



**Academy of Arts, Careers and Technology (AACT)
Culinary and Hospitality Academy
2020/2021
Baking 1 Syllabus**

Total Units of Course Credit

1 Credit

Course pre-requisite(s), Co-requisite(s)

Successful Completion of Culinary 1

Mode of Instruction and class meeting time(s) Class meeting will vary based on personal or district schedule!

In Person Class meets face to face, period 6 on B days for 85 minutes in room 321 and Kitchen 371.

Hybrid program will meet in person one day and remotely one day. Students will be expected to complete most classwork and textbook work during remote time, using teams and one note, as to allow for kitchen lab time on in person days.

Distance learning will be conducted entirely through teams and one note with some kitchen activity taking place at home with both parent involvement and pictures submitted via teams.

Instructors Name and Contact Information:

Fred Wright MCFE, CEC, WCEC, AAC.

Email: fwright@washoeschools.net

Office 775-327-3937

Office location 380 Edison Way Suite 101 RM 373 (inside kitchen) Reno NV 89502

Office hours 6:30am-8:00 and 3:00-3:30 Daily or by appointment

Course Purpose

The purpose of Baking 1 is to train students to apply hands-on skills and knowledge in the food service industry. The program will begin to prepare students for an entry-level position within the baking and pastry industry by introducing topics such as kitchen safety, sanitation, and nutritional concepts. Students will also apply technical skills by operating commercial equipment, preparing various baked goods and formulas, and performing various roles within a retail bakery operation. Upon completion of the Baking 1 students will be able to continue within the baking pathways, in Baking 2.

This industry is one that makes a \$1,000,000 a minute, with the current and projected growth of tourism and hospitality business. The demand continues to be great for qualified, food and beverage management graduates with motivation, experience and formal education. By examining real life situations related to bakery operations, the students can make decisions based on knowledge of the theory, rather than being told what to do.

Course Objectives

- 1) This class supplies the opportunity for students to experience the use, maintenance, and safety procedures of contemporary Bakery Arts production facility and equipment
- 2) The program affords the student the opportunity to follow current safety and sanitation procedures as they relate to safe food production. As part of the curriculum, Food Safety Handler and Manager Certification, will be offered and presented as a course goal.
- 3) Students will be presented with the procedures and practice of industry safety standards as related to fire prevention and requirements of Safety Data Sheets (SDS) building a foundation to supply protection for guests and peer students in production areas. Production plant safety will be followed at all times.
- 4) Current procedures and equipment, as well as food supplies, will be provided to students to produce quality and safe bakery products under the supervision of licensed and certified instructors. Competency of power food processing equipment will be taught, practiced and evaluated.
- 5) The use of hand tools, will be taught and tested to insure proper use and adherence to personal safety standards as prescribed by industry and local laws. Accuracy and performance, will be practiced to a point of continual student efficacy in equipment handling.
- 6) Production stations will be maintained and improved by student practice in relation to cleanliness and industry standard order.
- 7) Students will have the opportunity to demonstrate learned and accepted bakery standards I relation to quality baked product production.
- 8) The understanding of ingredients: flours; dairy; egg products; shorting; sugars; chemical and natural leavening agents; yeasts; garnishes and toppings, to present quality baking products.
- 9) A vast selection of fruits will be presented for garnish and product enhancement toward industry norms.
- 10)An opportunity will be supplied to all continuing students to produce breads; pastries; cookies; cakes; desserts; candies; breakfast items; as well as many healthy food baked accompaniments.
- 11)An opportunity will be supplied to all continuing students to produce: breads; pastries; cookies; cakes; desserts; candies; breakfast items; as well as many healthy food baked accompaniments.
- 12)There will be an emphasis placed on finishing, decorating, garnishing of baked products with an artistic and self-expression goal in mind.
- 13)An emphasis will be placed on bakery production ahead of time by the use of varied storage technique including preservation, refrigerated holding, and freezing.
- 14)Standards of time management in relation to preparation, baking. Holding and shelf life will be followed in all lab production activities.
- 15)The principles of heat dynamics and chemical reaction in baked products will be presented and followed throughout the class activities.
- 16)Students will have the opportunity to learn the principles of the recipe and formula manipulation as they prepare varied items in many levels of quantity size and appearance. Many testing procedures will be used to ensure quality product production as well as tasting and evaluation methods
- 17)The introduction of job and life skills within the food production industry will be a major goal of all assignments and activities.

