



Instructor- Chef Cornelia Wright & Restaurant Manager- Emily Land

# Culinary Arts Baking & Pastry Syllabus

Academic School Year 2022-2023



Wright Cornelia  
5-1-2022

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# Welcome to the Culinary Arts Baking & Pastry Program!

You are in this class because you are interested in considering the culinary arts as a career. This class closely models the relationships present in real life professional kitchens. Our classroom is a working professional bakeshop where desserts, pastries, and breads are made for paying customers. As the instructor, I am your pastry chef. As the student, you are my pastry cook and baker. The sacred relationship between chef and cooks and bakers is built on mutual respect, compassion, and willingness to learn and improve ourselves. We will work together with a sense of urgency, an eye for detail and quality, and always make time to treat each other with courtesy.

## Chef Cornelia Wright

- Instructor – Culinary Arts Baking & Pastry Program  
Email: [wrightcf@mukilteo.wednet.edu](mailto:wrightcf@mukilteo.wednet.edu)  
Bakeshop Phone: 425.356.6678
  
- Sno-Isle TECH Skills Center Building 1, Room 160  
Office Hours: 7:25 AM – 7:55 AM &  
1:45 – 2:15 PM, M – F  
By appointment
  
- Number of Credits (High School) 3 credits    CTE Dual Credit (science 1.0) or Electives
  
- Class Sessions: AM - 7:55 - 10:25  
  
PM - 11:10 – 1:40 PM
  
- Main Office Phone: 425.348.2220
  
- Restaurant Manager – Emily Land  
Phone: 425.356.1709  
Email: [LandEG@mukilteo.wednet.edu](mailto:LandEG@mukilteo.wednet.edu)

# Course Objectives

**Course Description** Commercial Baking & Pastry combines culinary curriculum with on-the-job training in a commercial setting through participation in the bakeshop, The Training Grounds Café, Le Bistro and through onsite catering. Students will receive instruction in bakeshop procedures, restaurant operations, food production, banquet and catering service, and customer service.

**Program Pathways** The duration of this program is 1 to 2 years depending on the choices and performance of the student.

Year 1	Year 2	Post Program Options
<p>The first year of the Baking &amp; Pastry class focuses on the fundamentals of baking and pastry science and technique. Students who start in Culinary Arts as a junior have the option of spending their senior year:</p> <ul style="list-style-type: none"> <li>➤ in year 2 of Culinary Arts Baking &amp; Pastry</li> <li>➤ in year 1 of Culinary Arts Production &amp; Service, the savory cooking and hospitality class.</li> <li>➤ start another program at Sno-Isle their senior year or return for a full load of classes at their sending school.</li> </ul>	<p>Second year students</p> <ul style="list-style-type: none"> <li>✓ lead 1<sup>st</sup> year students by example</li> <li>✓ train 1<sup>st</sup> year students on bakeshop operations</li> <li>✓ aid in teaching baking fundamentals</li> <li>✓ complete a culminating project to share with the community</li> <li>✓ Internships are possible during the third quarter of second semester.</li> <li>✓ Must be on track to graduate</li> <li>✓ Earned 80% or better their first year</li> </ul>	<p>Students that complete the program:</p> <ul style="list-style-type: none"> <li>➔ Are prepared for entry level work in the baking &amp; pastry industry.</li> <li>➔ Can pursue a post-secondary degree in culinary arts or business management if they desire a management or ownership role.</li> <li>➔ Can study food science at a university and work towards a career in product engineering.</li> <li>➔ Can pursue artistic fields such as food writing, photography, and styling.</li> </ul>

Students learn a set of transferable skills applicable to any industry chosen later in life:

- |                   |                      |                      |
|-------------------|----------------------|----------------------|
| ✓ Professionalism | ✓ Communication      | ✓ Project management |
| ✓ Organization    | ✓ Safe food handling | ✓ Time management    |

## Curriculum

Units, Repertoire, & Competencies may include and are not limited to:

**Safety & Sanitation** Three compartment sink and dishwasher. Clean and sanitize all surfaces. Operate laundry machines and sort linens. Safety awareness and language. Proper lifting. Compliant use of all equipment. Single use gloves with ready-to-eat-food. Prevent cross-

contamination and food borne illness with safe food-handling, cooking, and storage. Hand washing and personal hygiene.

