



Culinary Arts Department

- Culinary Arts
- Food and Beverage Service
- Commercial Baking and Pastry Arts
- Bistro 13



EVIT MISSION STATEMENT

*To provide a productive, technically trained workforce
that meets the market-driven needs
of business and industry.*

Classroom Handbook Course Syllabus 2015 - 2016

**All Regulations, Rules and Policies in the EVIT Student / Parent Handbook
and Contract take precedence over the
Classroom Handbook and are subject to change**

Revised August 2014

The
East Valley Institute of Technology
Culinary Arts Program
Accredited by the
Accrediting Commission of the
American Culinary Federation Education Foundation



**American Culinary Federation
Education Foundation**

Programmatic Secondary Certification by ACFEF Accrediting Commission

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Classroom Rules and Procedures

Our Classroom Rules and Procedures

For a group of students to work together safely and efficiently, certain standards of conduct must be followed. That is what this handbook is all about. Failure to observe the rules and procedures set forth in the handbook will result in disciplinary action, alternative placement, and could affect continued enrollment at EVIT.

- Students and visitors will follow the instructions of all EVIT staff without question. For the safety of students and to ensure a productive learning environment, all EVIT staff is to be respected by students and visitors.
- Students and visitors will remain quiet while campus announcements are being presented, while the instructor is talking, and while a demonstration is being conducted, unless they are called upon to respond by the instructor.
- Students will not touch or disturb other student's property without that student's permission. Students have the right to keep approved personal items in the classroom without the fear of it being stolen or damaged.
- Students' heads must be in an upright position at all times. Employers do not accept sleeping on the job and neither does EVIT. It is the students' responsibility to be mentally and physically prepared for class.
- Students are not permitted to handle any of the classroom presentation equipment unless specifically given permission to do so by the instructor.
- No horseplay will be tolerated at any time. Students must conduct themselves in a manner that does not endanger them or others while on the EVIT campus.
- Students will not enter the instructor's office or any storage room unless given specific permission to do so by the instructor. These areas can contain information and equipment that are not available to students.
- Students are to be on task at all times. Learning stops when students voluntarily leave their assigned learning activity or lose focus on the task at hand.
- Consumption of appropriate food and beverage is a privilege earned by the students and granted by the instructor. Food or beverages must be consumed in non-laboratory areas and all trash must be properly disposed of before leaving the classroom. Failure to follow classroom policies will result in the loss of this privilege for a period of time to be determined by the instructor.
- Students are not permitted to leave the classroom during class time without written permission from an instructor.
- Students are responsible for any and all tools they have checked out. All tools will be checked in and inventoried before the end of all lab activities and at the end of class each day. The responsible student will replace any missing or broken tool.

1.0 Classroom climate

One of EVIT's more important goals is to adequately prepare its graduating students for a successful career in the workplace. To provide students with the skills and experience to be successful in the workplace, we operate the classroom in much the same way that you will find the workplace in industry.

1.1 Professional environment

Act professionally at all times. By choosing to enroll in this program, you are showing that you have an interest in someday becoming a professional in the food service industry. As such, you will be expected to conduct yourself in a professional manner wherever and with whomever you perform your job. Now is the time to get started. Even though you are still a high school student, you are expected to work and act, professionally, as you would in the workplace. Mature behavior is expected of all students at all times.

1.2 On-task

You are expected to be in the classroom on time every school day, and you are expected to be productively engaged throughout the day.

1.3 Workplace preparation

All aspects of your education at EVIT relate to life in the real world of the workplace. You are expected to adhere to that formula.

2.0 Facilities

The classroom you call home this year is equipped with over two million dollars' worth of state-of-the-art equipment. Arizona's taxpayers and business partners provided these resources to assist with your education.

2.1 Location

EVIT's Culinary Arts Department is located in building 2 on the EVIT campus. Located within the building is the Classroom, Kitchen production area, Dining and Banquet rooms, Bake shop, faculty offices, equipment storage and walk-ins. Each area is designed to provide the resources necessary for specific learning activities. Students rotate between the various rooms depending on the learning activity they have been assigned.

2.2 Laboratory equipment

While in the classroom, you are expected to treat laboratory equipment as if it were your own. You are responsible for damage you cause to this equipment.

2.3 Classroom

We offer a theater style classroom with a state of the art video system to enable the staff to teach you in a terrific learning environment.

2.4 Kitchen

The largest of the back of the house, the kitchen is set up to handle all the food production needs for all the banquets that you, the student, partake in.

2.5 Restaurant (Bistro 13)

At this time the class operates Bistro 13. Dates and hours of operation have not been determined at this time.

2.6 Dining and Banquet Rooms

These rooms are designed to seat over 400 people for meal service. With the availability of three large rooms or, two small rooms and two large rooms, we can accommodate almost any type of set up.

2.7 Bake Shop

The bake shop is used to train the student in producing breads, rolls, cakes, pies and many more sweet and savory items.

3.0 Safety

Being safe is our first priority! The equipment in the production areas can cause serious injury and even death to those who do not show it respect. Students are required to observe all posted safety regulations at all times, **ESPECIALLY WHILE WORKING IN THE PRODUCTION AREAS.**

Under no circumstances will misuse of knives be allowed. The Culinary Arts Instructors have ZERO tolerance for this type of behavior. Misusing knives will result in automatic removal from the program, loss of credit and no chance to return.

A more detailed discussion on production area safety will be conducted prior to your first excursion into the kitchens and bake shop to operate equipment and perform work. All students must pass a Safety Procedures Test before they are allowed to enter the lab to perform work. A copy of each student's test results must be entered into their student records.

3.1 Equipment

Each piece of equipment requires its own safety rules. Your instructor will advise you in the correct and safest way to operate this equipment. Operate equipment only when specifically authorized to do so by your instructor. Students will demonstrate to the instructor their proficiency at operating equipment before authorization for its use will be given. You are expected to use classroom equipment in accordance with these safety rules.

Students will only work on using equipment they are qualified to operate. Always make sure your instructor is aware of what equipment you are preparing to operate. Make sure the instructor has given you permission to proceed prior to operating any other school equipment.

3.2 Horseplay

Horseplay, no matter how harmless it may seem, can be extremely dangerous. Especially when working with the production equipment or knives. You are expected to focus on your assigned tasks and keep dangerous horseplay out of the classroom.

4.0 Clothing and Hygiene Requirements

The classroom dress code is consistent with dress codes found in industry. You must wear black and white check work pants, and a chef's jacket, Shoes – Black work shoes/safety, closed toe, non-slip sole and leather upper, hat with hair restraints as required.

4.1 Clothing

The uniform fee you paid is for the purchase of two pairs of chef pants, three chef jackets (with your name embroidered on each), one chef hat and two aprons (with your name embroidered on each). A hat replacement fee of \$6.00 and an apron replacement fee of \$5.00 will be charged if you lose these items. Points will be deducted for dirty and/or unprofessional looking uniform.

NOTE: You, the student, will be responsible for your uniform. If the uniform gets dirty during the first part of the week you must bring it home to be laundered. If the uniform is lost or damaged you must buy a replacement. If you have any questions in regard to the clothing requirements please ask your instructor.

Generally, we follow the dress code described in the EVIT Student Handbook. However, the classroom instructor has final authority over what is or is not considered appropriate attire. Specific rules for the Culinary Arts Department students include:

- **NO GUM**
- No caps, hats, or other headgear can be worn in the classroom.
- Appropriate shoes must be worn at all times.
- Inappropriate graphics or text must not be visible to others.
- Minimal make up (women)

4.2 Personal Hygiene and DAILY Uniform Requirements

In order to ensure the highest sanitary standards at East Valley Institute of Technology, these uniform and personal hygiene requirements have been established.

Culinary and Dining Uniform

- **All uniform pants will be worn at waist level; hems will not be allowed to touch the floor. If the hem of the pants become ripped or torn you will be required to purchase another pair. Also uniform pants will be worn with no extra pants underneath.**
- **Aprons will be worn so that the uniform is covered.**
- **For the dining room Black dress pants. Black jeans or “skinny-style” pants are not acceptable. Black socks and Black belt. Dining room shirt will be handed out.**
- **Hair must be neatly maintained, clean, and under control at all times, and must be restrained underneath the hat.**
- **No jewelry of any type (including watches, earrings, piercings) except for a wedding band. All visible body piercings must be removed prior to entering class.**
- **Socks (white or black) must be worn, and they must come over the ankle.**
- **Shoes - Black work/safety shoes, closed toe, non-skid sole and leather upper (No cloth shoes of any kind)**
- **Fingernails must be kept short and immaculately clean at all times. Nail polish and/or fake and acrylic nails are not allowed.**
- **Students' bodies must be clean and odor free.**
- **THERE WILL BE ABSOLUTELY NO GUM CHEWING IN CLASS**
- **Pen, Pencil and pocket notebook**

This logo will be found on approved shoe boxes



Any student who does not follow these standards will be allowed to work on their sanitation competencies for the day. (See Professionalism Document) Failure to follow uniform standards will also result in loss of daily performance points.

5.0 Sanitation

The Culinary Arts Department contains millions of dollars' worth of equipment and learning aids. The instructors in the EVIT Culinary Arts Department take pride in our workplace. We strive to maintain a productive environment that is sanitary, clean and in a clutter free state. To this end we have put in place the following rules.

5.1 Food Handlers Card

A Maricopa County Food Handlers card is also required at an approximate cost of \$16. The card is obtained by taking a test from the MCHD. The card is required. You will have two (2) weeks from the first day you attend class to obtain the Food Handlers card and a duplicate.

YOU MUST TAKE THE TEST ON YOUR OWN TIME.

Testing information may be obtained from the Maricopa County Department of Environmental Services. Their web site is at www.maricopa.gov/envsvc. Testing is completed on line. However, the cards must be obtained in person at the health department.

It is advised that the student takes the test in person, at the department's facility. On-line exams are available; however, there are many 3rd party online exams that are not accepted by Maricopa County Environmental Services

5.2 Work area

Students are responsible for maintaining their assigned work area. This includes keeping work surfaces and floors free from trash, food stuffs, and unnecessary clutter. During the student's last 30 minutes of class time, he or she is responsible for:

Returning equipment to its proper storage area

Making sure their assigned work area is set back to its standard configuration

5.3 Trash

Receptacles are placed throughout the area for the disposal of trash. Part of your responsibility will be to take the trash to the dumpster outside of the building.

5.4 Equipment inventory

Equipment used during class time must be returned by the end of class time. No one will be allowed to leave the classroom until all equipment is accounted for.

6.0 Learning preparation

You should enter the classroom prepared to learn every day. Preparation includes having had sufficient sleep and nourishment to function at peak capacity during your classroom time.

6.1 Assigned work area

Daily you will be assigned a work area that meets the needs of each learning unit. This is the only location you should be seen unless directed to an alternative area by your instructors. Maintaining your assigned area is your responsibility. The area should be clean when you begin and should be in the same or better condition when you leave at the end of your time in the classroom.

6.2 Personal items required

There are several specific items you are required to bring to class each day. These include:

- A Student Notebook, with 5 divider tabs, to store homework assignments, lab notes, and notes taken during labs and lectures
- Pens and pencils. Pencils will be needed for weekly scantron exams
- A small spiral pocket style pad, to keep notes on while in the production area
- Calculator

Anyone that cannot afford to purchase these items can see the instructor to discuss alternative arrangements.

Students must have all the above items by the beginning of the third day of class or they will be considered unprepared and subject to consequences.

Occasionally, students may be required to bring additional items to class. Your instructor will specify these items. If the students desire to acquire their own tools a list of additional recommended items will be made available by the instructor.

6.3 Food and beverages

Food and beverages other than water are discouraged in classrooms at EVIT. At no time should an open bottle be placed on or near classroom work areas. Food items that the chefs have given you for tasting are to be eaten in the Classroom, NOT the kitchen.

6.4 What NOT to bring to the classroom

CELL PHONES - WILL BE TAKEN FROM THE STUDENT AND THE PARENT OR GUARDIAN WILL NEED TO CLAIM THE PHONE AT THE ADMINISTRATORS OFFICE

Headsets / Music or video devices of any kind

Laser pointers

Magazines that are not approved by the instructors

Skateboards / Roller blades

Weapons of any kind

Anything else, unless specifically requested by your instructor

6.5 Consequence for unauthorized items

Unauthorized items discovered in the classroom will be confiscated by your instructor and held for your parent or guardian to pick up. Students having unauthorized materials may also be subject to disciplinary action as prescribed by the East Valley Institute of Technology 2014-2015 Student Handbook.

6.6 Lockers

Lockers are provided for the student. They are located in the student restrooms, near the classroom. Lockers are for the storage of your uniform and notebooks. They are not to be used for storage of other items.

Lockers will be assigned to you by the instructors. There will be two to three students to a locker. The Culinary Arts Department will provide you with a lock.

THE CULINARY ARTS PROGRAM, NOR EVIT, WILL BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

7.0 Learning

Instruction within the Culinary Arts Department is based on each student's pace of performance. Whether it takes days or weeks to complete a learning activity is up to each student and the instructor. The objective of is to keep the student challenged while maintaining the highest level of competence possible.

7.1 Syllabus

Students are provided a program syllabus that lists the learning units and activities for which students are responsible.

7.2 Progress

The pace of progress though the program material is determined by the student's specific learning abilities. The goal for each student is to progress as far into the program as possible and learn as many skills as possible. You are responsible for maintaining reasonable progress through the course of instruction. Your instructors will monitor your progress and make appropriate adjustments where necessary.

7.3 Instruction

Your instructors are available to respond to your questions and assist you in reaching your program goals.

7.4 Textbooks Used

The Culinary Institute of America. Professional Chef. 8th ed. Upper Saddle River, NJ: Pearson Prentice Hall. 2008

Gisslen, Wayne. Professional Baking. 4th ed. New York: John Wiley & Sons 2008

Gisslen, Wayne. Professional Cooking. 5th ed. New York: John Wiley & Sons 2010

Labensky, Sarah R. and Alan M. Hause. On Cooking – A Textbook of Culinary Fundamentals. 4th ed. Upper Saddle River, NJ: Pearson Prentice Hall. 2007

Labensky, Sarah R. and Klaus G. Tenbergen, Priscilla Martel, Eddy Van Damme. On Baking – A Textbook of Baking and Pastry Fundamentals. 2nd ed. Upper Saddle River, NJ: Pearson Prentice Hall. 2008

8.0 Student schedules

The benefit of working your classroom time around other important obligations is made possible through the Culinary Arts Department enrollment program. You must commit to 12.5 specific hours of weekly classroom instruction, as well as outside of class time activities.

8.1 Enrollment contract

Commitment to a weekly schedule of classroom instruction is accomplished with the Enrollment Contract entered into by the student and instructors. The student must commit to at least 12.5 classroom hours per week to maintain full-time student status. The student's parent or legal guardian must approve Enrollment Contracts.

8.2 Outside of class time activities

As part of the Culinary Arts and Commercial Baking program there are some outside of class time activities that you will participate in. These catered events happen in the early evening, at night and even on a few weekends. You will be required to do two (2) outside of class time events per quarter. These events will be posted in the class room as they come up during the school year. Your grades will reflect the amount of events participated in. You will not receive a grade higher than a "C" if you do not complete the required events.

8.3 Schedule changes

Schedules can be changed with written permission from the instructor, and consultation with your counselor.

8.4 Make-up time

Make-up time can be scheduled in the event the student is absent (Verified), or is tardy, or requests additional instruction time. Prior instructor approval must be obtained before make-up time can be initiated. Time will be made up on a minute per minute basis for each absence. For every 10 minutes tardy there will be 30 minutes to make up. If over 30 minutes tardy there will be 2.5 hours to make up.

Students will have an equal amount of time from the date the absence occurs to the date they return to arrange a date to make up the missed time, take quizzes, and complete missed assignments. Students will be responsible for tracking their own make up time using the forms provided. Student's makeup time must be completed within the current 9 week block. Makeup time may not be carried forth from one 9 week block to the next without prior approval from the student's instructor.

9.0 Computer use

Use of classroom or EVIT computers is a privilege granted to the student as long as he or she understands and complies with the rules of use. You are required to sign EVIT's Information Systems User Agreement before receiving access to EVIT computers. Failure to adhere to these rules may result in alternative student placement.

9.1 Configuration

Altering a computer's standard configuration or operation for any reason without an instructor's permission is prohibited. Valuable time is wasted when computers do not provide uninterrupted support of the learning process.

9.2 Internet use

While EVIT has implemented software designed to protect its computer users from inappropriate material and prevent the misuse of material on the system, complete protection cannot be guaranteed and you must assume responsibility for appropriate use. Inappropriate use of the Internet will result in alternative placement.

9.3 Printing

Classroom computers are not always connected to printers. Any printing that is required should be downloaded to a thumb drive and installed in a computer with printer access.

10.0 Grading

Grades are completed quarterly (9 weeks). Students will have the opportunity to receive approximately _____ points per quarter.

Below is an **approximate** breakdown of how quarterly grades are accumulated:

Daily Points	450 points
10 points per day x 45 days	
3 points Uniform	
3 points on time	
4 points professionalism	
Banquet/catering/Community Service	200 Points
100 points per Banquet	
2 events per quarter are required	
<i>If you sign up for a banquet and do not report you will lose 100 points off your final grade</i>	
Quarterly Portfolio	100 Points
Additional Classroom quizzes, etc...	100 points
4 assessments per quarter	
(TBD by each rotation instructor)	
25 points per quiz	
<hr/>	
Total Points 850 Points	

The following is a grading scale for letter grades:

100%-90% of total points possible = A
 89%- 80% of total points possible = B
 79%- 70% of total points possible = C
 69%- 60% of total points possible = D
 Below 59% of total points possible = F

Point totals may vary based on school calendar changes, student HSA, or any reason that the Culinary Team chooses as result of being fair and consistent. We will make every attempt to notify students of any changes in a timely manner

Quarterly Portfolio

Our faculty considers the development of a portfolio an integral part of your education. This will hopefully become a lifelong journal of your accomplishments to present to prospective employers as to your professional capabilities and expertise. Photographic records of the work completed in class are important for studying as well as interview preparation.

As we progress through this class, it is important that students understand the importance of documenting their work. Photographs are a valuable tool when going through the process of job interviews, and will cast a professional image on your part. It's one thing to say that you prepared Danish, focaccia, etc. in culinary school; it's another to actually prove it with photos.

To accomplish this portfolio you will be asked to do the following:

1. Obtain a camera within the first week of class. Digital cameras are recommended, but disposable cameras are also usable. Unless your cell phone can take high pixel pictures, phone cameras are not recommended.
2. Over the course of this class, take pictures of the product that is produced in a plated or plattered form. Use black backgrounds to enhance the quality of the picture. Take 1-3 pictures of each product from different views to get a better selection for final submission.
3. Center the photo at the top of the page. Provide the following information with no spelling or grammatical errors:
 - a. Quality photo
 - b. Name of finished Product
 - c. Specific techniques used to prepare product
 - d. Specific flavor profiles
4. Your completed portfolio must be submitted to your instructor by the final Friday of your rotation

Sample Page



Portfolio Project Rubric (100 Points Total)

Title Page is worth 10 points.

- 10 Points Title page to include the following with no spelling or grammatical errors:
 - 3 points Name
 - 2 points Class and Section
 - 5 points Paragraph summary of what you learned in class

Each photo page is worth 9 Points (Total of 10 pages required)

- 2.5 Points Photo is of high quality (color, not blurry, and shows entire item)
- 2.5 Points Title of item is accurate with no grammar or spelling errors
- 2.0 Points Description of item with techniques used is accurate with no grammar or spelling errors
- 2.0 Points Flavors of item are listed and are accurate with no grammar or spelling items.

Each student is responsible for submitting their own portfolio of work. Copying and pasting someone else's work and submitting it as your own is considered cheating, and any students involved will receive zero points for their grade.

Online Grades

Students will be receiving a letter regarding EVIT's online grade monitoring system. It is the parents, guardians, and students responsibility to monitor grades. Inferences regarding grades can be addressed by contacting the culinary arts instructors.

Banquets

Students are required to participate in 2 banquets per quarter held outside of class time. Each banquet is worth 100 points. Failure to show up for a banquet you signed up for may result in a 100 point deduction off your total points.

Daily Performance

Grades will be assigned each day based on cleanliness of uniform, professionalism, sanitation, and task performance. Points will be deducted for failure to dress out.

10.1 Competency progress/attainment

Each program within the Culinary Arts Department addresses an extensive list of competencies a student is introduced to during their participation.

Competency progress is a measure of how well the student progresses through the curriculum as it relates to the student's abilities. The grade is calculated from the classroom management system. This data is compared to the standard completion time for each learning activity. The student's progress through all learning activities is compared to that standard. The competency progress grade reflects the progress being made relative to the ability of the student as determined by EVIT staff and the student's parents or guardians.

Competency attainment is a measure each competency's level of mastery the student has attained. It is calculated from the classroom management system. The classroom management system tracks the mastery level through numerous assessments during the learning activity. This assessment data is compared to industry standards for each learning activity. The student's grade reflects their skill level as it relates to the standard.

10.2 On-task

The learning process is disrupted when a student voluntarily leaves the learning activity before the rest of class has been dismissed. Leaving the lab or the classroom without an

instructor's permission before the end of class, will result in a reduction of up to 100% of the student's on-task grade for that day. Students who are off-task more than 65% of their class time for any 9-week grading period will be placed on probationary status for the first three weeks of the following grading period. Students may be alternatively placed if they do not average more than 65% on-task during their 3-week probationary period.

11.0 Attendance

Classroom attendance policies are designed to reflect the policies of our related industries. There is no better time to condition students for the workplace than the time they spend in the classroom. EVIT class times are as follows: Morning classes begin at 8:05 am and end at 10:35 am. Afternoon classes begin at 12:05 pm and end at 2:35 pm.

11.1 Class meeting areas

Unless otherwise stated the classes will meet in the following areas.

Dining room students will meet in the cafe dining room

Culinary students will meet in the classroom

Baking students will meet in the bakery

11.2 Attendance Procedures

At 8:05 am/12:05 pm an instructor will be in the assigned area to take verify roll. In order that you be marked present, you will do the following things. Upon entering the Culinary Arts building you must immediately dress out. You will then go to your assigned area and SIGN IN on the "Sign-In Sheet". The instructor will then mark you as being present and on time under the following conditions, you are fully dressed out* (for the area assigned) and exhibit the proper conditions for personal hygiene. At 10:30am/2:35pm Attendance will be taken again, and you will be dismissed from your assigned area.

FAILURE TO SIGN IN WILL RESULT... IN AN UNEXCUSED ABSENSE REGARDLESS IF THE STUDENT CLAIMS THEY WERE HERE OR NOT

11.3 Absences

YOU ARE ALLOWED NINE ABSENCES PER SEMESTER. The only exempted absences are those requested by your home school or for an approved EVIT function. If a student is absent for more than nine days, the student will lose 1½ credits. Students will only receive credit at the end of each semester. If they leave EVIT prior to this, they will lose credit for the semester. You will then have to go to the Counselor or Administration office to complete the required paper work to be admitted back to class. EVIT attendance office 480.461.4026; EVIT Culinary Department 480.461.4139; EVIT Commercial Baking Department 480.461.4132.

All absences must be reported to the Culinary Arts Department AND to the attendance office by telephone before the start of class. Failure to do so will result in additional make-up time. Remember, we are like an employer. You would call your employer and tell them that you are ill or cannot come into work.

11.4 Tardiness (also see EVIT's SWEEP Policy)

Arriving late to class is disruptive to everyone. You are expected to be in your assigned area at your designated start time. Failure to be on time constitutes a tardy and will be documented accordingly. Every three tardies will result in 2.5 hours to make up. It will also be considered one absence

12.0 EVIT Attendance Process

- If students or parents need to seek help with excessive absences, they should contact the Team Leader, who may refer them to counseling or the at-risk coordinator. Questions or concerns about excessive absences can be referred to the counseling department.
- To prevent students from unknowingly losing credit, the Registrar's Office will generate a letter at the fifth (5th) and seventh (7th) absence. At the tenth (10th) absence, a letter will be sent stating that the student will not receive credit for the semester.
- At the seventh absence a letter will be sent notifying that the student is in jeopardy of losing credit for the semester. It will state that if the student misses three (3) more days, the student will lose credit(s), unless the absences have been due to chronic or extended illnesses. This may put the student in jeopardy of graduating at the expected time.
 - At the seventh absence the student must attend a mandatory assembly held during school hours discussing Saturday School and the Evening School options.
 - Students will have an option to make up some of their absences by attending Saturday School where they can make up one (1) or two (2) days by attending 8:00 am. to 10:30 am. for one day make-up or 8:00 am. to 1:00 pm. for two days make-up.
 - Students can make up one session by attending Evening School from 5 to 7:30 pm.
 - Dates for these sessions will be announced at least one month prior to their scheduled dates.
 - Students will have to perform work provided by their teacher in these sessions.
 - Teachers can also provide their own make-up opportunities for students in their class.
 - There will be a minimum of two Saturday Classes and one Evening Class during the semester; therefore, a student could make up a total of five (5) days. If the days made up in Saturday School or Evening School are subtracted from the total days missed for the semester and that equals less than 10 days, then the student will still receive a grade for the class.
 - When students are absent, their daily performance grade will be recorded as a "0". Once make-up time is submitted the daily performance grade will be adjusted.
 - At the seventh absence the student's name will be given to EVIT's At-Risk Counselor
 - It is the student's responsibility to make an appointment with the At-Risk Counselor.
 - This counselor will provide students with Saturday School information in order to make up their absences.
 - This counselor will also call and schedule a parent conference as needed.
 - At the tenth absence, a letter will be sent stating that the student has exceeded the Absence Guidelines, does not qualify for chronic or extended illness, and will receive no credit for the semester.
 - Teachers responsibilities for students' absences:
 - Will call student's parents/guardians after every absence.
 - Will determine if and when the student needs to be referred to PASS; this could be after one, two or seven absences, or whatever point at which student's absences are impacting their academic progress.

13.0 Tardy Procedures

In order to prepare our students with the skills needed for competitive employment, EVIT's tardy policy has been redesigned to maximize student responsibility. The following procedures will be implemented:

- Any tardy student in the hallways or around campus must go directly to the attendance clerk for an admit slip.
- If a student has a scheduled appointment (doctor's, dentist, court, lawyer, etc) the student must provide the attendance clerk documentation upon arrival at school in order to be admitted to class; if student does not have documentation, the tardy will be unexcused.
- A parent must call to excuse any tardy. If students or parents need to seek help with excessive tardies, they should contact the Assistant Principal.

Procedures to Excuse an Absence/Tardies

A parent/guardian must report ANY ABSENCE/TARDIES by phone (preferably prior to the absence) to attendance. To excuse an absence/tardy, a parent/guardian must call within twenty-four (24) hours following the absence/tardy. Any absence/tardy not excused by a parent/guardian will be documented as "unexcused."

PLEASE BE ADVISED: 4 tardies will equal one absence.

14.0 Behavior

We are all asked to make decisions in our daily lives. Some decisions result in an improved quality of life for all involved --- others result in unfavorable consequences.

Proper behavior is a job skill practiced by all industries. EVIT is no exception.

14.1 Respect

- Respect one another's right to be recognized. To speak during classroom time, always raise your hand and wait to be acknowledged by the instructor.
- Respect each other. Refer to other students other by their proper name.
- Respect the EVIT staff. Refer to the EVIT staff members as Mr. or Ms. or Chef whichever is appropriate.
- Respect the school's property. Tools and equipment are for the benefit of everyone. Tools and equipment are useful only if they are in good working order and kept where they belong.

14.2 Violence

Violence in any form has no place at EVIT. Direct or indirect verbal or physical threats to a student, visitor, or staff member will result in immediate removal from EVIT.

14.3 Standards

You and your fellow students will be held to a high standard of behavior. Behavior standards followed in the classroom are based on those of the industries who employ EVIT graduates. Your instructors have the authority and responsibility to help you develop standards that meet or exceed these industry standards.

15.0 Consequences for Infractions

Every decision carries a consequence. Some consequences are good, some not so good. Poor decisions earn the following consequences.

15.1 Infractions

For the students first infraction they will be given an assignment of light sanitation duties for the entire class period. Further infractions will result in harsher disciplinary action.

15.2 Probation

Chronic violation of classroom policies will result in the student being placed on probationary status. An improvement contract will be required from the student to remain enrolled in the Culinary Arts Department. Upon successful completion of the improvement contract, the student will be removed from probationary status.

15.3 Alternative placement

A student will be referred to an administrator with a recommendation for alternative placement should he or she not agree to an improvement contract or the student not successfully complete the terms of the contract. Students removed from the department may apply for enrollment in alternative EVIT programs or return to the home high school for alternative placement.

16.0 Program Completion/Graduation

Unlike working in industry, students do not receive monetary compensation in the form of a paycheck every week or two. That doesn't mean that their time and efforts at EVIT are not rewarded.

Graduates of EVIT's Culinary Arts programs are more likely to graduate with a college or university degree than those without an EVIT diploma. The strength of a student's EVIT grades are reflected in the scholarships they receive from our industry partners. Grades play a very important role in whether or not a program graduate receives scholarship funding.

16.1 Completion Requirements

Pass 4 semesters of program	No	No	Yes	Yes
Pass the state Assessment	No	Yes	Yes	Yes
Pass the ACF accredited EVIT Practical	No	Yes or No	No	Yes
	No status Earned	State Completer	State Completer Participate in Completion ceremony	State completer EVIT Completer Participate in Completion Ceremony

The East Valley Institute of Technology is proud to offer two levels of completion.

To be considered a “State Completer” a student must pass the Arizona State Career and Technical Education Program Assessment. To participate in the EVIT completion ceremony “State Completers” must also obtain a passing grade during their required 900 hours.

