

Chino High School – Career Technical Education

“Preparing students for living and earning a living”

Culinary Arts 1 & 2 Ms. Elizabeth Williams Room 40 (Lab) ext. 3662

Areas of Focus: This course provides students with opportunities to practice and perform specialized skills in advanced food preparation. Emphasis will be on Culinary Professionalism, Food Safety and Sanitation with a review of the Food Handlers Exam (Culinary 1) and basic skills labs. In Culinary 2 students will plan and serve nutritious, appetizing and attractive meals, appropriate for food service and catering. Meal planning and costing concepts will be used for each activity. Students will work cooperatively in groups following established workplace guidelines to simulate industry models.

Distance Learning:

Classes: will be held virtually in google meets

Assignments: posted in google classroom along with instructions for submitting.

Office Hours: Teacher will have “virtual” office hours and can be reached by email. Information is posted on teacher’s website.

Attendance: will be taken from online participation and submitted assignments every day in every period, even on days when a virtual class is not scheduled, Monday – Friday.

Grades: posted in the Aeries gradebook.

Labs: there will be no labs until we move to blended learning.

Blended Learning:

Classes: will be held in person daily with students split in A or B groups and assigned specific days to be in the classroom on campus.

Assignments: posted in google classroom along with instructions for submitting.

Office Hours: Teacher will have office hours and can be reached by email. Information is posted on teacher’s website.

Attendance: will be taken in class and from online submitted assignments every day, in every period, even on days when an in-person class is not scheduled, Monday – Friday.

Grades: posted in the Aeries gradebook.

Labs: Labs will be designed to accommodate all levels of safety as required

Class Activities: Guest Speakers, Field Trips, Competitive Events, Food Labs, Group and Class Projects, Community Volunteer Opportunities, Career Research, and Leadership through FCCLA. Each activity will require permission slips to attend. This year not all activities will be available. Each class will establish a Culinary Code of Professionalism that they will agree to follow.

Class Rules: The following list is posted in the classroom

RESPECT....

- People
- Property
- School Rules

RESPONSIBILITIES....

- Be on Time
- Be Prepared
- Be an active learner

RIGHTS....

- You have the right to learn
- I have the right to teach
- Do nothing to interfere with these rights

School Rules: ALL rules and policies of the district are to be followed and will be enforced. Please refer to the Parent Handbook, which can be accessed from the Chino High School web page under Parent Resources. Specific areas to review are: attendance, tardy, dress code including hats and hoodies, graffiti and gum. No profanity allowed. Cell phones, electronic devices including earphones are not to be on or

visible during school hours and students cannot use the classroom phone. Cheating in the form of copying another student's work will not be tolerated. Any disruption, misconduct, or defiance will activate the progressive discipline policy.

Progression of discipline: 1st offense – Verbal warning/counseling, 2nd offense –Change seat, review of classroom rules, student-teacher conference, 3rd offense - detention with a call home, 4th offense – referral to counselor/Assistant Principal and call home. Continued problems will require a parent – teacher conference. Students have 5 days to serve the detention. Any un-served detention will result in a loss of 25 points and a U on the progress report.

Grading: The breakdown is: Homework 5% Classwork & Participation 25% Leadership 5%. Assessments 65%, divided into: Projects, Labs, and Quizzes/Tests.

Grades will be tabulated on a point system. Labs are 50 or 100 points, quizzes/tests and assignments will vary. Class notebooks, if used, will be graded on being complete and neat. Students will be expected to participate in cooperative groups and will be graded on their effort. In addition points will be given for active participation in leadership opportunities. Grading scale is as follows:

100-90% =A 89-80%=B 79-70%=C 69-60%=D 59-0%=F

Absent Work: It is important to make up missing assignments, opportunities (quizzes and tests), and labs; Students should take have the equivalent number of days as the absence to make up the work (i.e. three days excused absent, three days to make up work).

For a video presentation, guest speaker or demonstration make up work will be in the form of a research assignment. If you are absent, it is your responsibility to find out what you have missed, complete the work, and turn it in on time. See the instructor if you are unclear about the assignment. For a missed lab once in person classes start, ask for a "Home Lab Make Up Form" which must be completed by student and parent/guardian, along with a sample of the food item prepared. Both of these must be brought to school to receive credit for the lab. The highest grade possible for make-up labs will be 75%.