**Baking Math** Weigh ingredients. Metric system. Calculate batch sizes, yields, and portion sizes. Understand how to use baker's percentage. Interpret a recipe as a formula. Menu costing. Inventory.

**Baking Science** The stages of cooking and baking. Tougheners, tenderizers, moisteners, driers, leaveners, and flavorings. Understand ratios. Gluten development. Flavor vs Taste. Texture vs mouthfeel. Chemical vs mechanical leavening agents. Fermentation, starch gelatinization, and protein coagulation.

**Project Management** How and when to prep food ahead. Production schedules. Ordering of supplies and ingredients. Time management. Dessert plating and design techniques.

**Creaming Method** Mise en Place. Sifting. Butter to sugar ratios. Mechanical leavening vs chemical leavening. Precise portioning. Adapting to different baking temperatures and baking times.

**Quick Breads:** Muffins, basic loaves, biscuits, scones Stirring and combining ingredients. How to use and understand different chemical leavening agents. The role of steam in leavening. Oil vs butter.

**Crusts:** flakey, mealy, cookie crusts Various ways of combining butter and sugar for desired textural outcome. Rolling out dough and cutting shapes. Par-baking blind crusts and baking filled crusts. Tarts and pies. Using acetate to layer gelled components on open crusts.

**Foams:** foam cakes, meringue, mousses Aerating egg foams. Folding technique. Using an offset spatula to spread and smooth a cake. Baking sheet cakes vs round cakes in cake pans. Gelled fillings.

**Yeasted Bread** Leavening with yeast and dough fermentation. The stages of bread production. Lean dough vs enriched dough. Feeding a sourdough starter and work with a multi-day fermented sourdough. Shaping rolls and loaves. Laminated doughs including croissants and Danish.

**Custards Stirred** custard vs a baked custard. Using custards to make sauces, fillings, and frozen desserts. Protein coagulation. Prevention of curdling.

**Common Dessert Sauces** Sauces made from caramel, chocolate, fruit, custards etc. Using sauces to enhance plating design.

**Layered Cakes** Torting cakes. Showpiece cakes. Masking and decorating cakes with buttercreams, frosting, and glazes. Piping buttercreams and frosting decorations. Building sheet cakes and round cakes.

**Allergy Alternatives** Gluten-free baking. Desserts to use when a customer has an allergy to eggs, gluten, dairy, or nuts. Cross-contamination.

**Advanced Pastries** Depending on skills developed throughout the year and time available, students will learn to make macarons, pâte à choux, temper chocolate, confections, etc.

**Job Search & Employability** Soft skills including communication, organization, efficiency, multi-tasking, work ethic, planning etc. Interview techniques. Resumé. Practice cover letter. Portfolio.

## Course Materials

**Textbook** Textbook: On Baking <https://console.pearson.com/enrollment/e7r0uh>

- **Online On Baking** textbook is free to the student and available online. The online version of the textbook is designed by Revel for the Pearson publishing company. It has concept checks imbedded in the reading text, an option to take notes while you read, and additional study materials to help prepare for assessments. Students must interact with the textbook by completing the concept checks imbedded in the chapter in order to receive credit for the reading.
- **Physical Textbook** is also available and can be checked out to the students by the school upon request. Students **MUST NOT** highlight or write-in the textbook. If these texts are defaced – the student will be required to purchase a replacement text. The textbook must be returned at the end of the year or the student will be fined for the cost of the book.

**Schoology** All assignments and important forms, handouts, power points, and information are posted on the class Schoology page. Students can keep track of their over all grade and individual grades for assignments and assessments.

- **Students** *are required to log on at least once a week* to stay on track of deadlines, updates, and monitor their grade.
- **Parents** *are granted access and encouraged to log on regularly* to Schoology to keep up with the progress of their student.
- **The instructor** can be messaged via Schoology.