18) Opportunities will be offered for social, community, regional, and national conferences and competitions with the use of skills taught in all activities.

Assignments/Assessments of student learning outcomes

Culinary arts and baking builds upon itself throughout the educational and employment periods. Student outcomes are expected to be ongoing throughout the class. Much of the assessments are hands on in the kitchen. From sanitation to product assessments. Many assessments will be by observation and product review.

Class assignments

There will be a series of assignments required in class, which will include required research and textbook material in order to assess comprehension of material.

Kitchen Labs

Kitchen labs will be graded by a series of rubrics as well as individual evaluation lab forms, for each lab project. Assessments will include safety and sanitation, mise en place, cleanliness of workspace. Teamwork, knife skills, time management, use of equipment, and product waste and technique. The lab form will include a copy of the original recipe, a standardized recipe and a self-reflection of the project.

Participation

Participation in class is a significant part of the education process. From class discussions, demonstrations, kitchen labs, uniform accuracy and cleanliness, and professionalism.

Quizzes and tests

There will be a series of quizzes and tests throughout the year in order to assess learning beyond the recipe. These will include sanitation certification exams, textbook quizzes, and district mandated final exams.

Grading System

The grading system is designed on a point system for individual items in a weighted category by Washoe County School District and Nevada state mandates. Final grades are calculated by category grades.

Semester 1

Type	Title	Points available	Grade Percentage
Assignments	Syllabus review and signature	50	15%
	4 Study Guides at 50	200	
	Baking percentage worksheet	100	
	Total	350	
Participation	10 points per class	450	15%
Labs	12 labs at 100	1200	35%
	3 experiment labs at 100	300	
	15 lab forms at 150	2250	
	Total	3750	
Quizzes and Tests	Sanitation test	100	15%
	8 Unit Quizzes	800	
	Total	900	
Final Exam	Written and Practical	300	20%

Semester 2

Type	Title	Points available	
Assignments	4 Study Guides at 50	200	15%
	Cake Design	50	
	Total	250	

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Participation	10 points per class	450	15%
Labs	22 labs at 100	2200	35%
	22 lab forms at 150	3300	
	Total	5500	
Quizzes and Tests	Unit 9-11 Quiz	300	15%
	Total	300	
Final Exam	Written and Practical	400	20%

Grading Scale

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Required Textbook-Pearson On Baking 3rd Edition

Class Outline

Unit 1 Professionalism

Sanitation Refresher
 Bakers Chefs and Restaurants
 Bread Making Since Ancient times
 Refined Sugar and the Art of Confectionery
 The Birth of the Bakery and restaurant
 The Late 19th Century—Escoffier and Cuisine Classique
 The Mid-20th Century—Point and Nouvelle Cuisine
 Return to Craftsmanship and the Artisan Bread Movement
 The Late 20th and Early 21st Centuries—An American Culinary Revolution
 The Bakeshop and foodservice operation
 The Professional Pastry Chef and Baker

Unit 2 Tools and Equipment for the Bakeshop

Selecting tools and equipment
 Hand tools
 Knives
 Measuring and portioning devices
 Strainers and Sieves
 Cookware and Bakeware

Unit 3 Principles of Baking

Mixing Methods and Techniques
 The Importance of Gluten
 The Importance of Moisture
 Heat Transfer and the Science of Baking

Conduction
 Convection
 Radiation

Baking and Cooking Methods
 The Baking Process

Stages of Baking

Fats Melt
 Gases Form
 Gases Are Trapped
 Microorganisms are killed
 Starches Gelatinize

Proteins Coagulate
 Water Evaporates and Gases Escape
 Sugars Caramelize
 Carryover Baking Occurs
 Staling Begins

Sensory Science

Factors Affecting Perception of Flavors
 Compromises to the Perception of Taste
 Describing Aromas and Flavors in Food

Unit 4 Bakeshop ingredients

Flours

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- Sugars and Sweeteners
- Fats
- Milk and Dairy Products
- Eggs
- Thickeners
- Fruits
- Flavorings

Unit 5 Mise en Place

- Formulas and Recipes
 - Baking percentage
- Measuring ingredients
- Formula Conversions
- Preparing equipment and

Ingredients

Unit 6 Quick Breads

- Chemical Leavening Agents
- Mixing Methods
 - Biscuit Method
 - Muffin Method
 - Creaming Method

Unit 7 Yeast Breads

- Yeast
- Stages of yeast production
- Artisan Breads
- Yeast bread procedure
 - Straight dough method
 - Sponge dough method
 - Old dough method
 - Starter dough method
- Enriched yeast dough

Unit 8 Pies and Tarts

- Crust
 - Flaky
 - Mealy
 - Sweet tart dough
 - Crumb
- Filling
 - Cream pie
 - Cooked fruit filling
 - Baked fruit filling
- Assembly
- Fruit tarts

Unit 9 Laminated Dough

- Preparing laminated dough
 - Dough
 - Roll-in

Tentative Schedule

Labs are subject to change based on curriculum and availability of product.

- Puff Pastry
- Yeast-raised laminated dough
 - Croissants
 - Danish
- Pate Choux

Unit 10 Cookies and Brownies

- Mixing Methods
 - Creaming method
 - Sponge method

Types

- Drop cookies
- Icebox cookies
- Bar cookies
- Sheet cookies
- Cutout cookies
- Piped cookies
- Molded cookies

Unit 11 Cakes and Icing

- Understanding ingredients
- Mixing methods
 - Creaming
 - Two-stage
 - Foam

Icing

- Buttercream
- Fudge Icing
- Fondant
- Glaze
- Royal Icing
- Ganache
- Cake Assembly

Baking 1 Instructional Schedule

This will be the order of instruction; dates will depend on school schedules. This is a changing timeline.

Date	Unit	Topics	Assignments and Assessments	Required reading
	<p>Welcome Back</p> <p>Unit 1 Professionalism</p>	<p>Welcome to Baking 1 Syllabus review Rules and expectations Update Folders Teams access Remind sign-up Uniform additions from summer</p> <p>Help straighten kitchen Uniform inspection</p>	<p>Log into teams and show where to find syllabus and rules. Hand out folders.</p> <p>Go over syllabus.</p> <p>Issue textbooks, cover and review sanitation in chapter 1.</p> <p>Hand out study guide 1</p>	<p>Syllabus email due August 20</p> <p>Complete reading chapter 1 by end of next week</p>
	<p>Unit 1 Professionalism</p>	<p>Bakers Chefs and Restaurants Bread Making Since Ancient Times Refined Sugar and the Art of Confectionery The Birth of the Bakery and Restaurant The Late 19th Century—Escoffier and Cuisine Classique</p> <p>The Mid-20th Century—Point and Nouvelle Cuisine Return to Craftsmanship and the Artisan Bread Movement The Late 20th and Early 21st Centuries—An American Culinary Revolution The Bakeshop and foodservice operation The Professional Pastry Chef and Baker Sanitation Refresher</p>	<p>Students will take sanitation test with 80% or higher before they will be allowed in the kitchen.</p> <p>Lecture on Professionalism</p>	<p>Read Chapter 2 by end of next week.</p>

