**Culinary Arts Rules and Regulations**

# CLASSROOM RULES AND POLICIES

-Come to class with something to write with, notebook and three ring binder.

-Uniform is required each day for class. This includes closed toe shoes, pants, aprons, jackets and hats. Failure to be **fully dressed within 8 minutes** of bell will result in a “0” for the day. NO EXCEPTIONS!

            -Uniforms must not be written on in any way what so ever.

            -Uniforms must fit properly; belts must be worn if too big.

            -No sunglasses, they will be confiscated

-No earrings (except for studs), nose rings, eyebrow rings or tongue rings, no bracelets and no rings are to be worn at any time. Failure to remove will result in a “0” for the day.

-No other garments will be allowed to be on the head except for assigned chef hats

-No fake fingernails or nail polish

-YOU ARE ASSIGNED SHOES AND UNIFORM, IF SOMETHING HAPPENS TO EITHER YOU WILL BE RESPONSIBLE TO PURCHASE A NEW ONE!

-No cell phones allowed in class (They are to be placed in your locker). They will be confiscated the first time that I see them and must be picked up by parents. Appropriate points will be deducted. If your parents need to contact you they can call the main office or my office directly.

-All book bags, jackets, computers and other items are to be placed in your locker, not under tables.

-Lockers will be assigned to each student.

-No sharing of lockers. I will not give out any locker numbers to anyone else except assigned person for any reason.

            -Lockers will be randomly checked, so please keep clean and free of food.

-Treat your classmates and your teachers the same way you would like to be treated with respect.

-Homework is given two to three times a week. Sometimes more if needed.

-Your notebook and binder will be checked at random without notice so keep it up to date at all times. (You need to always have it with you in class)

            -All notebooks should have Name and Grade on cover

            -Notebooks should be dated before each entry

            -Do now quizzes which are open book will be twice a marking period

-You are to be in your assigned class during times when not in shop. You will not be permitted to go to your shop locker, or come to class when not working in other class periods. If the need arises for you to stay within shop or to come back I will furnish you with a pass for the allotted time.

# Attendance

-Be on time for class- and for every 3 days you are late, your marking period grade will be dropped 10 points.

-District policy is over 20 days excused or unexcused absences you will lose credit for the course. If attendance goes above 20 days you will lose credit for your shop for the year.

-If you are absent it is your responsibility to make up any written assignment you have missed. You will have until one week from absence to make up missed work.

# CLASSROOM SAFETY

            -Report to the nurse immediately for first aid in the event of any cuts, burns, etc.

-When you are sick or suspect you have a contagious illness, protect yourself and others by prompt medical attention and avoidance of food handling.

-Follow all safety rules for lab and if an accident occurs advise the teacher.

-Do not use any equipment unless you have been properly trained.

-Do not distract machine operator.

-Clean up spill immediately.

-Ask help when lifting heavy objects.

-Long hair must be pulled up.

            -RESPECT YOURSELF AND OTHERS.

            -DO NOT ASK FOR A PASS.

## CULINARY SANITATION RULES

            -Keep hands and fingernails clean at all times. Use soap and water.

            -If you are sick, you must report to the nurse.

-Wash hands before food handling and after using the restroom, eating or touching anything that may contain bacteria.

-Keep cuts and burns covered at all times.

-Wear clean, proper uniforms and an apron during shop.

-Keep hair clean, neat and pulled back as required.

-Shower or bathe daily.

-Do not chew gum while working.

-Clean and sanitize all tools and equipment after use.

# GRADING

-60% Class work-Class participation

-20% Tests

-20% Quiz/Homework & clocking in and out

-0-64=F, 65-69=D, 70-71=C-, 72-75=C, 76-79=C+, 80-81=B-, 82-85=B, 86-89=B+, 90-91=A-, 92-97=A, 98-100=A+

-**Daily Grading**

-**10 points for being on time** (Having to go to your locker for shoes or     anything else after the bell has rung it will be counted as late)

            -**10 points for being prepared** (Notebook, Pen, Uniform and Binder)

            -**40 points on Production**

            -**40 points for Clean up**

**-Deductions-**

**-10 points for being late**

**-25 points for every 5 minutes in unauthorized area (Bathroom, Back Hallway, Dining Room)**

**-5 points for each curse**

**-50 points for electronic devices for each infraction (Phones, IPods etc.)**

-Clean up is mandatory, failure to do so will affect participation grade

-Quizzes are taken randomly and may or may not be announced, all material for this will result from lectures, demonstration or reading and will be readily available in their notebooks.

-Tests are given 4-5 times per semester and may be written, practical or projects and will correspond to the material covered in the preceding weeks.

-Reports are given each marking period and are required. If no report is handed with a passing grade you will receive an incomplete for the marking period. 10 points will be deducted each day late, due dates are on the E-Board and given to each student.

**-Seniors**

Will be required to do a project for the year, whether on CVE or in class. This is mandatory and is due May 12. The project is on my class website for them to start working on from the first day. Failure to do the report will result in loss of credit for the year.

**-Culinary Honors**- This will be reports that are on the e-board and can raise your grade 10 points if complete. These are to be on your own time and must be handed in two weeks prior to the end of the marking period. You must carry a “C” or better average to take advantage of these. This is not for the student looking to pass but the ones who want their grade point average to remain intact or improved

## PARENTS

-I am available to speak with you throughout the week.  I will send home progress reports each semester and if you do not receive please contact me to discuss, or if you have any questions or concerns regarding grade, progress report or discipline feel free to contact me.

-If you would like for me to send grades by E-mail in addition to the school sending please e-mail me your address and I will set this up.

-When lunch is being served and you want to attend, I would welcome you. Just let me know when and I will set this up in the office and you can come see the hard work your children are putting into their shop.

-I will have all students give me contact information, if there were any other numbers you would like for me to have, please contact me.

**PLEASE RETURN NEXT PAGE WITH SIGNATURE**

**Culinary Arts Rules and Regulations**

I have read and discussed the requirements and grading policy for this class and agree to assume responsibility, as a student, to meet and follow them.

Student Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               Date\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                Date\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Time to call\_\_\_\_\_\_\_\_\_\_ AM   or    PM

CULINARY ARTS SYLLABUS

Grade 9

Upon completion of the ninth grade level of the Culinary Arts course, having been given the necessary tools, equipment, and instruction, students should be able to meet the following Proficiencies:

1. Practice good safety habits and cooperate with others in the promotion and

operation of a shop safety program consistent with the School Safety Standards Plan and shop safety guidelines.

2. Practice and develop appreciation for good personal hygiene and shop sanitation according to ServSafe Food Managers Certification.

3. Demonstrate an awareness of the career opportunities and job requirements in the culinary arts field.

4. Identify and safely use or operate basic tools, utensils, machinery and equipment in the culinary arts shop.

5. Practice good work habits and demonstrate cooperation with co-workers and instructor.

6. Plan breakfast and luncheon menus and price out meals.

7. Perform basic preparation operations, such as egg cookery, salads, sandwich fillings, and simple desserts.

8. Introduction to computer services in food trades.

9. Demonstrate employability skills and work habits, such as work ethic, dependability, promptness, and getting along with others, needed to get and keep a job.

10. Identify career interests, abilities, and skills

 11.Describe the importance of academic and occupational skills to achievement in the work world.

 12.Access and assess information on specific topics using both technological (e.g. computer, telephone, satellite) and print resources available in libraries or media centers.

13.Recognize and define a problem, or clarify decisions to be made.

CULINARY ARTS SYLLABUS

Grade 10

Proficiencies:

Upon completion of this course, having been given the necessary instruments, equipment, materials and instruction, students should be able to meet the following Proficiencies:

1. Practice safe work habits and follow safety procedures.

2. Practice and develop an appreciation for personal and shop hygiene and sanitation as described in Chapter 24 of the New Jersey Sanitary Code.

3. Demonstrate an awareness of the career opportunities and job requirements in the culinary arts field.

4. Identify and safely use or operate basic tools, utensils, machinery and equipment in the culinary arts shop.

5. Practice good work habits and demonstrate cooperation with co-workers and instructor.

6. Function effectively and efficiently at each of the work stations and in the performance of skills.

7. Follow recipes in the preparation of foods according to acceptable standards.

8. Become proficient on computer skills in the food service industry.

9. Demonstrate employability skills and work habits, such as work ethic, dependability, promptness, and getting along with others, needed to get and keep a job.

10. Identify career interests, abilities, and skills.

11. Describe the importance of academic and occupational skills to achievement in the work world.

12. Access and assess information on specific topics using both technological (e.g. computer, telephone, satellite) and print resources available in libraries or media centers.

13. Recognize and define a problem, or clarify decisions to be made.

14. Use the library media center as a critical resource for inquiry and assessment of print and non-print materials.

15. Identify and evaluate the validity of alternative solutions.

16. Interpret and analyze data to draw conclusions.

17. Evaluate the effectiveness of various solutions.

18. Set short and long term goals.

19. Work cooperatively with others to accomplish a task.

20. Evaluate their own actions and accomplishments.

21. Describe constructive responses to criticism.

22. Describe actions which demonstrate respect for people of different races, ages, religions, ethnicity and gender.

23. Use time efficiently and effectively.

24. Describe how ability, effort, and achievement are interrelated

CULINARY ARTS SYLLABUS

Grade 11

Proficiencies:

Upon completion of the eleventh grade having been given the necessary tools, equipment and instruction, students should be able to meet Proficiencies.

