College & Career Academy
of
Carroll County Schools
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Instructor: Chef Tiffany Lewis	Email: tiffany.lewis@carrollcountyschools.com
Room/Lab Number: 117/117A	Website: http://cca.carrollcountyschools.com/
School Year: 2025-26	Class Instagram: #chefstiffanys
Textbook: Professional Cooking/ServSafe	Phone Number: 770-832-8380 ext. 3023
Textbook Price: Current Value	Available Hours: by Appointment Only

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Department Philosophy: If it is to be, it is up to me.

Course Description: Introduction to Culinary Arts
Introduction to Culinary Arts is a course designed to introduce students to fundamental food preparation terms, concepts, and methods in Culinary Arts where laboratory practice will parallel class work. 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. Course also provides an overview of the professionalism in the culinary industry and career opportunities leading into a career pathway to Culinary Arts.

Course Prerequisites: None required for entering Introduction to Culinary Arts
Articulation: This course is currently not articulated.

Career Pathways: Course must be completed in the order listed below.

Culinary Arts *Required for Pathway Completion
*Level 1- Introduction to Culinary Arts *Level 2- Culinary 1 or Baking and Pastry I *Level 3- Culinary 2 or Baking and Pastry II Level 4- Hospitality and Tourism OR Work-Based Learning

Certifications Available: Culinary Arts Cook Level 2**;** Foodhandler Certificate; Servsafe Certification **(Dates TBA)**

Standards Covered in this Course:
Georgia Performance Standards: Performance standards provide clear expectations for assessment, instruction and student work. They define the level of work that demonstrates achievement of the standards. The performance standards isolate and identify the skills needed to use the knowledge and skills to problem-solve reason, communicate and make connections with other information.
https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Culinary-Arts.aspx

Required Materials:

ALL BLACK NON-SKID SHOES (Must say Oil AND Water resistant) (TredSafe-WalMart-Amazon, Shoes for Crews $18-$34) **Aug 11th**

- **Headphones**
- **Your school issued Chromebook**
- Pocket Notebook or Pocket Legal Pad
- Pencils and Pens (Blue/Black)
- 1 - 1" 3-ring Binder or standard folder (for Recipes)
- Combination or Key Lock for locker (**combination or extra key is to be left with Chef**)
- 1 Shoe Box

Parental Involvement: Parent(s), you are a vital part of your child's success; we can't do it without you. This semester, we would like for you to volunteer any of your time. You can volunteer as a guest speaker or as a chaperone on a field trip or to assist the Chef. Feel free to contact me, so we can decide which volunteer opportunity suits you best.

Student Involvement: Each student in culinary will be signed up for our CTSO (career and technical student organization). This "club" is co-curricular and is part of everything we do in our program. We do have after school events and activities. We also do competitions in which students win cash and scholarships. After school participation is strongly encouraged but not required. If you have any issues with your student's participation in our CTSO, please contact Chef **IN WRITING by Aug 8th** and we will discuss a schedule change.

FCCLA (Family, Career and Community Leaders of America) is our CTSO. Field Trips to restaurants, farmers markets, farms etc., competition and after school activities are ALL reserved for FCCLA members only.

This year's Membership Fee is $ 20 DUE by August 29th

Overall Expectations/Classroom Procedures:

1. Arrive to class on time and prepared to learn. As soon as students arrive, they are expected to come right to class and begin working on the task on the board. If we are in the classroom, it may be reading, if we are in the kitchen it would be getting dressed for example. Tardiness is not tolerated.
2. Snacks must be discarded within the 1st 15 minutes of class. Water, whole fruits and veggies are a preferred choice. (YOU MUST GET SNACKS ON THE WAY TO CLASS, YOU WILL NOT BE ALLOWED TO LEAVE ONCE ARRIVING)
3. Visit the restroom BEFORE and AFTER class only. (GO ON THE WAY TO CLASS, YOU WILL NOT BE ALLOWED TO LEAVE ONCE ARRIVING) Unless documented medical condition.
4. Remain seated and continue working until dismissed.
5. Leave your area better than how you found it.
6. Bring **all** required materials to class **every day**.
7. All assignments must be submitted by given due date for full credit.
8. All other forms or paperwork must be turned in in the appropriate inbox.
9. ***Every* person** and piece of equipment is to be respected.
10. Raise your hand to be recognized, lower when acknowledged. When someone is speaking, give them your undivided attention.

