Culinary Institute of the Pacific at Kaua‘i Community College
(Revised Fall 2017)

Culinary Student Handbook

American Culinary Federation
Kaua‘i Chapter

Kaua‘i Community College Culinary Program • ACFEF Accredited Program
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Kaua‘i Community College and the Culinary Institute of the Pacific at Kaua‘i Community College reserve the right to change or delete, supplement, or otherwise amend at any time and without prior notice the information, requirements, and policies contained in this Handbook.
Culinary Institute of the Pacific at Kaua‘i Community College — a place to start — a place to grow.

Welcome! And congratulations on your decision to join the Culinary Institute of the Pacific at Kaua‘i Community College. As a program accredited by the American Culinary Federation Foundation Accrediting Commission (ACFFAC) the Kaua‘i faculty and staff as well as the curriculum and facilities had to undergo an intensive, standards-based review to achieve this mark of excellence. You are joining a winning team!

The food service field is exciting, challenging and rewarding. It’s also a lot of hard work! In your courses you will learn the range of fundamental skills needed to be successful in your chosen career. In addition, you will have many opportunities to hone those skills in real work situations.

This handbook is your “lifeline” of information during your entire culinary experience here at the Culinary Institute of the Pacific at Kaua‘i Community College. It is a guidebook to help you understand your rights and responsibilities, with a special emphasis on safety as a student. If you don’t understand any part of this handbook, please see any instructor or culinary counselor for help.

Whatever your ultimate career goal, you are on the right path here at Kaua‘i Community College. Aloha and best wishes to you.

KAUA‘I COMMUNITY COLLEGE
CULINARY ARTS PROGRAM
MISSION STATEMENT

Utilizing the island’s beauty and abundant agricultural potential, the mission of the Culinary Institute of the Pacific at Kaua‘i Community College is to provide a caring, quality learning environment, offer cultural, historical, and current culinary training and prepare students for employment and lifelong success.
AMERICAN CULINARY FEDERATION FOUNDATION
ACCREDITATION

In 2010 Kaua'i Community College received Accreditation from the American Culinary Federation Foundation Accrediting Commission (ACFFAC). This Accreditation provides:

1. Provides the public with a positive image and validates that a program meets or exceeds high standards for Culinary Arts
2. Assures consumers (students and potential students) that a program meets or exceeds standards set for Culinary programs nationally
3. Increases students’ knowledge of industry standards and professionalism
4. Enhances students’ credibility in obtaining employment
5. Provides students and graduates opportunities for regional and national contacts
6. Conveys high level of professionalism about a program to the Culinary community
7. Adds nationwide attention and prestige to a program
8. Provides external peer review to verify program quality
9. Keeps program faculty knowledgeable and in step with current practices
10. Helps convince administrators of the need to commit resources to maintain a high quality program
11. Assures the credibility of a program among funding sources

QUALITY AND EDUCATIONAL EXCELLENCE

Postsecondary culinary arts programs accredited by the ACFFAC have met or exceeded published standards and demonstrate a commitment to providing quality curriculum, faculty, instructional resources, support staff, and organizational structure. Programs that earn approval from the ACFFAC show a commitment to excellence to both current and prospective students, faculty members, and leading employers in the culinary arts industry. These accredited programs distinguish themselves from hundreds of other postsecondary culinary programs in the nation and abroad.

Students who graduate from an ACFFAC accredited associate degree program or from an accredited non degree program and are active ACF members are eligible for ACF certification as either a Certified Culinarian (CC) or a Certified Pastry Culinarian (CPC). Graduated students who utilize this benefit have an advantage when seeking employment, because certification is representative of having the knowledge and skills to be successful. Students attending an ACFFAC accredited program also receive a complimentary subscription through the ACF website to ACF Sizzle, a publication geared exclusively toward enhancing the education of culinary students.
AMERICAN CULINARY FEDERATION
CULINARIAN’S CODE


We honor the ACF Code of Ethics and Culinarian Code in the Kaua’i Community College ACFEF Accredited Culinary Program. As a graduate with an AAS degree, you will be eligible to receive the designation of Certified Culinarian with no further testing required.

THE ACF CERTIFICATION CODE OF PROFESSIONAL ETHICS

CODE OF ETHICS

As a certificant of the American Culinary Federation, I pledge myself to:

1. Conduct myself with honesty, integrity and fairness.
2. Strive to provide all services competently.
3. Provide professional service in a manner that does not discriminate against others on the basis of race, ethnicity, creed religion, disability, sex, age, sexual orientation, or national origin.
4. Not engage in sexual harassment, disrespectful or abusing behavior in connection with professional duties.
5. Show professional respect for all who work with or in supervision with myself.
6. Strive to provide objective evaluations of performance for employees and coworkers, apprentices, students, professional association members, and/or peers and to avoid bias in any kind of professional evaluation of others.
7. Be alert to situations that might cause a conflict of interest or have the appearance of a conflict and provides full disclosure when a real or potential conflict of interest arises.
8. Not to promote or endorse products in a manner that is false or misleading.
9. Not engage in substance abuse that could adversely affect my job performance or endanger co-workers.
10. Strive to comply with all applicable laws and regulations concerning the culinary profession including local, state, and federal statutes that promote public health and safety.
11. Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
12. Support the efforts of other professional cooks and chefs to learn new and innovative culinary techniques and improve my knowledge and skills.
13. Not to discriminate in making employment decisions regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.
14. Not knowingly misappropriate, divert or use monies, personnel, property, or equipment belonging to others for personal gain or advantage.
15. Not harm others by knowingly making false statements about a colleague or professional peer.
16. Accurately represent my professional training and qualifications and not knowingly permit, aid, abet or suffer the misstatement of my training and qualifications by others.
17. Not to plagiarize on another person’s printed, audio or visual recordings or using presenting them publicly as original materials, including cook books that may not be governed by standard copyright laws and restrictions.
CULINARIAN’S CODE

As a proud member of the American Culinary Federation, I pledge to share my professional knowledge and skill with all culinarians. I will place honor, fairness, cooperation and consideration first when dealing with my colleagues. I will keep all comments professional and respectful when dealing with my colleagues. I will protect all members from the use of unfair means, unnecessary risks and unethical behavior when used against them for another’s personal gain. I will support the success, growth, and future of my colleagues and this great federation.

CULINARY ARTS PROGRAM AT KAUA‘I CC

The Culinary Arts Program is designed to provide the technical knowledge and basic skills training for students choosing to enter the culinary field, as well as upgrade those already employed in the food service industry. “Hands-on” laboratory training reinforces theoretical knowledge, preparing graduates for positions in professional food service careers. With job experience, graduates of the Culinary Arts Program may advance to positions as chefs, kitchen managers, and restaurant managers.

CULINARY PROGRAM STUDENT LEARNING OUTCOMES (SLOs)

| Communication: | Students will be able to communicate with guests, co-workers, and supervisors by using oral, written, and nonverbal skills required in food service operations. |
| Cognition: | Students will be able to demonstrate reasoning and decision-making skills that reflect critical thinking (problem solving, creative thinking, quantitative reasoning, application, and resource management) and the current state of culinary arts/science. |
| Information Competency: | Students will be able to use print materials, personal communications, observations, and electronic media efficiently and ethically to locate, retrieve, evaluate, organize and present information needed to meet educational, personal, and professional objectives. |
| Social Responsibility: | Students will apply work ethics, attitudes, and professional codes of conduct in the workplace with guests and with members of the culinary team including co-workers and supervisors. |
| Personal Responsibility: | Students will demonstrate commitment to culinary arts and food service practices through professional behaviors that meet industry standards. |
Our program technical standards have been developed to help students understand what will be required of them during participation in the program and for the completion of all core aspects of our culinary curriculum.

**Health and Safety-related Standards:**
1. Monitor and safely use equipment and respond to verbal commands.
2. Respond to equipment alerts including alarms, temperature indicators, etc.
3. Respond appropriately to warnings of “hot”, “behind you,” “knife,” and so on.
4. Safely utilize knives and kitchen equipment, assess food color and texture.
5. Safely and properly manipulate knives, peelers, etc.
6. Safely and properly grasp pots, pans and other kitchen equipment.
7. Safely and properly handle china and beverage ware.
8. Control bodily fluids to avoid excessive sweating in accordance with Department of Health regulations.

**Food Preparation Activities/Environment:**
1. Observe and assess product changes during the preparation and cooking of foods.
2. Distinguish hot or cold food temperatures, textures, degree of firmness, temperature differences.
3. Maneuver and properly operate equipment.
4. Transport food products and equipment utilizing safety standards to every area of the facility.
5. Work in close proximity to other individuals in crowded conditions and in extreme heat.
6. Work in extreme cold temperatures, i.e.: refrigerators and freezers.

**Interpersonal Interactions:**
1. Competently read, write and understand the primary language used in the program.
2. Communicate effectively with guests, students and supervisors by using oral, written and non-verbal skills required in the food service operations.
ADMISSIONS CRITERIA AND PROCESS

Although applicants will be admitted into the Culinary Arts Program, admission into the Culinary Arts Associate in Applied Science Degree Cycle (except CULN 101B/C and CULN 102B/C) is on a “first applied, first qualified” basis.

The student must initiate the application and registration process (i.e. apply, take COMPASS placement test, submit health clearances, gain academic advising, register for classes, and attend the mandatory orientation). A new culinary laboratory cycle begins each Fall semester.

1. New Culinary Majors:

   Applicants must demonstrate basic skills proficiency in reading, writing, and mathematics as part of acceptance into the Certificate of Competence, Certificate of Achievement, and Associate in Applied Science degree programs. Priority admittance into the Culinary Arts fall Associate in Applied Science Degree cycle will be given to continuing students who have met the following requirements by the March 1 priority deadline:

   a. met minimum English requirements by placing into English Level 2 or higher, or completed, and met minimum math requirements by placing into MATH Level 2 (qualify for MATH 82X), or
   b. Completed CULN 101B/C and/or CULN 102B/C with a grade of “B” or higher, and maintained a 2.0 GPA in all courses applicable toward a Culinary Arts Certificate of Competence or higher degree.

2. Applicants exploring the culinary arts field that wish to gain a general survey of basic culinary skills and/or are working on completing the reading, writing and/or math program prerequisites are encouraged to enroll in the Certificate of Competence (C.O.) program.

GRADUATION REQUIREMENTS

A grade of “C” or higher is required for all CULN courses, and a GPA of 2.0 or higher for all courses applicable toward the degree or certificates is required to meet graduation requirements.

1. You must apply for graduation if you expect to complete your program requirements at the end of the current semester. Students are encouraged to see their counselor for a preliminary graduation check.

2. Applications must be submitted to the Business Office for payment of $15.00 per degree sought prior to the deadline. Applications received after the deadline will be processed for graduation in the subsequent semester.

3. There is no charge for these Certificates. However, if you would like to participate in the Commencement Ceremony and receive a diploma cover, there is a $15.00 charge per cover.
COURSE WITHDRAWAL

A student who fails to withdraw formally by the published deadline will receive an “F” grade for the course.

PROGRAM WITHDRAWAL

1. The student must initiate withdrawal via the My UH website and/or through Counseling and Advising.
2. To be eligible for readmissions, the student, regardless of reason, must first have completed an exit interview with the Culinary counselor and/or faculty member. Failure to do so will cause the student to forfeit his/her rights to apply for readmission into the Culinary Arts program cycle except for extenuating circumstances. During the exit interview, the student will be afforded the opportunity to give explanation for withdrawal and plans to correct factors which contributed to withdrawal. The student must initiate the interview within six (6) weeks of withdrawal.

ELIGIBILITY GUIDELINES FOR READMISSION

1. When a student fails to fulfill the requirements of the Culinary Program and/or withdraws, he/she may request to be readmitted.
2. This request will be considered and evaluated by the Culinary faculty and the Culinary counselor.
3. An interview may be held to assess whether the circumstances necessitating prior withdrawal have been resolved adequately. The faculty and counselor will discuss findings before a decision will be made regarding readmission.
4. A student will be readmitted contingent upon resolution of factors leading to withdrawal and on space availability.
5. Priority consideration for readmissions:
   a. First priority will be given to a student who withdrew in good standing.
   b. Second priority will be given to a student who received a/an N, D, or F grade in co-requisite general education courses but received a C grade or higher in CULN courses.
   c. Third priority will be given to a student who received a/an N, D, or F grade in CULN courses.

ACADEMIC ADVISING

See your counselor for academic advising every semester and whenever you have questions about your academic progress. Your counselor is there to help you! For an appointment, contact:

MR. WADE TANAKA
Kaua‘i Community College, Counseling and Advising, One Stop Center (OSC)
Phone: (808) 245-8259 or 245-8212
Email: tanakawa@hawaii.edu
DISABILITIES

Kaua‘i Community College is fully ADAAA compliant. If you have needs that require special accommodations, please contact your home campus Disabilities Office to voluntarily disclose and provide substantiating evidence. Kaua‘i Community College’s Disabilities Office can be reached at 245-8212.

For students whose home campus is NOT Kaua‘i Community College, your campus contact information can be found at the University of Hawai‘i Kokua website located at URL http://goo.gl/Jjpwkp.

Smartphone users with a QR code reader application may also access the University of Hawai‘i Kokua website by pointing their camera at the QR code.

MS. MARILYN HASHISAKA
Kaua‘i Community College, Counseling and Advising, OSC
Phone: (808) 245-8314 or 245-8212
Email: hashisak@hawaii.edu
### Certificate of Competence in Food Prep: 8 Credits

Semester 1 (Fall):
- CULN 101B Introduction to Food Service, Basic Skills, and Sanitation: 4 credits
- CULN 101C Introduction to Food Service, Short Order, and Quantity Food Cookery: 4 credits

Or

Semester 1 (Spring):
- CULN 102B Introduction to Food Service, Breakfast Cookery, and Cafeteria Service: 4 credits
- CULN 102C Introduction to Food Service, Pantry Development, and Basic Baking: 4 credits

### Certificate of Competence in Culinary Arts: 14 Credits

Semester 1 (Fall):
- CULN 111 Introduction to the Culinary Industry: 2 credits
- CULN 112 Sanitation and Safety: 2 credits
- CULN 116 Introduction to Culinary Sustainability: 1 credit
- CULN 120 Fundamentals of Cookery: 4 credits
- CULN 130 Intermediate Cookery: 5 credits

### Certificate of Achievement in Culinary Arts: 24 Credits

Semester 1 (Fall):
- CULN 111 Introduction to the Culinary Industry: 2 credits
- CULN 112 Sanitation and Safety: 2 credits
- CULN 116 Introduction to Culinary Sustainability: 1 credit
- CULN 120 Fundamentals of Cookery: 4 credits
- CULN 130 Intermediate Cookery: 5 credits

Semester 2 (Spring):
- CULN 150 Fundamentals of Baking: 5 credits
- CULN 160 Dining Room and Beverage Service: 5 credits

### Certificate of Achievement in Advanced Culinary Arts: 32 Credits (semester 3 and 4)

Semester 1 (Fall):
- CULN 111 Introduction to the Culinary Industry: 2 credits
- CULN 112 Sanitation and Safety: 2 credits
- CULN 116 Introduction to Culinary Sustainability: 1 credit
- CULN 120 Fundamentals of Cookery: 4 credits
- CULN 130 Intermediate Cookery: 5 credits

Semester 2 (Spring):
- CULN 150 Fundamentals of Baking: 5 credits
- CULN 160 Dining Room and Beverage Service: 5 credits

Semester 3 (Fall):
- CULN 185 Culinary Nutrition: 3 credits
- CULN 221 Continental Cuisine: 5 credits
- CULN 222 Asian Pacific Cuisine: 5 credits
- CULN 271 Hospitality Purchasing and Cost Control: 4 credits

Semester 4 (Spring):
- CULN 115 Menu Merchandising: 2 credits
- CULN 240 Garde Manger: 5 credits
- CULN 294 Food Service Practicum: 5 credits
- CULN 275 Human Resources Management and Supervision: 3 credits
### Suggested Course Sequence for Fall 2016 Culinary Majors

