

GUAM COMMUNITY COLLEGE
SIMON SANCHEZ HIGH SCHOOL
CTTT065 ProStart 2

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TERM: School Year 2017-2018

LOCATION: ROOM: 301

TEXTS: FOUNDATIONS OF RESTAURANT MANAGEMENT &
CULINARY ARTS
LEVEL 1 AND 2
NATIONAL RESTAURANT ASSOCIATION &
EDUCATIONAL FOUNDATION
ISBN 13: 978-0-13-138101-8
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Required Supplies: Pens (blue or black & red), pencil with eraser, sheet protector, calculator, correction tape

Binder for ProStart use only, papers
Kitchen Uniform: Chef's coat, long pants (solid black), black apron, athletic shoes (non-skid) kitchen shoes, above-ankle black socks, hair net, beanie, bimetallic-stemmed thermometer, marker

COURSE DESCRIPTION:

Building on previous course, ProStart 2 provides students with comprehensive hands-on experience in basic food production principles and cooking methods. Emphasis is placed on knife skills, safety and sanitation, flavoring, seasonings, recipe conversion, measurements, terminology used in the kitchen, product identification; sauce and dessert preparation; and plate presentation. Upon completion, students will be able to plan, execute, and successfully serve entrees with complementary side item. Students eligible to participate in the work experience component of the program may begin their internship at this time.

COURSE OBJECTIVES:

The objective of this course is to further students' basic conceptual and technical skills required in the foodservice industry. Students will learn to successfully execute recipes

COURSE PREREQUISITE:

Students taking this course must have successfully completed CTTT055 ProStart 1.

STUDENT LEARNING OUTCOMES: At the end of the course, students will

1. Demonstrate a variety of cooking methods and demonstrate skills in food presentation
2. Reinforce personal hygiene habits, safety and sanitation practices in the production of foods;
3. Apply cost control technique to foodservice operations;
4. Apply self-management and interpersonal skills;

EVALUATION:

Students will be graded based on successful completion of the following grading system:

Class assignments/homework	25%
Assessment of Work Ethic/Attendance	25%
Quizzes and Tests	25%
Kitchen Lab/Course Project	25%
TOTAL	100%

Grading scale:	A= 90-100 %
	B= 80-89%
	C=70-79%
	D=60-69%
	F=59-below

Note: If you need a certain grade in this course to maintain or increase your grade point average, you must put the appropriate amount of effort into the class requirements to earn that grade.

2. If you are to be promoted to the next level in the program, a grade of C (70-79) or higher for each quarter is encouraged. Your grade in the program will be one among other criteria that will

Be reviewed for purposes of promotion to the next level.

3. Note that a grade of B (80-89) per semester on all the program's levels is needed to earn a Certificate of Mastery on your senior year (3rd level of the program)

Teaching Methodologies:

1. Class discussions
2. Instructor Presentations and demos
3. Assigned Reading and Reflection Writing
4. Project-Based Learning
5. Case Studies
6. Competitions

COURSE REQUIREMENTS

ALL COURSE WORK MUST BE COMPLETED- THEY ARE NOT OPTIONAL. Students who do not complete all requirements may receive grades that may ultimately take them off the program.

IN- CLASS ASSIGNMENTS/ HOMEWORK:

In-class and homework assignments will be given on a regular basis and must be submitted when due, unless prior arrangements have been made with the [instructor](#).

WORK ETHICS:

Part of your grade is an assessment of your work ethic. Having good work ethics means you hold yourself to high standards of responsibility as a student by demonstrating the following:

1. Take course work seriously. This means you give your full and undivided attention to your teacher when lessons are ongoing.
2. You keep yourself accountable for getting work done right and on time
3. You follow through on any missed work and proactively see to it that you are able to make it up (if possible)
4. You constantly engage in communicating through various ways (in person conversations, text/group chats, email, or other social media) with your teacher and or classmates to be in the loop of what is going on.
5. You come to class prepared.
6. You are “engaged”- you participate in class discussions and ask meaningful questions.

ATTENDANCE. Your class participation grade is tied to your attendance since you can't participate in the assigned work for the days that you are absent. Some class work for the day may not be duplicated so if you are not in class, you miss out on the experience.

QUIZZES AND TESTS (PRACTICAL OR WRITTEN)

Quizzes and tests will be administered at the end of each lesson and chapter.

COURSE PROJECT:

Expect to participate in experiential and service projects this school year. Service performed with a non-profit organization is considered service-learning activity. You will earn one SL point for every hour spent on SL activities. Experiential learning are culinary or F&B activities conducted in partnerships with restaurants and hotels for the purpose of developing new skills, attitudes, or ways of thinking.

KITCHEN LAB:

The purpose of kitchen lab is to introduce students to basic culinary techniques and provide opportunities to apply safe food handling practices. In the process of executing lab assignments, students will learn time management, collaboration, and critical thinking skills.

1. Except for excused absence, **EVERY LAB DAY YOU MISS IS RECORDED AS A LAB GRADE OF “ZERO”**.
2. **Deductions from Kitchen Lab Rubric points will be made for:**
 - a. Non- compliance to the specified kitchen lab uniform and grooming standards
 - b. Horse playing or behavior unsuitable of a chef
 - c. Chewing gum or any food
 - d. Leaving the kitchen or changing out of uniform before permission is given
 - e. Leaving your work area dirty
 - f. Failure to follow instructions and/or making little or no effort.

MAKE UP WORK

1. Students will be responsible for make-up assignments & is expected to take the initiative of asking for it.
2. Students who present office- approved documentation for missed class time will have an opportunity to make up daily academic assignments.
3. The teacher will provide a reasonable specified time for completion of missed work based on the circumstances.
4. Missed work not turned in at the specified agreed time will merit deduction points or may not be accepted at all.
5. Lab activities cannot be made up except under special circumstances and if the teacher deems it is allowable.

EMERGENCY PROCEDURES:

Emergency procedures will be followed according to that which has been described in the Simon Sanchez High School student and according to the Guam Community College’s emergency procedures (where applicable).

COURSE SCHEDULE

Note: The instructor reserves the right to modify this syllabus as needed. Teachers will notify students and parents of any changes to the syllabus.

The following is a tentative course schedule based on the CTTT065 course objectives. This schedule is subject to change. The pace at which the material will be covered depends upon the student needs & any class interruptions (ex. bomb threats, fire drills, power outages, earthquakes, typhoon, a school activity, etc.)

SCHEDULE	UNIT
Week 1-5	The ProStart Way, Kitchen Essentials I and II
Week 6-10	Stocks, Sauces, and Soups
Week 11-13	Fruits and Vegetables
Week 14-18	Potatoes, Pasta, and Grains
Week 19-21	Salads and Garnishes
Week 22-27	Meats, Poultry, and Seafood
Week 28-35	Desserts and Baked Goods
Week 36-38	Comprehensive Review of ProStart I and ProStart II
Week 39-40	Two weeks are included in this schedule and is allocated for extra-curricular activities that will occur during the school year. These activities will present opportunities for the students to apply what they have learned, are learning, or will learn in the classroom. Examples of some of these activities may include culinary competitions, cultural exchanges, assisting the culinary post-secondary students with a project, request for the class to prepare and/or serve a buffet, etc.

STUDENT LEARNING OUTCOMES- Detailed

(Level 1 Textbook)

Kitchen Essentials I- Professionalism & Understanding Recipes

After studying this section, you should be able to answer the following questions:

4.1 Professionalism

- What is professionalism?
- What does it mean to be a professional culinarian?
- What is the kitchen brigade?
- What is the dining room brigade?

4.2 Standardized Recipes

- What are the basic math calculations using number and fractions?
- What are the components and functions of a standardized recipe?
- How do you convert recipes to yield smaller and larger quantities based on operational needs?

- h. What is the difference between customary & metric measurement units?
- i. How do you convert between customary & metric measurements?
- j. Which small ware and utensils are used for measuring & portioning?
- k. How do you calculate amounts for as purchased (AP) and edible portion (EP)?
- l. How do you calculate the cost & portion cost of a standardized recipe?

Kitchen Essentials II- Equipment and Techniques

After studying each section, you should be able to answer the following questions:

5.1 Foodservice Equipment

- a. What equipment is needed for receiving and storing food supplies?
- b. What equipment is needed for pre-preparation?
- c. What are the basic types of pots and pans and their common use?
- d. What types of preparation equipment is used in the foodservice kitchen?
- e. What equipment is needed for holding & serving food & beverages?

5.2 Getting Ready to Cook

- a. What is mise en place?
- b. How do you use knives properly?
- c. What is the difference between seasoning & flavoring?
- d. What are the basic pre-preparation techniques?

