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EARN YOUR SERVSAFE CERTIFICATION

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14100 Franklin Boulevard
Lakewood, OH
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216-529-4165
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Junior ProStart Introduction Letter

DEVAN SHAROSKY
JUNIOR CHEF INSTRUCTOR
PHONE 216.529-4165 EXT: 3
E-MAIL: devan.sharosky@lakewoo.k12.oh.us

Serving Bay Village, Lakewood, Rocky River and Westlake Schools

Junior Instructor: Chef Sharosky
Class: ProStart- Culinary Arts
Classroom Number: B124
ProStart Junior Year Course Credits: 4 (Includes ServSafe curriculum)
Prerequisite: One foods class or food prep experience.
Suggested: Algebra 1

Dear Parent/Guardian,

I would personally like to welcome you to your first year in ProStart, a culinary arts program designed by the National Restaurant Association, at West Shore Career and Technical District.

The ProStart I and II courses are part of a two-year program designed for 11th and 12th grade students who are interested in pursuing a career in culinary arts, pastry arts, or hospitality management and a host of associated similar careers. The ProStart program is unique in that it gives students practical experience in the culinary arts field as well as post secondary options after high school. Students can seek further education upon graduation in the workforce and/or at a technical, two-year, or four-year College.

ProStart students gain experience and recognition in several ways:

1. Classroom Experience:

First, students learn fundamental culinary and management skills in the classroom. Classroom experience provides students with the important skills they will need for success in the industry. Both classes get the opportunity to prep, set-up and operate our school restaurant, the Ranger Café at West Shore to the public, parents and staff. Students receive hands on approach to take class concepts and techniques one step further and apply it to a “real life” restaurant scenario. Students will earn up to minimum of 200 working hours in the kitchen and restaurant at school.

In addition to students working in the Ranger Café they are required to pass year 1 and 2 ProStart National exam. Each exam is given in April of their junior and senior year. To pass the exam students need to receive a 70% or higher. One re-take is given to those students who did not pass the national exam the first time. Students/Guardians are required to pay for additional exam re-takes.

Junior ProStart Introduction Letter Continued:
2. Mentored Work Experience:

ProStart students put learning to work, on the job in qualified foodservice operations with industry professionals. In their mentored work experience, students receive mentor support, character development and real-world skills that give them a head start toward a career in the industry. Students are responsible for obtaining an employment and transportation to and from worksite.

The employer, guardian and instructor all sign the employment agreement prior to the students starting. Then the employer mentors the student throughout the experience while signing off on the competencies check list with their observations.

Students have to acquire **52 of the 75 competencies** checked off by the end of their senior year. Some of these competencies are also checked off by the ProStart instructors based on concepts taught and executed in class. Students have been given these documents for use or review.

Generally, students start working in the industry during the middle of their junior year. Student must earn up to at least **200 paid work hours OR volunteer work-experience hours** by April of the end of their senior year of high school to qualify for their ProStart National Certification. Students are responsible for documenting their hours earned and completing the necessary employment documentation. **The students are required to save and submit copies of their pay stubs to their instructor to document hours worked.**

Students and the employer have the option to cease employment at any point of the agreement. However, we ask that you contact Chef Sharosky or Chef McGorray, the senior instructor before doing so. Students are allowed to work at more than one place of employment during the two-year period, and at one time. Students who have multiple places of employment will need to complete new paper work for that establishment.

3. National ProStart Invitational: (competitions)

Students put their skills to the ultimate test in the National ProStart Invitational. This demanding culinary and management competition invites top students to represent their state, with winning teams competing for scholarships. Students usually compete as a senior and must try-out for a spot on the team.

4. ProStart National Certificate of Achievement:

At the end of the program, ProStart graduates possess a solid foundation for their future careers, and they have the opportunity to receive the ProStart National Certificate of Achievement (C.O.A) if all the guidelines above have been met. This certificate recognizes students who have successfully completed the program and are eligible to earn special scholarships and college credit from colleges and universities across the country. It also opens the door to our vibrant and growing industry.
I hope this information has given you further insight to the ProStart program and our classroom requirements. It is necessary for us to obtain a variety of signed permission slips and forms to have on file at West Shore Career and Technical District in order for the students to participate in the ProStart lab and school functions.

I am very excited for this school year and thank you for your time and cooperation. Please feel free to contact me at any time throughout the school year.

Sincerely,
Devan Sharosky

West Shore Career Technical
Culinary Junior Instructor

For more information about ProStart and ServSafe please also make sure to visit my teacher website:
ServSafe Certification Information

ServSafe grade will be averaged into the ProStart related grade

ServSafe prepares students for certification by the National Restaurant Association (NRA) and the Ohio Department of Health (ODH). Completing this curriculum for food safety training will allow you to act as Person-in-Charge for food facilities, schools, churches, etc. Course covers principles of food microbiology, food-borne diseases, standards and measures for prevention of food-borne diseases.

BENEFITS TO HAVING SERVSAFE CERTIFICATION:

✓ Having ServSafe certification gives you a head start!
  ○ This certification provides a national certification test that students carry with them and is recognizable in the food service and hospitality industry.
  ○ Most restaurants require at least one person in charge to have their ServSafe certification.

✓ Receiving certification in high school may save you time and money!
  ○ ServSafe is recognizable and articulated in some Culinary Arts and Hospitality post-secondary schools. Please check with the post-secondary school to see if this applies to you!

Students will take the National ServSafe Exam in the second half of the first-semester.

Here are some helpful ways to be prepared to take the National ServSafe and ProStart Exams (as well as in your related grade)

• Abide by class and school rules at all times.
  ○ Refer to ProStart handbook for class procedures, rules and other information.

• Attend class regularly and on-time:
  ○ Always see teacher for make-up work and notes when absent.

• Be prepared to learn:
  ○ Bring book, paper, pen/pencils and a folder to class every day.
    ▪ Pay attention and take notes regularly.

• Keep all assignments and PowerPoint’s in binders
  ○ Keep ServSafe and ProStart materials separate to refer back to for reviewing for the National exam.
  ○ Organize the folder in sequential order for quick review.

• Complete all homework assignments and projects assigned throughout the semester.
Junior ProStart Syllabus Outline:

The following information is covered during the junior year of ProStart:  
(Subject to change)

Chapter 1: Welcome to the Restaurant Foodservice Industry  
- Section 1.1: Overview of the restaurant and foodservice industry.

Chapter 2: Keeping Food Safe  
- Section 2.1: Introduction to food Safety  
- Section 2.2: Good Personal Hygiene  
- Section 2.3: Preventing Hazards in the flow of Food  
- Section 2.4: Food Safety Management Systems  
- Section 2.5: Cleaning and Sanitizing

Chapter 3: Workplace Safety  
- Section 3.1: Introduction to workplace safety  
- Section 3.2: Preventing Accidents and Injuries  
- Section 3.3: First Aid and External Threats

Chapter 5: Kitchen Essentials 2 Equipment and Techniques  
Section 5.1 Foodservice Equipment  
- Identification  
- Knife identification  
- Cleaning Equipment

Chapter 4: Kitchen Essentials 1  
Section: 4.2/5.2: Getting Ready To Cook  
- Reading a Recipe  
- Standardize Recipes: Weights and Measurements  
- Knife Cuts  
- Mise en Place (clarified butter, pesto, roux)

Chapter 6: Stocks, Sauces and Soups  
Section 6.1: Stocks: White, Brown, Fish, Vegetable  
Section 6.2: Sauces: Mother Sauces  
- Soups: Clear, cream, pureed, and presentations

Chapter 5: Kitchen Essentials 2 Equipment and Techniques  
Section 5.3: Cooking Methods: Sauté, grilling, frying, baking, roasting, steaming/poaching, braising, stewing.

