



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

**Total Units of Course Credit**

1 Credit

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

None

**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 5 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.

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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 Culinary Arts 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 culinary industry by introducing topics such as kitchen safety, sanitation, and nutritional concepts. Students will also apply technical skills by operating commercial equipment, preparing various foods and recipes, and performing various roles within catering and restaurant operation. Upon completion of the Culinary 1 students will be able to continue within the Culinary or Baking pathways.

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 restaurant operations, the students can make decisions based on knowledge of the theory, rather than being told what to do.

**Course Objectives**

1. Students will be able to explain the history of the foodservice industry, how it effects foodservice today.
2. Students will be able to demonstrate safety and sanitation procedures that follow state and local health regulations in the food preparation area at all times, as well as complete the food handler certification exam with an 80% or higher, and the Serve Safe Manager exam with a 75% or higher.

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3. Students will be able to perform safety procedures and practices, including fire prevention and the proper use of Safety Data Sheets (SDS), for the protection of guests and employees at all times in foodservice area.
4. Students will be able to identify, explain the uses and characteristics of, and demonstrate the proper use of various pieces of equipment, cookware, and bakeware.
5. Students will be able to identify various types of knives, their care and uses, as well as demonstrate 8 various industry knife cuts with 100% accuracy.
6. Students will practice proper station set up and mise en place and remain professional at all times while in the kitchen.
7. Students will be able to identify, describe and demonstrate the principles of cooking as applied to grain and starch products including cereals, rice, and pasta.
8. Students will be able to identify, describe and demonstrate the principles of cooking as applied to fruit and vegetable products.
9. Students will be able to identify, describe and demonstrate the principles of cooking as applied to chicken and seafood.
10. Students will be able to describe and demonstrate the dry, moist, and combination cooking methods and their appropriate uses.
11. Students will be able to identify, describe and demonstrate basic baking principles of yeast breads, quick breads and muffins.
12. Students will be able to describe and demonstrate the principles of stocks, and sauces including the 5 mother sauces and demonstrate at least two derivatives of each.
13. Students will be able to read, utilize, change yield and adapt recipes for use in kitchen production.
14. Students will be able to demonstrate dining room set-up and place settings for American service.

### **Assignments/Assessments of student learning outcomes**

Culinary arts 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	
	Food handler packet	100	

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	Kitchen chemical Anatomy of a knife worksheet <b>Total</b>	100 50 <b>300</b>	15%
Participation	10 points per class	450	15%
Labs	7 labs at 100 1 knife lab at 100 7 lab forms at 150 <b>Total</b>	700 100 1050 <b>1850</b>	35%
Quizzes and Tests	Food Handler test Foodservice history quiz Safety quiz Cooking methods <b>Total</b>	100 25 25 50 <b>200</b>	15%
Final Exam	<b>Written and Practical</b>	<b>300</b>	20%

Semester 2

Type	Title	Points available	
Assignments	HACCP flow chart Fruit and vegetable presentation Grain worksheet <b>Total</b>	100 100 50 <b>250</b>	15%
Participation	10 points per class	450	15%
Labs	10 labs at 100 10 lab forms at 150 <b>Total</b>	1000 1500 <b>2500</b>	35%
Quizzes and Tests	Serve safe test Protein quiz <b>Total</b>	100 50 <b>150</b>	15%
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**

National Restaurant Associations Foundations of Restaurant Management Level 1

**Class Outline**

Unit 1 Food Handler Certification

- How food becomes unsafe
- Good personal hygiene
- Controlling time and temperature
- Preventing cross contamination
- Cleaning and sanitizing
- Food preparation

Unit 2- History of Foodservice

Foodservice history

Chefs in history

Unit 3 Workplace Safety

General safety

Handling fire hazards

Slips, trips and falls

Lifting and carrying

Preventing cuts

First aid

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Unit 4 Workplace essentials

Workstation

Equipment

Unit 5 Recipes

Recipe sources

Common recipe vs standard recipe

Anatomy of a standard recipe

Converting a recipe to standard

Working with recipe yields

Unit 6 Poultry

Unit 7 Cooking methods

Heat transfer

Dry-heat cooking methods

Dry heat with fat

Moist heat cooking methods

Combination cooking methods

Other cooking methods

Unit 8 Stocks, Sauces, and Soups

Stocks

Sauces

Soups

Unit 9 Supplemental Sanitation

Hazard analysis critical control point (HACCP)

Active managerial controls

Unit 10 Fruits and vegetables

Unit 11 Potatoes and grains

Unit 12 Seafood and shellfish

Unit 13 Quick breads, yeast breads, and muffins

**Tentative Schedule**

Labs are subject to change based on curriculum and availability of product. We will try to go in order but based on this years projected schedule exact dates are unavailable.