5.3 Cooking Methods

- a. How is heat transferred to food through conduction, convection and radiation?
- b. What are the types of cooking methods?
- c. What is dry-heat cooking, and which foods are best suited for it?
- d. What is moist-heat cooking, and which foods are best suited for it?
- e. What is combination-heat cooking, and which foods are best suited for it?
- f. How do you determine when food is done cooking?
- g. What are the guidelines for plating and storing food that has finished cooking?

5.4. Cooking & Nutrition

- a. What is a healthy diet?
- b. How can you use the Dietary Guidelines for Americans to plan meals?
- c. What is MyPyramid? What is MyPlate?
- d. What is a Nutritional Label and how is it used?
- e. What is obesity and how can it be prevented?

Stocks, Sauces, and Soups

After completing EACH unit, you should be able to answer the following questions:

6.1 Stocks

- a. What are the four essential parts of a stock and proper ingredients for each?
- b. What are the various types of stock and their specific ingredients?
- c. What are the three methods for preparing bones for stock?
- d. What are the ingredients for several types of stock?
- e. How and why do you degrease stock?
- f. What is the proper way in which to cool stock?

6.2 Sauces

- a. What are the grand sauces? What other sauces are made from them?
- b. What are the proper ingredients for sauces?
- c. How do you prepare different kinds of sauces?
- d. How do you match sauces to the appropriate type of food?

6.3 Soups

- a. What are the two basic kinds of soup?
- b. How do you prepare the basic ingredients for broth, consommé, puree, clear and cream soups?
- c. How do you prepare different kinds of soup?

Fruits and Vegetables

After completing EACH unit, you should be able to answer the following questions:

9.1 Fruits

- a. What are the various types of fruit?
- b. What are the USDA quality grades of fresh fruits and vegetables?
- c. What factors affect purchasing decisions?
- d. How do you properly store fruit?
- e. What are the steps in preparing fruit for service?
- f. What are the various methods for cooking fruit?

9.2 Vegetables

- a. What are the various types of vegetables?
- b. What is hydroponic farming?
- c. How do you store produce?
- d. What are the various methods for cooking vegetables?
- e. How do you maintain the quality of vegetables?

Potatoes, Pasta, and Grains

After completing EACH unit, you should be able to answer the following questions:

11.1 Potatoes

- a. What are the different types of potatoes?
- b. What are the methods of selecting, receiving & storing potatoes?
- c. What types of cooking methods and recipes are there for preparing potatoes?

11.2 Legumes and Grains

- a. What are the different types of grains and legumes?
- b. What are the methods of selecting, receiving and storing grains and legumes?
- c. What type of cooking methods and recipes are there for preparing grains and legumes?

11.3 Pasta

- a. What are the different types of pasta?
- b. What types of cooking methods and recipes are there for preparing pasta?
- c. How do you prepare dumplings?

(Level 2 Textbook)

Salads and Garnishes

After completing this unit, you should be able to answer the following questions:

4.1 Salads

- a. What are the ingredients and parts to a salad?

- b. What are the various types of salad?
- c. What are the different types of salad that can be served throughout the courses of a meal?
- d. What is the best way to clean and store salad?

4.2 Salad Dressings & Dips

- a. What are the different types of dressings?
- b. What is the emulsion process?
- c. What is the difference between an emulsion and a suspension mixture?
- d. How are the different types of dressings used?
- e. What is a dip and how is it like a salad dressing?
- f. What are some different kinds of dips?

4.3 Garnishes

- a. Why and how is garnish used?
- b. How should desserts be garnished?
- c. What are the three ways that soup can be garnished?

Meats, Poultry, and Seafood

After completing EACH unit, you should be able to answer the following questions:

6.1 Meat

- a. What are the grades of meat.
- b. What are the primary cuts of meat.
- c. What factors go into the purchasing of meat.
- d. What is the best way to cook and prepare meat.

6.2. Poultry

- a. What are the various grades of poultry.
- b. What are the forms of poultry.
- c. What are the guidelines for purchasing, fabricating & storing poultry.
- d. What are the basic cooking techniques to prepare poultry.

6.3 Seafood

- a. What is the inspection and grading process for seafood?
- b. What are the various forms of seafood?
- c. What are the purchasing guidelines for seafood?
- d. What is the best way to fabricate and store seafood?

6.4. Charcuterie & Garde Manger

- a. What is charcuterie & garde manger?
- b. What are the main types of charcuterie?

Desserts and Baked Goods

After completing EACH unit, you should be able to answer the following questions:

8.1 Bakeshop Basics

- a. What are the main ingredients used for baking?
- b. What are the primary percentages used in baking?
- c. What are the basic types of dough used in baking?

8.2. Yeast Breads

- a. What are the two basic types of yeast bread dough?
- b. What are the two basic methods used to make yeast breads?
- c. What are the 10 basic steps to making yeast breads?

8.3. Quick Breads and Cakes

- a. What are the quick breads and cake batters, and how are they prepared?
- b. What are the three basic purposes for icing, and what are the various types of icing?
- c. What are steamed puddings and souffles?

8.4. Pies, Pastries and Cookies

- a. What kind of dough is used in pie crusts and how is pie crust made?
- b. What kind of dough is used for pastries?
- c. What kind of dough is used for cookies and what are the seven makeup methods of cookie preparation?

8.5 Chocolate

- a. How is chocolate made?
- b. How is chocolate stored?
- c. How is chocolate tempered?

8.6 Specialty Desserts

- a. What are the different types of frozen desserts?
- b. What are poached fruit and tortes?
- c. What are dessert sauces and creams?
- d. How should desserts be plated and presented?

PROSTART CLASSROOM EXPECTATIONS

In this course, you will begin to learn and acquire a winning attitude important in the workplace. Attendance, positive attitude, and teamwork will be emphasized. Following the advice given below will ensure successful experience in the ProStart program.

1. General Expectations

- a. Students are expected to conduct themselves in a professional manner. Unprofessional and/or disruptive behavior will not be tolerated. You will be sent to the counselor or administrators if you engage in disruptive behavior that impedes instructor's ability to teach the class productively. These unprofessional and/or disruptive behavior include:
 - 1) Showing up to class under the influence of alcohol or drugs;
 - 2) Leaving the classroom without permission;
 - 3) Yelling, arguing, swearing, foul language, bullying, or other intimidating behavior;
 - 4) Sleeping, eating, drinking, side conversation during instruction;
 - 5) Shuffling through papers, cleaning out backpacks, putting on make-up, etc, during instructions;
 - 6) Interrupting the instructor or students in any way
 - 7) Unauthorized use of cell phone to text, talk, film, photograph the class;
 - 8) This classroom is a "*chewing gum free*" classroom.
- b. Be in class every day, be on time, and come prepared with your learning tools.
- c. Know school rules, attendance and tardy policy– it will be enforced. Absences and or tardiness **WIL AFFECT YOUR GRADE.**

- d. Be respectful of everyone and everything.
- e. Complete assigned work and/or projects on time
- f. Always go the *extra mile (take the initiative/be proactive)*.

2. Expectations During Instructions

- a. Give your teacher your full attention. Do not talk while the teacher is talking.
- b. Engage in class discussions and actively participate in class activities.
- c. Wait to be recognized before you begin speaking.
- d. Following instructions.
- e. No eating and drinking during instructions.
- f. School policy dictates that students are not allowed to leave the classroom during instructional time. Permission will be granted on a case-to-case basis.

3. Academic Expectations

- a. Complete all assigned class or homework; No work is optional.
- b. Work hard and enjoy the process;
- c. Do your best in everything. Push yourself to be better than the last time
- d. Do not complain; Just do it.
- e. Go the extra mile in everything you do.

4. Expectations During team/group work

- a. You will be assigned to a team. Individually, it is your responsibility to communicate to each other. Exchanging of contact numbers for continuous communication even after classes is encouraged.
- b. Within a team you will be assigned a duty. Ensure you do your part
- c. Focus on the task at hand. Resist getting distracted or side tracked. Turn in work at the required due date and time.
- d. Take initiative to lead, contribute, exert any needed effort to ensure your team's success.
- e. Each group work will be graded according to the Group Project Rubric and the Peer & Self Evaluation Rubric to ensure that each member is rated accurately and fairly.

