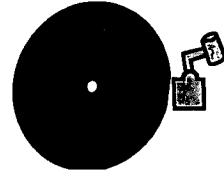


Classroom Rules and Procedures: 2016-2017

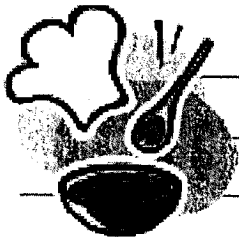


Mrs. Stacie Rios &
Mr. Michael Gradowski

It is imperative that all students follow the rules set aside by Catalina; I can provide you with a list of school rules if you are unfamiliar with them. It is also important that we set some ground rules of our own before we begin the instruction of this class, this will be our "Recipe for Success". Together we will develop a list of rules that we feel are important and will help provide a positive learning environment, for you and your fellow students. These rules should be based on respect and responsibility. Please write in these rules in the space provided.

Recipe: "Recipe for Success"

From the Kitchen of: Beginning FEAST



1.

2.

3.

4.

5.

I also want to inform you of some important classroom policies and procedures. These actions will help us in making the most of the time we have together.

Classroom Policies Procedures:

Entering the Classroom:

1. When entering the class please put personal belongings away, take your seat, and start daily assignment work, **quietly**.
2. Daily assignments will be given at the beginning of each class. You must be in attendance to receive full credit for the bell work. Daily assignments will be due at the end of every two weeks in order to receive full credit.

Backpack Placement:

1. Backpacks are not to be at your workspace.
2. As you enter the room, place all backpacks, bags, and purses at the designated backpack rack.
3. Retrieve any materials needed for that class **before** you take your seat.

Organization:

1. You will be given a folder for this class. This folder is for you to keep your work in and will not leave class.
2. It is your responsibility to keep your folders neat and organized.

Hall Passes:

1. Hall pass tickets are limited to two passes per quarter per student.
2. Passes will not be given during class instruction or the first/last fifteen minutes of class.

Movement Around The Room:

1. Please raise your hand when answering a question, asking a question, or when trying to get my attention.
2. Ask when you need to use the restroom, drinking fountain, pencil sharpener, or any other time you may need to leave your seat during a lesson. You may get up **only** with permission or with a signal from your teacher. Movement is limited during teacher instruction.

Electronic Devices:

1. No cell phones in class. School policy indicates that cell phones can only be used outside the building when school is not in session. In case of an emergency, please contact the front office to reach your child.
 2. Mp3 players may be used as a privilege in this class and the time you may use them will be indicated by your teacher. This is a privilege **NOT** a right.
-

Gum:

1. Gum should neither be seen nor heard.

Food/Drink:

1. No food or drink at your workspace at any time.
2. Food and drinks (bottled water only) will only be allowed at the designated area and will only be allowed if you clean up after yourself.
3. There will only be one student allowed in this space at a time and your teacher will indicate the appropriate time of use. This is a privilege **NOT** a right.

Dismissal:

1. Plan to spend class time on class work. Please be on task for the entire class period. If you tend to finish early, you may bring other work to do or something to read.
2. Work until the end of class. When the class is coming to an end, **DO NOT** start to pack but before I am finished with my lesson. I will indicate when you can start packing up. I also expect you clean up the area around your desk. Do this quietly.
3. The bell **DOES NOT** dismiss you, the teacher does, and you are not to pack up, get out of seats, or line up before the teacher signals you that it is time to do so.

Tasting Journal:

1. Each semester you will be required to try a food or dish that you have never tasted before and reflect on it.
2. Entries will be due one week before the end of each quarter.

Classroom Consequences:

Students who are not meeting the above academic and behavioral responsibilities and expectations will experience any of the following: verbal warning, student conference, parent contact, contact with student's other teachers, administrative or counseling referral.

Make-up Work & Test Taking Procedures:

1. If you are absent, it is your responsibility to get any work that you have missed. You may receive make-up work before school the day you return.

2. For excused absences, you will have the same amount of time you were absent to take care of missed assignments (one day missed = one day for make-up). Please place make-up work on my desk before class starts.
3. If you are present when an assignment is given, it is due the day you return to school. If you are present when a test is announced, you will take it the day you return to school - extended absence will be taken into consideration.
4. If, during the course of taking a quiz or a test, a student insists on talking, I will confiscate the test and the student will earn a zero. If a student is aiding another student in cheating (not covering answers, placing test so answers may be seen, etc.), that student will also receive a zero. I will **NOT** make a fuss over the cheating during the event, but will later speak with the student(s) in a one-to-one situation. I may also inform the office and the parents/guardians of the incident.
5. Any student who is unable to pass any summative assessment (example: chapter/unit tests, class project, etc.) will be required to retake it until you receive a passing score. This will be resolved on a case-by-case basis.

Kitchen Procedures:

There will be **NO** cooking the **FIRST QUARTER**. Students will be given a Laboratory Safety and Sanitation Contact when we finish the safety and sanitation unit within the first months of the new school year.

