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## **The Baking & Pastry Arts Program**

**CIP 12.0501**

Instructor: Meena Rustum

[mrustum@rmctc.org](mailto:mrustum@rmctc.org)

Have Questions?

Reading Muhlenberg Career & Technology Center

2615 Warren Rd

Reading, PA 19604

Telephone: 610-921-7310

**READING MUHLENBERG CAREER & TECHNOLOGY CENTER**

**MISSION STATEMENT**

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

## VISION STATEMENT

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

## BELIEFS

- We believe in valuing the diversity of each student
- We believe education leads to opportunity
- We believe quality education starts with quality leadership
- We believe a career and technical education is a critical component of workforce development
- We believe technology is vital to learning and will help students connect with a rapidly changing world
- We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- We believe in providing all students with a positive educational experience
- We believe students should feel proud of what they have accomplished each day
- We believe students will be provided the opportunity to achieve their highest potential
- We believe students will be provided the opportunity to acquire and cultivate leadership skills
- We believe in providing students with a safe school environment
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- We believe in encouraging students to maintain a lifelong affiliation with the school
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study
- We believe instruction must accommodate individual student learning styles

Dear Parent/Guardian,

My name is Meena Rustum and I would like to welcome your child to the Baking and Pastry Arts program at the Reading Muhlenberg Career and Technology Center. It is my privilege to work with your student over the course of the program to build a solid foundation for the professional skills and work ethic needed to enter the hospitality industry.

The baking and pastry program parallels business and industry; your child will experience hectic schedules, extreme temperatures, and some physical labor. An individual without a solid work ethic and desire to learn and succeed will not prosper in the hospitality industry. The bakeshop will employ live work projects for real customers as well as hands-on tests for industry certification. **Attendance is paramount to your child's success. Additionally, a positive attitude and a desire to learn will be an important factor in your child's success.** Students will be expected to complete out of school assignments and projects. There is an opportunity for your child to gain employment through the school. I am always looking for local job opportunities in restaurants and bakeries for students to pursue. Completion of this

program prepares students to succeed at the post-secondary level in hospitality and other academic programs.

For your convenience, I have enclosed information on obtaining the required baking uniform.

Thank you for taking an interest in your child's future. I will be contacting you throughout the year to discuss your child's success. Please do not hesitate to contact me with any questions or concerns. Feel free to email at [mrustum@rmctc.org](mailto:mrustum@rmctc.org) or call at (610) 921-7300 x 7435.

I am looking forward to meeting each of you personally, and a successful school year!

Best wishes,

Meena Rustum, Baking and Pastry Instructor

Dear Parent/Guardian,

We welcome your student to the Baking and Pastry Arts program at Reading Muhlenberg Career and Technology Center. Part of the requirement for this program is the uniform that **all students must wear**. This letter is to inform you of what will be expected of your child to be in compliance with the uniform code in our classroom. It is very important for the students to be prepared for class as though they were going to work in the baking industry. The uniform is a major component of that preparation.

The first uniform will be provided by RMCTC. 1 Chef jacket, 1 Chef pants and 1 hat.  
**(Not including shoes)**

Shoes can be purchased elsewhere as long as they are black non slip shoes (preferably slip on)  
Uniforms will be laundered daily here at RMCTC.

The following articles will be available for your son/daughter to order if you wish to have an additional uniform.. **All monies will be due before ordering, and the order will be placed in early September. A final date will be determined shortly. If you miss the deadline for ordering, you will have to purchase them on your own, which always ends up costing the students(parents!) more money (You will have to pay shipping and handling charges.) We are sending out this letter early so you can begin to make arrangements for payment by that date. These prices are approximate and will be finalized as soon as possible after determining the vendor.**

Traditional Chef Pants:	XS-XL	\$29.99
(black/white check pattern)	2XL	\$32.99
	3XL	\$35.99
Budget Chef Coat:	XS-XL	\$42.99(includes school logo)
	2XL	\$45.99(includes school logo)
	3XL	\$48.99(includes school logo)

Floppy Toque (chef hat) :\$15.90

Non-slip shoes (not included in the provided uniform) \$49.50 (if you wish to order through us)

Footwear...each student must have the aforementioned non-slip shoes from shoes for crews OR instructor approved black non-slip shoes to keep in their lockers for shop. Footwear becomes a safety issue in the food industry.

It is our suggestion that you be prepared to purchase two of each item. (2 pants, 2 coats, 2 hats). All uniforms will be labeled with the student's name for identification. Students who are in class with dirty uniforms, or forgotten uniforms will receive a lower daily grade than those who are prepared and in the proper uniform.

