

Name:

Date:

Culinary, Baking and Pastry Arts

PARENTS AND STUDENT

Sign all 5 pages that are designated with an “X” and return to class.

Please Read Information Carefully.

Your signature on documents designates acknowledgement of the policies outlined for Culinary, Baking and Pastry Arts.

Your student will not be able to participate in class activities until form is signed and handed in. Thank you!

Be sure to rip off the last page to put on the fridge

Additionally: *parents, please email us back using your preferred personal email address

***See page 8**

Franklin Co. CTC
Culinary, Baking and Pastry Arts
GRADING CRITERIA

➤ **50% of Grade: 100 pts. Possible Daily**

DAILY WORK ETHIC GRADE BASED UPON THESE GUIDELINES:

Automatically have 50pts. each day unless the following are deficient:

"It is the student's job to keep points by giving their very best performance possible"

1. UNIFORM/APPEARANCE (no access to labs w/violation)
-clean uniform and body, dress code followed
2. FOLLOWS DIRECTIONS, RULES AND REGULATIONS***
3. EFFORT (drive, "going the extra mile", interest, goal oriented)

*****MAJOR DEDUCTIONS (POSSIBLE DISCIPLINARY ACTIONS) ARE MADE FOR FAILURE TO COMPLY WITH SHOP SAFETY RULES.**

Student must work to earn up to 50 pts. each day

➤ **15% of Grade: 100 pts. Possible Weekly**

PROFESSIONALISM GRADE BASED UPON THESE GUIDELINES:

1. ATTITUDE/LANGUAGE
-Upbeat and positive, respectful and appropriate language
2. ABILITY TO WORK WITH OTHERS (Interpersonal Skills)
-Respecting others and property, conversation to task at hand, team player
3. AMBITION TO ACQUIRE KNOWLEDGE/GOALS
-Attentiveness, passion, interest, drive, mental effort, meet deadlines

➤ **35% of Grade: Pts. determined by instructor and material**

KNOWLEDGE GRADE BASED UPON THESE GUIDELINES:

1. TESTS/QUIZZES (HAND'S ON / WRITTEN)
2. HOMEWORK/ASSIGNMENTS
3. THEORY
4. SKILL/Program of Study (POS)

Student's Signature:

Date:

Parent's Signature:

Date:

CULINARY ARTS

SHOP GUIDELINES

- 1. Follow all safety rules when operating any equipment, tools and utensils. Do not operate without prior lesson, demonstration, safety and competency in that area.**

2. Proper clothing and shoes **must be worn at all times**. Black pants (or checks), chef's jacket and comfortable black shoes (service/work, leather only, preferably non-skid soles) are necessary for **any shop participation**. A long-sleeved white tuxedo shirt is required for the dining room. These garments should be purchased through the Culinary Arts department. Other clothes (if allowed by home school) are to be changed before start of class. CTC/Culinary t-shirts are to be worn under your Jacket or Tux-Shirt. Care must be taken as to avoid soiling clothes (using aprons/working clean, etc....). Clothing with excessive dirt or poor appearance must be laundered and ironed (if necessary) before wearing in class. Those who do not follow this policy will be removed from class and receive a zero (0) for the day.

3. **Issued hats** must be worn in any area that deals with the preparation and/or service of food items. This hat is the student's responsibility. **If lost or stolen, student will have to purchase new one at shop rate**. Hair must be kept under control and out of student's face by keeping it cut, under a hair net, under a hat and/or pinned up at all times in all areas of Culinary Arts. Hair nets are not to be used in place of a hat.

4. Clean personal hygiene habits must be followed in shop (and hopefully for the rest of your life). This includes showering daily, clean clothes, hand washing when necessary, no unnecessary touching of one's face or other areas of body, etc.....

5. Any type of fingernail polish or long fingernails are not safe or sanitary in foodservice and are not permitted in class. Polish must be removed before start of class.