Chapter Kitchen Essentials 2 Equipment and Techniques  
Basic Baking:  
- Cookies  
- Quick Breads  
- Various Pastries
Junior ProStart Course Outline Continued

Chapter 11: Potatoes and Grains
   Section 11.1 Potatoes
   Section 11.2 Legumes and Grains
   Section 11.3 Pasta

Chapter 9: Fruits and Vegetables
   Section 9.1: Fruits
     o Identifying Fruits
     o Purchasing and Storing Fruits
     o Cooking fresh Fruit
   Section 9.2: Vegetables
     o Identifying Vegetables
     o Purchasing and Storing Vegetables
     o Cooking fresh Vegetables

Chapter 5: Kitchen Essentials Equipment and Techniques
   Section 5.4 Cooking and Nutrition
     o The ABC’s of Nutrition
     o The role of Proteins, Vitamins, Minerals and Water
     o Nutritional Guidelines

Chapter 7: Communication
   o Section 7.1 The Communication Process
   o Section 7.2 Communication Skills
   o Section 7.3 Types of Communication

Chapter 8: Management Essentials
   Section 8.1: Learning to Work Together
   Section 8.2: Being a Successful Leader
   Section 8.3: Interviewing and Orientation
   Sections 8.4: Training and Evaluation

Chapter 10: Serving Your Guest
   Section 10.1 The Importance of Customer Service
   Section 10.2 Ensuring a Positive Dining Experience
   Section 10.3 Service Styles, Set-ups and Service

Chapter 12: Building a Successful Career in the Industry
   Section 12.1 Starting a Career in Foodservice
   Section 12.2 Completing Applications Effectively
   Section 12.3 The Job Interview
   Section 12.4 Advancing your career
   Section 12.5 Careers in the Industry
Class Uniform and Supplies Check List

ProStart

Uniforms are required in lab for participation as well as for safety and sanitary reasons. Chef coats, aprons and hats will be washed after each class period at school. These items are not permitted to leave the school without permission. If the student does not have a complete, clean uniform each day as needed they will lose their grade for the day (a zero will be recorded). Each student who has paid lab fees is given the following items for the classroom and lab:

- 2 Chef Coats
- 2 Aprons
- Chef Hat
- Chef knife (shared in class)
- ProStart Binder

The following items are required to have to participate in the ProStart classroom and lab. Please review the checklist to ensure your child is prepared for this class.

Items that need to be purchased:

Classroom Supplies: Due Date: **August 29th**
- ServSafe Binder or Folder (recommend 1 inch – 3 ring binder)
- Notebook (note taking)
- Pens (black or blue)
- 1 Black Sharpie marker * recommend purchasing extras
- # 2 Pencils

Uniform items: Due Date: **September 5th**

Items that need to be purchased:
- **One pair** – All Black rubber soled shoes, non-skid, **non fabric, non absorbent**, closed toed. (No: wedged or heels allowed)
  *Recommend two pairs for working off site

- **Five** or more- Short- sleeved, plain white t-shirts (to wear under chef coat)
  *recommend purchasing a few extras

- **Two**- Pairs of black pants
  (No: shorts, “yoga” pants (stretch), jeans, pajamas or cargo pants in lab)
  *recommend purchasing a few extras for working off site

*Parents/Guardians: If an extension is needed to purchase the above items please discuss this with Chef Sharosky prior to the due dates. A written note will be requested at that time.

Sharosky 2014-2015

Note: Students are expected to attend the West Shore/Lakewood High School Schedule
Safety Introduction

Safety is the condition of freedom from danger, risk or injury. Safety is important to any classroom or lab and is designed to prevent accidents. In a lab setting there are many unsafe materials, tools and equipment that are used daily. It is critical to take safety precautions prior to participating in classroom/lab activities. Proper instruction on safety will be demonstrated when learning how to set-up, use and clean equipment in every lesson. Safety is everyone’s responsibility in the classroom/lab so pay attention to the safety procedures and your surroundings to help prevent injuries.

As a part of your laboratory experience, you will operate machines, and use equipment, tools, and materials specific to the culinary arts field. You will be given proper instruction prior to using machines, equipment, tools and materials, and correct safety procedure prior to use.

Please do not use equipment and tools if you have not had training on them, ask your instructor for help.

Note: Students who are under the age of 16 are limited to using certain pieces of equipment!
Kitchen Safety Practices

To avoid burns:
- Use a potholder to grab hot pan handles and remove food from the oven.
- **Never use a wet pot holder/towel to grab hot items.**
- Turn handles of pots and pans inward but not directly over other burners. Protruding handles can be bumped or caught on clothing, leading to severe burns.
- When stirring, steady the pan by holding the handle with a potholder; do not leave stirring utensils on stove and/or in food.
- Tilt and lift covers of hot pans away from you to prevent burns from steam.
- Avoid reaching across hot burners.
- Put out a small grease fire on range by putting lid on the pan, pouring salt or baking soda on the fire and turning off the range. Don’t throw water on a grease fire.
- Avoid grease fires by using the correct-size pan and keeping heat low enough to prevent excessive splattering.
- Drain food products well before lowering them into deep-fat fryer.
- Always know the exact location of the first extinguishers and blanket.

To avoid cuts:
- When cutting food, always cut away from yourself.
- Only use sharp knives.
- Dry hands before handling knife.
- Wash knives separately from other utensils.

To avoid falls:
- Use a step stool or sturdy chair for reaching high shelves.
- Store heavy items (such as mixing bowls or casserole dishes) where they can easily be reached. On high shelves they can be easily dropped as you stretch to reach them.
- Wipe up spills on the floor right away.

To avoid electric shock:
- Dry hands thoroughly before connecting or disconnecting electrical appliances.
- Keep electrical cords away from the sink.

General Guidelines:
- Use a broom and dustpan to clean-up broken glass.
- Keep drawers closed at all times to avoid bumping them and spilling ingredients or food products.
- Keep work surfaces clear of clutter. Return knives to proper location.
- Avoid wearing loose, hanging clothing that may become entangled in the mixer, pot handles, or catch on fire from hitting a hot burner or oven unit.
Sanitation Rules

It is important to practice good sanitation when preparing food products. Food can be easily contaminated if prepared or stored in unsanitary conditions. Contamination of food, and persons as clean and free of bacteria as possible. The following procedures are preventable measures to ensure food handling safety and practices.

**Personal Sanitation Procedures:**
1. Keep your hands clean at all times. Wash them with hot soapy water for 15-20 seconds before you begin food preparation and after coughing/sneezing or handling raw meats, fish, poultry, or eggs (cross-contamination).
2. If you have an open cut or sore on your hand, use plastic gloves when handling food.
3. Tie back hair and wear a hat at all times in lab.
5. When tasting food use a tasting spoon and properly dispose of it.
6. Do not sit on counters or tables.

**Kitchen Sanitation Procedures:**
1. Wash counter tops and sanitize other work surfaces before beginning to cook.
2. Keep work surfaces clean by wiping up spills as they occur.
3. Thoroughly clean utensils and cutting boards with hot soapy water after each use.
4. If a utensil falls on the floor properly wash (three compartment sink).
5. If food falls on the floor properly dispose of it.
6. Wash pots, pans, and dishes with hot soapy water as soon after use as possible.
   Use three compartment sink (wash, rinse, sanitize).
### IMPORTANT CONTACT NUMBERS

Please save for future reference

#### WEST SHORE CAREER TECHNICAL OFFICE
(216) 529-4163

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Thayer</td>
<td>(216) 529-4155</td>
</tr>
<tr>
<td>Mrs. Hays</td>
<td>(216) 529-4380</td>
</tr>
<tr>
<td>Mrs. Pozek</td>
<td>(216) 529-4346</td>
</tr>
<tr>
<td>Mrs. Ralls</td>
<td>(216) 529-4154</td>
</tr>
<tr>
<td>Mrs. Kastelic</td>
<td>(216) 529-4138</td>
</tr>
<tr>
<td>Mrs. Foran</td>
<td>(216) 529-5962</td>
</tr>
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#### Lakewood High School Main Office: (216) 529-4028

