



6550 Camp Bowie Boulevard, Suite 110  
Fort Worth, TX 76116  
817.737.8427  
info@csftw.edu  
www.csftw.edu

Volume 19  
Published 03/05/18  
Effective 2018-2020

*The Culinary School of Fort Worth  
is  
Accredited by ACCET*

**TABLE OF CONTENTS**

<u>Section</u>	<u>Page Number</u>
Mission Statement.....	4
Goals.....	4
Welcome .....	4
History of School.....	5
Facilities and Equipment.....	6
Key Staff and Faculty .....	6
2017-2020 Advisory Committee.....	7
Tuition and Fees	
Cost for The Professional Culinary Program.....	7
Scholarship and Financial Aid.....	8
Culinary Financing Plan (CFP).....	8
Delinquent Accounts.....	8
School Calendar	
Enrollment Periods.....	9
Observed Holidays.....	9
Term Dates .....	9
Normal Hours of Operation.....	10
Class Schedules.....	10
Admission/Enrollment Policy	
Admission Requirements.....	10
Registration.....	11
Transfer of Credit.....	12
Methods of Payment .....	12
Cancelation Policy.....	12
Refund Policy.....	13
The Professional Culinary Program	
Program Outline.....	17
Subject Descriptions.....	17
Class Structure.....	18
Grading and Marking System.....	19
School Policies .....	19
Academic Progress - General Standards.....	19
Qualitative Progress.....	19
Quantitative Progress.....	19
Maximum Time Frame.....	20
Transfer Students.....	20
Evaluation of SAP.....	20
Academic Warning.....	20

Appeals.....	20
Academic Plan.....	20
Termination .....	20
Readmittance.....	21
Incomplete Grades.....	21
Dropped Courses.....	21
Course Repetitions.....	21
Attendance Policy .....	21
Absences.....	21
Tardies.....	21
Early Dismissal.....	22
Make-up Work.....	22
Leaves of Absence.....	22
Student Conduct.....	23
School Closings.....	28
Requirements for Graduation .....	28
Student Services.....	29
Placement .....	29
Student Grievances/Complaints .....	29
Family Education Rights and Privacy Act .....	31
Medical Emergencies.....	32
Use of Cellular Phones.....	32
Approved and Regulated Statement.....	32
True and Correct Statement.....	32

### **Mission Statement**

The Culinary School of Fort Worth exists to prepare students to exemplify a standard of excellence in their culinary community.

### **Goals**

- ❖ Have growth in enrollment so long as we can maintain the quality of students that we place in our culinary community.
- ❖ Have 8 out of 10 of our students be above average culinary graduates as compared to the industry.
- ❖ Be an institution that prepares students for the real world.
- ❖ Be an active and engaged member within our community.

### **Welcome to The Culinary School of Fort Worth!**

Each of our programs provides the essential chef skills and working knowledge to equip you for a wide range of exciting culinary careers. Personal Chef, Caterer, Restaurants, Hotels, Cruise Ships- the possibilities are endless.

#### **The target student is anyone who:**

- Is self-motivated
- Is passionate about culinary arts
- Has a high regard for excellence
- Wants to gain broad-based working knowledge of cooking
- Wants to secure a career in a professional kitchen with appropriate working knowledge & skills.
- Desires a career as a chef, caterer, food-related business owner or entry level cook
- Already works within the industry and is looking for additional culinary training

**The Professional Culinary Program (PCP)** emphasizes gastronomy (the art and science of good cooking and eating), culinary arts, baking and pastry arts and kitchen management with an emphasis on day-to-day operations. The (PCP) program prepares individuals for jobs in a food related profession. Graduates may find employment opportunities with restaurants, hotels, cruise ships, catering companies, as personal chefs, entry-level cooks or entry-level bakers. Students will learn basic and advanced culinary skills, Garde Manger (cold side of the kitchen), nutritional cooking, World cuisines, basic and advanced baking techniques, lean and enriched yeast doughs, pastry doughs, basic and advanced cakes and tortes and custards and creams. Essential business-related topics include: menu development, pricing and costing of goods, food safety and sanitation, mise en place and kitchen organization. Lastly, students will explore the history of food and study trends and topics including: molecular gastronomy, classic versus modern techniques and fusion cuisine.

The Professional Culinary Program (PCP) Program, when compared to our other programs, is more in-depth and allows for more skill repetition as well as exposure to additional topics.

**Servsafe Food Protection Manager Seminar** provides education and resources to prevent the potential for food borne illness in all areas of an operation. The course is specifically designed for Food Managers that will train staff, receive orders and oversee front and back of house employees. ServSafe provides tools for maintaining food safety throughout the flow of food from preparation to service as well as guidelines for ensuring that food remains safe for consumption. The seminar consists of a full course of instruction and proctored exam resulting in a total of 8 contact hours. Total cost for the seminar is \$200 which includes the following textbook: SERVSAFE Manager 7<sup>th</sup> Edition ESX7 by National Restaurant Association-Servsafe. There are no admission requirements for this seminar.

### **THE HISTORY OF THE CULINARY SCHOOL OF FORT WORTH**

Judie Byrd, founder of The Culinary School of Fort Worth, began teaching moms to cook in her home kitchen. The venture developed over time into The Culinary School of Fort Worth. As member of the International Association of Culinary Professionals, Judie has shared her recipes and cooking ideas in various magazines including *Family Circle*, *Reader's Digest*, *Women's Day* and *Shine*. She has authored several cookbooks including *Help! My Family's Hungry*, *Meals in Minutes* and *Everyday Family Favorites*. Many of her other accomplishments include frequent guest appearances on local and national TV and radio, Food Editor of *Fort Worth, Texas: The Cities' Magazine* and spokesperson for Honeysuckle White Turkey. Judie studied cooking at the CIA in Hyde Park, NY, Le Cordon Bleu School of Cookery in London as well as in the Orient, France, Belgium and Italy. She studied entertaining and catering at the home and studios of Martha Stewart in Westport, CT

## KEY STAFF AND FACULTY

Name	Title	Subjects to be Taught	Degrees/Training
Weiser Resolution- CSFW, LP dba The Culinary School of Fort Worth	Owner/Owner	None	
Scott Wade	President / Director of School	None	BBA, Baylor University
Biven Burgoon	Vice President	None	BA, Dallas Baptist University
Danielle Rueter	Director of Compliance / Office Manager	None	AA, General Studies
Brad Waier	Head of Faculty/ Senior Chef Instructor	Professional Culinary Program I, II, III, IV	Culinary Arts Certificate
Mark Hitri	Chef Instructor	Professional Culinary Program I, II, III, IV	20+ Years Culinary & Baking Experience
Lauren Hughes	Chef Instructor	Professional Culinary Program I, II, III, IV	Culinary Arts Certificate
Edward Gutierrez	Chef Instructor	Professional Culinary Program I, II, III, IV	Culinary Arts Certificate
Jeff Thompson	Adjunct Chef Instructor	Professional Culinary Program I, II, III, IV	Culinary Arts Certificate
D'Ann Spraggins	Adjunct Chef Instructor	Professional Culinary Program I, II, III, IV	Culinary Arts Certificate
Maddie Sharp	Adjunct Chef Instructor	Professional Culinary Program I, II, III, IV	AAS, Culinary Arts
Carl Phillips	Adjunct Chef Instructor	Professional Culinary Program I, II, III, IV	30 + Years Baking and Pastry Experience

## FACILITIES AND EQUIPMENT

The Culinary School of Fort Worth is conveniently located at 6550 Camp Bowie Boulevard in the Historic Camp Bowie District of Fort Worth. The School has 12,000 square feet of kitchen, lab, and event space, equipped with 12 gas ovens and cook tops, 8 convection ovens, 4 deep fryers, a griddle, steel prep tables, walk-in refrigerators and freezers, and all the pots, pans and utensils to effectively learn the chef skills you need. Each class is limited to (20) students per instructor.

### Certification and Professional Memberships

The Culinary School of Fort Worth is licensed as a post-secondary career-training center by the Texas Workforce Commission Career Schools and Colleges and is accredited by the Accrediting Council for Continuing Education and Training. The Culinary School of Fort Worth is a member of the Texas Chefs Association and offers student memberships. In addition, a chapter of the National Technical Honor Society is available for students to join who meet their required criteria.

**2017-2020**  
**ADVISORY COMMITTEE**

1. Eric O'Connor – Executive Chef – HG Supply Co.
2. Deb Cantrell – Executive Chef/Owner – Savor Culinary Services
3. Timothy Prefontaine – Executive Chef – Fort Worth Club
4. Jeffrey Summers – Summer's Hospitality Group
5. Russel Kirkpatrick – General Manager – Reata
6. Bernard Tronche – Owner – Savor Culinary Services
7. Aaron Austin – General Manager – Vintage Restaurant

**TUITION AND FEES**

**The Professional Culinary Program**

The Professional Culinary Program (PCP) includes the following subjects: Professional Culinary Program I (PCP I), Professional Culinary Program II (PCP II), Professional Culinary Program III (PCP III) and Professional Culinary Program IV (PCP IV).

	<b>Cost</b>	<b>Sales Tax</b>	<b>Total</b>
<b>Tuition</b>	<b>\$17,466.60</b>	<b>\$0.00</b>	<b>\$17,466.60</b>
<b>Uniform Fee*</b>	<b>\$216.45</b>	<b>\$17.86</b>	<b>\$234.31</b>
The uniform package includes (2) chef coats, (2) pairs of pants, (3) aprons, (2) neckerchiefs, (2) toques.			
<b>Knife Roll*</b>	<b>\$385.13</b>	<b>\$31.77</b>	<b>\$416.90</b>
The knife roll will include a chef's knife, boning knife, paring knife, offset serrated knife, slicer, peeler, steel, melon baller, channel knife, citrus zester, corer, scissors, microplane, instant read thermometer, markers and a culinary ruler.			
<b>Pastry Kit*</b>	<b>\$78.06</b>	<b>\$6.44</b>	<b>\$84.50</b>
The pastry kit will include a candy thermometer, a chocolate thermometer, digital scale, piping bag, pastry tips, bench knife & squeeze bottle.			
<b>Textbooks*</b>	<b>\$275.00</b>	<b>\$22.69</b>	<b>\$297.69</b>
Textbooks will include: On Baking by Labensky and Martel, On Cooking by Labensky and Martel, and Servsafe Manager. 7 <sup>th</sup> ed., National Restaurant Association			
<b>Program Total</b>			<b>\$18,500.00</b>

All supplies must be purchased through The Culinary School of Fort Worth and are required in order to participate in class.

The following must be purchased by the student and are not included in the calculated tuition.

- Black Non-Slip Closed-Toed / Closed-Back Shoes

- Serve Safe 2 Year Food Handlers Certification (*To be purchased during the students first semester after sufficient training has occurred*).

Recipes for each class will be accessible on the online student portal. All students are responsible for printing recipes prior to the start of class.

**NOTE: ALL CREDIT CARD TRANSACTIONS ARE SUBJECT TO A 3% CONVENIENCE FEE**

### **Scholarship and Financial Aid**

The Culinary School of Fort Worth does not offer any scholarships at this time. The CSFTW has a Culinary Financing Plan (CFP). Additionally, the government makes funds available for use for education of qualified individuals including:

- GI Bill® – Veteran’s Assistance through the Veteran’s Administration
- CapWorks
- Texas Workforce Solutions

### **Delinquent Accounts**

All tuition and fees must be paid prior to the start of each semester unless the student is on an approved payment plan. If a student’s account is not current, he/she will not be permitted to attend classes until the account is current. The student will receive 0/100 grades for the classes that they miss while their account is past due and as such will possibly be required to re-pay and re-take the course if they do not meet the minimum requirements to pass the course. There will be no scheduled make up classes for students with past due accounts. No certificates or diplomas will be issued until all accounts have been paid and the account balance is \$0.



