

**CULINARY ARTS**  
**STUDENT CONTRACT SIGNATURE PAGE**



Dear Students, Parents, and Guardians:

Welcome to the best high school Culinary Arts program in the state of Texas! I consider it a privilege to have you in my class and in my kitchen. You have *chosen* to take this class, which is a representation of your willingness to accept both the responsibilities *and* rewards that accompany that choice. Please take a few minutes to go over the attached document together. If you have any questions or concerns, please call or email as soon as possible. I consider this document to be a contract between myself, my students, and participating parents and guardians, and will do everything in my power to honor it daily.

***Please complete ALL information and signatures below. ALL DOCUMENTS REQUIRING SIGNATURES, AND REQUIRED SUPPLIES are to be returned to Chef A by TUESDAY, AUGUST 20th.***

***Student will keep syllabus in his/her binder. It will also be posted on Google Classroom and the Ben Barber Website.***

***Students are required to have their iPad or laptop in class each day. Please complete the following:***

**My student has/will have an MISD-issued iPad or laptop: YES \_\_\_ NO \_\_\_**

**My student will bring his or her own *personal* iPad or laptop each day: YES \_\_\_ NO \_\_\_**

If you answered NO to both statements above, please explain on the line below. ***Cell phones will be stored and will not be allowed for school work or otherwise during class time.***

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**Please place a check mark (✓) under any of the following that apply to your student:**

Food Allergies (Please List)	Health Risks (Please List)	504	IEP

\_\_\_\_\_  
 Student Name (print)

\_\_\_\_\_  
 Parent/Guardian Name (Print)

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

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

\_\_\_\_\_  
 Parent/Guardian Phone Number

\_\_\_\_\_  
 Parent/Guardian EMail

# Thank You! --Chef Lisa Amoriello

Culinary Arts  
Syllabus & Student Contract

GOOGLE CLASSROOM CODE  
**grx0m03**

REMIND 101 CODE  
**@gkfh2e**

Instructor: Chef Lisa Amoriello

Email: [lisaamoriello@misdmail.org](mailto:lisaamoriello@misdmail.org)

Classroom A-105 Phone: 682-314-1551 Kitchen: C-111A

Conference: 10:00 am – 10:30 am (Mon-Wed-Fri)

**Culinary Arts** is a year-long laboratory course designed to provide specific training, building on knowledge and skills gained in Intro to Culinary Arts. The goal is to prepare students for advanced & Practicum courses, ProStart Certification Level 1 exam, and employment in the area of Culinary Arts. ***The Level 2 exam will be given late March - early April.***

Primary objectives of the course include:

- Professionalism (*assessed daily and recorded every three weeks as a **major** grade...see Professionalism Rubric*)
- Basic Knife Skills
- Safety & Sanitation (ServSafe)
- Foodservice History & Careers
- Equipment ID & Operation
- Basic Moist & Dry Heat Cooking Methods
- Stocks, Soups, Basic Sauces
- Pastas, Grains, Vegetables, & Fruits

A large part of the Culinary Arts curriculum focuses on professionalism and workplace safety. Learning occurs both in the classroom and in our commercial kitchens. Our on-campus bistro, Savvy's, where our Practicum students work and learn, will open again later this spring. Students in all levels of the program will have an opportunity to participate in catering events, competitions, and community service events.

**Textbooks** (classroom copies only, assigned by number for use on campus)

Foundations of Restaurant Management and Culinary Arts Level 1, National Restaurant Association  
ServSafe Starters, 6th Edition, National Restaurant Association

**Instruction Schedule** (*subject to change due to holidays, district testing, etc.*)

Classroom Instruction: Monday-Friday  
Kitchen Labs: Possible Each Day (Minimum of 1 per Week)

**Uniform Requirement**

*The prescribed kitchen uniform is required every day unless students are given prior notice by Chef A. Specific ordering information will be provided, along with the **Kitchen Uniform & Dress Code Policy.***

## Course Calendar/Schedule

- Will be available in Google Classroom via student's account, once student has subscribed.

### **Supplies: Must Be With Student Each Day beginning Tuesday, August 20th!**

- **CHARGED iPad or Laptop – REQUIRED DAILY (PHONES WILL NOT BE USED.)**
- White 2-inch Binder (Clear view cover front and back) Student may continue using the binder built in Intro class.
- Numbered Divider Tabs (1-20 from Level 1, plus additional 1-20 for Level 2)
- 1 Black "Sharpie" Marker (uniform requirement)
- 2 Pens & Pencils (classroom AND uniform requirement)
- 2 Highlighters (2 different colors)
- 1 Dry Erase Marker
- Sheet Protectors 3-hole Punched (25 ct) for recipes

## Grading Policy

The district high schools use a weighted numerical grading system. The following reflects the MISD grading system for grades 9-12:

A	90-100
B	80-89
C	70-79
F	Below 70

Six-Week grades shall be obtained by averaging student work as detailed below. Daily assignments may count more than once, but no more than twice. An "Incomplete" (I) reflects incomplete student work and is not considered an academic grade.

- **DAILY WORK: 60%**

Students will receive a *minimum* of two grades per week based upon their *participation and performance* on assignments and projects completed in the classroom and kitchen. ***One of these grades each week will be for professionalism, based upon the attached Professionalism Rubric.***

- **MAJOR GRADES (tests, projects, lengthy assignments, etc.): 40%**

Students will receive a minimum of two major grades for each six weeks grading period. These grades may be in the form of a practical (lab) exam, a written exam, project, or lengthy assignment. ***A professionalism grade will be given every three weeks for a major grade. (See ProStart Scoring Rubric and Professionalism Rubric.)***

- **SEMESTER EXAM**

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school.

## Posting Student Work:

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

## **UIL Eligibility (“No Pass/No Play”)**

Participation in all Culinary Arts events, field trips, and competitions are subject to the UIL eligibility policy. See MISD Board Policy FM (LOCAL) - Exempt Courses for more detailed information.

## **Active Participation**

Culinary Arts is a course that requires *highly active participation* in order for learning to occur. As stated above, both performance *and* participation are a huge part of each assignment.

## **Attendance & Tardies**

Each Ben Barber session consist of TWO BLOCKS. Attendance is submitted for *each block* of the session. A student is considered ABSENT if he or she misses 20 minutes of either block. A student is considered TARDY if he or she is not in the room at the official start time of the session. Official time will be that which is displayed on Chef A’s iPhone, which is synced with administration. If a student has frequent tardies, A/C will be assigned and exemptions will be lost.

Session 1: 7:00 a.m. - 10:00 a.m.

Session 2: 11:30 a.m. - 2:30 p.m.

**EVERY EFFORT WILL BE MADE BY INSTRUCTOR AND STUDENTS TO ENSURE TIME CHANGING BEFORE CLASSROOM DISMISSAL, HOWEVER, DISMISSAL FROM THE KITCHEN OCCURS ONLY WHEN CHEF A DECLARES IT CLEAN.**

## **Make-Up Work Policy (due to absence for any class missed)**

When a student returns to class following an absence, it is his or her responsibility to collect all makeup work that same day.

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday’s absence is considered late after Friday, and student work from Tuesday’s absence is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. · Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility (“No Pass/No Play”) guidelines for additional information related to grades and UIL Eligibility.

Kitchen Labs cannot be made up, however, copying recipes and notes for the lab *can* be.

## Written Test Retakes

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

## Late Work Policy

All work done in class or for homework must be turned in on time to receive maximum credit.

- Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)
- If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

## Academic Dishonesty

Teachers determine what constitutes cheating and/or plagiarism. Consequences are as follows:

### **Daily Work**

- Every Offense
  - Academic and Disciplinary Consequences
  - Assign grade of zero
  - Write a referral
  - Teacher contacts parents
  - Consequence from administrator would be a minimum of AC placement

### **Exams or Other Major Assessments**

- Every Offense
  - Academic and Disciplinary Consequences
  - Assign grade of zero
  - Write a referral
  - Teacher contacts parents
  - Consequence from administrator would be a minimum of AC placement
  - An alternative exam or major assessment can be completed for a maximum grade of 70%
  - Academic Associate is notified and will schedule a meeting with student, parent and teacher

## Extra Credit Policy

Extra Credit opportunities will only be offered if all regular daily work and assessments have been completed and submitted.

## Lab Safety

The professional kitchen is a dangerous setting. All culinary students will be held accountable to a "zero tolerance" safety policy upon entering the kitchen lab. Detailed information regarding the policy will be discussed during the first week of class. **Students**

*who choose to not follow the policy will receive an immediate referral and will be suspended from cooking and tasting privileges for a two-week period.*

### **Selection Process for Upper Level Culinary Courses:**

Due to the large number of students who request culinary courses, placement in upper level courses is very competitive. The following criteria are used to determine **eligibility**. Please see course description guide and chart below for coherent sequence of courses and prerequisites.

- 1.) Student has passed prior culinary course(s).
- 2.) Student has been recommended by prior Culinary Arts instructors. Recommendations are based upon consistent professionalism as outlined in the Professionalism Rubric (see attached).

Prerequisites are in place for the following Culinary Arts courses:

COURSE NAME	PREREQUISITE REQUIRED
CULINARY ARTS	INTRO TO CULINARY ARTS & INSTRUCTOR RECOMMENDATION
ADVANCED CULINARY ARTS	CULINARY ARTS & INSTRUCTOR RECOMMENDATION
PRACTICUM COURSES	ADVANCED CULINARY ARTS & INSTRUCTOR RECOMMENDATION

## **Classroom & Kitchen Expectations:**

(See Professionalism Rubric.)

Go out of your way to be respectful in all you do...to yourself, to Chef A, & your classmates.

***This goes DOUBLE for substitutes!!***

Be responsible. Be on time, prepared, and ready to learn.

Wear your ID.

Wear your uniform proudly.

Bring your charged iPad and all supplies to school ***every day***.

If you have permission to take it, put it back when you are finished!

Follow iPad, Cell Phone, & Earbud Policy.

Actively Participate!

Culinary Arts is a course that requires ***highly active participation*** in order for learning to occur.

Both performance **and** participation are major parts of each assignment.

## Technology Policy - Effective January 8th



**iPad or Laptop Required**



**Headphones, Earbuds, & Phones are NOT ALLOWED TO BE OUT IN CLASS unless permission is given by Chef A or other instructor to complete an assignment, or as a reward.**

**iPad or Laptop REQUIRED Each Day! You May *NOT* Use Your Phone Instead.** \_\_\_\_\_

**If a student has a device that is not allowed (see above), it will be stored in a basket until the end of the class period.** \_\_\_\_\_

**My student has/will have an *MISD-issued* iPad or laptop:**

**YES \_\_\_ NO \_\_\_**

**My student will bring his or her own *personal* iPad or laptop each day:**

**YES \_\_\_ NO \_\_\_**

**If you answered **NO** to both statements above, please explain on the line below and your student will be given paper alternatives when applicable.**

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**NON-COMPLIANCE with TECHNOLOGY POLICY or INSTRUCTOR DIRECTIVES - APPLIED DAILY:**

1<sup>st</sup> Violation: Verbal Warning

2<sup>nd</sup> Violation: Device is stored in basket until the end of the period.

3<sup>rd</sup> Violation: Phone Turned in to Office; Parent Contact & Referral; A/C; Loss of Exemptions

**We have read and agree to follow the above policy.**

Print **Student** Name

**Student** Signature

Date

Print **Parent** Name

**Parent** Signature

Date

## **BBIA UNIFORM POLICY - CA & ADVANCED CA**

**TEMPORARY KITCHEN DRESS CODE (see table below) is required every day beginning Tuesday, August 20th, and will remain in effect the new uniform arrives. The new full uniform will be required every day beginning TUESDAY SEPTEMBER 10th. See ordering information below and in the attached packet.**

Per the Course Description Guide, all Intro students are required to purchase and maintain the prescribed uniform. It is to be taken home and kept clean and free of wrinkles for each kitchen lab. Specific ordering information for each item will come home with your student. Please read carefully to ensure you order the correct items. Student cost for the chef uniform will be approximately \$60.00 and must be purchased independently at [happychefuniforms.com](http://happychefuniforms.com). The required items include chef coat, pants, chef hat, and apron. (*Apron is for Advanced Culinary only. Aprons will be provided for Culinary Arts students.*) Please, no embroidery. Embroidery adds weeks to your delivery.

The **required shoes** may be purchased anywhere as long as they are closed-toed, black, and non-slip (see below).

Ordering and shipping is the responsibility of each student. The uniform should be shipped to your HOME ADDRESS! **Proof of ordering is due in class no later than Tuesday, August 20th. Any concerns about purchasing must be directed to chef instructor via phone call or email from parent or guardian BEFORE August 20th.**

Please be aware that jewelry will not be allowed in the kitchen. New or facial piercings must be covered with a bandage (student must provide). In addition, nails must be kept short (cannot extend past the fingertip). No polish will be allowed unless it is clear. All students who participate in competitions will be required to remove piercings and false nails.

### **Temporary Kitchen Dress Code**

**MUST Wear :**

**May NOT Wear:**

Long Pants (jeans, slacks, scrubs, or chef pants)	Capris, shorts, leggings/jeggings, athletic pants, or sweat pants
Short-Sleeve or Long-Sleeve MISD-Compliant Shirt	Tank tops, cami shirts, tube tops, or shirts w/inappropriate graphics
Black Closed-toed non-slip shoes	Sandals, high heels, flip flops, house shoes
Prescribed Mushroom Chef Hat - See Specs for Color	Bandanas, Logo Hats, Do-Rags, or Hoodies
Apron (provided)	Colored nail polish, nails past fingertips
Black Sharpie AND ink pen	Jewelry or Piercings ( ear rings, necklaces, bracelets, rings)

### **Violations of Kitchen Uniform Policy and Dress Code:**

**1<sup>ST</sup> VIOLATION**

*Automatic 30 point deduction from lab grade, dish duty, and suspension from cooking privileges for the day.*

**2<sup>ND</sup> VIOLATION**

*Automatic 30 point deduction from lab grade, and suspension from cooking privileges for the day. Student will be given dish duty AND an alternate written assignment to be completed before dismissal.*

**3<sup>RD</sup> VIOLATION**



*Automatic 30 point deduction from lab grade, and suspension from cooking privileges for the day. Written assignments, plus suspension of kitchen privileges for the day. Referral and A/C assigned; loss of exemptions.*

**A signature copy of this document will be in a separate packet, along with specific ordering information.**

## **DAILY PROFESSIONALISM RUBRIC**

<b>ETHIC</b>	<b>BEHAVIORS</b>
<b>DEPENDABILITY</b>	<ul style="list-style-type: none"> <li>• <b>ARRIVES ON TIME TO CLASS, KITCHEN, &amp; OTHER EVENTS</b></li> <li>• <b>STAYS UNTIL JOB IS FINISHED; DOES NOT LEAVE EARLY</b></li> <li>• <b>KEEPS PROMISES &amp; COMMITMENTS</b></li> <li>• <b>COMMUNICATES WHEN PROBLEMS OCCUR</b></li> </ul>
<b>RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>• <b>TAKES OWNERSHIP OF ACTIONS</b></li> <li>• <b>GIVES NO EXCUSES</b></li> <li>• <b>COMPLETES EACH TASK FULLY</b></li> </ul>
<b>TIME MANAGEMENT &amp; SELF-DISCIPLINE</b>	<ul style="list-style-type: none"> <li>• <b>PRACTICES GOOD TIME MANAGEMENT IN CLASSROOM &amp; KITCHEN</b></li> <li>• <b>WORKS EFFICIENTLY &amp; PRODUCTIVELY</b></li> <li>• <b>PRIORITIZES TASKS AND MEETS DEADLINES</b></li> </ul>
<b>RESPECT &amp; SELF-RESPECT</b>	<ul style="list-style-type: none"> <li>• <b>LISTENS &amp; GIVES EYE CONTACT TO OTHERS WHEN THEY ARE SPEAKING</b></li> <li>• <b>HONORS OTHERS WITH CONCERN &amp; CONSIDERATION</b></li> <li>• <b>HONORS SELF BY BEHAVING WITH DIGNITY &amp; CONFIDENCE</b></li> <li>• <b>RECOGNIZES THE ABILITIES &amp; ACHIEVEMENTS OF OTHERS</b></li> </ul>
<b>PERSONAL HYGIENE &amp; FOOD SAFETY</b>	<ul style="list-style-type: none"> <li>• <b>UNIFORM IS WORN DAILY, AND IS ALWAYS CLEAN &amp; TIDY</b></li> <li>• <b>PRACTICES PROPER HAND-WASHING RULES &amp; TECHNIQUE</b></li> <li>• <b>PRACTICES SKILLS TAUGHT IN CLASS &amp; KITCHEN TO KEEP FOOD AND ENVIRONMENT SAFE</b></li> </ul>
<b>EFFECTIVE ORAL &amp; WRITTEN COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• <b>PARTICIPATES IN CLASS &amp; TEAM DISCUSSIONS</b></li> <li>• <b>ACCEPTS &amp; SHOWS APPROPRIATE EFFORT ON READING &amp; WRITING ASSIGNMENTS</b></li> <li>• <b>REFRAINS FROM CURSING &amp; DISRESPECTFUL TONES</b></li> </ul>

**Students in the Culinary Arts program are graded daily on the professionalism ethics and attributes in this rubric. A Professionalism grade will be submitted to the gradebook every three weeks.**

**These grades are used as criteria for placement in other higher-level Culinary Arts courses.**

**PARENT/STUDENT RECEIPT OF SYLLABUS, TECHNOLOGY POLICY,  
UNIFORM POLICY, PROFESSIONALISM RUBRIC, and CERTIFICATIONS**

Parents & Guardians,

After reviewing the syllabus, technology policy, uniform policy, and certifications with your student, please sign and **RETURN THIS AND ALL ATTACHED SHEETS** to Chef Amoriello by **TUESDAY, AUGUST 20TH**. Please keep the syllabus and parent copies of these documents for reference throughout the semester. They will also be available on the Ben Barber website and your student's Google Classroom. If you have any questions prior to signing, please email or call me:

[lisaamoriello@misdmail.org](mailto:lisaamoriello@misdmail.org)

682-314-1551

***Please be aware that students will not be allowed to participate in the kitchen until these sheets are returned and kitchen dress code is in compliance.***

***I have received the SYLLABUS, TECHNOLOGY POLICY, UNIFORM & DRESS CODE POLICY, PROFESSIONALISM RUBRIC, and CERTIFICATIONS documents. I understand that these documents can be found on the school website, as well as Chef A's Google Classroom.***

X \_\_\_\_\_

Parent/Guardian Printed Name

X \_\_\_\_\_

Parent/Guardian Signature

X \_\_\_\_\_

Date

X \_\_\_\_\_

Student Printed Name

X \_\_\_\_\_

Student Signature

X \_\_\_\_\_

Date

For Chef A's Use Only: RECEIVED \_\_\_\_\_