correct?



MTCHS's PD Requirements:

Personal Hygiene

Showered, no odor (use deodorant/anti-perspirant), no extra cologne or perfume, clean breath.



MTCHS's PD Requirements:

Overall



Overall presentation of student is neat and tidy, student is not chewing gum, student is making eye contact, student's posture is straight.



MTCHS's PD Requirements:

Rubric



PROFESSIONAL DRESS RUBRIC

Student First & Last Name (Print Legibly with Blue or Black Ink Pen) _____ Date _____ Grade Level _____

Students:	Teachers:
- Score yourself honestly in the first column at the beginning of the day. - Give this rubric to a teacher for scoring on the same day. - It is your responsibility to verify assessments are complete, calculate your total score, and turn in this rubric to your last class period teacher. - Student must meet the minimum requirements for TOP AND BOTTOM categories* to be scored. If you missed one or both, you will receive a 0 and have two days to make it up to earn 70%. - If you did not professionally dress on PD day, you have 2 days to earn up to 70%. - If absent on Professional Dress Day, you have 2 days to earn up to full credit.	- To score, the student must meet the minimum requirement* for TOP AND BOTTOM categories*. - Please sign on the line after grading the student. - During the last class of the day, please collect and alphabetize the forms. - After class, please return all forms to Mrs. Bradford. Professional dress must be maintained throughout the school day when students are still in the building. Points may be deducted throughout the day.

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

TEACHER SIGNATURE: _____

STANDARD	EXPLANATION	Student	Teacher	Comments
Hair	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	
Facial Hair/Makeup	Facial hair should be neatly trimmed or clean shaven, no non-traditional make-up.	0 1 2	0 1 2	
Belt (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	
Jewelry	No facial jewelry, one pair of 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	
*TOP (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	
*BOTTOM (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	
Socks	Socks, if worn, must match outfit.	0 1 2	0 1 2	
Shoes	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	
Personal Hygiene	Showered, no odor (use deodorant/antiperspirant), no extra cologne or perfume, clean breath.	0 1 2	0 1 2	
Overall	The overall presentation of the student is neat and tidy, the student is not chewing gum, the student is making eye contact, and the student's posture is straight.	0 1 2	0 1 2	

Missing name, grade level, teacher signature, blue/black ink or total score: -1 point each

Total Score _____/40 pts

Change . . .

. . . is normal. Fashions will change, safety requirements will change, state and national laws regulating industry fields will change, and individual employee policies will change. You are being trained how to follow a set of guidelines. What MTCHS requires may not be a policy in ALL of industry, but it is the policy at MTCHS—a guideline.