## **SCHOOL CALENDAR**

### **Enrollment Periods**

<b>Term</b>	<b>Enrollment Begins</b>
Spring	November
Summer	February
Fall	June

### **Observed Holidays and Breaks**

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Week  
Christmas Week  
Spring Break

### **TERM DATES**

### **The Professional Culinary Program (PCP)**

- January to September
- May to January
- August to April



## HOURS OF OPERATION

The School offices are open Monday – Friday from 9:00am - 5:00 pm. During these times, you may make an appointment to enroll at The School, tour the facilities, meet with our faculty and staff, purchase supplies, or ask any general questions. When classes are not in session, office hours may be limited.

### Class Schedules

**The Professional Culinary Program (PCP) Program** may start in January, May and/or August depending on minimum enrollments. Each subject consists of approximately (30) classes which are (6) hours per day in conjunction with an on-site internship of (6) hours per semester as well as an off-site externship of (126) hours given in Professional Culinary Program IV (PCP IV). Each subject is contingent on minimum enrollment. At some point during each semester there may be vacation time that reflects the holidays that fall during the subject. Class days and times are subject to change.

Each (6) hour class begins with lecture. Kitchen lab time begins directly after lecture. During kitchen lab time, students will be assigned to lab tables and will work together to prepare and present dishes relevant to the daily class topic. These dishes will be critiqued on presentation, technique, accuracy, etc. Students will be responsible for their own cleaning and dishes.

**Servsafe Seminar** is offered once per month. It is a one day course consisting of 7 hours of lecture, 1 hour proctored exam, 30-minute lunch break and a total of 30 minutes of breaks between subjects. Exams are sealed and sent to Servsafe for grading. Certificates are awarded directly to the student from Servsafe. Seminar dates and sign up deadlines are posted at [www.csftw.edu](http://www.csftw.edu)

## ADMISSION/ENROLLMENT POLICIES

### Admission Requirements

Individuals applying for the program are required to:

1. Be at least 18 years of age
2. Present proof of (high school diploma or GED certificate or higher education).
3. **A (1) Page Essay** stating why you would like to attend The Culinary School of Fort Worth, your expectations of this program, as well as what you hope to accomplish upon graduation and,
4. **(2) Letters of Recommendation** stating why you would be a positive addition to the student body at The Culinary School of Fort Worth.
5. \$100 Application Fee

Individuals registering for the Servsafe Seminar are required to:

1. Be at least 18 years of age
2. Be employed or have interest in a career in the food service industry

### **Admissions Procedure**

Students are encouraged to attend an information session prior to applying for admission. Please call the school for upcoming sessions. Information sessions include information about the school and curriculum, expectations, tour, and provide an opportunity to learn about the school and ask questions. Parents and/or significant others are encouraged to attend.

Students should register and apply for admission early to ensure class availability.

### **Special Needs**

Any student with a documented need for special accommodations should notify the Director of School before the first week of classes. The Culinary School of Fort Worth complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. In compliance with federal and state regulations, reasonable accommodation or services are provided to qualified students with disabilities.

A request for accommodation or services is deemed reasonable if the request:

- Is based on documented individual needs.
- Does not compromise essential requirements of a course or program.
- Does not impose a financial or administrative burden on The Culinary School of Fort Worth beyond that which is deemed reasonable and customary.
- Is within the scope of The Culinary School of Fort Worth's control.

### **Non-Discrimination Policy**

The Culinary School of Fort Worth does not discriminate on the basis of race, religion, national origin, age, sex, sexual preference, or disability in the admissions process. In the case of mental or physical disability, each application is assessed on a case-by-case basis, taking into account the demanding physical and mental nature of cooking.

### **Registration**

There is a non-refundable \$100 application fee. This is credited toward the tuition for the course if accepted. The \$100 application fee also works as a deposit and reserves your spot in the program.

### **Culinary Financing Plan**

Late fees will be defined within the terms of the Texas Retail Installment Contract. The late fees will follow the Texas state law guidelines for consumer loans.

### **Transfer of Credit Policy**

Subjects including Basic Culinary Skills and/or Basic Pastry Skills with a grade of B or better earned at other accredited institutions may be transferred to The Culinary School of Fort Worth based on the comparability of the nature, content, and number of hours earned to that offered by The Culinary School of Fort Worth. No more than 50% of the required program may be transferred and the hours being transferred must have been earned within the past five (5) years. Students wishing to obtain transfer of credit should have an official transcript, catalog or course descriptions, and syllabus sent by the accredited institution to The Culinary School of Fort Worth at least 4 weeks prior to the desired start date. The Director of School will review the documentation to determine if the credits will transfer. If the transfer is accepted, the program fees will be adjusted according to the subjects being accepted.

Students who have graduated from a secondary institution or have a GED and have completed with a grade of “B” or 3.0 or higher in both the Pro Start I and II programs within the last two (2) years may be eligible for advanced credit after meeting the following criteria:

- Pro Start Students must have a valid Food Handler’s Card from the City of Fort Worth.
- Pro Start Students must complete the Culinary Review Seminar provided by the Culinary School of Fort Worth as a review of basic skills.

After the above-mentioned criteria has been met, The Culinary School of Fort Worth will allow advance credit. Tuition and fees will be adjusted accordingly.

If a student wishes to appeal the decision, they will submit, in writing, a letter justifying the appeal. The Culinary School of Fort Worth will appoint a staff member without bias to review the documentation and submit an opinion.

The Culinary School of Fort Worth cannot guarantee transferability to other institutions of successfully completed subjects taken at The Culinary School of Fort Worth. Assistance will be provided to students requesting a transfer of course credit to other institutions, including, but not limited to, providing guidance or counseling and providing an official transcript, syllabi, or course outlines. Request must be submitted in writing and in a timely manner.

### **Methods of Payment**

Unless otherwise approved by the Director of School in writing, tuition is paid per semester for each course in which a student is enrolled prior to the start of the semester. **A two-day grace period from the due date will be allowed. On the third business day from the due date, a student’s account will be considered past due and a late fee of \$25 will be added with an additional \$15 per business day thereafter until reaching the maximum late fee charge of \$100. If paying monthly, each student will sign a monthly payment contract. A \$25 fee will be charged to student accounts for ALL rejected payments due to nonsufficient funds. Payments may be made by money order, check, cashier’s check, or credit card. NOTE: ALL CREDIT CARD TRANSACTIONS ARE SUBJECT TO A 3% CONVENIENCE FEE.**

### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student’s first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## **REFUND POLICY**

1. Refund computations will be based on scheduled course time\* of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) The last day of attendance, if the student is terminated by the school;
  - b) The date of receipt of written notice from the student; or
  - c) (10) school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the (72) hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

<sup>1</sup>Refund worksheets will be processed based on portions. Each semester is equal to one portion. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
- An enrollee is not accepted by the school;
  - If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - satisfactorily completed at least 90 percent of the required coursework for the program; and
    - demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

### **Refund Policy for Seminars**

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the last date of attendance; or
  - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school;
  - (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
  - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a

cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.





**THE PROFESSIONAL CULINARY PROGRAM**

Subject #	Subject Title	Clock Hours
		Lec/Lab/Ext/Total
PCP I	Professional Culinary Program I	37/143/ 6/186
PCP II	Professional Culinary Program II	37/143/ 6/186
PCP III	Professional Culinary Program III	37/143/ 6/186
PCP IV	Professional Culinary Program IV	30/114/132/276
	<b>Total Hours</b>	<b>141/543/150/834</b>

The time required to complete this program is approximately (45) weeks with (6) hours of instruction (3) days per week for a total of (135) classes. (150) of the scheduled hours during the program will be an event internship that students can gain catering/event-planning experience, as well as an externship where students will be placed off site in a professional setting.

Approximately (10) weeks is required to complete each subject with the exception of Professional Culinary Program IV which will take (15) weeks. There may be vacation days scheduled within subjects depending on which holidays fall within the subject. Please refer to [www.csftw.edu](http://www.csftw.edu) for exact dates. The Professional Culinary Program (PCP) diploma from The Culinary School of Fort Worth is awarded to students who have satisfactorily completed all four subjects; PCP I, PCP II, PCP III and PCP IV.

**Topic Descriptions**

**PCP I- Professional Culinary Program I**

Students will learn culinary skills such as knife skills, cooking techniques, identification of kitchen equipment and products, time management, food service and food preparation, producing stocks, soups and sauces, egg cookery, basic baking principles, mixing methods, quick breads, cookies and pastry dough. Students will also learn about meat fabrication, poultry fabrication, starch and vegetable cookery. (Lec 37 Cl Hrs / Lab 143 / Int 6 Cl Hrs) [Prerequisites: None]

**PCP II- Professional Culinary Program II**

Students will explore international and regional cuisine and gain experience with day to day operations, food production and service and continue advancing their culinary skills with topics such as: sauce work, nutritional cookery, seafood fabrication and cookery, wine basics, enriched yeast dough, cakes, pies, tarts, laminated dough, recipe development and plate presentation. (Lec 37 Cl Hrs / Lab 143 / Int 6 Cl Hrs) [Prerequisites: PCP I, Professional Program I]

**PCP III- Professional Culinary Program III**

Students will refine their skills learned in nutrition, garde manger preparation and cookery, wine information, cakes and laminated dough and be introduced to chocolate basics, icings, fillings and dessert sauces. In order to advance the students' experience in kitchen management and food recognition, there will also be a concentration on timed cooking, food critique, recipe development and classic techniques. (Lec 37 Cl Hrs / Lab 143 / Int 6 Cl Hrs) [Prerequisites: PCP I, Professional Culinary Program I, PCP II, Professional Culinary Program II]

#### **PCP IV- Professional Culinary Program IV**

Students will refine their culinary skills and continue their training in international cuisine, history of gastronomy and advanced topics including: garde manger, nutrition, plate presentation, pastry and wine pairing.

(Lec 30 Cl Hrs /Lab 114 Cl Hrs/126 Externship/6 Int Hrs) [Prerequisites: PCP I, Professional Culinary Program I, PCP II, Professional Culinary Program II, PCPIII, Professional Culinary Program III]

### **CLASS STRUCTURE**

#### **The Professional Culinary Program (PCP):**

- Lecture and hands-on learning
- Preparatory homework as assigned
- Classes meet- (3) days per week for (6) hours each class
- The schedules and times depend on enrollment. Review [www.csftw.edu](http://www.csftw.edu) for details.
- Class sizes are no larger than (20) students
- All instructors are professionally trained in the culinary arts.
- PCP I, PCP II, PCP III are each (10) weeks (excluding any holidays that fall within the time frame) and PCP IV is (15) weeks (excluding any holidays that fall within the time frame). Each class/course is considered a semester.
- Grading Periods: Grades will be evaluated after (5) weeks and (10) weeks for PCP I, PCP II & PCP III and after (6) weeks and (15) weeks for PCP IV
- Final grades will be issued at the end of the semester
- Throughout the program, each student will complete (24) total hours of an event internship. After completing the first three subjects of the program (PCP I, PCP II and PCP III), each student will take part in externship five times per week for (7) weeks during the fourth subject: PCP IV.

## GRADING AND WEIGHTING SYSTEM

The school uses a 0-100% grading system to grade homework assignments, the written final exam, and final practicum. Grades will be weighted in the following categories: Classroom/Lab Hours (70% of overall grade). Midterm Exam (5% of overall grade). Final Written Exam (10% of overall grade). Final Cooking Exam (15% of overall grade).

Grade	Percentage	GPA
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
F	0-69	0.00

Each student must attend class, participate in the lab/externship work, and prove to the instructor that the daily topic was understood through question answering and actually cooking. Each student will be given a grade for each lab based on the food they produced as well as the student's attention to detail, uniform, safety and sanitation practices, team work and adaptability. Homework assignments will be graded and returned. Student progress will be evaluated twice each semester. See class structure section on pages 20 for the specific grading period of each class.

## SCHOOL POLICIES

### Academic Progress- General standards

All students entering The Culinary School of Fort Worth must make satisfactory academic progress (SAP) toward their program completion. Satisfactory academic progress is measured both qualitatively and quantitatively. These measurements include cumulative results during all periods of the student's education.

All students will have full access to their grades and assignments on Gradelink, the online course management program which is located at [www.gradelink.com](http://www.gradelink.com). Students will be given a username and password to access their courses. Any discrepancies or questions about grades should be made in writing or by email to [info@csftw.edu](mailto:info@csftw.edu).

### Qualitative Progress:

The student must maintain a grade point average in each subject of at least 70% in each subject based on all classes, homework, written final exam and final practicum and completion of all required lab practicum hours. When a course is repeated, the new grade will replace the original grade for the purposes of the calculation of the GPA. Students are limited to attempting a course (2) times to pass. Additional tuition and fees will apply.

### Quantitative Progress:

Students are required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period.

### **Maximum Time Frame:**

Students must complete their program within a specified maximum time frame. At The Culinary School of Fort Worth, the maximum time frame is 150% of the normal program length as measured in calendar time. For example, The Professional Culinary Program, (45) weeks in length, must be completed in (68) weeks. Scheduled school days off are not included in this time frame.

### **Transfer Students:**

Transfer students from outside The School will be evaluated only on the work completed while at The Culinary School of Fort Worth. A transfer student must complete their program of study within 150% of the time of a student making normal academic progress.

### **Evaluation of SAP:**

Satisfactory academic progress is evaluated one time per semester. The grading periods for individual classes are defined in the class structure section for each program on pages 20 in this catalog. Each evaluation will include an assessment of the qualitative and quantitative measure of student's progress.

### **Academic Warning**

Students that fail to meet SAP requirements will be placed on academic warning. The warning will be in effect until the end of the grading period. If grades are restored to SAP status at the end of the grading period, academic warning will be lifted. If a student does not attain SAP by the end of the grading period (grading period defined on page 20), the student will fail the class and will be required to retake the class the following semester. If the student does not pass the class by the end of the repeated semester, he/she will be withdrawn from the school due to failure to meet satisfactory academic progress (SAP).

### **Appeals**

A student may appeal the determination that he or she is not meeting SAP requirements by submitting a written appeal. The appeal must be submitted within one week of receiving notification that SAP requirements were not met. The student must provide supporting documentation with the written appeal that includes a statement as to why he/she failed to meet SAP and what has changed that will allow them to meet SAP standards at the end of the next SAP evaluation. The school director will decide if the appeal is to be accepted or rejected and notify the student in time for the student to enroll in the next term. If the director determines the appeal may be granted, the student will be required to follow an academic plan.

### **Academic Plan:**

An academic plan will be developed by the faculty/staff and the student to ensure that the student is able to meet the school's SAP requirements. The plan may include more frequent SAP evaluations before the end of the normal evaluation period.

### **Termination**

A student will be terminated from The Culinary School of Fort Worth for failure to meet SAP. Failure to meet SAP includes poor attendance, poor performance during class labs, or breaking of the student contract within the enrollment agreement.

### Readmittance

Under *Title 40, Texas Administrative Code, Section 807.171.175*, a student terminated for unsatisfactory progress cannot be readmitted until a minimum of one course has passed. To be readmitted, the student must have a meeting with the President or office management and get approval to be admitted again.

If a student is terminated due to poor attendance, then the student may not reenter before the start of the next semester.

### Incomplete Grades

In the case of a student on leave of absence, the missing grades will be considered incomplete until the student returns and the work is completed. All incomplete work must be completed by the end of the semester in which the student returns.

### Dropped Courses

No grades will be issued for a class that the student drops.

### Course Repetitions

When a course is repeated, the new grade will replace the original grade. Students may have only two (2) attempts to pass a course.

### Attendance

The student's attendance record is one of the prime factors in successful job placement as well as completion of the program. Normal class hours are outlined in the registration form as well as the subject syllabus. Students must be present in the class for the scheduled time and are expected to attend the entire session as scheduled. Students are expected to attend every class in which they are enrolled. The Culinary School of Fort Worth acknowledges that there are days when a student cannot attend school or arrives late for a class due to unavoidable circumstances. However, students must attend a minimum of **80%** of the contact hours in each subject and program to receive credit. If absences exceed 20% of the total classroom hours for the subject, the student will receive an "0" and have to repeat the course. Certain extenuating circumstances for multiple missed classes will be taken into consideration on a case-by-case basis, may require documentation, and will need to be approved in writing by the President.

### Recording attendance:

Attendance will be recorded every single class day. It is the chef instructors' responsibility to mark each student on the attendance sheet as present or absent. An operations team member will then take the grade/attendance sheet after each day and enter the attendance into the school's online student portal. This will tally the student's attendance percentage into one final percentage for each semester.

#### 1. Absences

You must maintain a passing grade average in each course to obtain your certificate of completion. You will receive a zero in any class that is missed. Once the missed classes have been made up, your certificate will be granted.

#### 2. Tardies

Students are expected to be in class in uniform and ready to class at the time that class is scheduled. A Student who is 15 minutes late to class is considered tardy. The student must stay after class and talk to the chef instructor to determine what was missed for the class and how it is to be made up. **Every three classes that you arrive late equals 1 day of absence.** Students that are 30+ minutes late will not be allowed to attend class.

### 3. Early Dismissal

All students are required to stay until the kitchen is cleaned and they have been dismissed. If you need to be dismissed early, you must discuss this with the chef instructor prior to that class day. An early dismissal will be recorded as a tardy.

### 4. Make-up Work

At the beginning of each subject, a policy for make-up work will be distributed within the syllabus. All make up work shall be completed in accordance with *Title 40, Texas Administrative Code, Section 807.174.C*. The student is responsible for contacting the school administrator and the chef instructor for the missed class within two days of missed class to determine when the missed class can be made up. This is done by sending an email to [info@csftw.edu](mailto:info@csftw.edu), verbal conversations will not constitute contact. The preparatory work for the missed class shall be brought to the make-up session for grading. No make-up classes can be scheduled if a student exceeds 20% of the classroom hours (six classes) missed, or is terminated.

All make-up work shall:

- Be supervised by an instructor approved for the subject being made up;
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class;
- The meeting with the chef instructor shall be completed within (2) weeks of the missed class date;
- Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- Be signed and dated by the student to acknowledge the make-up session.

### 5. Leaves of Absence

Students will be granted a leave of absence from school for family emergencies or prolonged illness. The student is required to send a letter to the school stating the reasons for the absence and anticipated time away from school. The student must request a leave of absence within ten calendar days following the last day attended or he/she will be withdrawn.

A written statement, as to why the leave of absence was granted, signed by both the student and the Director of School indicating approval, shall be placed in the student's permanent file. The student's signature attests that they understand the procedures and implications for returning or not returning to school.

In a 12-month calendar period, a student may have no more than (2) leaves of absence. For a program of (200) clock hours or less, a student may be on leave of absence for a total of (30) calendar days. For programs of more than 200 clock hours, a student may be on leave of absence for a total of (60) calendar days. The leave of absence may be extended as long as it does not exceed the maximum number of days as indicated above.

The school will not access any additional fees as the result of the leave of absence.



## **Student Conduct Policy**

Each student at the beginning of each course will be required to read, understand and agree to abide by the Student Conduct Policy and Contract. If the student should violate any of the requirements in the contract, they will be asked to leave class. They will be admitted back to class the following week. If the contract is broken again, the student will need to speak to the Director of School before being allowed back into class. The second offense will place the student on warning with the school. If the contract is broken a third time, the student will be terminated from the school.

## **Student Conduct**

### ***Class Requirements:***

- ❖❖ Students are required to have a notebook, pencil, or pen each day.
- ❖❖ Students are to complete homework as assigned.
- ❖❖ Students who do not complete an assignment when the assignment is due will receive a “0” grade for that assignment.
- ❖❖ Students are required to be in uniform each day.
- ❖❖ Students are to act in a professional manner; language, personal hygiene, ability to communicate, and take responsibility in their daily assignments.

### **A chef**

- **Takes care of his or her uniform and tools and respects them.**
- **Stands erect, walks straight without hands in pockets in the kitchen.**
- **Avoids touching any part of his or her body while involved in food preparation.**
- **Washes his or her hands frequently, in hand sinks only.**
- **Wears a chef's uniform with pride.**
- **Avoids the use of abusive language.**
- **Exercises self-discipline**

### **Uniform Requirements (No Exceptions)**

You must report to class in full uniform and remain in full uniform at all times until you leave the premises. Students not in full uniform will be dismissed or not admitted into class. You must have your tool kit (standard issue only by The School) and curriculum books (purchased through The School only) with you when reporting to class. A clean and neat appearance is a must at all times. Chefs who compromise their uniform, compromise their professionalism; compromises that soon spread to their mise en place, their cuisine, their customer service, their sense of team spirit, and ultimately, to their personal commitment to excellence in their career.

Hat - White hat (School issued only)

Neckerchief – White neckerchief (School issued only)

White Chef's Coat (School issued only) – Double Breasted White Cotton Chef Jacket that is fully buttoned up and is freshly cleaned and pressed with sleeves cuffs.

Pants - Checkered (School issued only). These must be hemmed properly where the end of the pant lies upon the shoe. **NO ROLLED UP OR CUFFED PANTS.**

Apron – White 4 way (School issued only). The apron must be freshly cleaned and pressed.

Shoes – Non-Slip, Oil Resistant, Fully Enclosed, Cleaned and Polished, Black color only (not issued)

**LACK OF UNIFORM MEANS FAILURE TO ATTEND AND PARTICIPATE IN CLASS!**

#### **Personal Hygiene Requirements and Grooming:**

- Your hat must completely cover your hair. If this is not possible, you must first cover your hair with a hair net before wearing your hat. When you are assigned to areas where a hat is not required, you still must cover your hair with a hair net, unless you have a short haircut, i.e., your hair does not touch your collar. Beads and/or other ornaments are not permitted.
- Short, straight mustaches are permissible (trimmed evenly at upper lip)
- Because sideburns cannot be covered by a hair net, they must be clipped short, 1" above the earlobes
- Fingernails must be kept short and immaculately clean at all times. Nail polish and/or fake nails are not allowed. If the aforementioned is not abided by, the student must wear gloves throughout the class.
- Cuts, wounds, scratches or skin blemishes from the finger tips to the beginning of the forearm must be protected by surgical rubber gloves. In case of skin conditions, the student must provide proper medical documentation to the Director of School as well as the Chef Instructor for the class. A decision regarding acceptance to class will be determined by the Director of School and/or his/her designee.



- All hand and facial jewelry is to be removed by any student wearing his or her uniform before entering any building within The Culinary School of Fort Worth. Tongue piercing of any description is included in this requirement. Wedding rings shall be excluded from this requirement.
- You may not use perfume or cologne.
- Clean and ironed uniforms are expected daily.
- Sweaters or coats may not be worn in classrooms or laboratories.

### **Safety Contract:**

Safety is important in any career setting, but in a production kitchen safety is of the utmost importance. A production kitchen has razor sharp knives and equipment, temperatures that exceed 500 degrees, equipment that is extremely heavy and motors that run constantly.

### **Code of Ethics:**

Deal honestly and truthfully in all matters. Respect the property and resources of others, and do not use such property or resources for personal gain. Consider the interest of The School and carry out their established policies. Avoid activities that might bring discredit to oneself, the school, colleagues or the profession.

### **Harassment Policy**

In a society of differing generations, cultures and backgrounds, what is acceptable behavior to one person may be unacceptable to another, and it may be illegal.

It is the policy of The Culinary School of Fort Worth that students, employees and others acting on The Culinary School of Fort Worth's behalf are entitled to respectful treatment in the classroom and workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds and harassment because of age, disability, marital status, race or color, national origin, religion, sex or sexual orientation.

If you believe you are being harassed or sexually harassed, or know someone who is, you should act promptly. Correcting the situation immediately or at least talking with someone familiar with the issues and ways to respond is in everyone's best interest. Ignoring the situation and hoping that it will correct itself allows the harassment to continue.

Nor should you be afraid that if you talk with someone about the situation, you will be subject to retaliation, particularly if the person causing the harassment has power over you (a supervisor, a teacher, etc.). Under no circumstances will The Culinary School of Fort Worth allow reprisals against a person who in good faith reports or provides information about harassment, sexual harassment or behavior that might constitute sexual harassment. In some instances, you may simply want to talk to someone. Perhaps you are not sure that the other person's behavior is wrong, or maybe you know that it is wrong, but you are unsure what to do about it. Similarly, if you are not sure about your own interactions with someone and are concerned that they have been misunderstood, you should consider talking with someone to see how the situation can be resolved.

In addition to confidential discussions, the policy describes other options, including intervention by neutral third parties, and the formal grievance and disciplinary procedures.

Here is how The Culinary School of Fort Worth defines harassment:

Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, sex or sexual orientation.
- Nonverbal conduct, such as staring, leering and giving inappropriate gifts. Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

The Culinary School of Fort Worth defines sexual harassment as:

"Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a school activity; or
2. The conduct has the purpose or effect of interfering with an individual's academic or work performance, or creating an intimidating, hostile or offensive academic or work environment."

If you think someone is harassing or sexually harassing you or someone you know, or if you are troubled by the definition quoted above as it may apply to your own behavior, you should read the following policy and consider what actions are appropriate.

### **Drug and Alcohol Use**

While on The Culinary School of Fort Worth premises and while participating in business-related activities of The Culinary School of Fort Worth, no student may use, possess, distribute, sell, or be under the influence of illegal drugs or excessive alcohol. The legal use of prescribed drugs is permitted during class, only if it does not impair a student's ability to perform the essential functions of the class effectively and in a safe manner that does not endanger other individuals in the classroom.

Any student that is found in possession of or under the influence of drugs or alcohol on the school premises, will be subject to termination from the program. Consumption of alcohol on the school premises will only be authorized during the equivalent culinary class.

### **Complaint Procedure**

If you experience or witness harassment or sexual harassment in the workplace or academic setting, report it immediately to the Director of The Culinary School of Fort Worth. You may also report harassment to any other member of The Culinary School of Fort Worth's management or ownership team. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

### **Retaliation Prohibited**

The Culinary School of Fort Worth will permit no employment or academic retaliation against anyone who brings a complaint of harassment or sexual harassment or who speaks as a witness in the investigation of a complaint of harassment or sexual harassment.

### **Penalties**

Harassment including sexual harassment will not be tolerated at The Culinary School of Fort Worth. If an investigation of any allegation of harassment or sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, up to and including dismissal.

Withdrawal from the complaint process: A complainant may withdraw from this process at any time. Notice of such withdrawal must be provided in writing to The Culinary School of Fort Worth.

### **Stage I: Intervention -Advice and Counsel Stage:**

Students, staff, employees or faculty members believing they have been victims of harassment or sexual harassment are encouraged to discuss their complaint or concerns in a timely fashion with the director or owner of The Culinary School of Fort Worth. Actions that can be taken by the counselor in the intervention step include, but are not limited to:

1. listening to the complainant to find out what action is desired;
2. advising the parties about the scope of The Culinary School of Fort Worth's harassment and sexual harassment policy and procedures;
3. providing materials and information on recommended actions that the complainant may consider communicating the unwelcome nature of the behavior of the respondent, such as advising the complainant on how to write a letter designed to stop unwelcome behavior;
4. sending a letter to everyone in The School indicating concern about sexual harassment and enclosing a copy of the policy;
5. undertaking a preliminary and confidential investigation;
6. conducting a workshop on sexual harassment for the school and keeping an attendance record as proof of notice given to the respondent of this policy;
7. having a supervisor speak to and counsel the respondent;
8. having the complainant meet with the respondent, with a third-party present, to discuss the complaint;
9. helping to draft an agreement providing for a letter of apology, a transfer of either party, a voluntary resignation, or other levels of appropriate school sanctions; or
10. following up on an inquiry to see if the complaint has been resolved or if the complainant still wishes to take further action.

If a potential case of sexual harassment is discussed with one of these counselors, with written permission of the complainant the director or owner may contact the individual against whom a complaint may be filed. Without disclosing any confidential information, the counselor will inform the potential respondent that a complaint may be filed. A copy of the Culinary School of Fort Worth harassment and sexual harassment policy will then be sent to the potential respondent for his/her education, and he/she will be encouraged to comply with that policy.

**Confidentiality:** All information discussed and documents presented during the advice and counsel stage will be kept confidential by the director or owner. On request, all documents accumulated during the intervention phase will be returned to the parties who provided the documentation.

**Records:** The Culinary School of Fort Worth will maintain sufficient records to document:

1. the date of the complaint and the date of the alleged incident
2. the name of the complainant and the respondent
3. counsel provided
4. action taken by complainant
5. action taken by counselor.

If the complainant decides to terminate the intervention, this action will not necessarily preclude an investigation by the Culinary School of Fort Worth.

### **Stage II: Intervention -Complaint Stage:**

If a person files an official complaint, both the complainant and the respondent may seek the assistance of individuals willing to serve as advisors during the process. The advisor will have no formal role in the process other than to provide assistance and guidance.

If, after working within this intervention process, an individual chooses to lodge an official complaint alleging harassment or sexual harassment in violation of the school's harassment and sexual harassment policy, disciplinary actions may include termination or dismissal from the school.

### **School Closings**

The Culinary School of Fort Worth rarely closes school for any reason, including weather. If school is cancelled, the decision will be made at least 2 hours prior to the start time of classes. You will be contacted by email if school is cancelled.

### **Requirements for Graduation**

A *Certificate of Completion* will be granted after completion of the requirements for The Professional Culinary Program (PCP) offered at The Culinary School of Fort Worth.

The required subject progression for the Professional Culinary Program (PCP) is: PCP I, PCP II, PCP III and PCP IV.

## **Student Services**

Counseling, Instructor Availability: Pre-enrollment information sessions, and enrollment sessions available for students. Instructors are on site and available for consultation at least (30) minutes before class.

Extracurricular Events: Student memberships are available in the Texas Chef's Association and the National Technical Honor Society, which requires additional payment by the student.

## **Placement Assistance**

Students will be contacted following graduation to verify employment status. Information gathered is used in calculation of employment and placement statistics for the Texas Workforce Commission and a timely response is expected. You may be taking subjects for your own personal development. If you do not intend to pursue employment within the culinary or pastry profession, you will be asked to sign a statement that you do not wish to receive assistance with placement. If you intend to pursue self-employment, you must sign a statement upon graduation acknowledging that you are seeking self-employment and that you expect that it will fulfill your vocational and remunerative objectives. (30) days after graduation, you will be contacted and required to sign an additional statement stating that self-employment continues to fulfill your vocational and remunerative objectives. Employment may be verified using approved documents such as ACCET's best practice Employment Verification, Part Time-Attestation, and/or TWC Completer Follow up Survey.

## **Student Grievances/Complaints**

If a problem should occur during or after class, please call, email (info@csftw.edu), write a letter, or stop by in person to talk to the school administrator. The school is committed to doing our best to resolve any problems quickly and fairly. A complaint form will need to be filled out so that all of the information may be obtained to resolve the issue. You can obtain the form from the school administrator.

If the complaint is not resolved in a timely manner after following proper procedures to your satisfaction, you may submit a complaint form to the Texas Workforce Commission. Complete form PS-401A and mail it to TWC-Career Schools and Colleges, 101 East 15<sup>th</sup> Street, Austin, Texas, 78778-0001, phone 512-936-3100. This form can be obtained from the school administrator or from the website:  
<http://www.twc.state.tx.us/svcs/propschools/propforms.html>

Notice to students regarding ACCET's complaint procedure: This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the above complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request.

Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a) Name and location of the ACCET institution;
  - b) A detailed description of the alleged problem(s);
  - c) The approximate date(s) that the problem(s) occurred;
  - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
  - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

**4. SEND TO:**

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW Washington, DC  
20036

Telephone: (202) 955-1113

Fax: (202) 955-1118 or (202) 955-5306

Email: [complaints@accet.org](mailto:complaints@accet.org) Website:

[www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

### **Family Education Rights and Privacy Act**

This is a Federal law that protects the privacy of student education records. The Culinary School of Fort Worth provides for the appropriate disclosure of educational information in accordance with FERPA.

- 1) Students may inspect or review their educational records maintained by The School.
- 2) Students may request that The School correct or amend records they feel are inaccurate or misleading
- 3) Students must provide written consent in order to release any educational record information maintained by the school except under certain conditions as allowed by FERPA.
- 4) The school may disclose certain “directory” information such as a student’s name, address, telephone number, date and place of birth, honors or awards and dates of attendance without the student’s consent unless the student has notified the school in writing of any information that is not to be released. A request for non-disclosure will remain in effect until the student is no longer enrolled or until the request has been cancelled by the student. Students will be informed of any information that is disclosed.

### **Procedure for Inspecting or Reviewing Student Records**

Student may schedule an appointment by emailing [info@csftw.edu](mailto:info@csftw.edu) to review or inspect educational records.

### **Procedure for Amending Student Records**

- 1) The student must submit in writing a request to amend any information contained in the School’s educational records.
- 2) The written request must be specific in identifying which information is to be changed and why it is believed to be inaccurate.
- 3) The School will either comply with the request or notify the student of the student’s right to a hearing to challenge the information believed to be inaccurate.
- 4) The hearing will be conducted by a disinterested party, but who may be an official of the school. The student will have the opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records.
- 5) The student may seek the assistance of an individual willing to serve as an advisor during the hearing.
- 6) After the hearing, The School will make a decision to amend or not to amend the record. If the school still does not amend the record, the student has the right to place a written statement with the record stating his or her view about the contested information.

### **Copyright Policy**

The copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials, including but not limited to publications, computer software, audio music, video and audiovisual materials. It is necessary to assume that all works are copyrighted even if the copyright symbol does not appear on them. Students may not make additional copies of any copyrighted materials provided to them in the classroom. Unauthorized use or distribution of copyrighted materials can result in criminal penalties, including imprisonment or severe fines.

For more specific information on copyright laws and penalties, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially the FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Medical Emergencies**

Inform the Chef Instructor and/or assistant or any faculty or staff member immediately if you injure yourself at any time during class so that an accident report can be filled out. A first-aid kit for minor cuts, burns, etc is located in the galley on the top shelf near the entrance to the retail area. Students are responsible for their own health insurance during the program. Students will be shown where the first aid kit is on the first day of class. All cuts, abrasions and the like need to be properly bandaged and covered with a finger cot or glove at all times. If a student is injured and unconscious, the staff will immediately call 911.

Students will be required to sign a Release and Waiver of Liability prior to the start of each program.

### **Use of Cellular Telephones**

Cell phone use and similar device use is extremely disruptive to the instructors and the other students. The following policies apply to cell phone use during class time:

- No personal calls are to be made or received during class, except in an emergency.
- The main phone lines to the school are generally not answered during class times. Please advise family and friends.
- During class, cell phones should be set to silent, vibrate, or off.
- Messages may be checked and phone calls made outside of the classroom and kitchen. Preferably this should be done during breaks or at the end of class.

Failure to comply and abide by the cell phone use guidelines will result in immediate dismissal from the class for that particular class day.

**APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.**

“The information contained in this catalog is true and correct to the best of my knowledge”.

---

SCOTT WADE, President and Director of School