We look forward to working with your son/daughter and helping to prepare them for the baking industry. If you have any questions, you may contact me, by phone at **610-921-7300** or by email [mrustum@rmctc.org](mailto:mrustum@rmctc.org)



## Baking & Pastry Arts

- Plan and prepare a variety of desserts and pastries in both small and large batches that can be served in a variety of establishments, from casual to fine dining settings.
- Work, hands-on, using state-of-the-art kitchen tools and equipment found in large and small industrial kitchens and bakeries.
- Earn industry-recognized certifications and develop employability skills including resume preparation, interview techniques, and inter-



### Job Titles – Career Pathways

- 35-1011 Chefs and Head Cooks
  - 35-3022 Counter Attendants, Cafeteria, Food Concession, and Coffee Shop
  - 35-3041 Food Servers, Nonrestaurant
  - 35-9021 Dishwashers
  - 51-3011 Bakers
  - 51-3092 Food Batchmakers
  - LOCAL Cake Decorator
  - LOCAL Bakers Assistant
  - LOCAL Bread
- ... growing and diverse baking

**CTC knowledge transfers to college credits at:**  
Art Institute of Philadelphia  
Bucks County Community College  
Delaware County Community College  
Harrisburg Area Community College  
Keystone Technical Institute

Luzerne County Community College  
Montgomery County Community College  
Pennsylvania College of Technology  
The Restaurant School at Walnut Hill College

Westmoreland County Community College  
**Student Certifications**

ServSafe  
NOCTI – National Occupational Competency  
Testing Institute Certification  
\* Retail Commercial Baking

Certified Fundamentals Pastry Cook  
S/P2 – Culinary

**Accreditations**

ACF – American Culinary Federation

**Instructor – Meena Rustum**

**Biography**

I was born and raised in New York City, NY. I have spent over two decades mastering the art of pastry and baking by working in Bakeries, Restaurants and Catering . With a deep passion for crafting exquisite desserts, breads, and confections, I am excited to pass on my knowledge and expertise to up and coming pastry superstars.

**Education**

Culinary Academy of Long Island -Syosset, NY  
King Arthur Baking Institute -Norwich, VT  
Institute of Culinary Education- New York, NY



**Certifications and Awards**

ServSafe Certified  
Certified Professional Chef  
Baking and Pastry Merit Award

**Work Experience**

Throughout the years, I have brought my expertise to various culinary environments, including prestigious college campuses such as Franklin and Marshall College and New York Institute of Technology (NYIT) on Long Island. I was the Pastry Chef at 5 star Restaurants such as The Water's Edge in Long Island City, NY. I have also worked at a family run farm on Long Island, Young's Farm, where I was trained to create fresh pies and baked goods from produce grown locally. I was also featured in the online publication of On Campus Hospitality Magazine of March 2015

Most recently, I've spent five years at Reading Hospital, where I played a key role in enhancing the hospital's dining program with innovative and high-quality baked goods including making their pizza dough from scratch daily!

With over 20 years of experience, I remain dedicated to the ever-evolving world of pastry arts, blending classic techniques with modern trends to create unforgettable culinary experiences.

**Hire Date**

2024

# Program Planning Tool



Program: CIP 12.0501 BAKING & PASTRY ARTS

Student Name: \_\_\_\_\_

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

## ***Program Completion Requirements***

### ***A successful student will...***

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of-program exam) and score at the "competent" or "advanced" level. This end-of-program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges.
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. The program is accredited by the American Culinary Federation Foundation Accrediting Commission, and students can attain ServSafe and ACF Junior Culinarian Certification.
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

## ***Instructional Process/Specifications***

### ***A successful student will...***

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Up to 25 students are assigned to work "independently" and in "small teams". Students progress by using learning guides in a self-directed manner. Students will be required to use commercial grade cutlery, mixers, ovens, deep fryers, knives, and slicing machinery. Using this equipment requires self-discipline and strict adherence to rules to ensure safety of self and others. Students are required to handle and exposed to all food types including those that are known allergens such as peanut butter, chocolate, seafood, wheat products, eggs, etc.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 25% of their time in classroom theory and 75% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated weekly on occupational skill performance using rubrics. In addition, students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Read and study textbooks and technical manuals. Most textbooks are written at a 10th to 11th grade reading level and most technical manuals are written at a higher level.
- Complete homework on time. Homework typically involves chapter or workbook assignments, on line research assignments and writing assignments.
- Participate in Career & Technical Student Organizations including FCCLA, SkillsUSA and/or National Technical Honor Society.
- Participate in a paid or unpaid work based learning related to the Program of Study (cooperative education, clinical internship, and/or job shadowing).
  - Purchase appropriate work and safety attire, tools, and equipment. Estimated breakdown of costs: UNIFORM: Approx. \$80 (2 coats, 2 pants, & 2 chef hats)

