



CULINARY ARTS ATTENDANCE AND MAKE-UP POLICY¹

Effective Date: August 13, 2012
Updated: September 4, 2014; May 15, 2017

Dorsey Schools is dedicated to preparing individuals for promising career opportunities, and as stated in our mission statement, reinforcing “the individual development of self-esteem, self-reliance, discipline, and confidence in all graduates.” Because of the fast-paced environment and hands-on design of our courses, Dorsey Schools has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance. Therefore, Dorsey Schools adheres to the following attendance policy:

1. **Perfect Attendance Will Be Rewarded**

Students are expected to attend 100% of all classes. Each student earning perfect attendance (defined as **not being marked Absent and earning 8 or more Daily Work points** each class day) will receive a Perfect Attendance bonus of 5% (5 percentage points) to the student’s final grade. These students will also be recognized with a ***Certificate of Perfect Attendance***, which can be beneficial to a graduate’s job search when used in the graduate’s portfolio. Additionally, students who earn 6 or more Daily Work points each class day present (and not marked Absent more than 10% of the class) will receive an Excellent Attendance bonus of 2% (2 percentage points) to the student’s final grade as well as being recognized with an ***Excellent Attendance Award***.

2. **Present/Absent Defined**

In order to be marked Present, a student must attend at least 60% of that day’s class. If this does not occur, the student will be marked Absent for that day. For example, in a 5 hour class, the student must be in attendance at least 3 hours.

3. **Consecutive Days Absent**

Students absent from all classes for 14 consecutive calendar days including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent.

4. **Daily Work**

Each class will include Daily Work, which counts as 30% of the final course grade. Daily Work points will be calculated using the expectations outlined in the Daily Work rubric.

5. **Make-up Work**

Every student will have an opportunity to make up assignments and tests other than Daily Work, no matter what the circumstance for his/her absence. It is the student’s responsibility to identify material covered, assignments, and tests/quizzes missed during an absence and to take the necessary steps, as determined by the instructor and based on the policies below, to make up the work.

A. **Any missed work that can be made up, including tests, must be made up outside of class time.**

B. All assignments (homework, projects, reports, etc.) are due on the assigned due date. Late assignments will be handled as follows:

- i. Students will be given up to 11:59 PM on Monday of week 11 as determined by the instructor to turn in assignments.
- ii. 50% of the earned value will be deducted by the instructor for each assignment turned in after the original due date up to 11:59 PM on Monday of week 11. (Example: an assignment turned in late, before 11:59 PM on Monday of week 11, that scored 80% would be recorded in the grade book as 40%). Credit will not be earned for assignments turned in after 11:59 PM on Monday of week 11.

¹ This policy is not applicable in the externship course.

- C. All tests and quizzes are to be taken on the scheduled date. Make-up for written tests and quizzes will be handled as follows:
- i. Make-up tests will not be administered during class time.
 - ii. Students are limited to two make-up tests and two make up quizzes per course. A student will receive a zero on any test or quiz missed after reaching this limit.
 - iii. It is the responsibility of the student to notify the instructor of the need to schedule a make-up test. The instructor will assign the student to test on one of the make-up dates posted on campus.
 - iv. A student will be assigned two opportunities to make up a test or quiz. A student not showing to sit for the two assigned opportunities to make-up a test or quiz will receive a zero.
 - v. A test or quiz taken on the first assigned make-up day will result in a reduction of 10 percentage points from the earned grade.
 - vi. A test or quiz taken on the second assigned make-up day will result in a reduction of 20 percentage points from the earned grade.
 - vii. Practical tests must be taken on the scheduled date and time². A missed practical test will receive a zero.
 - viii. Final exams must be taken on the scheduled date and time². A missed final exam will receive a zero.
- D. If a student knows of a pending absence on a scheduled due date, the student is expected to arrange with the instructor to determine guidelines, if offered, for making up the scheduled assignment or test.
- E. If an unplanned assignment, test or quiz (but not Daily Work) is announced or occurs on the day of the absence the instructor will determine the guidelines for making up the work if the instructor determines that the missed work is eligible for make-up.
- F. **Lab Course Proficiencies**
Lab courses include a list of skills that must be performed with proficiency to pass the course. **Students should not expect to make up missed proficiencies during class time.** In the event a student needs additional time to make up skill proficiencies due to absence the following guidelines apply:
- i. The student must communicate this need to the instructor outside of class time upon the first day of return from the absence.
 - ii. The student must arrange to attend a proficiency make-up session scheduled at the campus. **Note: A limited number of make-up sessions will be scheduled each module. It is advised that students check the posted schedule to find out when and where make-up sessions will be held.**
 - iii. The school is not responsible for a student's inability to meet the proficiency requirements, and subsequent course failure, due to absence.

² Pending mitigating circumstances approved by the Instructor and Associate Director or Managing Director.