ATTENDANCE POLICY

Student Attendance and Tardiness

Overview

Attendance is mandatory. Each student is a critical member of a culinary team with daily production responsibilities. The curriculum structure for each Program builds on the learning and hands-on experience of the prior session. We expect that students will give first priority to coursework and arrange their personal and work schedules accordingly.

Attendance Policy

• Attendance is taken daily and a record is maintained for each student.

• Students are required to attend 90% of the scheduled Program hours. When students fall below 90%, he/she will be placed on Attendance Warning. If at any point it is not possible to complete 90% of the scheduled hours, he/she will be dismissed from the Program.

• Students will be automatically withdrawn from a Program after missing 5 consecutive class days without notifying the school.

• Students will receive a grade of zero for any missed graded assignments occurring during their absence.

Tardiness Policy

• Students are expected to be in class in proper uniform and ready to proceed when class is scheduled to begin. If a student arrives after the class start time or is not in complete uniform, they are considered late.

• Chronic tardiness will be reflected in a student’s grade.

Notification

Students are expected to inform staff as soon as possible regarding any tardiness or absence. Students are expected to inform Chef Instructors prior to any planned absence.