

CPS/TriHealth School-To-Work Grading Policy 2020-2021

*For Grades (11-12)*

**Daily Attendance & Participation**  **40% of quarter grade**

Each work day is considered an assignment out of 2 points (6 points weekly) and is based on the following criteria:

1 Point – arriving to work on time (clocked in at assigned department on-time)

1 Point – clocking out on time/staying within approved shift time

TriHealth staff will communicate weekly time & attendance reports to CPS Employment Specialist. CPS Employment specialist will record and calculate weekly attendance/participation grade and communicate to school personnel.

**Quarterly Performance Evaluation:**  **30% of quarter grade**

Evaluations are completed by department supervisors. This grade is based on 100 point scale. This grade is calculated by the scale below:

**Overall Performance Rating/Grade**

4 – Exceeds Expectations (100%)

3 – Meets Expectations (89%)

2 – Occasionally Meets Expectations (79%)

1 – Rarely Meets Expectations (69%)

Quarterly evaluations will be collected by TriHealth supervisor and reported to CPS Employment Specialist. CPS Employment Specialist will communicate evaluations to school personnel.

**Journals/Assignments 30% of quarter grade**

Students will respond to weekly journal prompts (1-2 per week) and maintain a running record of medical terminology.

Student responses will be evaluated using a rubric.

Additional assignments may be given periodically with separate rubrics to be used in conjunction with the assignment.

School personnel will be responsible for assigning, collecting, and assessing student journals/assignments.