6. Gum chewing is **not** permitted at any time during classroom hours, 8:00-2:45.

7. You are not permitted to leave classroom (shop) without permission from an instructor and a corridor pass. No exceptions will be made. Use sign out sheet.

8. All work areas must be kept neat and clean at all times. **Your station is responsible for their area at end of day. Remember to CLEAN and then SANITIZE**. If it is not done, look forward to doing it in the morning!

9. Food or drink is not to be taken from shop or school without permission. This violation will be considered stealing and handled as such. Also, no food or drink is allowed in the classroom or locker room at any time this includes GUM chewing.

10. You are not permitted to wear jewelry, loose clothing or anything that is subject to getting pulled into equipment or caught by someone or something else (This includes rings or earrings of any sort). These items must be removed before entering class. Visible tattoos must be covered before working in the dining room.

11. Absolutely no horseplay or running will be tolerated at any time during classroom hours. **This is where most accidents happen**.

12. Yelling, screaming and any loud unnecessary noise in shop will not be permitted.

13. Report any accident, cut, etc. to your instructor so care can be given by the school nurse.

14. Inspect all equipment and tools before using, report all unsafe items to your instructors.

15. **Attitude and behavior are very important in everyday life**, so we want to treat it as so.
- Bring a willingness to learn each day! You might be surprised what you know at the end of this course.
 - Be on time for class and any designated plans.
 - Be respectful of those around you. The respect you deserve is the respect you should give.
 - Be responsible for your own actions.
 - Get along with fellow students, teachers, and faculty. **Harassment of any kind will not be tolerated.**
16. Show respect for property (personal/culinary/school). Help to keep a newly renovated FCCTC looking new. Your property is yours and ours is ours Instructors desks, chairs, and personal items are off limits. Learn to ask before assuming you can use things that are not yours.
17. Any time an instructor or other person is talking, be quiet and listen. You can learn a lot by what someone else is saying. Of course, you would want the same in return.
18. No boys are allowed in girl's locker room and vice versa.
19. No food is to be eaten in shop unless; student is given permission by instructor; it is part of class learning experience or it is during the designated lunch period.
20. Students are not permitted in any areas other than those outlined by instructors.
21. Students are not allowed to change out of uniform until entire class is finished in their stations (including cleanup) unless given permission by instructor. ****If your station is done, help other stations so everyone gets done faster!!**
22. Assignments/Homework will be graded upon completion. No excuses for late work (extenuating circumstances do exist).
23. Class Textbooks (and notebooks) will be issued and required for shop. It is the student's responsibility to maintain these materials (covering textbook, etc.). Student will be charged purchase price for any damaged books that are returned at end of course. (Student will have option of buying textbook if so desired.) Think about your future, **KEEP GOOD NOTES!!**
24. All these guidelines will be enforced and dealt with accordingly, so read them.... think them.... be them.....!!!
25. Classroom Discipline Procedure is as follows: Parents notified at discretion of instructor
- 1st offense*- Points deducted/Assignment/Possible CTC lunch detention
 - 2nd offense- Detention upgraded (in school)
 - 3rd offense- Parent/Teacher/Principal conference scheduled to determine discipline
- *Failure to be in class at proper times or violation of uniform policy-** will result in failure for the day with discipline material due the following day dealing with the subject at hand.

These procedures are guidelines and may change on an individual basis.

These rules and regulations are not in place to make your life miserable. They are here to promote a happy and healthy workplace that will benefit you, those around you and your customers. If these guidelines are followed, we can get to the real reason you are here, and that is to **learn the skills necessary to succeed in your profession.**

I have read and understand the guidelines in the Culinary Arts Department.

Student's Signature:

Date:

Parent's Signature:

Date:

Equipment Operation and Safety

**Please read the following statements carefully.
SAFETY FIRST!!**

STUDENT ACKNOWLEDGMENT / CONSENT TO USE FORM

As a student enrolled in the Franklin County Career and Technology Center Culinary Arts Program, I understand the following safety precautions and guidelines.