11. Ask 3, then me.
12. **Honesty is expected. (Cheating (or stealing) will not be tolerated!)** If you cheat or allow (or assist) someone to cheat, all parties involved will receive a zero and your parents will be notified. This includes sharing information between classes or at base high school.
13. Keep the room/lab clean and respect the equipment and furnishings.
14. Professional language required. (Absolutely no use of vulgar, profane, or inappropriate language anywhere.)
15. Use the restroom BEFORE coming to class—you will not be permitted to go unless it is a documented medical need/emergency. This includes when a substitute is filling in.
16. Groom **before** coming to class-**not during class**. This includes hair, make-up, nails, etc…
17. Electronic devices need to be turned in and placed on your number at the start of class. Chef will let everyone know at the end of class when it is time to pick them up. **NO PHONES (or bluetooths) ARE ALLOWED AT DESKS OR IN KITCHEN (unless Chef calls for it for an activity which it will be announced in class). Each student is assigned a number and phones will be placed in the pocket of that number upon arrival and retrieved when Chef or Substitute lets you know when to retrieve them.**

Internet Acceptable Use: Phones are not permitted in Culinary Arts. All phones and other technology devices will be secured during class in your assigned "pocket". There will be opportunities for students to photograph their work **per Chef's instructions.**

18. When in the classroom, work only on the assignments related to this class. Therefore you should not be checking e-mail, chatting, playing games, downloading, uploading, doing research for another class, listening to music, personal browsing, etc. When allowed to use the Internet, visiting websites that are not appropriate for school or not educationally related is **PROHIBITED**. Violators will face consequences as outlined in the student handbook/culinary syllabus.
19. Let's stay focused.

Lab Expectations (Procedures and Safety):

DO NOT GET NEW PIERCINGS WHILE IN CULINARY.

1. Be open-minded about 3 things:
    a. Trying unfamiliar foods,
    b. Learning new cultures and
    c. Multiple ways of accomplishing a task.
2. On lab days, come in and begin getting dressed.
3. Dispose of gum, candy, food, and or drinks before entering the laboratory. 4.

Respect every person and piece of equipment.

5. **Honesty is expected. (Cheating (or stealing) will not be tolerated!)** The food in this lab is bought with a purpose, please do not help yourself to anything without permission. This includes the mise en place of others. Theft will get you a 0.
6. Report all accidents, no matter how minor, to instructor immediately
7. Do only the work assigned, in the manner prescribed, using only lab issued equipment/supplies.
8. *In addition to cleaning as you go, allow 20 minutes at the end of for clean up to prepare the kitchen for the next class. Leave your area better than how you found it. Lab must be cleaned thoroughly at the end of each day to ensure each class is able to start with a clean space. Not having the lab clean will hinder the progression of class and reflect in the lab grade.*
9. Place all finished products in the area Chef designates area on completion.
10. Eating will be permitted when EVERYONE has finished cleaning AND the instructor has announced it to the class. Chef will tell everyone when it is time.

11. Black, Skid-resistant shoes are required and must be approved by the instructor.
12. **LAB DAYS:** Pants only (Chef pants or Jeans required, no holes), NO shorts, skirts (unless for religious purposes* see chef), capris, leggings, jeggings etc. Legs must be covered completely. Anything else is a safety hazard.
13. **LAB DAYS:** Keep hair in chef hat/toque. No hair is allowed to flow or hang, please braid or bun and place inside chef hat/toque.
14. **LAB DAYS:** Do not wear excessive make-up, perfumes or lotions.
15. **LAB DAYS:** No false eyelashes, polish (including clear) or false nails allowed in lab/kitchen (2 week exception for nails ONLY, prom-photos required).
16. **LAB DAYS:** No jewelry allowed in lab/kitchen.You will not be allowed in the lab for the 6-8 weeks for healing and will receive zeros for all labs missed. There will be no make-ups in this situation.
17. ***PLEASE NOTE:*** Not having any part of your uniform for a lab will result in a 0 in the gradebook. These missing labs will not be made up. Be prepared. We are preparing for the workforce.

