

# Food Lab Policy Violation — Third Offence

You have violated one or more of the following food lab safety and/or behaviour policies.

To ensure that you are familiar with all food lab policies, please write out the following rules and have your Parent/Guardian sign this sheet. You will not be permitted to rejoin the class until this is completed.

- ◆ Kitchen equipment must never be operated unless Mr. Ferguson is in the lab and the student has received training on the equipment. (*If you are absent when instruction is given about the safe operation of equipment, you must be checked out personally on this information when you return.*)
- ◆ Do not run in the kitchen.
- ◆ “Horseplay” will not be tolerated.
- ◆ Practice knife safety when handling knives.
- ◆ Use care and common sense when using any equipment. Keep hands and fingers behind a tools cutting edge.
- ◆ Safe Food handling practices must always be followed.
- ◆ Long hair and loose clothing must be restrained and jewellery is to be removed. No nail polish.
- ◆ Aprons, caps, and closed-toe shoes must be worn, during food labs.
- ◆ If you become injured in any way, you are to report this to Mr. Ferguson. An untreated cut or burn can lead to serious infection.
- ◆ Never enter the food lab if you are under the influence of drugs or alcohol.

- ◆ Check to ensure stoves are shut off before leaving the kitchen, during food labs.
- ◆ There will be no unauthorized projects/cooking .
- ◆ Disinfectants and cleaners are to be used safely and according to manufacturer’s instructions (MSDS).
- ◆ No loud unnecessary noise
- ◆ Keep tables and floors clean. Mop floor if necessary and use a “Wet Floor” sign.
- ◆ In the event of a Fire Drill or an actual fire, you will leave by the posted exit, walking out quickly and silently. You will stay together as a class and stand off the road on the sidewalk.
- ◆ Students must stay in their respective food-lab groups and not wander around the kitchen, distracting others.
- ◆ All students will participate in cleanup. If you see a mess or spill, immediately clean it up. A clean kitchen is safer.
- ◆ Students must listen attentively to all of Mr. Ferguson’s instructions and demonstrations.
- ◆ If you are in doubt about something, DON’T DO IT! ASK MR. FERGUSON FIRST.

Failure to comply with the rules outlined above will not be tolerated and will lead to disciplinary action as per the **Progressive Discipline Policy**:

Students whose behaviour is inappropriate (inappropriate behaviours include, but are not limited to the following: not following food-lab safety or behaviour policies, disrespect to people, authority, or property; in-attentiveness; being off-task; disruptions; defiant; unsafe; and habitually absent or late) shall, in order:

1. be made aware of the inappropriate behaviour and expectations for improvement (i.e., warning).
2. be required to participate in an interview outside of class time to discuss expectations for improvement (i.e., detention).
3. have his or her parents become involved in the consultation process if the behaviour persists.
4. have the administration become involved as necessary. This may lead to school sanctions ranging from warnings, to detentions, to suspensions, and to possible removal from the course.
5. Immediate removal from the program.

Highly Inappropriate Behaviour — Students shall be removed from the classroom and will be expected to report to Administration in the Main Office.

Thank you for your cooperation. If you have any questions, please feel free to contact me at any time.

Mr. T. Ferguson - Technical Studies Teacher  
ferguson@rcitech.ca

I, \_\_\_\_\_, have read, understand and will follow these rules.

(Student’s Name — print)

Student’s Signature

Date (like this: November 19, 2009)

Parent’s or Guardian’s Signature

Date (like this: November 19, 2009)