#### Associate in Applied Science Degree in Culinary Arts:

- **62-63 Credits**

#### Semester 1 (Fall):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CULN 111</td>
<td>Introduction to the Culinary Industry</td>
<td>2</td>
</tr>
<tr>
<td>CULN 112</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>CULN 116</td>
<td>Introduction to Culinary Sustainability</td>
<td>1</td>
</tr>
<tr>
<td>CULN 120</td>
<td>Fundamentals of Cookery</td>
<td>4</td>
</tr>
<tr>
<td>CULN 130</td>
<td>Intermediate Cookery</td>
<td>5</td>
</tr>
<tr>
<td><em>Written Com</em></td>
<td>ENG 100, ENG 106, ENG 215, ENG 250 or higher,</td>
<td>3-4</td>
</tr>
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(One of the following) JOUR 205, LING 102, or WI Course

| Total Credits | 17-18 |

#### Semester 2 (Spring):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 150</td>
<td>Fundamentals of Baking</td>
<td>5</td>
</tr>
<tr>
<td>CULN 160</td>
<td>Dining Room and Beverage Service</td>
<td>5</td>
</tr>
<tr>
<td>Written Com</td>
<td>ENG 100, ENG 106, ENG 215, ENG 250 or higher,</td>
<td>3-4</td>
</tr>
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</table>

(if not completed in Semester 1) JOUR 205, LING 102, or WI Course

| +X MATH 75X | Introduction to Mathematical Reasoning           | 4       |

| Total Credits | 17-18 |

#### Semester 3 (Summer):

| X MATH 100 | Survey of Mathematics                             | 3       |

| Total Credits | 3 |

#### Semester 4 (Fall):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CULN 185</td>
<td>Culinary Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CULN 221</td>
<td>Continental Cuisine</td>
<td>5</td>
</tr>
<tr>
<td>CULN 222</td>
<td>Asian Pacific Cuisine</td>
<td>5</td>
</tr>
<tr>
<td>CULN 271</td>
<td>Hospitality Purchasing and Cost Control</td>
<td>4</td>
</tr>
</tbody>
</table>

| Total Credits | 17 |

#### Semester 5 (Spring):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CULN 115</td>
<td>Menu Merchandising</td>
<td>2</td>
</tr>
<tr>
<td>CULN 240</td>
<td>Garde Manger</td>
<td>5</td>
</tr>
<tr>
<td>CULN 294</td>
<td>Food Service Practicum</td>
<td>5</td>
</tr>
<tr>
<td>CULN 275</td>
<td>Human Resources Management and Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Credits | 15 |

* 6 additional credits if not MATH 100 and ENG 100 ready.

+ Students testing directly into ENG 100 and/or MATH 100 do not need to take ENG 23/97 or MATH 75X.

X Students planning to continue to UH West O‘ahu for an advanced culinary degree need to complete MATH 103 (concurrent in MATH 88 or appropriate test score) or MATH 115 (completion of MATH 75X). It is important that you meet with your academic advisor!

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Although applicants will be admitted into the Culinary Arts program, admissions into the Culinary (CULN) laboratory cycle (except CULN 101B, CULN 101C, CULN 102B, and CULN 102C) is on a “first applied, first qualified” basis. The student must initiate the registration process (i.e. apply, take Compass placement test, submit health clearances, gain academic advising, register for classes, and attend the mandatory orientation). A new culinary laboratory cycle begins each fall semester.

Applicants must demonstrate basic skills proficiency in reading, writing, and mathematics as part of acceptance into the Certificate of Competence, the Certificate of Achievement, and the Associate in Applied Science degree programs.

Priority admittance into the fall cycle of the Culinary Arts Associate in Applied Science degree will be given to continuing students who have met the following requirements by the March 1st priority deadline:

1. met minimum English requirements by placing into English Level 2 or higher, or completed;
2. met minimum math requirements by placing into MATH Level 2, or
3. completed CULN 101B/C and/or CULN 102B/C with a grade of “B” or higher, and maintained a 2.0 GPA in all courses applicable toward a Culinary Arts Certificate of Competence or higher degree.

A grade of “C” or higher is required for all CULN courses. A g.p.a. of 2.0 or higher for all courses applicable toward the degree or certificates is required to meet graduation requirements.
For New Students Entering the AAS Cohort (CULN 120):
The new graduation requirement includes successfully completing MATH 100 and ENG 100 or higher. See academic advisor for course sequencing to meet your graduation and transfer goals.

Culinary Pathway Options:

- Math and English are not required but are strongly recommended
- MATH 75X and ENG 75 or higher are strongly recommended
- Certificate of Achievement

- MATH 75X
- MATH 100 and ENG 100 or 106 or higher
- Associate in Applied Science Degree in Culinary Arts

- MATH 75X
- MATH 115 (completion of MATH 75X) or MATH 103 (concurrent in MATH 88 or appropriate test score)
- Associate of Applied Science in Culinary Arts and the option to transfer to UHWO for the Bachelor’s of Applied Science with a Concentration in Culinary Management
Certificate of Competence (C.O.) in Food Prep

Outcome: Students graduating with this certificate should have some basic knowledge and skills for entry level jobs as a dishwasher or prep cook. Students will get a brief overview of basic cutting, cooking, sanitation skills and customer service.

Why are these classes important?

CULN 101B: Introduction to Food Service, Basic Skills, and Sanitation
This class will give you an understanding of what it takes to work in a kitchen. You will learn basic sanitation skills and cooking methods.

STUDENT LEARNING OUTCOMES:
1. Evaluate and demonstrate basic principles of sanitation and safety in a food service operation. Demonstrate safe food handling and safe work habits.
2. Describe various jobs of chefs and cooks who are employed in quality food production and short order kitchens.
3. Demonstrate basic cutting skills and cooking methods utilizing the proper usage of tools and equipment according to safety standards.
4. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.

CULN 101C: Introduction to Food Service, Short Order, and Quantity Food Cookery
PREREQUISITES: “C” OR HIGHER IN CULN 101B.
In this class you will learn some of the basic skills needed to work in a fast food, take out restaurant, deli, or cafeteria type of food service establishments.

STUDENT LEARNING OUTCOMES:
1. Prepare products typically found in short order and cafeteria kitchens with established safety and sanitation practices and basic cooking principles with timeliness and quality.
2. Demonstrate skills to organize, work, break down and clean various work stations according to safety and sanitation standards.
3. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.

CULN 102B: Introduction to Food Service, Breakfast Cookery, and Cafeteria Service
In this class you will learn basic breakfast, short order and quantity food cooking. You will also learn how time and motion skills are important for fast food service in quick serve food outlets.

STUDENT LEARNING OUTCOMES:
1. Evaluate and demonstrate basic principles of sanitation and safety in a food service operation to practice safe food handling and safe work habits.
2. Demonstrate basic cutting skills and cooking methods utilizing the proper usage of tools and equipment according to safety standards.
3. Prepare breakfast and quantity cooking products typically found in short order, cafeteria, and restaurant services with established safety and sanitation practices and basic cooking principles with timeliness and quality.
4. Demonstrate skills to organize, work, breakdown, and clean various work stations according to safety and sanitation standards.
5. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.

CULN 102C: Introduction to Food Service, Pantry Development, and Basic Baking
PREREQUISITES: “C” OR HIGHER IN CULN 102B.
In this class you will learn some basic fundamental baking skills on how to make quick breads, yeast breads, pies, cookies and basic desserts. You will also learn how to make salad dressings and how to put together some of the basic salads in a pantry station.

STUDENT LEARNING OUTCOMES:
1. Prepare various salads, salad dressings, sandwiches, and quantity cooking products typically found in short order, cafeteria, and restaurant services with established safety and sanitation practices and basic cooking principles with timeliness and quality.
2. Identify and demonstrate basic baking methods used in food service operations with established quality and timeliness.
3. Demonstrate skills to organize, work, breakdown, and clean various work stations according to safety and sanitation standards.
4. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
C.O. in Culinary Arts
Outcome: Students graduating with this certificate will have a better understanding and practice for an entry level position as a prep cook in the culinary industry. Students will also have an overview of various types of jobs that are available in the industry, good fundamentals of sanitation and food handling practices, and the understanding of basic cooking methods.

Why are these classes important?

CULN 111: Introduction to the Culinary Industry
The culinary industry is not only about working in a restaurant. In this class you will learn the many different types of career choices available as you venture in the industry. How various chefs got to their current careers and achievements they received.

STUDENT LEARNING OUTCOMES:
1. Simulate steps to seek, apply for, attain, and retain employment in culinary and hospitality industry careers based on personal preferences and industry standards.

CULN 112: Sanitation and Safety
PREREQUISITES: Qualified for English Level 2 (ENG 106).
Food can kill people or get them really sick. In this class you will learn how to keep food safe, how to identify different types of food borne illness and what you can do to prevent a food borne illness outbreak, and HACCP procedures. You will also learn how to maintain a food service outlet and how to keep it safe from vermin, insects and harmful microorganisms.

STUDENT LEARNING OUTCOMES:
1. Develop an understanding of the basic principles of sanitation and safety and to be able to apply them in the food service operation.
2. Reinforce personal hygiene habits and food handling practices that protect the health of the consumer.

CULN 116: Introduction to Culinary Sustainability
This course overviews a variety of sustainable practices, and examines how to implement them in a food service operation. Students will learn to combine elements of purchasing/receiving, energy and water conservation, and recycling to help control costs while reaping the benefits of being good environmental stewards.

STUDENT LEARNING OUTCOMES:
1. Explain the importance of a variety of sustainable practices in a foodservice operation.
2. Implement a variety of sustainable practices in a foodservice operation as a means of controlling operating costs and for being good environmental stewards.

CULN 120: Fundamentals of Cookery
PREREQUISITES: Qualified for English Level 2 (ENG 106), and Math Level 2 (MATH 82X). “C” or higher or concurrent enrollment in CULN 112.
The secret in cooking is mastering the basic cooking skills. In this class you will learn and practice the basic cooking fundamentals. Learn knife skills and practice food safety.

STUDENT LEARNING OUTCOMES:
1. Develop skills in knife, tool, and equipment handling, and operate safely and correctly.
2. Apply principles of food preparation to produce a variety of food products.
3. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.

CULN 130: Intermediate Cookery
PREREQUISITES: “C” or higher in CULN 120.
This class will let you practice the basic cooking skills in a cafeteria setting with customers in a live cafeteria operation. You will learn customer service, and be able to get feedback from customers on the foods that you prepared.

STUDENT LEARNING OUTCOMES:
Upon successful completion of the course, the student will be able to:
1. Evaluate and demonstrate basic principles of sanitation and safety in a food service operation. Demonstrate safe food handling and safe work habits.
2. Demonstrate basic cutting skills and cooking methods utilizing the proper usage of tools and equipment according to safety standards.
3. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
4. Apply principles of food preparation to produce a variety of food products.
Certificate of Achievement (C.A.) in Culinary Arts
(The C.A. requires successful completion of all C.O. classes with the addition of the following classes)

Outcome: Students graduating with this certificate will have the basic fundamental skills for an entry level position in either the front of the house or back of the house type of careers in the culinary industry with skills in customer service, baking, and cooking.

Why are these classes important?

CULN 150: Fundamentals of Baking
PREREQUISITES: “C” or higher in CULN 130.
Baking is a science. In this class you will learn the science of how various ingredients and temperature will change a product. The understanding of the basic baking methods is very important to learn as you go through your culinary careers. To be a chef, you need to be able to create not only hot and cold foods but also breads, pastries, and desserts. As you go on to the AAS degree, you will need a sound understanding and practice of the basic baking methods.

STUDENT LEARNING OUTCOMES:
1. To apply the fundamentals of baking science to the preparation of a variety of products. To use and care for the equipment normally found in the bakeshop or baking area.

CULN 160: Dining Room and Beverage Service
PREREQUISITES: “C” or higher in CULN 150.
I want to be a chef, why do I need to learn how to wait tables? In order to be a chef, you need to understand what goes on in the front of the house operation and the importance of everyone working as a team creates the ultimate customer experience. Great customer service is just as important as great food.

STUDENT LEARNING OUTCOMES:
1. Perform dining room service functions using a variety of types of service.
2. Demonstrate an understanding of quality customer service.
3. Describe and list varieties of alcoholic and non-alcoholic beverages.
4. Discuss the relationship between food and wine.
5. Explain laws and procedures related to responsible alcohol service.
C.A. in Advanced Culinary Arts
(The C.A. in Advanced Culinary Arts requires successful completion of all C.A. classes with the addition of the following classes)

Outcome: Students graduating with this certificate will have the understanding and skills to work their way up to a management or chef position in the culinary industry. Students will learn the basic fundamentals in all aspects of what it takes to manage a restaurant.

Why are these classes important?

CULN 185: Culinary Nutrition
PREREQUISITES: Qualified for English Level 2 (ENG 106) and qualified for Math Level 2 (MATH 82X).
Nutrition is an important part of the modern culinary industry. Customers now are more food savvy and into healthy food options. As a chef you need to understand the different types of ingredients and how it can make a recipe more healthful.
STUDENT LEARNING OUTCOMES:
1. Describe the characteristics, functions, and food sources of the major nutrients and how to maximize nutrient retention in food preparation and storage.
2. Apply the principles of nutrient needs throughout the life cycle to menu planning and food preparation.

CULN 221: Continental Cuisine
PREREQUISITES: “C” or higher in CULN 150 and CULN 160.
This class will reinforce the basic cooking and baking skills that you previously learned in a real restaurant setting. You will learn how time and motion (speed) and sanitation skills are important to be a successful line cook in a restaurant.
STUDENT LEARNING OUTCOMES:
1. Preparing cooked to order dishes typically served in Fine dining restaurants with emphasis on American and European cuisines.
2. Demonstrate the professionalism standards as described in the Culinary Institute of the Pacific at Kaua‘i Community College Culinary Student Handbook.
3. Prepare dishes with speed and efficiency by being organized (mise en place), using correct cooking methods that meet industry standards, within safety and sanitation guidelines.

CULN 222: Asian Pacific Cuisine
PREREQUISITES: “C” or higher in CULN 221.
We live in an environment with lots of different cultures. Do we understand their foods and the history of why they cook this way? In this class, you will learn the different ethnic cuisines that are popular in Hawaii and how to cook their basic dishes. You will also learn the various ingredients and how to use them.
STUDENT LEARNING OUTCOMES:
1. Compare and evaluate the similarities and differences of the Asian and Pacific Islander cuisine presented and discussed in class.
2. Prepare Asian and Pacific Islander cuisines using culinary traditions, artistry, and special uses of fruits, vegetables, spices, herbs and cooking ingredients presented and discussed in class.

CULN 271: Hospitality Purchasing and Cost Control
PREREQUISITES: Qualified for Math Level 3 (MATH 100) and a passing score on the Culinary Technical Math workshop exit exam.
How do I make money in the restaurant business? In this class you will learn how to cost out your recipes, get an understanding of the percentages needed for a successful business. How to purchase items and how things come packed. Why inventory control is important to a successful operation.
STUDENT LEARNING OUTCOMES:
1. Apply knowledge of quality standards and regulations governing purchasing, receiving and storage of food and non-food products in quality food service operations.
2. Perform mathematical functions related to food service to calculate costs, price menus and evaluate financial statements.

CULN 115: Menu Merchandising
PREREQUISITES OR REQUIRED PREPARATION: “C” or higher in CULN 271.
How do I create a menu that will be successful to where I have my restaurant? What do I need to make my menu presentable and exciting for my customers. In this class, you will learn how to create menus according to the demographics of your customers and what to do to make it appealing and exciting.
STUDENT LEARNING OUTCOMES:
Upon successful completion of CULN 115, the student will be able to:
1. Apply the principles of menu planning and layout to the development of menus for a variety of types of facilities and service.
CULN 240: Garde Manger
PREREQUISITES: “C” or higher in CULN 221 and CULN 222.
How do you create something beautiful and tasty with end cuts of meats? How do you make sausages? In this class you will learn how to make sausages, appetizers, salads, paté’s, terrines, smoked foods, etc.

STUDENT LEARNING OUTCOMES:
1. Students develop skills in producing a wide variety of cold food products.
2. Students prepare items appropriate for buffet presentation, including decorative pieces.

CULN 294: Food Service Practicum
PREREQUISITES OR COREQUISITES Approval of instructor or “C” or higher in CULN 185, CULN 240, and CULN 271.
In this class, you will utilize and practice all the fundamentals that you learned from every class throughout the program. You will execute your restaurant of the week by creating the menu, recipe costing, purchasing of foods, forecasting, employee scheduling, and training of your employee's for that week. A finalized analysis of the project will be required at the end, as well as a self evaluation of your past and future goals.

STUDENT LEARNING OUTCOMES:
1. Operate a fine dining restaurant with the necessary procedures developed through the information learned throughout culinary program.
2. Evaluate the advantages and disadvantages of the fine dining restaurant operation developed.

CULN 275: Human Resources Management and Supervision
PREREQUISITES: Qualified for ENG Level 2 (ENG106).
This course is designed to prepare the student for the transition from employee to supervisor in a food service operation. Students will learn to identify and evaluate various leadership styles and techniques. Course also includes employee training, motivation and evaluation techniques common in food service operations.

STUDENT LEARNING OUTCOMES:
1. Analyze the culinary aspect of supervision and human resources management theories, techniques, and methods practiced by supervisors and managers in the foodservice industry.
**Associate in Applied Science Degree (A.A.S.) in Culinary Arts**
(The A.A.S. requires successful completion of all C.A. classes with the addition of the following classes)

**Outcome:** Students graduating with this degree will have the understanding and skills to work their way up to a management or chef position in the culinary industry. Students will learn the basic fundamentals in all aspects of what it takes to manage a restaurant.

**Why are these classes important?**

**Written Communication and Math:**
English and math are general education requirement for the University.

**ENG 100: Composition I**
**PREREQUISITES:** English Level 2.
**STUDENT LEARNING OUTCOMES:**
1. Write well-reasoned compositions which adhere to the conventions of academic discourse appropriate to the transfer level, addressing complex issues, achieving a specific purpose, and responding adeptly to an identifiable audience.
2. Use the library and other research resources to locate credible sources, and negotiate conflicting positions and information by evaluating the quality of evidence for reliability, bias, currency, and relevance.
3. Integrate sources effectively into their own writing, using standard disciplinary conventions (such as that of the MLA) to document them.
4. Analyze and synthesize complex information in order to formulate and effectively convey clear, valid, and supported arguments.
5. Edit and proofread their own writing, demonstrating control of such features as syntax, grammar, punctuation, and spelling.

**ENG 106: Technical Communication**
**PREREQUISITES:** "C" or higher in ENG 23**, or acceptable English placement*, or instructor approval.

**Note:** For the Fall 2016 only, ENG 97.

**STUDENT LEARNING OUTCOMES:**
1. Write clear, accurate, and correct Standard American English in formats appropriate to the technical and vocational workplace.
2. Use active reading strategies to comprehend college and professional texts.
3. Gather information from both electronic and print resources, and critically evaluate its relevance and quality.
4. Present information to a group, incorporating both research and visual aids.

**MATH 100: Survey of Mathematics**
**PREREQUISITES:** Math Level 3.
**STUDENT LEARNING OUTCOMES:**
1. Apply mathematical reasoning to the explanation of given mathematical problems.
2. Use appropriate symbolic techniques in the context of problem solving.
3. Recognize, quantify, and extend given patterns.
4. Generate proofs using mathematical and logical reasoning techniques.
5. Demonstrate the relevance of given mathematical concepts to real-life problems.
CULINARY ARTS SCHOLARSHIP PROGRAM

Many community organizations recognize and generously support the education and training of Kaua‘i Community College Culinary Arts students. Through annual donations, the College is able to provide Culinary Arts students with scholarships. The following are among the many past awards and scholarships that have been offered:

- American Culinary Federation, Kaua‘i Chapter
- Fries Culinary Scholarship Fund
- HFM
- Hawai‘i Community Foundation
- Hawai‘i Lodging and Tourism Association, Kaua‘i Chapter
- Kaua‘i Beach Resort
- Kaua‘i Coffee
- Kaua‘i Community College Spring Gourmet Gala
- Phyllis Jean Gondring Award
- Rotary Club of Po‘ipū Beach
- Watase Foundation
- Y. Hata & Co. Limited

CRITERIA FOR SELECTION

Enrollment in KCC Culinary Arts Program and evidence of potential for success in the field will be the dominant criteria for selection. Other qualities that may be important for specific scholarships:

1. Admitted to the Culinary Arts Program at Kaua‘i Community College.
2. A College level cumulative grade point average of at least 3.0 for ACF - Kaua‘i Chapter Scholarships.
3. Students must attend full-time for the ACF - Kaua‘i Chapter Scholarship.
4. Exhibit evidence of potential for success in the Culinary Arts field.
5. Exhibit evidence of voluntary participation in KCC Culinary sponsored functions.
6. Complete the scholarship application AND the Volunteer Log Sheet by the deadline.

APPLICATION PROCEDURE

Applications are to be submitted to culinary faculty by the deadline. Awards are made based on the availability of funds. Select scholarships may require an online application. Applications and Volunteer Log Sheet must be completed, signed, and submitted to Culinary Arts faculty no later than the deadline specified on the application.

SELECTION AND NOTIFICATION

1. A committee comprised of the following determines selection of recipients but may include others: Culinary Arts instructors and/or counselor, Financial Aid Officer, and/or Scholarship Committee of Donors.
2. The committee reserves the right to limit the number of scholarships an eligible student may receive each academic year.
3. All recipients will be notified.
Use this sheet to log the number of hours you work on volunteer activities that are sponsored and sanctioned by the Culinary Arts faculty. If you receive pay for your service or if this is part of a class, please **DO NOT LOG** the event on this sheet. It is your responsibility to keep your log current after each event. The log sheet should be kept in a safe place and may be used when applying for department scholarships, internships, and/or awards. If required for a scholarship, submit a copy and keep your original log sheet form. The Culinary Arts faculty reserve the right to define a “sanctioned” voluntary function.

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<th>EVENT DESCRIPTION</th>
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<th>TOTAL TIME WORKED</th>
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<tr>
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<td>11 am - 9 pm</td>
<td>10 hours</td>
<td>Chef Mark Oyama</td>
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Total number of hours logged on THIS page (use additional pages as needed):

Total number of hours from ALL pages:
PROFESSIONALISM—
PROGRAM EXPECTATIONS AND STUDENT RESPONSIBILITIES

INTRODUCTION

Your Culinary faculty and staff stress the importance of a positive first impression and an overall professional image. Students are expected to be clean and well groomed, and they are expected to conduct themselves in a professional manner while participating in on/off-campus culinary activities. The purpose of the following is to present Kaua‘i Community College Culinary Department student expectations and responsibilities in the areas of required dress, personal grooming, and student conduct and practices. These expectations, responsibilities, and practices are in accordance with recognized industry and Department of Health standards.

Some examples of professionalism include but are not limited to:

- Absolutely no profanity or swearing.
- Changing clothes in restrooms, not in buildings, hallways or classrooms.
- Deactivating cell phones and all electronic devices during class and laboratory sessions, unless approved by instructor.
- Adhering to University of Hawai‘i Policy on Substance Abuse.
- Adhering to University of Hawai‘i Sexual Harassment Policy.
- At the workplace, you deal with internal customers (your co-workers) and external customers (your patrons, clients, and customers); in the classroom, similar relationships exist.
- Being friendly, courteous, and cooperative is expected.
- Saying, “Please” and “Thank You” are valued.
- Refreshing smiles are valued.
- Public displays of affection (PDA’s), including hickeys, are inappropriate.
- Unless otherwise directed, address your instructors by their personal or professional titles (Chef Nakata, Mr. Wade, Mr. Duane).

You’ll find more information on professional expectations in the Dress Code/Personal Grooming and the Student Conduct/Practices sections on the following pages.

Failure to adhere to and abide by the following standards will directly affect the student’s ability to participate, and therefore adversely affect one’s grade. Failure to comply with the KCC Culinary Department dress code as well as conduct standards may result in a request by faculty or staff to leave the laboratory or dining room setting, dismissal, and Contract record.
DRESS CODE & PERSONAL GROOMING STANDARDS

Uniform Requirements for all Culinary (CULN) Classes:

1. A clean, pressed long sleeve, white chef’s jacket with plain white undergarments.
2. Traditional standard size checked chef’s pants.
3. A clean, white, wrinkle-free apron washed daily.
4. Thermometer.
5. Approved chef’s hat to be worn appropriately at all times, except when providing dining room service.
6. A Kaua‘i Community College embroidered jacket with a secure nametag or approved name embroidery.
7. Shoes—clean shoes with white or black socks, no slippers. Non skid, oil resistant and covered toe. Fabric shoes are not acceptable.
8. Absolutely no baseball caps or sunglasses.
9. All clothing must be clean, wrinkle-free, and free of holes.

Figure 1: YES!

Figure 2: NO!
Uniform Requirements for all Dining Room and Beverage Service Classes:

1. A clean, pressed collared long-sleeved white dress shirt with plain white undergarments.
2. A clean, pressed long black dress pants (tight fitting and/or low cut pants are not acceptable).
3. An acceptable black belt.
4. A clean, pressed, appropriate necktie.
5. A clean black servers apron.
6. Dress shoes—all black, cleaned and polished with black socks. Non skid, oil resistant and covered toe. Fabric shoes are not acceptable.
7. Absolutely no baseball caps or sunglasses.
8. All clothing must be clean, wrinkle-free, and free of holes.

Figure 1: **YES!**

Figure 2: **NO!**

Personal Appearance and Body Language:

1. Personal hygiene is expected. This means cleanliness from head to toe—clean hair, hands, nails, body, feet and shoes, clothes.
2. Avoid excessive cologne/perfume, jewelry, makeup, body piercing, and tattoos.
3. Avoid gum chewing and munching.
4. Use alert, assertive posture. Avoid slouching.
5. Wear conservative attire (appropriate for classroom and worksite).
6. Avoid extremes—bare midriffs, low cut tops, short skirts/shorts, tank tops, hats, baggy/low-waist and/or fitted pants.
Hair:
1. Hair must be short, off the collar, neat, trimmed and clean.
2. Long hair must be restrained by a hairnet and/or secured by a braid tucked under the chef’s hat.
3. Appropriate hair color is required; bright, iridescent colors or shades outside the natural and neutral shades are unacceptable.
4. Bangs must be trimmed to the top of the eyebrow.
5. Sideburns may be no longer than the bottom of the ear lobe.

Facial Hair:
1. Beards/goatees are discouraged.
2. Moustaches and goatees are to be closely trimmed; moustaches may not fall below the upper lip or beyond the framework of the upper lip.
3. Beards/goatees must be secured with a snod.

Personal Hygiene:
1. Due to crowded working conditions and heat, students should pay special attention to personal hygiene; bathe and use deodorant to counteract body odor.
2. If you require removal of perspiration, be sure to use paper towels, dispose of them appropriately, and wash your hands before returning to your work station.

Make Up:
1. Makeup should be conservative.

Fingernails:
1. Fingernails must be cut short and kept clean.
2. No nail polish in culinary laboratories.

Dark Glasses and Baseball Caps:
1. Dark glasses and baseball caps are not permitted in culinary laboratory or lecture classes.
2. If dark glasses are necessary for medical reasons, official medical documentation must be submitted.

Tattoos and Body Piercing:
1. Any existing visible tattoos will be addressed by the all-culinary faculty committee. It is strongly suggested that visible tattoos be covered up.
2. No visible piercing.
**Uniform and Supply List:**
(Prices Subject to Change without Prior Notice)

Students are responsible for purchasing the following uniform items, books, tools, and other supply items including covered shoes with non-slip soles prior to the first day of class.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit Price*</th>
<th>Where Available for Purchase?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chef Coat with Logo (larger size can be ordered through bookstore)</td>
<td>$22.95</td>
<td>KCC Bookstore</td>
</tr>
<tr>
<td>Chef Pants (larger size can be ordered through bookstore)</td>
<td>$22.00</td>
<td>KCC Bookstore</td>
</tr>
<tr>
<td>Apron 4 way</td>
<td>$9.00</td>
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<td>Full Bib Apron</td>
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<td>Dining Room &amp; Beverage Service Black Apron</td>
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<td>White Neckerchief (optional)</td>
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<td>Required Textbooks</td>
<td>Varies Every Semester</td>
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<tr>
<td>Paper Hats</td>
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</tr>
<tr>
<td>Student Cutlery Set #M4KAU: 3&quot; Paring Knife</td>
<td>$136.00</td>
<td>Bargreen Ellingson</td>
</tr>
<tr>
<td>6&quot; Boning Knife-Stiff, Millennia™</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6&quot; Utility Knife-Stiff, Millennia™</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8&quot; Bread Knife, Millennia™</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9&quot; Chef's Knife, Millennia™</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10&quot; Steel, Genesis®</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swivel Peeler—Plastic Handle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8&quot; Offset Spatula</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8&quot; Spatula—Plastic Handle</td>
<td></td>
<td></td>
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<tr>
<td>Plastic Bowl Scraper</td>
<td></td>
<td></td>
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<tr>
<td>Pocket Thermometer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measuring Spoon Set</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16&quot; Pastry Bags #2 Plain Tube</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#4 Plain Tube</td>
<td></td>
<td></td>
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<tr>
<td>#6 Plain Tube</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#8 Plain Tube #2 Star Tube</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#4 Star Tube</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#6 Star Tube 7 Pkt. Knife Roll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knifeguard Included</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covered Non-Slip Sole and Oil-Resistant Shoes</td>
<td>$30.00 - $45.00</td>
<td>KCC Bookstore</td>
</tr>
<tr>
<td>Pocket Notebook, Pocket Calculator (phones are not to be used as a calculator)</td>
<td>Varies</td>
<td>Your choice of vendor</td>
</tr>
<tr>
<td>Pen, Pencil, Black Permanent Marker</td>
<td>Varies</td>
<td>Your choice of vendor</td>
</tr>
<tr>
<td>Name Tag</td>
<td>$5.00</td>
<td>Ms. Karen Morita-Lee</td>
</tr>
<tr>
<td>2 year LiveText Subscription</td>
<td>TBD</td>
<td>LiveText website</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Other tools and supplies may be necessary depending upon individual class requirement.
Uniform Illustrated:

- Paper Hat
- Chef’s Coat
- Chef’s Pants
- Short Apron
- Covered Non-Slip Sole Shoes
- Name Tag
STUDENT CONDUCT AND PRACTICES

Professional Behavior:
The curriculum structure of the culinary program is designed so every class, laboratory assignment, and papers are important learning experiences and ensures that students acquire professional, responsible and accountable behavior. Faculty members will assist and counsel students throughout their progression in the program. However each student is expected to make decisions and will be held accountable and responsible for his/her actions.

Teamwork:
The food service industry depends on teamwork and employs individuals who can work together to accomplish a common goal. Teamwork requires knowledge of each other’s jobs, mutual respect, and accurate communications. In most laboratory classes, you will be expected to work in teams. Your attendance and positive attitude are essential to the success of your team.

Class Preparation and Assignments:
Students must possess required text by the second class meeting. Failure to do so will cause the student to be placed in contract. Students are expected to prepare for class by reading assigned materials and completing written assignments. Active and appropriate participation is expected. Be ready for class by having the right equipment, completed homework, and a positive attitude.

Active Participation requires . . .

asking appropriate questions
sharing opinions
giving others an opportunity to contribute to class discussions

The fundamental expectation of timeliness is a significant and consistent learning outcome within the culinary program. Timely submission of papers is expected in the program, in conjunction with the expectation of timeliness in the profession. Due dates for all class work, papers, etc. either listed in the syllabus or announced in class. Points will be deducted for late papers. All assignments must be turned in prior to the end of the semester.

This does not include extensions mutually agreed upon between the student and faculty member where extenuating circumstances exist. If a student is having difficulty meeting a due date he/she should discuss the matter with the instructor before the assignment is due. All extensions for written work must be submitted by email to the instructor. The student must propose a date and time for completion and keep a record or copy of the request, time, and date. The course instructor will reply within two working days and will accept or deny request.

