

# JACOBSON CULINARY ARTS ACADEMY

**TARPON SPRINGS HIGH SCHOOL**



**STUDENT AND PARENT HANDBOOK**

# JACOBSON CULINARY ARTS ACADEMY GUIDELINES

## ATTENDANCE AND CURRICULUM

**Attendance is critical to a student's success in the culinary program.** Culinary skills and techniques require much repeated practice and application. Our curriculum builds on previously covered techniques in order to provide a base when introducing new material. Good attendance is necessary so that students are safe, proficient, advancing as required in the curriculum and on task to earn the **ServeSafe** and **ProStart certifications** the program can provide. **All academic work is very important to our student's success but missing labs and culinary classes can put a student behind so that they may have trouble meeting all requirements.** We request this be considered when scheduling appointments outside of school.

## PROSTART NATIONAL CERTIFICATION REQUIREMENTS

**Our curriculum, the ProStart program helps** students take their first real steps toward a promising restaurant and foodservice career. **Students have the opportunity to earn the ProStart National Certificate of Achievement from the National Restaurant Association Solutions upon successfully completing the ProStart curriculum, passing the two ProStart examinations, having a minimum of 400 hours of work experience, including volunteer and paid hours, and completing a minimum of 70% of the competencies on the Student Work Experience checklist.** The certificate gives students access to national and statewide scholarship opportunities.

## REQUIRED HOURS FOR OUR PROGRAM ARE:

**200 Volunteer Hours For Academy Completion** - Students **MUST** complete these within the four year program. These are unpaid hours in the culinary field. The majority are to be earned at Academy events. Other hours may be acquired in a soup kitchen, restaurant, etc. Hours earned outside the Academy must be approved by the Chef's with documentation, contact and phone number on file **PRIOR** to volunteering.

**400 Hours For ProStart Certificate** - Students must complete 400 hours of mentored work experience. They can be a combination of volunteer hours and paid hours at a job working with food or a position related to food. Pay stubs for proof of completion of paid hours and/or written verification from employer for volunteer hours are required. Establishments **MUST** be approved by the Chef's prior to beginning paid or volunteer work.

**20 Parent Volunteer Hours Required Yearly PLUS 3 Booster Meetings** - There are many events throughout the year where parents can earn volunteer hours. This can be hands on at our many fundraising events or behind the scene in planning and preparing. Hours can be earned by attending the monthly booster meetings as well. A one hour credit is given for attendance. **ALL** new volunteers must fill out volunteer paperwork and submit for volunteer clearance or reactivate their existing volunteer status at the start of each school year. This parent involvement is critical to the success of the Academy!

## **UNIFORMS**

**All students must purchase a culinary uniform prior to the start of school.** Full uniform is to be worn to culinary class everyday unless an exception is made by the Chef's. We are a professional kitchen serving the public and uniforms are required for safety and sanitation reasons. Every Friday the entire uniform (jacket, pants, hat and apron) excluding shoes, is to be taken home to be washed, prepped and presentable for classes on Monday. As a reminder, please read the care labels of the uniform. It is not safe to use bleach on most uniform items. Students will have to replace their uniform at their own expense if it cannot be cleaned and presentable by the Chef's standards. **All students must have black, closed toe, closed heel, non-skid/slip resistant shoes. Crocs or black tennis shoes are unacceptable for health and safety reasons** especially considering the hot liquids the students handle in a culinary setting. When participating in a culinary event other than labs, any shirt worn under the uniform jacket should be white and free of any writing so that it cannot be seen through the jacket. A new uniform is required each academic year. **Any student who does not dress out in uniform for their lab will not be eligible to participate in the day's lab work for safety and health reasons.** They will be given an academic assignment as an alternative. Please keep in mind the curriculum is hands-on based and students will miss out on valuable lessons if they do not have proper uniform attire. Uniforms may be ordered by phone or the internet. Refer to the attached Uniform Ordering Guideline form for step by step directions. Our current uniform provider is Chef Works at [www.chefworks.com/tshs](http://www.chefworks.com/tshs).

## **CULINARY LOCKER ROOM**

**Culinary lockers will be assigned at the start of the school year.** The only items allowed in a locker are the student's culinary uniform and related items. Anything left outside of lockers in the locker room will be confiscated and brought to the Culinary Program laundry room where lost and found is located. Every Friday the Culinary Program's unclaimed items from lost and found will be brought to the High School's lost and found. Textbooks that are left out will be confiscated and brought to one of the Assistant Principals, where the student will be required to collect the textbook.

## **KNIVES AND OTHER EQUIPMENT / FOOD FROM HOME**

**NO student shall be permitted to bring kitchen equipment, knives, utensils or other tools from home for use at the culinary program.** Likewise, food for use in labs may not be brought home for food safety and health code reasons. All food is purchased through the school and Foundation fees assist with these expenses.

## **JCAA BOOSTERS**

The Jacobson Culinary Booster Foundation is a non-profit 501(c)3 organization that exists solely to promote and support The Jacobson Culinary Arts Academy through a variety of fundraising activities and acquisition of corporate sponsors. **All parents of students enrolled in the Academy are automatically members of the JCAA Boosters.** Booster meetings will be held the 3rd Thursday of the month at 6:30 p.m. in the JCAA's Outback Room and all parents are strongly encouraged to attend and get involved. **Attending the Booster meetings are the best way to stay informed on the plans and activities of the Academy. The Boosters maintain a website and an email list of all members to keep you informed of events, opportunities and other important information.** If you are not receiving the Boosters email messages, please check your security filters to assure JCAA emails will be accepted then send a request to the board via the website at [www.jcaachefs.com](http://www.jcaachefs.com). The website posts jobs and volunteer opportunities as well as hosts an online store where JCAA merchandise may be purchased. Elections for the JCAA Board are held at the end of the school year at the final Booster meeting for the upcoming school year. Strong leaders are needed to help ensure the success of the Academy.

## **ACADEMY LAB FEES**

**A REQUIRED Academy lab fee of \$75.00 is to be paid every year the student is enrolled in the Academy.** This fee is due the first week of school and helps to provide food used in our kitchens by our students throughout the year and breaks down to an investment of less than \$2.68 per week per student. Our curriculum is hands on and food in the kitchen is necessary to practice and master the skills required. **The lab fee goes directly into the school food account.** The Academy has an annual operating cost of **\$50,000+ that is not provided by the Pinellas County School System. The programs' success is dependent upon this lab fee, fundraisers led by parents and supporters throughout our Booster Foundation, private donations and corporate sponsors.** Scholarship assistance and payment plans are available. The lab fee may be paid at student orientation, monthly Booster meetings, or mailed to Tarpon Springs High School, Attention Jacobson Culinary Arts Academy, 1411 Gulf Road, Tarpon Springs, FL. 34689. Checks should be made payable to Tarpon Springs High School. Please include the students name and grade in the memo section of the check. It is required that the Chef Director be contacted if you are on free or reduced lunch so that verification of qualification status may be obtained.

## **REQUIRED FORMS**

Each Student/Family is required to complete and turn in the following forms:

**Pinellas County Schools Volunteer Registration Form**

**JCAA Student / Parent Information Form**

**Photography Publicity Waiver and Release**