



METROPOLITAN LEARNING INSTITUTE

Licensed by the New York State Education Department
Non-Profit Educational Organization

“ Innovative Approach Is Our Way to Success ”

www.gettraining.org

Main Campus:
97-77 Queens Blvd., 9th Floor
Rego Park, NY 11374
Phone (718) 897-0482
Fax (718) 897-5667

Extension:
550 59th Street
Brooklyn, NY 11220
Phone (718) 492-2120
Fax (718) 492-2197

MAKE-UP CLASS POLICY for MAKE-UP TEACHERS

A students’ academic work is reviewed regularly during attendance at Metropolitan Learning Institute to verify students’ progress toward their educational objective. A student who is absent and requests or is forced to perform make-up work is expected to meet the *minimum* standards of academic achievement and attendance rate specified in this memorandum for their particular make-up work. Satisfactory progress standards apply to all make-up students taking make-up classes at Metropolitan Learning Institute, Inc.

There is a defined period of time in which a make-up student may complete his or her make-up. This is during posted times *other than the time that the student is in regular attendance*.

Currently, make ups can be done during the evening shift for a morning student, the morning shift for an evening student, during afternoons (2pm-5:15pm) and on Saturdays/Sundays as available.

In extreme cases, make up can be performed during a student’s regular hours of attendance, but for a different subject. In such a case, the written approval of the Campus Director is required, and the student will of course be marked as ‘absent’ from their regularly assigned class while doing such a make-up.

It is understood that a teacher who is assigned to teach make-up classes is responsible for ensuring that the student is doing *relevant work* that they missed by being absent from regular instruction. This work is determined by the front-desk staff and/or academic records office staff, who are responsible for providing a detailed breakdown of which dates of regular classes in a particular subject each make-up student has missed. Both the student and the make-up teacher are entitled to receive this information.

Once the subject and date of absence in that subject that is being made-up is determined, it is *the responsibility of the make-up instructor* to obtain a copy of the original subject instructor’s lesson plan for that day and to assign relevant work from that exact plan and date to each student who requires make-up. Lesson Plans are now archived digitally and are available on demand from the Front Desk Staff or the Campus Director. Hardcopies are also available from the plan archive for every subject and area

that MLI teaches in every program. Course Outlines may also be used for this purpose, but the original instructor's lesson plan is preferable.

At Metropolitan Learning Institute, it is understood that, as with everyone, different make-up students progress at different rates and that this may eventually cause problems when two students complete the same assigned tasks in say, one hour and three hours, respectively.

It is *the responsibility of the make-up instructor* to understand and remind the student that make-up work ultimately is counted in hours, not just in assignments completed. If a student quickly completes the work given in the specific subject according to the lesson plan, it is *the responsibility of the make-up instructor* to devise *additional work* in the specific subject area and to ensure the student continues to be engaged in learning tasks *throughout the entire period credited for make-up*.

In order for a student to receive credit for a make-up session, both the student and the teacher offering the make-up instruction must sign a make-up form. The student must put their full name and at least the last 4 digits of their SSN-the full SSN is preferred. If the make-up is 'same-day', this must also be written at the top of the form. If not, the *specific date* of absence that led to the need for make-up to be done MUST be written on the form. Note that the form CANNOT be signed by either student or instructor until the end of the session. Signing assumes *full responsibility* by both parties for the work done and time credited.

In order for a student to be credited with make-up work, they need to remain in class and perform relevant work under teacher supervision for *at least 50 minutes* out of each clock hour they wish to get credit for-the same as an approved regular 'academic hour' by NYS-BPSS regulations. A student who leaves earlier, takes frequent breaks or is engaged in non-academic activity while in the classroom (such as eating, texting or web-surfing) will NOT receive credit-and it is *the obligation of the make-up teacher* to warn the student that this activity is not acceptable.

Make-ups are credited in 1-hour increments-doing make-up for less time is not generally valid, although a student may leave at the 2.5 hour mark and get credit for 3 hours as mentioned above, for example. An initial request to do make up for only 30-40 minutes is not acceptable, however.

Make-up work requires documentation of involvement by both instructor and student. It is the *responsibility of the make-up instructor* to provide evidence at the end of the make-up session that work was done. This can include but is not limited to:

- Photocopies of exercise pages given to and completed by the student
- Photocopies of work done directly in the student's own textbooks
- Essays or compositions, spreadsheets, resumes, business letters, etc. which the instructor witnessed the student create during the make-up period.
- Video clips of the student performing an interview, role-play, etc.

- Computer files in .doc, .pdf, .xls, .ppt or in other formats (cf. Medisoft, Peachtree)
- A statement by the instructor detailing a dialogue with the student discussing relevant topical material (i.e. oral instruction and Q&A)

The instructor is responsible for delivering documentation to the front desk staff and/or the Campus Director, together with the signed make-up form. This evidence or proof of completed make-up work will then be scanned and archived.

Involvement in make-up sessions as an instructor presumes that students will be present and willing to utilize the time and the school's resources to help make-up missed hours. If all students leave before a scheduled make-up session is completed, the instructor is obligated to punch out their time-card to the nearest hour after the last student leaves. Additional hours will not be paid.

In conclusion, it is important to stress that make-up hours are *not* a viable long-term substitute for attending regular class instruction. They are not meant to serve as a refuge from regular classes, to be used to shirk regular class work, or to be a shortcut or 'crutch'. In fact, students doing make-ups should regularly be discouraged from remaining in delinquent status in regards to attendance and having to do make ups in the first place.

The school allows make-up hours as a consideration and a privilege to assist busy students and those who wish to increase low or failing grades within the framework of the school's overall academic rules. This privilege must not be abused, and a student who shows an unusual frequency of attending make-up classes will be counseled by the Director and other staff and may be asked to reconsider their involvement with MLI and commitment to study.