Persistent or excessive late assignments may result in the student being dropped from the class or culinary program prior to the end of the semester.
**Attendance:**

Absences or tardiness affect the student’s academic or laboratory performances and may result in a lower grade or in the student being dropped from the culinary program. All absences should be reported to the instructor prior to the start of class. All students will be expected to report any absence by calling and speaking with the instructor personally or by leaving a voice mail message.

A student whose cumulative absences in the semester exceed in number the weekly meetings of the class may be dropped upon recommendation of the instructor.

1. Attending class daily, arriving on time, and staying for the duration are expected.
2. Focus on maintaining good health to minimize sick leave time—eat right, get adequate sleep, and exercise regularly.
3. Tardiness is not permitted in the industry or in this program.
4. It is the student’s responsibility to inform the instructor of anticipated or unavoidable absences.
   a. Inform your instructor by phone (leave a voice mail message if no answer), by email, or in person.
   b. Include a description of the cause of the absence and what is being done to complete all work required to keep current. (In extenuating circumstances only, a student may petition to have an absence excused.)
5. In most laboratory classes, you will be expected to work in teams. Your attendance is essential to the success of your team.
6. Your final course grade will be lowered one letter grade once you have exceeded the following (see individual instructor’s syllabi for attendance policy):
   a. three absences in any course in the Culinary program.
   b. two tardies equal one absence.

**Safety and Sanitation Training (MANDATORY ATTENDANCE):**

1. Students must participate in safety and sanitation training during the first week of instruction in order to participate in culinary laboratory classes.
2. Students are required to attend scheduled fire safety classes.

**Culinary Tools:**

1. Culinary tools must be secured in a knife bag. For required items see Uniform and Supply List in this handbook.
2. Other tools may be necessary depending upon individual class requirements.
Eating and Drinking In Labs and Classrooms:
1. Absolutely no eating or drinking in the laboratory or dining room classes, unless allowed by the instructor.
2. Gum chewing is not allowed.
3. Do not consume food or beverage in view of guests.

Basic Safety and Sanitation:
1. Inform others when you are behind them by saying, “behind you.”
2. Wipe up spills immediately.
3. Know the location and use of first aid kits, fire extinguishers, emergency exits, and MSDS sheets.
4. Serve food at proper temperatures.
5. Use fresh and wholesome products.
6. Wash your hands after using restroom, smoking, eating, drinking, and handling food products.
7. Work with safe equipment. Inform your instructor whenever equipment is broken or unsafe to use.
8. Absolutely no leaving of work stations without instructor approval.
9. In the event of an evacuation, culinary students are required to remain on campus until dismissed and meet in designated area.

Smoking:
1. Absolutely no smoking in the classroom or laboratory setting. (This includes Electronic Cigarettes)
2. Smoking allowed in designated areas only and only during designated breaks and according to instructor requirements.

Clocking In / Out and Breaks:
1. Students are required to clock in and out of all laboratory and dining room classes.
2. Students may not clock in or out for other students.
3. Absolutely no leaving of work stations without instructor approval.
4. Breaks are granted at the discretion of each laboratory instructor.
Classroom and Laboratory Interrupters and Distractions:

*Leave phones outside or turn off before entering classroom, labs, and functions* (unless authorized by instructor). Phones disrupt learning, interfere with safe and sanitary practice in the lab, are a distraction to others, and if misused will be confiscated until the end of class, lab, and/or function.

Children should not be brought into the classroom or lab, nor should they be left unattended outside. Make sure your backup systems are in place for childcare before you take on the commitment of school or work. Spouses, significant others, and other guests are prohibited in the classroom, laboratories, and at culinary events.

Personal Belongings and Lockers:

1. Radios or headsets are not allowed.
2. Personal knife sets, books, and other equipment should be clearly and permanently marked or engraved.
3. Books and personal items should NOT be left in the classroom, dining rooms, or other culinary facilities while you are in the laboratory.
4. Kaua‘i Community College is not responsible for any lost or stolen items.
5. A limited number of lockers are available on a first-come, first reserved basis in the culinary facility.
   a. Personal belongings such as backpacks and books should be secured in one locker per student.
   b. Purchase your own personal lock.
   c. You may sign up for a locker on a first come, first-served basis as announced during orientation and the first week of instruction.
   d. The locker assignment is for one school year only (August to May).
   e. See Melanie Bacio, Cafeteria Manager, for Cafeteria lockers and Chef Martina for Demonstration Kitchen lockers.
   f. Kaua‘i Community College and faculty are not responsible for any items brought to campus or stored in lockers. Valuable items should not be brought to campus.
   g. Students are required to remove locks and contents at the end of the school year no later than the last day of final exams. After the last day of final exams, unattended lockers will be opened and locks and contents will be discarded.
   h. Faculty reserve the right to ask any student to open his/her locker for immediate inspection at any time.

Knife Policy on Campus:

Kaua‘i Community College requires that all culinary students secure knives in the knife bag while in classes other than culinary courses. It is advised to secure your knife bag in a locker whenever possible.
**Laptop Borrowing:**
1. You are responsible for the safe and timely return of the borrowed laptop. Please return the laptop to the instructor when done. A financial obligation hold will be placed on your academic record if not returned. This may prevent future registration and graduation.
2. Laptops are for use by current Kaua’i Community College’s Culinary Arts students, faculty, and staff.
3. You are responsible for ensuring the laptop is not damaged, lost, or stolen while it is charged to you. If damaged/lost/stolen, you are responsible for all charges as applicable.
4. Advanced reservations are not accepted for loaner laptops. Laptops are lent on a first-come, first serve basis. Users may not borrow more than one (1) laptop at a time.
5. Laptops are available for use in Kaua’i Community College’s Culinary Arts facilities only. You may not leave the Culinary Arts facilities with a laptop.
6. You are not permitted to install software on the laptop.
7. Do not save data to the hard drive or desktop. Anything saved on the hard drive or desktop will be lost when the machine is shut down. Save data to a flash drive or email your data to yourself.
8. Laptop use is a privilege that will be revoked if the service is abused.

**Computer Usage:**
1. Your computer network account is a privilege that is available to KCC students.
2. You are advised to acquire an “google drive” account and wireless access with computer services. Contact computer services at 245-8342.
3. Campus computers are used to support learning and enhance instruction.
4. Instructors will utilize UH email communications for classes.
5. Users are expected to be responsible, efficient, ethical and legal.
6. Inapplicable use of computers and/or violation of the following responsible user precepts may result in having your computer network account terminated and/or being dropped from the class.
7. You may NOT:
   a. share your password
   b. send or receive copyrighted materials without permission
   c. change or copy computer files that do not belong to you
   d. violate the rules of common sense or etiquette
   e. use the Internet for illegal purposes
   f. use profanity, obscenities, or other language that may be offensive to others

**Security and Inventory Control:**
1. Students may NOT enter faculty and staff offices without their approval.
2. Students may NOT use faculty and staff computers.
3. Students may NOT use cafeteria, storeroom, or faculty/staff telephones without prior permission.
4. There is ZERO TOLERANCE for stealing culinary inventory (including but not limited to food products, equipment, merchandise, books, computers, digital cameras, etc.). Authorities will be called in to investigate any incidents of stealing.
5. Students may NOT discount merchandise without authorization from culinary faculty and/or the cafeteria manager.
6. Students must adhere to inventory control procedures as instructed.
7. Security cameras are in use throughout culinary facility.
**Academic Dishonesty:**

1. **Cheating:** Cheating includes but is not limited to giving or receiving unauthorized assistance during an examination; obtaining or distributing unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination; falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official University record; or misrepresenting the facts in order to obtain exemptions from course requirements. (Source: KCC Student Conduct Code)

2. **Plagiarism:** Plagiarism includes but is not limited to submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual’s work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another’s idea and particular phrasing that was not assimilated into the student’s language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry labbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from previous terms, or fabricating data to fit the desired or expected results. (Source: KCC Student Conduct Code)

**Academic Dishonesty Sanctions:**
Consequences of academic dishonesty include but are not limited to receiving a zero for the assignment, failure of the course, and/or expulsion from the Culinary Arts Program. For further information, see KCC Student Conduct Code.

**Sexual Harassment:**
Sexual harassment is not tolerated at the University of Hawai‘i and at Kaua‘i Community College. Harassment is implied or explicit behavior that makes another person uncomfortable. (University of Hawaii Policy on Sexual Harassment and Related Conduct)

**Drug and Alcohol Abuse:**
The University of Hawai‘i has zero tolerance regarding drug and alcohol use on campus. (University of Hawaii Policy on Substance Abuse)
UNSAFE PRACTICES POLICY

Unsafe actions that may result in the student’s dismissal are those which potentially or actually jeopardize the safety of himself or herself, other students and/or instructors, or which demonstrate poor judgment in areas in which the student has had previous opportunities for learning.

Examples of unsafe actions include BUT ARE NOT LIMITED TO:

1. Attending class and/or lab two or more times without having done adequate preparation to begin assigned job responsibilities.
2. Attending class and/or lab while under the influence of any substance affecting a student’s ability to respond in a responsible and acceptable manner.
3. Performing an unsafe practice, which might have the potential to cause physical injury, emotional stress, or illness to self, another student, an instructor, and/or a guest.
4. Performing skills that are not appropriate for the current level of practice or operating equipment without the knowledge or approval of instructors.
5. Theft.
6. Leaving lab without prior approval from instructors.
7. Using cell phones during lectures, labs, and/or other class functions without approval of instructors.

DISCIPLINARY PROCEDURES FOR HANDLING VIOLATIONS TO CODES, STANDARDS, PRACTICES, AND POLICIES

The following is applicable to all Culinary courses. These procedures apply, but are not limited to, the departmental dress code, personal grooming standards, student conduct and practices, code, acceptable behavior, tardiness and absenteeism, and unsafe practices policies.

1. “Coaching and Counseling” - Student receives a verbal warning from instructor or cafeteria manager. Action is documented and placed in student file.
2. Student may receive a written warning, and consultation with instructor and counselor. Action is documented and placed in student file.
3. Student forfeits all points for that day including attendance, participation, quiz and/or exam points. No make up of tests or quizzes will be permitted. Student, faculty, and the program coordinator meet and discuss violations and recommended solutions. Counselor and/or division chair may be included in discussion. Coach and Counseling documentation and Contract is placed in student file.
4. Student is excused from class for that day. Student forfeits all points for that day including attendance, participation, quiz and/or exam points. No makeup of tests or quizzes will be allowed. At this point, a meeting is held among the student, faculty, division chair, and Vice Chancellor for Student Affairs; counselor may be included in discussion. Student Conduct Code is introduced at this meeting. Contract and other documentation are placed in student file.

In the case where student, classmates, faculty, or guests safety are in question, a student may be dismissed from class for the remainder of the day.
# CONTRACT

<table>
<thead>
<tr>
<th>Student:</th>
<th>Course:</th>
</tr>
</thead>
</table>

**Area of Concern (Problem):**

**Plan (Steps To Alleviate Problem):**

**Time Frame To Complete and Evaluate:**

<table>
<thead>
<tr>
<th>Student's Signature:</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
<td>Instructor's Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Outcome of Contract:**

<table>
<thead>
<tr>
<th>Student's Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor's Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
MEDICAL INSURANCE

Although medical insurance is optional, it is highly recommended for all students. Medical bills for those without health insurance are extremely high, and often may cost more than the cost of annual insurance premiums. Students are not employees of the University of Hawaiʻi and therefore are not covered by Workman’s Compensation Insurance in case of injury during on- or off-campus culinary laboratory activities.

HEPATITIS A & B VACCINATIONS

Hepatitis A is a serious disease that can make you ill enough that may require hospitalization. This virus is most commonly transmitted from person to person, mostly through fecal contamination, and then hand-to-mouth contact; but it can also be spread through contaminated food and water. After being infected, the infected person is unknowingly contagious for one to two weeks before feeling symptomatic. Infected food handlers can pass the virus to others before even knowing they are ill.

Although you can protect yourself by practicing good hygiene through proper hand washing, you cannot control the hygiene of others. The best protection against Hepatitis A is vaccination.

Kauaʻi Community College strongly recommends that students in the Culinary Arts and Hospitality fields obtain vaccination against Hepatitis A, and also Hepatitis B for those that may be at risk for Hepatitis B.

RISK FACTORS FOR HEPATITIS A
- Is transmitted person to person (fecal-oral), via contaminated food or water.
- Complications include fulminant hepatitis, relapse.

RISK FACTORS FOR HEPATITIS B
- Is transmitted via blood or bloody fluids, sexually, during birth, or through IV drug use.
- Complications include fulminant hepatitis, cirrhosis, cancer, chronic liver disease.

You may obtain hepatitis vaccinations through your private physician. Information is available through the Kauaʻi Community College Wellness Center. A series of three (3) shots is required for full vaccination.
GOVERNING POLICIES, PROCEDURES, RULES, AND REGULATIONS

KAUA‘I COMMUNITY COLLEGE
Resources and Services; Policies and Procedures
Culinary students may utilize any of the resources and services described in the University of Hawai‘i — Kaua‘i Community College Catalog; and they are expected to comply with the Policies and Procedures described in the UH — KCC College.

(The UH—KCC Catalog is available at http://www.kauai.hawaii.edu/)

KAUA‘I COMMUNITY COLLEGE
Student Conduct Code
This Code of Student Conduct defines expected conduct for students and specifies those acts subject to University sanctions. Upon enrollment at Kaua‘i Community College the student has placed himself/herself under the policies and regulations of the University and its duly constituted bodies.

UNIVERSITY OF HAWAI‘I
Policy on Workplace Non-Violence

KCC BUSINESS EDUCATION DIVISION
Professionalism and Business Etiquette for the Classroom and Worksite
Organizationally, the Culinary Institute of the Pacific at Kaua‘i Community College is part of KCC’s Business Education Division. As a result, culinary students are expected to comply with guidelines in Professionalism and Business Etiquette for the Classroom and Worksite, which was developed in conjunction with our community business and industry partners especially for the benefit of Business Division students.

UNIVERSITY OF HAWAI‘I
Policy on Substance Abuse
Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by State law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

UNIVERSITY OF HAWAI‘I
Policy on Sexual Harassment and Related Conduct (Executive Policy E1.203)
It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University’s programs and activities.

DEPARTMENT OF HEALTH, HAWAI‘I ADMINISTRATIVE RULES
Employee Health, Personal Cleanliness, and Employee Practices
MEMORANDUM

To: Students
From: Culinary Faculty and Staff
Date: August 17, 2017
Subject: REQUIRED FORMS (REFERENCE COPIES)

Please review, sign, and submit a copy of the following required forms that will be kept on file while you’re in the Culinary Program at Kaua‘i Community College.

- Assumption of Risk and Release
- Safety and Sanitation
- Student Data and Signature Form
- Talent Release Form
- Wellness Center Form

MAHALO for your timeliness and cooperation.
ASSUMPTION OF RISK AND RELEASE
(Field Trips, Laboratory & Classroom, Off-Campus Activities)

I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in participating in classroom, laboratory and off-campus activities, and during transportation to and from such activities, to which I may be exposed during my enrollment and/or participation in the Kaua‘i Community College Culinary Arts Program or any independent research or activities undertaken as adjunct thereto.

I discharge the University, and all its officers, agents, and employees from and against any and all claims, demands, and actions, or cause of action, on account of damage to personal property, or personal injury which may result from participation, and which result from causes beyond the control of, and without the fault and negligence of the University, its officers, agents or employees, during the period of my participation as aforesaid.

IN WITNESS WHEREOF, I have caused this release to be

executed this __________________ day of ____________________________, 20________

DAY MONTH YEAR

PRINT NAME

STUDENT’S SIGNATURE

CO-SIGNATURE OF PARENT OR GUARDIAN IF STUDENT IS UNDER 18 YEARS OF AGE
SAFETY AND SANITATION
(Laboratory, Classroom, On- and Off-Campus Activities)

Students will adhere to safety and sanitation standards of the Culinary Institute of the Pacific at Kaua‘i Community College.

It is the student's responsibility to seek training in the safe operations of any equipment. Students should not proceed to operate equipment without the consent of his/her instructor or designated culinary faculty.

