

**INTRO to 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 colored pages requiring information and signatures.

ALL COLORED DOCUMENTS REQUIRING SIGNATURES, ALL REQUIRED SUPPLIES, & PROOF OF HAT ORDER are DUE BY:

THURSDAY, JANUARY 16th.

Please keep all white copies at home or in student's binder for daily reference.

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

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

Additional information you would like for me to have regarding items checked above:

Student Name (print)

Parent/Guardian Name (Print)

Student Signature

Parent/Guardian Signature

Parent/Guardian Phone Number

Parent/Guardian EMail

Thank You! --Chef Lisa Amoriello

Instructor: Chef Lisa Amoriello

Email: lisaamoriello@misdmail.org

Classroom A-105 Phone: 682-314-1551

Kitchen: C-111A

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

Intro to Culinary Arts is an 18-week course designed to introduce the student to the culinary field. Instruction will include chef demonstrations and classroom instruction, with occasional labs in the kitchen. Students learn the basics of the commercial kitchen, including safety and sanitation, and will be prepared for the food handlers certification test required in practicum classes and in the industry. Keeping the kitchen clean and organized is a graded major objective of this and all Culinary Arts courses. Primary objectives include:

- Professionalism (*assessed daily, and recorded every three weeks as a **major** grade... see Professionalism Rubric*)
- Overview of the Restaurant & Foodservice Industry and its History
- Foodservice Career Opportunities
- Basic Workplace & Food Safety/Sanitation
- Reading & Following Standardized Recipes
- Kitchen Weights & Measures
- Culinary Terminology
- Equipment ID & Operation
- Basic Knife Skills

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 restaurant & catering business, Savvy's Bistro, where our Practicum students work and learn, will open again later this fall. Students in all levels of the program will have opportunities to participate in catering events, competitions, and community service events.

Uniform Requirement

KITCHEN DRESS CODE is required every day. Please see the attached Kitchen Uniform Policy .

All students are required to purchase the prescribed chef hat and have it with them every day.

Proof of purchase is due no later than Thursday, January 16th. Ordering information is included in the policy.

Students who advance to all other Culinary Arts courses will be required to purchase a full uniform (approx. \$60).

Required Supplies: Must Be With Student Each Day beginning Thursday, January 16th!

- **CHARGED iPad or Laptop – REQUIRED DAILY** (Phones will not be used...see technology policy.)
- Prescribed White "Mushroom Style" Chef Hat (see uniform policy)
- 1 Black "Sharpie" Marker (see uniform policy)
- 2 Pens & Pencils (classroom AND uniform requirement)
- 2 Highlighters (2 different colors)
- 1 White clear-cover **1"** Binder (no larger, please)

Course Calendar/Schedule

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

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: Minimum 1 per week

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. ***Students will receive a grade on each progress report and report card for professionalism, based upon the attached Professionalism Rubric.***

- **MAJOR PROJECTS & ASSESSMENTS: 40%**

Students will receive a minimum of two major test/assessment grades for each six weeks grading period. Such assessments may be in the form of a practical (lab) exam, a written exam, project, or lengthy assignment.

- **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.

Attendance & Tardies

Each Ben Barber session consists 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. Tardies are closely monitored by Ben Barber administration. If a student has excessive tardiness, 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.

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.

Extra Credit Policy

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

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/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 until 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.

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.

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

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).

ALL UPPER LEVEL COURSES BEYOND INTRO REQUIRE PURCHASING A FULL KITCHEN UNIFORM.

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:

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 without being asked.

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 Technology 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.

Student Initial

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.

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

1st Violation: Verbal Warning

2nd Violation: Device is stored in basket until the end of the period.

3rd 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 INTRO CULINARY ARTS UNIFORM POLICY

KITCHEN DRESS CODE is required every day beginning Thursday, January 16th. If the student has provided proof of hat order (email receipt, paper copy of receipt, etc.), a hair net will be provided until the student’s hat arrives. Beginning January 16th, students who have not provided proof of ordering will be considered out of compliance. (See below.)

Per the Course Description Guide, all Intro students are required to purchase and maintain the prescribed white “mushroom style” chef hat as a part of kitchen dress code. A picture of the appropriate hat will be sent home along with this policy. **Please, no embroidery. Embroidery adds weeks to your delivery. Thank you!** If time permits, we will have hats embroidered in our Makerspace lab at Ben Baber. In the meantime, please write student’s name inside hat with a permanent marker.

Student cost for the chef hat will be approximately \$5.00 plus shipping, and must be the correct style and color. We suggest online from happychef.com; or online from amazon.com.

PLEASE NOT THAT WE CANNOT GUARANTEE FIT IF ORDERED FROM AMAZON.

Ordering and shipping are the responsibility of each student. The hat should be shipped to your HOME ADDRESS! **Proof of ordering is due in class no later than Thursday, January 16th. Any concerns about purchasing must be directed to chef instructor via phone call or email from parent or guardian BEFORE January 16th.**

Intro Kitchen Dress Code:

MUST Wear (Complete Uniform):

May NOT Wear:

Long Pants (jeans, slacks, scrubs, or chef pants)	Leggings, capris, shorts, 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 White “Mushroom Style” Chef Hat	Bandanas, Logo Hats, Do-Rags, or Hoodies
Apron (provided each day)	Colored nail polish, nails past fingertips
Black Sharpie AND ink pen	Jewelry or Piercings (ear rings, necklaces, bracelets, rings)

Non-Compliance with Kitchen Uniform Policy and Dress Code:

1ST VIOLATION

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

2ND VIOLATION

Automatic 50 point deduction from lab grade, dish duty, and suspension from cooking privileges for the day.

3RD & ADDITIONAL VIOLATIONS

Automatic 30 point deduction from daily grade; Referral and A/C assignment; Written assignment; Loss of exemptions.

We have read and agree to follow the above policy.

Print **Student** Name

Student Signature

Date

DAILY PROFESSIONALISM RUBRIC

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

Students in the Culinary Arts program are graded daily on the professionalism ethics and attributes in this rubric. A major Professionalism grade will be earned daily & recorded every three weeks.

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

INTRO to CULINARY ARTS

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 ALL COLORED SHEETS*** to Chef Amoriello by ***THURSDAY, JANUARY 16th***. Please **KEEP ALL WHITE 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 page. If you have any questions prior to signing, please email or call me:

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, hat is ordered, 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 page.

Print ***Student*** Name

Student Signature

Date

Print ***Parent*** Name

Parent Signature

Date

For Chef A's Use Only: RECEIVED _____