

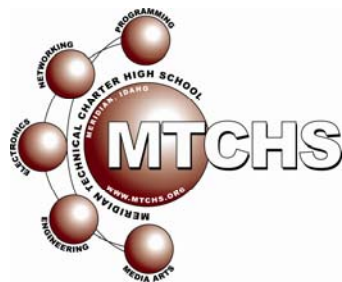
## Meridian Technical Charter High School

*Citizenship & Professionalism Grade*  
*Grade contact information:*

Community Service & Activity Days:  
Contact: [andrew.pence@mtchs.org](mailto:andrew.pence@mtchs.org)

Professional Dress & Compliance with School Policy  
Contact: [debbie.riley@mtchs.org](mailto:debbie.riley@mtchs.org)  
Contact: [christian.housel@mtchs.org](mailto:christian.housel@mtchs.org)

Student Employability Review:  
Contact: [robert.caldwell@mtchs.org](mailto:robert.caldwell@mtchs.org)



### 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 a student's GPA. If the students are failing at the end of the year, they will have to appear before the board to remain at MTCHS. Teams of Teachers will assign this grade. The grading rubric for this citizenship class can be found on the MTCHS website. Grades will be composed of the following grouped categories. Each category is worth one-third of the final grade:

- Community Service & Activity Days
- Professional Dress & Compliance with School Policy
- Student Employability Skills Review

### COMMUNITY SERVICE

Community service is an activity that one performs and does not intend to receive compensation. In an initial attempt to have students experience community service, MTCHS requires students to perform nine (9) hours of school sponsored community service each year; students will earn hours by completing at least one school sponsored activity and grade level project. 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 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 the Events Task force. Students wishing to perform community service that is not school sponsored must have the activity approved by Mr. Housel, the principal.

Community Service List (All events will be posted on the school calendar and news section of the web site).

- School Beautification Days
- Sponsor: PTSO
  
- Adopt-A-Highway
- Sponsor: Ms. Green and NHS
  
- Rake-Up Boise
- Sponsor: Ms. Green and NHS
  
- Computers for Kids
- Sponsor: SkillsUSA
  
- Community Service on Activity Days
- Sponsor: Events Committee
  
- Discovery Elementary Tutoring
- Sponsor: Mr. Eells
  
- Grade Level Projects
- Sponsor: Grade Level Teachers
  
- Individual Student Service Projects
- Sponsor: as approved by Mr. Housel and Events task force

## ACTIVITY DAYS

Special activity days, including fitness days, are considered both part of the curriculum and mandatory. Students who miss a fitness day will be required to make up the assignment under the direction of the Events Committee. Fitness grades are based upon participation, effort and attendance.

## PROFESSIONAL DRESS

Professional Dress Days are a part of the goals and mission of this professional technical school. Monthly professional dress days, or otherwise designated professional dress days by faculty and administration are required. Students are expected to dress in professional business attire on these assigned days. *Professional dress guidelines and rubric* are as follows:

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Students:	Teachers:
<ul style="list-style-type: none"> <li>Please <b>score yourself</b> in the first column at the beginning of the day.</li> <li>Please <b>tally your final score</b> (5 points will be deducted if you do not).</li> <li><b>It is your responsibility to verify your assessments are complete and the rubric is submitted to your last hour teacher</b> (5 points will be deducted from the total score if rubric is not submitted to last hour teacher by end of current PD day and is not fully completed).</li> </ul>	<ul style="list-style-type: none"> <li>Male teachers grade male students/Female teachers grade female students.</li> <li>Please sign on the line after you grade the student.</li> <li>Last period teachers, please collect all forms and return to Debbie R.</li> </ul>

### Grading Scale:

0 Does not meet standard    1 Some items meet standard    2 Meets standard

### Teachers, please sign below:

		Student	Teacher	Notes
<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	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 (in different ears), 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>Shirt / Blouse</b>	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 in.	0 1 2	0 1 2	
<b>Slacks or Skirt for girls</b>	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.	0 1 2	0 1 2	
<b>Socks or Hosiery</b>	No white socks (match hem of pants), unless wearing white pants, flesh toned hosiery (no holes or runs).	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 and style and match outfit. No athletic shoes.	0 1 2	0 1 2	
<b>Personal Hygiene</b>	Showered, no odor (use deodorant/anti-perspirant), 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, student's posture is straight.	0 1 2	0 1 2	

\*below 29 = 0

\*Total Score \_\_\_\_\_

Total Score/40\*11

**-5 if not totaled**

## COMPLIANCE WITH SCHOOL POLICY

One component of citizenship and professionalism is observance of policy. This includes absences, tardies, Senior Internship Check-In/Out and overall school behavior.

## EMPLOYABILITY SKILLS REVIEW

Employability skills are a critical component of in which students will be evaluated on in their Internship and is indicative of their success in the work world. In effort to prepare students and teach these important skills, the employability skills will be identified, evaluated and provide assistance for growth.

- Written Evaluation of student performance of employability skills
- Review of strengths and areas of improvement
- Plan of action for improvement

## Grading of the Citizenship & Professionalism Class

Grading of the Citizenship and Professionalism Grade will be based on the categories of community service, professional dress, activity days, employability reviews, and compliance with school policy. Students must pass all categories with a 74% in order to pass the class. Each grouped category as defined is worth 33.3 % of the total Citizenship and Professionalism Grade in PowerSchools:

- Community Service & Activity Days
- Professional Dress & Compliance with School Policy
- Student Employability Skills Review

Each category is broken down as follows:

Community Service & Activity Days (33.3% or 1/3 of grade):

- Community Service (90 points)
  - 10 points per hour for a total of nine (9) hours
  - The sponsoring MTCHS staff member will turn a list of students and hours in to Chris Johnson of the Events Task force
- Activity Days (100 points)
  - 25 points per activity day
  - If a student is absent, they must contact Mr. Johnson of the events committee for makeup requirements.

Professional Dress & Compliance with School Policy (33.3% or 1/3 of grade):

- Professional Dress (100 points)
  - 12 points for first professional dress day and 11 points per Professional Dress Day thereafter based on the above rubric
  - If a student does not dress on the specified day, they may choose to receive a zero for that day, or change into professional dress day clothes, located in the closet, for maximum of a 74%.
  - If a student does not turn in the rubric, the late work policy will be followed for a maximum grade of a 74%.
  - If a student is absent, they must dress professionally on another day and pickup/return a professional dress rubric on that day to Ms. Riley.
- Compliance with School Policy (100 points)
  - Each student begins with 100 points and will lose points as follows
    - 1 point deduction per tardy
    - 1 point deduction per day of absence
    - 5 point deduction for Step 1 Referral
    - 10 point deduction for Step 2 Referral
    - 1 point deduction for Seniors who do not check in and out for Senior Internship correctly

Student Employability Skills Review (33.3% or 1/3 of):

- Student Employability Review
  - Seniors
    - Final Supervisor Evaluation (100 pts)
    - Self Evaluation (50 pts)
    - Workplace Certification Test (100 pts)

- Juniors:
  - Pre-Internship Evaluation (80 pts)
  - Quarterly Reviews (80 pts total)
- Freshman/Sophomore
  - Quarterly Reviews (80 pts total)