I have received and understand the Unsafe Practice Policy.

I discharge the University, and all its officers, agents, and employees from and against any and all claims, demands, and actions, or cause of action, on account of damage to personal property, or personal injury which may result from participation, and which result from causes beyond the control of, and without the fault and negligence of the University, its officers, agents or employees, during the period of my participation as aforesaid.

IN WITNESS WHEREOF, I have caused this release to be executed this ______________ day of ________________________, 20 __________

DAY MONTH YEAR

PRINT NAME STUDENT’S SIGNATURE

CO-SIGNATURE OF PARENT OR GUARDIAN IF STUDENT IS UNDER 18 YEARS OF AGE
### STUDENT DATA & SIGNATURE FORM

**PLEASE TAKE A FEW MINUTES TO ANSWER THE FOLLOWING QUESTIONS:**

<table>
<thead>
<tr>
<th>Name: (Last)</th>
<th>(First)</th>
<th>(M.I.)</th>
<th>UH Identification Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address: (Mailing Address)</th>
<th>(City)</th>
<th>(State)</th>
<th>(Zip Code)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone No. (Home)</th>
<th>(Pager/ Cellular)</th>
<th>(Email Address)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employer (Company):</th>
<th>Position:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hours worked per week:</th>
<th>Is it okay to contact you at work?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you purchased your textbooks?</th>
<th>Do you have medical insurance?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

**ACADEMIC ADVISING IS MANDATORY EVERY SEMESTER BEFORE REGISTRATION. PLEASE CALL STUDENT SERVICES FOR AN APPOINTMENT AT LEAST A MONTH PRIOR TO YOUR REGISTRATION DATE.**

I (print name) __________________________ have read, understand, and will adhere to the *Culinary Institute of the Pacific at Kaua‘i Community College Student Handbook*. The handbook includes information and policies regarding:

1. general policies including student conduct;
2. health and safety, sanitation, equipment use;
3. program technical standards;
4. unsafe practices policy, contact records and contracts;
5. dress code;
6. academic dishonesty;
7. course listings and sequence, withdrawal, and readmission requirements;
8. governing policies, procedures, rules, and regulations;
9. professionalism and business etiquette.

**Student’s Signature: __________________________ Date: ________________**

**IN CASE OF EMERGENCY, WHOM SHOULD WE CONTACT? PLEASE LIST TWO (2) PEOPLE.**

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Relationship to you)</th>
<th>(Telephone No.)</th>
<th>(Cellular No.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Relationship to you)</th>
<th>(Telephone No.)</th>
<th>(Cellular No.)</th>
</tr>
</thead>
</table>
TALENT RELEASE FORM
(Model Release Form for Publication and Video Purposes)

KNOW ALL PERSONS BY THESE PRESENTS:

That I, __________________________________ for myself and for my respective heirs, executors, administrators and assigns, do hereby give full right and permission to use my likeness, photograph(s), voice and/or name, and to grant permission to others to use my likeness, photograph(s), voice and/or name, and do hereby release, acquit and forever discharge the University of Hawai‘i, its successors and assigns, and anyone receiving permission from as aforesaid, from any and all claims, actions, causes of action and liabilities, of whatsoever kind or nature, arising out of any use of my likeness, photograph(s), voice, or name, for advertising, publicity, trade or any other lawful purpose, in any medium now known or hereafter to be developed.

I hereby waive any right I may have to inspect and approve the finished product or such written or spoken copy that may be used in connection therewith, or the use to which it may be applied.

Name (printed or typed) _________________________________________________

Address _____________________________________________________________

Signature _______________________________ Date ___________________________

Telephone ______________________________ Email ___________________________

If talent is under eighteen (18) years of age, the parent or legal guardian of the talent should sign below.

I am the parent or legal guardian of ________________________________ and do hereby consent and grant my permission to all of the foregoing.

Signature _______________________________ Date ___________________________

Telephone No. _______________________________
WELLNESS CENTER FORM
Parent/Guardian Permission for Services for a Minor

I hereby give permission for the personnel of the Kaua‘i Community College Campus Wellness Center to provide health services to ___________________________ to whom I hold legal custody. The Campus Wellness Center is only permitted to provide the following service(s) that I have initialed below.

<table>
<thead>
<tr>
<th>Service</th>
<th>Initial</th>
<th>Service</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Health Screening</td>
<td></td>
<td>Care of common illnesses</td>
<td></td>
</tr>
<tr>
<td>Immunizations</td>
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<td>TB testing</td>
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<td>Stress Reduction</td>
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<td>Emotional care / counseling</td>
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<td>CPR training</td>
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<td>Health education activities</td>
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<tr>
<td>Complementary care for persons with chronic illness</td>
<td></td>
<td>Other: Cuts and burns</td>
<td></td>
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</tbody>
</table>

Print Parent / Guardian Name: ____________________________________________________________

If student is under eighteen (18) years of age, the parent or legal guardian of the student should sign below.

Parent / Guardian Signature: __________________________________________________________ Date ____________________
Submit to Chef Mark, Chef Martina, Mr. Duane or Chef Nakata with explanation or cause.

SUBMITTED BY: ___________________________ DATE: ________________________

STUDENT NAME, CONTACT EMAIL AND PHONE: _______________________________

TOTAL COST: $ ______________

DESCRIPTION OF ITEMS PURCHASED. ATTACH ALL DOCUMENTS TO PROVIDE DETAILS:

DESCRIPTION OF PROJECT AND PURPOSE FOR PURCHASING ITEMS:

Attach all proof of payments and supporting documents such as:
- original receipt(s); if a copy, need original signature of vendor stating, “This is an Original Copy”
- packing slip to show goods were received with notation: “Received by (Print name and sign/date)”
- if goods are picked up, receipt must have: “Received by (Print name and sign/date)”
- list of participants with name, position (faculty, staff, regent, chancellor), and college; OR affiliation with college (business partner, donor, advisory board member, guest presenter, etc.)
- approved Travel Request and Travel Completion signed by Approving Authorities
Appendix 1

KAUA‘I COMMUNITY COLLEGE

Student Conduct Code

I. INTRODUCTION

The purpose of the University of Hawaii is to pursue knowledge through teaching, learning, and research in an atmosphere of physical and intellectual freedom. In order to fulfill this purpose, members of the academic community on all campuses engage in teaching, learning, research, assist one another in the creation and maintenance of an environment that supports these activities.

Members of the academic community may not violate the rights of one another nor disrupt the basic activities of the University. Students who are disruptive are subject to a variety of academically related penalties that may include reprimand and probation, restitution, suspension for a specified period of time, or expulsion.

Members of the academic community have the same privileges and responsibilities with respect to the law, as do members of our society. In addition, they must also adhere to the University's special interests that are reflected in its policies and regulations and are addressed herein. These special interests are embodied in the unique purpose of the University and are essential for its institutional well-being and day-to-day functioning.

Therefore, in accordance with the "Statement on Rights and Responsibilities of the University of Hawaii Community" adopted by the *Board of Regents on June 4, 1971, as Administrative Rule Chapter 21-2, the following student conduct code and hearing procedures are adopted by Kauai Community College.

II. CATEGORIES OF IMPERMISSIBLE BEHAVIOR

The following categories and specific examples of impermissible behavior are subject to disciplinary sanctions because they conflict with the fundamental purposes and special interests of the University and its constituent campuses. While these impermissible behaviors are described as clearly as possible, it should be recognized that any determination as to whether a given act constitutes a violation of the University's special interests will necessarily involve the institution applying some degree of judgment to the facts and circumstances as they are presented.

Category 1—Interference with the Rights of Others

A student may not behave towards another member of the University community even in the name of conviction or under a claim of academic freedom, in a manner that denies or interferes with another member's expression of conviction, academic freedom, or performance of legitimate duties or functions.
A. Interference with Freedom of Speech and the Right to Peaceful Assembly

Freedom of speech and the right to peaceful assembly are possible only in an orderly environment in which individuals are not endangered by force or violence and are free from coercion and interference. Consequently, behavioral restrictions are considered necessary to preserve both the orderly functioning of the campus and the right of freedom of speech.

1. Demonstrations

Demonstrations, which coerce individuals, present a hazard to the safety of any person, or threaten the destruction of property, are not permitted. Similarly, authorized speakers and approved public demonstrations may not be disrupted by hostile audiences or speakers.

2. Interference with campus operations

Conduct which disrupts the holding of classes, the carrying out of university business, the holding of campus events, or any other normal functioning of the University including the discharge of responsibility by a university officer, employee, or student is not permitted. Demonstrators may not physically obstruct access to University facilities nor may they engage in obstructive noise.

3. Non-compliance with campus behavioral restrictions on demonstrations

Persons engaging in disruptive behavior or in demonstrations, which coerce individuals or advocate the use of force will be requested to cease by University authorities. In the event the alleged disruptive behavior or demonstration does not end within a reasonable length of time, temporary sanctions, as described in this code, may be imposed by the Provost or Provost's designee. If the use of discussion methods of temporary sanctions is not effective in ending the disruption or demonstration, or when alleged violators are not members of the University community, or when the gravity of the situation requires it, the Provost or Provost's designee may resort to calling in law-enforcement authorities.

Category 2 - Interference with University Processes

Impermissible behavior, as described in this category, includes that which directly or indirectly interferes with or disrupts the processes of teaching, learning, research, and administration or those processes or conditions furthering or facilitating these activities.

A. False or Fraudulent Information

1. Furnishing false information or academic credentials with the intent to deceive or mislead when applying for admission to any campus of the University or for any of its programs and services.

2. Forging, altering, misrepresenting, or misusing any University or campus document, record, or instrument of identification.

3. Failing to provide required and legally appropriate information to University officials.
4. Misrepresenting facts in connection with any request for any University programs or services or for an exception to any official campus policy or regulation.

5. Assisting anyone in the commission of any acts in this section.

B. **Personal Misconduct**

1. Intentionally, recklessly or negligently causing physical harm to any person on university premises or at university sponsored activities. This includes engaging in any form of fighting.

2. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment (including repeated phone calls), sexual harassment, hazing, intimidation, threats or other conduct which threatens or endangers that person's emotional, mental, or physical well-being.

   Reports of sexual harassment will be investigated and addressed under complaint procedures that are separately established by each unit of the University.

3. Criminal sexual behavior, including but not limited to the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behavior with a person.

4. Theft of or willful damage to any property of the University or of any person on the campus.

5. The unauthorized use of, or entry into any University facility, including both indoor and outdoor facilities.

6. Possessing, producing, manufacturing, or having manufactured any key or unlocking device for use on University facilities or locks, without proper authorization.

7. Use or possession of weapons on University premises or at University sponsored events, unless expressly authorized by the University. "Weapon" includes, but is not limited to, all firearms, dangerous knives, explosive fuels, dangerous chemicals, and bully clubs.

8. Use or possession on campus or at campus events of bombs, explosives, incendiary devices, or fireworks.

9. Activating a fire alarm without cause; damaging or misusing fire safety equipment or initiating a false report, warning or threat of fire, explosion, or other emergency on University premises; or setting any fire on University property.

10. Intentionally obstructing or delaying a police officer, fire fighter, security officer, or University official in the performance of his or her duty.

11. Failure to comply with the directions of university officials including, but not limited to campus security, residence hall staff, faculty, or administrators acting in the performance of their duties; failure to present identification upon request to university personnel in the performance of their duties.
12. Being contemptuous or disorderly at any hearing of a campus judicial or review board.

C. **Theft or Mutilation of University Property**

1. Possessing or having under one's control any materials or property belonging to the University without proper authorization.

2. Mutilating or vandalizing University property.

3. Unauthorized or fraudulent use of the University facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by this Student Conduct Code or other regulations established by the University or campus related to student use of specific facilities or equipment, e.g., computers, dormitory rooms.

D. **Disruption**

1. Creating noise or other disturbances on campus or in student life areas including but not limited to Campus Center Buildings sufficient to disrupt the normal functioning of campus activities including classroom instruction or University sponsored activities.

2. Violation of published University policies, rules, or regulations including, but not limited to, smoking, solicitation, distribution of literature, sexual harassment, residence hall agreement, and amplification and loudspeaker use.

E. **Abuse of Controlled Substances**

1. Intoxicants: The purchase, distribution, possession, or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board or Regents policy and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

2. Drugs: Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. University knowledge of possession or use of illegal drugs on campus may subject the students involved to investigation.

F. **Off-Campus Behavior**

A student's off-campus behavior must comply with applicable federal and state laws. Off-campus behavior shall not be subject to the University's disciplinary procedures unless such behavior indicates that the student represents a danger to the health or safety of members of the University community. In addition, off-campus behavior that violates of professional standards of conduct which are an integral part of a professional discipline may be subject to formal hearing procedures and sanctions. Academic or professional programs that require students to abide by such professional standards shall secure the endorsement of the appropriate Chancellor and shall clearly set forth this requirement to all affected students. Off-campus behavior charged as volatile of such standards shall be adjudged pursuant to hearing procedures to be established by the program and approved by the appropriate Chancellor.
hearing process afforded any student so charged must be consistent with the procedural requirements provided herein.

G. Academic Dishonesty

Because the University is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

1. Cheating includes but is not limited to giving or receiving unauthorized assistance during an examination; obtaining or distributing unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination; falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official University record; or misrepresenting the facts in order to obtain exemptions from course requirements.

2. Plagiarism includes but is not limited to submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry labbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from previous terms, or fabricating data to fit the desired or expected results.

3. In cases of suspected or admitted academic dishonesty, the instructor shall attempt to discuss the matter with the student. If appropriate, the instructor may bring it to the attention of the departmental chairperson and the student's advisor. Additionally, an instructor may refer such case of academic dishonesty to the Dean of Student Services for action under this code.

In cases where the student admits that an act of academic dishonesty was committed, the instructor may, within the context of the course, require the student to re-do the assignment, give the student a failing or reduced grade for the assignment, or give a failing or reduced grade for the course. If the student contests his or her liability, the instructor may not take action against the student but must refer the case to the Dean of Student Services for hearing and disposition under this code. The Dean of Student Services may pursue such matters as disciplinary actions under this code if, after a preliminary investigation, it is his or her determination that probable cause exists to establish that acts of academic dishonesty took place.
H. Violation of Other Existing University Regulations

Violations of other existing University regulations or policies may subject the affected student to disciplinary actions under this code. The decision as to whether such action will be initiated will be made by the Dean of Student Services after a preliminary investigation and after a determination as to whether probable cause exists to establish that there was a repeated or serious violation of University regulations or policies.

III. SANCTIONS

One or more of the following sanctions may be imposed as hereinafter provided whenever a student is found to have violated any of the rules contained in this code:

A. Warning

Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action. This sanction may be imposed by the Provost after a Conduct Committee hearing or it may be imposed by the Dean of Student Services as part of the administrative disposition of any case. If a student, after being warned, is found guilty of further violating this code, the student will usually be subject to more severe disciplinary action.

B. Probation

A written notice placing the student on disciplinary probation for a specified period of time. The terms of the probation will be decided in each case. This sanction may be imposed by the Provost after a Conduct Committee hearing or it may be imposed by the Dean of Student Services as part of the administrative disposition of any case. If a student, while on disciplinary probation and after a hearing, is found guilty of further violating this code, the student will usually be subject to more severe disciplinary action.

C. Restitution

Reimbursement for damage to or misappropriation of property which may take the form of direct financial compensation, of service, or other forms of indirect compensation. This sanction may be imposed by the Provost after a Conduct Committee hearing or it may be imposed by the Dean of Student Services as part of the administrative disposition of any case provided that the student admits that he or she was responsible for the damages or loss. Any student who does not make restitution as required will be deemed to have a financial obligation, and will be subject to the provisions of the University's policy regarding delinquent financial obligation.
D. **Temporary Suspension**

In an emergency, the Provost or designee is authorized to alter or suspend the rights of a student to be present on campus or to attend classes for an interim period prior to a hearing; provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter. An emergency will include such situations as when the student poses a danger of inflicting bodily harm on himself or others, or of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities including classroom instruction.

