THE CULINARY SCHOOL OF FORT WORTH

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The Culinary School of Fort Worth
is

Accredited by ACCET

ACCET ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING

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Table of Contents

Mission Statement 4
Welcome to The Culinary School of Fort Worth 4
History of The Culinary School of Fort Worth 4
Key Staff and Faculty 5
Facilities and Equipment 5
Certification and Professional Memberships 6
Advisory Board 6
Tuition and Fees 6
The Professional Culinary Program 6
Cost of Attendance 7
Scholarship and Financial Aid 7
Methods of Payment 7
Delinquent Accounts 7
Culinary Financing Plan 8
School Calendar 8
Enrollment Periods 8
Observed Holidays and Breaks 8
Term Dates 8
Hours of Operation 8
Class Schedules 9
The Professional Culinary Program (PCP) 9
Admission and Enrollment Policies 9
Admission Requirements 9
Admissions Procedure 9
Enrollment Procedure 10
Special Needs 10
Non-Discrimination Policy 10
Application and Registration Fees 10
Potential Externship Requirements 10
Transfer of Credit Policy (clock hours) 10

6550 Camp Bowie Blvd. Suite 110
Ft. Worth, TX 76116
817-737-8427
www.csftw.edu

Transfer Credit Process **11**

VA Specific Policies **11**

Cancellation Policy ***11***

Refund Policy ***12***

The Professional Culinary Program ***14***

Topic Descriptions **15**

Class Structure: PCP **17**

Educational Objectives **17**

Curriculum Content **17**

Lecture Theory **17**

Workshops **17**

Grading and Weighing System **18**

Honors and Awards **18**

Satisfactory Academic Progress Policy (SAP) **19**

Attendance **19**

Late Arrival **19**

Early Dismissal **19**

Make Up Policy **20**

Excused Absence Policy **20**

Internal SAP Evaluation Points **20**

Academic Progress **22**

Academic Year Definition **23**

Requirements for Graduation **23**

Course Incompletes, Withdrawals, and Repetitions **23**

Re-entry and Interruptions **23**

Re-enrollment Policy **24**

Grading Rubric **25**

Termination **26**

Student Conduct Policy ***26***

Uniform Requirements **26**

Personal Hygiene Requirements and Grooming **27**

Code of Ethics **27**

Safety **27**

Mobile Devices 27

Open Door Policy *28*

Harassment Policy *28*

Complaint Procedure 28

Retaliation Prohibited 28

Disciplinary Action 28

Drug and Alcohol Use *29*

School Closings *29*

Student Services *29*

Placement Assistance *29*

Student Grievances/Complaints *29*

Family Education Rights and Privacy Act (FERPA) *31*

Procedure for Inspecting or Reviewing Student Records *32*

Procedure for Amending Student Records 32

Copyright Policy *33*

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws 33

Academic Dishonesty Policy *34*

Cheating and Plagiarism 34

Definition of Cheating 34

Definition of Plagiarism 34

Medical Emergencies *34*

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Mission Statement

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

Welcome to The Culinary School of Fort Worth

Our program 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
- Wants to secure a career in a professional kitchen as a cook, chef, caterer, food-related business owner or manager
- Is committed to developing strong work ethic and skills required to be employable in the culinary industry
- Currently works within the industry and is looking for additional culinary training

History of The Culinary School of Fort Worth

The Culinary School of Fort Worth, founded by Bill and Judie Byrd in 1988, began as a hobbyist school focusing on educating home cooks. In 2006, the school received its first certificate of approval as a licensed career school by Texas Workforce Commission. National accreditation by ACCET, Accreditation Council for Continued Education & Training, was achieved in 2012. In 2014, ownership changed which resulted in additional investment that allowed a shift in focus from hobbyist to more professional training. In 2018, the school was approved to participate in Federal Student Aid programs (Title IV, HEA).

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Key Staff and Faculty

Name	Title	Subjects to be Taught	Degrees/Training
Weiser Resolution-CSFW, LP dba The Culinary School of Fort Worth-John Weiser, Scott Wade	Owner/Owner	None	
Scott Wade	CEO	None	BBA, Baylor University
Ched Pagtakhan	School Director	Professional Culinary Program I, II	AAS, Triton College 27+ Years Culinary Experience
Carolann Landis	Compliance Coordinator	None	BA, University of Texas at Arlington
Gabriella Moyer	Admissions Coordinator	None	Certificate-Professional Culinary, CSFTW
Ethan Starr	Program Director	Professional Culinary Program I, II	15+ Years Culinary Experience
Nancy Figueroa	Financial Aid Coordinator	None	BBA, University of Texas at Arlington
Rosemary Pagtakhan	Lead Chef Instructor	Professional Culinary Program I, II	AAS, Culinary-Kendall College
Camila Pesca Santos	Chef Instructor	Professional Culinary Program I, II	Bachelor's Degree, Universidad de La Sabana
Lauren Santiago	Chef Instructor	Professional Culinary Program I, II	Certificate-Professional Culinary, CSFTW
Michael Thibodeau	Kitchen Manager	None	Certificate-Professional Culinary, CSFTW
Thomas Nixon	Apprenticeship Coordinator	None	AAS, El Centro College

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 2 digital smart boards, 14 gas ovens and cook tops, 8 convection ovens, 2 deep fryers, stainless steel lab tables, walk-in refrigerators and freezers, salamander/broiler, meat slicer, and induction burners as well as all pots, pans, and utensils needed to effectively learn chef skills. Each class is limited to (20) students per instructor.