Dress Code in the Kitchen:

In order to keep yourself and the food that we are preparing safe **EVERYONE** must follow the following dress code when we are in the kitchen:

1. **Shoes** - Everyone must wear close toe shoes (example tennis shoes). Absolutely no flip flops, sandals, slippers, or heels.

2. **Aprons-** Everyone must wear an apron. Aprons will be provided daily.
 3. **Jewelry-** There is to be no jewelry wore in the kitchen. All bracelets, rings, watches, etc. must be taken off before we enter the kitchen.
 4. **Hair-** All hair (including bangs) must be covered when in the kitchen. You will be provided with a hat/hairnet that must remain on your head while we are in the kitchen.
~~Long hair should be put in a ponytail and covered with your hat.~~
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Any disregard for the above dress code rules will result in loss of participation points and/or you will be asked to sit out for the day's lab.

* The teacher has the right to modify or change any rules or procedures throughout the school year.

Volunteer Experience/Hours:

As a program, FEAST will provide many valuable community service opportunities for our students to participate in throughout the school year. Community service helps young people build skills for family, career, and community roles; provides youth-centered learning experiences, and encourages young people to develop the positive character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Every student will be highly encouraged to participate no less than 1 hour of volunteer services, whether it be during lunch, before/after school, or on the weekend per semester. At the end of the school year each student is expected to have at least 2 hours of community service completed.

What Can You Expect To Learn This Year...A LOT!!!

Throughout this class you will study:

First Semester includes:

- Safety, Sanitation, and proper food handling techniques
- Knife Skills and Safety
- Reading and Understanding Recipes
- Cooking Techniques and Methods
- Employable Skills

Second Semester includes:

- Function of Essential Ingredients in Cooking
- Dough and Breads
- Bakery and Pastry Products
- Manners and Table Settings
- Culinary Math and Costing Out Recipes
- Nutrition

It is important for you to understand my expectations of you. These rules and procedures are key to running an efficient class and should always be followed. Please carefully read over these rules and procedures, sign, and return the sign off sheet to me. This way I know that you have read and understand my expectations of you. I am excited for this opportunity, and hope that you all are as well.

Returning the following sign off sheet is worth 10 points.

Parent/Guardian - Student sign off sheet

We have read these procedures and class syllabus and will do our best to abide by them. If you have more than one student in my classes, all must sign their own sheet.

_____ /____/____
Student(s) signatures date

_____ /____/____
Parents/Guardians signatures date

Please return this signed sheet by August 15, 2016.

If you have any questions, please contact me at the school: 232-8489. I am looking forward to a very good year!

Thank you,

Stacie Rios- Beginning Culinary Arts
Michael Gradowski - Culinary Arts
Catalina Magnet High School

Beginning Culinary Arts



Course Description

Mrs. Stacie Rios

Catalina Magnet High School

6th Period Planning

(520) 232-8489

Stacie.rios@tusd1.org

In this Beginning Culinary Arts class, students will explore career possibilities within the foodservice industry, learning the importance of positive mental attitudes and work habits. Other topics that we will cover this year include kitchen safety and sanitation, nutrition, knife skills and safety, cooking methods, and the function(s) of common kitchen ingredients. Proper presentation and service of foods, as well as cost calculation and control will also be covered during this course.

Attendance is crucial since our lab experience occurs in our commercial kitchen during class time. Students are also expected to participate in out-of-class club activities such as special orders, fundraising, and catering.

Assignments are given out daily. If students are unable to complete assignments during class time, they should plan to come in after school or complete as homework. Students are graded daily on participation, completion of daily assignments, quizzes, note study guides, vocabulary tests, lab work, and culinary techniques.

The following scales will determine grades:

100-90%-----A

89-80%----- B

79-70%----- C

69-60%----- D

Lower----- F

Kitchen Labs/Participation = 50%

Test/Quizzes = 20%

Class Assignments = 20%

Projects/Final = 10%

100%

Student Employment Contract



By this agreement, Catalina Magnet High School Culinary I. class agrees to employ _____ for the period of August 2009 to May 2010 as a student employee in this class. Terms of the agreement are set forth below. All salary considerations are paid in CLASS POINTS. The signatures below shall constitute the agreement with all conditions of employment as set forth here.

*Student responsibilities and salary payments are as follows:

- Daily attendance/assignment 10 points per day
- Good behavior and language in the classroom 10 points per day
- Performance of various clean-up duties (student employee duties) 10 points per day
- Attitude/Positive class participation 5 points per day
 - Stay focused/on task 5 points per day
- Being prepared for class by bringing all necessary supplies 5 points per day
- Teamwork 5 points per day

BONUS POINTS

Bonus points include attending each catering event and displaying exemplary teamwork in class. 15 points

In addition, OPTIONAL POINT DEDUCTIONS will be charge for any infractions of school/class rules.

Student

Date