E. **Suspension**

Exclusion from classes and from other privileges or activities or from the campus itself, for a specified period of time. This sanction may only be imposed by the Provost after a Conduct Committee hearing.

F. **Expulsion**

Termination of student status for an indefinite period. This sanction may only be imposed by the Provost after a Conduct Committee hearing. Conditions for readmission, if any, shall be stated in the notice of expulsion. The Dean of Student Services will determine if the conditions for readmission have been met.

G. **Rescission of Grades or Degree**

The cancellation of grades or the revocation of an awarded degree as the result of academic dishonesty or the discovery of a material misrepresentation relating to the completion of course or degree requirements. This sanction may only be imposed by the Provost after a Conduct Committee hearing.

IV. **DISCIPLINARY PROCEDURES**

The following procedures are designed to afford certain procedural protections to any student alleged to have committed an infraction of the student conduct code warranting disciplinary action. The procedures described herein shall not affect other non-disciplinary student matters.

For the purposes of these procedures, the term Dean of Student Services shall mean the Dean or the Dean's designated representative.

A. **Temporary Suspension in Emergency Situations**

In an emergency, the Provost is authorized to suspend a student prior to a hearing provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter. An emergency will include such situations as when the student poses a danger of inflicting bodily harm on himself or others, or of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities including classroom instruction. If, after a Conduct Committee hearing, it is determined that the student did not violate this Conduct Code, consideration will be granted so that the student may be allowed to make up any missed academic work.

B. **Pre-Disciplinary Hearing Stage**
1. **Reporting of infractions**

   Infractions of this Student Conduct Code should be reported to the Dean of Student Services. Reports of infractions must be submitted in writing and signed by the complainant. No matter except temporary suspensions in emergency situations will proceed without such written reports. The reports must state information including the specific name(s) (if known), date, and description of the alleged misconduct in sufficient detail to allow the Dean of Student Services to determine whether further fact-finding is necessary and if sufficient evidence exists for acting on the allegation(s).

2. **Preliminary investigation**

   Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Dean of Student Services shall promptly initiate an investigation. Within ten school days of receiving a written report, the Dean of Student Services shall contact the student or group named in the complaint, and request that they appear before the Dean to discuss the alleged misconduct and possible charges. Failure to respond to a written allegation of charges will result in a hold being placed on the student's registration for subsequent terms. The student should be informed that he or she is under no obligation at any time to admit that the complaint is true or to make any other statement to any member of the University community, including the Dean of Student Services, relevant to the complaint. The Dean should not promise that any statement made by the student will be held in confidence.

C. **Initiation of Charges and Their Disposition**

   If the Dean of Student Services determines that there is reasonable cause to believe that the student or students committed the violation and in his or her judgment the initiation of formal disciplinary procedures is appropriate, the accused student or group will be notified by the Dean of Student Services that they have been accused of violating this Student Conduct Code. Charges may be disposed of in the following ways:

   1. **Administrative disposition**

      The Dean of Student Services, after investigating the charges, shall have the authority, when accepted by the student in writing, to settle matters in lieu of proceeding with a formal disciplinary hearing. In this instance, the Dean of Student Services may impose the sanctions of warning, probation, or restitution. Additional appropriate recommendations of behavioral contracts, administrative referrals, community service hours, attendance at drug and alcohol education classes may be made by the Dean. A student shall have five school days within which to accept or reject in writing any proposed administrative disposition. Where the settlement proposed by the Dean of Student Services is rejected by the student in writing, the Dean may request a hearing before the Committee. If a student fails to make any response in writing to a proposed administrative disposition with five school days, it will be assumed that the student has rejected the proposed administrative disposition and the Dean of Student Services may refer the case to the Student Conduct Committee.
2. Student conduct committee disposition

Failing to secure an administrative disposition of any alleged violation of this Code, the Dean of Student Services may refer the case to the Student Conduct Committee for a hearing. The Dean of Student Services may also refer cases to the Student Conduct Committee without first offering an administrative disposition. Moreover, any violation of this code that may result in the imposition of the sanction of suspension, expulsion, or rescission of grades or degree, must be heard by the Student Conduct Committee.

a. Usually, Student Conduct Committee hearings will not be available the last two weeks of each semester (study period and finals week) or during the summer. During these periods, a hearing before an administrator may be conducted for students accused of violating the conduct code, or special Committee hearings may be arranged.

D. Student Conduct Committee

There shall be a Student Conduct Committee. It shall have jurisdiction and authority to determine cause and recommend sanctions for all cases referred to it by the Dean of Student Services involving behavior which is alleged to be in violation of this Student Conduct Code.

1. The Student Conduct Committee shall consist of seven voting member and shall be constituted as follows:
   a. Three students selected by the Associated Students of Kauai Community College.
   b. Three faculty members selected by the Faculty Senate.
   c. A chairperson selected by the Chancellor.

2. A tape recorder shall be made available to the committee by the Dean of Student Services.

3. Four members of the Student Conduct Committee shall constitute a quorum.

4. If any member of the Committee feels that his or her relationship with either the case or the individuals involved would affect his or her ability to render an impartial judgment, the committee member shall disqualify himself or herself. This does not relieve the Student Conduct Committee of maintaining a quorum; thus, it may be necessary to supplement the membership of the committee.

E. Disciplinary Hearing Stage

1. Notice

A student shall be given written notice of a hearing by registered or certified mail with return receipt requested, at least fifteen calendar days prior to the date of the hearing. If service by registered or certified mail is not made because of the refusal to accept service or if the Dean of Student Services has been unable to ascertain the address of the student after reasonable and diligent efforts, a hearing notice may be given to the student by publication at least once in each of two successive weeks in a newspaper of general circulation. Published notices shall include the date, time, place, and nature of the hearing and shall invite the student to contact the Dean of Student Services regarding the charges and other relevant issues and facts. The last such published notice shall appear at least fifteen calendar days prior to the date of the hearing.
a. Except in the case of published notices, the notice of a hearing shall include a statement of the following:

1) The date, time, place and nature of the hearing.
2) The committee before which the hearing is to be held.
3) The particular sections of this Student Conduct Code involved
4) An explicit statement in plain language of the issues involved and the facts alleged in support of the charges; however, if the Committee is unable to present such issues and facts in detail at the time the notice is served, initial notice may be limited to a statement of the issues involved with more detailed statements to be provided at a later date but prior to the hearing.
5) The fact that the student is entitled to retain counsel or an advisor, at his or her expense, or that the student may appear on his or her own behalf, at any meeting or hearing relevant to the complaint.
6) That the student has the right to inspect, before any hearing, any affidavits or exhibits to be introduced at the hearing.

2. Hearing procedures

Hearings held pursuant to this code shall be conducted in such a manner as to assure equity for all parties. Having determined through a preliminary investigation that there is reasonable cause to believe that the student has committed a violation of this Student Conduct Code, the Dean of Student Services or Dean's representative shall present the case against the student.

a. The student and his or her counsel and the Dean of Student Services or Dean's representative shall be afforded the opportunity to present evidence and argument on all issues involved.

b. Any procedure in a disciplinary hearing may be modified or waived by mutual agreement between the student and the Dean or Dean's representative subject to the approval of the committee.

c. The following process shall apply in all hearings before the Student Conduct Committee:

1) Unless otherwise determined by the Student Conduct Committee, testimony shall be submitted in the following order: testimony submitted in support of the charges, testimony submitted by the accused, rebuttal testimony in support of the charges, rebuttal testimony submitted by the accused, and closing arguments.

2) Any oral or documentary evidence may be presented, but the committee shall exclude irrelevant, immaterial or repetitious evidence. The committee shall honor the rules of privilege recognized by law.

3) Documentary evidence may be presented in the form of copies or excepts, if the original is not readily available, provided that the student and the Dean or Dean's representative may compare the copy with the original.

4) No testimony shall be received by the Committee when the opposing party has not been afforded the right of confrontation and a reasonable opportunity for cross-examination.

5) Members of the Committee are entitled to ask questions of any participant in the hearing. The student or the student's counsel, and the Dean or Dean's representative are entitled to ask questions of the Committee.
6) The University shall have the burden of proof, including the burden of producing evidence as well as the burden of argument. Proof that a violation has been committed shall be established when confirmed by a preponderance of the evidence.

d. Both the student and the Dean or Dean's representative are expected to be present at the hearing. If the student is not present at the hearing, the committee will proceed to conduct the hearing if its members are satisfied that the student has been given notice of the hearing as provided for in this code. In the absence of the student, the committee will hear the evidence, consider the facts, and render a judgment.

e. All hearings will be closed unless the student requests that the hearing be open.

f. In cases involving more than one student, separate hearings shall be allowed upon request.

g. The committee may adopt any further rules or make any further regulations necessary for a fair and impartial hearing that are not inconsistent with the provisions of this code.

3. Records

For the purpose of determining committee findings and recommendations, a record of all hearings shall be maintained.

a. The record shall include the following:
   1) All pleadings, motions, and intermediate rulings
   2) All evidence received or considered, including oral testimony, exhibits, and a statement of all matters officially noticed
   3) Offers of proof and rulings thereon
   4) Proposed findings, exceptions, and recommendations
   5) The report of the Committee chairperson.

b. The Committee may preserve a record of its hearings through taped recordings. This record shall be retained by the Office of the Dean of Student Services for a minimum of five years from the date of last attendance by the student.

c. It shall not be necessary to transcribe any taped record unless requested for purposes of rehearing or judicial review. The cost of such transcription shall be paid by the party requesting or appealing to a court.

4. Committee findings and recommendations

After hearing a case, the Committee will decide if the University has reasonable cause to take disciplinary action against the student. No matters outside the record shall be considered by the Committee in making its determination. Accordingly, the Committee may decide as follows:

a. No cause for disciplinary action: No violation of this conduct code has been proven. In this case no sanction may be taken against the student.

b. Cause for disciplinary action: A violation of the conduct code has been proven. In this case the conduct committee may recommend one or more of the sanctions provided for in this code including: warning, probation, restitution, suspension, expulsion, and rescission of grades or degree.
Within ten school days after the hearing, the Committee shall transmit their findings, decision as to the cause, and recommendations in writing to the Provost. Simultaneously, a certified copy of the Committee's findings, and decision as to cause and recommendations shall be delivered or posted by registered or certified mail with return receipt requested to the student's last known address.

a. The Committee's decision as to cause shall be in writing and shall be accompanied by separate findings of fact.
b. If the student has filed proposed findings of fact, the Committee shall rule on each proposed finding in its final decision as to cause.

F. Review by the Chancellor

No Committee determination adverse to a student shall be finalized by the Chancellor until the student has been afforded an opportunity to request that the Chancellor review the Committee's findings, decision as to cause, and recommendations.

1. This review does not entitle the student to a full rehearing of his or her case. Such review shall be requested in writing.

2. The student shall have five school days after the receipt of the Committee's findings, decision as to cause, and recommendations to request in writing a review by the Chancellor. The request should be sent by registered mail to the Office of the Chancellor.

3. The review by the Chancellor upon request, except in cases of newly discovered evidence, shall be confined to the record.

4. Upon request, the Chancellor shall limit the review of the Committee's findings, decision as to cause, and recommendations to the following four issues:

a. Did the Committee follow the procedures contained in this code?
b. Was the Committee hearing conducted in such a way as to provide the student an adequate opportunity to present his or her defense?
c. Did the evidence presented at the hearing satisfy the requisite burden of proof?
d. Is the sanction reasonable in relation to the gravity of the violation?

G. Final Decision and Orders by the Chancellor

Within thirty calendar days from the receipt of the Committee's findings, decision as to cause, and recommendations, the Chancellor shall notify, by certified mail with return receipt requested, the student or the student's attorney of record of his or her decision regarding the sanction to be taken and any accompanying orders.

A copy of this notification shall be included in the record of proceedings and retained by the Dean of Student Services for a minimum period of five years after the date of last attendance by the student.

In cases of an alleged sex offense or other "crime of violence" the victim and the accused shall be informed of the outcome of any institutional disciplinary proceeding.

The decision of the Chancellor shall be final within the University.
V. **AUTHORITY OF THE CHANCELLOR**

The Chancellor may take appropriate action with respect to situations and developments not specifically covered by the Student Conduct Code in order that the intent of the Code may be properly administered.

VI. **JUDICIAL REVIEW**

Any student who feels that his or her rights have been infringed upon by any final decision issued in accordance with this conduct code may seek judicial review as provided for by law.

VII. **SEVERABILITY**

If any of these procedures is held to be illegal or unconstitutional, the remaining rules shall remain valid.
Appendix 2

UNIVERSITY OF HAWAI‘I

Policy on Workplace Non-Violence

EXECUTIVE MEMORANDUM NO. 03-01

TO: Vice President and University General Counsel Kirimitsu
    Vice President and Chief Financial Officer Stane
    Chancellor Engiert
    Interim Vice President McClain
    Interim Vice President Neubauer
    Senior Vice President and Chancellor Tsunoda
    Chancellor Tseng
    Chancellor Pearman
    Director Callejo
    Vice President Costello
    Vice President Ching

FROM: Evan S. Dobbelle
      President, University of Hawai‘i

SUBJECT: AMENDED EXECUTIVE POLICY - WORKPLACE NON-VIOLENCE

I am hereby officially amending Executive Policy E9.210, Workplace Non-Violence, which is available on the World Wide Web. The University of Hawai‘i has amended this policy to include a statement indicating that a decision by an employee to report an incident of workplace violence will always be supported by management. The State of Hawai‘i's policy regarding workplace non-violence requires inclusion of this provision in each agency's policy.

Please ensure that appropriate offices are notified.

Attachment

c: Executive Administrator and Secretary to the Board Iha
E9.210 WORKPLACE NON-VIOLENCE

I. Introduction

The University of Hawai‘i is an institution which encourages the intellectual and personal growth of its students as scholars and citizens and recognizes the need to maintain a safe and secure environment for faculty and staff to fulfill the University of Hawai‘i’s mission of teaching, research and service. In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect and integrity among all members of its community.

Recognizing the increasing incidence of violence in the workplace, the State of Hawai‘i implemented a Workplace Non-violence Policy to increase awareness and protect its employees and the public against violence. Similarly, the University believes that students, faculty, staff, and visitors to the campus must be able to learn and work in a safe environment.

II. Policy

The University of Hawai‘i has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts involve physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes or emails, etc.

All incidents must be reported and will be addressed immediately according to statutes, rules, collective bargaining agreements, or policies. Employees should report all incidents to their supervisors. The decision to report an incident will never be questioned and will always be supported by management. The supervisor is responsible for addressing the complaint immediately in accordance with statutes or University policies.

All administrators, faculty, staff, and students are responsible for maintaining a university campus environment that ensures that all members are treated with civility and respect to fulfill the University’s missions and goals. The University fully supports the efforts of the State of Hawai‘i and is committed to a workplace free of violence.
Weapons: The possession or use of lethal weapons on University premises is strictly prohibited, unless specifically authorized by the Senior Vice President/Chancellor. Lethal weapons include but are not limited to firearms, ammunition, spear guns, explosives, and dangerous substances. Any person found in violation may be subject to the provisions of state law, University policy, and the Student Conduct Code.

Retaliation against witnesses, victims, etc., is prohibited. This prohibition will be strictly enforced, and appropriate disciplinary action shall be subject to the appropriate collective bargaining agreement.

This Workplace Non-Violence Policy shall not be applicable to Employees in Bargaining Unit 01 who shall be subject to the Unit 01 Collective Bargaining Agreement in regards to workplace safety.

III. References
   A. Section 396-6, Hawai‘i Revised Statutes
   C. State of Hawai‘i Policy on Workplace Non-Violence
   D. Collective Bargaining Agreements
   E. Campus Student Conduct Codes

IV. Office of Human Resources
   A. Develop and maintain, in consultation with campus representatives and the Offices of Student Affairs, Legal Affairs, University Relations and Campus Security, the University’s non-violence in the workplace policy and procedures.
   B. Assist in the provision and coordination of training and referrals to counseling services.
   C. Advise colleges/campuses regarding the Statewide and University policies on non-violence as it relates to labor relations, workers’ compensation, etc.
   D. Receive quarterly reports summarizing the workplace violence incident reports for transmittal to the State Department of Human Resource Development. (Attachment 1)

      The appropriate campus security programs shall be responsible for maintaining accurate incident reports.

