Course Description

Introduction to Culinary Arts is the foundational course designed to introduce students to fundamental food preparation terms, concepts, and methods in Culinary Arts where laboratory practice will parallel class work. This course involves both theory and actual hands on experience. Fundamental techniques, skills, and terminology are covered and mastered with an emphasis on basic kitchen and dining room safety, sanitation, equipment maintenance and operation procedures. The course also provides an overview of the professionalism in the culinary industry and career opportunities leading into a career pathway to Culinary Arts.

Mastery of standards through project-based learning, technical skills practice, and leadership development activities of Family, Career and Community Leaders of America, (FCCLA) will provide students with a competitive edge for either entry into the education global marketplace and/or the post-secondary services/institution of their choice to continue their education and training. The pre-requisite for this course is advisor approval. With the completion of this course students will be prepared to gain an entry-level position in the foodservice branch of the hospitality industry.
**Intro to Culinary Arts** is a basic introductory class exploring safety, sanitation, basic cooking and baking techniques, as well as the culture of and behind food.

- **Culinary Terminology**
- **Proper food storage**
- **Equipment ID, care & uses**
- **Menu creation**
- **Sanitation & cleanliness**
- **Customer service preparation**
- **Basic cooking methods**
- **Prevention of Food Borne Illness**
- **Measurements**
- **Basic Nutrition**
- **Recipe terminology**
- **History and culture of foods**
- **Ingredient ID, tasting and techniques**
- **Accident Prevention**
- **Basic food preparations**
- **Knife ID, use and care**
- **Menu Costing**
- **Interview techniques**
- **Basic baking & pastry**

**Required Course Supplies**

3-ring binder with dividers, pockets and a regular supply of college ruled binder paper. All paper and assignments are to be kept in this notebook and checked weekly. A thumb drive will be necessary if you want to work on your Culinary Portfolio at home. Chef uniforms will be worn by all culinary students. Including appropriate head wear, thermometer, pen and permanent marker and closed toed shoes. **This is the student’s responsibility to supply these.**

**Course Textbooks**

**ProStart**

**Culinary Essentials**

Sarah Labensky and Alan Hause, Prentice Hall, 2006

Sarah Labensky and Alan Hause, Prentice Hall, 2006

**ServSafe** Essentials, by Educational Foundation, 5th Edition  
National Restaurant Association Educational Foundation, 2008

**Tentative Weekly Schedule in Culinary Arts:**

**Monday**: Classroom & Research  
**Tuesday**: Demo/Lecturer/Presentation/Educational Experiences  
**Wednesday, Thursday & Friday**: Cooking Labs/Work Base Learning

**Participation, Attendance/Punctuality, Work Ethic, and Lab Work**

Tardies, absences, talking during work times, cell phone use, poor work ethic, etc. will result in a deduction of points.
Labs

Labs will be set up by team or individual on a rotational system. Each team member is responsible for a specified part of the production in the team. Labs will include evaluation of uniforms, culinary terminology, sanitation, and teamwork/participation and product results. Team members not performing their job duties will have point deductions from their lab participation grade.

Quizzes & Tests

Periodic quizzes featuring multiple choice, true/false, and matching are given to assess the classroom lectures.

Program Competitions

You will be given opportunities throughout the skill year to participate in program competitions including Cupcake Wars, Pumpkin Carving, Burger Wars and DeKalb County Menu competition.

Recipe Collection

This will be in a booklet format of the recipes from culinary arts as well as any personal recipes you wish to include. I expect it to be neat, representative of your personal food projects, and creative. All Collections will be published at the end of the year for each student.

Foodservice Experience

The main reason why our industry exists is to serve people. Therefore, you will experience this, by the end of the year. You will volunteer your time at a homeless shelter, a food pantry, or volunteering for a school or non-profit event.

Finals

At the end of first semester you will have an all practical cooking final, where you will use all of your acquired skills and produce at a singular dish of high quality. During the second semester final Chef will choose a central ingredient that your group must incorporate into your menu that will be performed and served to a panel of judges.

Famous Chef Project

Your team will research your Chef’s career and life. You will then create a power point with an oral presentation to Chef and your class on your culinary professional and signatures recipes.
Portfolio Project

A portfolio is required for students enrolled at Warren Technical School. In order to organize assignments and/or to showcase best work, a flash drive and a three-ring binder at least one (1) inch in thickness to serve as the portfolio will be provided. Students will be responsible for completing and maintaining the portfolio in accordance to the directions provided. The portfolio may be used when applying for jobs and postsecondary opportunities; therefore, it should be kept in a professional manner with cover pages, dividers and tabs for all sections, etc. All assignments must be typed and error-free.

The portfolio will be a graded assignment to be completed during these final nine weeks of instruction as part of the student’s vocational and work-based learning evaluation. Students will be required to conduct a presentation of their portfolios as part of their final exam.

ServSafe Food Handler Safety Certification

The students learn practical food safety knowledge applicable for immediate use within their food establishments. The Safe Food Systems Inc. Food Handler Safety exam is given on the last class day. In addition to passing the exam, the students are required to attend all sessions to attain certification.

Georgia BEST Soft Skills Certification

The students learn the skills required to be successful in the workforce. These skills include punctuality, communication, teamwork, attitude and social media ethics. Students earn certification through everyday observation and teacher assessment. This certification serves as validation to employers that students have displayed strong work habits and are ready for the workforce. Students must also complete 4 hours of requirements (volunteer, job shadowing, and internship).
Curriculum Overview

HOSP–ICA–1
Demonstrate employability skills required by business and industry.

HOSP–ICA–2
Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, and competitive events.

HOSP–ICA–4
Demonstrate and practice correct sanitation as it relates to healthy living and the modern commercial kitchen and bake shop.

HOSP–ICA–5
Name and describe various fixed equipment and small wares associated with the commercial kitchen and bake shop.

HOSP–ICA–6
Analyze and examine fundamental safety skills and practices related to the commercial kitchen.

HOSP–ICA–7
Examine and identify standardized recipes and their role in a commercial kitchen. Practice culinary math skills through recipe conversion and measurements.

HOSP–ICA–8
Examine and perform all aspects of kitchen knife use and classic knife skills

HOSP–ICA–10
Identify various food products used in a commercial foodservice operation and list the proper handling and storage procedures for each.

HOSP–ICA–11
Discuss and practice sound human relations and professionalism concepts for a career pathway in Culinary Arts employment.

Identify and become aware of the many aspects related to sustainability of our resources and the economic aspect to foster awareness of sustainability issues impacting the culinary industry.

HOSP–ICA–14
Examine and practice cooking methods, techniques, and preparations such as dry heat and moist heat methods.

ELACC9-10SL1:
Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9-10 topics, texts, and issues, building on others’ ideas and expressing their own clearly and persuasively.

ELACC9-10SL4: Present information, findings, and supporting evidence clearly, concisely, and logically such that listeners can follow the line of reasoning and the organization, development, substance, and style are appropriate to purpose, audience, and task.

ELAGSE1RL1 Ask and answer questions about key details in a text.
ELAGSE1RL2 Retell stories, including key details, and demonstrate understanding of their central message or lesson.

ELAGSE1RL3 Describe characters, settings, and major events in a story, using key details.

ELAGSE1RL4 Identify words and phrases in stories or poems that suggest feelings or appeal to the senses.

ELAGSE1RL5 Explain major difference between texts that tell stories and texts that give information.

ELAGSE1RL6 Identify who is telling the story at various points in a text.

ELAGSE1RI4 Ask and answer questions to help determine or clarify the meaning of words and phrases in a text.

ELAGSE1RI5 Know and use various text features (e.g., headings, tables of content, glossaries, electronic menus, icons) to locate key facts or information in a text.

ELAGSE1RI6 Distinguish between information provided by pictures or other illustrations and information provided by the words in a text.

ELAGSE1RF2 Demonstrate understanding of spoken words, syllables, and sounds (phonemes).

MGSE2.OA.4 Use addition to find the total number of objects arranged in rectangular arrays with up to 5 rows and up to 5 columns; write an equation to express the total as a sum of equal parts.

MGSE2.NBT.3 Read and write numbers to 1000 using base-ten numerals, number names, and expanded form.

MGSE2.MD.3 Estimate lengths using units of inches, feet, centimeters, and meters.

MGSE2.MD.4 Measure to determine how much longer one object is than another, expressing the length difference in terms of a standard length unit.

MGSE2.MD.7 Tell and write time from analog and digital clocks to the nearest five minutes, using a.m. and p.m.

MGSE2.MD.8 Solve word problems involving dollar bills, quarters, dimes, nickels, and pennies, using $ and ¢ symbols appropriately.
## CURRICULUM OVERVIEW

### Unit – Vocation: Intro to Culinary Arts
- Fundamental techniques
- Skills
- Terminology
- Emphasis on basic kitchen and dining room safety
- Sanitation, equipment maintenance and operation procedures
- Provides an overview of the professionalism in the culinary industry
- Career opportunities leading into a career pathway to Culinary Arts
- CTSO: FCCLA
- Employee Safety, Kitchen safety, Health and Environmental Management
- Workplace Safety
- HACCP, OSHA, S

### Unit – Basic Academics
- Culinary Math/ Reading
- Recipe Conversion
- Measurements
- Food Cost, Conversions
- Fractions
- Budgeting
- FOH Register
- Counting Money and Making Change

### Unit – GA BEST
- Conflict Resolution
- Dealing with Difficult People
- Ability to identify positive and negative behavior
- Managing Emotions
- Consequences
- Identify job related and community resources
- Dealing with peer pressure
- Setting Priorities
- Responding to failure

### Unit – Career Development
- Resume Writing
- Work Ethics
- Professional Communication
- Work Base Learning
- Work Ethic
The following academic concepts will be covered. **THIS IS ONLY A GUIDE AND IS SUBJECT TO CHANGE.**

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<thead>
<tr>
<th>Week 1 - School and Course Overview</th>
<th>Week 10</th>
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</thead>
<tbody>
<tr>
<td><strong>Unit:</strong> Intro to Warren Tech</td>
<td><strong>Unit:</strong> Dessert Sauces/ Stocks and Mother Sauces/Soups</td>
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<tr>
<td><strong>Vocation:</strong> Professionalism</td>
<td><strong>Vocation :</strong> Principles of Cooking and Baking</td>
</tr>
<tr>
<td><strong>Math:</strong> Gourmet Math Temperature/ Measuring</td>
<td><strong>Math:</strong> Fractions</td>
</tr>
<tr>
<td><strong>Real world Math:</strong> Money Exchange</td>
<td><strong>Unit:</strong> Baking Ingredients</td>
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<tr>
<td><strong>Social Skills:</strong> School Pride/ Communication and Attitude</td>
<td><strong>Vocation :</strong> Mixing Methods Assessments</td>
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<td><strong>Math:</strong> Costing and Pricing</td>
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<td><strong>Social Skills:</strong> Courage/Interpersonal Skills</td>
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<tr>
<th>Week 2 - Understanding Employability</th>
<th>Week 11-Introduction to Dessert Sauces/ Stocks and Sauces</th>
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<tbody>
<tr>
<td><strong>Unit:</strong> Making Employment Goals in the Food Service Industry</td>
<td><strong>Unit:</strong> Custards, Creams and Dessert Sauces: Ratios/Mother Sauces and types of Stocks</td>
</tr>
<tr>
<td><strong>Vocation:</strong> Professionalism</td>
<td><strong>Vocation :</strong> Principles of Cooking and Baking</td>
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<tr>
<td><strong>Math:</strong> Gourmet Math: Introduction to weighing and measuring</td>
<td><strong>Math:</strong> Money Exchange, Calculating Orders, Costing and Pricing</td>
</tr>
<tr>
<td><strong>Real world Math:</strong> Money Exchange, Wages and Benefits, Calculating Orders</td>
<td><strong>Social Skills:</strong> Courage/Interpersonal Skills</td>
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<tr>
<td><strong>Social Skills:</strong> School Pride/ Listening and Speaking Skills</td>
<td>REVIEW AND 9.5 ASSESSMENT</td>
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<td>Project : Cookie Wars</td>
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<tr>
<th>Week 3 - Intro to ServSafe and Culinary Safety/ Culinary Equipment and Technology</th>
<th>Week 12- Intro to Meat Cookery/ Intro to Garde Manger and the Cold Kitchen</th>
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<tbody>
<tr>
<td><strong>Unit:</strong> Intro to the Commercial Kitchen</td>
<td><strong>Unit:</strong> Garde manger Basics</td>
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<tr>
<td><strong>Vocation :</strong> Intro to the Commercial Kitchen, Professional Kitchen Work Flow</td>
<td><strong>Vocation :</strong> Pumpkin Carving Competition and Bake off Cookie Wars</td>
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<tr>
<td><strong>Math:</strong> Gourmet Math: Introduction to weighing and measuring</td>
<td>Gourmet Math: Reading Labels</td>
</tr>
<tr>
<td><strong>Real world Math:</strong> Money Exchange, Wages and Benefits, Calculating Orders</td>
<td>Real world Math: Diagrams and Charts</td>
</tr>
<tr>
<td><strong>Social Skills:</strong> School Pride/ Personal Hygiene</td>
<td><strong>Social Skills:</strong> Courage/Interpersonal Skills</td>
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<tr>
<th>Week 4 - Intro to ServSafe and Culinary Safety Culinary Equipment and Technology</th>
<th>Week 13- Baking Yeast Breads/Cooking Methods</th>
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<tbody>
<tr>
<td><strong>Unit:</strong> Intro to the Commercial Kitchen</td>
<td><strong>Unit:</strong> Moist heat and Dry Heat</td>
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<tr>
<td><strong>Vocation :</strong> Intro to the Commercial Kitchen, Professional Kitchen Work Flow</td>
<td><strong>Vocation :</strong> Introduction to Roasting, Braising, Sautéing/Yeast Dough Basics and Production</td>
</tr>
<tr>
<td><strong>Math:</strong> Identify Recipe Terminology, Recipe Vocabulary, Following recipe Directions</td>
<td>Real world Math: Money Exchange, Calculating Orders, Costing and Pricing</td>
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<tr>
<td><strong>Real world Math:</strong> Money Exchange, Wages and Benefits, Calculating Orders</td>
<td><strong>Social Skills:</strong> Citizenship</td>
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<tr>
<td><strong>Social Skills:</strong> School Pride/ Personal Hygiene</td>
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<tr>
<td>Week 5</td>
<td>Culinary Nutrition/ Seasonings and Flavorings</td>
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<tr>
<td><strong>Unit:</strong> Nutrition Basics/ Herbs and Spices Condiments, Nuts and Seeds</td>
<td><strong>Unit:</strong> Moist heat and Dry Heat</td>
</tr>
<tr>
<td><strong>Vocation:</strong> Dietary Needs and MyPlate, Reading Nutrition Labels Relating Food to Disease and Health</td>
<td><strong>Vocation:</strong> Introduction to Roasting, Braising, Sautéing/Yeast Dough Basics and Production Laminates Breads</td>
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<tr>
<td><strong>Math:</strong> Sequencing</td>
<td><strong>Math:</strong> Gourmet Math: Scale Operation Calculating Orders, Reading an Invoice</td>
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<tr>
<td><strong>Social Skills:</strong> Self Control/Problem Solving</td>
<td><strong>Social Skills:</strong> Citizenship</td>
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**REVIEW AND 4.5 ASSESSMENT**

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<th>Week 15</th>
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<tbody>
<tr>
<td><strong>Unit:</strong> Meal Planning Guidelines, Condiments, Nuts and Seeds</td>
<td><strong>Unit:</strong> Types of Layer Cakes/Types of Icing/ Pie Crusts/Fillings</td>
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<tr>
<td><strong>Vocation:</strong> Reading Nutrition Labels</td>
<td><strong>Vocation:</strong> Meat Fabrication</td>
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<tr>
<td><strong>Math:</strong> Sequencing</td>
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<tr>
<th>Week 7</th>
<th>Introduction to Baking, Breakfast Cookery/ Introduction to Kitchen Management and ServSafe Flow of Food</th>
<th>Week 16</th>
<th>Pies and Tarts/ Cakes and Icing</th>
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<tbody>
<tr>
<td><strong>Unit:</strong> Intro to Mixing Methods (Quick Breads)</td>
<td><strong>Unit:</strong> Types of Icing /Pie Crusts/ Meat Fabrication</td>
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<tr>
<td><strong>Vocation:</strong> Intro to basic baking ingredients Quick Breads</td>
<td><strong>Math:</strong> Review and Assessment Preparation</td>
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<tr>
<td><strong>Math:</strong> Wages and Benefits</td>
<td><strong>Social Skills:</strong> Citizenship</td>
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<tr>
<th>Week 8</th>
<th>Introduction to Baking, Breakfast Cookery/Management and ServSafe  Unit: Intro to Mixing Methods (Quick Breads)</th>
<th>Week 17</th>
<th>Pies and Tarts/ Cakes and Icings Meat Fabrication/ Holiday Feast</th>
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<tbody>
<tr>
<td><strong>Unit:</strong> Intro to Mixing Methods (Quick Breads)</td>
<td><strong>Unit:</strong> Types of Layer Cakes, Types of Icing</td>
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<tr>
<td><strong>Vocation:</strong> Intro to basic baking ingredients</td>
<td><strong>REVIEW AND ASSESSMENT</strong></td>
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<tr>
<td><strong>Math:</strong> Dry and Liquid Measuring Wages and Benefits, Understanding Schedules</td>
<td><strong>Vocation:</strong> Written Final</td>
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<td><strong>Social Skills:</strong> Self Control/Problem Solving</td>
<td><strong>Math:</strong> Written Final</td>
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<tr>
<th>Week 9</th>
<th>Introduction to Mixing Methods/ Kitchen knife</th>
<th>Week 18</th>
<th>Final Assessment</th>
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<tbody>
<tr>
<td><strong>Vocation:</strong> Types of Knives and Parts of Knives</td>
<td><strong>Unit:</strong> Types of Layer Cakes, Types of Icing) Meat Fabrication/ Holiday Feast</td>
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<tr>
<td><strong>Unit:</strong> Making Cookies, Brownie</td>
<td><strong>REVIEW AND ASSESSMENT</strong></td>
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<tr>
<td><strong>Vocation:</strong> Mixing Methods</td>
<td><strong>Lab Final</strong></td>
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<tr>
<td><strong>Math:</strong> Fractions</td>
<td><strong>Vocation:</strong> Sanitation Lab Final</td>
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<td><strong>Social Skills:</strong> Courage</td>
<td><strong>Math:</strong> Social Skills: Citizenship</td>
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The following academic concepts will be covered. **THIS IS ONLY A GUIDE AND IS SUBJECT TO CHANGE.**

**BOARD-APPROVED INSTRUCTIONAL MATERIALS**

**GRADING SYSTEM:** The DeKalb County School District believes that the most important assessment of student learning shall be conducted by the teachers as they observe and evaluate students in the context of ongoing classroom instruction. A variety of approaches, methodologies, and resources shall be used to deliver educational services and to maximize each student’s opportunity to succeed. Teachers shall evaluate student progress, report grades that represent the student’s academic achievement, and communicate official academic progress to students and parents in a timely manner through the electronic grading portal. **See Board Policy IHA.**

<table>
<thead>
<tr>
<th><strong>GRADING CATEGORIES</strong></th>
<th><strong>GRADE PROTOCOL</strong></th>
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<tbody>
<tr>
<td>Formative Assessment - 0%</td>
<td>A 90 – 100</td>
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<tr>
<td>Assessment During Learning – 25%</td>
<td>B 80 – 89</td>
</tr>
<tr>
<td>Guided, Independent, or Group Practice – 45%</td>
<td>C 71 – 79</td>
</tr>
<tr>
<td>Summative Assessment or Assessment of Learning – 30%</td>
<td>D 70</td>
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<td></td>
<td>F Below 70</td>
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</tbody>
</table>

**Notes:**

*English Learners (ELs) must not receive numerical or letter grades for the core content areas in elementary and middle school during their first year of language development. A grade of CS or CU must be assigned. This rule may be extended beyond the first year with approval from the EL Studies Program. English Learners must receive a grade for ESOL courses.

~Elementary schools will utilize P (pass) and F (fail) in Health/Physical Education, Music, World Languages, Visual Arts and Performing Arts.
## District Expectations for Success

### Student Progress
Semester progress reports shall be issued four and a half, nine and thirteen and a half weeks into each semester. The progress of students shall be evaluated frequently and plans shall be generated to remediate deficiencies as they are discovered. Plans shall include appropriate interventions designed to meet the needs of the students. See Board Policy IH.

### Academic Integrity
Students will not engage in an act of academic dishonesty including, but not limited to, cheating, providing false information, falsifying school records, forging signatures, or using an unauthorized computer user ID or password. See the Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook.

### Homework
Homework assignments should be meaningful and should be an application or adaptation of a classroom experience. Homework is at all times an extension of the teaching/learning experience. It should be considered the possession of the student and should be collected, evaluated and returned to the students. See Board Policy IHB.

### Make-Up Work Due to Absences
When a student is absent because of a legal reason as defined by Georgia law or when the absence is apparently beyond the control of the student, the student shall be given an opportunity to earn grade(s) for those days absent. Make-up work must be completed within the designated time allotted. See Board Policy IHEA.

## School Expectations for Success

### Classroom Expectations
Students are expected to come to school on a daily basis and follow instruction in order to maximize their ability and potential. All students must be in a clean, ironed uniform, with correct slip resistant shoes. All writing utensils, textbooks, kitchen equipment and tools, notebooks, journals, and paper will be available for students use. Student should bring all materials to class.

### Materials and Supplies
Kitchen Lab, Food For Today Text and student workbook

### Extra Help
Tutorial Hours 7:30am- 8:00am 12:30pm-1:00pm

### Parents as Partners
Business Advisory Board Members are always welcome
CLASSROOM MANAGEMENT PLAN

Rules
1. You are expected to follow the rules and regulations in the DeKalb County School District’s Code of Student Conduct Book.
2. Follow Directions.
3. Respect all staff, peers, and yourself at all times. Accept responsibility for all your actions. Rude or disrespectful behavior is not tolerated.
4. Maintain appropriate noise levels and conversations at all times.
Maintain proper attire at all times. No inappropriate or revealing clothing (as outlined in the DeKalb County Student Handbook).

Rules
5. Follow Directions.
6. Respect all staff, peers, and yourself at all times. Accept responsibility for all your actions. Rude or disrespectful behavior is not tolerated.
7. Maintain appropriate noise levels and conversations at all times.
8. Maintain proper attire at all times. No inappropriate or revealing clothing (as outlined in the DeKalb County Student Handbook).
9. Sleeping or vulgar language is unacceptable.
10. Absolutely no horseplay.
11. No student is to use the computer for activities that do not relate to the class (checking e-mail, chatting, playing games, downloading, listening to music, etc. When allowed to use the internet, do not visit websites that are not appropriate for school.

Positives
Verbal Free time, instructional games
Individual Team Leader
Classwork Homework pass, Drop lowest grade, Add 10pts to test/quiz

Consequences
1. Verbal Warning
2. Lose Break/Snack Time
3. Breakfast/Lunch Detention
4. Contact Parent/Guardian
5. Administrative Referral

POLICIES & PROCEDURES

Tardy Policy: Students are expected to be in class on time daily. When tardy to class, you must have an Administrator or Attendance pass before entering the class.

Detention: You may be assigned breakfast or lunch detention by an Administrator or your teacher to be served in class or In-school Suspension. Failure to report to detention will result in a referral to an Administrator.

Late Assignments: It is important to begin developing good time-management skills. All assignments and projects should be submitted on the announced due date. Late assignments will be accepted on the next class day with a 10 point grade reduction.

Make-up Policy: Attendance is very important. All students must be present in order to remain abreast of
lessons and activities. If you have an excused absence, you will be allowed five (5) days to make up work missed.

Folder, notebook paper, pen/pencil, flash drive
*See teacher for WBL items.

Teacher and Paraeducators are available to provide additional assistance as needed. See teacher.

You are a vital part of your child’s success and I value your support and feedback. Contact me by telephone or email.

Additional information to support continued contact:

<table>
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<tr>
<th>Information</th>
<th>Parent/Guardian</th>
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<tbody>
<tr>
<td>Day Time Phone Number</td>
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<tr>
<td>Cellular Phone Number</td>
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<tr>
<td>Home Phone Number</td>
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<tr>
<td>Email Address</td>
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</tbody>
</table>

**PLEASE SIGN BELOW AND RETURN**

I have read the syllabus.

Student Signature___________________________________________________________

Parent/Guardian Signature__________________________________________________
Dear Parent or Guardian:

We would like to take this opportunity to express how delighted we are to have your child in the Culinary Arts Program. This program is designed to provide students with the skills that will prepare them for the culinary industry.

Our students are experiencing exciting training, however, in order for their success to be achieved there are some essential requirements and course-related fees that will be implemented for the 2015–2016 school year. This outline of fees is a guideline intended to achieve a balance that reduces the number of course-related fees families are asked to pay in order to continue offering an award winning program our community expects and our students deserve.

Course-related fees are not charged for textbooks, supplementary readers (such as workbooks), most materials of instruction, audiovisual aids, other items not commonly found in the home and required for the student to demonstrate mastery of course objectives.

The following items are Mandatory for student participation and success in the program. Students will not be able to participate in program activities including Kitchen lab, educational experiences, etc.

The approved course-related fees primarily fit into two categories as follows:

* Items necessary for the student to participate as part of the course (example: TB tests).

* Materials of instruction or items of personal use that become the property of the student (example: culinary uniforms, thermometer, non-slip shoes).
The fees and due dates are listed below:

<table>
<thead>
<tr>
<th>Course Related Fee</th>
<th>Due Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>TB Shot</td>
<td>September 4, 2015</td>
<td>$21.00</td>
</tr>
<tr>
<td>Student Uniform</td>
<td>September 4, 2015</td>
<td>$45.00</td>
</tr>
<tr>
<td>Non Slid Shoes</td>
<td>September 07, 2015</td>
<td>$20.00</td>
</tr>
<tr>
<td>Uniform Accessories</td>
<td>September 07, 2015</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

There also may be fees related to educational experiences, but information will be given at the time of the educational experience and not in advance as a course-related fee.

We are committed to providing all students, regardless of their economic circumstances, with full access to all courses, including the instructional materials required for those courses and the instructional program. A student, his/her parent or guardian, or any student advocate may request an adjustment to the course-related fee.

Please contact the teacher, the counselor, or the administrator who will work with you to meet your needs. You and your child will have options that include a schedule of payments or a reduced fee.

If you have any questions regarding the course-related fees being charged at our school for the 2015-2016 school year, please contact us.

Sincerely,

Chef Dené Lynn Chef Adrienne Anthony

Culinary Instructor Culinary Instructor Email: Dene_Lynn@dekalbschoolsga.org Email: Adrienne_O_Anthony@dekalbschoolsga.org

Phone: 678-676-6502
MANNA FROM HEAVEN UNIFORMS

CULINARY UNIFORM PACKAGE

$45.00

***1 Set = 1 Jacket (logo included), 1 Check Baggy pants, 1 apron, neckerchief 1 hat*

Date________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SIZE</th>
<th>QTY</th>
<th>COLOR</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set</td>
<td></td>
<td></td>
<td></td>
<td>$42</td>
<td></td>
</tr>
<tr>
<td>Jacket</td>
<td></td>
<td></td>
<td>White</td>
<td>$18.00</td>
<td></td>
</tr>
<tr>
<td>Pants</td>
<td></td>
<td></td>
<td>Houndstooth</td>
<td>$18.00</td>
<td></td>
</tr>
<tr>
<td>Hat</td>
<td></td>
<td></td>
<td>White</td>
<td>$9.00</td>
<td></td>
</tr>
<tr>
<td>Apron</td>
<td></td>
<td></td>
<td>White</td>
<td>$9.00</td>
<td></td>
</tr>
<tr>
<td>Logo only</td>
<td></td>
<td></td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

Total__________ Deposit __________ Bal ________

Name _____________________________________________________________

Address ___________________________________________________________________

City ___________________ Zip _________ Phone________________

Payment: Cash________ Questions or special orders cal 404 207-6904
August 31, 2015

Dear Parent(s)/ Guardian:

The following programs and job sites require a TB skin test before an eligible student can begin our work-based learning program. The programs are: Early Childhood Education, Health Careers, Hospitality Services, and Professional Foods. Arrangements have been made to transport students in the Culinary Arts class to the DeKalb County Health Center on Tuesday September 8, 2015 to receive the TB skin test and return on Thursday, September 10, 2015 to have the test read and receive the test results.

The test will be free to students currently receiving Medicaid.

The student would need to bring the Medicaid card to school by so that a copy can be made to go along with the paperwork for preregistration with the Health Department. The cost for students not receiving Medicaid will be $21.00. This fee goes directly to the DeKalb County Health Center. If the student is unable to have the testing done at this time, you can have your private physician or doctor’s office administer the TB test and submit a copy of those results to the school or you can go to the health department on your own to have the test done. All students must be tested by Sept 25, 2015.

Please sign and return the permission slip, Health Department forms (2), and current copy of Medicaid card by Friday September 4, 2015. Students needing to pay $21.00 will need to bring their money on the day of testing. If you have any questions or comments, please contact your child’s teacher at (678) 676-6502.

Sincerely,

Elgin D. Neal/Principal

Students Name ___________________________ Program ___________________________

Parent Signature __________________________________________ Date ________________

_____ Yes ______________________________________________ has my permission to be transported to the DeKalb County Health Center to get a TB test done

_____ No ______________________________________________ does not have permission to be transported to the DeKalb County Health Center to get a TB test done
PATIENT INFORMATION AND INCOME DECLARATION

Today's Date: ________________________________

**Patient/Demographic Information:**

Patient Name: ___________________________________________

Last               First               Middle               Last Name at Birth

Address: ________________________________________________

City: __________________________________ State: ___________ Zip Code: ___________ County: ___________

Home Phone: ______________________ Work Phone: ___________________ Cell: ______________________

Email ________________________________

Date of Birth: ______________ Do you need language assistance (interpreter)? Y or N

Sex:  ☐ Female  ☐ Male

Marital Status:  ☐ Married  ☐ Never Married  ☐ Divorced  ☐ Widowed

Race:  ☐ American Indian or Alaska Native  ☐ Asian  ☐ Black or African American  ☐ Native Hawaiian/Other Pacific Islander  ☐ White  ☐ Multi-Racial

Ethnicity: Hispanic/Latino: ☐ Yes ☐ No

Education (highest level completed): ____________________________________________

---

**How may we contact you? Check all that apply:**

☐ Mail  ☐ Email  ☐ Home

☐ Other  ☐ Cell  ☐ Work

Emergency Contact Name: ___________________________ Phone Number: ______________________

May we leave a message? ☐ Yes ☐ No

**Financial Information/Insurance:**

Medicaid: ____________________________ Medicare: ____________________________ Peach Care: ____________________________

Private Insurance: ____________________________ Other: ____________________________ None: ____________________________

---

NOTE: Some programs offer reduced fees based on income. To apply for a reduced fee, please provide the following information:

Number of family members in household: ____________________________

Total family income: $ ______________ per Week or Month or Year (Circle one)

**STATEMENT OF ACCURACY OF INFORMATION PROVIDED:**

I understand I am responsible for full payment of the DeKalb County Board of Health scheduled fees in cash, debit/credit card or a check from a Georgia Bank at the time of service unless I qualify for special discounted fees certain programs offer. Discounted fees are based on my income or my household’s income and my number of dependents, which I have provided truthfully and accurately above.

Signature: ____________________________ Date: ____________________________

Patient, Parent or Guardian’s Signature

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DeKalb County Board of Health
Page 1 of 1

Registration Form
Rev. 3.2014
Dear Parents,

Your child has been given the opportunity to join the national student organization Family, Career and Community Leaders of America (FCCLA). FCCLA is a student led organization with the family as the central focus. This organization is one that will be taught in class as well as out of class. It encourages the student to develop leadership skills in many various areas that will benefit them throughout their school career.

We will be having meetings on once a month before, during and/or after school. We will also have days for service learning projects around the community. Some examples of activities we will be doing this year are below:

- Feed the Homeless with Project Open Hand
- Atlanta Community Food Bank
- [Other activities listed]

We are also planning to attend a few state level events which include:

- Fall Leadership Conference, September 17-18 at the FFA-FCCLA Center in Covington
- Fall Leadership Rally, October 14 at the Georgia National Fairgrounds
- FCCLA Day at the Capitol, February 9 – 13 at the State Capitol
- State Leadership Meeting, March 20-22 in Athens
- National Leadership Conference, July 2014 in San Antonio, TX

The fee for joining is only $12.00 for the year. This includes state and national dues. Chapter t-shirts are also available at an additional fee.

If you have any questions or concerns, please email me at dene_lynn@dekalbschoolsga.org

Sincerely,

Chef Dené Lynn  
Culinary Instructor  
Email: Dene_Lynn@dekalbschoolsga.org  
Phone: 678-676-6502

Chef Adrienne Anthony  
Culinary Instructor  
Email: Adrienne_O_Anthony@dekalbschoolsga.org  
Phone: 678-676-6502
August 31, 2015

Your child has been elected to participate in FCCLA Fall Leadership Meeting on Friday, September 18, 2015.

This educational experience will give students the opportunity to expand their leadership potential and develop *skills for life* - planning, goal setting, and problem solving. The students will be chaperoned by Chef Dene Lynn during this time. The conference will begin at 7:30 a.m and will end at approximately 4 p.m. on September 18th. Students will be transported via a Charter Bus provided by the DeKalb County School System. The cost of this educational experience is $45.00 per student.

**The students will be provided snacks, water and juice, as well as lunch.**

Please fill out the attached permission slip and return it by Friday September 4, 2015. If you have questions or concerns, please contact Chef Lynn at 678-676-6502. Thank you in advance for your support of Warren Technical School and our vision of providing “Skills Today for Jobs Tomorrow.”

Sincerely,

*Chef Dene Lynn*

FCCLA Adviser

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**Permission Slip**

**I give** ______________________________ permission to go to the FCCLA Fall Leadership Conference.

(Student Name)

**I do not** give ______________________________ permission to go to the FCCLA Fall Leadership Conference. **(Student Name)**

Parent Signature_________________________ Phone number ______________________________
2015-2016 Georgia FCCLA Calendar of Events

Fees for these educational experiences will be sent home along with permission slips closer to each event.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2</td>
<td>Early Bird Registration Deadline for Fall Leadership Conference</td>
</tr>
<tr>
<td>September 3</td>
<td>Registration Deadline for Fall Leadership Conference</td>
</tr>
<tr>
<td>September 5</td>
<td>Fall Leadership Conference Georgia FFA-FCCLA Center</td>
</tr>
<tr>
<td>September 17</td>
<td>Fall Leadership Conference</td>
</tr>
<tr>
<td>September 23</td>
<td>Registration Deadline for Fall Rally</td>
</tr>
<tr>
<td>October 14</td>
<td>Fall Rally</td>
</tr>
<tr>
<td>TBA</td>
<td>Registration Deadline for Region Culinary Events</td>
</tr>
<tr>
<td>TBA</td>
<td>Region Culinary Events</td>
</tr>
<tr>
<td>TBA</td>
<td>Registration Deadline for Region STAR Events</td>
</tr>
<tr>
<td>February 27-28</td>
<td>Region STAR Events</td>
</tr>
<tr>
<td>TBA</td>
<td>Registration Deadline for State Leadership Meeting</td>
</tr>
<tr>
<td>March 20-22</td>
<td>State Leadership Meeting Athens</td>
</tr>
<tr>
<td>TBA</td>
<td>Registration Deadline for National Leadership Conference</td>
</tr>
<tr>
<td>July 3-7</td>
<td>National Leadership Conference San Diego, California</td>
</tr>
</tbody>
</table>
Work Based Learning

**Work-Based Learning Mission:** To provide structured educational experiences that integrate classroom learning (school-based) with productive, structured work experiences (work-based) which should be related to a student’s career goal.

**Work-Based Learning Vision:** To increase the awareness of Warren Technical School, increase students’ employability and job-related skills that provide paid or unpaid work experiences for all students while collaborating with businesses and community.
Permission Letter to Parents

Dear ______________________________________, (Parent/Guardian)

Work-Based Learning is an option that may be provided for our students. WBL is a NON-PAYING training experience. Students will receive a grade in WBL. Students must meet attendance, academic and discipline standards, and there must be an appropriate training site to meet their needs. Arrangements have been made to provide Work-Based Learning for __________ student’ s name ______________________ at __________________________, as described below. If you have questions about any of the information, please give me a call. Please fill out the permission slip at the bottom of this sheet and return it as soon as possible. Thank you.

Teacher_____________________________________      Phone _678-676-6502_

Possible Training Sites are:

Name of Business ____________________________________________

Type of Business ____________________________________________

Location ___________________________________________________ (site name(s) & address)

Days of Training __Wednesday, Thursday, Friday__  Times of Training __9:00am – 12:00 noon__

Primary Tasks ________________________________________________

Position _____________________________________________________

Supervision Provided By ________________________________________

Transportation

____ X__ School Van or Bus      ___ Private Car      ___ Public Bus      ___ Walk      ___ Other

Person responsible for coordinating and supervising transportation __J. Cobb__________

Money, special clothing, materials needed by student    Work-based Learning, Insurance, copy of student contract, WBL permission letter __________________________________

Starting Date __________________

Please sign and return.

I give permission for ____________________________ to participate in the Work-Based Learning Program as it has been described above.

Parent or Guardian Signature ______________________ Date __________________________
Warren Technical School

Work Based Learning Student Contract

The following rules must be followed by all Warren Tech students while training at __________________________ the entire school year.

___ 1. Students must stay in their assigned work area and work on their assigned tasks.

___ 2. Chewing gum or eating is not permitted.

___ 3. Students must maintain proper uniforms at all times. Young men must wear belts.

___ 4. No electronic devices should be used to, from, and during Work-Based Learning.

___ 5. Students must adhere to, and follow instructions given to them by managers, supervisors, and employee trainers.

___ 6. Students must use proper care of all equipment.

___ 7. Students must maintain a polite attitude towards guest and employees.

___ 8. Students must be responsible for their nametags.

___ 9. Students are not allowed to remove any items from the WBL site.

___10. Students must adhere to DCSD and company standards’ code of conduct.

___11. Students must attend school on Monday & Tuesday in order to participate in WBL.

___12. Students must adhere to Warren Tech’s Professional Grooming Standards. (Refer to Attachment)

Student ____________________________ Date _____________________

Parent _____________________________ Date _____________________

Instructor __________________________ Date _____________________
Educational Experiences

I am excited to announce that this year we will be offering various educational experiences this school year. This is a great opportunity for your son and/or daughter. Educational travel adds further context and substance to classroom material and reinforces concepts learned throughout the school year. School trips form long-lasting positive memories for students.

We will arrive to our location via school transportation. The cost of each educational experience will vary but will range from free $0.00 to $25.00.

We require educational experience letters to parents/guardians to be signed in order for student participation.

We are asking students to assist with fundraising for our experiences. We would like to have all students participate in fundraising; however, fundraising is voluntary and no child will be denied participation due to lack of participation in a fundraiser.
PARENT PERMISSION SLIP

__________________________ has my permission to participate in a field trip away from Warren Technical School on __________________________ from__________to__________.

(School Name)                             (Date)                             (Time)

TO: __________________________________________________________________________

METHOD OF TRANSPORTATION: ______________________________________________

COST: _______________

REGULATIONS:

Students are expected to extend full cooperation with regard to dress requirements, safety and courtesy. This trip is being taken as part of the ______________________________ instructional program and is intended to enhance the learning experiences for all students participating.

All school work missed by a student while on a field trip may be made up with no loss of credit. The responsibility rests with the students to inform each teacher in advance and request the appropriate materials or assignments.

AUTHORIZATION AND APPROVAL SIGNATURES

☐ Yes, I give my child permission to participate.

☐ No, I do not give my child permission to participate.

__________________________________________________________

Parent/Guardian Name (Please Print) Parent Signature

Emergency Contact Information

__________________________________________________________

Business Phone

__________________________________________________________

Student Signature