

Tokyo International Progressive School
Food and Restaurant Fundamentals Course Outline
2023-2024
Mr. Cook – Science Lab



DESCRIPTION OF COURSE

The course is intended for students to understand the fundamentals of the culinary and restaurant industry. Students will learn about sanitization and cooking basics. Once students show understanding of how to prepare food, clean food preparation and serving areas/equipment, and other competency based tasks, that will progress to food preparation and serving. Students will explore ideas that come with working in the food and restaurant industry such as marketing, budgeting, raising funds, purchasing goods, maintaining a clean work environment, safety of personnel and food, and more. Students are encouraged to share experiences and knowledge from their own experience and culture to enrich the experience of others. Part of the course may involve participation from outside resources and students are encouraged to assist with the development of the class.

STUDENT EXPECTATIONS

- The class will follow the TIPS's 6Ps expectations and work to the best of their ability.
- Students are expected to engage with the class or lesson and complete assignments to the best of their ability. Students that do not complete assignments on time or participate in class activities may receive a low grade for 6P.
- Students are to respect themselves, each other, and their environment. Additional, students must follow all safety guidelines, rules, and expectations.

- Cell phones and other non-academic technology must be **powered off** and left in the student's locker. Students may not have cell phones on them during class unless explicit permission is given by a teacher.
- If there are any issues or problems that interfere with a student's ability to participate in the class that day, the student needs to communicate (e.g., talk to, email, write a note, etc) with the teacher before class starts to make necessary accommodations. Classwork will still be expected to be completed on time.
- School issued materials (e.g., textbooks, workbooks, etc.) are expected to be maintained and respected during the year. Any books or materials found damaged, unusable, not returned by their due date, or damaged outside of normal wear and tear will be the responsibility of the student to replace or pay for the costs of the mishandled materials.
- Students need to use the restroom and fill their water bottles before class starts. If students will be late to class, it is the responsibility of the student to inform the teacher and receive permission to be late.
- All work is to be answered in complete sentences and at grade level expectations.
- All work must be completed to the student's independent personal best.
- When completing work on a computer or other technology, students are to only use applications, programs, websites, etc. that are for their class work. Students found misusing technology or using it for outside academic purposes during class time may receive consequences. Technology is to be used for subject specific purposes. If students are found using technology for non-subject related purposes (e.g., social media, messaging apps, videos, etc.) or unethical purposes, students will be subject to consequences or parent notification about behavior.
- Students need to keep track of grades or missing grades and speak with the teacher about missing assignments or low grades. It is advised that students check their grades at least twice a week.
- If students are struggling or need help it is their responsibility to ask the teacher for help. Students must seek teacher assistance if they need help on an assignment or extended time before the due date of the assignment. Students that seek help on the day of or the due date of an assignment may not be able to receive additional accommodations.

- If a student needs additional assistance or practice on a topic/assignment, they are welcome to join WIN for additional support. Please speak with the teacher before arriving to WIN to ensure availability of assistance.
- Students must participate fully and complete all tasks to participate in additional activities such as (but not limited to) fund raising, sampling finished products, outside events, labs, etc. Students that do not participate and complete assignments or tasks may be exempt from activities to ensure fairness among all students and completion of core content.
- Students must show understanding and demonstrate competency in food and work safety before they are permitted to engage in additional activities. Students that do not participate or complete needed competencies may not be able to progress to other tasks or activities.
- If a student becomes injured while in class, no matter the level of injury, they must report it to the teacher and fill out an "incident report"
- This class deals with

Start of Class

Students are to arrive with all needed materials for the day. Students enter at a Level 1 and read the board for the day's activities. Unpack all needed materials and write down any information for their agenda. All due work or assignment must be submitted at the start of class. Some classes will have beginning of the day activities to start on their desk or digital format.

Daily materials needed for class:

- Agenda
- Sharpened pencils (at least 2)
- **NO mechanical pencils or pencil sharpeners**
- Eraser
- Notebook/paper
- Academic books or materials being used for the day
- Class binder or folder
- Charged computer and charger
- Headphones

- Any due or late work
- Paperwork that is time sensitive
- Any materials requested ahead of time

Materials that students may bring depending on activities or preference:

- Reusable water bottle with lid
- Pens
- Markers

- Ruler
- Pencil case
- Any materials a student has prior permission
- **NO mechanical pencils or pencil sharpeners**

Snacks and Drinks in Class

If a student needs a snack during the day, they may ask for permission to eat during class. Some classes or days have a scheduled snack time and students should eat a snack (not lunch) during scheduled times. Students may not bring overly sweet or salty foods as snacks (e.g., chips, cakes, cookies, sugar drinks, soda, energy or caffeine drinks, etc.). If they do not bring a healthy snack, the student will be asked to save it for lunch time or after school. Snacks and drinks may not be eaten in the Music Room, only water. Snacks should be easy to eat and require no additional steps besides opening the snack and eating it. Students must bring their snack and drinks to class before the start of class. If they do not bring it, they may not leave the room to get their snack. Students may bring water to class as needed.