CTE Requirements	Present Educational Ability/Level	Support Needs
<p><b>Program Completion</b> – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.</p>		
<p><b>Reading and Language Arts Level</b>- Text and manuals written on a 10<sup>th</sup>-11<sup>th</sup> grade reading level. Proficient on end-of-course exam (Keystone). Understanding written sentences and paragraphs in work related documents. Strong oral and written communications skills. NOCTI assessment and industry certification exams require a proficiency in English language skills</p>		
<p><b>Math Level</b> - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Ability to weigh and measure wet and dry ingredients according to recipes or personal judgment using various kitchen utensils and equipment. Ability to calculate food costing and payroll duties.</p>		
<p><b>Aptitude</b> – Oral comprehension, oral expression, active listening, critical thinking, deductive reasoning, inductive reasoning, selective attention (ability to concentrate on a task over a period of time without being distracted). Problem solving and trouble shooting skills. Artistic ability and creativity.</p>		
<p><b>Safety &amp; Physical</b> – High degree of self-discipline and focus on safety using around kitchen equipment, knives and other tools found in the industry. Able to lift and carry 50 lbs. Manual dexterity, finger dexterity, trunk strength (ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without fatiguing), multi-limb coordination, arm-hand steadiness, hand-eye coordination. Color discrimination. Good personal hygiene.</p>		
<p><b>Interpersonal/ Social</b> – Requires dependability, integrity, initiative, preferring to work with others and being personally connected with others on the job, plus the ability to work independently, guiding oneself with little or no supervision and self-control.</p>		
<p><b>Other Occupational/Program Considerations</b> – Requires standing for long periods of time, tolerance to heat, ability to work in a fast-pace environment, attention to detail, exposure to all food types including known allergens. Students will daily: wash dishes/pots/pans, scrub floors, trash removal. Students will weekly: scrub hoods, scrub floor drains/trash cans, de-lime dishwashers.</p>		

## Scope and Sequence Baking & Pastry Arts 12.0501

Academic Subjects – Career success and postsecondary education success require the same level of college prep coursework. The Pennsylvania Department of Education’s (PDE) focus is to ensure that every student is prepared for college and a career. Academic courses such as applied math or

general science cannot be listed on the program's scope and sequence. PDE's goal is to have all students perform at the competent or advanced level on the PSSA, and earn the Pennsylvania Skills Certificate on the end-of-program assessment.

Secondary School					Postsecondary Institution			
Subject (Hours)	Grade 9 (Hours)	Grade 10 (Hours)	Grade 11 (Hours)	Grade 12 (Hours)	First Semester	Second Semester	Third Semester	Fourth Semester
Technical		Workplace skills & orientation	Recipes	Purchasing, Receiving & Sales	FHD 108: Foundations of Food Preparation			
		Sanitation & Safe Operation of Equipment	Basic Culinary Skills	Sweet Dough Products	FHD 117: Purchasing	FHD 125: Menu Planning and Cost Control		



# 12.0501 Baking and Pastry Arts/Baker/Pastry Chef

## INTRODUCTION TO THE HOSPITALITY AND BAKING INDUSTRY

Define hospitality and the importance of customer service within the baking and pastry industry.

Discuss the growth and development of the baking and pastry industry.

Describe cuisines and their relationship to history and cultural development.

Outline the structure and functional areas in businesses (retail/wholesale/baking and distribution). Identify career opportunities and personal traits for jobs in the baking industry.

Identify professional organizations and certifications.

Use multimedia resources to identify industry trends.

## SANITATION AND SAFETY

Identify microorganisms which are related to food spoilage and food borne illnesses describe their requirements and methods for growth symptoms and prevention.

Describe cross-contamination and procedures for preparing and storing potentially hazardous foods.

Use proper hygiene health habits and wear industry standard apparel.

Identify the requirements for receiving and storage of raw and prepared foods reasons for and signs of food spoilage and contamination (i.e. FIFO).

Explain the difference between cleaning sanitizing and the use and storage of chemicals.

Develop and follow a cleaning schedule.

Practice methods of waste disposal recycling and sustainability.

Identify measures for the control of insects rodents and pests.

Recognize sanitary safety design and construction features of food production equipment and facilities (i.e. NSF UL OSHA ADA etc.).