To be considered an “EVIT Completer” students must meet all the required competencies of the EVIT Culinary Arts Department and must pass an American Culinary Federation endorsed practical exam for their specific program as well as completing all of the requirements of the “State Completer” certificate to be eligible to walk in the EVIT completion ceremony.

16.2 Awards & Scholarships

Instructors and counselors will assist students in applying for financial aid for continuing education. Many scholarship and grant opportunities are available to successful program completer's. EVIT's Culinary Arts programs students have established a student scholarship fund that provides successful graduates with scholarships and achievement awards. Funding for this program is generated through the banquets, catering events, and food sales that you the students participate in. Applications are required and will be available in April.

Student's participation in specialty events such as the Mystery Chef Dinner, field trips, require a minimum grade of a “C”.

16.3 Placement

EVIT staff will assist the successful graduate with appropriate placement into the work force, military, or continuing education at a community college or university.

17.0 Class Fees

Fees for classes in the Culinary Arts Department are approximately \$ 156.00.

17.1 Payment

Payment of class fees is due by the beginning of class time on the fifth day after the student starts the program.

17.2 Purpose FEES ARE SUBJECT TO CHANGE

Class fees are used for the following student materials:

Three Chef Coats (3 x \$20.00) with name embroidered (3 x \$3.00)

Two Chef Pants (2 x \$20.00)

One cloth Chef Hat (1 x \$6.00) with name embroidered (1 x \$3.00)

Two Kitchen Aprons (2 x \$5.00) with name embroidered (2 x \$3.00)

FCCLA (VSO) dues (\$16.00), EVIT Activity Fee (\$6.00)

Total Fees for 2014-2015 is \$156.00

17.3 Lost Material Fees

If a text book, piece of equipment or tool, or uniform is checked out to you the student, and the

item is lost, you will pay an appropriate replacement cost for the item.

18.0 Instructor Office Hours

Instructors in the Culinary Arts Department are certified in vocational education by the Arizona Department of Education. Each has entered EVIT with extensive industry experience.

The instructor's office hours are from 7:00 am to 8:00 am, 2:35 pm to 3:30 pm, and by appointment. They can be reached through the main EVIT campus phone 480.461.4100, or at the numbers listed next to their names.

18.1 Traci Carmel (480.461.4139)

18.2 Chef John Diana (480.461.4135)

18.3 Chef Armor Black (480.461.4174)

18.4 Chef Joe Kalfus (480.461.4138)

18.5 Chef Scott Meyer (480.461.4132)

EVIT Culinary Professionalism Document 2015-2016

At the East Valley Institute of Technology, we treat you like a professional from day one when you arrive and first put on your chef's uniform. A clean, pressed uniform tells the world "I am a professional." In wearing the chef whites with pride, you symbolically enter the brotherhood of culinarians, and prepare yourself to continue a centuries old tradition.

At the East Valley Institute of Technology culinary education places a high value on professionalism. We educators share a deep belief and firm conviction that starting down a path to attain the highest expression of culinary professionalism begins with the uniform.

Chefs who compromise their uniform, compromise their professionalism; compromises that soon spread to their mise en place, their cuisine, their customer service, their sense of team spirit, and ultimately, to their personal commitment to excellence in their career.

At the East Valley Institute of Technology Culinary students are required to wear their complete uniform during all academic, lab, and education activities.

A Chef

Takes care of his or her uniform and tools and respects them.

Stands erect, walks straight without hands in pockets in the kitchen.

Avoids touching any part of his or her body while involved in food preparation.

Washes his or her hands frequently, in hand sinks only.

Wears a chef's uniform with pride, and therefore, commands the respect of everyone.

Avoids the use of abusive language.

Wears no makeup.

Exercises self-discipline and instills the same in his or her personnel.

UNIFORM POLICY

You must report to class in full uniform and remain in full uniform at all times until you leave the building. Students will be issued their uniform during the first few weeks of class. Students not in full uniform will be disciplined according to the Consequence list. You must have your tools, books, pen/pencil as assigned by the instructor with you when reporting to a laboratory class. Failure to have any of the items will result in an automatic loss of daily points.

Your daily uniform consists of For Culinary and Baking

- Shoes - **Black** work/safety shoes, closed toe, non-slip sole and leather upper (No cloth shoes of any kind)
- White or Black socks (plain; no ankle socks, stripes or emblems). They must come over the ankles
- Clean, pressed, hemmed check pants (standard EVIT issue only)
- T-shirt (white, no lettering, design, or insignia)
- Clean, pressed chef's jacket (EVIT issue only)
- Chef's hat (skull cap, EVIT issue), all hair should be contained beneath hat, including bangs
- Apron (EVIT issue only)
- **No jewelry of any type** (including watches, earrings, piercings) except for a wedding band
- Minimal make up (women)
- Fingernails must be kept short and immaculately clean at all times. Nail polish and/or fake and acrylic nails are not allowed.
- Pen, Pencil and pocket notebook

This logo will be found on approved shoe boxes



For Dining Room

Additionally students will be responsible for providing the necessary pieces of their dining room uniform.

- Black dress pants. Black jeans or “skinny-style” pants are not acceptable.
- Black socks
- Black belt

Students who need assistance obtaining these items may contact their instructor.

Hats

In the EVIT Culinary Arts program, while in full chefs or dining room uniform, no hat, other than a chef's hat, is to be worn inside the Culinary Arts building. This accessory, specifically a baseball cap, is not part of the culinary uniform and, therefore, should not be worn. Leisure hats are not permitted in any area in the Culinary Arts Building.

Grooming

- Your hat must completely cover your hair. If this is not possible, you must first cover your hair with a hair net before wearing your hat. When you are assigned to areas where a hat is not required, you still must restrain your hair above the collar. Beads and/or other ornaments are not permitted.
- Hair must be and remain neutral in color. Unnatural hair color (pink, blue, etc.) is not permitted.
- Short, straight mustaches are permissible (trimmed evenly at upper lip).
- Fingernails must be kept short and immaculately clean at all times. Nail polish and/or fake nails are not allowed.
- Cuts, wounds, scratches or skin blemishes from the finger tips to the beginning of the forearm must be protected by rubber gloves.
- All male students must be clean-shaven daily.
- All hand and facial jewelry is to be removed by any student wearing his or her uniform before entering the Culinary Arts Building. Tongue piercing of any description is included in this requirement. Watches and wedding rings shall be excluded from this requirement.
- You may not use perfume or cologne.
- Clean and ironed uniforms are expected daily.
- Sweaters or coats may not be worn in classrooms or laboratories.