Being out of dress code for a lab will result in dismissal from the lab and the student will receive a lab grade of a 0 which will remain in the gradebook. There will be no make-ups for these situations.

These procedures are food safety requirements and preparation for the workforce.
Always observe ALL the rules and regulations in the Student Handbook.

Attendance: 20 points are given for work ethics daily for a weekly total of 100 points for a 5 day week. Regardless of the reason, points are not accumulated if you are not in attendance – just as you do not get paid at your job if you are not there regardless of your excuse. However, your work ethics on the days you are in class can make up for a portion of the days missed. See Chef for possible opportunities to increase work ethic grade.

Make-Up Policy: IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN AND COMPLETE MISSED WORK within 3 days of absence. If your absence is due to a Field trip or Medical Visit, you will be allowed the same number of days as your absence in order to make-up for missed work. Make-up work must be approved and done before or after school, NOT during valuable class time. Arrangements for makeup LAB WORK MUST BE made and completed within the same week (within 3 days) the work is given and classwork is to be received within that same time frame. **NO LATE WORK WILL BE ACCEPTED AFTER THE 3 DAYS**. Field trips and medical visits will be verified. However, for scheduled appointments, arrangements must be made ahead of time so food can be set aside.

Late Work: Each student is expected to complete all projects in the allotted time even where there is a substitute. With conditions, **No late projects, assignments or quizzes will receive full credit.** (Example: Sleeping in class or not using class time to be productive will result in refusal of late submissions.) The maximum late grade will be a **70**. Any work can be turned in early. No late work will be accepted beyond 3 days of a documented Excused absence. Should an extenuating circumstance come up, contact Chef and she will discuss with an administrator. The first grade will be the final grade of all Rouxbe quizzes completed. It is best to submit work incomplete to meet the deadline for partial credit instead of receiving a 0. If you are absent, assignments are STILL due and must be turned in via Google Classroom. Please do not email or share assignments.

Rouxbe: ***Rouxbe is a prerequisite to get into the kitchen.*** It is imperative to be prepared to be in the kitchen. Part of that preparation is ensuring familiarity with the skills and techniques in the Rouxbe

content. The 1st grade will be the final grade for all Rouxbe quizzes. Rouxbe lessons must be completed to enter the kitchen. NO EXCEPTIONS. Missed Labs will remain a 0 in the gradebook. Due date list will be posted to Google Classroom and dates are (unlikely yet) subject to change. Notifications will go out should a due date change. Students are expected to begin working on Rouxbe the 1st full week of class to ensure they remain ahead of schedule.

OPEN LAB: Open Lab is where students are given the opportunity to work freely in the lab to improve skills and prepare for competition. **Open Labs are held after school.**

Students that display behavior that is against school/classroom and/or lab policy will not be able to participate in Open Labs.

Open Labs will be offered throughout the semester.

Detention: A 2-hour time frame will be scheduled to SUPER cleaning the kitchen outside of our regularly scheduled class time.

Internet Acceptable Use: Phones are not permitted in Culinary Arts. All phones and other technology devices will be secured during class. There will be opportunities for students to photograph their work per Chef's instructions.

Social Media: We have an Instagram class page and website. We promote our programs through these platforms and sometimes are recognized by our local, state and national media. Please let us know **IN WRITING** immediately if you do not want your child photographed or posted.

Grading Scale: Area Percentage

Projects/Labs/Tests/Quizzes **60%** Work Ethics/Classwork/Homework **40%**

***The South Culinary program has a garden! Students will tend, plant, harvest and cook what we grow. Grades related to the garden will fall under Work Ethics.**

Grade Equivalency Scales:

90-100 = A 80-89 = B 70-79 = C 69 and below = F

Instructor reserves the right to alter or change any part of this course syllabus to better suit the needs of the students.