Identify Safety Data Sheets (SDS) and the requirements for handling hazardous materials.

Conduct a sanitation self-inspection and identify modifications necessary for compliance with standards.

Identify the critical control points and the Temperature Danger Zone during all food handling processes as a method for minimizing the risk of food borne illness (HACCP system).

List common accidents and injuries in the foodservice industry outline a safety management program and emergency policies. Identify types uses and location of fire extinguishers in the foodservice area.

Describe the role of regulatory agencies governing sanitation and food safety.

Acquire industry sanitation certifications (i.e. ServSafe).

## BUSINESS AND MATH SKILLS

Perform basic math functions using the baker's percentage (%) and friction factor.

Discuss labor cost.

Calculate the cost of recipes/formulas including As Purchased Edible Portion and factors affecting yield percentage. Calculate the selling price of bakery items.

Complete a sales transaction using related industry standards including cash handling and current technology (i.e. guest checks computers calculators etc.).

Perform basic math functions using decimal percentages fractions conversions and measurements as related to the baking and pastry industry. Perform equivalent measures associated with weight and volume including metric and English units.

## BAKING PREPARATION

Use baking terms.

Identify ingredients used in baking describe their properties and list the functions of various ingredients (including but not limited to flours sugars fats egg products and dairy).

Perform knife skills and classic cuts while practicing safety techniques.

Use and care for hand tools.

Describe and utilize various baking mixing methods and make-up techniques.

Prepare and fill a pastry bag and utilize a variety of tips to demonstrate proper use (i.e. cake decorating and pastry products).

Use and care for food processing cooking and baking equipment.

Read and follow a standard recipe/formula.

Perform variety of cooking methods (i.e. baking frying deep frying boiling blanching poaching and steaming). Identify and use herbs spices and flavor extracts.

Perform food presentation techniques. (i.e. plated desserts) Write food requisitions for production requirements.

## BAKING FUNDAMENTALS

Demonstrate proper scaling and measurement techniques used in baking.

Prepare yeast products (i.e. hard and soft breads and rolls).

Prepare enriched yeast dough products including laminated dough and sweet dough. Prepare quick breads.

Prepare pies and tarts.

Prepare cookies.

Prepare creams mousses custards and related sauces.

Prepare cakes.

Prepare icings and glazes.

Perform cake decorating techniques (i.e. icing-writing borders flowers leaves and rosettes).

Perform cake decorating techniques including royal icing rolled fondant gum paste air brush designs and discuss edible images. Discuss the applicability of convenience value added further processed or par-baked food items.

Prepare fillings and toppings for pastries and baked goods.

Prepare pastry products from pate choux phyllo puff pastry and crepes. Prepare French Italian and Swiss meringues.

Prepare doughnuts.

Prepare frozen desserts.

Prepare breakfast items/sandwiches.

Label and store bakery products to prevent or reduce spoilage and staling.

Discuss showpieces (i.e. gingerbread chocolate sugar ice and fruit carvings)

### **PURCHASING RECEIVING INVENTORY AND STORAGE**

List factors that affect food prices and quality which may include market fluctuation and product cost.

Describe purchasing methods (i.e. bids purchase orders phone sales quotes online etc.).

Identify regulations for inspecting and grading of bakery ingredients (i.e. flour sugar eggs dairy products and fruits).

Identify inventory systems including perpetual and physical inventories and requisition systems for controlling costs (i.e. computerized systems).

### **NUTRITION**

List food groups and recommended servings in USDA Food Guide Charts.

Discuss dietary guidelines and recommended dietary allowances for a nutritious diet.

Define energy nutrients and non-energy nutrients and how they are metabolized by the human body.

Calculate your individual dietary intakes by using the RDA dietary guidelines.

Interpret food labels in terms of the portion size ingredients nutritional value and nutritional claims.

Describe the six classes of nutrients (carbohydrates fats/lipids protein vitamins minerals and water).

Discuss the functions sources and effects of the six classes of nutrients on a healthy lifestyle.

Discuss various diets and health concerns related to alternative dieting vegetarianism poor nutrition and food allergies. Apply principles of nutrition and nutrient preservation while preparing bakery goods and menu items.

### **BAKING PLANNING**

List basic production planning principles.

Create menu item descriptions for bakery goods.

Discuss baking facilities planning and layout principles.

Discuss planning and time management as it relates to a baking facility.

Identify methods of promoting baked goods display techniques and seasonal merchandising.

### **HUMAN RELATIONS SKILLS**

Work as a member of a diverse team as it relates to the baking industry.