V. Prevention

The process of preventing workplace violence involves:

   A. Careful screening of employees, beginning with responsible care at the time of hiring. The screening process should include a review of the applicant’s work and educational history with start and end dates, reference and background checks, and ensuring that the applicant certifies to the accuracy and correctness of his/her application, etc.
B. A training program which addresses violence and its various manifestations in the workplace. Employees, including administrators and supervisors, should receive training addressing both proactive and reactive measures to address workplace violence.

C. Physical security of the facilities such as 1) building access, 2) lighting, 3) access to help systems, and 4) availability and quality of security personnel.

VI. Campus Crisis Management Team (CCMT)

A. A senior executive for each campus shall establish a campus crisis management team for the respective campus or program to respond to incidents of workplace violence. In addition, the senior executive shall support the State of Hawai‘i and University of Hawai‘i policies prohibiting violence in the workplace and support and/or provide training on workplace nonviolence. Finally, the senior executive must promote awareness to enhance the student’s, faculty and staff’s individual responsibilities for the prevention of workplace violence.

B. Membership on the CCMT should include those needed to provide immediate assistance to the campus in the event of a workplace violence incident:

1. Senior Executive of the campus
2. Human Resources representative
3. Legal Affairs
4. Student Affairs
5. Campus Security
6. University Relations

VII. Post-Incident Management

Once the incident has been brought to closure, post-incident management must occur. Good post-incident management can go far in assisting the involved unit and the institution as a whole to return to normalcy.

Such post-incident management may include post-trauma intervention which may require therapy (e.g., employee counseling), contact with the family or witnesses after the close of the incident, communication with the campus community, witness debriefing, assisting employees with insurance claims, follow-up counseling, dealing with the media, etc.

VIII. Re-Establishment of Normality

After dealing with the post-incident management, the University will establish normality as soon as possible, including returning employees to work as soon as possible, making appropriate reassignments as soon as possible, providing continuing support for either individuals and their families, and providing information to bring closure to those directly involved as well as the University community as a whole.
UNIVERSITY OF HAWAI‘I

Policy on Substance Abuse

Prepared by the Personnel Management Office.
This is a new Policy.

UNIVERSITY OF HAWAI‘I
EXECUTIVE POLICY - ADMINISTRATION

September 1990

E11.203 Illegal Drugs and Alcohol Abuse

I. INTRODUCTION

The Drug-Free Schools and Communities Act Amendments of 1989, a companion to the Drug-Free Workplace Act of 1988, required institutions of higher learning to certify to the U.S. Department of Education by October 1, 1990 that it has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

II. OBJECTIVES

The objectives of this policy are to:

A. Achieve and maintain a campus community that is free from the problems of substance abuse and dependency.
B. Publicize the harmful outcomes of alcohol abuse and other drug use including personal health problems, difficulties in personal and work relationships, and decreased productivity which diminishes the quality of campus life.
C. Encourage all members of the campus community with dependency problems to seek assistance from available campus programs and services.
D. Comply with the Drug-Free Schools and Communities Act Amendments of 1989, as may be amended from time to time, which set forth requirements for continued receipt of federal funding.

III. APPLICABILITY

This policy applies to all members of the University community including faculty, staff and students.

IV. CROSS REFERENCES

BORP, Section 11-3 Sale or Consumption of Liquor on Campus

E11.201 Illegal Drugs and Substance Abuse
V. DEFINITIONS

For purposes of this policy the following definitions apply:
"Addiction" is defined as a compulsive physiological need for an illegal drug.

"Alcohol or Alcoholic Beverage" includes alcohol, liquor, brandy, malt liquor, whiskey, rum, gin, okolehao, sake, beer, ale, wine, or any beverage containing one-half of one percent or more of alcohol by volume.

"Controlled substance" is defined as any drug listed in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) and chapters 329 and 721, Hawai‘i Revised Statutes.

"Illegal or illicit drugs" is defined as a controlled substance in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) and any other illegal or controlled substance as defined in chapters 329 and 721, Hawai‘i Revised Statutes, provided the term "illegal drugs" shall not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law; and

"Substance abuse" is defined as the misuse of a substance including alcohol or the use of a substance to an extent deemed deleterious or detrimental to the user, to others, or to society.

VI. POLICIES

A. Illegal Drugs and Alcohol

In conformance with the existing law, University faculty, staff and students are not permitted to manufacture, distribute, possess, use dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

B. Substance Abuse

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. The University will not
excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

VII. ILLEGAL DRUGS AND ALCOHOL ABUSE PREVENTION PROGRAM

A. The program includes the annual distribution to each student and employee of the following:

1. Standards of conduct that clearly prohibit at a minimum the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
2. A description of the applicable legal sanctions under local, State, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol; and
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
5. A statement concerning disciplinary sanctions which will be imposed for violations of the standard of conduct required in paragraph 1 in accordance with the applicable collective bargaining agreement or Student Conduct Code.

B. Each Chancellor and Vice President shall provide annual notification to all employees.
C. Each Chancellor and the Vice President for Student Affairs at Ma¯noa shall provide annual notification to all students.
D. The University shall conduct a biennial review of its program to (a) determine its effectiveness and implement changes if they are needed; and (b) ensure that the disciplinary sanctions are consistently enforced.
UNIVERSITY OF HAWAI‘I

Policy on Sexual Harassment and Related Conduct

Prepared by the Office of the President.
This replaces E1.203 dated April 2001.
UNIVERSITY OF HAWAI‘I

EXECUTIVE POLICY – ADMINISTRATION

E1.203 Policy on Sexual Harassment and Related Conduct

I. INTRODUCTION

This policy reflects the University of Hawai‘i’s systemwide commitment to eliminate sexual harassment. Sexual harassment is a form of sex discrimination. It is the policy of the University of Hawai‘i that harassment based on sex is prohibited and will not be tolerated in any part of the University’s programs, activities, or employment. Acts of sexual harassment undermine the trust and mutual respect essential to the mission and function of the academy.

State and federal laws protect University of Hawai‘i employees, students, and applicants for employment or admission against discrimination. Sexual harassment constitutes illegal discrimination under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, and the Hawai‘i State Fair Employment Practices Act, Chapter 378 HRS, as amended.

Furthermore, Section 1-5, Policy on Nondiscrimination and Affirmative Action, of the Board of Regents’ Bylaws and Policies provides the administrative basis for complying with applicable federal and state statutes, rules, regulations, city and county ordinances, and provisions in the collective bargaining agreements governing nondiscrimination. Board Policy is implemented through Executive Policy E1.202, Nondiscrimination and Affirmative Action, and this Executive Policy on sexual harassment.

In addition, sexual assault or any forcible physical sexual behavior is prohibited by each campus’s sexual assault policy and may also be prosecuted as a criminal offense.

II. OBJECTIVE

The purpose of Executive Policy E1.203 is to define the elements of sexual harassment, establish general guidelines for developing complaint procedures, and discuss the difference between sexual harassment and consensual relationships. Chancellors may establish specific procedures for handling complaints of discriminatory harassment, including sexual harassment; or they may use the existing
discrimination complaint procedures contained in UH Systemwide Administrative Procedure A9.920. Chancellors are charged with the responsibility and authority to implement Executive Policy E1.203.

III. DEFINITIONS AND EXAMPLES

Sexual harassment can take many forms. Although sexual harassment often involves an abuse of authority or power, it can also occur between peers. For example, it can occur between students or coworkers. It is also possible for a student to harass a faculty member or employee. In addition, sexual harassment can involve persons of the same or opposite sex, and both men and women can be targets and/or perpetrators of sexual harassment.

There are two kinds of sexual harassment: quid pro quo and hostile environment.

A. **Quid pro quo** sexual harassment is defined as sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature when submission to such conduct is either explicitly or implicitly

1. a condition for advancement;
2. a factor in performance evaluation;
3. a condition for participation in University activities; or
4. a condition for receiving any other benefit given by the University.

*Quid pro quo* sexual harassment involves abuse of authority. Some examples include:

1. implied or direct promises of academic or work benefits, such as high grades, promotions, or letters of recommendation, in return for sexual favors;
2. implied or direct threats of adverse decisions or evaluations, such as low grades, negative evaluations, or failure to hire or promote, should conduct of a sexual nature be rejected;
3. adverse decisions or evaluations, such as negative evaluations, failure to hire or promote, low grades, or negative references, because conduct of a sexual nature has been rejected.

B. Hostile environment sexual harassment is defined as sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, when such conduct is unwelcome to the person to whom it is directed or to others directly aware of it, and when such conduct is

1. severe or pervasive; and
2. has the purpose or effect of either:

   (a) unreasonably interfering with the employee’s work performance or student’s academic performance, or

   (b) creating an intimidating, hostile, or offensive work or educational environment.

The conduct must be both objectively and subjectively perceived as offensive. That is, the reporting party must view the conduct as offensive, and a reasonable person with the same fundamental characteristics as the reporting party (e.g., age, race, gender) must also view the conduct as offensive.
Examples of behaviors that could constitute hostile environment sexual harassment include but are not limited to

- unnecessary and unwanted touching, patting, hugging, or brushing against a person’s clothing or body;
- remarks of a sexual nature about a person’s clothing or body;
- remarks about sexual activity or speculations about previous sexual experience;
- pressure for sexual activity, an element of which may be nonverbal conduct, such as repeated and unwanted staring or sexually suggestive gestures;
- display or distribution of sexually offensive literature, images, cartoons, or other audio-visual materials; or
- conversation of material of a sexual nature, such as sexually explicit anecdotes, questions, or jokes.

This policy shall not limit the scholarly, educational, and/or artistic content of any written, oral, or other kind of presentation or inquiry that falls within justifiable academic standards covering course content and pedagogy. The University of Hawai‘i is committed to academic freedom for all members of the academic community. Accordingly, academic freedom will be liberally construed but will not be used as a pretext for violation of this policy. When appropriate, faculty are advised to inform students that content and teaching strategies properly employed in higher education may be controversial and/or discomforting to some individuals.

IV. POLICY ON RETALIATION

The University of Hawai‘i System prohibits and will not tolerate retaliation. Retaliation is defined as adverse action or hostile treatment against any individual because he or she has engaged in any of the following activities

- sought advice or assistance about sexual harassment;
- reported sexual harassment;
- opposed sexual harassment or filed an informal or formal complaint; or
- assisted or participated in a sexual harassment complaint resolution process or investigation.

Adverse action or hostile treatment may include, for example, unfair evaluation, unfair assignment, direct or implied threats, coercion, or encouragement of others to retaliate.

Retaliation is a separate complaint and will be investigated accordingly.

The right of individuals to use lawful means to defend themselves against charges of sexual harassment is not abridged by this policy. Such a right and the prohibition against retaliation are not mutually exclusive.

V. PROCEDURAL GUIDELINES ON SEXUAL HARASSMENT
Chancellors are directed to refer to the most current policy guidance on sexual or discriminatory harassment issued by the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Education, Office for Civil Rights (OCR). These policies can be obtained from the EEO/AA coordinators on each campus.

A. Program. To carry out the University’s commitment, Chancellors are hereby charged with the responsibility and authority to develop a program to implement this policy on sexual harassment. Preventive and corrective action should include

1. development and implementation of educational programs to prevent harassment;
2. wide dissemination of the University’s policy prohibiting sexual harassment, including a documented receipt of a copy of the University’s policy against sexual harassment by each new employee;
3. procedures for responding to complaints of sexual harassment;
4. implementation of appropriate remedies; and
5. imposition of appropriate corrective actions.

B. Complaint Procedures. Complaint procedures must comply with the principles of due process. The procedures shall also comply with the guidelines in UH Systemwide Administrative Procedure A9.920, Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission. These guidelines include, but are not limited to, the following requirements:

1. appointment of complaint intake officers for each campus whose names, phone numbers, and office locations are well publicized;
2. informal as well as formal procedures;
3. appointment of impartial investigators;
4. description of each step in the process;
5. time frames for processing complaints and rendering decisions;
6. notification of findings to both parties;
7. specification of administrators who have authority and responsibility to effect remedies and disciplinary actions;
8. an appeals process;
9. provisions for confidentiality and appropriate disclosure; and
10. the statement of non-retaliation policy in Section IV.

C. Remedies. The University of Hawai‘i strives for an environment in which the dignity of all members of the institutional community is respected. Therefore, the University will implement remedies for persons whose rights have been violated by sexual harassment.

Remedies shall be reasonably devised to correct the harmful effects caused by sexual harassment. Remedies for employees may include, for example, letters of apology, back pay, and reinstatement. Remedies for students may include, for example, letters of apology, review of grades, and tuition refunds.

D. Corrective Actions. For students and excluded employees, the University will impose disciplinary actions against any individual found to have violated this policy. Disciplinary actions shall be reasonably calculated to

1. be commensurate with the seriousness of the offense;
2. stop the harassment;
3. ensure the harassment will not recur; and
4. assure a workplace and educational environment free from sexual harassment.

For included employees, the responsible administrator will follow the collective bargaining agreement provisions related to disciplinary actions.

To maintain consistency, Chancellors will consult with the systemwide Office of Human Resources prior to imposing employee disciplinary actions. Disciplinary actions against students should be consistent with each institution’s student conduct code.

E. Monitoring. In accordance with UH Systemwide Administrative Procedure A9.910, Reporting Procedure for Employment Discrimination Complaints, each Chancellor or designee shall maintain an annual (calendar year) log or report on sexual harassment complaints. The Office of the President may periodically request reports from or audit the efforts of Chancellors to prevent and correct sexual harassment.

Annual reports, with personally identifying references removed, shall be widely distributed or posted on an internet site for each campus. These reports shall describe the facts and disposition of all cases investigated and any remedies and disciplinary actions applied.

VI. CONSENSUAL RELATIONSHIPS

Consensual relationships, by definition, do not constitute sexual harassment. However, such relationships can and have led to charges of sexual harassment. Furthermore, romantic and/or sexual relationships, that appear to be consensual and might be appropriate in other circumstances, are inappropriate when they occur between teachers or other employees of the University and individuals they teach, evaluate, or supervise.

Consensual relationships are never within the course and scope of an employee’s employment.

Even when both parties to a consensual relationship appear to have consented, a power differential can raise serious concerns about the validity of the consent. Furthermore, these relationships can undermine trust and create an appearance of favoritism and unfair treatment of others.

In the event of charges of sexual harassment based on a consensual relationship between teachers or other employees of the University and individuals they teach, evaluate, or supervise, the validity of consent may be called into question.

A faculty member or other employee of the University who enters or has entered into a romantic and/or sexual relationship with a subordinate (or with someone who is likely to become a subordinate) should make arrangements with a supervisor that will ensure all present and future instructional, supervisory, and evaluative obligations will be competently and objectively handled by someone else. The reasons for making alternative arrangements do not need to be disclosed.

A person who ends a consensual relationship should notify a University official of unwelcome conduct of a sexual nature as soon as possible, using the complaint procedure. To assist the University in taking immediate corrective and remedial action, the University must be notified.