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Certification and Professional Memberships

The Culinary School of Fort Worth is approved and regulated 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.

Advisory Board

1. Richard Miller - Human Resources, The Mansion at Turtle Creek
2. Cynthia Romstadt – Executive Chef, Colonial Country Club
3. Tony France – Executive Chef, Four Seasons-Las Colinas
4. Jett Mora – Executive Chef, Café Modern
5. Jarry Ho – Owner, Tokyo Cafe
6. Mik Lane – CSFTW Graduate, 2025

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).

	Cost	Sales Tax	Total
Application Fee	**$25**	**$0.00**	**$25**
Tuition	**$21,854.87**	**$0.00**	**$21,854.87**
Uniform Fee	**$155**	**$12.79**	**$167.79**
The uniform package includes (2) chef coats, (2) pairs of pants, (3) aprons, (2) toques.			
Knife Roll	**$385**	**$31.76**	**$416.76**
The knife roll will include a chef knife, boning knife, paring knife, slicer, serrated slicer, steel, shears and carrying case.			
Pastry Kit	**$120**	**$9.90**	**$129.90**
The pastry kit will include a bench knife, peeler, pastry tips, measuring spoons, measuring cups, digital scale, instant read thermometer, timer, wooden spoon, heat resistant scraper, microplane, and carrying case			
Textbook: On Cooking 7th Edition by Labensky and Martel ISBN 9780138091163	**$115**	**$9.49**	**$124.49**
Textbook: Servsafe Manager. 9th ed. (with answer sheet) National Restaurant Association ISBN 9781582805153	**$75**	**$6.19**	**$81.19**
Program Total			**$22,800**

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

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

- Black Non-Slip Closed-Toed / Closed-Back Shoes
- Food Handlers Certification

Cost of Attendance

	Tuition & Fees	Books/Supplies	Federal Loan Fees	Food	Housing	Misc./Personal	Transportation	Total
Dependent (living at home)	$21,854.87	$920.13	$100	$2,826	$3,573	$3,051	$3,951	$36,276
Dependent (living on own)	$21,854.87	$920.13	$100	$2,826	$7,164	$3,051	$3,951	$39,867
Independent	$21,854.87	$920.13	$100	$2,826	$7,164	$3,051	$3,951	$39,867

For Cost of Attendance data collection methodologies and FSA policies and procedures, please refer to Consumer Information.

Scholarship and Financial Aid

Various institutional and outside scholarships are offered throughout the year. Scholarship and Financial Aid information regarding availability, eligibility requirements, and application process is available through the Financial Department. The CSFTW also 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
  GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill
- Texas Workforce Solutions
- Federal Student Aid-PELL Grant, Direct Loans (OPEID 04276400)

Methods of Payment

Unless otherwise approved by the School Director in writing, tuition is paid either per semester prior to the start of the semester or per month for each course in which a student is enrolled. ACH AutoPay is required for all installment payment plans of tuition and fees. Check and/or credit cards are accepted for additional supply purchases. A $25 insufficient funds fee may be charged for each returned check or ACH payment.

Delinquent Accounts

If a student's account is PAST DUE, they may be ineligible to continue in the program. All tuition and fees must be paid prior to the start of each semester unless the student is on an approved installment payment plan. If a student's account is not current, they may not be permitted to attend classes until the account is current. The student will be counted absent 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.
Accounts 120 or more days past due may be turned over to a collection agency.

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.

School Calendar

Enrollment Periods

Winter	December - March
Spring	April - May
Summer	June - August
Fall	September - November

Observed Holidays and Breaks

New Year's Day
Martin Luther King Day
Spring Break
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Week
Christmas Week

Term Dates

The Professional Culinary Program (PCP)

A new cohort begins when the previous cohort begins externship, typically every 4-5 months.

Hours of Operation

The School offices are open Monday – Friday from 9:00am - 5:00 pm. During these times, individuals 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.

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Class Schedules

The Professional Culinary Program (PCP)

Each semester* consists of approximately (90) class days which are (5) hours per day, including an off-site externship of (210) hours given in Professional Culinary Program II (PCP II). Each semester is contingent on minimum enrollment and may be postponed or discontinued at the discretion of the school. Refunds will be issued according to the school's cancellation and refund policy. Class days and times are subject to change. In the event of unforeseen temporary school closure or canceled class, dates of Observed Holidays and Breaks may be used for rescheduling class. Such occurrences and rescheduling will be communicated to students via Orbund.
Each (5) hour class begins with lecture; kitchen lab time begins directly after lecture. Lecture and lab time differ depending on the nature of the class. During kitchen lab time, students will complete objectives determined by the lesson plan designed for that class.