5. Expectations during Kitchen Lab

- a. Come in no later than 15 minutes after the official start of the class otherwise you will not be allowed in the kitchen.
- b. Wear appropriate clean clothing/ uniform on lab days
 - i. ProStart I: long pants, apron, athletic non-slip shoes, hair net, beanie
 - ii. ProStart II/III: chef jacket, long pants, apron, athletic/kitchen shoes, kitchen towel, hair net, beanie, pen, bi-metallic thermometer,
- c. Observe personal appearance and hygiene standards
- d. Be at your best behavior. You will be graded according to the following rubrics (Kitchen Lab Score Card: 45 points; Food Product Evaluation: 25 points)
- e. Follow all food safety standards from storing, prepping, cooking, holding, reheating, and serving
- f. You will be using commercial grade equipment in the kitchen. Therefore, follow proper use of these equipment. Equipment misuse is dangerous and expensive.

- g. Keep your station and area around it clean and organized
 - h. Practice initiative. Professionals jump in and do what is needed without being asked or told.
6. Any problems you may have with other students should be reported to me immediately. You may be instructed to solve minor personal conflicts on your own—nevertheless, report any problems to me.
 7. There is only one SSHS ProStart class --- it comprises of all students, year 1, 2, and 3. As members SSHS ProStart family , you are all part of the brotherhood and sisterhood of ProStart students. Show unity and respect at all times for all our members! Remember, there is no them.....**there is only us!**

PROSTART CLASSROOM PROCEDURES

When tardy bell rings . . .

1. Enter quietly and politely, remove your hat (if wearing one) and get off your phone; put away your backpacks.
2. Be in your seat ready to work quietly.
3. Read the Bell work instructions written on the board and start working;
4. Get materials, be seated and start working on your Bell work;
5. If you're finished, patiently wait for instruction.

Tardy Procedure

1. Enter the classroom QUIETLY;
2. Read the Bell work instructions written on the board, get materials, be seated, start working and/or join classroom activities with minimal disruptions.

Absence Procedure

1. Check with your team what you've missed. Do not ask the teacher;
2. If you are missing work from an absence, approach your teacher and your teacher will let you know what you are missing and provide the materials needed.
3. You will be informed of the allotted time to complete missed work.

Handing in finished work/homework: Make sure your name, your ProStart Level +class number and date today is on your paper.

Signals for attention: When the teacher needs your attention, she will say “Your Attention Please!” If the teacher still does not have your attention, she will blow her whistle or sound off something. As soon as you hear the signal, stop what you are doing, look at her, and listen for directions.

Visitors in the classroom: When visitors enter the room, the designated classroom "host"

or "hostess" will signal the class to greet visitors with "Hafa Adai! Welcome to ProStart (1, 2 or 3 as the case may be). Continue to work in class as you normally would. Remember, most visitors are here to watch you learn, so be ready to explain what you are working on. Do make a good impression.

What to do with unfinished work: If the teacher asks for work to be turned in, let her know if it isn't finished; if I ask you to keep an unfinished project, put it in your class work notebook and follow directions for the turn in date.

End of Class and Dismissal Procedure

Five minutes before bell rings...

1. Return instructional tools, books to its proper place. Place your work in the designated box.
2. Clean your tables and areas around them. Team assigned to clean will proceed with cleaning chores (clean white boards, sweep floors, wipe tables, throw trash)
3. The rest will stay in your seat until you hear the teacher dismiss you.
4. When bell rings push back your chairs before leaving the class.

KITCHEN LAB PROCEDURES AND RULES

The following rules are designed with your safety in mind. Failure to follow any of the Kitchen Lab Rules, will result in point deduction(s) the Chef of the Day's grade and yours.

Designated Chef of the Day:

1. One student will be designated Chef of the Day. He/She will perform the duties and responsibilities of a "Kitchen Manager" for the day with the end purpose of discovering and practicing leadership capabilities. The Chef of the Day will be followed by the rest of the class in various tasks that he/she asks you to do.
2. As a Chef of the Day, you will be expected to:
 - a. Check and rate everyone's uniform and grooming using the Uniform and Grooming Checklist.
 - b. Follow the Opening and Closing Procedures using the Kitchen Checklist.
 - c. Monitor clean up, cleaning, garbage disposal, storage and organization and lock up of all equipment, tools and ingredients by delegating work to different people or groups as needed.
 - d. Report to the teacher of any equipment malfunction, lack of ingredients, accidents, and any other relevant kitchen concerns.
 - e. Ensure all tasks on the Opening and Closing Checklist is done before reporting to the teacher.