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Office</td>
<td>(216) 529-4034</td>
</tr>
<tr>
<td>Bookroom</td>
<td>(216) 529-4047</td>
</tr>
<tr>
<td>Fax</td>
<td>(216) 529-4459</td>
</tr>
<tr>
<td>Guidance Office</td>
<td>(216) 529-4032</td>
</tr>
<tr>
<td>Health Center</td>
<td>(216) 529-4019</td>
</tr>
<tr>
<td>House 1 Absence Line</td>
<td>(216) 227-5991</td>
</tr>
<tr>
<td>House 1 Attendance</td>
<td>(216) 529-4391</td>
</tr>
<tr>
<td>House 1 Office</td>
<td>(216) 529-4045</td>
</tr>
<tr>
<td>House 2 Absence Line</td>
<td>(216) 227-5992</td>
</tr>
<tr>
<td>House 2 Attendance</td>
<td>(216) 529-4392</td>
</tr>
<tr>
<td>House 2 Office</td>
<td>(216) 529-4128</td>
</tr>
<tr>
<td>House 3 Absence Line</td>
<td>(216) 227-5993</td>
</tr>
<tr>
<td>House 3 Attendance</td>
<td>(216) 529-4393</td>
</tr>
<tr>
<td>House 3 Office</td>
<td>(216) 529-4144</td>
</tr>
<tr>
<td>Ranger Cafe</td>
<td>(216) 529-4165</td>
</tr>
<tr>
<td>Chef McGorray Ext: 2</td>
<td></td>
</tr>
<tr>
<td>Chef Sharosky Ext: 3</td>
<td></td>
</tr>
<tr>
<td>School Psychologist</td>
<td>(216) 529-4132</td>
</tr>
<tr>
<td>Security</td>
<td>(216) 529-4411</td>
</tr>
<tr>
<td>Security Hotline</td>
<td>(216) 227-5311</td>
</tr>
<tr>
<td>Student Activities</td>
<td>(216) 529-4454</td>
</tr>
</tbody>
</table>
Classroom Procedures

THE BIG FIVE:

**Attendance:**
Attendance will be taken daily. Students are given **FIVE** minutes to change into their uniforms (8:05AM). If the time allowance is up students must have a pass to come to class or you’ll be considered tardy (reflected in your daily lab grade). Daily and weekly lab points are given **10** points per day and job related duties in the classroom and/or lab. Enter the classroom using the classroom door.

**Coming to Class Tardy:**
Once the bell rings the classroom door is shut and students will need to receive a pass from the attendance office. If the student is late he or she must have a pass to come to class or you’ll be considered tardy, which is reflected in your daily lab grade. When coming in late students should be respectful so they do not disturb the class and immediately go change into uniform.

**Culinary Lockers:**
Each student is provided a culinary locker in their respective locker rooms. Students are advised not to bring valuable items to class (such as IPod’s, IPads, Cell Phones, Etc). Students are also advised to lock up any personal items during class time and related culinary events. It is the student’s responsibility to make sure items are secure and safe. **Cell Phones:** Are not allowed in the classroom/lab, must be locked up in culinary locker.

**Make-up work or Assignments for Excused absences:**
Students are responsible for finding out what assignments they missed on their first day back to class. You will have equal amount of time to complete each assignment for the time you have missed. If you’re aware of an upcoming absence, please tell your instructor, this is especially important when the Ranger Café opens for service.

**Classroom/Lab supplies:**
Every day of class you will need to come to class with paper (notebook), pencils, your textbook and your three ring binder and dressed in FULL uniform.
Classroom Procedures Continued:

**Handing in Assignments:**
Assignments should be turned at the beginning of each class. There will be a box with the class period on it. Each assignment should be placed in a folder and include: student’s name, date, and class period on the top of the page.

**Handing in Chapter Homework Assignments:**
Student’s must complete all homework assignments throughout the school year. Students can turn in the assignment late for reduced credit. Students who do not complete an assignment will be removed from lab related responsibilities and will work on their homework in the classroom until completed entirely and correctly.

**After completing a test or assignment:**
If students are finished with their test they should remain in their seats, quietly and wait for further instructions. Depending on the classroom set-up students may be able to work on class homework or reading.

**Procedure to Handling Money:**
Students are required to bring all money to instructor. The instructor counts the money and it is documented. The instructor or the student can then immediately bring the money to the office and receive a receipt.

**Leaving the classroom:**
A pass will be issued from the instructor for emergency purposes only. You may not leave to go to the bathroom or your locker without permission. During lab, class time is limited so try to take care of any personal business upon arriving.

**Handing In and Out Papers:**
Students should hand in papers to the appropriate box in the beginning of class. Once papers are graded the instructor will hand papers back to each student.

**Procedure for assigned seats:**
Students will be given assigned seating the first day of the semester according to alphabetical order and will change throughout the school year. If you are having a difficult time with your assigned seat see instructor immediately.

**Procedure Class Exit for End of Class:**
Students must sit in their assigned seats until the bell rings at the end of the class period. The teacher excuses students not the bell. In addition the kitchen must be cleaned and organized for the next class before leaving. If your station and or cleaning responsibility are not completed, it may result in a lower lab grade.
ProStart

Classroom/Lab Expectations of Students:

**Positive Attitude:**
Students should come to class and lab with a positive attitude. A positive attitude is important in any workplace situation. Students should exhibit the willingness and enthusiasm to participate in classroom and lab activities and adhere to proper safety procedures.

**Appearance:**
Appropriate dress and personal hygiene is mandatory in this classroom. The state health laws require students to wear a clean uniform (coat, apron, hat, pants, and shoes) at all times. Hair must be neat and kept completely in their chef’s hat. **Nails must be trimmed low and without any nail polish, no acrylic or false nails are allowed.** Therefore, students will not be allowed to participate in lab without abiding the provided criteria and resulting to a “0” for their daily grade.

**Professionalism:**
Students should be respectful to all classmates and professors. They should take pride in their personal appearance. A genuine respect for the lab and equipment is necessary for everyone’s success.

**Work Ethic:**
A student’s attendance and dedication to participate in class directly affects their daily lab participation grade. We will be covering wide array of topics in a short period of time so it is critical to be present and ready to work in lab.

**Teamwork:**
Over the course of the year students will need to be able to work with others as a team or in restaurant setting to complete lab assignments. Willingness to communicate and work with others is one of the most important character traits found in this classroom. Without it the class will not be able to complete assignments/jobs necessary in the lab. Teamwork is a characteristic that every employer looks for in an employee.
ProStart Year 1 Rules and Contract

Classroom Rules:

1) Report to class on time, seated when the bell rings and ready to work.
2) Be prepared to begin class and lab with all necessary supplies and assignments.
3) Students will not participate in horseplay and/or other activities that could be considered dangerous to you or to others.
4) Be respectful to others, their belongings and school property.
5) Electronic devices are not to be used, heard or seen in the classroom/lab. (Lock devices in your lockers)
6) School policies and rules are enforced in the classroom.

If you choose to break a rule:

1st Offense: Verbal Warning
2nd Offense: Conference with Student
3rd Offense: Detention and/or Call home
4th Offense: Referral to Office

Severe disruptions: Students sent immediately to the office.

Rewards in Class

Praise
Positive notes/calls home
Classroom Parties
Movie Day (class related)
Class Field Trips
Extra Credit

**********IMPORTANT**********
**ProStart Year 1 Discipline Plan**

<table>
<thead>
<tr>
<th>Discipline Problem</th>
<th>Classroom/School Rule</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abuse of another student</td>
<td># 3 Students will not participate in horseplay and/or other activities that could be considered dangerous to myself or to others.</td>
<td>1(^{st}) Offense: -Immediate removal from class -Office referral/possible suspension</td>
</tr>
<tr>
<td>Destroying property</td>
<td># 4 Be respectful to others, their belongings and school property.</td>
<td>1(^{st}) Offense -Office referral -Possible Removal From Program</td>
</tr>
<tr>
<td>Arriving late to class</td>
<td># 1 Report to class on time, seated when the bell rings and ready to work.</td>
<td>1(^{st}) Offense- Warning/Sent to Attendance 2(^{nd}) Offense- Conference with student 3(^{rd}) Offense- Call home</td>
</tr>
<tr>
<td>Sleeping in class</td>
<td># 1 Report to class on time, seated when the bell rings and ready to work.</td>
<td>1(^{st}) Offense- Warning 2(^{nd}) Offense- Conference with student 3(^{rd}) Offense- Call home/Detention</td>
</tr>
<tr>
<td>Using inappropriate language</td>
<td># 4 Be respectful to others, their belongings and school property.</td>
<td>1(^{st}) Offense- Conference with student 2(^{nd}) Offense- Call Home</td>
</tr>
<tr>
<td>Talking back to teacher (may vary on how severe)</td>
<td># 4 Be respectful to others, their belongings and school property.</td>
<td>1(^{st}) Offense- Conference with student 2(^{nd}) Offense- Call Home/Detention 3(^{rd}) Offense- Referral to Office</td>
</tr>
<tr>
<td>Not handling in assignments on time</td>
<td># 2 Be prepared to begin class and lab with all necessary supplies and assignments.</td>
<td>1(^{st}) Offense- Conference with student -grade deduction 2(^{nd}) Offense- Call Home 3(^{rd}) Offense- Removal from lab activities</td>
</tr>
<tr>
<td>Excessive noise in the classroom</td>
<td># 4 Be respectful to others, their belongings and school property.</td>
<td>1(^{st}) Offense- Warning 2(^{nd}) Offense- Conference with student 3(^{rd}) Offense- Call home/Referral</td>
</tr>
<tr>
<td>Not prepared for class/lab</td>
<td># 2 Be prepared to begin class and lab with all necessary supplies and assignments.</td>
<td>1(^{st}) Offense- Lowered Daily Grade (each offense) 2(^{nd}) Offense- Conference with student 3(^{rd}) Offense- Call home/Referral</td>
</tr>
<tr>
<td>Safety and or horseplay violations</td>
<td># 3 Students will not participate in horseplay and or other activities that could be considered dangerous to myself or to others.</td>
<td>1(^{st}) Offense- Remove from lab activities and call home 2(^{nd}) Offense- Detention/Office Referral</td>
</tr>
</tbody>
</table>
ProStart Grading Information

