JACOBSON CULINARY ARTS ACADEMY

**TARPON SPRINGS HIGH SCHOOL**

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**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 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, ACF Fundamental Cook, and SafeStaff certifications**. **All academic work is very important to our student’s success, 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.

# REQUIRED HOURS FOR OUR PROGRAM ARE:

**10 hours per Academic year for Academy Completion** - Each student is required to achieve 10 hours per year by working or volunteering to complete the program.  Students are expected to keep a log of volunteer hours (it **must** be documented). Please consult with your instructor as to guidelines. 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. If students fail to complete 10 hours by the end of an academic year student, each will be put on probation for the semester.

**5 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, behind the scenes in planning and preparing, or by making donations (Ex. Gift Cards from local merchants, students snacks, or In-Kind donations). 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!

**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 2nd Thursday of the month at 6 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) . Elections for the JCAA Board are held at the end of the school year at the final Booster meeting for the upcoming school year.

**ACADEMY LAB FEE**

**A REQUIRED Academy lab fee of $100 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 ***$30,000+ in addition to the funds provided by the Pinellas County School System. The programs’ success is dependent upon this lab fee, fundraisers led by parents and supporters throughout our JCAA Booster Foundation, private donations and corporate sponsors.*** Scholarship assistance plans are available. The lab fee may be paid at **<https://pcsb.revtrak.net/High-Schools/tarpon-springs-high/tshs-culinary-lab-fees/>** Please let the Chefs know if you are on free or reduced lunch so that verification of qualification status may be obtained to waive the lab fee.

**UNIFORMS**

**All students must purchase a culinary uniform. Full uniform is to be worn to culinary class when required.** 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 sneakers of any type are unacceptable for health and safety reasons, especially considering the hot liquids the students handle in a culinary setting. 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. Student will be given an academic assignment, and/or grade reduction. 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.

**CULINARY LOCKERS**

**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 personal effects. Any uniform left outside of lockers in the locker room will be confiscated and brought to the Culinary Programs laundry room.

**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.

**CELL PHONE AND EAR BUD POLICY**

**No phones or earbuds shall be permitted in kitchen labs or classrooms for sanitary and safety reasons.** Failure to comply will result in poor classroom participation grades. Repeated violation of this policy will result in further discipline or referrals. Cell phones are not only a safety distraction in the kitchen, but a sanitation and health department issue.

**Students wishing to remain in this program are expected to meet the**

**following criteria**:

ACADEMICS – PROBATION IS FOR ONE FULL SEMESTER

* Maintain a minimum 2.0 unweighted grade point average during each semester of 9th grade.
* Maintain a minimum 2.3 unweighted grade point average during each semester of 10th grade.
* Maintain a minimum 2.5 unweighted grade point average during each semester of 11th grade and 12th grade.

ATTENDANCE – PROBATION IS FOR ONE FULL SEMESTER

* Students must attend all classes daily.
* Students must arrive promptly to each class.
* Families are strongly discouraged from taking planned vacations while classes are in session during the school year. Family vacations or other trips are not valid reasons for absences and will be marked as unexcused absences.
* A doctor’s note must be provided if a student misses more than five consecutive days of school.

BEHAVIOR – PROBATION CAN BE ESTABLISHED AT ANY TIME AND A BEHAVIOR CONTRACT THAT INCLUDES GOALS AND TIMELINES SHOULD BE PUT IN PLACE

* Students are expected to abide by the Code of Student Conduct.

**In addition to abiding by the Code of Student Conduct, application program students are expected to maintain model standards of dress, behavior and character.**

**QR Codes:**

**Lab fee:**

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**JCAA Booster’s Facebook:**

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**JCAA Website:**

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**JCAA Booster’s Instagram:**

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