1. I understand that I will receive proper instruction and a demonstration concerning the correct safety procedures *before* beginning any new task.
2. I have permission to use all equipment related to the Culinary Arts Program.
3. I will take full responsibility for my actions regarding the safety of others and myself.
4. I promise to follow all safety rules and regulations set forth by the instructor and school.
5. I will not use any new tools, equipment, or product until I have received proper instructions on its use and safety.
6. I will report any hazard, accident, or injury to an instructor *immediately*.

Student's Signature:

Date:

I hereby give consent to allow my daughter/son to use all tools, equipment, and products to complete the Culinary Arts Curriculum.

Parent's Signature:

Date:

CTC Property Guidelines

Culinary Arts Students,

You will be assigned **necessary items** for the sole purpose of participating in Culinary and completing competencies throughout the semester. Along with this privilege comes the responsibility to keep these items in good condition (as if they were your own).

If it has been determined that you have been negligent in maintaining these items, you will be responsible for the replacement cost.

A simple way to assure that you will not be saddled with any cost is to **be careful where you leave it, how you leave it and to whom you might leave it (borrowing).**

The following items and replacement costs are as follows:

- | | | |
|----|----------------------------------|--------|
| 1. | Student Laptop | 900.00 |
| | a. *Laptop Case | 50.00 |
| | b. *Laptop Charger | 25.00 |
| 2. | Lock for student "locker" | 25.00 |
| 3. | Phone locker key | 5.00 |
| 4. | *Wi-Fi "hotspot" | 125.00 |
| 5. | *ServSafe Text | 70.00 |
| 6. | *Professional Baking Textbook | 100.00 |
| 7. | *Professional Cooking | 100.00 |

Most of the items listed above are signed out () on a limited voluntary basis. In other words, most students will not need these products and it should not affect them. If you desire to use these products outside of the program, you must enter into a written agreement with the instructor.

Please note: this policy reflects, the FCCTC Student Handbook, "Student Responsibilities & Code of Conduct"

By signing below, I/we agree to the above terms. I also understand that I/we are responsible for any broken, lost, missing, or stolen items and will replace them at the predetermined cost.

Student's Signature:

Date:

Parent's Signature:

Date:

Culinary Arts Assignments

Students and parents,

This is to inform you that all Culinary Arts Students are required to complete given assignments/modules for a **final grade** in Culinary at the completion of the semester.

This includes but is not limited to:

- *Homework
- *Daily assignments
- *Competency completion within level and given time frame

A word of advice:

The assignments have “grade value” during the marking period that they are assigned in. After that, they will only have “completion value.” In other words, it makes a lot of sense to push yourself to get the work done in the specified time frame. That way you not only get completion credit, but you also get grade credit that will increase your GPA.

**All assignments must be completed for a final grade in Culinary.
Incomplete work will ultimately give you an incomplete for the semester.**

Student's Signature:

Date:

Parent's Signature:

Date:

Instructor/Parent
Communication Form

To the Parents or Guardians of Culinary Arts Students:

Parental involvement is very important to the success of the students enrolled in this program and one of the most important aspects of that involvement is communication.

To facilitate this communication, we would like to ask you to supply us with an email address that we can use to send you information. Please be assured that if any issues arise that need immediate attention or are best resolved through a conversation, we will not hesitate to call you or if necessary, schedule a meeting. Likewise, if you have any concerns or issues, please do not hesitate to call or email either one of us.

Thank you for your cooperation in this matter and we are looking forward to a productive semester.

PLEASE NOTE: Personal information is not shared publicly.

Michael Tosten mike.tosten@franklinctc.com Phone: 263-9033 ext.229

Aaron Barrick aaron.barrick@franklinctc.com Phone: 263-9033 ext. 235

Update: We found it is much easier to just send us an email ☺

Please email one of us so that we can communicate electronically as necessary

All you have to say is "I GOT IT"

***Addresses are at the bottom of business cards.**

Please include any information that would help us help your child be successful.

