

Class Procedures and Rules
Culinary Arts 2-4
Mrs. R. Scarborough

Please sign the bottom of this form and return it along with the academic policy to your instructor.

The full version of my syllabus at www.delandhs.org/

Welcome to the culinary arts family at DeLand High School! Please take some time and become familiar with our class rules and procedures, as this will make you a more successful student in our class.

Goals in these classes are

- Kitchen and Food Safety
- Building a knowledge base of nutritious foods and food science
- Understanding how the hospitality industry works
- Building strong employability skills
- Earning industry certifications (Safe Staff, ProStart, and ServSafe)

The focus in these classes is on the growth of the whole student- both in school and as a young adult. Culinary Arts lessons incorporate elements of career and technical education, core curriculum (reading, math, science and social studies), as well as life skills and employability essentials. This attention has been proven to improve students' grades overall, test scores, as well as prepares them for the workforce.

In order to ensure student success in our classes I will need your cooperation and support on the following...

1. Lab Fee: A \$10 lab fee per student per quarter (\$40 total) allows us to purchase the food items and supplies to allow students the chance to have practical experience. **Students who are unable to pay the lab fee should make arrangements with the instructor by September 29, 2017.**

Commitment to class rules and procedures.

2. Professional Conduct- To better prepare students for the workforce, the following is expected:

- A. Students should treat class time as a job interview and display their best positive attitude.
- B. School rules are in effect and supersede class rules. Refer to the student handbook for more information.
- C. Students should report any problems that they have to the instructor for mediation.
- D. Students are expected to come to class, prepared for the day's activities. Students are also responsible for maintaining a class notebook for notes, handouts, and returned work.

3. Safety

- A. Failure to follow safety procedures is grounds for having a student removed from the class, suspended, or even expelled from school.**
- B. No horseplay in the classroom or kitchens.**
- C. Respect all equipment. Students will use consumer and commercial grade equipment in our labs including knives and machinery. Equipment misuse is dangerous and expensive.
- D. Students are expected to be clean and keep a clean work environment.
- E. Students who are ill may not cook.
- F. Student emergency file must be kept up-to-date- including allergies and phone numbers**
- G. Appropriate dress is required for student safety.** "Appropriate dress" for labs includes closed-toe shoes (not slippers), no jewelry, no headphones, and long hair (touching shoulders) must be restrained or covered with a hairnet. If the student is not properly dressed, he/she will not participate in the day's lab activity. Labs are announced ahead of time to allow students to prepare.

Syllabus continues on the next page

4. Honesty

- A. Payment of the lab fee DOES NOT entitle students to the contents of our kitchens and pantry.
- B. Students are responsible for their own work; plagiarism and copying are not tolerated.

5. Punctuality

- A. Cooking labs are timed so that students can receive instruction, ask questions, complete the recipe, and clean up in the allotted class time. Students who are not finished will have points deducted from the lab grade.

Grades

Daily participation is expected out of every student. We use the school board’s grading standard for report cards and midterm reports. Grades and attendance are available for you to see at <http://schools.volusia.k12.fl.us/PIV/> . Students and parents have separate logins for this site. Your instructor retains the right to override report card grades as necessary.

Per county grading policy, students’ grades will be weighted as follows:

- 60% summative assessments (tests, mastery labs)
- 40% formative assessments (class work, learning labs/ demonstrations)

The teacher may override a student’s grade if a student’s overall performance warrants it. Parents and students will be notified of any grade override, per school board policy.

Class notes and assignments will be available online through Canvass. Login Information will be sent home soon.

Make up Work

A student may make up work with a signed excuse note. Students have one day for each day they are absent to make up written assignments, and must sign up for kitchen duty during lunch or after school within 7 days to make up missed labs. “Lab make up time” consists of helping to maintain kitchens and equipment.

Students missing class due to disciplinary action (AE, suspension) will not be excused from AE to attend a lab.

Discipline

- A. The use of cell phones, gaming devices, and headsets poses a serious danger in the classroom because of distractions. It is imperative that students turn off the devices and put them away for their own safety, as well as the security of their property.
- B. Students may not charge cellular devices in class per county regulations
- C. Students’ kitchen privileges may be denied for behavior or for leaving a dirty work station. In these cases, a note will be sent home.

Thank you for taking the time to familiarize yourself with our courses. We look forward to working with you and your student this year! Please let us know if there is anything we can do to help your student grow in our school. If there is ever a problem, please let us know so that we can work together to fix it. The school phone number is 386-822-6909, extension 23419. However, the best way to contact us is by e-mail.

All the best!

Mrs. R. Scarborough, rmscarbo@volusia.k12.fl.us

By signing below, I verify that I have read and agree to the 2017 syllabus for Culinary Arts Classes at DeLand High School.	
Student:	Date:
Guardian:	Date: