

RATIONALE BEHIND THE CLASSROOM & KITCHEN POLICIES AND PROCEDURES

When you sign up to participate in the ProStart Program, you can expect your teacher to provide you with the knowledge, skills and behavior expected of a Culinary Professional. These jumpstarts your preparation for your future after high school. This will be done to the best of your teacher's knowledge, skills, and abilities and with the program's resources according to industry standards.

In order for you to get the maximum benefit from the program, you as students are expected to behave, conform and comply to certain standards that meet the expectations becoming of a professional culinarian.

Your success in the program is derived from knowing, following and practicing these policies and procedures to get your behavior and performance up to actual job standards.

Therefore, the implementation of these standards, policies and procedures benefits you to the fullest extent and will ensure that you are prepared for your life after high school.

PROSTART CLASSROOM & KITCHEN POLICIES & PROCEDURES

1. **ENTERING THE ROOM:** Enter quietly & politely. Greet teacher & classmates, remove your hat if you are wearing one, remove your hood if you are wearing a hooded jacket. Do not interrupt other students. Follow the appropriate procedures for each time of the day you will see by looking at the agenda on the board. "Never ask, what are we doing today?"
2. **LINING UP:** Stand up quietly; push your chair; take all necessary items; line up without touching others or talking. Face the front of the line; watch where you are going.
3. **LEAVING THE CLASSROOM:** When I am not teaching the entire class, raise your hand; ask permission. Tell me where you are going; take the correct hall pass; do not run or play in the hallway or restrooms. Take enough time but not too long a time to accomplish what you need to do.
4. **NO LOITERING/ STAYING OUTSIDE THE CLASSROOM:** Learning takes place inside the classroom & kitchen, not outside where the benches are. It is expected that once the bell rings you will start entering the classroom.
5. **BEGINNING OF EACH DAY:** Enter the room politely; put away your backpack and electronic devices. Read and follow agenda, turn in your homework; sit at your desk & read alone or do Bell work silently.
6. **ENDING THE DAY:** Clean off your desk; pick up any trash within 3 feet of your desk and throw them at designated trash bins; put your chairs back under your tables; collect your belongings; wait quietly to be dismissed or if the teacher asks you to do a cleaning task, follow instructions right away.

7. **STANDARD CLEANING TASKS:** 1) Wiping tables & chairs, 2) Cleaning the whiteboard, 3) Sweeping and collecting dirt with a broom, 4) Throwing trash out. This will be done daily or on as a need-to basis as seen fit by the teacher.
8. **WHEN YOU ARE TARDY:** Enter room politely; If instructor is talking, find your seat and wait until instructor is free; approach instructor politely; submit tardy pass or letter; explain reason for tardiness; go back to seat; read agenda and start on assignment of the day immediately. *Arriving 10 minutes after the first bell is considered tardy. *3 tardies equal one absence.
9. **WHEN YOU ARE ABSENT:** Please refer to the syllabus given. Students must provide a parent's note if absent for 1-2 consecutive days. If absent more than 3 consecutive days, students must obtain a doctor's excuse. It also applies to asking for make up work.
10. **MAKE UP WORK.** It is your responsibility to ask me for make-up work. You can ask your classmates to copy notes but it is your responsibility to ask me for details on how to do you missed work. You will be provided a deadline to turn it in. Lab activities cannot be made up except under special circumstances or case to case basis at my discretion.
11. **MISSED WORK NOT TURNED IN ON DEADLINE.** You will lose all the points you should be getting. In other words, you will get a grade of ZERO.
12. **EATING/ DRINKING/ CHEWING GUM:** None of these is allowed except at my discretion.
13. **CELLPHONE USE:** As you enter the classroom, keep your cellphones on silent mode in your backpacks. No cellphone and or earphone use during class hours. Permission will be granted on a case to case basis.
14. **TAKING OUT/ PUTTING AWAY/CARING FOR SUPPLIES & CLASSROOM PROPERTY:** Classroom supplies / property are there for you to borrow; No one takes home any classroom property or supplies. When provided, share group supplies; recap markers and glues; Gather and return all items borrowed at the end of the group activity into the places you got them or to me if I provided it to you directly. Return supplies to their owners if you borrowed them from a classmate. **DO NOT TOUCH** any cabinet/ desk/ shelf or any place in the classroom clearly marked as **DO NOT TOUCH**. If you are unsure, **ASK PERMISSION** before getting/ touching something.
15. **PARTICIPATING IN GROUP ACTIVITIES.** The minute you are placed in a group, introduce yourselves and obtain each other's contact numbers/ email addresses to ensure you continue communicating and working on the project after class, should your work not get done. Create your own WhatsApp group if needed or agree on a meeting time & place in school if needed. Volunteer and split the work that needs to be done fairly. Perform group work as instructed. Do your personal best in the role you have been assigned. The **GROUP PROJECT RUBRIC** will be used to observe and grade you on your performance. Depending on the activity, other **RUBRICS** will be used to grade you.
16. **OBTAINING HELP WITH ASSIGNMENTS.** Quietly ask the students at your table for help with directions if you need it; if you are working alone raise your hands to get help from me; if working with a group ask them for help in understanding how to do the assignment.
17. **HANDING IN FINISHED CLASSWORK/HOMEWORK:** Make sure your name, class name and date is written on your work. Hand it over to me if instructed to do individually or

- pass it to the person seated in front of you. The 1-2 people seated at the front of class will collect all work and will be the only ones to stand and hand me over the collected work.
18. **WHAT TO DO WHEN YOU ARE DONE WITH WORK:** Wait quietly for my next instructions. Do not talk to you seatmate or another classmate.
 19. **WHEN AND HOW TO USE THE RESTROOM.** If I am not teaching the whole group, raise your hand and ask to use the restroom. If I say wait for a better class time to go, then wait for the next more appropriate time. Get a hallway pass from me. Use the restroom only for your intended use. No playing in the restroom or chatting with people along the hallways or going somewhere else. Return to class within 3 minutes with your pass.
 20. **USE OF THE RED AND BLUE TEXTBOOK:** If instructed, get a red or blue textbook and use the book with respect. Do not write or mark or dirty the book in any way. When instructed to return the textbooks, place them back in the shelf according to number.
 21. **USE OF OTHER BOOK RESOURCES FROM THE CLASSROOM:** Some activities or lessons may require research from the resource books available in the classroom. If you would like to borrow a book, you will need to sign it out with **BORROWER'S AGREEMENT** form. You will be responsible for the care and return of the book at the specified time. If you lose the book, you will be responsible to pay for the book.
 22. **LOST ITEMS.** You are responsible to make sure you take everything you own with you as you leave the class. If you leave an item in my classroom, I will hold it for 1 week in a **LOST & FOUND CORNER**. After a week I will remove it from the classroom. Periodically, I will donate Lost & Found items to charity.
 23. **GREETING VISITORS:** If any visitor comes to class, the first person who sees the visitor will count "1-2-3" and altogether you will all say 'HAFADA, WELCOME TO PROSTART 1, 2 or 3 (as the case may be). ProStart is part of the Hospitality Industry and one way of showing hospitality is greeting people cheerfully.
 24. **FIRE DRILL:** Stop everything; line up immediately. The first person in line will carry the "301" signboard and will lead the class out into the field in an orderly fashion. No yelling, no side trips to anywhere. Everyone leaves together in an orderly fashion. No running; no unnecessary talking. Stay in your line when you get to the field area marked 301. The person with the sign stays in front of the line.
 25. **SIGNALS FOR ATTENTION:** If I need to say something and you are in the middle of something, I will usually say "ATTENTION EVERYONE". You are to all stop what it is you are doing and focus on me. If I cannot get you attention readily, I will blow my whistle repeatedly until all of you are at attention.
 26. **HELPING OTHER STUDENTS:** In a cooperative classroom it is good to help one another. Unless it is an emergency, ask for my permission to help another classmate. If you need my help, come to me and ask directly.
 27. **WHAT TO DO DURING FREE TIME:** If you or your group finish an assignment or task ahead of the others **DO NOT DISTURB OTHERS** with any disruptive behavior. Use your time wisely by: reviewing your notes, work on any unfinished work for other classes but as my permission first. You can also read a book from my classroom, or research on some ProStart related topics from the internet.
 28. **USE OF THE CLASSROOM DURING LUNCH BREAK:** ProStart students are welcome to stay in the classroom during lunch period. Other non-ProStart students are welcome

however only ProStart students are allowed to go into the kitchen, use the sink/water and microwave & other classroom tools/equipment (with my permission). **NO BOISTEROUS BEHAVIOR IS ALLOWED.** You are free to converse and interact with each other but ensure that your behavior is non-disruptive with the teacher and the rest of the students who may be in the classroom to study or work on school work. **YOU WILL BE ASKED TO LEAVE** if you are **LOUD/ ROWDY/ USING FOUL LANGUAGE/ GET THE CLASSROOM DIRTY.** You are expected to clean up after yourself and take all your belongings as you leave. The last person leaving will be expected to throw out the trash and replace the trash liner.

29. USE OF THE COMPUTERS AND INTERNET: The classroom computers will be used for official school work only. No video playing or game use. Respect and take care of the computers. Switch on, use and switch off as instructed. Do not put any markings on the computers. Do not go into websites that are not related with the topic you are doing work on. If your research included videos, turn down audio volume enough so you can hear it but not be heard by entire class. No computer/ internet use during lunch period or other periods unless you have asked me for permission. Save work you have done by emailing it to yourselves or use a thumb/flash drive.

30. OTHER EXPECTATIONS:

- a. Students are expected to conduct themselves in a professional manner (**with obedience, with respect & honesty**) **AT ALL TIMES.** Disruptive/ bad behavior will not be tolerated. Disruptive behavior are those actions that impedes the ability of the teacher to teach the class productively. These disruptive or bad behavior include but are not limited to:
 - a.1. Showing up under the influence of alcohol or drugs
 - a. 2. Repeated and habitual tardiness. Tardy for 3 or more times in class in week after week throughout the semester or schoolyear.
 - a.3. Leaving the classroom without permission.
 - a.4. Yelling, arguing, fighting, swearing, use of foul language, bullying or other intimidating behavior,
 - a.5. Sleeping, eating, drinking, chewing gum or side conversations during class.
 - a.5. Shuffling through paper, doodling, cleaning out backpacks, putting on make-up, braiding hair, etc. during class.
 - a.6. Interrupting the teacher or students in any way such as making smart aleck remarks or comments or asking nonsense questions unrelated to the topic being discussed.
 - a.7. Unauthorized use of cellphone to talk, text, film, photograph (selfie or group photos), using your phone's camera to look at yourself or use social media during class.

OTHER EXPECTATIONS:

1. **COMMUNICATE. COMMUNICATE. COMMUNICATE.** The class implements An open communication policy. If you want to ask or say something to me or any of your classmates, do so respectfully. “ **BE IN THE LOOP**” which means always know what’s going on by providing me with your updated cellphone numbers and regularly checking the group chat, actively checking your email, and or visiting me in my classroom during breaks. It is your responsibility to know and take action on to do items.
2. Be in class every day and be on time. Lessons start as soon as the bell rings.
3. Come prepared (reviewed/studied your notes; homework done; learning tools on hand)
4. Always go the extra mile; take the initiative; be proactive. Make it you goal To be better than yourself the last time.

EXPECTATIONS DURING INSTRUCTION:

1. Give your teacher your full and undivided attention.
2. Respect whoever is talking. Wait to be recognized before you start talking One person talks at a time.
3. **BE ENGAGED.** Actively participate in all class discussions. **COMMIT** to learning.
4. Follow instruction. If instructions are unclear, raise your hand and ask for clarification.
5. No eating/ drinking/ chewing gum during instructions.

ACADEMIC EXPECTATIONS:

1. **ALL WORK IS MANDATORY** (no work is optional). Not all missed work can be made up (especially kitchen lab work) It is your responsibility to ask for make-up work. I will agree to make up work on a case to case basis. You will be given a deadline to turn in missed work. If you missed the deadline, you get a zero for that work.
2. **AIM FOR EXCELLENCE.** Turning in work just for the sake of turning it in is **MEDIOCRE WORK.** You are expected to put in time and effort for any assigned work so make sure you do so. Beat your personal best every single time.
3. **DO NOT COMPLAIN.** You will always be given work always for the purpose of learning. Be prepared to do hard work and or long hours to get the job done as the case may be. In the end, you will reap the rewards of your labor.

EXPECTATIONS DURING KITCHEN LAB:

1. Come to class no later than 15 minutes after the official start time of class otherwise you will not be allowed in the kitchen.
2. Wear appropriate uniform:
 - a. ProStart 1: school uniform (long pants), black apron, hairnet, beanie, non-slip sneakers, above-ankle socks, kitchen towel
 - b. ProStart 2: Chef's jacket, long pants, black apron, hairnet, beanie, non-slip sneakers, above-ankle socks, kitchen towel, bi-metallic stemmed thermometer, marker, ball pen
 - c. Observe personal hygiene and grooming standards. You will be graded according to the UNIFORM & GROOMING CHECKLIST (30 points)
 - d. Be at your best behavior. No horse-playing. You will be graded using the following Rubrics: KITCHEN LAB SCORE CARD (45 points), FOOD PRODUCT EVALUATION (25 points)
 - e. Follow all food safety and workplace safety standards (storing, prepping, cooking, holding, reheating and serving)
 - f. You will use COMMERCIAL-GRADE EQUIPMENT in the kitchen. Follow proper use of these equipment. If you are unsure or if you are using the equipment for the first time ask your teacher first.
 - g. CLEAN AS YOU GO. Keep your station and the area around it clean and organized at all times. Keep clutter out. Throw out trash and wash as you go.
 - h. Practice initiative. Glance around you and see what needs to be done and just do it-- (pick up food debris on the floor, wipe your station, wash dishes etc.)
 - i. CHEF OF THE DAY. You will take turns to be Chef of the Day. This is a practice on becoming a supervisor/manager. You will be expected to get all the work done in the kitchen (clean up, organizing the refrigerator, getting the dishes done, trash thrown out, switching on/off of equipment, checking for equipment malfunction, etc.)

DISCIPLINARY ACTION:

1. **FIRST OFFENSE (FIRST WARNING)**- Your teacher will bring to your attention any offense or misbehavior and counsel you about it. You are expected to not repeat the same again. This will be documented on paper.
2. **SECOND OFFENSE (SECOND WARNING)**- Your teacher will record the offense in detail. The GCC Counselor will be advised and provided a copy. This will be documented on paper.
3. **THIRD OFFENSE (THIRD WARNING)**- Your teacher will communicate with your parent or guardian and report your repeated misbehavior. The GCC Counselor will be advised. This will be documented on paper
4. **FOURTH OFFENSE (FINAL DOCUMENTATION)**- You will be asked to drop the program. This will be documented on paper.

Student Name: _____

Class: _____

Date: _____

PROSTART DISCIPLINARY ACTION FORM

First Offense: Date _____

Details: _____

Student Signature: _____

Second Offense: Date _____

Details: _____

Student Signature: _____

Third Offense: Date _____

Details: _____

Student Signature: _____

Fourth Offense: Date _____

Details: _____

Student Signature: _____