Tattoos and Piercings

- All visible tattoos when wearing the culinary arts uniforms must be covered. When wearing the culinary arts uniform students may opt to wear cover-up sleeves for arm tattoos.
- For safety and professionalism purposes, all visible piercings must be removed. Piercings covered by bandages is unacceptable.

Laundry

You are provided with chef uniforms. As part of your culinary education, you are responsible for its maintenance. You should not go to work in the industry with your school uniform; buy one or two extra uniforms for this purpose.

Enforcement

In order that all students are judged fairly, at the beginning of each class session the teachers will go through a student uniform line up. This ensures that all students start the class as a Professional Culinarian. From this point on through the course of the day's class the students will be monitored for any violation of our Professionalism policy.

The Culinary Arts program will make available for purchase at any time during the school year additional uniform components. The cost of additional uniform items for the 2014-2015 school year is as follows

- Chef Jacket and Chef Pants \$20.00 each
- Chef Hat \$6.00, Apron \$5.00
- Embroidery Fee \$3.00 per item

Consequences and Documentation

1st offense –

- Dish room (as is) (dishes, hoods, drains)
- “0” points for the day, no makeup available
- Student daily grade is marked with violation

2nd offense –

- Heavy cleaning (as is) (dishes, hoods, drains)
- “0” points for the day, no makeup available
- Student daily grade is marked with violation

3rd offense –

- Parental Contact will be made. Student will call parent (in front of teacher) and explain why they are being given a day of in school suspension
- Student will be sent for one day of in school suspension. A work assignment will be issued and all work must be completed before the student can reenter the class
- Student will forfeit all rights and privileges to participate in competitions and special activities
- “0” points for the day, no makeup available
- Student daily grade is marked with violation

4th offense –

- Parental Contact will be made. Student will call parent (in front of teacher) to arrange a meeting with the parent and teacher, to discuss students problem with Culinary Professionalism. They will again explain to the parent why they are being given a day of in school suspension
- Student will be sent for one day of in school suspension. A work assignment will be issued and all work must be completed before the student can reenter the class
- Student will loose of all job service privileges (No references, Not Eligible for Internships, scholarships. Cannot sign up for extra banquets, no makeup available will be made available)
- “0” points for the day, no makeup available
- Student daily grade is marked with violation

5th offense –

- Parental Contact will be made. Student will call parent (in front of teacher) to arrange a meeting with the parent, teacher and administrator, to discuss students problem with Culinary Professionalism. They will again explain to the parent why they are being given a day of in school suspension
- Teacher will recommend removal from program, since the student through previous offenses shows no desire to be a Culinary Professional
- Parent, Teacher and Administrator Meeting. The student will not be allowed to work until meeting is held. They will be sent for a day of in school suspension until the matter is resolved.
- “0” points for the day, no makeup available
- Student daily grade is marked with violation

Computer Grade Code = will explain exact infraction (ie: Missing Hat; Missing Apron; etc.)

EVIT Culinary Arts Department Class Fees 2014 – 2015

Required Fees				
Student Activity	Activity Fee	1	\$1.00	\$1.00
	ECC	1	\$5.00	\$5.00
	FCCLA (VSO)	1	\$16.00	\$16.00
Uniform	Chef Coat++	3	\$20.00	\$60.00
	Chef Pants (Black and White check)++	2	\$20.00	\$40.00
	Kitchen Aprons (Bib Style)	2	\$5.00	\$10.00
	Chef Hat	1	\$6.00	\$6.00
	Embroidery Fee	6	\$3.00	\$18.00
	TOTAL			\$156.00

++Additional coats and pants may be purchased for \$20.00 each



EVIT Culinary Arts and Commercial Baking Make Up Time Card Sample

Student Name: _____ AM PM

Day of Week	Date	In	Out	In	Out	Hours	Signature
Tuesday	10/10/14	11:00 A	11:45 A	2:45 P	3:30 P	1.5	<i>Chef</i>
Example							

List the time spent involved in activities for your make up time. These hours are outside of your regularly scheduled class time. This may include coming in before or after school, during lunch, or other Instructor assigned tasks. In order for this form to be valid **YOU MUST** have an **Instructor signature** for each day of work.

EVIT Culinary Arts Department Enrollment Contract 2015-2016

The faculty and staff of the Culinary Arts Department share a commitment to provide the finest education and training possible.

We believe that all students can be successful.

Student success can be aided through partnership between students, teachers and parents.

Please take time to read and understand this course contract. Ask the instructors if you have any questions.

As a condition of continued enrollment at East Valley Institute of Technology (EVIT) in the Culinary Arts Department, the below named student understands the policies set forth in the Classroom Handbook.

I HAVE READ AND UNDERSTAND THE CULINARY ARTS DEPARTMENT CLASSROOM HANDBOOK AND RECONIZE THAT MY CONTINUED ENROLLMENT IN THE PROGRAM WILL BE BASED ON MY WILLINGNESS TO FOLLOW THE ABOVE-STATED POLICIES AND CONDITIONS.

Student's Printed Name

Signature

Date

Parent or Guardian Co-signer (required if above signer is under 18)

As the parent or guardian of this student, I have read this agreement and support abide the provisions and conditions indicated. I understand that any violation of the above terms and conditions may result in disciplinary action or removal from EVIT.

Parent/Guardian Printed Name

Signature

Date

EVIT Culinary Arts Department Field Trip Permission Form 2015-2016

Dear Parents/Guardian:

In our day to day operations it is sometimes necessary to transport students to various job sites or food service properties. We perform many catered events at all times of the day and night, many in which your son or daughter may participate.

Because of the EVIT policy we need a permission slip for the 2014-2015 school year signed by you stating that your son or daughter can be transported in a school vehicle. On some occasions there may be additional paperwork to allow your student to travel. This permission slip is good for the entire year. Your child should notify you whenever he or she expects to travel to an event with EVIT staff.