Appliances & Other Equipment:

1. All equipment (major and small appliances) must be used for their intended use.
2. All equipment should be cleaned and disinfected with the cleaners provided at the end of each lab. No food particles should be visible anywhere including the floors, counter tops and sinks. Equipment should be clean, not greasy to the touch. (Reduction in grade to the Chef of the Day grade)
3. Any foods placed in the microwave should be covered with a paper towel in order to prevent splattering. The microwave must be wiped out and disinfected if used during lab—even to heat water.
4. Food placed in refrigerator or freezer and or back into the pantry must be covered properly and labeled and dated with your Name or Team # and the date.

Garbage and Waste

5. Used paper towels, food packages, and other trash, **MUST** be placed in your Team's trash container which should be emptied and washed after lab. Clean up as you go—don't stock pile.
6. If you have a canned food item used in your lab, after removing the metal lid with a can opener, place the lid inside the empty can and then place in the trash. (could cut very badly)
7. Avoid wasting ingredients. Use an ingredient that is already opened before opening a new one. Do not use more of one ingredient for your lab than the recipe asks for without first asking for permission. It may be needed by another kitchen lab class.
8. Do not leave any empty containers of ingredients in the pantries, fridge or freezer. If you see any empty food container that is empty, throw it out!
9. Clean up spills as soon as they happen—on floor, microwave, refrigerator, countertop, etc.
10. Empty the mop water outside the kitchen after all mopping task is done.
11. Throw out trash from all the trash containers in both the classroom and kitchen and replace them with new plastic liners.

Individual

12. Always listen and follow ALL directions given by the teacher.
13. All long hair must be tied back or covered with a hair net and a beanie
14. Everyone wears the prescribed kitchen lab uniform.
15. Use paper towels to dry hands. Reduces cross contamination in a busy kitchen.
16. Use **CLEAN** towels to dry dishes and countertops.
17. If you are sick, you may be asked to not participate in the lab—use your best judgment too.
18. If a lab is missed, you will not be able to make it up as an entire lab day cannot be repeated.
19. All cuts and scrapes should be clean and covered with a bandage. If you have an extensive cut on your hand, you must wear disposable plastic gloves while participating in the lab.
20. Use your common sense!

Dishes & Countertops & Sinks

21. Before and after lab: Wipe down with hot soapy water. Follow with sanitizer.
22. Each team is responsible for washing, air drying and putting away the dishes and equipment used—even if it belongs to another team.
23. **SCRAPE FIRST** into the trash and then rinse well all used plates, pots, and pans or you will end up with a clogged sink!
24. Handle the dishwasher gently or you will be washing dirty dishes, pots, pans by hand!
25. Sinks should be rinsed free of bubbles, and free of food particle (s). Sink areas should also be dried with towel before leaving. (Reduction in grade for Chef of the Day & individual or group)
26. Any equipment used must be clean when put away where it was found. (Reduction in grade for Chef of the Day & individual or group)
27. When kitchen is cleaned it must be checked by the Chef of the Day, then turned over to the teacher before the entire class is dismissed.

Miscellaneous

28. **EVERYONE** participates!
29. If you have time to stand around, then you have time to clean something,
30. **NO** horseplay. (Removal from lab, zero points earned and trip to office)
31. Do not sit on countertops.
32. Do not throw things in lab.
33. Keep conversations to a minimum. Focus on assigned task.
34. If you don't know how to do something or if you don't know if you are doing it correctly, **ASK!**
35. If you have a question for me, stand in your station and raise your hand—do not yell.
 - a. *In the event of fire or accident and someone is hurt, you may yell for ME!*
36. If there is a fire in the lab, **ALL** students should turn off their stove burners, oven, and microwave and exit the classroom, if the fire alarm goes off, exit the building. A student may be asked to call for help.
37. If someone is hurt, all food preparation in that lab must stop immediately! Get my attention **A.S.A.P.!**
38. Only eat at the kitchen tables—not at the classroom tables.
39. You only have only so many minutes to prep, cook, eat, & cleanup. Manage your time wisely. Chef of the Day's grade will be affected as well as yours or your group's

REWARDS FOR FOLLOWING CLASSROOM RULES AND PROCEDURES

1. Your parents/guardian will be informed of your good behavior and professionalism in the classroom.
2. End of the semester and school year recognition – certificates and/or letter
3. Class party

4. Workplace recommendation

BEHAVIOR DISCIPLINE PROCEDURES

1st offense – verbal warning

2nd warning – written warning and consultation with counselor

3rd warning – call to parents

4th warning – referral to ap discipline

ACKNOWLEDGEMENT

I have read the syllabus and I understand what is expected of me in this course. I pledge to be considerate of others as well as cooperative and ready to work hard to do my best in this class.