Late or Missing Class Assignment, Test, Projects, work, etc.

There are times when assignments may not be able to be completed on time or go missing. In the event of these situations **the student needs to speak with the teacher on how to accommodate the student's needs. The teacher will decide an updated submission date and consequence for the late or missing assignment with input from the student.** Any incomplete class work will receive a zero (0) in Quickschools. It is the student's responsibility to keep the teacher informed of any challenges they may have and how to support them. **If a student needs help, they need to ask.** The teacher is not responsible to update students about missing or incomplete assignments. Students must keep track of their grades on Quickschools. If they are any errors in grades or questions, students should speak with the teacher about such issues.

No late or missing work will be accepted one (1) week before the end of the semester to allow the teacher time to grade and submit grades into Quickschools.

Any work not submitted one (1) week before the end of the quarter will receive a zero (0%) percent/points for the assignment. No late work will be accepted for the final 2 weeks in the last quarter of the school year and a zero (0%) will be issued.

The teacher reserves the right to not accept any missing or late work if the student has a pattern of such behaviors or is not working to their full potential.

Be aware that some assignments may be competency based and need specific equipment or tasks that are not able to be reproduced. Students may not be able to make up certain competency based assignments and receive a 0 for the grade.

Cheating/Plagiarism on Assignments or Assessments

Students are expected to produce their own independent work in order to show their individual level of understanding. Students that are caught cheating, copying, looking at, or using other materials other than their own work will not be tolerated. Students need to understand the severity of plagiarism, and how important academic integrity is to their educational path and to their educational institution. Students who submit any work that is not fully of their own ability will receive a zero (0%) for the assignment or assessments. Students may need to complete an alternative assignment or assessment for the teacher, to demonstrate their understanding of the content. Zero (0%) issued due to cheating/plagiarism will not be changed, modified, or accommodated. If the authenticity of a student's assignment comes into question, the teacher may ask the student to summarize or review the assignment to validate the knowledge that was gained from the assignment. If the student is not able to validate the information from the assignment, the teacher may assign a lower or 0% grade.

Low test or class work grades exceptions

Any student that earns a grade of D (65%-69%) or lower may ask for an alternative assessment or assignment, at the teacher's discretion. Students that want to attempt a better grade on one of their assignments or assessments may ask for an alternative-additional assignment or assessment, at the discretion of the teacher. Students may complete such agreed upon assignments or assessments for an updated grade. This exception will not be allowed for class work, assignments, or assessments if a student was deemed cheating, was not of their own work (e.g., cheating or plagiarizing), or a student that is not working to the best of their ability in class on the assessment.

EARNING YOUR GRADE

Your grade will be determined by your work in these categories:

Grade Category	Percentage of your grade
6P	10%
Quiz	20%
Daily Work	25%
Projects	25%
Performance Tests or Test	20%

The grading scale for this course will be:

Letter grade	Mark range
A+	97-100
A	92-96
B+	88-91
B	83-87
C+	79-82
C	74-78
D+	70-73
D	65-69
F	64 or below

IMPORTANT ESTIMATED DATES

Task	Date
Quarter 1 Performance Test	October 16, 2023

Quarter 2 Performance Test	January 15, 2024
Mid-Term Exam	January 22, 2024
Quarter 3 Performance Test	April 1, 2024
Quarter 4 Performance Test	June 3, 2024
Final Exam	June 10, 2024

-*Dates are subject to change based on classroom needs or teacher discretion

****Assumption of Risks:****

Students understand that participation in culinary activities involves inherent risks, including, but not limited to, cuts, burns, slips, falls, and exposure to kitchen equipment and ingredients. Students acknowledge that they will be working with equipment that can hurt, cut, burn, or injure. Students voluntarily assume all risks associated with their participation in the culinary class.

****Recommended Clothing:****

Students understand that proper attire is required for participation in the culinary class. They agree to wear appropriate clothing, including:

- Closed-toe shoes with non-slip soles.
- Comfortable and fitted clothing, avoiding loose sleeves or hanging accessories.
- Long hair must be pulled back securely to prevent entanglement.
- May need a backup set of clothings in the locker for spills or accidents

****Following Directions:****

Students understand that they are required to follow all instructions and directions provided by the Teacher during the culinary class. They must follow all safety and food safety procedures at all times. Failure to follow directions could result in injury to themselves or others.

****Reporting Injuries:****

In the event of an injury during class, students agree to:

- Report the injury to the Teacher immediately.
- Fill out an Injury Report form provided by the Teacher to document the incident.