Identify the benefits of a positive work environment by motivating employees reducing stress and resolving conflict.

Use professional communication (i.e. emails phones and social media)

Identify the baker's role in decision making problem solving and delegation of duties.

Identify current federal and state employment laws (i.e. Equal Opportunity Harassment Affirmative Action Wage and Hour etc.).

### **VALUE ADDED**

80.1 - Establish Career Goals.

80.2 - Complete Job Application.

80.3 - Compose Resume.

80.4 - Prepare for Job Interview.

80.5 - Compose Employment Letters.

80.6 - Participate in Online Job Search.

80.7 - Prepare Career Portfolio.

# STUDENTS OCCUPATIONALLY & ACADEMICALLY READY



- *Earn college credits which will save you money on tuition*
  - *Shorten college attendance*
  - *Get on the right career path*
  - *Enter the job market prepared*
  - *Get a consistent education*
- *See your CTC School Counselor for More Information*

## TO QUALIFY CTC STUDENTS MUST:

1. Earn a high school diploma, achieve a minimum 2.5 GPA on a 4.0 scale in your CTC program and complete the PDE approved Program of Study.
2. Earn the industry certifications offered by your program (if applicable).
3. Achieve Competent or Advanced on the NOCTI End of Program Assessment.
4. Achieve proficiency on ALL of the Program of Study Competency Task List.
5. Provide documentation to Postsecondary Institution that you have met all of the requirements!

Find out more about the colleges offering course credits you can earn while attending RMCTC. Go to [collegetransfer.net](http://collegetransfer.net), search: PA Bureau of CTE SOAR Programs, and find your program by CIP Code.



*\*To receive college credits, qualifying students have three years from their date of graduation to apply and matriculate into the related career and technical program at a partnering institution.*

Reading –Muhlenberg Career & Technology Center

### **Baking & Pastry Arts Shop Rules and Regulations**

Adhering to baking industry standards the following shop rules and regulations apply to all students:

Students must provide their own uniforms and launder them at home. Aprons will be provided in shops and can be washed at school daily or as needed. Uniforms are the students' responsibility. The uniform will consist of:

## Olive Green Chef Coat

## Traditional Hounds-tooth Pattern Pants

## Black Floppy Chef Toque (Hat)

## Black Slip Resistant Sneakers ( Must be Shoes for Crews or checked for Safety by Instructor)

*Part of being in uniform includes being appropriately groomed in order to comply with national and local sanitation standards:*

Piercings such as ears, nose, lip, eyebrow, tongue, or any other visible piercings are not permitted.. The student will be expected to remove them prior to participating in the shop, immediately upon arrival. Bracelets, necklaces, and rings are not permitted and must be removed prior to class. The only exceptions to this policy are wedding rings or medical alert bands.

Nails must be kept well-groomed and not extend past the perimeter of the fingertip. Artificial/acrylic/gel fingernails are not allowed in class. **Nail polish is not permitted; this includes clear polish. Nails must be free of ANY coatings. The only acceptable covering of the nailbed is the natural nail itself.**

**Artificial eyelashes** are not permitted in class, there is no exception to this rule.

Long hair must be tied back away from the face and tucked into the students' hat, or secured into a tight knot or braid.

Perfumes or body sprays are not permitted anywhere in the classroom, locker room or classroom lab.

The only acceptable hat in the bakeshop is that included in the student uniform. A hairnet is not an acceptable alternative. **A student that does not have their hat will not be permitted in the bakeshop for the day--this is a national safety and sanitation requirement.** Those students who lose their hat will be given a new hat and charged the appropriate amount for it. If the student does not have the funds at that time for payment, the charge will go on file with the main office. The charges must be paid in full prior to the student's participation in any school event, including Senior Night and the receipt of Students Certificates from RMCTC.

Gum chewing will not be tolerated. Students who are chewing gum while working will receive a 1 out of 10 for their daily work ethic grade.

Personal hygiene is essential in any area that works with food. Unwashed bodies, unkempt hair and attire will not be tolerated within the Baking & Pastry Arts Program. Please remember that you are making food for human consumption. Be aware of sanitation procedures. Each student will be required to engage in proper handwashing procedure before entering and exiting the bakeshop.

Those students who are not in **full and proper** uniform can face disciplinary referral up to and including out of school suspension.