I also understand the classroom rules and procedures provided by my instructor and in the student handbook. Should I fail to uphold these rules, I also understand and accept the consequences I will face.

Student's Name: _____ **Signature:** _____ **Date:** _____

Student's E-mail Address: _____

STUDENT'S Cell phone: _____

Student's Home No. _____

Dear Parents,

Please sign your name at the space provided to indicate that you have read the syllabus, and understand what is expected of your child. You may also write your questions and comments here. Please have your child return this portion. Thank you for your support.

Parent/Guardian Name: _____ **Relationship to Student** _____

Parent's Signature: _____ **Date:** _____

I have a working computer with internet connection at home: YES NO

Contact information:

Home phone: _____ Cell phone _____ Email: _____

Work tel. no. and extension _____

Name of Employer _____

Questions and/or comments?

Internet User Terms and Conditions Agreement

1. The use of the Internet accessed from or by the use of Guam Community College computers is consistent with the educational objectives of GCC. Transmission of any material in violation of any federal or state regulation is prohibited, including, but not limited to copyrighted material, threatening, violent or obscene material as determined by the instructor or material protected by trademark. Use of the Internet for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.
2. **The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges.**
3. Internet users are to abide by the **rules of network etiquette**, including, but not limited, to:
 - a. Be polite. Your messages to others are to contain no abusive or threatening language.
 - b. Cursing, vulgarity, or other inappropriate language is unacceptable.
 - c. Promotion of, or solicitation for, illegal activities is strictly forbidden.
 - d. Do not reveal any personal information such as your address or phone number nor that of fellow students or colleagues.
 - e. Note that e-mail is not private.
 - f. Use extreme caution when communicating to others over the Internet.
4. GCC makes no warranties of any kind, whether expressed or implied, for the Internet service nor is it responsible for any damages you suffer from Internet

use, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. The school denies any responsibility for the accuracy or quality of information obtained through Internet. Stay mindful of the fact that not everyone that has a website is an expert resource.

5. Security on any computer system is a high priority.
6. Vandalism of hardware, software, or stored information will result in appropriate disciplinary action up to and including referral to law enforcement.
7. This document is not intended to encompass all activities of our users and should not be considered all inclusive of appropriate or inappropriate activities. Teachers and/or school administration reserve the right to act on a case by case basis as needed.

Student
Internet Acceptable
Use Agreement

I understand and will follow the above Internet user rules. I also understand the result of my breaking these rules may be the loss of access to the Internet provided by the school.

Name _____
(Please print) _____ Grade level _____

Signature _____ Date _____

As the parent or guardian of the above named student, I have read the Internet Access Acceptable Use Policy and User Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or its employees responsible for materials my son/daughter acquires on the Internet.

PLEASE CHECK ONE – SIGN AND RETURN

_____ I hereby give permission for my child to access Internet at Simon Sanchez High School - GCC MAC Lab

_____ I deny permission for my child to access Internet at Simon Sanchez High School - GCC Mac Lab

CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT
(e.g. educational, public service, or health awareness)

Name (please print) _____

Signatures _____ Date _____



Media Release Form

Student Name: _____

I hereby consent to the participation in interviews, the use of quote, and the taking of photographs, movies or video tapes of the Student named above by

_____.

I also grant to _____ the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media. I also hereby release the Guam Community College and the Guam Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian (if Student is under 18) _____

Date: _____

Email Address of Parent/Guardian:

OR

Signature of Student (if 18 or over): _____ Date:

Email Address of Student:

The Simon Sanchez High School Mission

Our mission is to empower students to become productive citizens of the 21st century through a commitment to academic excellence, career preparation, and civic engagement.

Simon Sanchez High School School-wide ESLRs: Simon Sanchez High School will demonstrate ACE:

Academic Excellence

- through creative and critical thinking skills
- through effective communication skills
- through being goal oriented and self-disciplined individuals
- **Career Preparation**
 - by taking initiative and demonstrating innovation
 - by demonstrating professional conduct, collaboration and other interpersonal

skills

- by efficient use of time and resources to achieve goals
- by demonstrating the ability to understand and effectively use relevant technology

Engagement in Civic Activities

- through awareness of local and global issues
- by contributing time and talent to community needs
- Adopted Spring 2012