1. Practice safe work habits and follow safety procedures.

2. Practice and develop an appreciation for personal and shop hygiene and sanitation as described in Chapter 24 of the New Jersey Sanitary Code.

3. Function effectively and efficiently at each of the workstations and in the

performance of skills previously learned.

4. Plan and prepare basic menus for various types of quantity food service.

5. Demonstrate an awareness of food costs related to purchasing in quantity.

6. Demonstrate a knowledge of planning, layout, preparation, cooking,

serving and cleaning to meet or exceed minimum acceptable standards.

7. Plan and prepare special foods, such as international dishes and foods for

buffet service and catering.

8. Review computer skills necessary for food service industry.

9. Demonstrate employability skills and work habits, such as work ethic,

dependability, promptness, and getting along with others, needed to get

and keep a job.

10. Describe the importance of personal skills and attitudes to job success.

11. Identify career interests, abilities, and skills.

12. Describe the importance of academic and occupational skills to

achievement in the work world.

13. Demonstrate skills needed to effectively access and use technology-based

materials through keyboarding, trouble-shooting and retrieving and

managing information.

14. Access and assess information on specific topics using both technological

(e.g. computer, telephone, satellite) and print resources available in

libraries or media centers.

15. Discuss problems related to the increasing use of technologies.

16. Recognize and define a problem, or clarify decisions to be made.

17. Use the library media center as a critical resource for inquiry and

assessment of print and non-print materials.

18. Identify and evaluate the validity of alternative solutions.

19. Interpret and analyze data to draw conclusions.

20. Evaluate the effectiveness of various solutions.

21. Work cooperatively with others to accomplish a task.

22. Evaluate their own actions and accomplishments.

23. Describe constructive responses to criticism.

24. Describe actions, which demonstrate respect for people of different races,

ages, religions, ethnicity, and gender.

25. Describe the roles people play in groups.

26. Use time efficiently and effectively.

27. Describe how ability, effort, and achievement are interrelated.

28. Describe and demonstrate procedures for basic first aid and safety

precautions.

CULINARY ARTS SYLLABUS

Grade 12

Proficiencies:

Upon completion of the twelfth grade, having been given the necessary equipment and instruction, students should be able to meet the following Proficiencies:

1. Practice safe work habits and follow safety procedures.

2. Practice and develop an appreciation for personal and shop hygiene and sanitation as described in ServSafe Essentials and Chapter 24 of the New Jersey Sanitary Code.

3. Make minor adjustments for safe and efficient operation of equipment in the shop.

4. Prepare specialty menus, gourmet foods, international cuisine, desserts and showpieces for display, catering and special functions.

5. Produce any of the given recipes to meet or exceed minimum standards.

6. Supervise the efficient operation of kitchen, dining room and cafeteria work stations.

7. Demonstrate a knowledge of and proficiency in safe and hygienic practices involving handling foods and methods of cooking and preparation of food.

8. Demonstrate an awareness of food purchasing and food control.

9. Demonstrate awareness of the utilization of computers in the foods industry.

10. Demonstrate an awareness of job seeking, job maintenance and job advancement skills

11. Practice the skills and demonstrate a knowledge of the principles of quantity food service so as to be prepared for a cooperative work experience program (C.E.) and/or employment or advanced training in the trade.

12. Develop food related food service on the computer.

13. Students will be proficient in Serve Safe sanitation methods.

14. Demonstrate employability skills and work habits, such as work ethic, dependability, promptness, and getting along with others, needed to get and keep a job.

15. Identify career interests, abilities, and skills.

16. Describe the importance of academic and occupational skills to achievement in work

world.

17.Identify job openings.

18. Demonstrate skills and attitudes necessary for a successful job interview.

19. Demonstrate skills needed to effectively access and use technology-based materials through keyboarding, troubleshooting and retrieving and managing information.

20. Access and assess information on specific topics using both technological (e.g. computer, telephone, satellite) and print resources available in libraries or media centers.

21. Discuss problems related to the increasing use of technologies.

22. Recognize and define a problem, or clarify decisions to be made.

23. Use the library media center as a critical resource for inquiry and assessment of print and non-print materials.

24. Identify and evaluate the validity of alternative solutions.

25. Interpret and analyze data to draw conclusions.

26. Evaluate the effectiveness of various solutions.

27. Apply problem-solving skills to original and creative/design projects.

28. Work cooperatively with others to accomplish a task

29. Evaluate their own actions and accomplishments.

30. Describe constructive responses to criticism.

31. Describe actions which demonstrate respect for people of different races, ages, religions, ethnicity and gender.

32. Describe the roles people play in groups.

33. Use time efficiently and effectively.

34. Describe how ability, effort, and achievement are interrelated.