Students will receive two separate grades in culinary, a related grade and a lab grade. Culinary students must receive final passing scores in both sections in order to pass the class for the year. Please refer to reserve side for Lakewood High School/West Shore Grading Scale for further explanation.

Related: ServSafe & ProStart
- Written assignments and classroom activities, movie worksheets, bell work, homework, course projects and presentations, quizzes, and tests.

Lab:
- Weekly restaurant and employability points, work documents and evaluations, lab evaluations such as knife cuts, stocks, soups, sauces, cooking methods, basic baking, and dining room service (etc).

*Explanation of Weekly Restaurant and Employability Points:
- Each student has the opportunity to receive 10 points each instructional day in the classroom and the kitchen/lab on restaurant prep and catering days as well as cleaning and inventory labs. (Max: 50 points per week). Points will be deducted according to the following items below. You will be given up to six minutes to change into your uniform for class. The uniform is to be worn every day.

  - Late to Class/Lab -3 points (Without an authorized Pass/Note)
  - Cooperating/Participation -4 points

  Students should have a positive work attitude, follow safety procedures and guidelines, cooperating with peers and instructors, staying on task and completing assignments given or it may result in a deduction in their grade.

  *(May result in a "0" and/or removal if situation is severe)

  - Partial Uniform -3 points (Missing thermometer, pocket notebook, pen/sharpie)
  - Not in Complete Uniform "0" will be given (Missing black pants/shoes or white t-shirt)
  - Not in Lab due to not completing Homework “0” points will be given *(Lab can be made up at home for partial credit)

Authorized Absence “5” points will be given
Unauthorized Absence “0” points will be given

In some cases exceptions can be made for a student who has an authorized absence for an extended amount of time (Illness/Surgery). Please inform and discuss this with the instructor.
Signature Page

Your signature confirms that you and your child have read the ProStart/ServSafe handbook and understand what will be required of the student to be successful in this program based on the classroom rules, safety and grading policies:

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STUDENTS: I have read this classroom discipline plan and grading policy and understand it. I will honor it while in the ProStart classroom and lab.

Print Student’s Name: ______________________________________________________

✓ Student Signature __________________________ Date __________________________

PARENTS/GUARDIANS: My child has discussed the classroom discipline plan and grading policy with me. I understand it and will support it.

Print Parent/Guardians Name: ____________________________________________

✓ Parent/Guardian Signature __________________________ Date __________________________

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I understand the content of the handbook/orientation book and agree to follow all the expectations and requirements included. I also understand that lab classes require a proper uniform including various items that will need to be purchased separately in order to participate in lab which may result in a lower grade if not worn.

✓ Parent/Guardian Signature __________________________ Date __________________________

✓ Student Signature __________________________ Date __________________________

**********IMPORTANT***********

Please turn this page only into your instructor by August 29th, 2014
Keep the rest of the packet in your ProStart binder.

Sharosky 2014-2015

Note: Students are expected to attend the West Shore/Lakewood High School Schedule