VII. NOTIFICATION OF POLICY VIOLATIONS
All University administrators are required, and other members of the University community are strongly encouraged, by this policy, to notify the appropriate Chancellor, EEO/AA officer, or designated sexual harassment contact person when they are notified of or otherwise become aware of conduct that may constitute sexual harassment.
Employee Health:
(a) No person shall work in a food establishment in any capacity where there is a likelihood of that individual contaminating food or food contact surfaces with foodborne pathogenic organisms, or infecting consumers or other employees with foodborne pathogenic organisms. Persons subject to this restriction include the following:
(1) Any individual who is infected with, or is a carrier of disease organisms transmissible by food;
(2) Any individual who is infected with, or is a carrier of foodborne disease organisms transmissible to other persons in the work environment;
(3) Any individual who is afflicted with a boil, an infected wound, or any open lesion, unless the affected area is covered by a durable moisture-proof barrier;
(4) Any individual with an acute respiratory illness; and,
(5) Any individual with symptoms of gastrointestinal illness such as diarrhea, abdominal cramps, nausea, or vomiting which the manager or person-in-charge of the establishment has reason to suspect may be symptoms of a foodborne illness, unless that individual has been cleared for work by a physician.
(b) If the manager or person-in-charge of the establishment has reason to suspect that any employee has contracted any foodborne disease in a communicable form or has become a carrier of the foodborne disease, the employee shall be restricted from work and sent to a physician for examination. [Eff 11/22/96, comp] (Auth: HRS §321-11) (Imp: HRS §321-11)

Personal Cleanliness:
(a) Employees shall thoroughly wash their hands and exposed portions of their arms with good mechanical action using soap or detergent and water:
(1) Before: starting work and during work as often as is necessary to keep them clean;
(2) Immediately before handling: food, clean equipment, clean utensils, and unwrapped single-service articles; putting on food-handling gloves; or engaging in any food or ware washing operation; and,
(3) After: eating or drinking; using tobacco; using the restroom; touching the mouth, nose, or hair; handling soiled utensils, wiping cloths or equipment; handling raw animal products such as meat, poultry, seafood, and shell eggs; or after touching anything that may have resulted in the soiling of their hands or arms.
(b) Employees shall keep their fingernails clean and trim.
Employees who handle food, food equipment, and utensils shall not wear jewelry such as rings, bracelets, and wristwatches, or any other item that may interfere with the thorough washing of hands and arms. This requirement shall not apply to approved single service gloves that are used properly. [Eff 11/22/96; comp ] (Auth: HRS §321-11) (Imp: HRS §321-11)
**Employee Practices:**

(a) Employees shall eat and drink only in designated dining areas. An area shall not be designated for employee dining if consuming food there may result in the contamination of food, utensils and equipment.

(b) Employees shall not use tobacco in any form while engaged in food preparation or service, or while in areas used for equipment or utensil washing or for food preparation.

   (1) Employees shall use tobacco only in designated areas.

   (2) An area shall not be designated for tobacco use if the use of tobacco there may result in contamination of food, utensils, and equipment.

(c) Employees shall avoid the careless handling of any article that is soiled or contaminated. Employees who must handle soiled articles shall do so in a way that minimizes contamination of their hands, arms, and clothing.

Employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods in the food establishment. [Eff 11/22/96; comp ] (Auth: HRS §321-11) (Imp: HRS §321-11)
Appendix 6

KAUA‘I COMMUNITY COLLEGE

Animals on Campus

1. Scope

This policy shall apply to all persons on Kaua‘i Community College (KCC) property; all land and property owned or leased by KCC, including buildings and structures; and all animals whether they are service, domestic (i.e. pets, comfort animals, and therapy animals), feral, wild, or related to research, teaching or testing.

2. Policy Statement

To provide a safe and clean environment that is conducive for learning to all students, faculty, staff, and visitors, while maintaining reasonable accommodations for persons with disabilities, and preserving academic freedom with respect to the use of vertebrate animals for research, teaching or testing.

3. Rationale

To establish guidelines and procedures regarding admittance of animals at KCC in accordance with all applicable Federal, State and County laws, and all State and University of Hawai‘i policies, rules and procedures. Specifically the following:


B. Hawai‘i Administrative Rules, Title 3 - Department of Accounting and General Services, Subtitle 10 - Central Services Division Public Building Management Services Branch, Chapter 111 - State Facilities and Grounds, Part 14 Animals:

§3-111-14 Animals. All animals are prohibited, except service animals such as, but not limited to guide, signal and service dogs, who are trained to do work or perform tasks for the benefit of an individual with a disability. It shall be the individual's responsibility for all damages caused by the animal, including but not limited to, cleaning up after the dog, and properly disposing of any dropping. [Eff January 5, 1998] (Auth: HRS §26-6) (Imp: HRS §26-6).

4. Definitions

A. Handler - The person responsible for an animal while that animal is on KCC property.

B. Service Animal - "Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether
wild or domestic, trained or untrained, are not service animals for the purposes of this
definition. The work or tasks performed by a service animal must be directly related
to the individual's disability. Examples of work or tasks include, but are not limited
to, assisting individuals who are blind or have low vision with navigation and other
tasks, alerting individuals who are deaf or hard of hearing to the presence of people or
sounds, providing non-violent protection or rescue work, pulling a wheelchair,
assisting an individual during a seizure, alerting individuals to the presence of
allergens, retrieving items such as medicine or the telephone, providing physical
support and assistance with balance and stability to individuals with mobility
disabilities, and helping persons with psychiatric and neurological disabilities by
preventing or interrupting impulsive or destructive behaviors. The crime deterrent
effects of an animal's presence and the provision of emotional support, well-being,
comforth, or companionship do not constitute work or tasks for the purposes of this
definition." (Code of Federal Regulations, title 28, § 35.104)

C. Domestic Animal - Any animal that is bred and raised under human control for many
generations and has a pleasant disposition towards humans. This includes all pets and
emotional support animals, otherwise referred to as comfort or therapy animals.

D. Feral Animal - Any animal that has escaped from a domestic or captive status and is
living more or less as a wild animal.

E. Wild Animal - Any animal that experiences their full life cycle without deliberate
human intervention.

5. Procedures

A. Service Animals

   i. Determination

   (1) Two inquiries can be made to determine whether an animal qualifies
as a service animal when the individual's disability and the work or
tasks performed by the service animal are not readily apparent (e.g.,
individual with a seizure disability using a seizure alert service animal,
individual with an autism-related disability using an autism service
animal). (Code of Federal Regulations, title 28, § 35.136f)

      a. Is this a service animal that is required because of a disability?
         (Code of Federal Regulations, title 28, § 35.136f)

      b. What work or tasks has the animal been trained to perform?
         (Code of Federal Regulations, title 28, § 35.136f)

   (2) The two permissible inquiries may not be made when it is readily
apparent that the animal is trained to do work or perform tasks for an
individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability). *(Code of Federal Regulations*, title 28, § 35.136f)

(3) Documentation shall not be required to prove that an animal has been certified, trained, or licensed as a service animal. *(Code of Federal Regulations*, title 28, § 35.136f)

(4) Student and Employee Accommodations for Service Animals

   a. Students

   i. Students requiring the assistance of service animals must notify the Disability Services Office of this accommodation.

   ii. The Disability Services Office shall notify Policy Officials and affected instructors in writing of all service animal accommodations.

   b. Employees

   i. Employees requiring the assistance of service animals must seek an accommodation through the Human Resources Office.

   ii. The Human Resources Office shall notify Policy Officials and affected supervisor in writing of all service animal accommodations.

   ii. Responsibilities

   (1) "A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means)." *(Code of Federal Regulations*, title 28, § 35.136d)

   (2) The handler shall ensure that the service animal is collared with a current County of Kauai dog license tag. *(Kauai County Code*, title 8, §22, article 10)
(3) The handler shall maintain appropriate hygiene and cleanliness of a service animal to control odor, shedding, and fleas.

(4) The handler shall ensure that the service animal shows appropriate behavior, including full socialization, good temperament, and is not disruptive on KCC property.

(5) The handler shall ensure that the service animal eliminates its waste in an appropriate area, and that the waste is cleaned-up and properly disposed.

iii. Admittance

(1) Service animals shall be allowed to accompany persons with disabilities if they are:

   a. students who have notified the Disability Services Office of a legitimate service animal accommodation;
   
   b. employees who have received a service animal accommodation from the Human Resources Office; or
   
   c. members of the general public who are conducting business on campus.

(2) Service animals shall be allowed in all areas where the person would otherwise be allowed, unless:

   a. the animal is out of control and its handler does not take effective action to control it;
   
   b. the animal is not housebroken (i.e., trained so that, absent illness or accident, the animal controls its waste elimination); or
   
   c. the animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices and procedures. (Code of Federal Regulations, title 28, § 35.136b)

      i. A determination that an animal poses a direct threat must be based on an individualized assessment of the specific animal's actual conduct - not on fears, stereotypes or generalizations. (Code of Federal Regulations, title 28, § 35 Appendix A)
(3) When there is a legitimate reason to ask that a service animal be removed, KCC shall offer the person with the disability the opportunity to conduct their business at KCC without the animal's presence. (*Code of Federal Regulations*, title 28, § 35.136c)

B. Domestic Animals

i. Determination

(1) Unless determined to be a service animal, for purposes of this policy, all other domesticated animals shall be considered a domestic animal. This includes all pets and emotional support animals, otherwise referred to as comfort or therapy animals.

ii. Admittance

(1) Domestic animals are prohibited in accordance with Hawai‘i Administrative Rules, §3-111-14 Animals.

C. Feral or Wild Animals

i. Determination

(1) Unless determined to be a service animal or domestic animal, for purposes of this policy, all other animals shall be considered a feral or wild animal.

(2) The most common feral or wild animals found on KCC property are pigs, cats, chickens, and other birds.

ii. Admittance

(1) Feral or wild animals may pose a health and safety hazard to KCC due to their untamed and uncontrollable nature, and as such any activity that encourages or promotes the presence of feral and wild animals on KCC property is strictly prohibited. The prohibited activities include but are not limited to feeding, sheltering, or abandoning feral or wild animals.

(2) Campus Public Safety should be notified of any threats to health, safety or property from feral or wild animals.

D. Research, Teaching and Testing Animals

i. Determination
(1) Any vertebrate animal that is used in research, teaching or testing at KCC.

ii. Responsibilities

(1) The handler shall comply with all policies, guidelines and procedures of the University of Hawai'i's Institutional Animal Care and Use Committee (IACUC), including ensuring compliance with all IACUC training requirements.

(2) Prior to submitting an Animal Use Protocol Application to IACUC, the handler shall provide to the Vice Chancellor for Academic Affairs and the Vice Chancellor for Administrative Services the following information:

a. description of the research/teaching/training activity;
b. justification for the use of animal;
c. description of all of the procedures to be performed on the animals, and precautions taken to assure humane care and treatment of animal subjects;
d. the species and number of the animals;
e. description of the animal holding facilities, use of anesthetics/analgesics/paralytic agents, methods of restraint, survival/non-survival surgery procedures; and
f. methods of euthanasia, and final disposition of animal subjects.

iii. Admittance

(1) Research, teaching or testing animals shall only be admitted upon the handler receiving an approved Animal Use Protocol from IACUC.

(2) In accordance with IACUC's authority, KCC Administration reserves the right to suspend or deny protocols which have been approved by IACUC.

6. Administrative Procedures

A. Policy Officials

i. Authority to enforce this policy is delegated by the Chancellor to members of Executive Administration, and members of Campus Public Safety as follows:

(1) Vice Chancellor for Academic Affairs
(2) Vice Chancellor for Administrative Services
(3) Vice Chancellor for Student Affairs
B. Policy Violations

i. Notification

(1) An unlawful inquiry made to a handler regarding their service animal shall be considered a policy violation and should be reported to the Campus Public Safety Manager, Vice Chancellor for Administrative Services, or Chancellor.

(2) Notice of policy violations that pose an immediate health or safety threat to the campus shall be made verbally and documented through a Security Incident Report.

(3) Notice of policy violations that do not pose an immediate health or safety threat to the campus shall be in writing using the Animals on Campus Policy Violation form (see Appendix A).

ii. Remedy

(1) Persons given proper notification of a policy violation shall immediately cease and desist from committing that policy violation.

   a. Handlers of animals in violation of the policy may be ordered to remove the animal from KCC property.

   b. Once an animal is ordered to be removed for a policy violation, the handler must obtain approval from the Vice Chancellor for Administrative Services in order for the animal to be readmitted onto KCC property.

iii. Failure to Comply

(1) Failure to remedy a policy violation, including compliance with an order to remove an animal or a ban, shall be subject to disciplinary action or penalties in accordance with the applicable governing item listed below:

   a. Student Conduct Code for students
b. Respective collective bargaining agreement for represented employees

c. UH Administrative Procedure A9.130 for non-represented employees

d. Hawai‘i State trespass laws for members of the general public

iv. Appeals

(1) A person or handler of an animal given proper notice of a policy violation may file a written appeal using the Animals on Campus Policy Violation Appeal form (see Appendix B). The appeal must be delivered to the Vice Chancellor for Administrative Services no later than five (5) business days from the date of notice of the violation.

a. Appeals shall be heard by the Campus Safety and Operations Committee as soon as practicable, but within 60 days of the filing date of the appeal.

i. The enforcement official and person filing the appeal shall be given at least 5 business days notice to attend the hearing and defend their case.

b. All remedies to the policy violation shall be in full force and effect until a final determination is made.

c. The person or handler filing the appeal shall accept the final determination made by the CSOC.
### Appendix A

#### Animals on Campus Policy Violation

<table>
<thead>
<tr>
<th>Violation Number:</th>
<th>AP2014 1001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Official:</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>Date:</td>
<td>Time:</td>
</tr>
<tr>
<td>Offender(s):</td>
<td></td>
</tr>
<tr>
<td>First Name(s)</td>
<td>Last Name(s)</td>
</tr>
<tr>
<td>Location:</td>
<td>Other Witnesses:</td>
</tr>
<tr>
<td>First Name(s)</td>
<td>Last Name(s)</td>
</tr>
<tr>
<td>Description of Violation:</td>
<td></td>
</tr>
<tr>
<td>Order or Remedy:</td>
<td></td>
</tr>
</tbody>
</table>

Appeals may be filed with the Vice Chancellor for Administrative Services no later than five (5) business days from the receipt of this Policy Guideline No. 3-3 Revised May 19, 2014
### Animals on Campus Policy Violation Appeal

<table>
<thead>
<tr>
<th>Violation Number:</th>
<th>Offender(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP2014 1001</td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td>Last Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appeal Filing Date:</th>
<th>Other Witnesses:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Name(s)</td>
</tr>
<tr>
<td></td>
<td>Last Name(s)</td>
</tr>
</tbody>
</table>

| Reason for Appeal: | |
|--------------------| |

<table>
<thead>
<tr>
<th>CSOC Final Ruling:</th>
<th>Date of Ruling:</th>
</tr>
</thead>
</table>

This appeals must be filed with the Vice Chancellor for Administrative Services no later than five (5) business days from the receipt of the

Policy Guideline No. 3-3
Revised May 19, 2014
Appendix 7

KAUA‘I COMMUNITY COLLEGE

Your Faculty and Staff

Mrs. Melanie Bacio
Student Support
(808) 245-8243
bacio@hawaii.edu

Dr. Helen Cox
Chancellor
(808) 245-8210
helencox@hawaii.edu

Dr. James Dire
Vice Chancellor for Academic Affairs
(808) 245-8229
dire@hawaii.edu

Ms. Marilyn Hashisaka
Instructor/Counselor/Special Needs
(808) 245-8314 or
(808) 245-8212 for appointment
hashisak@hawaii.edu

Chef Martina Hilldorfer
Co-Program Coordinator
Associate Professor/Certified Hospitality Educator
(808) 245-8265
hilldorf@hawaii.edu

Ms. Carol Llego
Office Assistant IV
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Mr. Duane Miyasato
Assistant Professor/Certified Hospitality Educator
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duanemiy@hawaii.edu

Mrs. Karen Morita-Lee
Fiscal Accounting Specialist
(808) 245-8107
montale@hawaii.edu
The culinary arts field is constantly evolving. This is part of the excitement of being involved with a dynamic, growing industry. From time to time, these standards may change to fit operational and industry needs.
Appendix 8

In case of emergency in the Culinary Building

Dial 911

Campus Security Assistance

Dial 1-808-245-8399

(or 399 from any campus phone)
You can call this number 24 hours a day, 7 days a week
Kukui, or Candlenut
E pū pa`akai aku a pa`a ka houpo.
Take a bit of salt till the diaphragm is solid.
Said by one whose fare is humble, consisting mostly
of poi with salt, or kukui nut relish.
"Eat till you are satisfied of this humble fare."
The kukui also signifies light, knowledge,
and wisdom.

`Ike, or Knowledge
`Ike nō i ka lā o ka `ike; mana no i ka lā o ka mana.
Know in the day of knowing; mana in the day of mana.
Knowledge comes, things are known at the appropriate time;
ability comes at the appropriate time.