Classes on campus: Laboratory and classroom procedures

1. All students must be in their assigned seat or lined up and ready to work when the tardy bell rings.
2. Students are to remain seated until dismissed by the teachers – NOT THE BELL!
3. Students are responsible for leaving the lab clean and orderly. You will be called back and/or issued a detention if it is left unclean.
4. No personal grooming is permitted – including use of cosmetics, lotion, sprays, combs and brushes.
5. Eating and drinking is permitted on lab days ONLY, with permission from the teacher.
6. Sitting on the counters or tables is not permitted and will result in a loss of points.
7. All personal belongings including but not limited to purses and backpacks are to be stored off the workspaces and out of the lab in a teacher approved area until students are dismissed.
8. Teacher supplied aprons; chef coats, hats are required on lab days and as deemed necessary by the teacher. Students with hair longer than shoulder length will need to bring and wear hair restraints.
9. Lab safety rules always apply to everyone.

Remember, this is an area where food is being prepared and consumed. You must follow proper safety and sanitation guidelines even when not cooking.

In class instruction materials needed for class every day:

ID card, agenda

Three number 2 pencils w/erasers (**NO PENS or MECHANICAL PENCILS**)

Hair restraints if hair falls below the shoulders (on lab days)

Closed toe shoes on lab days

Teacher will provide:

One 70-page spiral notebook (8 ½" x 10") in assigned class color, to be stored and left in the class. (If using for the year.) Students may be assigned to take their notebook home to study before a test or ask to use the recipes.

Apron or Chef Coat and Chef Hats

Digital classroom procedures:

Follow all digital expectations as outlined in the chart

Expectations	Digital Citizenship
Be Safe	<ul style="list-style-type: none"> • Stay on recommended websites • Open links only from a trusted sender • Keep passwords private
Be Responsible	<ul style="list-style-type: none"> • Use your agenda, make a checklist to feel accomplished • Use your time wisely, take breaks when indicated and stretch • Be careful of plagiarism, express your own thoughts. Be creative! • Check the digital classroom daily for new assignments, deadlines, and announcements. • Follow through with your teacher for assignment clarifications, feedback, and grades through email, office hours, and/or Remind
Be Respectful	<ul style="list-style-type: none"> • Cite references where appropriate • Use appropriate virtual backgrounds • Use professional/academic language for assignments and when communicating with teachers/other teachers • Set your mute option when others are speaking • Raise your hand to be acknowledged • Use the comment section to ask questions • Attend your virtual sessions on time, log on 5 minutes early
Be Resilient	<ul style="list-style-type: none"> • Be kind and patient with yourself and others as we navigate our new digital environment. • Ask questions and for help when you need to • Complete work as much as possible and as soon as you are able • Try your best • When you make a mistake, turn it into a opportunity for learning
Be Present	<ul style="list-style-type: none"> • Find a place where you can be free of distractions • Dress appropriately, dress code rules apply! • Refrain from chewing gum, eating, or drinking in front of the camera • Refrain from using your phone during class time • Sit up tall with technology level and stable • Work is graded and not participating in virtual sessions and/or not submitting assignments may impact grades

Distance learning materials needed for class each day:

- Technology with sound, video and Wi-Fi access, your phone maybe unreliable
- Pencil and paper for taking notes, references
- Teacher will provide selected text from the textbook online
- Students have the option to checkout a textbook(s) from the library for home use. Please contact the teacher to arrange this.
- Each student will be enrolled in the CVUSD board approved business skill lab from Rubin Education, EMERGE. Access for all students was purchased using the Career Technical Education grant funding from Carl Perkins. (Please consider thanking your local congress person for their ongoing support of this funding.)

Textbooks: Foundations of Restaurant Management and Culinary Arts Level 1 and 2

Supplemental resources: Emerge with Rubin (online business skills)

Donations are always appreciated and can be used for extra lab experiences for students. We are always in need of dish soap, laundry soap, sugar, flour and produce such as lemons.

It is my hope that this will be a productive and enjoyable year for your student. Your cooperation is always appreciated and any communication is always welcome!

I, _____ (print name) have read the above policies and procedures and I intend to follow these to the best of my ability. I will sign, date, and place this in my class notebook, if using, or submit to the teacher.

Student Signature: _____ Date: _____ Period: _____

Parent or Guardian: _____ Date: _____

Comments or Concerns: _____

Student Allergies: _____

A copy of this information will be posted on the class website.



Save the Date!! Back to school night Wednesday September 2, 2020
(Possibly virtual)