Admission and Enrollment Policies

See Current Consumer Information Publication for Full Admissions Policy

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements:

Admission Requirements

Individuals applying for the program are required to complete the CSFTW application and:

1. Be at least 17 years of age (Parent or Legal Guardian signature and presence at enrollment appointment required for individuals under the age of 18 at the time of enrollment)
2. Present proof of high school diploma, GED certificate or higher education.
3. Submit a one-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

4. Provide one letter of recommendation stating why you would be a positive addition to the student body at The Culinary School of Fort Worth.
5. Food Handler Certificate
6. $25 Application Fee

Admissions Procedure

Students are encouraged to tour and attend an information session prior to applying for admission. Tours and information sessions provide details regarding curriculum, expectations, and provide an opportunity to learn about the school and ask questions. Individuals may sign up for a tour and information session by calling 817-737-8427 or visiting the school website. Students should apply for admission early to ensure class availability. Once submitted, a complete application, required admissions documents, and application fee are valid 24 months following submission of said application. If a student does not enroll within 24 months from original application submission, they must re-apply, update required admissions documents and pay the application fee again.

Enrollment Procedure

Once a student is accepted and has selected a financial payment plan, an enrollment appointment is set. The student will then attend a one-on-one enrollment appointment during which an admissions representative will guide them through completing all required documents for enrollment. The student will be required to present current, valid government or state issued identification at the time of enrollment.

Special Needs

Any student with a documented need for special accommodations should notify the Admissions Office during the application process. 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.

Please refer to the Facilities and Services Available to Students with Disabilities Policy in the Consumer Information

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.

Application and Registration Fees

There is a non-refundable $25 application fee. There is no registration fee.

Potential Externship Requirements

Some of our externship partners may require drug screening and/or background check as part of their application process.

Transfer of Credit Policy (clock hours)

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. 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 outline. Request must be submitted in writing and in a timely manner.

Transfer Credit Process

Students wishing to obtain transfer of credit should have an official transcript, catalog, or course description, 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 School Director, Program Director, and Compliance Coordinator 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. Accepted transfer of credits counts as both attempted and completed hours for pace of completion purposes.

VA Specific Policies

Any individual covered by The Department of Veterans Affairs may attend and/or participate in the course of education during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "statement of benefits" obtained from the Department of Veterans Affairs' (VA) website – ebenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution
2. 90 days after the date the institution certified tuition and fees following the receipts of the certificate of eligibility.

CSFTW will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement of funding from VA under Chapter 31 or 33.

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. A full refund will be made to any enrolled applicant rejected by the school or cancellation of the program by the school.

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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 (except those occurring during externship) 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 an 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.

[1]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.

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7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a) An enrollee is not accepted by the school;
   b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   c) 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:

   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.

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.

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The Professional Culinary Program

The Professional Culinary Program (PCP) emphasizes classic cooking techniques, repetition of skills and critical thinking. The program is designed to prepare individuals for a job in the food service industry. Graduates may find employment opportunities with restaurants, hotels, cruise ships, catering companies, personal chefs, entry-level cooks and entry-level bakers. Students will learn basic savory fundamental techniques including classic knife cuts, major cooking methods, meat and seafood fabrication, stocks, sauces, and plating. Students will also gain experience in different styles of service and areas of the kitchen such as buffet service, cook to order service, a la carte service and Garde Manger (cold kitchen preparations). Students will study pastry arts by learning the basic mixing methods and applying them to various pastry preparations such as breads, cakes, custards, and other dessert components. Students will study principles of kitchen management, basic culinary math, mise en place, and time management throughout the program with a focus on sanitation and fundamentals. Students will also focus on healthy cooking and nutrient calculations that align with specific dietary restrictions.

		Clock Hours			
Subject	**Title**	**Lecture**	**Kitchen-Lab**	**Externship**	**Total**
PCP I	Professional Culinary Program I	124	326	0	450
PCP II	Professional Culinary Program II	76	164	210	450
	Total Hours	**200**	**490**	**210**	**900**

The time required to complete this program is approximately (36) weeks with (5) hours of instruction (5) days per week for a total of (138) classes. (210) of the scheduled hours during the program will consist of an externship where students will be placed off site in a professional setting. Approximately (18) weeks is required to complete each semester. Observed Holidays and breaks that occur during designated externship days are not excluded from the syllabi schedule.

The Professional Culinary Program (PCP) certificate from The Culinary School of Fort Worth is awarded to students who have satisfactorily completed both subjects; PCP I and PCP II.

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Topic Descriptions

PCP I- Professional Culinary Program I

Intro to Food Service:
Students will explore an introduction to the food service industry, history, career paths and job outlook. The introduction will focus on sustainability, sanitation and working efficiently in the kitchen.

Sanitation and Safety:
Students will gain exposure to the proper use and functionality of common kitchen equipment and small wares. Sanitation procedures will be practiced daily with special attention to heating and cooling temperatures, proper storage of products and cross contamination prevention. Students will take the 8-hour course required to test for the ServSafe Manager exam which will allow them to lead staff and oversee food delivery and prep in a restaurant setting.

Business and Math Skills
Students will explore the history and organization of a kitchen brigade as well as recipe reading and writing and controlling waste as a means to increase profitability in the restaurant setting. Students will understand how to scale recipes and calculate food waste percentages. Students will identify the proper tools to measure ingredients in addition to practicing proper mise en place for any given procedure.

Food Preparation
Students will understand how to properly use knives and cutting equipment to produce the classic knife cuts. Students will practice the major cooking techniques using moist and dry heat preparations for proteins, starches and vegetables. Students will also create white and brown stocks and other common mise en place items during Prep Cookery. Students will explore animal fabrication methods on poultry, beef, pork, and seafood as well as appropriate cooking methods for each cut of meat. Students will practice egg cookery methods and make fresh pasta as part of their food preparation skills during first semester.

Nutrition
Students will explore healthy cooking techniques to prepare vegetable and fruit dishes as well as composed and tossed salads. The introduction will focus on identifying macronutrients, using cooking techniques that increase nutrient retention and understanding the principles of a balanced diet. Students will understand how to calculate macro and micronutrient content in a recipe. They will also explore the top 9 food allergens and various dietary restrictions such as vegan and vegetarianism and understand how to create healthy recipes given set dietary restrictions.

Environmental Sustainability
Students will take a field trip to explore the importance of increasing environmental sustainability in all aspects of food prep. Discussed in professionalism lecture as well as ordering and costing.

Beverage Management
Students will take a field trip to explore brewing methods for beer. They will also identify principles of pairing teas and coffees with food items on a menu in mixing methods block.
(Lec 124 Cl Hrs / Lab 326 Cl Hrs/ Ext 0 Cl Hrs) [Prerequisites: none]

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PCP II- Professional Culinary Program II

Basic Baking
Students will understand and be able to perform mixing methods in pastry preparations such as creaming, kneading, whipping as well as fundamental techniques like piping batters and shaping doughs. Students will practice their techniques on various pastry preparations such as cookies, pies and tarts, breads, cakes and frozen desserts. Students will review their pastry techniques learned in the baking and pastry objectives for evaluation during the second semester pastry exams.

Intro to Food Service
Students will gain exposure to various types of service such as buffet, a la carte and cook to order food. They will understand the mise en place and brigade organization systems in place to create a smooth event.

Business and Math Skills
Career Development class will prepare students for the upcoming Externship interview by equipping them with resume building and interviewing skills that they can use in their career as a chef.

Food Preparation
Students will understand how to properly prep for an event by par cooking foods, properly cooling, storing, and reheating foods for service. Students will explore styles of plated entrees and create their own plated dishes for service.

Garde Manger
Students will practice preserving foods through various methods such as pickling, curing, dehydrating etc. as well as creating cheese and charcuterie boards with their product.

Purchasing and Receiving
During Ordering and Costing class, students will explore various kitchen management systems, understand how to efficiently order, receive, and store shipments of food from a wholesaler, and how seasonality affects pricing and drives menu creation.

Dining Room Service
Students will visit a full-service restaurant in the field to build a concrete understanding of the dining room operation and can practice setting up place settings and stations, under the coaching and supervision of the Restaurant Manager or Maitre'D. Students will then use this experience to help plan and execute their Plated Dessert Event, Buffet Event, and Line Cooking Event that they will put on for their friends and family. Students will get a chance to work in front and back of house to understand responsibilities of each station.

Menu Planning
Students will practice menu planning, proper ordering and costing of ingredients as well as menu pricing during their event blocks.

Supervisory Management
Students will explore restaurant management principles as they explore the various stations in the food service operations they will work at during their Externship and on field trips during the hospitality block.
(Lec 76 Cl Hrs /Lab 164 Cl Hrs/Externship 210 Hrs) [Prerequisites: PCP I]

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Ft. Worth, TX 76116
817-737-8427
www.csftw.edu

Class Structure: PCP

- Lecture and hands-on learning
- Preparatory reading as assigned
- Classes meet (5) days per week for (5) hours each class
- The schedules and times depend on enrollment. Review www.csftw.edu for details.
- Class sizes are no larger than (20) students which allows a 20:1 ratio of students to instructor for lecture and lab
- PCP I and PCP II are each (18) weeks (excluding any holidays that fall within the time frame, except those that fall during externship).
- Grading Periods: Grades will be evaluated per block of study and final grade issued at the end of each semester
- Throughout the program each student will have the opportunity to volunteer. During volunteer hours, students will work side-by-side with instructors and kitchen manager completing KM tasks as well as prep for any events or catering.

Educational Objectives

The program's major objective is to provide a technique driven fundamental approach of Culinary Arts education. From the use of professional equipment to the ability to understand different cooking techniques, the program's endeavor is to expose the student to different styles and experiences of the culinary world.

Curriculum Content

During the lectures, the students are introduced to fundamental concepts, skills, and techniques required to be successful in the industry. Emphasis is placed on safety & sanitation of the equipment in the kitchen: but not limited to personal hygiene, proper food handling, use of weights and measurements, use of tools and equipment, knife skills, culinary terminology, ingredient identification and their functions, and customer relations.The main emphasis of the program is on the development of hands-on skills. The students will perform all the duties of a full-service kitchen. Students in the program are given the opportunity to develop their skills enabling them to build a career in the food service industry.

Lecture Theory

Theory instruction supports the hands-on education of each student covering topics such as: basic culinary skills, nutritional cooking, culinary mathematics, science of baking, food handling, career development, and history of foods. Students will not only learn how to produce food using the finest of ingredients but gain an understanding of how to apply these skills in order to manage a staff, develop a budget and operate a successful business.

Workshops

Chef Instructors offer voluntary weekly workshops in the area of study directly relating to the Block for the week. Workshops offer a chance for students to practice and gain confidence before the block Evaluation which occurs on day five of the Block. Workshops are offered 1:00pm – 4:00pm on day four of any given Block.

Grading and Weighing System

The school uses a 0-100% grading system to grade evaluations, written exams, practical exams, and externship. Grades will be weighted in the following categories:

PCP I: Level 1 Evaluation (20%) Level 2 Evaluation (40%), Practical Exams (25%), Written Exams (15%)

PCP II: Evaluations (40%), Externship (20%), Practical Exams (25%), Written Exams (15%)

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

Students in PCP are evaluated on their performance on a weekly basis. Skills and competencies are broken down into a system of blocks that build upon each other and are designed to create a sense of repetition and efficacy in the student performance throughout the program. On the last day of every block, the student will be evaluated on their technical ability to perform the skill taught during that block. Lab evaluation grades will be determined using the PCP Grading Rubric. Students will be appraised of their performance as they complete performance objectives with a written and practical examination. Written exams are recorded as a percentage out of 100% and Practical exams will be graded using the PCP Grading Rubric. During semester II, students will complete an 8.4-week externship working with a mentor chef in a food service setting to gain more practical culinary experience. Students are graded based on the externship evaluation completed by their site supervisor in addition to weekly timecard submission supporting completed hours.

Honors and Awards

Honors Eligibility Requirements:
Students are required to maintain a 90 or above GPA in each semester.
Outstanding Achievement Award Eligibility Requirements:
Students are required to maintain a 90 or above GPA in each semester and complete 50 or more total volunteer hours.

Satisfactory Academic Progress Policy (SAP)

The satisfactory academic progress (SAP) policy applies to all students enrolled in an ACCREDITING AGENCY and STATE AGENCY approved program whether receiving Federal Title IV, HEA funds or not. The Professional Culinary Program (900 clock hours and 36 weeks) is the only course that is currently eligible for Title IV, HEA funding.

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 Orbund, the online course management program which is located at www.server16.orbund.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.

Attendance

Attendance will be recorded every single class day. It is the Chef Instructor's responsibility to mark each student on the attendance sheet as present or absent. The attendance information will be updated in the school's online portal daily. The student's attendance rate will be tallied into one final percentage for each semester. Students must attend a minimum of **90%** of the clock hours in each semester. The student is responsible for any class materials missed while absent.
During semesters I and II, a student may miss a total of 9 class days (45 clock hours per semester) and may be terminated on the 10th missed class day as an unofficial withdrawal.
If available, students may attend alternate class time if requested at least 24 hours in advance and approved by Program Director. Request to attend alternate class time must be sent to the Program Director and current Chef Instructor at least 24 hours prior to the student's originally scheduled class time for which they are enrolled. Approval or denial will be sent via email to the student and is subject to space availability among other factors. OBJ

Late Arrival

Late arrivals may enter school until 20 minutes after scheduled class begins. Students 20 or more minutes late will not be allowed to attend class and will be marked absent for the day. Students that arrive 1 to 19 minutes late will be allowed to attend class but may need to either forego break times or stay late to account for the missed time in order to obtain the required clock hours.

Early Dismissal

All students are required to stay until the kitchen is cleaned and class has been dismissed. Students that leave class 20 minutes or more prior to class dismissal, regardless of cause, will be marked absent for the day. Students that leave 1 to 19 minutes prior to class dismissal are required to notify the Chef Instructor at the beginning of class. Failure to properly notify the Chef Instructor of intent to leave early will result in point(s) deduction for the current curriculum block of study. Students that leave 1 to 19 minutes early may need to forego break times to account for the missed time in order to obtain the required clock hours.

Make Up Policy

Make-up classes are permitted ONLY for evaluations and will be allowed a maximum of 4 make-ups per semester. Maximum grade for exam and/or evaluation make-ups will be 80%.

Exams

In the case an absence is planned in advance for day of practical or written exam, students may request to schedule a new exam date. Requests must be sent via email to the Program Director prior to start of missed class. Verbal requests to schedule a new exam date will not be accepted or considered.

Evaluations

In the case an absence occurs on a day of scheduled evaluation, students may request to schedule a make-up. Requests must be sent via email to the Program Director. An evaluation make up must be completed within 2 weeks of the end of the grading period. Verbal requests for evaluation make-ups will not be accepted or considered.

Excused Absence Policy

Excused absences are clock hours that were actually scheduled, were missed, and do not have to be made up for a student to receive the certificate for the program. For Financial Student Aid purposes, no more than 10% of the scheduled clock-hours in a payment period may be considered excused absences. For the Professional Culinary Program, as long as 900 clock hours have elapsed, a student may graduate having completed 810 clock hours.

Quantitative Requirements = Maximum Time Frame: For Title IV, HEA Funding Purposes

The maximum time frame in which a student can complete their program is equal to 1.1 times the published length of the course.

Example for Professional Culinary Program would be 900 + 90 clock hours = 990 scheduled hours.

COURSE	**MAXIMUM TIME ALLOWED**	
Professional Culinary Program: 900 clock hours	Scheduled Hours	Weeks
	990	39.6

Internal SAP Evaluation Points

The internal SAP checkpoints for CSFTW are as follows:

Semester	Scheduled Hours	Pace of Completion	Required Minimum GPA
Semester I	1 – 225	90%	70%
Semester I	**226 – 450**	**90%**	**70%**
Semester II	451 – 675	90%	70%
Semester II	676 – 900	90%	70%

Title IV, funding and SAP Evaluation points

SAP evaluation periods are based on when the student's scheduled clock hours for the payment period have elapsed. Students will be notified of all SAP Evaluation results at the end of each payment period. A Title IV payment period is defined as 450 clock hours. The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

***Professional Culinary Program* which is 900 clock hours and 36 weeks of instruction, the funding will be disbursed at:**

Payment Period	Completed Clock Hours	Scheduled Clock Hours	Completed Weeks	Scheduled Weeks	Note:
1	**1**	**1**	**0**	**1**	*Direct Loan has a 30-day delay for first-time borrowers
2	**405**	**450**	**16.2**	**18**	*

* Students must meet their clock hours, weeks of instruction, attendance, and minimum cumulative grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each scheduled clock hour payment period to determine eligibility.

Please Note: If the student is not meeting the SAP requirements, they will place their Title IV, HEA funding in jeopardy, which could also result in loss of Title IV, HEA funding.

If Student Is Not Meeting SAP at Internal SAP Checkpoints:

At each internal SAP checkpoint, if a student is not meeting SAP, then an academic improvement plan will be developed by the designated Chef Instructor and the student to ensure that the student is able to meet the school's SAP requirements by the end of that payment period. The plan may include more frequent SAP checkpoints before the end of the payment period. The plan may include (but is not limited to) the following:

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the end of that grading period.
- Maintain a grade point average that will ensure the student will meet Satisfactory Academic Progress by the end of that grading period.
- The academic improvement plan will be monitored by the Program Director and communicated regularly to students.

If Financial Aid Student Is Not Meeting SAP at Official Title IV, HEA SAP Evaluation Point:
At the 450- scheduled hour SAP evaluation point, if a student is not meeting SAP, they will be put on Financial Aid Warning. In order to assist students placed on Financial Aid Warning, at the discretion of Program Director, an academic improvement plan may be developed by the Program Director and the student to ensure that the student is able to meet the school's SAP requirements by the end of that payment period (70% GPA and 90% Pace of Completion). The student will also at this time be placed on Financial Aid warning and will be notified of said warning. The plan may include more frequent SAP checkpoints before the end of the payment period. The academic improvement plan will be monitored by the Program Director and communicated regularly to students. A student who has been placed on an academic improvement plan and is making progress on that plan is still considered to be an eligible student. If a student is not making progress on the academic improvement plan and therefore does not meet SAP by the end of the payment period, the student will be terminated and no longer eligible for federal financial aid for that enrollment period. If the student wishes to re-enter the school, then they will have to again complete the financial aid process and will return in the same satisfactory academic progress status in which they left.

Academic Progress

Qualitative Progress:
The student must maintain a grade point average in each semester and at the end of each payment period of at least 70% based on all evaluations, assignments, written exams and practicums. When a semester is repeated, the new grade will replace the original grade for the purposes of the calculation of the GPA (and restoration of Title IV eligibility if applicable).

Quantitative Progress:
Students are required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each internal SAP checkpoint. The school uses a 0-100% grading system. Grades will be weighted in the following categories:
Semester I: Level 1 Evaluation (20%), Level 2 Evaluation (40%), Written Exams (15%), Practical Exams (25%)
Semester II: Evaluation (40%), Written Exam (15%), Practical Exam (25%), Externship (20%)

Grade	Interpretation	Average	Grade Point
A	Excellent	90% - 100%	4.0
B	Good	80% - 89%	3.0
C	Average	70% - 79%	2.0
F	Failing Below	60% - 69%	0.0
I	Incomplete		
W	Withdrawal		

Each student must attend class, participate in lab/externship work, and prove to the instructor that the daily topic was understood through question answering and product evaluation. Each student will be given a grade for each block of study based on the food the produced as well as the student's attention to detail, uniform, safety and sanitation practices, teamwork, and adaptability. Students' grades are typically made available within 48 hours of the completion of each evaluation or assignment. In the event of an apparent error in a grade, it is the student's responsibility to contact the instructor to make the appropriate correction. Grade reports and transcripts are available to students through the Office of Compliance. Official transcripts are available at no charge for current students and alumni.

Academic Year Definition

The Culinary School of Fort Worth's academic year is defined as 900 clock hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

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

Course Incompletes, Withdrawals, and Repetitions

Course incompletes, withdrawals, and repetition have no effect on the GPA component of the institution's SAP. Course incomplete, withdrawals, and repetitions do affect the pace of completion component of the institution's SAP. Any student that reenrolls after an incomplete or withdrawal will start the program at the beginning of the grading period in which they left off. The pace of completion will be updated accordingly.

Re-entry and Interruptions

Students who have been terminated or withdrew from the school may re-enroll (if determined eligible) within 12 months of their withdrawal date and will not be required to re-apply or pay the application fee but will be charged for contract hours at the current tuition rate.
Students who have been terminated or withdraw from school and re-enroll (if determined eligible), 12 months or more from their withdrawal date will be required to re-apply, pay the current application fee, and will be charged for contracted hours at the current tuition rate. Students re-enrolling 12 months or more after withdrawal date will be required to re-start at the beginning of the program.
Re-enrolling students may be required to purchase a more updated school kit and will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds and charged for contracted hours remaining.

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Re-enrollment Policy

A student terminated for unsatisfactory progress, including attendance, cannot be readmitted before the start of the next progress evaluation period. To be readmitted, the student must have a meeting with the Program Director to receive approval for re-enrollment.

Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration. Please note, if a student left with unsatisfactory status, they will return with unsatisfactory status and the school may work with the student to place them on an academic plan.

THE CULINARY SCHOOL OF FORT WORTH

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Grading Rubric

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Grading Rubric Template

Professional Ethics (Point Deductions from Final Tally)						%
Sanitation	-2% 1 violation	-4% 2 violations	-6% 3 violations	-8% 4 violations	-15% unsanitary; product is not suitable for consumption	
Attendance	-2% 1 tardy, left early or absence	-4% 2 tardy, left early or absence	-6% 3 tardy, left early or absence	-8% 4 tardy, left early or absence	-10% student left without notice; write up	
Teamwork	verbal warning student had to be reminded to get on task with cleaning group	-2% student is asked more than once to get back on task	-4% student is repeatedly off task	-8% student refuses to contribute or is consistently off-line	-10% student does not contribute to team; write up	
Organization/ Cleanliness	verbal warning station is disorganized	-2% station is still disorganized after being corrected	-4% station disorganization is inhibiting student from completing task effectively	-6% station disorganization is interfering with other students' ability to complete tasks	-8% Hard reset; student is asked to stop what they are doing to clean	
Behavior	verbal warning unprofessional language, discussion, or behavior that disrupts class	-5% repeated unprofessional language, discussion, or behavior that disrupts class	-10% student's behavior is disruptive to learning environment; write up	-15% student is disrespectful to instructor, staff or other student; write up	-20% student's behavior merits class dismissal; write up, dismissal	
Uniform	verbal warning uniform is not presentable or other uniform requirements are not met; jewelery, nails, scent.	-5% uniform is not presentable or uniform requirements are not met; jewelery, nails, scent repeatedly	-10% student's uniform is stained or corrections are not made on other requirements	-15% repeated offenses; write up	x dismissal from class	
Preparedness for Classroom/Lab (15%)						%
Understanding of Block Material	15% student shows firm understanding of material and techniques shown in demo	12% student is capable of completing all tasks	8% student does not demonstrate understanding of 1 or more objectives	5% student leans on instructor for understanding of objective	0% students does not display understanding of block material; not prepared for class	
Time Management (10%)						%
Timing	10% student manages time well, moves effectively in kitchen; all objectives completed	8% student completes all tasks at an acceptable rate	6% student does not exhibit sense of urgency, late on 1 or more items	4% student fails to complete major objective., no sense of urgency	0% student runs late on more than 1 major objective, inefficient in kitchen	
Culinary Skills (75%)						%
Objective 1	%	%	%	%	%	
Objective 2	%	%	%	%	%	
Objective 3	%	%	%	%	%	
Objective 3	%	%	%	%	%	

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 and/or performance during class/labs. A student may also be terminated for failure to abide by all CSFTW policies.

Student Conduct Policy

Students are required to abide by all CSFTW policies at all times. If the student violates any CSFTW policies, they may be asked to leave class and may be subject to termination from the program.

- Students are encouraged to have a notebook, pencil, or pen each day.
- Students are required to be in school-issued uniform at all times while in the building. Students may utilize the school restroom to change into uniform but must do so immediately upon entry into school building.
- Students must be in full uniform before entering classroom. (chef coat, pants, shoes)
- Personal use of cellular phones, tablets, laptops, headphones, and other electronic devices is **not** permitted in the kitchen and must be silent during lecture
- When it is necessary to step out of the kitchen during class, students must notify the chef instructor before doing so
- Students are to act in a professional manner at all times. It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination: unprofessional language, poor personal hygiene, inability to communicate effectively, or any other behavior disruptive to a learning environment.

Uniform Requirements

Students must report to class in full uniform and remain in full uniform at all times until they leave the premises. Students not in full uniform will be dismissed or not admitted into kitchen/lab. Students must bring required supplies (standard issue only) and textbook(s) when reporting to class. Professional appearance is a must at all times, coats and pants should be clean with no wrinkles.

1. Hat – White chef hat must be clean. Hair that is long enough to come to the collar MUST be put up in the hat. (issued)

2. Chef Coat – White, double breasted cotton chef coat must be worn fully buttoned up and be freshly cleaned and pressed with sleeves cuffed (issued). Under shirts are required and must be neutral color with no lettering showing through the coat. A permanent marker and thermometer (issued) are required as part of a complete chef coat.

3. Pants – Checkered pants must be hemmed properly with the end of the pant falling upon the shoe. NO rolled up or cuffed pants. (issued)

4. Apron – White apron must be clean with no wrinkles. (issued)

5. School T-Shirt – To present a professional appearance for informal classes or while on school sponsored events, a school T-shirt can be worn as part of the uniform. Students will be notified in advance when these are acceptable substitutes for the chef coat (issued).

6.

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7. Shoes – Solid Black, non-slip, fully enclosed, and clean. No mesh material allowed. (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. Beads and/or other ornaments are not permitted in hair.
Heavy make-up and/or fake eyelashes are not permitted. Fingernails must be kept short and clean at all times. Nail polish and/or fake nails are not allowed.
Cuts, wounds, scratches or skin blemishes from the fingertips to the beginning of the forearm must be protected by food-safe gloves. In case of skin conditions, the student must provide proper medical documentation to the Program Director as well as the Chef Instructor for the class.
All jewelry is to be removed or sufficiently covered before entering The Culinary School of Fort Worth campus or sponsored event. Tongue piercing of any description is included in this requirement. Wedding rings shall be excluded from this requirement only if a smooth solid band.
You may **not** use perfume, cologne, or any strong scented products.
Clean and ironed uniforms are expected daily. Sweaters or coats may not be worn over the chef coat in classrooms or kitchens.

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.

Safety

Safety is important in any career setting, but in a professional kitchen safety is of the utmost importance. A professional kitchen has sharp knives and equipment that can be dangerous if not used properly. Each student must conduct themselves in a safe manner in the kitchen and while using equipment. Immature behavior, playing around, etc. will result in dismissal from the class. Fighting or any type of physical violence will not be tolerated and may lead to involvement of local law enforcement and/or dismissal from the program.
The rules and regulations dealing with safety will continue to be explained and enforced throughout a student's time at The Culinary School of Fort Worth. Please understand that these precautions are in effect to protect the welfare of everyone.

Mobile Devices

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

- The main phone lines to the school are answered by our Answering Service during evening classes and when the administrative offices are closed. Please advise family and friends if there is an emergency, to notify the answer service and an alert will be sent to school officials
- During class, cell phones should be set to silent, vibrate, or off.
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- 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.

Open Door Policy

CSFTW encourages open communication, feedback, and discussion about any matter at the school. Please feel free to reach out with questions, concerns, suggestions, or observations.

School Director: Ched Pagtakhan, ched@csftw.edu

Compliance Coordinator: Carol Landis, Carolann@csftw.edu

Program Director: Chef Ethan Starr, ethan@csftw.edu

Financial Aid Coordinator: Nancy Figueroa, nancy@csftw.edu

Admissions Coordinator: Gabriella Moyer, gabriella@csftw.edu

Harassment Policy

Students, employees, and others acting on The Culinary School of Fort Worth's behalf are entitled to respectful treatment in the classroom and workplace. A respectful workplace 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.

Complaint Procedure

If you believe you are being harassed or know someone who is, you should act promptly by notifying a school official. 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.

Refer to the current Annual Security Report for Title IX policies regarding Sexual Assault Grievance Policy. The Annual Security Report can be found on the school website www.csftw.edu/disclosures or a printed copy can be requested through the Compliance Office.

Retaliation Prohibited

No school or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing.

Disciplinary Action

On-campus disciplinary action in cases of alleged sexual assault or any other form of harassment will be based on the findings of the investigation of the facts pertaining to the crime and other mitigating circumstances.

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 or employee 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 who 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.
Please see the current Consumer Information publication for full Drug and Alcohol Abuse Policy.

School Closings

In the event of class cancellation and/or school closure, notification will be sent via email to all students and staff at least 2 hours prior to class start time. Information communicating the length of cancellation and/or closure will also be communicated via email.

Student Services

Throughout the year, several student services including extracurricular activities are made available to students. For example, resume building/writing assistance, professional photo/headshots, supplemental hands-on workshops, career counseling, and networking events. Students may contact the Program Director for additional information.

Placement Assistance

CSFTW does not provide job placement; however, placement assistance is provided in the form of job postings on the school website, school bulletin board, and CSFTW referral. **The Culinary School of Fort Worth DOES NOT guarantee job placement.**
Students will be contacted following graduation to verify employment status. Information gathered is used in the calculation of employment and placement statistics for the Texas Workforce Commission and ACCET. Employment may be verified using approved documents such as CSFTW Employment Verification, Part Time or Self-Employed Attestation, and TWC Completer Follow up Survey.

Student Grievances/Complaints

If a problem should occur during or after class, please call, email (info@csftw.edu), or speak to a 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.

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC- assigned school number is: S2818.

The School Programs are approved by TWC, as well as the Accrediting Council for Continuing Education & Training (ACCET).

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's website at www.texasworkforce.org/careerschoolstudents.

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 issues or 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 institution's written 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 problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) 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 information:

    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
Email: complaints@accet.org
Website: www.accet.org

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

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

Procedure for Inspecting or Reviewing Student Records

Students may schedule an appointment by emailing info@csftw.edu to review or inspect educational records.

Procedure for Amending Student Records

1) The student must submit in writing a request to info@csftw.edu 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.

THE CULINARY SCHOOL OF FORT WORTH

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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 website of the U.S. Copyright Office at www.copyright.gov, especially the FAQ's at www. copyright.gov/help/faq.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file- sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at **www.copyright.gov**.

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Academic Dishonesty Policy

Cheating and Plagiarism

Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious violation of expected student behavior and may result in disciplinary action.

Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion at any time regarding answers or questions on any written or practical examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. This also pertains to practical examinations in which a student attempts to turn in someone else's work as their own. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary.

Medical Emergencies

A medical emergency is defined as injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
First responders may call 911 if they determine immediate medical attention is necessary. Once emergency services have been contacted, the School Director should be notified of the nature and location of the emergency.

Minor First Aid

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, First Aid Kits are located in the Chef Instructor's Office and next to the hand washing stations on each side of the kitchen.

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

Ched Pagtakhan, School Director