Strong Parent-Teacher Relationships = Strong Students

Thank you!! Culinary Instructors Barrick and Tosten



Parents/Guardians,

Hello,

The following form (next page) is being implemented in Culinary Arts as another effort to bring “workplace reality” into the classroom. We feel as though any effort we can make to bring students a better understanding of how the “real world works” is beneficial and there is no better time to start than in a learning, hand’s-on atmosphere like CareerTech.

For clarification, we have included some examples of common deficient industry standards (#1-7). With the start of every semester, we will have student collaboration when formulating new standards so that students will truly understand what is expected of them.

We would like to keep you informed of any circumstances that could possibly lead to a situation like this. If you prefer, we can email or fax you accompanying paperwork or just give you a call.

Please include your information below so that we can keep it on file.

Again, this is only in place for those students that do not adhere to expectations set for their profession.

Thank you for being a proactive participant in this early career opportunity,

YOU'VE BEEN FIRED!!

If you are reading this right now, you have been removed from the lab for not adhering to the policies put in place to maintain high standards of professionalism and work ethic expected from our Culinary Apprentices.

This lack of professionalism/work ethic might have been displayed as, but was not limited to the following (all based upon industry standards).

1. Low motivation/participation
2. Poor attitude
3. Unprofessional mannerisms
4. Not staying on task
5. Unacceptable dress (soiled/missing parts of uniform/dressed improperly; shoes, clothing)
6. Disrespect to those around you
7. Unsafe practices

If you are not in the frame of mind to continue (you're really mad), feel free to take a couple deep breaths and get a drink of water. If that doesn't help at all, the instructor can direct you to support staff for some additional assistance.

Are you able to go on?????

Please take a moment to read over the following procedures.

1. Please have a seat in the dining room. No one is permitted to sit with you, and you should remain quiet. Do not discuss your situation with others.
2. You will need to write a one-page explanation of why your behavior is deemed unacceptable by the instructor. This is not an opportunity to "vent". Remember, you are trying to get your job back. If you take a little time to think about this, you can probably figure it out.....
3. Within the explanation, list several reasons why this behavior would slow and/or affect the "kitchen rhythm". Why is this behavior a bad thing?
4. You should finish with a course of action for correcting your infraction. "What will you do different if you are rehired? How will you keep your job"?
5. Return this paperwork to your instructor. If the instructor finds the correction to be acceptable, you will be allowed back into the lab with the stipulation that any additional infractions for the day will take the corrective action to the next level (administrative referral).

If, by chance, you choose not to follow the above procedure, please remain in the dining room for the remainder of the day. The instructor will have paperwork for you to complete during this time.

The following day we start fresh, but you will still have to get "rehired". The pre-qualification for this is one day of cleaning tasks throughout the lab (see instructor for details). A hard day's work would show your employer that you are serious about "wanting your job back". After that, a one-on-one conversation with the instructor is necessary to review possible solutions so that the problem doesn't present itself again.

You hopefully will see this assignment as a "second chance". A second chance at getting your job back and being a productive, valuable employee that any employer would love to have on their payroll!!!

Remember; you are part of our team; we need you back to make it work!

Remove
from
packet

IF, AT ANY TIME,
YOU ARE *UNSURE* OF
YOUR CHILD'S PROGRESS

????????????????????

Culinary
A
r
t
s



CareerTech
Franklin County Career & Technology Center
2463 Loop Road, Chambersburg, PA 17202
(717) 263-9033 Fax (717) 263-6568
Instructors: Aaron C. Barrick Ext. 235
Michael A. Tosten Ext. 229

Email: aaron.barrick@franklinctc.com
mike.tosten@franklinctc.com

PLEASE CALL US...

If you have any questions or concerns