- The first offense will result in a verbal warning and the student will work at dish station the entire day and receive a 1 out of 10 for the daily work ethic grade.
- The second offense will result in the student being sent to In-School Suspension to complete an alternative assignment and receive a 1 out of 10 for the daily work ethic grade.
- The third offense will result in the student being sent to In-School Suspension to complete an alternative assignment and receive a 1 out of 10 for the daily work ethic grade. The parent/guardian will also be called to discuss the uniform offense.

- The 4<sup>th</sup> offense will result in the student being sent to In-School Suspension to complete an alternative assignment and receive a 1 out of 10 for the daily work ethic grade. The student will also receive a disciplinary referral and be sent to the Main Office to meet with Administration.

Students will be expected to be ready to work within 7 minutes after arriving. Students are required to be in uniform at all times- **including Social Studies classes and lunch.**

## Student Line-up Schedule

Each session, students will be required to do a daily line-up inspection to ensure compliance with the above outlined uniform policies. **AM Session**

730 AM RHS Arrival and Breakfast

740 AM RHS End of Breakfast

7:50 AM RHS Level 1 AM Daily Line-Up

7:51 AM Period 1 Social Studies

805 AM Level 2 AM Daily Line-UP

### **PM Session**

1210 Level 3 Daily Line-Up

1250 Level 1 PM Daily Line-Up

Students who are not present when attendance is taken will be marked absent. They must obtain a late slip from the office prior to being admitted to class. Lateness to class will affect their daily work ethic grade and repeated offenses will be dealt with via the school's disciplinary policy.

Students must pay restitution for any damages to equipment or material if the negligence was due to horseplay.

Respect all students and staff at RMCTC. This includes, stealing, yelling inappropriate language, extortion, singing, bullying or any other behavior that is deemed disrespectful by the instructor.

Permission from the teacher must be granted prior to using the lavatory facilities. Only one student at a time will be permitted in the lavatory for a 3-5 minute time frame.

Lockers and the locker room are the responsibility of the students. However, it is the property of the school and may be checked periodically. We have the right to conduct locker searches as outlined in the student handbook. Please keep your locker clean and locked at all times.

Appropriate action will be taken towards those students who violate their locker privileges.

There should be no perfume or body spray use anywhere in the bakeshop classroom, kitchen or locker rooms.

We are not responsible for lost, missing, or stolen items.

Baking students may purchase baked goods in shop if approved by the instructor. However, like all privileges, it can and will be revoked if abused.

Students are responsible to clean up their individual work area and will also be assigned a clean-up job for the end of the day.

Students must refrain from intimidating or endangering the safety of another student or infringe upon the basic rights of another student to work and study with peace of mind. Violation of the aforementioned items may result in removal from the Baking & Pastry Arts Program until reassurance of inappropriate behavior will not reoccur.

Electronic devices (i.e. cell phones, cameras, personal listening devices, and handheld games) will not be permitted in the bakeshop. This rule is also outlined in the student handbook. Students will be allowed to take pictures off their work for their portfolios at the discretion of the instructor.

Once again, we are preparing your son/daughter for a career in the baking and pastry arts are of the food and hospitality industry. These rules are industry standard and are an integral part of their education.

We thank you in advance for your cooperation.

Please sign below acknowledging these rules and procedures:

\_\_\_\_\_ / \_\_\_\_\_

Student Signature/Date

## GRADE REPORTING

**Purpose:** The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress is measured in the areas of work ethics, knowledge and the practical skills aligned to the program area learning guides. Student performance for learning guide activities and assignments are reflected in the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The student information system automatically calculates student grades using the following formula:

Work Ethic	40%
Knowledge	<u>60%</u>
	100%

Teachers must be able to justify grade percentages in the event of inquiries or concerns.

### Interpreting a Grade:

**Work Ethics Grade (40%):** Each school day, every student receives a Work Ethics or daily grade. Criteria that compromise these grades are safety, student behavior, preparation/participation, productivity or time on time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet.

**NOTE: Impact of Absenteeism, Tardiness/Early Dismissals** – The direct effect of absenteeism on a student’s grade will be through the Work Ethic component of the grading formula. If a student is Tardy or has an Early Dismissal the Work Ethic can reflect a deduction in points earned for that class period. The instructor may change this value as they see fit.

**Knowledge Grade (60%):** Throughout the marking period, a student’s cognitive knowledge about various career-specific topics will be evaluated and recorded by the instructor. Examples of knowledge activities include: lab/shop assignments, homework, quizzes, tests, and research activities. The knowledge grade range is based on actual points earned divided by the total accumulative points.