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	Unit 2 Tools and equipment of the bakeshop	Selecting tools and equipment Hand tools Knives Measuring and portioning devices Strainers and Sieves Cookware and Bakeware	Quiz on Chapter 1 Professionalism Tour Bakeshop and go over new equipment. Hand out study guide 3A	Read Chapter 3 by end of next week.
	Labor Day UNIT 3 Principals of Baking	NO SCHOOL Cooking mediums Stages of baking Common bakeshop methods	Quiz Unit 2 Tools	
	Unit 3 Principals of Baking (CONT.)	Sensory science	Gluten test Caramelization of sugar Emulsification In class VIDEO https://binged.it/2Jxjqul Taste Tests Hand out study guide 4	Read Chapter 4 by end of next week
	Unit 4 Bakeshop ingredients	Flours Sugars Fats Eggs Starches	Quiz on Chapter 3 Simple syrup lab Carmel Lab Crème Fraiche Ricotta Cheese Lab due September 23	Read Chapter 5 by end of next week.
	Unit 5 Mise en Place	Formulas and Recipes Baking percentage Measuring ingredients Formula Conversions Preparing equipment and Ingredients.	Quiz on Chapter 4 Hand out study guide 6	Read Chapter 6 by end of next week.

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	Unit 6 Quick Breads	Chemical Leavening Agents Mixing Methods Biscuit Method Muffin Method Creaming Method	Quiz on Unit 5 Quiz on Unit 6	
	Fall Break	No School	Catch-up on missing work!	
	Unit 7 Yeast Dough	Yeast Stages of yeast production Artisan Breads Yeast bread procedure Straight dough method	All work due from before break to receive ANY credit! Bread terms to define guide.	Read Chapter 7 and 8 by Oct 28
	Unit 7 Yeast Dough (Cont.) Nevada Day	Sponge dough method Old dough method Starter dough method Enriched yeast dough NO SCHOOL	Finish reading Chapters 7 and 8.	
	Unit 7 Yeast Dough (Cont.)	Old dough method Starter dough method Enriched yeast dough		Read Chapter 11 by end of next week.
	Unit 8 Pies and Tarts	Crust Flaky Mealy Sweet tart dough Crumb	Quiz on Unit 7	
	Veterans Day Unit 8 (Cont.)	NO SCHOOL Filling Cream pie Cooked fruit filling		

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		Baked fruit filling Assembly Fruit tarts		All late work due by December 9
	Unit 8 Pies and Tarts (Cont.)	Filling Cream pie Cooked fruit filling Baked fruit filling Assembly Fruit tarts	Quiz on Unit 8	
	Unit 8 (Cont.) Thanksgiving	Help with catering and seasonal pie project Thanksgiving No School		
		Practical Final		
		Cleaning		
		Written Finals		
	Unit 9 Laminated Doughs	Preparing laminated dough Dough Roll-in Puff Pastry	Puff Pastry Lab Laminated Dough Terminology sheet Laminated Dough Study Guide Puff Pastry Products Lab	Read Chapter 9 in textbook by Jan. 27

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<p>Week 21 Jan 20 Jan. 21-24</p>	<p>Unit 9 Laminated Doughs (CONT.)</p>	<p>Martin Luther King Day No School Yeast-raised laminated dough Croissants Danish Pate Choux</p>	<p>Croissant Lab</p>	
<p>Week 22 Jan 27-31</p>	<p>Unit 9 Laminated Doughs (CONT.)</p>		<p>Danish Lab</p>	
<p>Week 23 Feb. 3-7</p>	<p>Unit 9 Laminated Doughs (CONT.)</p>		<p>Pate Choux Lab Unit 9 Quiz Cookie Study Guide</p>	<p>Read Chapter 10 by Feb. 18</p>
<p>Week 24 Feb. 10-14</p>	<p>Unit 10 Cookies</p>	<p>Cookies and Brownies Mixing Methods Creaming method Sponge method Types Drop cookies Icebox cookies Bar cookies Sheet cookies Cutout cookies Piped cookies Molded cookies</p>	<p>Drop Cookie Lab Ice box Cookie</p>	
<p>Week 25 Feb 17 Feb. 18-21</p>	<p>Unit 10 Cookies (Cont.)</p>	<p>Presidents day No School</p>	<p>Bar Cookies Lab Sheet Cookies Lab</p>	
<p>Week 26 Feb 24-28</p>	<p>Unit 10 Cookies (Cont.)</p>		<p>Cutout Cookies Lab Piped Cookies Lab Molded Cookies Lab</p>	

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Week 27 March 2-6			Finish Cookie Labs Unit 10 Quiz Cake and Icing Study Guide	Read Chapter 15 by April 6
Week 28 March 9-13	Unit 11 Cakes and Icing	Understanding ingredients Mixing methods Creaming Two-stage Foam	Pound cake Lab	
March 16-27		Spring Break No School		
Week 29 March 30- April 3	Unit 11 Cakes and Icing (Cont.)		Foam Cake Lab Two-Stage Cake Lab	
Week 30 April 6- 10	Unit 11 Cakes and Icing (Cont.)	Icing Buttercream Fudge Icing Fondant Glaze Royal Icing Ganache	Buttercream Lab Italian Buttercream Lab Fudge Icing Lab Fondant Lab	
Week 31 April 13- 17	Unit 11 Cakes and Icing (Cont.)	Cake Assembly	Spring Cake Lab	
Week 32 April 20 April 24	Unit 11 Cakes and Icing (Cont.)	Cake Assembly	Mother's Day Cake Lab Quiz on Unit 11	
Week 33 April 27- May 1		Cake Assembly Review Written and Practical Finals	Fondant	
Week 34 May 4-		Make up labs, catch up on Missing work Practical Mise en Place		

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May 8				
Week 35 May 11-15	Practical final	Practical exam prep Practical exam present		
Week 36 May 18-22	Cleaning	Kitchen cleaning for summer break	Kitchen cleaned by all food items appropriately stored and or disposed of.	Cleaning is part of final exam for final grade.
Week 37 May 25-29	Cleaning	Heavy cleaning for summer Memorial Day No School	Gas turned off. Refers empty	All late work due by May 26
Week 38 June 1-5	Written Finals	School on written final schedule	Baking 1 written final schedule TBA	

Class Policies

Classroom Rules

1. Be in the classroom in an approved, full, complete, clean, and **pressed uniform**, for that day's activities, before class starts. (On time)
2. Be prepared: In the classroom- Notebook, pen, pencil, paper, etc. In the kitchen – Knives, sharpie pen, thermometer, etc.
3. Pay attention. (No talking, operation equipment, and etc. while I'm speaking to the class.)
4. Be familiar and follow all procedures (Attendance, buy-backs, make-ups, tardiness, Operations of equipment, etc.
5. All students will conform and follow the sanitation, health, and safety standards. (Hair, **jewelry**, shoes, drinking or eating in a food preparation area, i.e. no glass, etc.)
6. All students will conform to W.C.S.D. and the Culinary Program standards, rules, regulations, and policies. (Including)
 - a. Clean shaven
 - b. Dress Code (Rule #1)
 - d. Not leaving the classroom or lab without permission. (Including cars)
 - e. Not operating any Lab, classroom, or kitchen equipment until they have completed the equipment safety checklist
 - f. No smoking when representing the academy or AACT
 - g. No food taken from the lab kitchen, or classroom without permission.
 - h. No outside food to be eaten in the lab or kitchen, or classroom without permission.
 - i. Keep notes every day
 - j. No electronic devices, such as, radios, phones, cd, ipods, mp3's, computers, etc used without permission.
 - k. Proper language
 - l. Represent the academy and AACT well
 - m. No visible jewelry in lab, kitchen, or dining room.
 - n. Use appropriate web sites.

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o. No Long, Fake or Painted nails or students must supply & cover w/food gloves.

p. Non-natural colored hair is not an industry standard and will not be allowed while serving the public.

7. Be **appropriate**, **respectful**, and **prepared** at all times.

8. Students are responsible for cleaning up the labs. Failure to clean, to specifications from a lab project, will result in the loss of points and can effect grades.

9. Rules may be changed or added at any time by the Chef instructor.

Attendance, Participation, and Attitude:

Attendance, participation, and a positive attitude are required in this class. In the work world, you are not allowed to be late to work and since we are developing your work skills in culinary, tardiness may not be tolerated. If you are going to be late for class, you may call the teacher in advance to notify him. Attendance in all classes is expected; However, just as in the work world absenteeism occurs; the difference is, you are not paid when you don't work. If you are going to miss a class, you may call the teacher, in advance, to notify them. Notifications can be via e-mail but must be time marked one hour prior to class starting. If you fail to notify the teacher of a late arrival or pending absence, you may not be allowed to make up the work missed unless otherwise excused. Student may earn up to 20 points per class.

- Each tardy may lower your grade 5 points and up to 10 of your daily work points. (participation points)
- Each absence may lower your points and up to 10 of your daily work points. Eight unexcused absences may result in a failing grade. Ten absences of any kind may result in a failing grade
- Each absence results in zero points for your daily work grade (20 participation points) for the day.
- The school may notify your home upon each absence from this class
- Tardiness may affect your daily work point total.
- Students arriving 1-15 minutes tardy may only receive a maximum of half their daily work points for that day. Students arriving later than 15 minutes may lose all daily work points for that day but may not be marked absent.
- Students may make up their work points and participation points, but not their absences through the Culinary make up Extra credit policy.
- When you understand the attendance policy for this class, please have your parents and you sign below and return it to class.

Academic Honesty/ Plagiarism Policy:

AACT's Honest/ Plagiarism Policy may be adhered to in this class. Students in this course, as well as all courses, should be aware of strong sanctions against plagiarism as stated in the current Student Handbook. Plagiarism may result in an automatic "F" in the course work and possible expulsion from AACT. In this context, forms of academic dishonesty include but are not limited to:

1. Cheating on tests, examinations, case studies, and other class work.
2. Involvement in plagiarism (the appropriation of another work and the unacknowledged of that work in one's own written work offered for credit.)
3. Collusion (the unauthorized collaboration with another person in preparing course work.

A written statement of the official policies, procedures, and processes related to Academic Honesty/Plagiarism can be found in the [Student / Parent Handbook](#).

Special Accommodations:

In accordance with the American with Disabilities Act and section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. Services for students with disabilities are offered through the WCSD. Possible accommodations for disabilities include extended testing time, test- taking in isolation, computer use for test taking, tape

recorders in class, study skills counseling and shared note-taking in classes. If a student wishes to request an accommodation in one of his or her classes, the student may call WCSD.

In Class Distractions:

During the program involvement time, the attention of all participants is demanded. Cellular phones and pagers may be turned off unless an emergency call is expected. As for the laptops, PDA's, Smart Phones, they can be used for taking notes and for accessing the Internet if you are using it for this class. However, sending e-mails or surfing the web, during class may not be tolerated. Please keep in mind that we are developing your Culinary Management skills and attempting to replicate what takes place in that environment

Extra Credit Possibilities:

Make up in community service

Plus, one area job shadow of choice

Make-up policy

A Culinary student may make up points lost for absences, work in lab, studies, and lost time upon the instructor's pre-approval through either of two methods:

- 1) Complete 3 hours of maintenance in the classroom to make-up 10 points or one 85-minute class.
- 2) Complete 3 hours of instructor pre-approved community service to make-up 10 points or one 85-minute class.

The student must provide the instructor with a letter on letterhead with the name and phone number of the supervisor in charge of the community service event with a brief description of the activity number of hours given and the date of the event. The instructor may have final approval on whether the service was performed is acceptable or not. Make-ups should be turned in at least 2 weeks before each grading period.

Late Work:

All students are expected to adhere to the assignment due dates as outlined in class syllabi and/or given in class. It is highly recommended that students maintain a calendar or day planner to help them manage and balance the workload associated with eight classes, along with extracurricular activities and responsibilities.

Occasionally, a student may not meet an assigned due date. In such cases, work may be accepted, and credit granted based on the following:

- 1) If the student has notified the teacher that his/her work is incomplete at the time it's due, the teacher may agree to accept the work prior to the beginning of the next class period for full credit earned (no deduction of points for lateness).

Note: The teacher must receive the work prior to the beginning of the instruction of the next class period. Work turned in at the beginning of that period which results in a disruption of new instruction or loss of instructional time may be considered late and be subject to the late work point deduction.

- 2) Late work may be accepted for reduced credit for three weeks from due date. At the conclusion of the three-week cycle, all assignments due during that period may sunset and, though students are encouraged to complete work to master the subject, no points may be awarded.

- 3) Work received after the due date and after the beginning of the next class period may be accepted, as noted above. Work may be accepted for 50% of earned points.
- 4) Work received after the three weeks has ended may earn no credit.

Student Responsibilities

Students are expected to be aware of assignment due dates for each class and plan their time accordingly in order to complete it by that date. Students who do not understand or need extra help to complete assignments are expected to seek help before the assignment is due.

Parent Responsibilities

Parents are expected to be aware of due dates and support their student in managing his/her time in order to meet them. Parents are expected to regularly monitor progress on Infinite Campus. Parents are expected to encourage and support their student to seek help, when necessary.

Culinary and Hospitality Policies

1. Be in the classroom in an approved, full, complete, clean, and **pressed uniform**, for that day's activities, before class starts. (On time)
2. Be prepared: In the classroom- Notebook, pen, pencil, paper, etc. In the kitchen – Knives, sharpie pen, thermometer, etc.
3. Pay attention. (No talking, operation equipment, and etc. while I'm speaking to the class.)
4. Know and follow all procedures (Attendance, buy-backs, make-ups, tardiness, Operations of equipment, etc.)
5. All students will conform and follow the sanitation, health, and safety standards. (Hair, **jewelry**, shoes, drinking or eating in a food preparation area, i.e. no glass, etc.)
6. All students will conform to W.C.S.D. and the Culinary Program standards, rules, regulations, and policies. (Including)
 - a. Clean shaven
 - b. Dress Code (Rule #1)
 - d. Not leaving the classroom or lab without permission. (Including cars)
 - e. Not operating any Lab, classroom, or kitchen equipment until they have completed the equipment safety checklist
 - f. No smoking when representing the academy or AACT
 - g. No food taken from the lab kitchen, or classroom without permission.
 - h. No outside food to be eaten in the lab or kitchen, or classroom without permission.
 - i. Keep notes every day
 - j. No radios, phones, cd, ipods, mp3's, etc used without permission.
 - k. Proper language
 - l. Represent the academy and AACT well
 - m. No visible jewelry in lab, kitchen, or dining room.
 - n. Use appropriate web sites.
 - o. No Long, Fake or Painted nails or students must supply & cover w/food gloves.
 - p. Non-natural colored hair is not an industry standard and will not be allowed while serving the public.
7. Be **appropriate, respectful**, and **prepared** at all times.
8. All students are responsible for providing their own transportation to and from all field trips unless otherwise stated.
9. The WCSD - AACT Culinary program works hard to ensure that all ingredients are available and on-hand - especially on restaurant days. Situations may arise where something must be obtained

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from the grocery store. In most cases, the school aide is able to assist. There may be circumstances where a student may need to leave class to run this errand. Please make a note on this form if you do **not** want your child to go to the grocery store.

10. Rules may be changed or added at any time by the instructors.

Institutional Policies

For more details of the policies at the Academy of Arts, Careers and Technology, or the Washoe County School District view the [Student / Parent handbook](#)