**Email** Students are assigned a Mukilteo email. Students *are required to check their email at least once a week* to stay on top of communications between the student and instructor.

**Personal Materials** The following is a list of items students need to have with them daily:

- a black **Sharpie** pen for labeling food prepared in class.
- a **pen or pencil** for notes and test taking
- a small **notebook** for taking notes during class lectures, writing down instructions and prep lists during production, making copies of recipes, etc.
- a class **binder** to organize class notetaking guides, worksheets, study guides, recipes, projects, quizzes, and tests.

**Washington State Food Handlers Card** The students in the bakeshop produce and serve food to the public via our Training Grounds Café and Le Bistro restaurant and catering. Every student is required by the Snohomish Health District to obtain a Washington State Food Handler's Card in order to make food for our paying customers. This can be done online at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov) The website covers the required material and issues a test before receiving the card for \$10.00. A representative of the Snohomish Health District may be able to

visit the class the first week of school to give a presentation on safety & sanitation followed by the test.

If a student has already acquired a Food Handlers Card for a previous culinary class or job, they need to bring a copy for the program to keep on file. The Food Handler’s Card needs to be valid for the entire school year.



Certification. The students have the option to study and take the Servsafe managers exam in the spring to get a five-year industry recognized certification. \*It’s not required but can be an advantage to getting a job in the culinary field. It will be an additional cost of \$76.44 for the book and exam.

**Required Professional Attire**



Students are required to wear professional chef’s attire every day. Chef’s attire consists of:

<b>PROFESSIONAL ATTIRE PAID BY STUDENT</b>	<b>PRE-ORDERED BY SNO- ISLE</b>	<b>BOUGHT SEPERATELY BY STUDENT</b>
<b>Chef’s Coat</b>	X \$20-25 cost estimate	
<b>Chef’s Hat</b>	X \$8-10 cost estimate	
<b>Chef’s Apron</b>	X \$10-15 cost estimate	
<b>Black Pants</b> , loose fitting full length		X
<b>Black Shoes</b> that are nonskid, closed toe with a rubber <u>slip resistant</u> sole, heel not to exceed 1”		X
<b>Sharpie</b>		X
<b>Pen or pencil</b>		X
<b>Small Notebook</b>		X
<b>Class Binder</b>		X

Sno-Isle will take pre-orders for the coat, hat, and apron for the student before the end of the previous school year. Students will pay for their clothing upon receipt in September of the enrolled school year.

Students are required to locate and purchase their own black pants and shoes that conform to the guidelines outlined above. Popular suppliers include:

- ✓ [www.shoesforcrew.com](http://www.shoesforcrew.com)
- ✓ [www.chefwear.com](http://www.chefwear.com)
- ✓ Doc Martins, Slip Resistant and Industrial
- ✓ [www.zappos.com](http://www.zappos.com)
- ✓ [www.chefworks.com](http://www.chefworks.com)
- ✓ Amazon
- ✓ Target
- ✓ Fred Meyer
- ✓ Vans
- ✓ Walmart

Students need to come to class daily with a small notebook to take notes during theory and write down instructions during production. A sharpie is essential for labeling food and a pen or pencil for notes. A class binder is necessary for organizing assignments.

**Examples of what does not comply include:**

- tight fitting pants such as leggings
- jeans of any kind
- black tennis shoes *without* slip resistant soles
- Converse
- shoes *without* slip resistant sole
- aprons *not* provided by Sno-Isle

Students are required to have a minimum of 2 sets of clothing and aprons and 1 pair of shoes. Students are expected to launder their attire regularly and wear a **clean chef's attire every day** to comply with health department regulated personal hygiene protocols. Students who are unable to wear a clean chef's attire will not be permitted to work in the bakeshop and will be given an alternative assignment for the day.