**Skill (Learning Guide):** A task list guides every RMCTC program. Tasks are evaluated on a scale with a 4 or 5 considered proficient. Learning guides are normally aligned to lab assignments or shop projects where a student will physically perform a task. The student and teacher will discuss, at the beginning of each quarter, student expectations and the required tasks that must be completed or “contracted” by the end of the marking period. This allows a student to work productively with the expectation to make constant progress during the marking period. All assignments, activities and rubrics associated with learning guides are documented in the “knowledge” grading component. It is important to note that poor productivity will have a negative impact on a student’s grade.

**NOTE:** For the purpose of students earning a job title associated with their program area, teachers track students’ skill/task work. Teachers identify specific criteria to evaluate each task performed, ranging from a 0 to 5 (not completed to mastery). Students must earn a 4 or 5, in order to credit the task towards earning the specific job title. Students have the opportunity to revisit a task multiple times until successfully receiving credit. The job titles a student earns will be listed on the student’s RMCTC certificate that is awarded at Senior Recognition Night.

Student grades will be reflected as a percentage, and will be reported directly to the student’s sending school to be added to the report cards.

Final Grade average is based on the student’s four (4) numerical marking period grades.

If a student has three (3) marking period grades of “F” consideration will be given to that student not passing for the year. If a student is on an **upward trend** at the end of the school year, this **may** justify having the student pass for the year. If the opposite is true, and the student is on a **downward trend**, the student may be asked to select a new program or return to the sending school on a full-time basis.

The individual teacher must evaluate each student’s achievements in terms of the expected goals for their program area.

Failure to complete assignments, frequent lateness or absence, and demonstrated indifference to school are major contributors to student failures. **Blatant refusal** to attempt or to complete a significant number of course requirements may lead to poor performance and possible removal.

The following divisions are given as a guide to recording and interpreting the grading system. It remains for each teacher to objectively and fairly rate each student, not based upon personality, but performance.

**Determination of Grades:** Teachers will give thorough consideration using all grading components in determining students' grades to both class work and test results.

**A = Excellent**

1. This grade represents **superior work** and is distinctly an honor grade.
2. The excellent student **has reached all course objectives** with high quality achievement.
3. The excellent student displays unusual effort and works willingly and effectively in reaching required objectives.

**B = Good**

1. This grade represents **above average** quality achievements.
2. The good student **has reached a large majority of course objectives.**
3. The good student is industrious and willing to follow directions.

**C = Average**

1. This grade represents **satisfactory** achievement.
2. The average student **has reached a majority of course objectives.**
3. The average student is cooperative and follows direction, yet extra effort and improvement are needed for more complete mastering of the material. **D = Passing**

1. This grade represents a **minimally satisfactory** achievement.
2. The failing student **has not reached necessary course objectives.**
3. This achievement level indicates there is a great need for improvement, daily preparation and improved dedication and attendance.

**F = Failure**

1. This grade represents **unsatisfactory** achievement.
2. The failing student has **not reached necessary course objectives.**

**Incomplete Grades:** Incomplete grades must be updated no later than ten (10) days from the close of the marking period. As soon as the work is completed and the grade is available, it must be reported to the appropriate person.

**Failures:** Students who receive a failing final grade in a program area are permitted to repeat that program, but are urged not to do so. If this situation presents itself, students and parents are advised to consider an alternative program which is probably more suited to the student's true interests and aptitudes are not merely satisfying a short-term or unrealistic desire.

**Attendance and its Impact upon Grades:** The importance of regular school attendance and its positive impact upon students' performance grade cannot be overstated. If a student is absent, he or she does not have the opportunity to keep pace with their classmates and must work independently to acquire the information missed during any absence. Regardless of how well a student performs when he/she is present, habitual absenteeism usually results in a failing performance grade. This situation is not unlike the conditions of the business or industry for which the student is being trained.

**Makeup Work for Absences:** Students have the opportunity to make-up schoolwork due to an illness/being absent from school. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absence – five (5) school days to complete assigned work.
2. Four (4) or more days excused – ten (10) school days to complete assigned work. All work missed through unexcused absences will be graded zero (0).

**Report Cards (see Progress Reports):** Students will receive a report card from the sending school district which will reflect the student's grade from their Career & Technology classes. Students will also receive a report card from RMCTC reflecting their program grade and Social Studies grade, where applicable. In addition, grades are available on the parent portal.

**Student Recognition Night:** Reading Muhlenberg Career & Technology Center hosts an annual Student Recognition Night, which honors our senior students. During this event, senior students in attendance are

recognized and may also receive awards that they have earned relevant to their accomplishments while attending Reading Muhlenberg CTC.

## CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)

All students enrolled in Reading Muhlenberg Career & Technology Center have the opportunity to participate in at least one Career & Technical Student Organization (CTSO) while enrolled at the CTC. Students who become members in these co-curricular organizations have the opportunity to participate in team building, leadership, community service and social events.

Students also have the opportunity to attend skill competitions where the skills they have learned are "put to the test" against other competitors. These competitions include testing of knowledge and hands-on skills in a variety of trade and leadership events. Students who are fortunate enough to win their events at a district or state competition are able to compete at the national level and travel to locations such as Louisville, KY, Kansas City, MO, San Diego, CA, Orlando, FL, and Cleveland, OH.

### Family, Community and Career Leaders of America (FCCLA)



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

Family, Career, and Community Leaders of America (FCCLA) is a dynamic and effective national student organization that helps young men and women build healthy families, have successful careers, and strengthen communities through family and consumer sciences education. It involves approximately 230,000 students in all 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands.

Family and Consumer Sciences teachers serve as local FCCLA advisers. Members are students through grade 12 who are taking or have taken family and consumer sciences courses. Working through nearly 10,000 local chapters, FCCLA members develop and lead projects that address important personal, family, career, and societal issues related to family and consumer sciences education. FCCLA is a non-profit national career and technical student organization for young men and women.

### SkillsUSA



<http://skillsusa.org>

SkillsUSA is a national organization of students, teachers and industry representatives who are working together to prepare students for careers in technical, skilled and service occupations. SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

### National Technical Honor



### Society (NTHS)

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

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2000 schools and colleges throughout the U.S. and its territories are affiliated with the NTHS. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. NTHS members receive: the NTHS membership certificate, pin, card, window decal, white tassel, official NTHS diploma seal, and three personal letters of recommendation for employment, college admission, or scholarships. Students will have access to our online career center including these valuable services: MonsterTRAK, Wells Fargo, Career Safe, and Career Key.

# READING-MUHLENBERG CAREER & TECHNOLOGY CENTER

## WORK BASED LEARNING Cooperative Education & Internships

### RULES / GUIDELINES

1. All Work Based Learning (WBL) students must have school WBL forms completed and sign up for the school Remind App before starting the job/internship. Any student who is less than 18 years of age must also have a transferable work permit.
2. **ABSENT FROM SCHOOL????? – NO WORK!!!!!!!**
  - If you are absent from school in the morning, you may **NOT** go to work in the afternoon. **YOUR JOB IS PART OF YOUR SCHOOL DAY.** If you are at a **medical, social service, or court appointment** in the AM, you **may** go to work that day. However, you must bring a note **from the agency where you were**, to your attendance secretary, the next school day.
  - If you are ill, **YOU** must call your employer to inform him/her that you will not be reporting for work.
  - **IMPORTANT:** If your name is going to appear, for any reason, on your sending school absentee list, you must also **report off to Mrs. Albarran @ 610-921-7301. Failure to report off may result in removal from WBL.**
  - If **school is closed** for a holiday, in-service day, or a snow day, you **DO** go to work on those days, if you are scheduled. If you are not scheduled, you can work additional hours if your employer allows you to work. Labor Laws need to be followed.
  - If you are suspended **out of school**, you may not work at your WBL job. This includes jobs that are scheduled with after school hours.
  - **REPETITIVE ABSENCES** at school or work will result in your removal from Work Based Learning.
3. All WBL students are required to **report to the CTC every Monday.** Any additional classroom time is at the discretion of your program area teacher. You are responsible for communicating this to your employer. On the **first Monday of each month or the first day, you are at RMTC for the month**, you must report to the **Work Based Learning Office**, where you will sign in with Mrs. Hughes. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **Do not forget to bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two monthly meetings, you will be removed from WBL.**
  - Any violations of these rules will result in the following  
**discipline action: 1<sup>st</sup> violation – VERBAL WARNING**  
**2<sup>nd</sup> violation – REMOVAL FROM WORK BASED LEARNING**
4. When at work, you are guided by and are responsible to your employer. Be sure to follow all of the Employers' rules and regulations because you will be terminated for the same reasons as any other employee. Upon your first week of work, obtain a contact number in case you need to call your supervisor.
5. If your work experience is terminated for any reason, you must return to school the next day, and inform your CTC teacher and the Work Based Learning Coordinator.
6. If you wish to terminate your employment, you must discuss this with your teacher and the Work Based Learning Coordinator, and leave the job properly by giving the employer a two-week notice and a letter of resignation.
7. If you have any questions concerning the rules and guidelines of Work Based Learning, please contact the WBL coordinator at 610-921-7337.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE