# TABLE OF CONTENTS

Welcome Message from Chancellor Joseph M. Daisy ......................................................... 1
Mission Statement ........................................................................................................... 1
American Culinary Federation Foundation Accreditation ............................................. 2
Quality and Educational Excellence ............................................................................... 2
American Culinary Federation Culinarian’s Code .......................................................... 3-4
Culinary Arts Program at Kaua‘i Community College ..................................................... 4-15
  Culinary Program Student Learning Outcomes (SLOs) .................................................. 4
  Technical Standards for the Kaua‘i Community College Culinary Arts Program .......... 5
  Health and Safety-related Standards
  Food Preparation Activities/Environment
  Interpersonal Interactions
  Admissions Criteria and Process .................................................................................... 5-6
  Graduation Requirements ............................................................................................. 6
  Course Withdrawal ........................................................................................................ 6
  Program Withdrawal ...................................................................................................... 6-7
  Eligibility Guidelines for Readmission ......................................................................... 7
  Academic Advising ......................................................................................................... 7
  Students with Disabilities ............................................................................................... 7
  Certificates and Degrees for Culinary Majors ............................................................... 8-9
  Certificate of Competence (C.O.) in Food Prep: 8 credits
  C.O. Culinary Arts: 14 Credits
  Certificate of Achievement (C.A.) in Culinary Arts: 24 credits
  C.A. in Advanced Culinary Arts: 32 credits
  Associate in Applied Science Degree (A.A.S.) in Culinary Arts: 62-63 Credits
  For New Students Entering the AAS Cohort (CULN 121) ............................................ 10
  Culinary Pathway Options ............................................................................................. 10
  Why are these Classes Important? (C.O. in Food Prep) ............................................. 10-11
  Why are these Classes Important? (C.O. in Culinary Arts) ........................................ 11-12
  Why are these Classes Important? (C.A. in Culinary Arts) ........................................ 12
  Why are these Classes Important? (C.A. in Advanced Culinary Arts) ....................... 13-14
  Why are these Classes Important? (A.A.S. in Culinary Arts) .................................... 14-15
Culinary Arts Scholarship Program ................................................................................ 15-17
  Criteria for Selection ..................................................................................................... 15
  Application Procedure ................................................................................................. 15
  Selection and Notification ............................................................................................ 16
  Volunteer Log Sheet ..................................................................................................... 17
Professionalism—Program Expectations and Student Responsibilities ......................... 18-28
  Introduction .................................................................................................................. 18
  Dress Code and Personal Grooming Standards .......................................................... 19
    Uniform Requirements for all Culinary (CULN) Classes ........................................... 19
    Uniform Requirements for all Dining Room and Beverage Service Classes ............ 20
    Personal Appearance and Body Language ................................................................ 20
    Hair ............................................................................................................................. 21
    Facial Hair .................................................................................................................. 21
    Personal Hygiene ....................................................................................................... 21
    Make Up ..................................................................................................................... 21
    Fingernails .................................................................................................................. 21
    Dark Glasses and Baseball Caps ................................................................................ 21
    Tattoos and Body Piercing ........................................................................................ 21
    Uniform and Supply List ............................................................................................ 22
    Uniform Illustrated .................................................................................................... 22
  Student Conduct and Practices ..................................................................................... 23
    Professional Behavior ............................................................................................... 23
    Teamwork .................................................................................................................. 23
    Class Preparation and Assignments ......................................................................... 23
    Attendance ................................................................................................................ 24
    Safety and Sanitation Training (MANDATORY ATTENDANCE) ......................... 24
    Culinary Tools ........................................................................................................... 24
    Eating and Drinking in Labs and Classrooms ......................................................... 25
    Basic Safety and Sanitation ....................................................................................... 25
    Smoking ...................................................................................................................... 25
    Clocking In/Out and Breaks ...................................................................................... 25
    Classroom and Laboratory Interrupters and Distractions ........................................ 25
    Personal Belongings and Lockers .............................................................................. 26
    Knife Policy on Campus ............................................................................................ 26
    Laptop Borrowing ...................................................................................................... 26
    Computer Usage ........................................................................................................ 27
    Security and Inventory Control ................................................................................. 27
    Academic Dishonesty: Cheating and Plagiarism ...................................................... 27
    Academic Dishonesty Sanctions .............................................................................. 28
    Sexual Harassment ..................................................................................................... 28
    Drug and Alcohol Abuse ........................................................................................... 28

---

Culinary Institute of the Pacific at Kaua‘i Community College • Fall 2021 • Page i
Unsafe Practices Policy .................................................................................................................................................. 28
Disciplinary Procedures for Handling Violations to Codes, Standards, Practices, and Policies ......................... 28-29
Contract ................................................................................................................................................................................. 30
Medical Insurance .................................................................................................................................................................... 31
Hepatitis A and B Vaccinations ........................................................................................................................................... 31
Governing Policies, Procedures, Rules, and Regulations ................................................................................................. 32

Kaua‘i Community College | Resources and Services; Policies and Procedures
University of Hawai‘i | Student Conduct Code
University of Hawai‘i | Policy on Workplace Non-Violence
University of Hawai‘i | Illegal Drugs, Alcohol and Substance Abuse
University of Hawai‘i | Policy and Procedure on Sex Discrimination and Gender-Based Violence
Business Education Division | Professionalism and Business Etiquette for the Classroom and Worksite
Kaua‘i Community College | Animals on Campus
Kaua‘i Community College | Title IX

Memorandum to Students and Required Forms .................................................................................................................. 33-39
Consent, Waiver, Release and Indemnity Agreement, and Medical Consent Form................................................................. 34-35
For Minors: Parent/Legal Guardian - Consent, Waiver, Release and Indemnity Agreement, and Medical Consent Form ................................... 36-38
Student Data and Signature Form ............................................................................................................................................. 39

APPENDIXES

| Appendix 1: University of Hawai‘i Policy on Student Conduct Code | 40 |
| Appendix 2: University of Hawai‘i Policy on Workplace Non-Violence | 47 |
| Appendix 3: University of Hawai‘i Policy on Illegal Drugs, Alcohol and Substance Abuse | 51 |
| Appendix 4: University of Hawai‘i Policy and Procedure on Sex Discrimination and Gender-Based Violence | 55 |
| Appendix 5: Business Education Division Professionalism and Business Etiquette for the Classroom and Worksite | 72 |
| Appendix 6: Kaua‘i Community College, Animals on Campus | 75 |
| Appendix 7: Kaua‘i Community College, Title IX | 83 |
| Appendix 8: Kaua‘i Community College, Your Faculty and Staff | 85 |
| Appendix 9: IN CASE OF EMERGENCY | 87 |

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.
A MESSAGE TO CULINARY STUDENTS FROM
DR. JOSEPH M. DAISY, CHANCELLOR

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.

KAUAʻI 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.
In 2010, Kaua‘i Community College (KCC) received Accreditation from the American Culinary Federation Foundation Accrediting Commission (ACFFAC). In 2017, KCC received re-Accreditation from the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). 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.
THE ACF CERTIFICATION CODE OF PROFESSIONAL ETHICS

1. **Preamble**
   The ACF developed the following Code of Ethics to provide guidance to professional cooks and chefs in their professional practice and conduct. The actions, behaviors and attitudes of our members are consistent with the ACF commitment to hospitality, foodservice and public service. This Code of Ethics sets forth the fundamental principles and is considered essential to this purpose. Every individual who is a paid member and/or certified by the ACF shall abide by this Code of Ethics. Any action that violates the purpose and principles outlines by the Code of Ethics shall be considered unethical.

2. **Basic Beliefs**
   We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:
   a. The services we provide contribute to the health and well-being of society.
   b. Professional cooking careers are an essential component of overall hospitality and foodservice and we function interdependently with other hospitality providers.
   c. All people should have access to quality hospitality and food services.
   d. We are individually responsible for our actions and the quality of professional services that we provide.

**CODE OF ETHICS**

As a member of the ACF, 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 others on the basis of race, ethnicity, creed, religion, sex, age, sexual orientation or national origin.
4. Not engage in sexual harassment, disrespectful or abusing behavior.
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 them publicly as original materials, including cookbooks that may not be governed by standard copyright laws and restrictions.
18. Follow ACF Social Media Guidelines.

**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)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication:</td>
<td>Students will be able to communicate with guests, co-workers, and supervisors by using oral, written, and nonverbal skills required in food service operations.</td>
</tr>
<tr>
<td>Cognition:</td>
<td>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.</td>
</tr>
<tr>
<td>Information Competency:</td>
<td>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.</td>
</tr>
<tr>
<td>Social Responsibility:</td>
<td>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.</td>
</tr>
<tr>
<td>Personal Responsibility:</td>
<td>Students will demonstrate commitment to culinary arts and food service practices through professional behaviors that meet industry standards.</td>
</tr>
</tbody>
</table>
TECHNICAL STANDARDS FOR THE KAUA‘I COMMUNITY COLLEGE CULINARY ARTS PROGRAM

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 qualifying for **ENG 100L** or higher, and met minimum math requirements by qualifying for **MATH 82X** or higher, and
   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 *Admissions and Records 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 |

**STUDENTS WITH DISABILITIES**

Kaua‘i Community College is committed to providing all students with equitable access to its programs and services. For disability accommodations, contact our Disabilities Services Coordinator at (808) 245-8317. Individuals with disabilities are encouraged to contact our Disabilities Services Coordinator well before the registration deadline to provide ample time to review and verify requests. This statement is available in alternate format upon request for persons with print disabilities at (808) 245-8317.

| MS. ALICIA SAMS |
| Kaua‘i Community College, Disabilities and Veterans Counselor, One Stop Center (OSC) |
| Phone: (808) 245-8317 or 245-8212 | Email: samsa@hawaii.edu |

| MR. BRIAN KOHATSU |
| Kaua‘i Community College, Mental Health Counselor, One Stop Center (OSC) |
| Phone: (808) 245-8314 or 245-8313 | Email: kohatsub@hawaii.edu |
**Certificate of Competence in Food Prep: 8 Credits**

<table>
<thead>
<tr>
<th>Semester 1 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 101B</td>
</tr>
<tr>
<td>Introduction to Food Service, Basic Skills, and Sanitation</td>
</tr>
<tr>
<td>CULN 101C</td>
</tr>
<tr>
<td>Introduction to Food Service, Short Order, and Quantity Food Cookery</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Semester 1 (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 102B</td>
</tr>
<tr>
<td>Introduction to Food Service, Breakfast Cookery, and Cafeteria Service</td>
</tr>
<tr>
<td>CULN 102C</td>
</tr>
<tr>
<td>Introduction to Food Service, Pantry Development, and Basic Baking</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Semester 1 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 111</td>
</tr>
<tr>
<td>Introduction to the Culinary Industry</td>
</tr>
<tr>
<td>CULN 112</td>
</tr>
<tr>
<td>Sanitation and Safety</td>
</tr>
<tr>
<td>CULN 116</td>
</tr>
<tr>
<td>Introduction to Culinary Sustainability</td>
</tr>
<tr>
<td>CULN 121</td>
</tr>
<tr>
<td>Culinary Fundamentals</td>
</tr>
<tr>
<td>CULN 130</td>
</tr>
<tr>
<td>Intermediate Cookery</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Semester 1 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 111</td>
</tr>
<tr>
<td>Introduction to the Culinary Industry</td>
</tr>
<tr>
<td>CULN 112</td>
</tr>
<tr>
<td>Sanitation and Safety</td>
</tr>
<tr>
<td>CULN 116</td>
</tr>
<tr>
<td>Introduction to Culinary Sustainability</td>
</tr>
<tr>
<td>CULN 121</td>
</tr>
<tr>
<td>Culinary Fundamentals</td>
</tr>
<tr>
<td>CULN 130</td>
</tr>
<tr>
<td>Intermediate Cookery</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2 (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 150</td>
</tr>
<tr>
<td>Fundamentals of Baking</td>
</tr>
<tr>
<td>CULN 160</td>
</tr>
<tr>
<td>Dining Room and Beverage Service</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Semester 3 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 185</td>
</tr>
<tr>
<td>Culinary Nutrition</td>
</tr>
<tr>
<td>CULN 221</td>
</tr>
<tr>
<td>Continental Cuisine</td>
</tr>
<tr>
<td>CULN 222</td>
</tr>
<tr>
<td>Asian Pacific Cuisine</td>
</tr>
<tr>
<td>CULN 271</td>
</tr>
<tr>
<td>Purchasing and Cost Control</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4 (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 115</td>
</tr>
<tr>
<td>Menu Merchandising</td>
</tr>
<tr>
<td>CULN 242</td>
</tr>
<tr>
<td>Applied Garde Manger</td>
</tr>
<tr>
<td>CULN 294</td>
</tr>
<tr>
<td>Food Service Practicum</td>
</tr>
<tr>
<td>CULN 275</td>
</tr>
<tr>
<td>Human Resources Management and Supervision</td>
</tr>
</tbody>
</table>
### Suggested Course Sequence for Culinary Majors

**Associate in Applied Science Degree in Culinary Arts: *62-63 Credits***

<table>
<thead>
<tr>
<th>Semester 1 (Fall)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CULN 111</td>
<td>Introduction to the Culinary Industry</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CULN 112</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CULN 116</td>
<td>Introduction to Culinary Sustainability</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CULN 121</td>
<td>Culinary Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CULN 130</td>
<td>Intermediate Cookery</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ENG 106 or *</td>
<td>Technical Communication</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>ENG 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>17-18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2 (Spring)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CULN 150</td>
<td>Fundamentals of Baking</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CULN 160</td>
<td>Dining Room and Beverage Service</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CULN 100 or *</td>
<td>Math for Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Math 115</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENG 106 or *</td>
<td>Technical Communication (If not completed in Semester 1)</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>ENG 100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3 (Fall)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CULN 185</td>
<td>Culinary Nutrition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CULN 221</td>
<td>Continental Cuisine</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CULN 222</td>
<td>Asian Pacific Cuisine</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CULN 271</td>
<td>Purchasing and Cost Control</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4 (Spring)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CULN 115</td>
<td>Menu Merchandising</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CULN 242</td>
<td>Applied Garde Manger</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CULN 294</td>
<td>Food Service Practicum</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CULN 275</td>
<td>Human Resources Management and Supervision</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

* Students planning to continue to UH West O'ahu for an advanced culinary degree need to complete MATH 103 or MATH 115 and ENG 100. It is important that you meet with your academic advisor!

### Program Admission Requirements:

Admission into the Culinary Arts AAS degree cycle is on a “first applied, first qualified” basis. To be “QUALIFIED” students need to meet English and Math proficiencies:

1. **English requirement:** Qualified for ENG 100L or higher: (Accuplacer Writing 4 or higher; ACT Writing 11-17; Smarter Balance ELA score 3-4; Smarter Balance score 3 plus "C" or higher in high school senior English; 2.0 High School Cumulative GPA); or Completed ENG 75 with a “C” or better.

2. **Math requirement:** Qualified for MATH 82X or higher: (Accuplacer Algebra (AAL) 231 or higher; Accuplacer Arithmetic (AARI) 250 or higher; Smarter Balance 2 & “B” in Intro to College Math; ACT Math 22-36; SAT Math 530-800; 2.6 HS Cumulative GPA and a “B” or better in ALG 1 or 2); or Completed Math 75X with a “C” or better.

Once qualified, the applicants must initiate the registration process (i.e., submit health clearances, gain academic advising, register for classes) and attend the mandatory Culinary orientation. A new culinary AAS Degree cycle begins each Fall semester.

Priority admittance into the Culinary Arts AAS degree cycle will be given to continuing students who have completed CULN 101B/C or CULN 102B/C with grades of “B” or better and met the English and Math minimum levels by the **March 1 priority deadline**.

The CO in Culinary Arts-Food Prep (CULN 101B/C or CULN 102B/C) is open admissions. Applicants exploring the culinary arts field who 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 CO in Culinary Arts-Food Prep program.
FOR NEW STUDENTS ENTERING THE AAS COHORT (CULN 121)

The new graduation requirement includes successfully completing CULN 100 and ENG 100 or higher. See academic advisor for course sequencing to meet your graduation and transfer goals.

### CULINARY PATHWAY OPTIONS

<table>
<thead>
<tr>
<th>Math and English are not required but are strongly recommended</th>
<th>MATH 75X and ENG 75 or higher are strongly recommended</th>
<th>Certificate of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 75X and ENG 75</td>
<td>CULN 100 and ENG 100 or 106 or higher</td>
<td>Associate in Applied Science Degree in Culinary Arts</td>
</tr>
<tr>
<td>MATH 75X and ENG 75 or higher</td>
<td>MATH 115 (completion of MATH 75X) or MATH 103 (concurrent in MATH 88 or appropriate test score)</td>
<td>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</td>
</tr>
</tbody>
</table>

### 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 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.

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 121: Culinary Fundamentals

PREREQUISITES: “C” or higher or concurrent enrollment in CULN 112. Qualified for ENG 106. Qualified for MATH 82X.

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 121.

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. Develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a variety of food products and operate equipment safely and correctly.
2. Apply knowledge of laws and regulations relating to safety and sanitation in the kitchen.
3. Practice standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
4. Demonstrate sustainability practices as a means for controlling operating costs and for being good environmental stewards.
5. Organize a workstation in a timely manner while following proper sanitation and safety procedures.

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.
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: Purchasing and Cost Control
PREREQUISITES: Qualified for MATH 100 or approval of instructor.
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 242: Applied Garde Manger
PREREQUISITES: “C” or higher in both CULN 221 and CULN 222 or approval of instructor.
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, pate’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 242, 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.

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.

CULN 100: Math for the Culinary Arts
STUDENT LEARNING OUTCOMES:
1. Perform mathematical calculations and procedures that are frequently used in professional kitchens and bakeshops.
2. Apply mathematical skills and concepts to the interpretation and analysis of quantitative information in order to solve culinary problems such as unit measurement and conversions, recipe scaling, yield percent, recipe costing, baker’s percent and kitchen ratios, purchasing and portioning.
3. Demonstrate ability to apply skills in dimensional analysis, judge reasonableness and communicate quantitative information specific to culinary applications.

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.

*Smarter Balanced score of 3 with a C or higher in 12th Grade ELA course, jointly approved by HIDOE and UH; or cumulative high school GPA of 2.0 - 2.5; or a grade of C in 12th Grade ELA course or AP Language and Composition class; or an ACT score of 11-17; or an SAT score of 310-509 in Writing; or via writing sample.

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.

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
- Richard and Rebecca Fries Culinary Scholarship Fund
- Hawai‘i Community Foundation
- Hawai‘i GAS
- Hawai‘i Lodging and Tourism Association, Kaua‘i Chapter
- Phyllis Jean Gondring Award
- Po‘ipū Beach Foundation Scholarship
- Rotary Club of Po‘ipū Beach
- Russel J. Hata Scholarship
- University of Hawai‘i Foundation - Hawai‘i Community College Culinary Arts Department Fund
- Waipa Foundation
- Watase Foundation

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.
<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT DESCRIPTION</th>
<th>START &amp; END</th>
<th>TOTAL TIME</th>
<th>CULINARY FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 08/18/2021</td>
<td>KCC CULN New Student Orientation</td>
<td>10 am - 1 pm</td>
<td>3 hours</td>
<td>Chef Mark Oyama</td>
</tr>
</tbody>
</table>

Total number of hours logged on THIS page (use additional pages as needed):

Total number of hours from ALL pages:
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 Illegal Drugs, Alcohol and 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.
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.
10. All students will be required to wear face masks.

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.

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.

Figure 1: YES!  Figure 2: NO!
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>Vendor / Where Available for Purchase?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Hats</td>
<td>$2.00</td>
<td>Chef Steve Nakata</td>
</tr>
<tr>
<td>Aprons (Black Server Apron)</td>
<td>$12.95</td>
<td>KCC Bookstore</td>
</tr>
<tr>
<td>Aprons (Striped Bib Apron)</td>
<td>$15.95</td>
<td></td>
</tr>
<tr>
<td>Chef Coat with Logo (XS-XL)</td>
<td>$25.95</td>
<td>KCC Bookstore</td>
</tr>
<tr>
<td>Chef Coat with Logo (XXL)</td>
<td>$27.95</td>
<td></td>
</tr>
<tr>
<td>Chef Coat with Logo (Every Size Up)</td>
<td>Add $2.00</td>
<td></td>
</tr>
<tr>
<td>Chef Pants (XS-XL)</td>
<td>$23.95</td>
<td>KCC Bookstore</td>
</tr>
<tr>
<td>Chef Pants (XXL)</td>
<td>$26.95</td>
<td></td>
</tr>
<tr>
<td>Chef Pants (Every Size Up)</td>
<td>Add $2.00</td>
<td></td>
</tr>
<tr>
<td>Required Textbooks</td>
<td>Varies</td>
<td>KCC Bookstore</td>
</tr>
<tr>
<td>Required Textbooks Every Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knife Set (need to request at the College’s bookstore register)</td>
<td>$12.95</td>
<td>KCC Bookstore</td>
</tr>
<tr>
<td>Covered Non-Slip Sole and Oil-Resistant Shoes</td>
<td>$12.95</td>
<td>KCC Bookstore</td>
</tr>
<tr>
<td>Digital Thermometer</td>
<td>$12.95</td>
<td>KCC Bookstore</td>
</tr>
<tr>
<td>2 year LiveText Subscription</td>
<td>TBD</td>
<td>LiveText website</td>
</tr>
<tr>
<td>Name Tag</td>
<td>$5.00</td>
<td>Chef Steve Nakata</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>
</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
- Name Tag
- Covered, Non-Slip, Sole Shoes
STUDENT CONDUCT AND PRACTICES

Failure to comply with culinary program student conduct and practices guidelines may result in a request by faculty or staff for the student to leave the laboratory, classroom, or dining room setting, coaching/conference, contract record, or dismissal.

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.

HERE ARE SOME REMINDERS ABOUT THE TOOLS OF YOUR PROFESSION . . .
- Knives are never used as weapons or toys.
- Always walk with the knife blade facing the floor.
- Always keep knives sharpened.
- Do not borrow someone else’s knives and tools.
- Store knife bag under worktables or in a designated kitchen area.
- Always use your knives for their intended use.
- In public, carry your knives in your tool bag and never exposed.

(Source: Leeward CC Culinary Colleagues)
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: UH Student Conduct Code, Appendix 1)
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: UH Student Conduct Code, Appendix 1)
**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. (Refer to Appendix 1)

**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. (Refer to Appendix 4)

**Drug and Alcohol Abuse:**
The University of Hawai‘i has zero tolerance regarding drug and alcohol use on campus. (Refer to Appendix 3)

---

**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>
</thead>
</table>

<table>
<thead>
<tr>
<th>Instructor’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Outcome of Contract:

<table>
<thead>
<tr>
<th>Student’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Instructor’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
</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 Hawai‘i 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.

Kaua‘i 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 Kaua‘i Community College Wellness Center. A series of three (3) shots is required for full vaccination.
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://kauai.hawaii.edu/college-catalog)

UNIVERSITY OF HAWAI‘I
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.
(Refer to Appendix 1)

UNIVERSITY OF HAWAI‘I
Policy on Workplace Non-Violence
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.
(Refer to Appendix 2)

UNIVERSITY OF HAWAI‘I
Illegal Drugs, Alcohol and 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.
(Refer to Appendix 3)

UNIVERSITY OF HAWAI‘I
Policy and Procedure on Sex Discrimination and Gender-Based Violence
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.
(Refer to Appendix 4)

BUSINESS EDUCATION DIVISION
Professionalism and Business Etiquette for the Classroom and Worksite
Organizationalally, 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 Education Division students.
(Refer to Appendix 5)

KAUA‘I COMMUNITY COLLEGE
Animals on Campus
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.
(Refer to Appendix 6)

KAUA‘I COMMUNITY COLLEGE
Title IX
The University of Hawai‘i - Kaua‘i Community College is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence.
(Refer to Appendix 7)
MEMORANDUM

To: Students
From: Culinary Faculty and Staff
Date: August 18, 2021
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.

- Consent, Waiver, Release and Indemnity Agreement, and Medical Consent Form (two pages)
  - For Minors: Parent/Legal Guardian - Consent, Waiver, Release and Indemnity Agreement, and Medical Consent Form (three pages)
- Student Data and Signature Form (one page)

MAHALO for your timeliness and cooperation.
CONSENT, WAIVER, RELEASE AND INDEMNITY AGREEMENT

To be completed by Covered Program:

(Name, dates and description of Covered Program)

To be completed by participant:

In consideration for my participation in the Covered Program, I agree to the following on behalf of myself and my heirs, executors, administrators, and personal representatives:

1. **Representation of health.** I understand the nature of the Covered Program and I represent that I am in good physical, mental, and emotional health and able to participate in the Covered Program. If, at any time, I believe the conditions of my participation to be unsafe, I will immediately cease further participation in the Covered Program. I further agree and represent that in connection with my participation in the Covered Program: (a) I will be covered by a private medical and liability insurance policy, (b) I am not employed by the University of Hawai‘i (or I am employed by the University of Hawai‘i but not participating in connection with my employment), and (c) the University of Hawai‘i will not be responsible for or required to indemnify or defend me with respect to any illness, personal or bodily injury, death, economic and property damage, severe emotional loss, and any other loss, damage, or injury (collectively the “Injuries/Damages”) that I may sustain or suffer in connection with my participation in the Covered Program.

2. **Assumption of risk.** I understand and acknowledge the dangers and risks involved in my participation in the Covered Program including the Injuries/Damages. These Injuries/Damages may be caused by actions or inactions of myself or others participating in the Covered Program and/or the conditions where the Covered Program occurs. I acknowledge that there may be other Injuries/Damages not known to me or not readily foreseeable at this time. I fully accept and assume all risks of the Injuries/Damages resulting from my participation in the Covered Program. I have read and understood all written materials setting forth the requirements for my participation and I will observe, follow, and comply with all verbal and written instructions.

3. **Waiver and release.** I hereby waive, release, and discharge any and all claims, demands, actions, rights, and causes of action for any and all Injuries/Damages, known or unknown, related to, arising from, or traceable either directly or indirectly to my participation in the Covered Program (collectively the “Released Claims”).

4. **Indemnify, defend, and hold harmless.** I accept full responsibility for my participation in the Covered Program and I agree to indemnify, defend, and hold harmless the University of Hawai‘i, and its past, present and future Board of Regents, officers, employees, agents, and assigns from any and all Released Claims and any and all demands, actions, judgments, injunctions, orders, directives, penalties, assessments, liens, liabilities, losses, damages, costs, and expenses (including attorneys’ fees), arising or resulting from or caused by any of my acts or omissions (or by any person for whom I am responsible) during, involving, or related to my participation in the Covered Program.

5. **Photo, Video and Sound Recording Release and Consent.** I authorize the University of Hawai‘i and its officers, agents, employees, successors, licensees, and assigns to take and use photographs, video, and sound recordings of and/or live stream my participation in the Covered Program, and to use my name, image, likeness, appearance, and voice (collectively the “Recordings”): (a) for any legitimate purpose, including any educational, institutional, scientific, fundraising or informational purposes, (b) in perpetuity, (c) on a worldwide basis, (d) without compensation to me, (e) in any manner or media, including use on social media sites and web pages accessible to the general public, and (f) alone or in combination with other Recordings. All right, title, and interest in the Recordings belong solely to the University of Hawai‘i. I understand the Covered Program may attract media coverage or be recorded, in whole or in part, for rebroadcast or retransmission, and I consent to my inclusion in such media coverage, which may appear in print media, live or replay telecast or broadcast, podcast, and/or through social media and Internet postings.

I have read this Consent, Waiver, Release, and Indemnity (“Agreement”) and I understand that I am giving up substantial rights, including the right to sue. I am participating in the Covered Program freely and voluntarily. I agree that: (a) the laws of the State of Hawai‘i shall apply to this Agreement and (b) if any portion of the Agreement is invalid, the remainder of the Agreement shall continue in full force and effect.

Signature of Participant

Print Name

Date
MEDICAL CONSENT FORM

I consent and authorize any medical professional and others working under their supervision to provide medical treatment or care for any injury or illness arising from or related to my participation in the Covered Program and agree to pay any and all medical expenses, costs and other charges, and to release, discharge, indemnify, defend, and hold harmless the University of Hawai‘i, and its regents, officers, employees, agents and assigns from and against any and all liability, claims, demands or actions arising from or connected with such medical treatment or care.

I give permission to the University of Hawai‘i to undertake any emergency/urgent treatment or medical care for me that may be deemed necessary for my health. Also, if my hospitalization is deemed to be medically necessary, I give permission for my hospitalization.

Participant’s Health Insurance

The University of Hawai‘i requires participants to maintain personal health insurance. Please indicate private insurance coverage or Medicaid eligibility below.

Name of Insurance Company ___________________________ Policy # ___________ Group # ______________
Policy Holder’s Name ___________________________ Relationship to Participant ___________________________

If you do not have private insurance, have you applied for Medicaid? Yes ____ No ____ (If not, please do so.)

Signature of Participant ___________________________ Print Name ___________________________ Date ___________  

Participant’s Emergency Contact Information:
Home Phone # (____) ___________________________ Contact Name ___________________________  
Work Phone # (____) ___________________________ Contact Name ___________________________  
Cell Phone # (____) ___________________________ Contact Name ___________________________

Physician’s Emergency Contact Information:
Home Phone # (____) ___________________________ Contact Name ___________________________  
Work Phone # (____) ___________________________ Contact Name ___________________________  
Cell Phone # (____) ___________________________ Contact Name ___________________________  
Physician’s Exchange: Phone No.: ___________________________  

UHOGC Revised 9/11/20
PARENT/LEGAL GUARDIAN - CONSENT, WAIVER, RELEASE AND INDEMNITY AGREEMENT

To be completed by Covered Program:

(States and description of Covered Program)

To be completed by parent/legal guardian:

I understand that the Covered Program described above is an optional and voluntary program being offered to my child, ______________________. In consideration for my child’s participation in the Covered Program, I agree to the following on behalf of myself, my child, and our heirs, executors, administrators, and personal representatives:

1. Representation of health. I understand the nature of the Covered Program and I represent that my child is in good physical, mental, and emotional health and able to participate in the Covered Program. I further agree to and represent that in connection with my child’s participation in the Covered Program: (a) my child will be covered by a private medical and liability insurance policy, (b) my child is not employed by the University of Hawaii (or my child is employed by the University of Hawaii but not participating in connection with my child’s employment), and (c) the University of Hawaii will not be responsible for or required to indemnify or defend my child or me with respect to any illness, personal or bodily injury, death, economic and property damage, severe emotional loss, and any other loss, damage, or injury (collectively the “Injuries/Damages”) that I or my child may sustain or suffer in connection with my child’s participation in the Covered Program.

2. Assumption of risk. I understand and acknowledge the dangers and risks involved in my child’s participation in the Covered Program including the Injuries/Damages. These Injuries/Damages may be caused by the actions or inactions of my child or others participating in the Covered Program, and/or the conditions where the Covered Program occurs. I acknowledge that there may be other Injuries/Damages not known to me or not readily foreseeable at this time. I hereby accept and assume all risks of the Injuries/Damages resulting from my child’s participation in the Covered Program. I have read and understood all written materials setting forth the requirements for my child’s participation and I have instructed my child to observe, follow, and comply with all verbal and written instructions.

3. Waiver and release. I hereby waive, release, and discharge any and all claims, demands, actions, rights, and causes of action for any and all Injuries/Damages, known or unknown, related to, arising from, or traceable either directly or indirectly to my child’s participation in the Covered Program (collectively the “Released Claims”).

4. Indemnify, defend, and hold harmless. I accept full responsibility for my child’s participation in the Covered Program and I agree to indemnify, defend, and hold harmless the University of Hawaii, and its past, present and future Board of Regents, officers, employees, agents, and assigns from any and all Released Claims and any and all demands, actions, judgments, injunctions, orders, directives, penalties, assessments, liens, liabilities, losses, damages, costs, and expenses (including attorneys’ fees), arising or resulting from or caused by any acts or omissions by my child or myself (or by any person for whom I am responsible) during, involving, or related to my child’s participation in the Covered Program.

5. Photo, Video and Sound Recording Release and Consent. I authorize the University of Hawaii and its officers, agents, employees, successors, licensees, and assigns to take and use photographs, video, and sound recordings of and/or live stream my child’s participation in the Covered Program, and to use my child’s name, image, likeness, appearance, and voice (collectively the "Recordings"): (a) for any legitimate purpose, including any educational, institutional, scientific, fundraising or informational purposes whatsoever, (b) in perpetuity, (c) on a worldwide basis, (d) without compensation to my child or me, (e) in any manner or media, including use on social media sites and web pages accessible to the general public in combination with other Recordings. All right, title, and interest in the Recordings belong to the University of Hawaii. I understand the Covered Program may attract media coverage or be recorded for rebroadcast or retransmission, and I consent to my child’s inclusion in such media and that the media may appear in print media, live or replay telecast or broadcast, podcast, and/or through social media and/or other postings.

UHOGC Revised 9/11/20
I have read this Parent/Legal Guardian Consent, Waiver, Release, and Indemnity (“Agreement”) and I understand that my child and I are giving up substantial rights, including the right to sue. I acknowledge that my child is participating in the Covered Program freely and voluntarily. I agree that: (a) the laws of the State of Hawaii shall apply to this Agreement and (b) if any portion of the Agreement is deemed or held invalid, the remainder of the Agreement shall continue in full force and effect.

Signature of Minor Participant

Print Name

Date

Signature of Parent/Legal Guardian

Print Name

Date

Signature of Parent/Legal Guardian

Print Name

Date

(Co-signature of parent/legal guardian is required if Participant is under 18 years of age)
(If parents are divorced, both parents must sign this Agreement.)
(If signed by more than one Parent/Legal Guardian, all Parents/Legal Guardians will be covered by the terms "me", "myself," and "I")
MEDICAL CONSENT FORM

On behalf of my child and myself, I consent to, and authorize any medical professional and others working under my supervision to provide medical treatment or care to my child for any injury or illness arising from or related to my participation in the Covered Program and agree to pay any and all medical expenses, costs, and other charges, and to release, discharge, indemnify, defend, and hold harmless the University of Hawai'i and its regents, officers, employees, agents and assigns from and against any and all liability, claims, demands or actions arising from or connected with such medical treatment or care.

I give permission to the University of Hawai'i to undertake any emergency/urgent treatment or medical care for my child that may be deemed necessary for my child's health. Also, if hospitalization of my child is deemed to be medically necessary, I give permission for such hospitalization of my child.

Child's Health Insurance

The University of Hawai'i requires participants to maintain personal health insurance. Please indicate private insurance coverage or Medicaid eligibility below.

Name of Insurance Company  Policy #  Group #  
Policy Holder's Name  Relationship to Participant  
 If you do not have private insurance for your child, have you applied for Medicaid? Yes  No  (If not, please do so.)

Signature of Minor Participant  Print Name  Date  
Signature of Parent/Legal Guardian  Print Name  Date  
Signature of Parent/Legal Guardian  Print Name  Date  
(Co-signature of parent/legal guardian is required if Participant is under 18 years of age)  
(If parents are divorced, both parents must sign this Agreement)  
(If signed by more than one Parent/Legal Guardian, all Parents/Legal Guardians will be covered by the terms "me", "myself," and "I")

Parent/Legal Guardian Emergency Contact Information:

Home Phone # (    )  Contact Name  
Work Phone # (    )  Contact Name  
Cell Phone # (    )  Contact Name  

Physician's Emergency Contact Information:

Home Phone # (    )  Contact Name  
Work Phone # (    )  Contact Name  
Cell Phone # (    )  Contact Name  
Physician's Exchange: Phone No.: ____________________________

UHOGC Revised 9/11/20
STUDENT DATA & SIGNATURE FORM

PLEASE TAKE A FEW MINUTES TO ANSWER THE FOLLOWING QUESTIONS:

<table>
<thead>
<tr>
<th>Name: (Last) (First) (M.I.)</th>
<th>UH Identification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>__ __ __ __ - __ __ __ __</td>
</tr>
</tbody>
</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>
<tr>
<td></td>
<td>If yes, list work phone number:</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>

If yes, list company / policy no.: __________

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>
Appendix 1

UNIVERSITY OF HAWAI‘I

Student Conduct Code

EXECUTIVE POLICY 7.208
Executive Policy (EP) Chapter 7, Student Affairs
EP 7.208 Systemwide Student Conduct
Code Effective Date: March 2019
Prior Dates Amended: July 2009, October 2014
Responsible Office: Office of the Vice President for Academic Planning & Policy
Governing Board of Regents Policy RP 1.204, Rights and Responsibilities of the University of Hawai‘i Community
Review Date: March 2021

I. Purpose

The purpose of this policy is to establish guidelines relating to the Systemwide Student Conduct Code, including standards for the ways in which members of the University of Hawai‘i (UH) community interact with each other in the pursuit of both academic excellence and social responsibility.

The Systemwide Student Conduct Code is neither a criminal nor a civil code and does not operate like one. UH’s expectations for our fellow community members are for a significantly higher standard of conduct than the bare minimum prescribed by law; conduct that is legal may nevertheless still be unacceptable within the bounds of our UH community.

The policies set forth in this code are intended to serve primarily as an extension of UH’s educational mission -- to guide students in their growth as members of the UH and broader communities.

II. Definitions

A. Registered Independent Organization (RIO) refers to a student organization, association, or club that has been formed to meet special interests of certain groups of students on campus.
B. Reporting Party refers to any person who submits an alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same recourse under this Student Conduct Code as are provided to the Reporting Party, even if another member of the UH community submitted the charge.
C. Responding Party refers to any student (defined under this policy) accused of violating this Student Conduct Code.
D. Senior Student Affairs Officer means the campus administrator (i.e., dean or vice chancellor or designee) who is in charge of the division of student affairs, and generally charged by the campus Chancellor to be responsible for the administration of the Student Conduct Code.
E. Student means all persons registered in courses at UH, either full-time or part-time, pursuing undergraduate or graduate studies. In addition, for purposes of this Student Conduct Code only, this Code also applies to: (1) students who have been suspended or dismissed, students who
withdraw after allegedly violating the Student Conduct Code and may return to UH, students who are on a leave of absence from UH, or students who are on medical leave; and (2) persons who (a) have been notified of their admission and (b) have registered or officially participated in orientation or other officially recognized UH activities.¹

F. Student Conduct Administrator means a UH official authorized on a case-by-case basis by the Senior Student Affairs Officer to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Senior Student Affairs Officer may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Senior Student Affairs Officer may authorize the same Student Conduct Administrator to impose sanctions in all cases.

G. Student Conduct Board means any person or persons authorized by the Senior Student Affairs Officer to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rules violation has been committed.

H. UH encompasses any campus or site within the University of Hawai‘i system.

I. UH community member includes any person who is a student, faculty member, UH official or any other person employed by UH. A person’s status in a particular situation shall be determined by the Senior Student Affairs Officer.

J. UH official includes any person employed by UH, performing assigned administrative or professional responsibilities.

K. UH premises include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by UH (including adjacent streets and sidewalks).

L. The term "shall" is used in the imperative sense.

M. The term "may" is used in the permissive sense.

III. Executive Policy

A. Introduction

1. The purposes of UH are to give thorough instruction, conduct research and disseminate knowledge in and of branches of advanced learning as prescribed by its Board of Regents. UH is committed to ensuring a safe, civil, learning and working environment in which the dignity of every individual is respected. All members of the UH community - students, faculty and staff - share responsibility for its growth and continued welfare.

2. Choosing to join the UH community obligates each student to abide by this code of conduct. As members of the UH community, students accept the responsibility to become fully acquainted with UH’s rules and to comply with UH’s authority. UH expects students to maintain standards of personal integrity that are in harmony with the educational goals of UH; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University policies and procedures.

3. UH views the disciplinary process as a learning experience which aims to promote growth and understanding of one’s responsibilities and privileges within the UH environment. To this end, the disciplinary process attempts to balance an understanding and knowledge of students and their needs with the needs of the academic community. Pursuit of a college education provides an opportunity for exploration of new ideas, experimentation, self-examination, formation of new relationships, and development of ideals and direction. However, UH does not absolve students from accepting responsibility for their behavior in their pursuit of a college education. Rather, it reaffirms the principle of student freedom that is coupled with an acceptance of responsibility for one’s actions and the consequences of such actions.

B. Student Conduct Code Authority

1. This Student Conduct Code applies at all locations of UH, including any affiliated residence hall.
2. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.

3. The Senior Student Affairs Officer shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Conduct Code.

4. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the appeal process.

5. At the Student Conduct Board Hearing and for purposes of any appeal, the technical rules of evidence applicable to civil and criminal cases shall not apply.

IV. Proscribed Conduct

A. Jurisdiction of the UH Student Conduct Code
   1. On University property; or
   2. Outside of University property if:
      a. the conduct was in connection with a University-sponsored program or activity; or
      b. the conduct may have a continuing adverse effect or could create a hostile environment on campus.

   The Senior Student Affairs Officer shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus (including but not limited to the use of social media and other electronic forums), on a case-by-case basis, in their sole discretion.

B. Conduct – Rules and Standards
   The following are examples of the types of behavior that conflict with the community standards that UH values and expects of students. Engaging in, or attempting to engage in any of these behaviors subjects a student to the disciplinary process and sanctions on each campus.

   1. Acts of dishonesty, including but not limited to the following:
      a. Cheating, plagiarism, or other forms of academic dishonesty.
         Cheating is an act of academic dishonesty and includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student body; and (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
         Plagiarism is also an act of academic dishonesty and includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
      b. Furnishing false information to any UH official, faculty member, or office.
      c. Forgery, alteration, or misuse of any UH document, record, or form of identification.

   2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other UH activities, including its public service functions on or off campus, or of other authorized non-UH activities when the conduct occurs on UH premises. This includes creating noise or other disturbances on campus or in student life areas sufficient to disrupt the normal functioning of campus activities including classroom instruction.

   3. Any conduct that threatens or endangers the health or safety of any person including but not limited to, physical abuse, verbal abuse, threats, intimidation, harassment, bullying, coercion,
stalking as defined below. (For any conduct that is sexual or romantic in nature and committed by a current or former partner of an intimate, romantic, or sexual relationship, or is related to an individual’s actual or perceived sex or gender, sexual orientation, gender identity or gender expression, refer to EP 1.204 for detailed information.)

a. Threat is written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

b. Intimidation is implied threats or acts that cause a reasonable fear of harm in another.

c. Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

d. Stalking is two or more acts of unwanted and harassing behavior, directed at a specific person that is sufficiently serious to cause physical, emotional, or psychological fear or to create a hostile, intimidating or abusive environment.

e. Physical abuse is intentionally or recklessly causing physical harm or endangering the health or safety of any person.

f. Verbal abuse is shouting or yelling in a threatening or hostile manner and/or use of abusive or belligerent language.

g. Harassment is sufficiently severe, pervasive (or persistent) and objectively offensive conduct that unreasonably interferes with, limits or denies the ability to participate in or benefit from the University/College’s educational program or activities.

h. Hostile Environment is when unwelcome harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University/College’s educational program or activities.

i. Coercion is intentionally compelling or inducing another person to engage in conduct from which another has a legal right to abstain, or to abstain from conduct in which another has a legal right to engage, by threatening with words or conduct to take some negative action that may impact the other person. In this context, some examples of “negative action” include, but are not limited to: causing bodily injury, causing property damage, physical confinement or restraint, or revealing information that is sought to be concealed.

4. Creation of health and/or safety hazards, e.g., dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs.

5. Sex discrimination and/or gender-based violence as defined in EP 1.204.


7. Attempted or actual theft of UH property or the personal property of another individual or entity, including goods, services and other valuable, on or off campus, and/or knowingly maintaining possession of stolen property.

8. Intentional, reckless and/or unauthorized damage to or destruction of UH property or the personal property of another individual or entity.

9. Hazing is an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for the continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; both are violations of this rule.

10. Failure to comply with any directions of UH officials or law enforcement officers acting in performance of their duties and/or failure to provide identification to these persons when requested to do so.

11. Unauthorized possession, duplication, or use of keys/keycards/security mechanisms to any UH premises or unauthorized entry to or use of UH premises, including trespassing, propping or unauthorized use of doors for entry into or exit from a UH building.
12. Violation of any UH policy, rule, regulation, contract, or agreement published in hard copy or available electronically on any UH website [https://www.hawaii.edu/policy/](https://www.hawaii.edu/policy/).

13. Violation of any federal, state or local law.

14. Use, possession, manufacturing, or distribution, or other unauthorized use of controlled substances or paraphernalia except as expressly permitted by law. Controlled substances include but are not limited to marijuana, methamphetamine, narcotics, and opioids.

15. Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages, whether as expressly permitted by UH System Policies, state or federal law, or public intoxication while on any UH premise or at any UH sponsored event or ancillary site. Alcoholic beverages may not, in any circumstance, be used, possessed, or distributed to any person under twenty-one (21) years of age.

16. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on UH premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

17. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of UH and/or unreasonably infringes on the rights of other members of the UH community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

18. Obstruction of the free flow of pedestrian or vehicular traffic on UH premises or at UH sponsored or supervised functions.

19. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on UH premises or at functions sponsored by, or participated in by, UH or members of the academic community.

20. Complicity involves action or inaction with another or others to violate the Student Conduct Code, and may be assumed when a student is present during a policy violation. The student may be held responsible for the underlying policy violation(s).

21. Violation of local, state, federal or campus fire policies including, but not limited to:
   a. Intentionally or recklessly causing or attempting to cause a fire which damages or is intended to damage UH or personal property or which causes or is intended to cause injury.
   b. Failure to evacuate a UH-controlled building during a fire alarm.
   c. Improper or reckless use of UH fire safety equipment.
   d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on UH property.

22. Theft or other abuse of computer and other electronic facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual’s identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or UH Official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Online harassment of members of the UH community.
   g. Use of computing facilities and resources to interfere with normal operation of the UH computing system.
   h. Use of computer facilities and resources in violation of copyright laws.
   i. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on UH premises without their prior knowledge, or without their consent when such a recording is likely to cause injury or distress. This includes, but is not
limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.


23. Abuse of the Student Conduct Code System or other related UH processes, including but not limited to:
   a. Failure to obey the notice from a Student Conduct Administrator, UH official, or Student Conduct Board to appear for a meeting or hearing.
   b. Falsification, distortion, or misrepresentations of information before a Student Conduct Administrator, UH official, or Student Conduct Board.
   c. Disruption or interference with the orderly conduct of any proceeding.
   d. Attempting to discourage an individual’s participation in, or use of, the Student Conduct Code System or other related UH processes.
   e. Attempting to influence the impartiality of a Student Conduct Administrator, UH official, or Student Conduct Board prior to, and/or during the course of, the Student Conduct Code System or other related UH processes.
   f. Harassment (verbal or physical) and/or intimidation of a Student Conduct Administrator, UH official, or Student Conduct Board prior to, and/or during the course of, the Student Conduct Code System or other related UH processes.
   g. Failure to comply with imposed sanction(s).
   h. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code System or other related UH processes.

24. Retaliation. UH prohibits and will not tolerate retaliation as defined in EP 7.205. Retaliation is adverse actions taken against a person because of their good faith participation in the following types of protected activities:
   a. Seeking advice or assistance about a Student Conduct Code or systemwide sanction concern;
   b. Opposing or filing an informal or formal complaint regarding an alleged violation of this policy;
   c. Testifying, assisting, or participating in an investigation or other proceeding related to an alleged violation of this policy.

Adverse actions are actions that would dissuade a reasonable person from making or supporting a complaint under this policy. A retaliation complaint, allegation, or report will be reviewed as a separate offense under this policy; that is, a student can be found responsible for retaliation even if not found to be responsible for the underlying reported Student Conduct Code violation.

Additionally, UH prohibits and does not tolerate retaliation as defined in EP 1.204.

25. Violation of Residence Hall Rules and/or Policies: Violation of residence hall rules and/or policies where the violation also involves some aspect of this Student Conduct Code, may subject the student to disciplinary procedures under this Student Conduct Code.

C. Violation of Law and UH Discipline

1. UH disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Senior Student Affairs Officer. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, UH will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under the Student Conduct Code, UH may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the UH community. UH may cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). In the event of law enforcement and/or government agency enforcement of laws and regulations, UH may, as appropriate, adjust any Student Conduct Code investigation and/or proceeding so as not to interfere or unduly prejudice the law enforcement process. Individual students and other members of the UH community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

V. Delegation of Authority

Authority to hear and decide on whether or not alleged violations of the Student Conduct Code have occurred as well as to determine subsequent disciplinary sanctions is delegated to senior student affairs officers, student conduct officers, or student conduct boards as described in this policy.

VI. Contact Information

Subject Matter Experts: Office of the Associate Vice President for Student Affairs at telephone number (808) 956-8753 or by email at avpsa@hawaii.edu.

VII. References

A. Federal and state laws, rules and/or regulations: Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act, as amended; the Violence Against Women Act, as amended; Title IX of the Education Amendments of 1972, as amended; Hawai`i Revised Statutes (HRS) Chapter 586 (Domestic Abuse Protective Orders); and HRS Chapter 707 (Offenses Against the Person); Hawai`i Administrative Rules Title 20, Chapter 2 (Statement on the Rights and Responsibilities of the University of Hawai`i Community)
B. Board of Regents Policies: RP 1.204, RP 1.205
D. Administrative Policy: AP 9.920
E. Link to University of Hawai`i Systemwide Policies https://www.hawaii.edu/policy/
F. Link to Abolished University of Hawai`i Executive Policies http://www.hawaii.edu/policy/archives/ep/
G. Link to Administrative Procedures Archive (Pre-PPIS) http://www.hawaii.edu/policy/archives/apm/

1Please note that other policies may apply a different definition of “student,” such as UH’s Administrative Procedure, AP 7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students, available at http://www.hawaii.edu/policy/ap7.022.

Approved
David Lassner, President
April 01, 2019
I. Purpose

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, employees of contractors, and visitors to the campus must be able to learn and work in a safe environment.

II. Definitions

No policy specific or unique definitions apply.

III. Executive Policy

A. The University of Hawai‘i prohibits any work related or workplace violence against its students, faculty, staff, visitors and contract employees which materially and substantially interferes with an individual’s work, academic performance, and/or workplace safety and/or otherwise subjectively and objectively creates a hostile environment. Such prohibited violent acts may involve physical attack, property damage, as well as written or verbal statements or non-verbal gestures that, to a reasonable person, express or suggest the intent to cause physical or mental harm to another person including but not limited to:

1. hitting;
2. pushing and shoving;
3. throwing or breaking objects;
4. shouting or yelling in a threatening or hostile manner;
5. threatening gestures or remarks;
6. disruptive or hostile actions;
7. abusive or belligerent language;
8. sabotage of equipment;
9. making or sending harassing or threatening telephone calls, letters or other forms of written or electronic communications;
10. stalking, etc.

B. All incidents must be reported and will be addressed immediately according to statutes, rules, collective bargaining agreements, or policies. Employees (i.e. faculty and staff) should report all incidents to their supervisors or campus designee. The decision to report an incident will never be questioned. The supervisor is responsible for addressing the complaint immediately in accordance with statutes or University policies.

C. Students, visitors, and contract employees should report incidents to the appropriate dean, administrator, or respective campus security personnel who will take appropriate action, in accordance with statutes and University policies.

D. In the event of imminent danger and threat to the health and safety of students, faculty, staff, visitors and contract employees, a 911 emergency call to law enforcement and emergency services personnel for support and assistance is recommended.

E. All administrators, faculty, staff, contract employees 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.

F. Dangerous Weapons: The possession or use of firearms, ammunition or dangerous weapons as defined in Chapter 134, HRS, on University premises is strictly prohibited, unless specifically authorized by the vice president/appropriate chancellor. Dangerous weapons include but are not limited to firearms, ammunition, spear guns, knives, 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.

G. Retaliation
1. The University of Hawai‘i system prohibits and will not tolerate retaliation. Retaliation is defined as adverse actions that would dissuade a reasonable person from making or supporting a charge of workplace violence or hostile treatment against any individual because he or she engaged in any of the following activities:
   a. sought advice or assistance about workplace violence;
   b. reported a workplace violence incident;
   c. opposed workplace violence or filed an informal or formal complaint; or
   d. assisted or participated in a workplace violence complaint resolution process or investigation.

2. Adverse action or hostile treatment may include, for example, a significant change in one’s status, such as suspension, unsatisfactory or unfair performance evaluation, unfair assignment, firing, failing to promote, reassignment with significantly different responsibility or a decision causing a significant change in benefits, direct or implied threats, coercion, harassment, intimidation, or encouragement of others to retaliate.

3. Retaliation can be filed as a separate complaint or as part of a workplace violence complaint and will be investigated accordingly.

4. Persons who commit retaliation in violation of this policy are subject to appropriate disciplinary action in accordance with the appropriate collective bargaining agreement, if applicable.

H. Responsibilities
1. The Office of Human Resources shall:
   a. Develop and maintain, in consultation with campus representatives and the Offices of Student Affairs, Academic 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.

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

I. Prevention

1. 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.

J. Campus Crisis Management Team (CCMT)

1. A senior executive for each campus shall establish a campus crisis management team for the respective campus or program to evaluate and/or address serious and/or significant incidents of workplace violence; and determine and recommend appropriate action. 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 non-violence. Finally, the senior executive must promote awareness to enhance the student’s, faculty and staff’s individual responsibilities for the prevention of workplace violence.
   a. 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) Academic Affairs
      (4) Student Affairs
      (5) Campus Security
      (6) University Relations

K. Post-Incident Management

1. Post-incident management must be addressed. Good post-incident management can go far in assisting the involved unit and the institution as a whole to return to normalcy.
2. 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.

L. Re-Establishment of Normality

1. After dealing with the post-incident management, the University will endeavor to 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.

IV. Delegation of Authority

There is no policy specific delegation of authority.
V. Contact Information

Office of Human Resources
Telephone: (808) 956-8458
OHR Website

Office of the Vice President for Administration
Telephone: (808) 956-6405
Email: vpadmin@hawaii.edu

VI. References

A. Section 396-6, Hawai‘i Revised Statutes
B. Chapter 134, Hawai‘i Revised Statutes
C. Federal OSHA 29 U.S.C. 654(a)(1) Act
D. State of Hawai‘i Policy on Workplace Non-Violence
E. Collective Bargaining Agreements
F. Campus Student Conduct Codes
G. Link to superseded Executive Policies in old format https://www.hawaii.edu/policy/archives/ep/

VII. Exhibits and Appendices

No Exhibits and Appendices found

Approved
David Lassner, President
October 31, 2014
I. Purpose

The purpose of this policy is to establish the University's values and its expectations of all faculty, staff, and students regarding substance abuse and, in particular, the use of illegal drugs; and to comply with the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug Free Workplace Act of 1988, as may be amended from time to time, which set forth requirements for continued receipt of federal funding.

II. Definitions

A. “Addiction” means a compulsive physiological need for an illegal drug;
B. “Alcohol or Alcoholic Beverage” includes 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.
C. “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 712, Hawai‘i Revised Statutes.
D. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;
E. "Criminal drug statute" means a criminal drug statute involving manufacture, distribution, dispensation, use or possession of any illegal drugs;
F. "Employee" means any person, including a student, who is employed in a permanent or temporary capacity on a full or part-time basis;
G. "Federal contract or grant" means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to the University, and all block grant and entitlement grant programs;
H. "Illegal drugs" means 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 chapter 329, 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
I. "Substance abuse" means the misuse of a substance or the use of a substance to an extent deemed deleterious or detrimental to the user, to others, or to society.
**III. Executive Policy**

The University can best achieve its mission by creating a supportive working environment in which individuals encourage one another to pursue excellence in their professional and personal lives. Students, faculty and staff share a responsibility to help one another by learning to recognize the signs and behaviors associated with substance abuse and addiction, and by encouraging those with such problems to seek appropriate help and rehabilitation. Once an individual has undergone treatment for substance abuse or addiction, the University should extend support and encouragement during the recovery phase.

The University expects lawful behavior by students, faculty and staff during their presence on University premises and at University events. Within the constraints of its mission, the University encourages cooperation with law enforcement agencies in enforcing statutes regarding the use of illegal drugs.

Substance abuse interferes with the physiological and abstract processes through which mental activity occurs and with social behaviors required for research and learning. Consequently, the University expects that students, faculty and staff will carry out their responsibilities free of any substance abuse.

A. University Expectations Regarding Substance and Alcohol Abuse and Illegal Drugs

1. Students, faculty and staff are expected to perform their duties free of intoxication by any illegal drugs or alcohol.
2. Students, faculty and staff are expected to observe laws regulating illegal drugs and may be subject to investigation and/or prosecution for illegal drug use.
3. Faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs 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 and recreational programs.
4. Students, faculty and staff are expected to share responsibility for the well-being of each other, for recognizing the behaviors associated with substance abuse, and for encouraging those in need to seek assistance or treatment.
5. The University community should expect support services and supportive attitudes by its members for students, faculty and staff reentering the community after treatment for or during recovery from substance abuse.
6. The University expects its students, faculty and staff to share responsibility for preventing substance abuse and addiction and for providing education about the subject through studies, research and special programming.
7. The University should expect to assume a leadership role in the acquisition and transmission of knowledge related to substance abuse and addiction, and to collaborate with the broader community in activities related to prevention of drug abuse including training of professional workers in this area.
8. 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.

B. Applicability

This policy applies to all members of the university community including students, faculty, and staff.
C. Drug-Free Schools and Communities Act Amendments of 1989
Each campus shall be responsible for a biennial review of its program to determine its effectiveness and implement changes if they are needed; and to ensure that the disciplinary sanctions are consistently enforces. Each campus shall also be responsible for preparing and submitting any reports required by the Act.

D. Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
Chancellors and vice presidents are responsible for addressing drug, alcohol, or substance abuse issues in accordance with the provisions of the ADAAA by affording employees the protections provided by the Act.

E. Illegal Drugs and Substance Abuse Prevention Program
The Office of Human Resources, in consultation with the Associate Vice President for Student Affairs, is responsible for updating and distributing the annual notification to all employees. The Office of the Executive Vice President for Academic Affairs, through the Associate Vice President for Student Affairs, is responsible for distributing the annual notification to all students. Such notification shall be in compliance with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989, and any subsequent amendments. Chancellors and vice presidents shall assist with notification to employees and students when needed. The annual notice shall include:
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;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
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.

F. In accordance with the requirements of the Drug Free Workplace Act of 1988, the Vice President for Research and Innovation, in cooperation with the Office of Human Resources and the chancellors, shall see to it that:
1. All employees engaged in the performance of a federal contract or grant are provided a copy of this policy;
2. All such employees agree, as a condition of employment, to abide by this policy and further to notify the University within five days of any conviction for a criminal drug statute offense occurring in the workplace;
3. The University shall inform the federal agency making the procurement or grant of all such convictions within 10 days of learning of same; and
4. Within thirty days after receiving notice from an employee of a conviction under subparagraph F.2. above, the University shall (a) take appropriate personnel action against such employee, up to and including termination; or (b) require such employee to satisfactorily participate in a drug abuse or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

G. General Provisions
1. Substance abuse or the use of illegal drugs shall not provide an excuse for work related performance that is deemed unsatisfactory.
2. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing statutes related to the use of illegal drugs.
3. The University actively encourages employees and students who are engaged in substance abuse to seek appropriate help and treatment. Employees/students who undergo such treatment will be provided with a positive and supportive work/learning environment.

4. As opportunities present themselves, appropriate units of the University are called upon to collaborate with the community-at-large on ways that the resources of the University may be used to assist in addressing substance and alcohol abuse problems outside the University.

IV. Delegation of Authority

There is no policy specific delegation of authority.

V. Contact Information

Office of Human Resources
Telephone: (808) 956-8458
OHR Website

Office of the Vice President for Administration
Telephone: (808) 956-6405
Email: vpadmin@hawaii.edu

Office of the Vice President for Academic Planning and Policy
Telephone: (808) 956-6897
Email: ovpaa@hawaii.edu

VI. References

A. Drug-Free Workplace Act of 1988
B. Drug-Free Schools and Communities Act Amendments of 1989
C. Americans with Disabilities Act Amendments Act of 2008
D. Equal Employment Opportunity Commission ADA Interpretive Guidance
E. Hawai‘i Revised Statutes, Chapter 329, Uniform Controlled Substances Act
F. Hawai‘i Revised Statutes, Chapter 721

VII. Exhibits and Appendices

No Exhibits and Appendices found

Approved
David Lassner, President
October 31, 2014
I. Purpose

The University of Hawai‘i is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence. This includes:

- Sex discrimination;
- Sexual harassment;
- Gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression;
- Sexual exploitation;
- Sexual assault;
- Domestic violence;
- Dating violence; and
- Stalking.

This policy and procedure (the “Policy”) establishes an integrated and consistent approach to preventing, reporting, and promptly responding to these forms of sex discrimination and gender-based violence across all campuses and centers at the University of Hawai‘i.¹

II. Policy

Any person believing that they have been subjected to sex discrimination; sexual harassment; gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual exploitation; sexual assault; domestic violence; dating violence; or stalking should report the prohibited behavior immediately to the respective campus Title IX Coordinator, who will respond timely and appropriately.

¹ As set forth in Title IX of the Education Amendment of 1972, relevant sections of the Violence Against Women Reauthorization Act of 2013, Title VII of the Civil Rights Act of 1964, and Hawai‘i laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity.
A. Scope
This Policy governs the conduct of all University students, employees, and third parties that occur:
1. On University property;
2. Outside of University property if:
   a. the conduct was in connection with a University-sponsored program or activity; or
   b. the conduct may have a continuing adverse effect or could create a hostile environment on campus.

In circumstances involving third parties or conduct that occurred outside of a University-sponsored program or activity, the University will decide whether this Policy applies to a reported incident or complaint on a case-by-case basis. The Title IX Coordinator will document the rationale for applying or declining to apply this Policy.

Any use of the University’s computing and network resources from campus property or a remote location, including but not limited to accessing email accounts, will be deemed to have occurred within the scope of this Policy.

B. Prohibited Behavior
The University prohibits the following:
1. Sex Discrimination
   Sex discrimination is any unlawful distinction, preference, or detriment to an individual as compared to others that is based on an individual’s sex or gender and is sufficiently serious to unreasonably interfere with or limit:
   a. A student’s or admission applicant’s ability to participate in, access, or benefit from educational programs, services, or activities (e.g. admission, academic standing, grades, assignment, campus housing);
   b. An employee’s or applicant for employment’s access to employment or conditions and benefits of employment (e.g. hiring, advancement, assignment);
   c. An authorized volunteer’s ability to participate in a volunteer activity; or
   d. A guest’s or visitor’s ability to participate in, access, or benefit from the University’s programs.

2. Sexual Harassment
   Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
   a. Submission to or rejection of the conduct is either an explicit or implicit term or condition of an individual’s employment, education, or participation in a University program, activity, or service;
   b. Submission to or rejection of the conduct by an individual is used as a basis in decisions affecting that individual’s employment, education, or participation in a University program, activity, or service; or
   c. 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: i. Severe, persistent, or pervasive; and ii. Has the purpose or effect of either:
      (1) Unreasonably interfering with the employee’s work performance or student’s academic performance; or
      (2) Creating an intimidating, hostile, or offensive work or educational environment.

In determining whether sexual harassment resulted in a sexually hostile environment, the University will consider the conduct from both an objective and subjective standpoint. 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., actual or perceived sex, age, race, gender, sexual orientation, gender identity, or gender expression) must also view the conduct as offensive.
The following are examples of behavior that may constitute hostile environment sexual harassment if unwelcome and persistent, pervasive, or severe:

- Sexually offensive jokes or ridicule of a person’s sexuality, sexual orientation or gender identity
- Remarks of a sexual nature about a person’s clothing or body
- Remarks about sexual activity or speculations about previous sexual experiences
- Unnecessary and unwanted touching, patting, hugging, or brushing against a person’s clothing or body
- Pressure for sexual activity, an element of which may be nonverbal conduct, such as repeated and unwanted staring or sexually suggestive gestures
- Displays of offensive objects or pictures, including the use of electronic technology to send derogatory, demeaning, threatening, or hostile materials based on sex
- Requests for sexual favors accompanied by direct or implied rewards or threats
- Taking, sending, or sharing photos, videos, or audio recordings of sexual activity without the person’s consent, regardless of whether the sexual activity itself was consensual
- Intimidation, threats of harm, or actual assaults against a person based on their actual or perceived sex, gender, sexual orientation, gender identity, or gender expression

The above list of examples is not all-inclusive; in addition, each situation must be considered in light of the specific facts and circumstances to determine if there has been a violation of this Policy. The determination as to whether behavior is sexual harassment will take into account the totality of the circumstances, including the nature of the behavior and the context in which it occurred. Harassing conduct often involves a pattern of offensive behavior. However, a serious incident, such as sexual assault, even if isolated, can be sufficient to establish a hostile environment and a violation of this Policy. Factors considered include the severity or pervasiveness of the conduct; the degree to which the conduct affected the student’s education or the employee’s work environment; the type and duration of the conduct; and the identity of and relationship between the respondent and the student or employee.

3. Gender-Based Harassment

Gender-based harassment is a form of sex-based harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex. Gender-based harassment involves verbal, physical, or electronic conduct based on sex, gender, sexual orientation, or sex-stereotyping that creates a hostile, intimidating or abusive environment, even if those acts do not involve conduct of a sexual nature. Gender-based harassment also includes harassment for exhibiting what is perceived as a stereotypical characteristic for one’s sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, sexual orientation, gender identity, or gender expression of the individuals involved.

4. Sexual Exploitation

Sexual Exploitation is violating the sexual privacy of another, or taking unjust or abusive sexual advantage of another, without Consent (as defined in Section II.C.2. below), and when such behavior does not otherwise constitute Sexual Assault.

Sexual Exploitation includes but is not limited to:

- Photographing or taping someone involved in sexual activity, sexual intercourse/penetration, or in a state of undress, without their knowledge or Consent
- Sharing photographs or video/audio of someone involved in sexual activity, intercourse/penetration, or in a state of undress, without their knowledge or Consent
- Watching someone currently involved in sexual activity without their knowledge or Consent

The Culinary Institute of the Pacific at Kaua‘i Community College • Fall 2021 • Page 57
• Allowing others to watch sexual activity without knowledge or Consent from all parties involved
• Exposing one’s intimate parts, such as genitalia, groin, breast and/or buttocks to someone without their Consent.
• Engaging in sexual activity in public and being witnessed by a non-consenting person.
• Tampering with a drink, intending to impair a person’s ability to withhold Consent or knowingly Consent to sexual activity, regardless of whether sexual activity actually takes place

5. Sexual Assault

Sexual Assault is the act of committing unwanted physical contact of a sexual nature with an intimate body part, whether by an acquaintance or by a stranger. Intimate body parts include breasts, buttocks, groin, or genitals, or mouth. Such contact is unwanted when it occurs:

a. Without the Consent (as defined in Section II.C.2.) of at least one of the individuals; or
b. When at least one of the individuals is incapacitated or otherwise incapable of giving Consent (as defined in Section II.C.2. below)

6. Domestic Violence

Domestic Violence is physical, sexual, emotional, financial, or psychological abuse or threats of abuse against another person who is a family or household member.

7. Dating Violence

Dating violence is physical, sexual, emotional, financial, or psychological abuse or threats of abuse against another person who is or has been in a social relationship of a romantic or intimate nature with the alleged abuser; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

a. The length of the relationship;
b. The type of relationship; and
c. The frequency of interaction between the persons involved in the relationship.

Domestic Violence or Dating Violence, as defined above, may include but is not limited to:
• Physical or emotional abuse;
• Controlling/possessive behavior;
• Changing your normal behavior, like making you have to call your friends in secret;
• Preventing you from hanging out with your family.

8. Stalking

Stalking is two or more acts of unwanted and harassing behavior, directed at a specific person that is sufficiently serious to cause physical, emotional, or psychological fear or to create a hostile, intimidating or abusive environment. The conduct must be both objectively and subjectively perceived as hostile, intimidating or abusive. That is, the Reporting Party must view the conduct as hostile, intimidating or abusive, and a reasonable person with the same fundamental characteristics as the Reporting Party (e.g., actual or perceived sex, age, race, gender, sexual orientation, gender identity, or gender expression) must also view the conduct as hostile, intimidating or abusive if they were in similar circumstances.

Stalking may occur:

• In person or through mail, electronic mail, text messaging, instant messaging, telephone, facsimile, social websites (Facebook, Twitter, MySpace, Tumblr, Instagram, etc.), or other internet communications.
• For several days or for many years.

---

2 For the purposes of this Policy, “household member” is a cohabitant who is or was a spouse or intimate partner. See Federal Register, Vol. 79, No 202, October 20, 2014, p. 62757.
9. Retaliation
Retaliation is adverse actions taken against a person because of his/her good faith participation in the following types of protected activities:
  a. Seeking advice or assistance about conduct prohibited under this Policy;
  b. Opposing or filing an informal or formal complaint against conduct reasonably believed to be prohibited under this Policy; or
  c. Testifying, assisting, or participating in an investigation or other proceeding related to a complaint of conduct prohibited under this Policy.
Adverse actions are actions that would dissuade a reasonable person from making or supporting a complaint under this Policy.

Examples of adverse actions that might constitute retaliation include a significant change in one’s status, such as suspension, unsatisfactory or unfair evaluations, unfair grades, unfair assignments, firing, failing to promote, reassignment with significantly different responsibility or a decision causing a significant change in benefits, direct or implied threats, coercion, harassment, intimidation, or encouragement of others to retaliate.

The University prohibits and will not tolerate retaliation. A retaliation complaint, allegation, or report will be reviewed as a separate offense under this Policy; that is, a person can be found responsible for retaliation even if not found to be responsible for the underlying reported sex discrimination or gender-based violence. All complaints, allegations or reports of retaliation under this Policy should be made and processed by the same procedures set forth in this Policy.

C. Related Definitions
1. Sexual Contact
Sexual contact is intentional touching or penetration of another person’s clothed or unclothed body, including, but not limited to, the mouth, neck, buttocks, anus, genitalia, or breast, by another with any part of the body or any object in a sexual manner. Sexual contact also includes causing another person to touch their own or another body in the manner described above.

2. Consent
Consent is affirmative, conscious, and voluntary agreement to engage in agreed upon forms of sexual contact.

A person cannot give Consent if the person is under the age of consent for sexual contact, the person is developmentally or intellectually disabled, or the person is mentally incapacitated or physically helpless.

Lack of protest or resistance cannot be interpreted as Consent. Silence cannot be interpreted as Consent. Consent must be ongoing throughout any sexual contact and can be revoked at any time.

The existence of a dating relationship, domestic partnership or marriage between the persons involved, or the existence of past sexual relations between the persons involved, is never by itself an indicator of Consent.

3 In Hawai‘i, the age of consent is sixteen (16) generally, or the age of consent is between fourteen (14) and fifteen (15) when either the other person is less than (5) years older or when the other person is legally married to the person between the ages of fourteen (14) and fifteen (15). See Haw. Rev. Stat. § 707-732.
3. Incapacitation or Incapacitated

Incapacitation is a mental or physical state in which a person lacks the ability to understand the consequences of their actions and, therefore, cannot make a rational, reasonable decision. An individual who is incapacitated is unable to give Consent to sexual contact. States of incapacitation includes sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to Consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

a. Making decisions about the potential consequences of sexual contact;
b. Apprising the nature of one’s own conduct;
c. Communicating consent to sexual contact; or

d. Communicating unwillingness to engage in sexual contact.

An individual’s intoxication is never an excuse for or a defense to committing sexual or gender-based harassment, sexual assault, sexual exploitation, or sexual violence.

D. Standard of Review - Preponderance of the Evidence

In determining whether alleged behavior violates this Policy, the University will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged behavior and the context in which it occurred, and determine whether it is more likely than not that the alleged prohibited behavior occurred.

E. Institutional Roles and Resources

1. Responsible Employees

Responsible Employees are defined generally as employees who have authority to redress prohibited behavior under this Policy, employees who have a duty to report prohibited behavior to the Title IX Coordinator, and any employee who a student could reasonably believe has authority to redress prohibited behavior under this Policy.

Responsible Employees include Title IX Coordinators and Deputies, Title IX offices, the University of Hawai‘i Office of Institutional Equity, University of Hawai‘i Community College System Office of Compliance & Title IX, University Executive and Managerial employees, faculty members, and campus security/public safety departments.

For a link to the University’s Guide For Responsible Employees, go to: http://www.hawaii.edu/titleix/responsible-employees/.

Responsible Employees will safeguard an individual’s privacy, but are required by the University to promptly share all relevant known details about alleged prohibited behavior with the Title IX Coordinator, within three (3) calendar days of receiving notice. Relevant details include the names of the parties and witnesses, a description of the incident(s) including any evidence shared, and the date, time and location of the incident(s). To ensure a prompt and appropriate response, Reporting Parties are encouraged to contact the Title IX Coordinator directly.

Confidential Resources, as defined in Section II.E.4, are not considered to be Responsible Employees.
2. All Other University Employees
   All employees of the University (who are not designated as Confidential Resources) are encouraged to report alleged prohibited behavior to a Title IX Coordinator.

3. University of Hawai‘i Office of Institutional Equity
   The University of Hawai‘i Office of Institutional Equity is responsible for overseeing a centralized program for preventing, reporting, and responding to sex-based discrimination and gender-based violence across all campuses and centers at the University of Hawai‘i.

   The Office of Institutional Equity is not a Confidential Resource.

   The Office of Institutional Equity shall, among other things:
   • Ensure this Policy complies with Title IX and VAWA, in addition to related State and federal laws;
   • Serve as the University’s technical expert on Title IX and VAWA to support the campuses’ Title IX programs and compliance initiatives;
   • Monitor and support the responses by campuses to reports of alleged prohibited behavior;
   • Conduct formal investigations on alleged prohibited behavior, when other resources are not available;
   • Develop the training content for this Policy;
   • Work with the EEO/AA Coordinators to ensure this Policy complies with Title VII; and
   • Coordinate regularly with all campus Title IX coordinators to support compliance with this Policy and identify situations or allegations that impact multiple campuses.

4. University of Hawai‘i Community College System Office of Compliance & Title IX (“CC System Compliance Office”) The CC System Compliance Office provides direct support and assistance to the Title IX Coordinators and their teams at the seven University community colleges. The OIE and the CC System Compliance Office shall confer regularly to ensure a centralized approach across all campuses. The CC System Compliance Office is not a Confidential Resource.

5. Title IX Coordinator
   Each campus shall have a designated Title IX Coordinator who is responsible for complying with and carrying out the responsibilities under this Policy. These responsibilities include, but are not limited to:
   • Serving as the primary and central repository for all reports, allegations and/or complaints of violations of this Policy on their campus;
   • Promptly responding to all reports, allegations and/or complaints of prohibited behavior under this Policy;
   • Collecting, monitoring, and evaluating data and/or indicators of reports or instances of prohibited behavior under this Policy for purposes of identifying and addressing any patterns or systemic problems;
   • Providing data and/or indicators of reports or instances of prohibited behavior under this Policy to the Office of Institutional Equity on a monthly basis;
   • Providing access to on and off campus support services and programs;
   • Ensuring prevention and awareness programs are conducted in an effective and responsible manner;
   • Serving as the primary point of contact with all students, educating and informing them of their rights under this Policy and any support services and programs;
   • Serving as the primary liaison between their campus and community resources and law enforcement;
   • Maintaining an updated list of all Confidential Resources on their respective campus;
   • Coordinating and implementing any interim measures imposed under this Policy; and
Conducting formal investigations on alleged prohibited behavior, when resources are available. The Title IX Coordinator may designate Deputy Title IX Coordinators to assist with their responsibilities, with notice to the President or Chancellor and Office of Institutional Equity.

When an allegation may impact multiple University of Hawai‘i campuses, the Title IX Coordinator also has the responsibility to inform the Title IX Coordinator at any other relevant University of Hawai‘i campus and the Director of the Office of Institutional Equity.

6. Confidential Resources for Students

Confidential Resources are where students can seek assistance related to this Policy in a confidential manner. Going to a Confidential Resource will not put the University on notice of a specific allegation under this Policy.

All campuses should have Confidential Resources for students who would like to share information. Any Confidential Resource must be registered with and sanctioned by the respective Title IX Coordinator and be clearly identified as such. Confidential Resources shall provide the Title IX Coordinator with non-personally identifiable information, in the form of aggregate data for each year, and be responsible for appropriate recordkeeping.

Students who wish to seek University information or support in a confidential manner may contact a Confidential Resource. Confidential Resources will not share information about or received from a student, without the student’s express written permission, unless imminent threat to life or of bodily injury exists, or there is a legal obligation to reveal such information.

7. Advocacy Resources for Students

Advocacy Resources are where students can seek information, options and specific support about their rights and resources under this Policy. All campuses should have Advocacy Resources and should identify whether they are also designated as a Confidential Resource.

Any Advocacy Resource must be registered and sanctioned by the respective Title IX Coordinator and be clearly identified as such.

8. Employee Assistance Program (“EAP”)

The EAP provides confidential, short-term, professional counseling services to employees who may be experiencing personal problems that are affecting job performance.

III. Reporting and Investigation Procedures

A. Parties

1. Reporting Party
   Reporting Party is a person who alleges being a victim of prohibited behavior under this Policy.

   In a University initiated investigation, the Reporting Party is the University.

2. Responding Party
   Responding Party is a person against whom an allegation of prohibited behavior is directed.

B. Notice and Report of Prohibited Behavior

1. Reporting to the University
   All complaints, allegations, and reports of prohibited behavior under this Policy (“Complaints”) should be made to a campus Title IX Coordinator.
These personnel will help find available resources and services, explain all reporting options, and appropriately respond to the behavior of concern, including taking steps to prevent recurrence of any sexual harassment and to correct its discriminatory effects on the complainant and others, if appropriate. All instances of retaliation should be reported and addressed in the same manner.

Upon receiving notice of a Complaint, the campus Title IX Coordinator shall promptly assess the situation and take any of the following actions:

- Except as set forth in the bullets below, if the Title IX Coordinator determines that the Complaint would, if substantiated, constitute a violation of this Policy, the Title IX Coordinator will determine appropriate interim measures and initiate an investigation, in accordance with this Policy.
- If the Title IX Coordinator determines that the Complaint is made by a University employee against another University employee, then such matter will be transferred to the EEO/AA Coordinator. This determination and transfer shall be made in writing by the Title IX Coordinator.
- If the Title IX Coordinator determines that the Complaint, even if substantiated, would not rise to the level of a Policy violation, the Title IX Coordinator will dismiss the Complaint but may recommend follow-up actions to be taken, as appropriate.
- If the Title IX Coordinator determines that the Complaint is outside the scope of this Policy, the Title IX Coordinator may refer the Complaint to another office for review under the appropriate policy and procedure, if any.

The Title IX Coordinator may investigate allegations of violations of this Policy even absent the filing of a formal Complaint, or if a Complaint has been withdrawn.

2. Multiple Campuses

When a Complaint may impact multiple University of Hawai‘i campuses, the Title IX Coordinator who receives the Complaint has the responsibility of informing all other Title IX Coordinators whose campuses may be impacted and the Office of Institutional Equity. The Director of the Office of Institutional Equity shall, based on the circumstances of the Complaint, assign a lead Title IX Coordinator, who shall be charged with coordinating the University’s response to the Complaint.

3. University Initiated Investigation

Under certain circumstances, the University may initiate an investigation even absent a report or request to investigate, or if the report has been withdrawn. This determination shall be made by the Title IX Coordinator, in consultation with the Director of OIE.

In making the determination to conduct a University Initiated Investigation, the University will consider the frequency, nature, or severity of the allegations, the existence of a withdrawn report or Reporting Party’s refusal to participate in the investigation, the age of the parties involved, whether the allegations evidence violence, threat, pattern, or predation, the existence of prior or other similar complaints against the Responding Party, and the existence of actual or threatened use of a weapon.

4. Confidentiality Limitations

While the University recognizes the importance of privacy and confidentiality in these matters, only Confidential Resources can maintain confidentiality.

---

4 If the matter is transferred to the EEO/AA Coordinator, this Policy shall still be applicable, and any reference to the Title IX Coordinator in the Reporting and Investigation Procedures shall also apply to the EEO/AA Coordinator.
While the University will uphold the privacy of all parties to the extent practicable, once the University has notice of alleged prohibited behavior, the University must balance requests for confidentiality against its obligation to take timely and appropriate action.

5. Timely Reporting
Individuals are strongly encouraged to report Prohibited Conduct as soon as possible since the passage of time may limit the University’s ability to conduct an effective investigation and/or take effective action. While there is no statute of limitations for violations nor any formal deadline for reporting, long delays in reporting, particularly after 180 days, may result in the University being unable to investigate and act as would be possible with a timely report. Nonetheless, reports are encouraged whenever the Reporting Party feels ready, and the University will strive to provide support and other response as appropriate.

6. Legal Options Outside of the University
The University reporting process is separate and distinct from the criminal reporting process. Reports made to the University regarding prohibited behavior will not necessarily trigger a report to law enforcement. Should an individual wish to report allegations to law enforcement or initiate civil proceedings, they may do so at any time, and the University will not interfere with any such processes.

Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this Policy has occurred.

C. Interim Measures
1. Definition
Interim Measures are services, adjustments, or other assistance that the University puts in place on a temporary basis after receiving notice of a Complaint and before any outcomes - investigatory, disciplinary, or remedial - have been determined.

These measures may be instituted to protect all parties during the investigation process, including appeals. The University may also provide Interim Measures regardless of whether a formal disciplinary action occurs.

Interim Measures are initiated based on information gathered following a Complaint and are not intended to be permanent resolutions; hence they may be amended or withdrawn as additional information is gathered.

Failure to comply with the terms of Interim Measures may be considered a separate violation of this Policy, which may result in a separate investigation, findings, and determination.

2. Procedure
Title IX Coordinator shall:
a. Conduct a safety assessment;
b. Provide all parties with a written explanation of Interim Measures. The appropriateness of any Interim Measure includes consideration of the impact to either party’s education and consideration of whether either party’s continuance may disrupt the operations of the University;
c. Document any Interim Measures implemented, any requests for Interim Measures, the rationale for accepting or rejecting a request for Interim Measures, and any other information related to implementing Interim Measures; and
d. Ensure the implementation of appropriate Interim Measures and coordinate the University's response with the appropriate offices on campus; for included employees\(^5\), the University shall ensure Interim Measures are taken in accordance with the applicable collective bargaining agreement.

D. Informal Resolution Agreement or Voluntary Agreement
The Title IX Coordinator shall attempt to resolve any Complaint at the earliest stage possible with the voluntary cooperation of all parties involved. The process can be terminated by either party at any time.

Means for resolution shall be flexible and encompass a full range of possible appropriate outcomes. Options include discussions with the parties, making recommendations for resolution, and conducting follow-up after a period of time to assure that the resolution has been implemented effectively.

Mediation is inappropriate when violent behavior is involved.

Steps taken to encourage agreements shall be documented.

All voluntarily completed agreements shall be affirmed in writing by both parties, as appropriate. A completed agreement will resolve allegations of prohibited behavior, in lieu of findings and discipline under this Policy.

E. Formal Investigation and Resolution
1. Notice of Investigation
   a. A Notice of Investigation shall be issued by a Title IX Coordinator when:
      i. The Title IX Coordinator determines that the Complaint would, if substantiated, constitute a violation of this Policy, and formal proceedings should be initiated; or
      ii. Title IX Coordinator determines a University-initiated investigation is warranted.
   2. A Notice of Investigation shall be provided to all parties to the Complaint and provide:
      a. A summary of the allegations;
      b. A copy of this Policy;
      c. A confidentiality statement;
      d. A non-retaliation statement;
      e. An offer for the parties to provide additional information related to the allegations by a specified response deadline; and
      f. The named parties to the Complaint and whether the case is a University-initiated investigation. In rare circumstances, where the identity of the Reporting Party is not integral to the allegations, requests to remain anonymous for University-initiated investigations may be granted at the discretion of the Title IX Coordinator on a case-by-case basis.
   3. Fact-Finding Investigation
      The Title IX Coordinator shall transmit the Notice of Investigation to the Investigator(s) to conduct an Investigation. In matters involving claims by a University employee against another University employee, the appropriate University EEO/AA Coordinator shall coordinate the FactFinding Investigation.

\(^5\) “Included employees” are any University employees included under a collective bargaining agreement.
The Investigator(s) will:

a. Interview the Reporting Party, Responding Party, relevant witnesses, and individuals with unique knowledge pertinent to the Notice of Investigation in order to gather and ascertain case facts and circumstances; and

b. Collect all relevant evidence offered by any party or witness including documents, notes, electronic records, photographs, and any other materials relevant to the investigation.

Each party may have a union agent or an advisor of their choice accompany them to any meeting or related proceeding to advise them. The University's administrative investigatory process is dictated by the University, and therefore:

a. The union agent or advisor cannot speak for the Reporting or Responding Party nor dictate the line or rationale of questioning;

b. Involved parties, e.g., the Reporting Party, Responding Party, or witnesses, will not be allowed to be present during the interviews of others; and

c. Involved parties cannot question or cross-examine others during the investigatory interviews.

The Title IX Coordinator and the EEO/AA Coordinator has the discretion to consolidate multiple complaints into a single investigation if evidence relevant to one incident may also be relevant to others.

The Investigator(s) shall seek to complete the Fact-Finding Report within sixty (60) calendar days of being assigned as an investigator.

4. Dismissal of Report During Investigation

At any point during the investigation, if it is determined there is no reasonable cause to believe the Policy has been violated, the Title IX Coordinator or EEO/AA Coordinator, as applicable, may terminate the investigation and end resolution proceedings by informing the Reporting and Responding Parties of this decision in writing. Either party may appeal the termination of the investigation and resolution proceedings by writing to Title IX Coordinator or EEO/AA Coordinator within seven (7) calendar days of receiving the notice of the termination. Title IX Coordinator or EEO/AA Coordinator shall promptly forward the appeal to the appropriate Decision Maker. The Decision Maker shall seek to issue a written decision on the appeal, which shall be final, within seven (7) calendar days of receiving the appeal.

5. Fact-Finding Report

The Investigator(s) shall submit a Fact-Finding Report to the appropriate Decision Maker containing, at a minimum:

a. A statement on the alleged violations of this Policy under investigation along with relevant sections of the Policy;

b. The Investigator(s)’ summary of statements of the interviewed parties;

c. The Investigator(s)’ summary and inventory of all evidence gathered during the investigation;

d. A presentation of all evidence gathered;

e. Any mitigating circumstances, unique considerations, identified discrepancies or conflict, and/or issues of credibility; and

f. Any other relevant information as appropriate.

6. Outcome Report

The Fact-Finding Report shall be submitted to the appropriate Decision Maker. Upon reviewing the Fact-Finding Report, the Decision Maker may request more information from the Investigator(s).
Once the Decision Maker determines the sufficiency of the Fact-Finding Report, the Decision Maker shall:

a. Determine whether, based on the Preponderance of the Evidence Standard, a violation of this Policy occurred and the basis for this determination;

b. Determine any discipline, if appropriate; and

c. Determine any remedial actions, if appropriate.

The Decision Maker shall seek to make these determinations and draft an Outcome Report within thirty (30) calendar days of receiving the FactFinding Report.

7. Notification Requirements; Limitations on the Disclosure of Discipline

The Reporting and Responding Parties to a Formal Investigation shall receive the Outcome Report, redacted of any personally identifiable information, as appropriate.

The Outcome Report shall contain the cause or no cause finding and rationale.

Remedial Actions that directly relate to both parties shall be shared with both parties.

Generally, discipline shall not be disclosed to the Reporting Party unless the circumstances meet the criteria below.

a. When the Responding Party is a Student

i. Cases where a student is found to have violated the Policy regarding Sexual Violence

In this circumstance, both the Reporting Party and Responding Party shall be informed of all discipline imposed that arise from violation of this Policy. The disclosure of discipline may be included in the Outcome Report or in separate letters sent to the Reporting Party and the Responding Party. The University shall not require the Reporting Party to abide by a non-disclosure agreement, in writing or otherwise.

ii. In cases where a student is found to have violated this Policy but not prohibitions against Sexual Violence

In this circumstance, the Outcome Report sent to the Reporting Party shall only contain information about the discipline that directly relates to the Reporting Party.

b. When the Responding Party is an Employee

i. Cases where an employee is found to have violated the Policy regarding Sexual Violence

In this circumstance, both the Reporting Party and Responding Party shall be informed of all discipline imposed that arise from violation of this Policy. The University shall not require the parties to abide by a nondisclosure agreement, in writing or otherwise. If there is an appeal of a Sexual Violence determination, the Determination of Appeal sent to the Reporting Party and Responding Party shall both contain all discipline imposed.

ii. When an employee is found to have violated this Policy but not prohibitions against Sexual Violence

In this circumstance, the Outcome Report sent to the Reporting Party shall not include any information relating to discipline.

---

6 “Sexual Violence” is defined as Sexual Assault, Domestic Violence, Dating Violence or Stalking.
8. Discipline
   a. Employees
      Discipline may be imposed in accordance with the applicable collective bargaining
      agreements. Possible discipline may include disciplinary action ranging from reprimand
to termination.
   b. Students
      Discipline shall be imposed based on the severity of the prohibited behavior, as well as
the Responding Party’s past record.

For violations of this Policy, students are subject to several kinds of discipline, as listed:
   i. Warning
      A Warning is a formal written admonition.
      Relevant information remains on a student’s permanent record at the University and
may be disclosed in response to requests for which the student has given permission
or as otherwise legally required.
   ii. Disciplinary Probation
      Disciplinary probation is a more serious admonition assigned for a definite amount of
time. It implies that any future violation, of whatever kind, during that time, may be
grounds for suspension, suspension with conditions, or in especially serious cases,
expulsion from the University. Disciplinary probation will be taken into account in
judging the seriousness of any subsequent infraction even if the probationary period
has expired.
      Relevant information remains on a student’s permanent record at the University and
may be disclosed in response to requests for which the student has given permission
or as otherwise legally required.
   iii. Suspension
      Suspension is removal from membership in, or employment by, the University for a
specified period of time.
      Relevant information remains on a student’s permanent record at the University and
may be disclosed in response to requests for which the student has given permission
or as otherwise legally required.
   iv. Suspension with Conditions
      Suspension with Conditions is removal from membership in, or employment by, the
University for at least the period of time specified by the suspension, with the
suspension to continue until certain conditions, stipulated by the appropriate body
applying this discipline, have been fulfilled.
      These conditions may include, but are not limited to, restitution of damages, formal
apology, or counseling.
      Relevant information remains on a student’s permanent record at the University and
may be disclosed in response to requests for which the student has given permission
or as otherwise legally required.
   v. Withholding of Degree
      In cases involving seniors or graduate students, the University may withhold a
student’s degree for a specified period of time. This penalty is imposed instead of
suspension at the end of senior year where all other degree requirements have been
met.
Relevant information remains on a student’s permanent record at the University and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

vi. Expulsion/Discharge
Expulsion/Discharge is permanent removal from membership in, or employment by, the University.

Relevant information remains on a student’s permanent record at the University and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

vii. Censure
Censure can be added to any of the other disciplines listed above, except warning. Censure indicates the University’s desire to underscore the seriousness of the violation and the absence of mitigating circumstances and to convey that seriousness in response to future authorized inquiries about the given individual’s conduct.

9. Remedial Actions and Educational Refresher Programs
When appropriate, remedial actions may be offered to the parties, including no contact orders, management directions to employees, campus security/public safety escort, changes in schedules, restriction of access to space, restrictions of access to resources or activities, changes in assignments, changes in University housing, University housing restrictions, essays or service to a University campus, participation in alcohol or other drug education programs, restorative justice activities, counseling, assistance with academic services, and other assignments that the Decision Maker deems appropriate.

When appropriate, an employee or student may be required to participate in educational refresher programs. Educational refresher programs may be required as part of the University’s goal to prevent the recurrence of inappropriate conduct.

Relevant information remains on an employee’s personnel records in accordance with the applicable collective bargaining agreement.

10. Appeal Process
Both parties have equal rights to an impartial appeal under the Reporting and Investigation Procedures.

For an appeal to be considered timely under this Policy, it must be submitted to the Title IX Coordinator within 7 calendar days after the date the Outcome Report was received by the parties. If either party files an appeal, the Title IX Coordinator will notify the other party in writing of the appeal and the basis. The other party may submit a response to the appeal within 7 calendar days from the date that said party received the appeal.

The appeal shall be in writing, cite the ground(s) for the appeal, and explain why the party believes there are ground(s) for the appeal.

The appeal and the record shall be promptly forwarded to the appropriate Appeal Officer, who will examine the information presented. The Appeal Officer shall then decide within 30 calendar days from the date the Title IX Coordinator received the appeal to:

a. Uphold the original decision;

b. Grant the appeal if the clear weight of the evidence shows the determination was erroneous;
c. Remand the case because of substantial relevant information that was not presented, and reasonably could not have been presented during the investigation;

d. Remand the case because of procedural unfairness; or

e. Take other appropriate action.

The Appeal Officer shall explain the basis for the determination in writing (Determination of Appeal) and promptly forward the Determination of Appeal to the parties. The notifications in the Determination of Appeal shall be in accordance with Section III.E.7. above.

Nothing in this section shall be construed to prevent an employee’s grievance rights under any applicable collective bargaining agreement.

F. Timeframe and Extensions

The University will seek to complete the investigation and any resulting disciplinary process within the above-referenced timeframes. If a deadline under this Policy falls on a day on the weekend or a state holiday, then the deadline shall be adjusted to the following weekday that is not a state holiday.

There may be circumstances that require the extension of timeframes for good cause. Timeframes may be extended to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, or accommodate delays by the parties; or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged prohibited behavior.

The University will notify the Reporting and Responding Parties in writing of any extension of the timeframes for good cause, and the reason for the extension.

G. Participation

Participation in the investigatory process is entirely voluntary and the University recognizes that an individual may be reluctant to participate in the process. However, if an individual chooses to limit their participation, certain circumstances may require the University to continue with an investigation.

If a Responding Party delays or fails to acknowledge requests from University officials for information, delays or fails to provide availability for meetings with University officials, or chooses not to answer any or all questions in an investigation for any reason, the University's administrative investigatory process will continue, findings will be reached with respect to the alleged prohibited behavior, and the University will issue any discipline deemed appropriate. The University will not, however, draw adverse inference purely on the basis of a Responding Party’s silence, non-participation, refusal or lack of acknowledgement.

IV. Resources

A current overview of University and community resources can be found at:
http://www.hawaii.edu/titleix/overview

The following resources are organized by category:
A. University Title IX Coordinators http://www.hawaii.edu/titleix/coordinators
B. University Confidential Resources http://www.hawaii.edu/titleix/confidential
C. Community Resources http://www.hawaii.edu/titleix/community
V. Contact Information

For questions or concerns regarding this policy, please contact the Office of Institutional Equity at (808) 956-8629 or institutional.equity@hawaii.edu.

VI. Related Policies

A. EP 1.202 (Nondiscrimination and Affirmative Action)

B. EP 7.205 (Systemwide Student Disciplinary Sanctions)
   EP 7.205 is the University of Hawai‘i Policy on the application of systemwide student disciplinary sanctions.

C. EP 7.208 (Systemwide Student Conduct Code)
   EP 7.208 is the University of Hawai‘i Policy on the systemwide student conduct code.

   EP 9.210 is the University of Hawai‘i’s Policy regarding any work related or workplace violence claims that do not fall within the specific scope of this Policy against sex discrimination and gender-based violence.

E. AP 9.920 (Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission)
   AP 9.920 is the University of Hawai‘i Policy relating to providing an equitable, timely, and effective means of resolving discrimination complaints.

F. Link to Superseded Policy
   https://www.hawaii.edu/policy/?action=viewChapter&policySection=ep&policyChapter=1&archives=true
Appendix 5

BUSINESS EDUCATION DIVISION

Professionalism and Business Etiquette for the Classroom and Worksite

Revised 07/23/2020

Kaua’i Community College's Mission Statement
Kaua’i Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world.

Ke kū nei ke Kulanui Kaiāulu ma Kaua’i ma ke ‘ano he kahua e hoʻoulu, hoʻā, a hoʻoikaika ‘ia ai ka ‘ike a me ka naʻauo o nā kānaka aʻo aku a aʻo mai no ka hoʻowaiwai ʻana i ke kaiāulu a me ka honua.
‘O ke kahua ma mua, ma hope ke kūkulu.
First comes the foundation, then comes the building.
(ʻŌlelo Noʻeau, number 2459)

Kaua’i Community College fulfills its mission by incorporating the following practices. The College:
1) Provides open access, affordable education;
2) Offers Certificates of Competence, Achievement, and Academic Subjects; Associate in Applied Science, Science, and Arts Degrees;
3) Welcomes and values diversity;
4) Delivers educational opportunities on campus in small classes, in the community, internationally, and through distance learning;
5) Provides programs that address workforce and community needs;
6) Prepares and supports students individually and collectively to succeed in academic endeavors and engage in life-long learning;
7) Encourages innovation and promotes sustainability while perpetuating the unique history and culture of Kaua’i.

The Business Education Division’s Focus
To provide rich opportunities for you, the student, to practice using appropriate behaviors that will help you succeed in the workplace. You will develop and refine interpersonal skills, demonstrate professionalism, build good work ethics, and apply appropriate business etiquette and attitudes through the expectations and practices that follow.

Performance Expectations
1) Demonstrate dependability, reliability, productivity, and ability to work with others.
2) Focus on maintaining good health, nutrition, and physical fitness habits to minimize sick leave time.
3) Understand the high correlation between attendance and course success.
4) Attend class daily, arrive on time, and stay for the entire class period as expected.
5) Prepare to study outside of class hours (approximately two hours per credit) to complete assignments.
6) Inform the instructor of anticipated or unavoidable absences.
   a) Contact the instructor by phone (leave a voicemail message if no answer), by email, or in person.
b) Include a description of the cause of the absence and a plan for completing assignments on time. (In extenuating circumstances only, a student may petition to have an absence excused.)

7) Understand that the final course grade may be lowered one letter grade once a student has exceeded the following (see individual instructor’s syllabus for attendance policy):
   a) Two absences in a semester-length course that meets one or two times per week.
   b) Three absences in a semester-length course that meets three times per week.
   c) Four absences in a semester-length course that meets four times per week.
   d) One absence in modular-scheduled courses meeting for five weeks.
   e) Two absences in block-scheduled courses meeting for eight weeks.
   f) Two tardies equal one absence.

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

**Professional Attitude and Behavior**

1) Apply courtesy and tact when dealing with internal customers (instructors, classmates, or coworkers) and external customers (patrons, clients, and customers).
2) Convey a friendly, courteous, and cooperative attitude.
3) Practice saying “please” and “thank you” on a consistent basis.
4) Refrain from using profanity or other inappropriate language.
5) Refrain from public displays of affection (PDAs) or having “hicckeys.”

**Appearance and Attire**

1) Ensure good personal hygiene and grooming. This means cleanliness from head to toe—clean hair, hands, nails, body, feet, shoes, and clothes.
2) Avoid excessive cologne or perfume, jewelry, and makeup.
3) Avoid excessive body piercing and tattoos. They may be concealed in a tasteful manner as appropriate in a professional business environment. (The Business Education Division reserves the right to determine if a visible tattoo is appropriate or should be covered up.)
4) Wear conservative attire that is appropriate for the classroom and worksite. Good taste and sensible attire should serve as guiding factors.
5) Avoid extremes and revealing clothes such as bare midriffs, low necklines, super short skirts or shorts, tightly fitted clothing, and tank tops.
6) Wear appropriate footwear such as dress shoes, sandals, or safety shoes if required.

**Ethical Practices**

1) Demonstrate honesty, integrity, patience, and cooperation.
2) Prepare your own work; copying another person’s work as your own is plagiarism and may result in expulsion from the University.
3) Identify and document both print and digital sources to avoid plagiarism.
4) Respect business and friendship confidentiality; private, confidential discussions of friendship and work should be kept to yourself.

**Courtesy**

1) Demonstrate respect for authority by addressing your instructors by their personal or professional titles (Ms. Kennedy, Chef Oyama, Mr. Soma, Professor Tabuchi, etc.).
2) Turn off cell phones and pagers or put them on vibrate mode before entering the classroom.
3) Ensure that backup systems are in place for childcare before you take on the commitment of school or work.
4) Understand that it is inappropriate to bring children, spouses, significant others to the classroom or worksite.
5) Respect the rights, perspectives, and feelings of others by being aware of diversity.
**Time Management**
1) Demonstrate responsible behavior by adhering to deadlines as stated in the course syllabus.
   a) In some instances, no assignment or test makeups are allowed.
   b) In some instances, assignments or tests can be submitted before the due date without penalty.
   c) In extenuating circumstances only, assignment or test makeups are allowed after the deadline, but the grade will be lowered one letter grade.

**Emergencies**
1) Inform your family members to contact Academic Advising (245-8212) in the event of an emergency. They will be able to find you by looking up your class schedule.

**Substance Abuse**
1) A substance-free classroom and worksite (no drugs, alcohol, and smoking) is mandatory.

**Computer Use Policy**
1) **Computer Services** provides students, faculty, and staff at Kaua‘i Community College with a centralized point of contact for computer help. Computers and your computer network account are privileges available to KCC students to support learning and enhance instruction.
2) A responsible student uses:
   a) The computer to complete assignments.
   b) The internet to research only assigned classroom projects and send electronic mail related to school activities.
   c) The printer for school-related work only.
3) A responsible user does NOT:
   a) Send or receive copyrighted material without permission.
   b) Violate the rules of common sense or etiquette.
   c) Use the internet for any illegal purpose.
   d) Change or copy computer files that do not belong to him or her.
   e) Use profanity, obscenities, or other language that may be offensive to others.
   f) Re-post (forward) personal communication without the author’s permission.
   g) Print documents that are not related to classroom assignments.
KAUA‘I COMMUNITY COLLEGE

Animals on Campus

KAUA‘I COMMUNITY COLLEGE POLICY GUIDELINE NO. 3-03
KCCP 3-03 Animals on Campus
Revised September 1, 2016

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, comfort, 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. 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 may notify the Disability Services Office that they require the assistance of service animals.

      ii. Upon notification by a student, the Disability Services Office shall notify Policy Officials and affected instructors in writing of the student's need for a service animal.

   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 and members of the general public who are conducting business on campus;

b. employees who have received a service animal accommodation from the Human Resources Office; or

(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
(4) Director of the University Center and Academic Support
(5) Director of the Office of Continuing Education and Training
(6) Campus Public Safety Manager
(7) Campus Security Officers
(8) Contracted Security Guards

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) and forwarded to the Vice Chancellor for Administrative Services.
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.

Helen A. Cox,
Former Chancellor
Appendix A

Animals on Campus Policy Violation

<table>
<thead>
<tr>
<th>Violation Number:</th>
<th>Campus Official:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td>Last Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>Offender(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>First Name(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Name(s)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location:</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>

<table>
<thead>
<tr>
<th>Description of Violation:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Order or Remedy:</th>
</tr>
</thead>
</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.

Policy Guideline No. 3-03
Revised August 4, 2015

Appendix B

Animals on Campus Policy Violation Appeal

<table>
<thead>
<tr>
<th>Violation Number:</th>
<th>Offender(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></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>

<table>
<thead>
<tr>
<th>Reason for Appeal:</th>
</tr>
</thead>
</table>

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

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

Policy Guideline No. 3-3
Revised August 4, 2015
Appendix 7

KAUA‘I COMMUNITY COLLEGE

Title IX

The University of Hawai‘i, Kaua‘i Community College is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these, Kaua‘i Community College has staff and resources on campus to support and assist you. Staff can also direct you to resources that are in the community.

As a member of the University faculty and Responsible Employee, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need. Here are some of your options:

CONFIDENTIAL HELP
If you wish to remain ANONYMOUS, speak with someone CONFIDENTIALLY, or would like to receive information and support in a CONFIDENTIAL setting, contact:

- Courtney Apo, YWCA Confidential Advocate  (One Stop Center, Rm 201E) Phone (call or text): (808) 278-3508; email: courtney@ywcakauai.org
- Brian Kohatsu, Mental Health Counselor & Confidential Resource Library Rm 121; Phone: (808) 245-8314; email: kohatsub@hawaii.edu
- Hale Mālama (Care Center) Library Rms 120 & 121; Phone: (808) 245-8346; email: carekcc@hawaii.edu ; webpage: https://www.kauai.hawaii.edu/mental-health

As a member of the University faculty and a Responsible Employee, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator, and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.
REPORTING

If you wish to REPORT an incident of sex discrimination or gender-based violence including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, or stalking to the College, as well as receive information and support, you may file a report online at https://report.system.hawaii.edu/student, or contact: (Confidentiality can not be promised with those listed below.)

- **Isaiah Ka‘auwai, Title IX Coordinator** One Stop Center 201C; Phone: (808) 245-8260; email: ikaauwai@hawaii.edu
- **Margaret Sanchez, Deputy Title IX Coordinator for Students** One Stop Center, 201B; Phone: (808) 245-8274; email: masanche@hawaii.edu

For emergencies, DIAL 9-1-1 or call the Campus Security Office at 245-8399 (from a campus phone ext. 399).

For more information regarding sex discrimination and gender-based violence, the University’s Title IX resources, and the University’s Policy, Interim EP 1.204, please visit:

- The University of Hawai‘i, Office of Institutional Equity’s webpage: http://www.hawaii.edu/titleix
- Kaua‘i Community College’s Title IX webpage: http://kauai.hawaii.edu/title-ix
Appendix 8

KAUAI COMMUNITY COLLEGE

Your Faculty and Staff

Dr. Joseph M. Daisy, EdD
Chancellor
(808) 245-8210
jdaisy@hawaii.edu

Dr. Frankie Harriss
Vice Chancellor for Academic Affairs
(808) 245-8229
frankieh@hawaii.edu

Ms. Ann Kennedy
Business Education Division Chairperson
Accounting Assistant Professor
(808) 245-8343
annay@hawaii.edu

Mr. Brian Kohatsu
Mental Health Counselor
(808) 245-8314
kohatsub@hawaii.edu

Ms. Carol Llego
Office Assistant IV
(808) 245-8321
llego@hawaii.edu

Mr. Duane Miyasato
Assistant Professor
Certified Hospitality Educator
(808) 245-8365
duanemiy@hawaii.edu

Chef Steven Nakata
Co-Program Coordinator
Assistant Professor
(808) 245-8221
nakatas@hawaii.edu

Chef Mark Oyama
Assistant Professor
(808) 245-8359
markoyam@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.
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
Mai`a, or Banana
Lilā ka mai`a o ka `e`a, wili ka `ōka`i.

*Though the banana of the mountain patch is spindly,
the blossom container twists.*

Even a spindly plant, or person, can bear fruits.