Newport High School

CULINARY ARTS

Newport High School Culinary Arts / Advanced Culinary Arts Syllabus 2025-2026

Course Title: Culinary Arts
Course Number: 755 H
Course Pre-requisite: Culinary Essentials, Baking and Pastry, or with Instructor OK
Length / credit: (2) semesters, three periods daily – 3.0 credits
Periods: 0, 1, 2, - Monday through Friday

WANIC – We draw students from six other districts outside of Bellevue District

This course is a **Pacific NW College Credit** and offers **Dual Credit** to high school students as part of the statewide **CTE Dual Credit** program (nationally known as Tech Prep). Registered students in CTE Dual Credit classes can earn BOTH *high school* AND *college* credit for completing select high school classes with a grade of "B" (3.0) or better. The college credit earned is credit for an actual college course(s) currently offered at the awarding college. Our students are directly transcribed, the same way a student attending the college would be, the summer after completing their high school class. This enables students to start earning credit towards a professional or technical degree program without leaving their high school or local skill center campus!

Students must register online using the statewide enrollment and reporting system https://www.ctesers.org/ (we do this in class) and are also required to pay a non-refundable $50 annual consortium fee to earn the college credit (you do this at home).

Want to register for college credit? Here is how:
Registration opened **December 1** for all students to register for college credit through Pacific NW College Credit. What you need to do:

1. If there are two colleges listed, select the one you would like to earn credit through. You cannot register for both colleges.
2. You must maintain a "B" average to receive credit.
3. You will need to pay the $50.00 fee which will cover all the courses you complete in one school year. If you are on free and reduce lunch, your tuition is waived. Just contact your teacher or College and Career Advisor to have those fees waived. Payment is not due until early June, so you can defer payment until June—but do not forget!

To register follow the directions below. If you need assistance, please contact Pacific NW College for any help with registration, payment, and transcript information. They are happy to help.
Bellevue School District does not have anything to do with registration, payments, transcripts, or questions regarding Pacific NW College Credit. Pacific NW College Credit works directly with all the colleges participating, so all questions should be directed to them, however, we are happy to help if we can.

CONTACT INFORMATION:

Website: https://www.pnwcollegecredit.org
Tanya Rettinger, Director
tanya.rettinger@bellevuecollege.edu

Amy West, Program Specialist V
amy.west@bellevuecollege.edu

STUDENT REGISTRATION INSTRUCTIONS:

1. Go to https://www.pnwcollegecredit.org/Register/
2. Click "Register"
3. CLICK HERE to begin registration. Select "Students Click Here."
4. Select the option relevant to you:
   - If you have NEVER REGISTERED for credit before, click on "Create an Account" in the top left corner.
   - **Note:** Save your logon and password; use your home email & contact information; your school does not have access to retrieve your account or your logon/password.
   - If you are a RETURNING STUDENT, you may login with your Username and Password OR your Tech Prep ID number and birth date.
5. To find available classes, click "Register for Classes." Your high school will auto-populate. Do not fill out any other fields. Click "Go Search."
6. Place a check in the box to the left of the classes you are currently in and click the "Register" button in the top-left navigation menu.
7. On the next screen, click the checkbox for the teacher who is teaching your class.
8. When you have made your selections, click "Save & Register."
9. If you have provided an email address, a confirmation will be emailed to you. If not, you may want to print a copy for your records.
10. Pay your $50 consortium fee at www.PNWcollegecredit.org/pay

IMPORTANT -- your $50 annual fee covers ALL classes you register for during one school year.

PLEASE NOTE -- YOU ONLY PAY ONCE PER SCHOOL YEAR - regardless of the number of classes you are requesting credit for nor the number of credits. ***This fee is NON-REFUNDABLE***!!!

Articulation Agreements

- Lake Washington Institute of Technology Articulation Agreement
- Culinary Institute of America Articulation Program, benefits from this articulation are specific to students who plan to attend the Culinary Institute of America (contact me for details)
- ACCELL Direct Entry Agreement, Renton Technical College
- Walla Walla Community College Wine Country Culinary Institute

Course location: Newport High School
4333 Factoria Blvd SE
Bellevue, WA 98006

Course Description: Culinary Arts is an in-depth, hands–on program for students wishing to explore or prepare for a variety of careers in the hospitality industry. Students learn professional food preparation techniques, safety and sanitation procedures, restaurant management and customer relations, catering, and table service. There are industry visitations to observe professionals and explore career possibilities.

Course textbooks:

- The Culinary Professional
- Hospitality Services, Food and Lodging
- On Baking

Course Objectives:

Our state-of-the-art facility allows students to learn about the industry essentials of safety and sanitation and equipment usage. Students will be acquiring culinary skills, honing their creativity, and learning to work in teams and with the public, developing their critical thinking skills, and conducting themselves as an adult in a professional setting.

Students will:

- Learn basic French cooking technique and terminology.
- Learn and develop knife skills.
- Adhere to safety and sanitation procedures.
- Participate in catering events.
- Learn to read, modify, multiply and decrease a recipe.
- Learn menu planning.
- Manage food product and kitchen resources.
- Planning and control quality of food preparation.
- Develop their aesthetic sense of quality food preparation.
- Students will become familiar with a wide variety of foods and flavors along with regional and world cuisines.
- Build teamwork, leadership, and management skills.
- Investigate environmental issues regarding farming, food, sustainability, and the environment.
- Learn to think, plan, and produce food independently and in a team setting.
- Demonstrate the ability to maintain a portfolio of student work, notes, handouts, and recipes per instructor specifications.

Classroom policies and expectations:

Culinary Arts Tardy Policy: Punctuality is important in the hospitality industry. It is imperative in our class. The first 20 minutes of the day is used for vocabulary work, unit PowerPoints, product reviews, and technique information.