Careers:

Occupation	Level of Education
Cooking Assistant	High School Diploma
Executive Chef	Associates in Culinary Arts Preferred
Executive Pastry Chef	Associates in Culinary Arts or Baking Preferred
Food Scientist	Masters Preferred High School
Line Cook	High School Diploma
Restaurant Manager	Bachelors in Restaurant Management Preferred
Sous Chef	Associates in Culinary Arts Preferred

Acknowledgement of Receipt: By signing below, the student and parent/guardian acknowledge that they have ***read*** and ***understood*** ***and agree*** to the contents in the 2025-2026 Culinary Arts Syllabus.

*PLEASE SIGN AND RETURN TO **Chef Tiffany**

Student Name (Print): _____

Student Signature: _____

Parent Name (Print): _____

Parent Signature: _____

Parent Email: _____

Parent Contact #: _____

*Please add email if you would like to be added to your child's Google Classroom to be able to view all assignments.

Culinary Program Shoe Policy

Parents and Students:

All students MUST have BLACK non-skid ***OIL AND WATER RESISTANT*** shoes for the Lab. All shoes must be approved by the Chef. We are suggesting TredSafe from Wal-Mart as the most economical choice (DANSKO, Shoes for Crews and KLOGS are other brands available).We cannot allow ANY student to enter the kitchen without them. **This means that if they do not have their shoes, they will receive a 0 for that particular lab and will NOT have an opportunity for a make-up**.

Student Initial _____ Parent Initial _____

There is no written assignment that can be substituted for the experience in the lab. All students MUST have their shoes. Students must show their shoes to the Chef for approval by August 15th or risk being dropped from the program. The Chef will label each student's shoes with their name.

Student Initial _____ Parent Initial _____

The South campus has provided lockers for students to leave their shoes. We ask that students bring a combination lock to keep their shoes secure. Students are responsible for ensuring they have their shoes each day. Should students not bring/have their shoes, they will not be allowed to leave to get their shoes. They will receive a 0 and not be allowed to make up the lab.
The CCSS, College and Career Academy or the chef will not be responsible for lost, stolen or missing shoes.

Student Initial _____ Parent Initial _____

Student Name (Print): _____Student Signature: _____

Student Email: _____

Parent Name (Print): _____Parent Signature: _____

Parent Email: _____

Parent Contact #: _____

Safety Agreement

Laboratory Safety Affidavit for Signature
Carroll County Schools – College and Career Academy

Student Name:_____

Instructor: **Chef** Course: Introduction/Culinary I OR Culinary II

School Year: 2025-2026

The above named student is enrolled in a Career and Technical Education Course offered by Carroll County Schools. As a part of the instructional process and learning experience, he/she will be expected to use equipment and materials, providing that the parent(s)/guardian(s) give written permission.

At the beginning of each course, the CTE teacher will provide proper instruction, both in the use of the equipment and materials and in correct safety procedures concerning them before the student will be allowed to use the equipment and materials. Each CTE teacher must test every student in the safe use of the equipment and materials for the class in which he/she is enrolled.

The student must assume responsibility for the following safe practices as set forth by the teacher. Every student must agree to the following:

1. MASKS are required for students with nose or mouth piercings. If a student chooses not to wear a mask, facial piercings MUST be removed to enter the lab. Students must provide their own mask. Eyebrow, ear and any other facial piercings must be removed.
2. I will follow all safety rules for this course
3. I will never use equipment or materials without first having permission from the teacher.
4. I will never use equipment or materials unless I have been instructed in its use.
5. I will not participate in any lab before I have passed a safety test with a grade of 100%
6. I will report ANY and ALL accidents or injuries to the teacher immediately.
7. **DO NOT GET NEW PIERCINGS WHILE IN CULINARY.**

_____ _____

STUDENT SIGNATURE: DATE:

_____I hereby give my consent to allow the student named above to use all equipment and materials necessary in carrying out the requirements of the course.

_____ I understand that my student will not be allowed to participate in labs and will be given a 0 if ears are pierced during the school year and cannot be removed.

_____ _____

PARENT/GUARDIAN SIGNATURE: DATE:

Thank you for your cooperation and understanding.