Please complete the bottom half of this paper and return it to us. This will act as a "Field Trip" permission slip. There may also occur times when the EVIT administration will require a Field Trip Permission Form. If this is the case your student will bring this home on an as needed basis.

Thank you for your cooperation.

I give permission for my son/daughter to be transported by the Culinary Arts Department staff as needed, to various job sites.

Parent and or Guardian Name

Parent and or Guardian Signature

Date

Student Name

Student Signature

Date

Emergency Contact Person: _____

Contact Persons Phone Number: _____

EVIT Culinary Arts Department Student Data Form 2015-2016

Student Name:	Birthdate (MM/DD/YY):
Address:	
City, State, Zip:	
Home Phone:	Current Grade:
EVIT Student Number:	Student Cell Phone:
Student Email:	
Major Cross Streets:	Home School:
Father's/Guardian's Name:	Employer:
Address:	Employer Phone:
City, State, Zip:	
Home Phone:	Cell Phone:
Father's/Guardian's Email:	
Mother's/Guardian's Name:	Employer:
Address:	Employer Phone:
City, State, Zip:	
Home Phone:	Cell Phone:
Mother's/Guardian's Email:	
Group Home Name and Phone Number:	
Group Home Contact Person:	
Emergency Contact Person:	
Contact Persons Phone Number:	
Food Allergies and or Medical Problems:	

EVIT Culinary Arts Department Cell Phone Contract 2015-2016

Dear Parent,

Thank you for sharing your child with us this year! We look forward to sharing our knowledge of Culinary Arts and look forward to a great year of learning and growing.

There are two important issues we want to address at this time:

- **ATTENDANCE** - I do want to draw your attention to the attendance policy, as this has changed and is a lot stricter than before. I urge you to read it with your child before you sign and return it to us.
- **CELL PHONES and MUSIC PLAYERS (IPOD, MP3)** - Please be aware that cell phones and music players may **NOT** be used during instructional time! **PLEASE DO NOT CALL YOUR CHILD DURING THIS TIME.** If it is an emergency, you may call Attendance at 480.461.4026 and your message will be relayed immediately.

The use of cell phones and music players is extremely disruptive and will not be tolerated

If your child uses a cell phone or music player during instructional time, please be aware that it will be taken away, and you will be called to pick it up. **There are NO exceptions!** Please review these rules with your child.

The only call **WE** want to make to you is to tell you how great your child is doing!

If at any time you want to reach us, please feel free to call us at 480.461.4000. Again, we look forward to a wonderful year of getting to know you and your child.

Sincerely,

The Culinary Arts Staff

I UNDERSTAND THE POLICY REGARDING CELL PHONE USE DURING INSTRUCTIONAL TIME AT EVIT. I UNDERSTAND THAT A CELL PHONE OR MUSIC PLAYER USED DURING INSTRUCTIONAL TIME AT EVIT WILL RESULT IN THE DEVICE BEING TAKEN AWAY FROM THE STUDENT, AND THAT I AS A PARENT AND OR GUARDIAN WILL HAVE TO COME TO EVIT TO PICK IT UP.

The following signatures indicate that I have read the policy and that I understand and will comply with them.

Parent and or Guardian Name

Parent and or Guardian Signature

Date

Student Name

Student Signature

Date

EVIT Culinary Professionalism Contract 2015-2016

As a parent and or guardian I have read, understand, and agree to the conditions outlined in EVIT's **Culinary Professionalism Contract**. I recognize that my students continued enrollment and attendance in the Culinary Arts program at EVIT is based on their willingness to follow the above stated policies as well as its guidelines.

Parent and or Guardian Name

Parent and or Guardian Signature

Date

Daytime contact phone number

As an EVIT Culinary Arts student I have read, understand, and agree to the conditions outlined in EVIT's **Culinary Professionalism Contract**. I recognize that my continued enrollment and attendance in the Culinary Arts program at EVIT is based on my willingness to follow the above stated policies as well as its guidelines.

Student Name

Student Signature

Date

EVIT Culinary Arts Department Attendance Contract 2015-2016**STUDENTS ARE ALLOTTED A MAXIMUM OF 9 ABSENCES PER SEMESTER**

This includes both excused and unexcused absences.

- Home School Activities – HSA's are not included in this total. Examples of HSA's include AIMS testing, sports team activities, For exemption, all Home School Activities must have a verification form signed by school personnel on file with the EVIT attendance office. Forms are available in the culinary student file cabinet.
- It is the sole responsibility of the student, parent or guardian to be aware of their attendance. Please utilize the online grade monitoring system to stay updated.

If the student is absent on a lab day...

Consequence	Action Required by Student
Required on immediate return	<ul style="list-style-type: none"> • NONE
Required by end of quarter	<ul style="list-style-type: none"> • 2.5 hour of make-up time per day absent

If the student is absent on a lecture day...

Consequence	Action Required by Student
Required on immediate return	<ul style="list-style-type: none"> • Notebook must be checked by instructor for points • Take Quiz • Copy notes from a classmate or class website
Required by end of quarter	<ul style="list-style-type: none"> • 2.5 hour of make-up time per day absent

As an EVIT Culinary Arts student/parent or guardian, I have read, understand, and acknowledge the conditions outlined in the EVIT Culinary Arts Attendance Contract. I recognize that the failure to comply with contract will result in significant grade reductions and possible loss of credit.

 Parent and or Guardian Name

 Parent and or Guardian Signature

 Date

 Student Name

 Student Signature

 Date

EVIT Culinary Arts Department Drug Policy 2015-2016

The EVIT Culinary Arts program, primary goal is to prepare students for the workplace and to work and learn in a safe environment.

For this reason, EVIT reserves the right to have students randomly drug tested to fulfill these goals.

Student's Printed Name

Signature

Date

Parent or Guardian Co-signer (required if above signer is under 18)

As the parent or guardian of this student, I have read the above statement agreement and abide by the provisions and conditions indicated.

I understand that a violation of EVIT's and/or Culinary Arts program policies and procedures may result in the above being enforced.

Parent/Guardian Printed Name

Signature

Date