Culinary 1 Instructional Schedule

<b>Date</b>	<b>Unit</b>	<b>Topics</b>	<b>Assignments and Assessments</b>	<b>Required reading</b>
	Welcome	Welcome to Culinary 1 Syllabus review Rules and expectations Folders Teams access Remind sign-up Uniform Additions from summer Icebreaker games	Log into teams and learn where to find syllabus and rules. Class Notebook Fill out folders Go over syllabus. Hand out Food handler packets Assign part one to be completed by next class.	Syllabus with parents  Read Part 1 of Food handler packet.
	Unit 1 Food Safety Sanitation	Food handler certification	Correct FH1 and Assign Food Handler 2. Work on in class. Assign FH3 for homework	Food Handler Packet section 2 and 3.
	Unit 1 Food Safety Sanitation	Food handler certification	Finish food handler packets Go over packets in class  Students will take Food handler test with 80% or higher before they will be allowed in the kitchen	Complete Food handler packet  Cover text book by end of next week.

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				Read Chapter 1.1 by next class.
	Unit 2 Foodservice History	Ancient Greece and Rome Haute Cuisine The Middle Ages The Renaissance French Revolution First Café Guilds Industrial Revolution Chefs in history Escoffier Rules of conduct Chef uniform Careme Grand Cuisine	Lecture on history of foodservice  Gallery walk activity  Quiz on history of foodservice.	Finish Chapter 1 by next class.
	Unit 2 (Cont.) Foodservice History	Labor Day no School  Overview of the restaurant industry Commercial Foodservice Noncommercial Foodservice Uniform Proper wearing of and inspection.	Small lecture on overview of the industry.  Students will wear uniforms to class. Be shown proper wearing of and inspected.	Read Chapter 3 of textbooks by end of next week.
	Unit 3 Workplace safety	General safety Safety and the law OSHA Hazard communication standard SDS sheets and their use	Lecture on safety laws pertaining to kitchen and restaurants as well as general employment  Students will research a chemical used in the kitchen, to locate a safety data sheet and give a small presentation on the chemical, uses and safety procedures	
	Unit 3	General safety audit		

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	<p>Workplace safety (Cont)</p>	<p>Personal Protective Equipment                      Required Uniform                      Importance of wearing correctly                      Emergency plans                      Fire                      Flooding                      Terrorist                      Handling fire hazards                      Fire extinguishers                      Types                      Pass                      Preventing burns                      Slips, trips and fall                      Lifting and carrying                      First aid</p>	<p>Cover fire drill, code yellow and code red drill. Assembly locations and procedures.</p> <p>Students will present their SDS sheet</p> <p>Students will take a workplace safety quiz and pass with an 80% or better</p> <p>Tour kitchen, looking at equipment, opening drawers and getting an idea of the layout and location of storage and kitchen equipment.</p>	<p>Textbook Chapter 4 to be read by Oct.4</p>
	<p>Unit 4 Workplace essentials</p>	<p>Food prep equipment                      Processing equipment                      Top heat                      Bottom heat                      Stove top                      Conventional                      Convection                      Combi                      Safety precautions                      Holding and serving                      Hot holding                      Cold Holding</p>	<p>Kitchen exploration                      Finding equipment and learning about it through the student aides, instruction manuals or videos provided.</p> <p>Meat slicer and Buffalo Chopper demonstration and safety procedures.</p>	<p>Textbook Chapter 4 to be read by end of Oct. 4</p>
	<p>Unit 4 (Cont.) Workplace essentials</p>	<p>Preventing cuts                      Knife safety                      Pre-preparation equipment                      Knives                      Types                      Anatomy                      Sharpening</p>	<p>Lecture                      Anatomy of a knife worksheet                      Sharpening lesson                      Students will demonstrate knife sharpening technique to the instructor                      Dining room set-up lesson</p>	<p>Read anatomy of a recipe article by next class.</p>

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		<p>Handling Cutting</p> <p>Fall Break no school</p>	<p>Knife cut demonstration, Batonnet cut Knife cut demonstration, small dice. Knife cut practice Batonnet and small dice.</p>	
	<p>Unit 4 (Cont.) Workplace essentials</p> <p>Unit 5 Recipe Essentials</p>	<p>Workstation Mise en place (everything in its place) Kitchen brigade system Dining room brigade</p> <p>Recipe sources</p> <p>Common recipe vs standard recipe Types of measurements</p> <p>Anatomy of a standard recipe Yields and portion sizes Measurements Pounds Ounces Ingredients listed by how they are used Equipment needed listed Cooking time and temperature listed Converting a recipe to standard</p>	<p>Students will be given a lecture on standardized recipes. Why and how. Anatomy of a recipe.</p> <p>Students shown lab form procedures online and on paper.</p> <p>Provided a cookie recipe from internet describing the difference between internet recipes and standard recipes.</p> <p>Convert recipes to standard for production. Students will be shown station set- up and mise en place. Why how and the importance of.</p>	<p>Read Chapter 5.1 by end of the week.</p>
	<p>Unit 5 (Cont)</p> <p>Unit 6 Poultry</p>	<p>Working with recipe yields Converting a recipe Yield management Chicken fabrication for competitions and various menu uses.</p>	<p>Students will demonstrate proper station mise en place during a cookie lab project and complete first lab form.</p> <p>Students will watch a demonstration on fabricating chicken for kitchen uses</p> <p>Students will fabricate a chicken in 6 way and 8 way. Nevada Day-No School</p>	<p>Finish reading Chapter 5 by end of week.</p>

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	<p>Unit 7 Cooking Methods</p>	<p>Heat transfer Dry-heat cooking methods</p> <p>Dry heat with fat Moist heat cooking methods</p> <p>Combination cooking methods</p> <p>Other cooking methods</p>	<p>Lecture with demonstrations on cooking methods.</p> <p>Quiz on cooking methods from Chapter 5.</p> <p>Knife drills Julienne Knife drills brunoise</p> <p>Students will prepare a variety of dishes in the kitchen and complete lab forms on them. Utilizing the various cooking methods.</p>	<p>Students will read Chapter 6.1 in their textbooks. For Nov. 7</p>
	<p>Unit 8 Stocks and Sauces</p>	<p>Stocks Procedure Cooling and storage</p>	<p>Students will attend a lecture and demonstration on stock making. Students will create a chicken stock. *practicing small dice</p> <p>Knife drill large dice Knife Drill med dice Knife drill chiffonade Knife drill mince</p> <p>Students will identify a grand/mother sauce to research derivative/baby sauces from them.</p> <p>Knife drill fine julienne Knife drill fine brunoise Students will taste and critique stocks.</p>	
	<p>Unit 8 Stocks and Sauces (cont)</p>	<p>Veterans Day Thickening agents</p>	<p>Students will watch a demonstration on thickening agents and how to use.</p> <p>Students will make 3 roux Blonde, pale and brown. In groups picked by mother sauces. Students will discuss and compile a list of derivative sauces for each.</p>	<p>Finish Chapter 6 by next week</p>



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		Sauces Grand sauces	Students will make a veloute sauce Students will make a béchamel sauce.	Lab forms due Nov.18
	Unit 8 Stocks and Sauces (cont.)	Making a derivative sauce.  Emulsified Sauces	Students will make an espanole sauce  Students will make two derivative sauces of each  Students will watch a demonstration on emulsion sauces and make a hollandaise and a mayonnaise.	Lab Forms Due Nov. 26  Lab forms due Nov. 26
		Catering and Cleaning  Thanksgiving break No school	Thanksgiving catering project	
	Practical Final	Practical final based on semester cooking labs and knife cuts Units 1-8	Students will demonstrate 4 randomly chosen knife cuts from the 8 learned. This will be during their fall final exam.  Students will prepare a chicken dish using cooking methods provided with a small sauce. Served with the knife cut vegetables sautéed.	All late work due by December 9
	Review Cleaning	Review written final Kitchen cleaning for winter break	Units 1-8 Kitchen cleaned by all, food items appropriately stored and or disposed of.	
		Written Final		
		Winter Break No School		
		<b>Semester 2</b>		

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	Unit 9 Sanitation for managers	How food becomes unsafe Handling cleaning supplies When to clean and sanitize How to handle garbage Identifying pests and controlling them Proper use of three compartment sinks Handling chemicals Food preparation Controlling TCS foods Cooking, cooling and reheating.		Read Chapter 2
	Unit 9 Sanitation for managers (cont.)	Martin Luther King Hazard analysis critical control point (HACCP) When HACCP plans are required	No School  Students will hear a lecture on HACCP where it came from and why it was invented. The use of it in food service and when it is required.  Students will walk through a HAACP flow chart and then design one for a recipe.	
	Unit 9 Sanitation for managers (cont)	Active managerial controls Writing standard operating procedures Hand washing policy Pest control policy Illness reporting policy Purchasing and receiving policies	Active managerial controls lecture. Discuss the importance of for food service.  Students take the Serve Safe certification exam and must pass with a 75%	Read Chapter 7
	Unit 10 Fruits and Vegetables	Fruits Summer fruits Winter fruits Tropical fruits Fresh vs frozen Preparing, cutting cooking	Students will partner with another to research a category of fruit or vegetable.	Students read chapter 9 of their textbooks by next week.

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			Students will present on their category of fruit or vegetable. Students will prepare a baked apple and poached pear and complete a lab form on them.	
	Unit 10 Fruits and Vegetables (cont.)	Vegetables Flower vegetables Fruit vegetables Green leafy vegetables Seed vegetables Root and Tuber vegetables Stem vegetables	Students will prepare a variety of vegetables using appropriate cooking techniques including blanche and shock.	Lab forms are due on February 18
	Unit 10 Fruits and Vegetables (cont.)	Presidents day No School	Students will prepare a variety of vegetables using appropriate cooking techniques including blanche and shock	Lab forms are due February 24
	Unit 11 Potatoes and Grains	Potatoes Characteristics Selecting and storing cooking Legumes and grains Selecting storing and cooking.	Students will attend a demo on potato cooking.  Students will prepare potatoes in a variety of ways  Students will prepare dried beans, including soaking and cooking.	Read Chapter 11 by next week.  Lab forms are due March 2
	Unit 11 Potatoes and Grains (cont.)	Grains meals, flours and starches	Students will examine the grain display, identifying the varieties of grain products.  Students will prepare various grain dishes in the kitchen lab and complete a lab evaluation form for each.	Read Chapter 8 by next week.  Lab forms are due March 9

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	Unit 12	Seafood	<p>Students will listen to a lecture on seafood identification, types and foodservice uses.</p> <p>Students will take a quiz on seafood products, grading and processing. Students will fabricate a round fish.</p>	
		Spring Break No School		
	Unit 13 Quick breads and yeast breads	<p>Muffins Scones Loaf breads Biscuit method Chemical leavening</p>	<p>Students will be given a lecture and demonstration on quick breads. And will complete a notetaker on both. Students will demonstrate a quick bread production lab, by making blueberry muffins and lemon cranberry scones. Finish lab Prep for next one.</p>	<p>Read Chapter 10 by next week.</p> <p>Lab forms are due April 9</p>
	Unit 13 Quick breads and yeast breads	<p>Dinner rolls French bread Natural leavening Yeast</p>	<p>Students will be given a lecture and demonstration on yeast breads</p> <p>Students will demonstrate a yeast bread production lab, completing French baguettes and balloon dinner rolls.</p>	<p>Lab forms are due April 15</p>
	Catch up	<p>Use this time to catch up if we are behind. Either from unforeseen circumstances like weather or just getting behind on completing labs.</p>		<p>Read Chapter 12</p>
	Catering project	<p>Salute to Signatures Event Prep</p>		
		<p>Salute to Signatures event Review written and practical Exams Recipe research for practical final</p>	<p>Unit 9-13</p>	

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	Practical final	Practical exam prep Practical exam present		
	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.
	Cleaning	Heavy cleaning for summer	Gas turned off. Refers empty	All late work due by May 27
		Memorial Day No School	Foundations Of Restaurant Management Certification Exam	
	Written Finals	School on written final schedule	Culinary 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.
  - 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

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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.

## **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](#)

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