**Sno-Isle is committed to having this class (and all their classes) be fully accessible and barrier free to attend. This means that if you are unable to purchase the above items for ANY REASON the school will cover these costs for you. Complete the following on-line form provided: <https://forms.gle/jz47k1756NZx7UU9A> Contact your instructor or Lisa Walseth-Vetter in the Sno-Isle main office for more information, if needed.**

If you do not intend to use the above barrier reduction support, please plan on paying for your Food Handler's Card, chef's coat, hat, and apron and arrive with your black pants and shoes, sharpie, pen, notebook and binder on the first week of school.



# Grading

Students and parents have the ability and are encouraged to review grades on-line, through Schoology or Skyward Qmlativ. Access will be provided in the beginning of the school year. Contact the instructor to request a progress report at any time. Grades are sent to the sending schools at the end of 1st quarter, 1st semester, 3rd quarter and 2nd semester.

Grades are weighted and comprised of the following four categories:

**1) Classwork 50%** Class time is divided into three types of learning: theory, prep, and production.

**Theory Classwork Expectations** One to two days a week is spent on “theory” where the class reviews new methods in the bakeshop through discussion, demonstration, practice, and assessments. On “theory” days students are expected to pay attention and stay engaged, take notes, and contribute to discussion.

**Production Classwork Expectations** One day is spent on food preparation for our café, restaurant, and other events. Two days are spent continuing to produce products and bake off and finish pastries for sale. On production days, students are expected to work hard and produce a significant volume of high-quality pastries. This kind of work requires a lot of focus, attention to detail, group collaboration, and integrity.

**Employability Skills Card** Students document their daily classwork on their Employability Skills Card. For each day that they are present, they will record the tasks they completed in class and reflect on what they learned that day. Cards will be graded on ability to meet the above expectations. If a student is present and does not fill out their card, they will receive a 0 for that day. Students will earn points for

- **Professionalism:** Coming to class in a complete and clean chef's coat & hat, pants, shoes, with pen, sharpie, notebook, and professional attitude.
- **Time Management:** Moving with a sense of urgency and purpose is a core industry value taught in this class. Students will learn and improve their time management skills throughout the year.
- **Participation:** Active engagement (not passive).
- **Sanitation:** Clean and sanitize between tasks and at the end of class.

The **classwork category is equal to half of the total grade** because of the amount of physical work and mental focus involved in meeting the expectations. This is an experiential learning class. Being present and engaged is closely linked to learning. Additionally, engaging in class improves a student's performance in the three remaining categories: assessments, homework, and projects.

**\*\*\*Disorderly conduct will not be tolerated.** Students who create a dangerous environment by fooling around, engaging in horseplay, conducting themselves inappropriately, and having a disrespectful and unprofessional attitude will not be trusted with production tasks in the kitchen, marked down on the Employability Skills Card, and have parents notified, and possibly addressed by Sno-Isle Administration.

**IF ABSENT:** In order to receive credit for classwork when students need to be absent, **Students must notify the Instructor PRIOR to each absence.** The student is required to call-in or email/message the instructor letting them know they will not be in class for the day. Daily lesson planning and production is based on full class attendance. The instructor requires notice of absence in advance to modify plans as needed.

Students can contact the instructor BEFORE EACH absence by:

- 1) Calling the direct line for the Bakeshop at 425-356-6678 and leaving a voicemail.
- 2) Emailing the instructor at [wrightcf@mukilteo.wednet.edu](mailto:wrightcf@mukilteo.wednet.edu)
- 3) Messaging the instructor on Schoology.

Criteria for receiving an Employability Skills Card Grade when absent:

- By contacting the instructor PRIOR to being absent, the student will receive full credit for their daily Classwork grade.
- If the student notifies the instructor of an absence after class has started and on the day of the absence, they can receive 75% on their daily grade.
- If the student chooses not to contact the instructor before or on the day of their absence, this choice will result in a 0 for classwork and negatively impact their overall grade.

**When a student needs to be absent, follow these contact guidelines:**

If Student is absent:	Contact Sending School	Contact Sno-Isle 425-348-2222	Contact Chef Cornelia Instructor
Parent or Guardian	X	X	
Student			X <ul style="list-style-type: none"> <li>○ <b>Email</b> wrightcf@mukilteo.wednet.edu</li> <li>○ <b>Schoology Message</b></li> <li>○ <b>Voice mail 425-356-6678</b></li> </ul>

**2) Homework 15%** Assignments will be given on a weekly basis and include and are not limited to:

- **Chapter readings** from the On Baking textbook. Students must interact with the textbook by completing the concept checks imbedded in the chapter in order to receive credit for the reading.
- **Notetaking Guides** Students fill out notetaking guides while the instructor reviews new concepts, class discusses the material, and during instructor demonstrations. If the student was absent or unable to finish the guide in class, they have the rest of the week to complete the notetaking guide using the textbook at home or search for additional information online. Notetaking guides are due at the end of the week before taking the weekly quiz.

3) **Assessments 20%** Formative and summative assessments include and are not limited to:

- **Quizzes** There is a short formative quiz most Fridays that covers material from the week. Students use notetaking guides completed by them to prepare.
- **Unit Tests** Every few weeks there are summative tests that encompass related material from quizzes over the previous few weeks.
- **Technical Challenges and Practical Exams** Students individually follow a recipe from start to finish while following safety and sanitation protocols.

4) **Projects 15%** Students complete multiple projects that demonstrate their growing repertoire and project management skills as the year progresses.

- **Group and individual projects** Students design, plan, and produce their own desserts. Students take on more of the planning and creativity aspects of the process with each project. Seniors work together to put on a Senior Showcase in May where they get to create something new and share it with the community with the support of junior students.
- **Project paperwork** Each project includes various planning assignments to be done at home. These assignments are designed to keep students on track towards completing the project and document their contributions to group work. Students are given a multi-week timeline of when each assignment is due at the onset of the project. At the conclusion of a project, students turn in a packet of updated paperwork, reflections, and a self-evaluation.
- **Portfolio** Students take pictures of their work and turn them into a portfolio with descriptions of the pastries, breads, and desserts that they have made in class. The portfolio includes a resumé, practice cover letter, and a cover page where they explain their future goals.

Grading Scale:

A	94-100%	C+	78-79%	F	0-59%
A-	90-93%	C	73-77%		
B+	88-89%	C-	70-72%		
B	83-87%	D+	68-69%		
B-	80-82%	D	60-67%		

## Dress Code

**Hair** must be pulled back away from face and shoulders (for safety and sanitation) and secured in a ponytail or other styling accessory. If students have a hair style that is hard to contain with hair ties or does not fit under their chef's hat, they will be required to wear a hair net.

**Piercings** Low profile stud earrings only. Other piercings (eyebrow, lip, septum etc.): clear posts only, for safety, sanitation, and professionalism during class.

**Accessories** Necklaces, scarves, dangling or hooped earrings, bracelets, fake fingernails or acrylics are not allowed at any time for safety and hygienic reasons. Nails need to be kept short to prevent build up of contaminants under fingernails. While not encouraged, if students wear nail polish, they must wear single use gloves at all times and change gloves between each task.

**Required Professional Attire and Personal Materials** Students are required to wear professional chef's attire every day. Chef's attire consists of:



- **chef's coat**
- **chef's hat**
- **apron**
- **black pants** loose fitting full length
- **black shoes** slip resistant sole, no high heel
- **Sharpie & pen/pencil**
- **Small notebook**

## Course Calendar at a Glance

After the initial safety & sanitation unit, class production follows the ebb and flow of the food industry with our busiest times happening around holidays and school celebrations. ALL FOOD IN CAFÉ AND RESTAURANT IS PREPARED BY STUDENTS. Field trips will take place when approved and possible.

<p style="text-align: center;"><b>September</b></p> <ul style="list-style-type: none"> <li>✓ Safety &amp; Sanitation</li> <li>✓ <b>Students must earn 100% on the safety test in order to get cleared to work in the kitchen.</b></li> </ul>	<p style="text-align: center;"><b>October</b></p> <ul style="list-style-type: none"> <li>✓ Train for the opening of Training Grounds Café</li> <li>✓ Training Grounds projected to open to staff and students by late October.</li> </ul>	<p style="text-align: center;"><b>November</b></p> <ul style="list-style-type: none"> <li>✓ Train for the opening of Le Bistro Restaurant</li> <li>✓ Collaborate with the Construction Trades class on gingerbread houses</li> <li>✓ Thanksgiving meal and bake off in Le Bistro.</li> </ul>
<p style="text-align: center;"><b>December</b></p> <ul style="list-style-type: none"> <li>✓ Catering for multiple holiday events.</li> <li>✓ Students design and create a bûche de Noël, a traditional rolled holiday cake</li> <li>✓ Unit exam</li> </ul>	<p style="text-align: center;"><b>January</b></p> <ul style="list-style-type: none"> <li>✓ Students will begin working in groups to design a showpiece cake for Valentines.</li> <li>✓ Students create a dessert independently for a final practical buffet.</li> </ul>	<p style="text-align: center;"><b>February</b></p> <ul style="list-style-type: none"> <li>✓ Students will work in groups to complete a showpiece cake for Valentines Day</li> <li>✓ Valentine's meal and bake off in Le Bistro</li> </ul>
<p style="text-align: center;"><b>March</b></p> <ul style="list-style-type: none"> <li>✓ Menu changes in Training Grounds and Le Bistro to reflect students advance pastry making</li> <li>✓ Launch bread program selling whole loaves.</li> </ul>	<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"> <li>✓ Easter meal in Le Bistro</li> <li>✓ Seniors start planning for their Senior Showcase in May with Junior support</li> </ul>	<p style="text-align: center;"><b>May</b></p> <ul style="list-style-type: none"> <li>✓ Final practical buffet exam.</li> <li>✓ Senior Showcase</li> <li>✓ All School Celebration</li> <li>✓ Program celebration</li> </ul>
<p style="text-align: center;"><b>June</b></p> <ul style="list-style-type: none"> <li>✓ Catering for end of year celebrations for other schools and programs.</li> </ul>		

## Policies and Procedures

**Absences** Attendance will be taken EVERY school day. Students are expected to be in class each day that their sending school is in session and transportation to Sno -Isle is provided by the sending school district. If your school is not sending a bus, but you have your own transportation, you are welcome to attend with appropriate permission to self-transport. Students cannot drive everyday unless prior approval is received from administration.

**Parent/Guardian must Notify Sending School & Sno-Isle** Notes or phone calls about all absences are required for both Sno-Isle and the sending school. Valid reasons include illness, family emergency, doctor or dentist appointments, religious observances, school activities, or other absences as deemed appropriate by a Sno-Isle Administrator. **A guardian must notify both the sending school and Sno-Isle on the day of the absence or within 2 school days of your return.** For Sno-Isle, call (425) 348-2222, then leave a message detailing: name of student, program and session (AM or PM), reason for absence, date(s) of absence, name of person calling in and their phone number, expected return from the absence.

**Student must notify Instructor PRIOR to absence** Daily lesson planning and production is based on full class attendance. The instructor requires notice of absence in advance to modify plans as needed and to give credit on Employability Skills Card.

Students can contact the instructor BEFORE EACH absence by:

- 1) Calling the direct line for the Bakeshop at 425-356-6678 and leaving a voicemail.
- 2) Emailing the instructor at [wrightcf@mukilteo.wednet.edu](mailto:wrightcf@mukilteo.wednet.edu)
- 3) Messaging the instructor on Schoology.

Criteria for receiving an Employability Skills Card Grade when absent:

- By contacting the instructor PRIOR to being absent, the student will receive full credit for their daily Classwork grade.
- If the student notifies the instructor of an absence after class has started and on the day of the absence, they can receive 75% on their daily grade.
- If the student chooses not to contact the instructor before or on the day of their absence, this choice will result in a 0 for classwork and negatively impact their overall grade.

**When a student needs to be absent, follow these contact guidelines:**

If Student is absent:	Contact Sending School	Contact Sno-Isle 425-348-2222	Contact Chef Cornelia Instructor
Parent or Guardian	X	X	
Student			X <ul style="list-style-type: none"> <li>○ Email <a href="mailto:wrightcf@mukilteo.wednet.edu">wrightcf@mukilteo.wednet.edu</a></li> <li>○ Schoology Message</li> <li>○ Voice mail 425-356-6678</li> </ul>

**Planned Absences** If students anticipate being absent from Sno-Isle, they must complete in advance:

- ✓ **School-Related Activity Form** (green) Fill out by sending school and Sno-Isle instructor and turn in to the Sno-Isle office before the event.
- ✓ **Pre-Arranged Absence Form** (blue) Fill out by the student and their parent or guardian for healthcare appointments, court date, etc and submitted to the Sno-Isle office before the event
- ✓ **Check out Policy** Students leaving early must sign out at the Office. Students will only be allowed to leave after a note or phone call is received from the guardian.
- ✓ **Sno-Isle Handbook** For more information on Sno-Isle's Attendance policies – please see the Sno-Isle Handbook.

**Leaving the Classroom** Students must be given permission from the instructor to leave the class for any reason. A hall pass always needs to be with the student with specific destination information.

**Assignment schedule** All assignments and assessments (quizzes, tests, and mid-terms and final exams) due dates are available on the Schoology calendar and on the assignments themselves. You must check this information frequently for possible changes.

The instructor indicates in class if the assignments need to be turned in on paper or digitally on Schoology or Revel, the platform used for the On Baking Textbook. If the assignment is a paper assignment, it is due during class time on the date due. If the assignment is due digitally, it needs to be submitted by 3pm on the day that it is due.

You will need to let the instructor know if you are planning to be away from class for several days, so you can get an update for any assignments/quizzes you may miss. If you are absent when an assignment is due, you need to turn it in the day you return to class unless different arrangements have been made with the instructor.

**Late/missing assignments** will be reflected in the gradebook as a zero score and noted as “missing” until the work is turned in and graded. Any assignment turned in late will not receive full credit, but partial credit (70%) can be received when submitted - less any deductions.

No late work will be accepted a week before the end of the quarter and/or semester end for grading purposes.

**Missed Assessments** If you are absent the day of a practical exam, quiz or test, you must take the test the day you return or at the discretion of the instructor.

**Test Corrections** can be made on quizzes and tests. Students have 2 weeks from the day tests or quizzes are returned to the class to do corrections at home. In addition to improving their answers, they must include an explanation as to why the new answer is the correct one using a complete sentence. Best possible overall grade for a test or quiz returned with corrections is 80%.

## **Academic Dishonesty IS NOT TOLERATED.**

### **Academic Honesty and Integrity violations include, but are not limited to:**

- 1) **Plagiarizing, copying, or submitting any part of another person's work** (written, visual, or auditory) as representing one's own work.
- 2) **Distribution/Sharing/Receiving of class assignments or test information** in written, electronic, or verbal form to/from another student without teacher permission. Students in physical or electronic possession of unauthorized academic materials, whether requested/used or not, may be subject to disciplinary action.
- 3) **Using "crib notes"**: Any use of unauthorized notes on tests/assignments (written notes or electronic devices of any kind).
- 4) **Altering or Accessing Official School Documents**: A student shall not alter official school documents, either paper or electronic, or open school documents not specifically addressed to the student.

Suspected and confirmed instances of academic dishonesty will be referred to administration for documentation.

**Electronic Devices** Students can use electronic devices (phones/tablets) as necessary, for educational purposes ONLY. Examples of educational purposes: research, taking pictures of the white board/study notes, or pastries and desserts made by the student for their personal portfolio, videoing procedures/skills etc. If this policy is infringed upon, the instructor reserves the right to adjust the policy to a NO TOLERANCE POLICY where electronic devices will be not allowed and confiscated as appropriate.

**Phone Calls/Text Messages** All phone calls and text messages are to be made before or after class. Students are not to receive cell phone calls or text messages during class. **In a true emergency, parents are to call the Sno-Isle office** and they will quickly be put in contact with the classroom and the necessary parties. Please see the electronic devices policy above for additional clarification.

**Accommodations** Sno-Isle TECH Skills Center can support accommodations for learning and health needs. The same as your sending school, we need updated paperwork that states what accommodations are needed. Please turn in any updates to your learning and accommodation plans to the instructor or the Study Center staff.

*Mukilteo School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator Simone Neal (425-356-1319), [NealSR@mukilteo.wednet.edu](mailto:NealSR@mukilteo.wednet.edu), Section 504 Coordinator Lisa Pitsch (425-356-1277), [PitschLA@mukilteo.wednet.edu](mailto:PitschLA@mukilteo.wednet.edu), and the ADA/Access Coordinator Karen Mooseker (425-356-1330), [MoosekerKW@mukilteo.wednet.edu](mailto:MoosekerKW@mukilteo.wednet.edu). Address: 9401 Sharon Drive in Everett, WA. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Wes Allen, Director (425-348-2220) [AllenWR@mukilteo.wednet.edu](mailto:AllenWR@mukilteo.wednet.edu). Address: 9001 Airport Road in Everett, WA 98204.*



### 3 R's of Professional Expectations

#### RESPONSIBLE

- I arrive on time
- I am prepared for the day
- I am on task
- I manage my time efficiently
- I use electronic devices appropriately as defined for my workspace/ classroom
- I inform my supervisor/ instructor when I will be late or absent
- I take responsibility for missed work/ assignments when late or absent
- I always dress appropriately, professionally and wear all my uniform and PPE
- I leave at my scheduled departure time
- I do more than asked of me. The minimum is not enough.

Signature\_\_\_\_\_

#### RELIABLE

- I learn and grow from my mistakes
- I read for understanding before I begin
- I seek to understand rather than guess
- I request instruction when I don't understand; I research, plan, and assess
- I seek to contribute to my work-team/ peers
- I communicate my needs to my supervisor/ instructor
- I value my safety and the safety of those around me
- I clean-up each day
- I keep myself and my area organized and safe
- I strive to be a person of integrity in all that I do

Signature\_\_\_\_\_

#### RESPECTFUL

- I respect myself
- I treat others with respect
- I conduct myself in a professional manner
- I see beyond my individual needs
- I respect my co-workers'/ peers' time
- I respect my coworkers'/ peers' tools/ instruments and space

Signature\_\_\_\_\_

# Culinary Arts Baking & Pastry Syllabus

## Academic year 2022-2023 Student & Parent/Guardian Agreement

### PLEASE RETURN THIS PAGE ONLY

I, \_\_\_\_\_ (printed student name) have read the Culinary Arts Baking & Pastry Syllabus 2022-2023. I agree with the information and procedures listed. I will act responsibly in class and engage with class materials, projects, and assignments to the best of my ability. I will act with respect and compassion towards my fellow student bakers, myself, and my pastry chef instructor. I agree to providing my parent/guardian with information/access about my grades, attendance, and school/class updates.

\_\_\_\_\_ (Initial) I will come to class prepared wearing a clean full professional attire including:

- ✓ Chef's coat
- ✓ Chef's hat
- ✓ Apron
- ✓ Black pants, loose fitting
- ✓ Black Shoes, slip resistant
- ✓ Sharpie
- ✓ Pen or pencil
- ✓ Small notebook

\_\_\_\_\_ (Initial) I am aware that **Sno-Isle is committed to having this class (and all their classes) be fully accessible and barrier free to attend. This means that if I am unable to purchase the above items for ANY REASON the school will cover these costs for me.** I can complete the following on-line form provided: <https://forms.gle/jz47k1756NZx7UU9A> Contact my instructor or Lisa Walseth-Vetter in the Sno-Isle main office for more information, if needed.

---

Signature

AM or PM session

Date

I, \_\_\_\_\_ (printed parent/guardian name) have read the Culinary Arts Baking & Pastry Syllabus 2022-2023. I agree with the information and procedures listed. I understand I can access my students grades, assignment information, and class/school updates online via Schoology or Skyward Qmlativ.

---

Signature

Relationship to Student

Date