Being habitually / chronically late will affect you in many ways:

- your entire group may be behind because they are missing a member, many hands make light work.
- you will not know what is going on, it sets a tone for the day – feeling out of the loop.
- all the best jobs will be taken.
- it is inconsiderate.
- your grade will be impacted.

ALL STUDENTS ARRIVING AFTER 7:00am will be docked "professionalism" points daily. An occasional tardy will not make a difference in your grade but for the ongoing, daily, "can't get it together" student, the lack of respect for others time will impact your grade. I have started this practice to reign in the post pandemic attitude of starting times being "flexible." Please be on time and be ready to learn.

Culinary Arts Attendance Policy: *Dependable attendance is imperative, most student "work" is completed during class in a group setting. If you are not in class your group suffers*

- Just like at work, I will give students two "sick" days a quarter. What that means is that students can miss two days a quarter without having it affect their kitchen scores. School related absences are not counted as "sick days." If "sick days" are not used, they can be submitted for extra credit at the end of the year.
- Check with your group members after an absence to see what you missed. Students are responsible for make-up work.
- Make copies of notes from a classmate that takes "good" notes. All exams are open "note," your notes can be effective.
- See the Newport High School student manual if you have questions regarding Newport's tardy and attendance policies.

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Grading: Grading for the class is based on a point system and then figured on a percentage basis.
100-90=A, 89-80=B, 79-70=C, 69-60=D 59 and below =F I **do not round up.**

- You will find all assignments and due dates listed on the whiteboard.
- Late work is not accepted for unexcused absences. On returning from an "Excused Absence," you will have you have the same number of days that you were absent to hand in any missing work.
- Kitchen points have a daily point value of 20 points. Students will be graded on *full* participation. This includes trying the food prepared in class, cooking, group planning, being prepared, being on time for class and kitchen cleanliness. Each group member is expected to participate in class discussion *and* cooking activates.
- **Missed kitchen work cannot be made-up.**
- All students will take class notes on a standard form (AVID notes).
- If you are absent, you may make a copy of a classmate's notes on our classroom copy machine. Some students take much better notes than others; ask around, see who has the best notes. All my exams are open notes, so it is in your best interest to have great notes.
- Students are responsible for make-up work.
- I am not available during tutorial. My hours are such that I am not required to hold tutorial. Correspond with me through email with questions that relate just to you. I am more than willing to collaborate with you if you have an issue.

Project and report points will vary, depending on the assignment. Assignments must be turned in when due. Students will have plenty of notice of upcoming due dates.

Be respectful and do not "Get fired": Being fired can happen anytime a student is not acting like a culinary professional. "Fired" students will lose points and be unable to work with the class for the remainder of the period. The student will be required to work quietly on an essay for the duration of the class. Firing is at the teacher's discretion and students will be fired for the following unsafe behaviors:

- Un-safe behaviors such as horseplay, wrestling, pushing, shoving, and tripping are dangerous and will not be tolerated.
- Throwing objects, including food, is not acceptable.
- Tampering with food to make it too spicy or unsuitable to consume in any way can be interpreted as criminal assault and may result in expulsion.

Safety: Keeping all of us safe is a priority.

- Running is not permitted in our classroom.
- Incorrect use of equipment is dangerous. If you are unsure about how to use a piece of equipment, ask the instructor.
- Hand washing before, during and after handling all food products is necessary now more than ever.
- Chef whites and aprons are required when cooking, they not only protect your clothing, but they could provide extra protection against burns and spills.
- Long hair must be restrained.
- Serious or repeat safety violations will result in a failing grade.
- Do not bring knives (even kitchen knives) to school. Bringing a knife to school can result in expulsion.

Electronic devises:
Electronic devices have become ubiquitous, yet they are disruptive, rude, and potentially unsafe in many settings. Trying to police them in a classroom is almost impossible. In our classroom cell phones may be used as a timer, calculator, and Googler. In the kitchen hands must be washed before returning to cooking after using the phone. Excessive / social phone use will result in your phone being held until class is over. If the behavior continues parents / guardians / admin will be involved.

No use of headphones, ear buds, air pods, etc. will be allowed in the kitchen. There is no place for them in a professional kitchen setting. They are unsafe, could be seriously damaged, and they are a physical contaminant according to food code.

NO voice, video, photographic, or camera recordings of students, teacher, guest speakers or classroom activity is allowed at any time unless consent has been given by all parties involved.

- Redistribution of learning session content is prohibited by RCW 9.73.030; this includes remote and hybrid learning.

A few last things:

- All coats, backpacks and other personal belongings must be stored in the *classroom* cubbies. These items can be extremely dangerous in our kitchen prep areas. The health department also frowns on personal items in food prep areas.
- Proper sanitation procedures must be observed.
- Every student is required to participate in cleaning up. The kitchens and classroom must be cleaned to specifications prior to the release of class. Groups should be aware of the clock and plan their time accordingly.
- No foul language, gossip, put downs or other offensive behavior.
- Positivity towards your classmates goes a long way.
- Hate speech is never acceptable and will not be tolerated.
- No one leaves class without permission.
- No eating in class unless it is a classroom activity.

Now that we have all the rules, regulations, dos, and don'ts out of the way….
Let's get cooking and have a great year.

Bon appétit,

Dear Student and Parent/guardian,

Please sign below indicating that you have read and understand the above requirements.

Student name (print) _____

Student signature: _____ ___Date: _____

Parent name (print) _____

Parent signature: _____Date: _____

Parent phone: _____

Parent email: _____

What is the best time to contact you?

Any student food allergies: