



**Culinary Institute of the Pacific
at Kaua'i Community College**
(Revised Fall 2024)

Culinary Student Handbook



American Culinary Federation
Kaua'i Chapter

Kaua'i Community College Culinary Program • ACFEF Accredited Program

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Kaua'i Community College and the Culinary Institute of the Pacific at Kaua'i Community College reserve the right to change or delete, supplement, or otherwise amend at any time and without prior notice the information, requirements, and policies contained in this *Handbook*.

A MESSAGE TO CULINARY STUDENTS FROM MARGARET SANCHEZ, CHANCELLOR

Culinary Institute of the Pacific at Kauaʻi 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 Kauaʻi Community College. As a program accredited by the American Culinary Federation Foundation Accrediting Commission (ACFFAC) the Kauaʻi 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 culinary 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 Kauaʻi 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 Kauaʻi 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 Kauaʻi Community College is to provide a caring, quality learning environment, offer cultural, historical, and current culinary training and prepare students for employment and lifelong success.



AMERICAN CULINARY FEDERATION FOUNDATION ACCREDITATION

Since 2007, Kaua‘i Community College (KCC) maintained accreditation from the American Culinary Federation Foundation Accrediting Commission (ACFFAC). This Accreditation provides:

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

QUALITY AND EDUCATIONAL EXCELLENCE

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

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

AMERICAN CULINARY FEDERATION

CULINARIAN'S CODE



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

THE ACF CODE OF PROFESSIONAL ETHICS

Last updated June 11, 2020

<https://www.acfchefs.org/ACF/Resources/Downloads/Default.aspx?WebsiteKey=b3353b7b-2497-4bb3-8dae-4c6ecac72f92&hkey=f5e045cb-b16c-454b-bef2-20bfbe2feba4>

About ACF:

Known as “the authority on cooking in America,” the American Culinary Federation (ACF) represents more than 14,000 members in 170 chapters across the United States. It is the ACF’s mission to make a positive difference for culinarians through education, apprenticeship and certification, while creating a fraternal bond of respect and integrity among culinarians everywhere.

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 outlined by the Code of Ethics shall be considered unethical.

Basic Beliefs:

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:

1. The services we provide contribute to the health and well-being of society.
2. Professional cooking careers are an essential component of overall hospitality and foodservice and we function interdependently with other hospitality providers.
3. All people should have access to quality hospitality and food services.
4. 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)

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

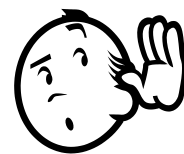
TECHNICAL STANDARDS FOR THE KAUA'I COMMUNITY COLLEGE CULINARY ARTS PROGRAM



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.

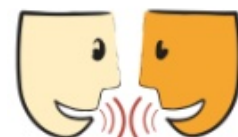
Health and Safety-related Standards:

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

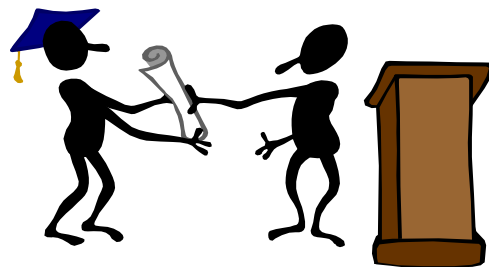
Although applicants will be admitted into the Culinary Arts Program, admission into the Culinary Arts Associate in Applied Science Degree Cycle (except CULN 101B/C and CULN 102B/C) is on a “first applied, first qualified” basis.

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:

STUDENT COUNSELING

Kaua'i Community College, Academic Counseling and Advising, One Stop Center (OSC)
Phone: (808) 245-8212 | Email: counskau@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 Coordinator, Library Room 121
Phone: (808) 245-8314 | Email: kohatsub@hawaii.edu

CERTIFICATES AND DEGREES FOR CULINARY MAJORS

Date of Last Review: March 2019

<Effective: Fall 2019>

Certificate of Competence in Food Prep: 8 Credits

Semester 1 (<i>Fall</i>):	CULN 101B	Introduction to Food Service, Basic Skills, and Sanitation.....	4
	CULN 101C	Introduction to Food Service, Short Order, and Quantity Food Cookery ...	4
			<u>8</u>

Or

Semester 1 (<i>Spring</i>):	CULN 102B	Introduction to Food Service, Breakfast Cookery, and Cafeteria Service ..	4
	CULN 102C	Introduction to Food Service, Pantry Development, and Basic Baking	4
			<u>8</u>

Certificate of Competence in Culinary Arts: 14 Credits

Semester 1 (<i>Fall</i>):	CULN 111	Introduction to the Culinary Industry.....	2
	CULN 112	Sanitation and Safety.....	2
	CULN 116	Introduction to Culinary Sustainability	1
	CULN 121	Culinary Fundamentals	4
	CULN 130	Intermediate Cookery.....	5
			<u>14</u>

Certificate of Achievement in Culinary Arts: 24 Credits

Semester 1 (<i>Fall</i>):	CULN 111	Introduction to the Culinary Industry.....	2
	CULN 112	Sanitation and Safety.....	2
	CULN 116	Introduction to Culinary Sustainability	1
	CULN 121	Culinary Fundamentals	4
	CULN 130	Intermediate Cookery.....	5
			<u>14</u>
Semester 2 (<i>Spring</i>):	CULN 150	Fundamentals of Baking	5
	CULN 160	Dining Room and Beverage Service	5
			<u>10</u>

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

Semester 3 (<i>Fall</i>):	CULN 185	Culinary Nutrition	3
	CULN 221	Continental Cuisine	5
	CULN 222	Asian Pacific Cuisine	5
	CULN 271	Purchasing and Cost Control.....	4
			<u>17</u>
Semester 4 (<i>Spring</i>):	CULN 115	Menu Merchandising	2
	CULN 242	Applied Garde Manger.....	5
	CULN 294	Food Service Practicum	5
	CULN 275	Human Resources Management and Supervision.....	3
			<u>15</u>
			<u>32</u>

Suggested Course Sequence for Culinary Majors

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

Semester 1 (<i>Fall</i>):	CULN 111	Introduction to the Culinary Industry.....	2
	CULN 112	Sanitation and Safety	2
	CULN 116	Introduction to Culinary Sustainability.....	1
	CULN 121	Culinary Fundamentals	4
	CULN 130	Intermediate Cookery.....	5
	ENG 106 or * ENG 100	Technical Communication	3-4
			17-18
Semester 2 (<i>Spring</i>):	CULN 150	Fundamentals of Baking	5
	CULN 160	Dining Room and Beverage Service	5
	CULN 100 or *Math 115	Math for Culinary Arts.....	3
	ENG 106 or * ENG 100	Technical Communication (If not completed in Semester 1)	
			13
Semester 3 (<i>Fall</i>):	CULN 185	Culinary Nutrition	3
	CULN 221	Continental Cuisine.....	5
	CULN 222	Asian Pacific Cuisine	5
	CULN 271	Purchasing and Cost Control.....	4
			17
Semester 4 (<i>Spring</i>):	CULN 115	Menu Merchandising	2
	CULN 242	Applied Garde Manger.....	5
	CULN 294	Food Service Practicum	5
	CULN 275	Human Resources Management and Supervision.....	3
			15

* 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

Math and English are not required but are strongly recommended	MATH 75X and ENG 75 or higher are strongly recommended	Certificate of Achievement
MATH 75X ENG 75	CULN 100 and ENG 100 or 106 or higher	Associate in Applied Science Degree in Culinary Arts
MATH 75X MATH 88 ENG 75	MATH 115 (completion of MATH 75X) or MATH 103 (concurrent in MATH 88 or appropriate test score)	Associate of Applied Science in Culinary Arts and the option to transfer to UHWO for the Bachelor's of Applied Science with a Concentration in Culinary Management

C.O. IN FOOD PREP

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

Why are these classes important?

CULN 101B: Introduction to Food Service, Basic Skills, and Sanitation

This class will give you an understanding of what it takes to work in a kitchen. You will learn basic sanitation skills and cooking methods.

STUDENT LEARNING OUTCOMES:

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

CULN 101C: Introduction to Food Service, Short Order, and Quantity Food Cookery

PREREQUISITES: "C" OR HIGHER IN CULN 101B.

In this class, you will learn some of the basic skills needed to work in a fast food, take out restaurant, deli, or cafeteria type of food service establishments.

STUDENT LEARNING OUTCOMES:

1. Prepare products typically found in short order and cafeteria kitchens with established safety and sanitation practices and basic cooking principles with timeliness and quality.

2. Demonstrate skills to organize, work, break down and clean various work stations according to safety and sanitation standards.
3. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.

CULN 102B: Introduction to Food Service, Breakfast Cookery, and Cafeteria Service

In this class, you will learn basic breakfast, short order and quantity food cooking. You will also learn how time and motion skills are important for fast food service in quick serve food outlets.

STUDENT LEARNING OUTCOMES:

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

CULN 102C: Introduction to Food Service, Pantry Development, and Basic Baking

PREREQUISITES: "C" OR HIGHER IN CULN 102B.

In this class, you will learn some basic fundamental baking skills on how to make quick breads, yeast breads, pies, cookies and basic desserts. You will also learn how to make salad dressings and how to put together some of the basic salads in a pantry station.

STUDENT LEARNING OUTCOMES:

1. Prepare various salads, salad dressings, sandwiches, and quantity-cooking products typically found in short order, cafeteria, and restaurant services with established safety and sanitation practices and basic cooking principles with timeliness and quality.
2. Identify and demonstrate basic baking methods used in food service operations with established quality and timeliness.
3. Demonstrate skills to organize, work, breakdown, and clean various work stations according to safety and sanitation standards.
4. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.

C.O. IN CULINARY ARTS

Outcome: Students graduating with this certificate will have a better understanding and practice for an entry-level position as a prep cook in the culinary industry. Students will also have an overview of various types of jobs that are available in the industry, good fundamentals of sanitation and food handling practices, and the understanding of basic cooking methods.

Why are these classes important?

CULN 111: Introduction to the Culinary Industry

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

STUDENT LEARNING OUTCOMES:

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

CULN 112: Sanitation and Safety

PREREQUISITES: Qualified for English Level 2 (ENG 106).

Food can kill people or get them really sick. In this class, you will learn how to keep food safe, how to identify different types of food borne illness and what you can do to prevent a food borne illness outbreak, and HACCP procedures. You will also learn how to maintain a food service outlet and how to keep it safe from vermin, insects and harmful microorganisms.

STUDENT LEARNING OUTCOMES:

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

CULN 116: Introduction to Culinary Sustainability

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

STUDENT LEARNING OUTCOMES:

1. Explain the importance of a variety of sustainable practices in a foodservice operation.

2. Implement a variety of sustainable practices in a foodservice operation as a means of controlling operating costs and for being good environmental stewards.

CULN 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.

C.A. IN ADVANCED CULINARY ARTS

(The C.A. in Advanced Culinary Arts requires successful completion of all C.A. classes with the addition of the following classes)

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

Why are these classes important?

CULN 185: Culinary Nutrition

PREREQUISITES: Qualified for English Level 2 (ENG 106) and qualified for Math Level 2 (MATH 82X).

Nutrition is an important part of the modern culinary industry. Customers now are more food savvy and into healthy food options. As a chef, you need to understand the different types of ingredients and how it can make a recipe more healthful.

STUDENT LEARNING OUTCOMES:

1. Describe the characteristics, functions, and food sources of the major nutrients and how to maximize nutrient retention in food preparation and storage.
2. Apply the principles of nutrient needs throughout the life cycle to menu planning and food preparation.

CULN 221: Continental Cuisine

PREREQUISITES: "C" or higher in CULN 150 and CULN 160.

This class will reinforce the basic cooking and baking skills that you previously learned in a real restaurant setting. You will learn how time and motion (speed) and sanitation skills are important to be a successful line cook in a restaurant.

STUDENT LEARNING OUTCOMES:

1. Preparing cooked to order dishes typically served in Fine dining restaurants with emphasis on American and European cuisines.
2. Demonstrate the professionalism standards as described in the Culinary Institute of the Pacific at Kaua'i Community College Culinary Student Handbook.
3. Prepare dishes with speed and efficiency by being organized (mise en place), using correct cooking methods that meet industry standards, within safety and sanitation guidelines.

CULN 222: Asian Pacific Cuisine

PREREQUISITES: "C" or higher in CULN 221.

We live in an environment with lots of different cultures. Do we understand their foods and the history of why they cook this way? In this class, you will learn the different ethnic cuisines that are popular in Hawaii and how to cook their basic dishes. You will also learn the various ingredients and how to use them.

STUDENT LEARNING OUTCOMES:

1. Compare and evaluate the similarities and differences of the Asian and Pacific Islander cuisine presented and discussed in class.
2. Prepare Asian and Pacific Islander cuisines using culinary traditions, artistry, and special uses of fruits, vegetables, spices, herbs and cooking ingredients presented and discussed in class.

CULN 271: 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 HDOE 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 - Kaua‘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.

Student's Name _____ This is sheet # _____ of a total of _____ log sheets.

VOLUNTEER LOG SHEET: FALL 2024 - SPRING 2025
Culinary Institute of the Pacific at Kaua'i Community College

- Use this sheet to log the number of hours you work on volunteer activities that are sponsored and sanctioned by the Culinary Arts faculty.
- If you receive pay for your service or if this is part of a class, please **DO NOT LOG** the event on this sheet.
- It is your responsibility to keep your log current after each event.
- The log sheet should be kept in a safe place and may be used when applying for department scholarships, internships, and/or awards. If required for a scholarship, submit a copy and keep your original log sheet form.
- The Culinary Arts faculty reserve the right to define a "sanctioned" voluntary function.

DATE Month/Date/Year	EVENT DESCRIPTION	START & END # HOURS	TOTAL TIME WORKED	CULINARY FACULTY SIGNATURE
<i>Example: 08/22/2024</i>	<i>KCC CULN New Student Orientation</i>	<i>10 am - 1 pm</i>	<i>3 hours</i>	<i>Chef Mark Oyama</i>
Total number of hours logged on THIS page (use additional pages as needed):				
Total number of hours from ALL pages:				

INTRODUCTION

Some examples of professionalism include but are not limited to:

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



DRESS CODE & PERSONAL GROOMING STANDARDS

Uniform Requirements for all Culinary (CULN) Classes:

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



Figure 1: **YES!**



Figure 2: **NO!**

Uniform Requirements for all Dining Room and Beverage Service Classes:

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



Figure 1: **YES!**



Figure 2: **NO!**

Personal Appearance and Body Language:

1. Personal hygiene is expected. This means cleanliness from head to toe—clean hair, hands, nails, body, feet and shoes, clothes.
2. Avoid excessive cologne/perfume, jewelry, makeup, body piercing, and tattoos.
3. Avoid gum chewing and munching.
4. Use alert, assertive posture. Avoid slouching.
5. Wear conservative attire (appropriate for classroom and worksite).
6. Avoid extremes—bare midriffs, low cut tops, short skirts/shorts, tank tops, hats, baggy/low-waist and/or fitted pants.

Hair:

1. Hair must be short, off the collar, neat, trimmed and clean.
2. Long hair must be restrained by a hairnet and/or secured by a braid tucked under the chef's hat.
3. Appropriate hair color is required; bright, iridescent colors or shades outside the natural and neutral shades are unacceptable.
4. Bangs must be trimmed to the top of the eyebrow.
5. Sideburns may be no longer than the bottom of the ear lobe

Facial Hair:

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

Personal Hygiene:

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

Make Up:

1. Makeup should be conservative.

Fingernails:

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

Dark Glasses and Baseball Caps:

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

Tattoos and Body Piercing:

1. Any existing visible tattoos will be addressed by the all-culinary faculty committee. It is strongly suggested that visible tattoos be covered up.
2. No visible piercing.

Uniform and Supply List:

(Prices Subject to Change without Prior Notice)

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

Item Description	Unit Price*	Vendor / Where Available for Purchase?
Aprons (bib)	\$16.95	KCC Bookstore
(server)	\$13.95	
Chef Coat with Logo (XS-L)	\$26.95	KCC Bookstore
(XL)	\$27.95	
(2XL)	\$28.95	
(3XL)	\$30.95	
(4XL)	\$32.95	
Chef Pants (XS-L)	\$25.95	KCC Bookstore
(XL)	\$26.95	
(2XL)	\$27.95	
(3XL)	\$28.95	
(4XL)	\$30.95	
Required Textbooks	Varies Every Semester	KCC Bookstore
Digital Thermometer	\$15.95	KCC Bookstore
Knife Set	\$0	Loaner Option
(loaner option to be discussed at the CULN NSO / if purchasing from KCC Bookstore, need to request at the register)	\$190.95	or KCC Bookstore
2-year LiveText Subscription	TBD	LiveText website
Name Tag	\$5.00	Chef Steve Nakata
Paper Hats	\$2.00	Chef Steve Nakata
Covered Non-Slip Sole and Oil-Resistant Shoes	Varies	Your choice of vendor
Pen, Pencil, Black Permanent Marker	Varies	Your choice of vendor
Pocket Notebook, Pocket Calculator	Varies	Your choice of vendor
(phones are not to be used as a calculator)		
PLEASE NOTE: Other tools and supplies may be necessary depending upon individual class requirements.		

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 . . .

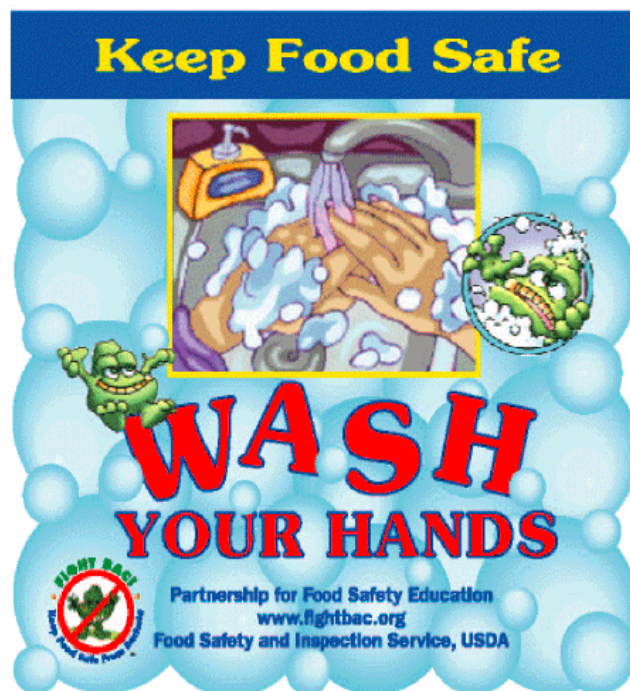
- Knives are never used as weapons or toys.
- Always walk with the knife blade facing the floor.
- Always keep knives sharpened.
- Do not borrow someone else's knives and tools.
- Store knife bag under worktables or in a designated kitchen area.
- Always use your knives for their intended use.
- In public,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

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.

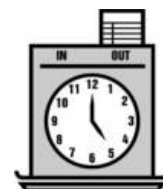
Smoking:

1. All University of Hawai'i campuses and facilities are tobacco-free in an effort to provide a healthy environment for all students, faculty and staff.
2. Absolutely no smoking in the classroom or laboratory setting (this includes electronic cigarettes).



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 Chef Steve for all locker assignments.



- 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 a "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.



Culinary Institute of the Pacific at Kaua'i Community College
3-1901 Kaumuali'i Highway, Līhu'e, HI 96766

CONTRACT

Student:	Course:		
Area of Concern (Problem):			
Plan (Steps To Alleviate Problem):			
Time Frame To Complete and Evaluate:			
Student's Signature:		Date:	
Instructor's Signature:		Date:	
Outcome of Contract:			
Student's Signature:		Date:	
Instructor's Signature:		Date:	

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.

GOVERNING POLICIES, PROCEDURES, RULES, AND REGULATIONS

KAUA'I COMMUNITY COLLEGE

Resources and Services; Policies and Procedures

Culinary students may utilize any of the resources and services described in the *University of Hawai'i - Kaua'i Community College Catalog*; and they are expected to comply with the Policies and Procedures described in the *UH - KCC College*.

(The *UH - KCC Catalog* is available at <http://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

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

Interim Policy on Sex Discrimination

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

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

KAUA‘I COMMUNITY COLLEGE

Student Academic Grievance Procedure

To provide students with an opportunity to obtain an equitable resolution to complaints of an academic nature, including but not limited to grades assigned to coursework, final course grades, course policies, academic policies, or any other academic impropriety caused in part or whole by the actions or practices of the College. (Refer to *Appendix 8*)

KAUA‘I COMMUNITY COLLEGE

Non-Academic Grievance Procedure

To provide a student grievant with an opportunity to obtain an equitable resolution to alleged injustices or problems of a non-academic nature caused in part or whole by the actions or practices of the College. (Refer to *Appendix 9*)



Culinary Institute of the Pacific at Kaua'i Community College
3-1901 Kaumuali'i Highway, Līhu'e, HI 96766

MEMORANDUM

To: Students
From: Culinary Faculty and Staff
Date: August 22, 2024
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 to 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

UHOGC Revised 9/11/20

Example

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.: _____

Example

Example

UHOGC Revised 9/11/20

PARENT/LEGAL GUARDIAN - CONSENT, WAIVER, RELEASE AND INDEMNITY AGREEMENT

To be completed by Covered Program:

(Name, dates 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 Hawai'i (or my child is employed by the University of Hawai'i but not participating in connection with my child's employment), and (c) the University of Hawai'i 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 fully 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 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 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 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 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, 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 child's inclusion in such media coverage, which may appear in print media, live or replay telecast or broadcast, podcast, and/or through social media and video postings.

Example

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 Hawai'i 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")

Example

Example

MEDICAL CONSENT FORM

Example

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 child's involvement or participation in the Covered Program and agree to pay any and all medical expenses, 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.: _____



Culinary Institute of the Pacific at Kaua'i Community College
3-1901 Kaunualii Highway, Lihue, HI 96766

STUDENT DATA & SIGNATURE FORM

PLEASE TAKE A FEW MINUTES TO ANSWER THE FOLLOWING QUESTIONS:			
Name: (Last) (First) (M.I.)			UH Identification Number _____ - _____
Address: (Mailing Address) (City) (State) (Zip Code)			
Phone No. (Home)	(Pager/ Cellular)	(Email Address)	
Employer (Company):			Position:
Hours worked per week:	Is it okay to contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list work phone number:	
Have you purchased your textbooks? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No 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.			
<p>I (print name) _____ have read, understand, and will adhere to the <i>Culinary Institute of the Pacific at Kaua'i Community College Student Handbook</i>. The handbook includes information and policies regarding:</p> <ol style="list-style-type: none"> 1. general policies including student conduct; 2. health and safety, sanitation, and instrument 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. <p>Student's Signature: _____ Date: _____</p>			
IN CASE OF EMERGENCY, WHOM SHOULD WE CONTACT? PLEASE LIST TWO (2) PEOPLE.			
(Name)	(Relationship to you)	(Telephone No.)	(Cellular No.)
(Name)	(Relationship to you)	(Telephone No.)	(Cellular No.)

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 2022

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](#).
 - 6. Discrimination of any person based on UH protected classes as defined in EP 1.202.

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'i.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 (except 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.
 - j. Any violation of any UH computer use policy, including but not limited to EP 2.210.
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](#)
- C. Executive Policies: [EP 1.202](#), [EP 1.204](#), [EP 2.210](#), [EP 7.205](#), and [EP 9.210](#).
- 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

Appendix 2

UNIVERSITY OF HAWAI‘I

Workplace Non-Violence

Executive Policy 9.210

Executive Policy Chapter 9, Human Resources

Executive Policy [EP 9.210](#), Workplace Non-Violence

Effective Date: October 2014

Prior Dates Amended: March 2003

Responsible Office: Vice President for Administration, Office of Human Resources

Governing Board of Regents Policy: [RP 2.202](#), Duties of the President

Review Date: August 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 work place 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/>
- H. Link to Administrative Procedures in old format <https://www.hawaii.edu/policy/archives/apm/sysap.php>

VII. Exhibits and Appendices

No Exhibits and Appendices found

Approved

David Lassner, President

October 31, 2014

Appendix 3

UNIVERSITY OF HAWAI‘I

Illegal Drugs, Alcohol and Substance Abuse

Executive Policy 11.201

Executive Policy Chapter 11, Miscellaneous

Executive Policy [EP 11.201](#), Illegal Drugs, Alcohol and Substance Abuse

Effective Date: October 2014

Prior Dates Amended: September 1990

Responsible Office: Vice President for Administration

Governing Board of Regents Policy: N/A

Review Date: August 2019

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 enforced. 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 and Alcohol 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

Appendix 4

UNIVERSITY OF HAWAI‘I

Interim Policy on Sex Discrimination

Executive Policy Chapter 1, General Provisions

Executive Policy [EP 1.204](#) – Interim Policy on Sex Discrimination

Effective Date: August 1, 2024 (Revised EP 1.204)

Prior Dates Amended: February 2023, August 2020, January 2020; September 2015; February 2015; January 2006

Responsible Office: Office of the President

Governing Board of Regents Policy: 1.205

Review Date: August 2027

Note: The University of Hawai‘i’s Interim Policy on Sex Discrimination EP 1.204 is a provisional policy to meet the University’s compliance obligations while it consults with various stakeholders, including the exclusive collective bargaining representatives of the University’s faculty and staff under HRS, Chapter 89.

I. Purpose

The University of Hawai‘i (“University”) does not discriminate on the basis of Sex and prohibits Sex Discrimination and Retaliation in any Education Program or Activity that it operates, including in admission and employment.

The University is committed to (1) providing educational programs and activities that are free from Sex Discrimination and Retaliation under this policy; (2) addressing the effects of Sex Discrimination and Retaliation; (3) fostering an environment where all individuals in our University community are well informed and supported when reporting alleged Sex Discrimination and Retaliation to the University; and (4) providing a fair, equitable, and impartial administrative complaint procedure for all Parties.

This policy establishes an impartial, integrated, and consistent approach to preventing, reporting, and promptly responding to Sex Discrimination and Retaliation across all campuses and centers at the University of Hawai‘i.

II. Scope and Jurisdiction

This policy and related procedures apply to all Students, Employees, and third parties with respect to alleged Sex Discrimination or Retaliation that occurred on or after August 1, 2024. Conduct that occurred prior to August 1, 2024 shall be addressed in accordance with the appropriate policy and procedure.

III. Definitions

A. Advisor

Advisor means an individual chosen by a Party to accompany the Party to meetings related to the Complaint or administrative complaint procedure and to advise the Party on that process. An Advisor may not have a conflict of interest or be a witness in the case.

B. Appeal Officer

Appeal Officer is the impartial individual(s) designated by the Title IX Coordinator to review appeals related to the University's administrative complaint procedure and who has authority to make a Final Determination. An Appeal Officer can be either an individual or a panel.

C. Coercion

Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain Consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point may be Coercive.

D. Complainant

Complainant means:

1. A Student or Employee who is alleged to have been subjected to conduct that could constitute Sex Discrimination or Retaliation under this policy; or
2. A person other than a Student or Employee who is alleged to have been subjected to conduct that could constitute Sex Discrimination or Retaliation under this policy and who was participating or attempting to participate in the University's Education Program or Activity at the time of the alleged Sex Discrimination or Retaliation.

E. Complaint

Complaint means an oral or written request to the University that objectively can be understood as a request for the University to investigate and make a Decision about alleged Sex Discrimination or Retaliation under this policy.

F. Confidential Employee

Confidential Employee means:

1. An Employee of the University whose communications are privileged or confidential under federal or Hawai'i state law. The Employee's confidential status, for purposes of this policy, is only with respect to information received while the Employee is functioning within the scope of their duties to which privilege or confidentiality applies (e.g., priest, licensed professional counselors, health service providers);
2. An Employee of the University that the University has designated as confidential under this part for the purpose of providing services to persons related to Sex Discrimination or Retaliation. If the Employee also has a duty not associated with providing those services, the Employee's confidential status is only with respect to information received about Sex Discrimination in connection with providing those services (e.g., confidential advocates); or

3. An Employee of the University who is conducting an Institutional Review Board-approved human-subjects research study designed to gather information about Sex Discrimination—but the Employee's confidential status is only with respect to information received while conducting the study.

Certain Confidential Employees may nonetheless be required to disclose specific information by law, such as mandatory reporting laws.

G. Consent

Consent means knowing, voluntary, and clear permission by word or action to engage in sexual activity.

A person cannot give Consent if the person is under the age of Consent for sexual activity,¹ the person is unable to Consent due to a mental disability, or the person is Incapacitated or physically helpless. A person also cannot give Consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs.

Lack of protest or resistance cannot be interpreted as Consent. Silence cannot be interpreted as Consent. Consent must be ongoing throughout any sexual activity 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.

H. Decision

Decision means the conclusion of the Decision Maker based on the preponderance of the evidence standard of proof whether the alleged conduct occurred, whether the conduct met the definition of Sex Discrimination or Retaliation, and whether a policy violation occurred. If the Decision Maker is not persuaded under the preponderance of the evidence standard that Sex Discrimination or Retaliation occurred, whatever the quantity of the evidence is, the Decision Maker will not determine that Sex Discrimination or Retaliation that amounted to a policy violation occurred.

1. The Decision Maker will issue a Cause Finding if they are persuaded that a policy violation occurred.
2. The Decision Maker will issue a No Cause Finding if they are not persuaded that a policy violation occurred.

¹ In Hawai'i, the age of Consent is typically sixteen (16). However, the age of Consent is between fourteen (14) and fifteen (15) when either the other person is less than five (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.

I. Decision Maker

Decision Maker means an impartial individual(s) designated by the Title IX Coordinator who has decision-making authority within this policy and related administrative complaint procedure. A Decision Maker can be either an individual or a panel.

J. Education Program or Activity

Education Program or Activity means all of the operations of the University in the United States. This includes, but is not limited to:

1. Conduct that occurs in any building owned or controlled by a Student organization that is officially recognized by the University; and
2. Conduct that is subject to the University's disciplinary authority.

The University's Education Program or Activity also includes a Sex-based hostile environment under the University's Education Program or Activity in the United States, even when some conduct alleged to be contributing to the hostile environment occurred outside the University's Education Program or Activity or outside the United States.

K. Employee

Employee means all individuals employed by the University as executive/ managerial, faculty, staff, and casual hires.

L. Force

Force means the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce Consent. Sexual activity that is Forced is, by definition, non-Consensual, but non-Consensual sexual activity is not necessarily Forced. Silence or the absence of resistance alone is not Consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

M. Final Determination

Final Determination means the conclusion of the Appeal Officer to uphold or overturn the Decision of the Decision Maker. A Final Determination cannot be further appealed under this procedure or its related policy, EP 1.204.

N. Incapacitation

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed Consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk. Incapacitation also covers a person whose Incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of Incapacitating drugs.

O. Investigator

Investigator is an impartial individual(s) assigned by the Title IX Coordinator to gather facts, assess relevance, synthesize the evidence, and compile the information into a Fact-Finding Report.

P. Parties or Party

Parties mean the Complainant(s) and Respondent(s), collectively.
Party refers to either the Complainant or Respondent, individually.

Q. Pregnancy and Related Conditions

Pregnancy and Related Conditions means:

1. Pregnancy, childbirth, termination of pregnancy, or lactation;
2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

R. Remedies

Remedies are post-finding actions directed to a Party or the community as mechanisms to address safety, prevent recurrence, and restore or preserve equal access to the University's educational program.

S. Report

A *Report* occurs when an individual notifies the University of alleged Sex Discrimination or Retaliation. A Report is distinct from a Complaint because it does not request the University to investigate and make a Decision about the allegations. A Report may, however, include a request that the University provide Supportive Measures.

T. Respondent

Respondent means a person who is alleged to have violated the University's prohibition on Sex Discrimination or engaged in Retaliation, as defined in EP 1.204.

U. Sex

Sex includes a person's actual or perceived gender assigned at birth, gender identity, and sexual orientation as well as Sex stereotypes, Sex characteristics, and Pregnancy and Related Conditions.

V. Student

Student means a person who has gained admission to the University.

W. Supportive Measures

Supportive Measures are individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

1. Restore or preserve that Party's access to the University's Education Program or Activity, including measures that are designed to protect the safety of the Parties or the University's educational environment; or
2. Provide support during the administrative complaint procedure or during an Informal Resolution process.

X. Title IX Coordinator

Title IX Coordinator is an individual designated by the University to ensure compliance with Title IX and the University's Title IX program. References to the Title IX Coordinator throughout this policy may also encompass a designee of the Title IX Coordinator.

IV. Executive Policy

It is the policy of the University of Hawai'i to strive to provide equity of opportunity in higher education, both in the educational mission and as an employer. The University is committed to complying with all state and federal statutes, rules, and regulations which prohibit discrimination.

A. Prohibited Behavior

The University prohibits the following conduct:

1. Sex Discrimination

The University prohibits and will not tolerate Sex Discrimination. *Sex Discrimination* means unfair or unequal treatment with respect to an individual's participation in an Education Program or Activity based upon the individual's Sex.

Sex Discrimination often takes the form of Disparate Treatment or Disparate Impact discrimination. However, Sex Discrimination also includes Sex-Based Harassment and Sexual Exploitation, as further outlined below.

a. Disparate Treatment Discrimination

Disparate Treatment discrimination occurs where similarly situated persons are intentionally treated differently because of their Sex. Disparate Treatment, however, is permissible under Title IX in certain circumstances, such as admission to single-sex social fraternities and sororities, and in others where the Disparate Treatment does not subject persons to more than de minimis (i.e., immaterial) harm.

b. Disparate Impact Discrimination

Disparate Impact discrimination occurs where a Sex-neutral policy or practice, applied even-handedly, affects persons differently based on their Sex without a substantial and legitimate justification.

c. Sex-Based Harassment

Sex-Based Harassment means sexual harassment and other harassment on the basis of Sex – including a person’s actual or perceived gender assigned at birth, gender identity, and sexual orientation as well as Sex stereotypes, Sex characteristics, and Pregnancy or Related Conditions – that is:

(1) Quid Pro Quo Harassment

An Employee, agent, or other person authorized by the University to provide an aid, benefit, or service under the University’s Education Program or Activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct;

(2) Hostile Environment Harassment

Unwelcome Sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the University’s Education Program or Activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- (a) The degree to which the conduct affected the Complainant’s ability to access the University’s Education Program or Activity;
- (b) The type, frequency, and duration of the conduct;
- (c) The Parties’ ages, roles within the University’s Education Program or Activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
- (d) The location of the conduct and the context in which the conduct occurred; and
- (e) Other Sex-Based Harassment in the University’s Education Program or Activity.

(3) Specific Offenses

(a) Sexual Assault²

Any sexual act directed against another person, without Consent of the Complainant, including instances where the Complainant is incapable of giving Consent; also unlawful sexual intercourse. Sexual Assault includes the following:

i. Rape (except Statutory Rape)

The carnal knowledge (i.e., sexual intercourse) of a person, without the Consent of the Complainant, including instances where the Complainant is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical Incapacity.

ii. Sodomy

Oral or anal sexual intercourse with another person, without the Consent of the Complainant, including instances where the Complainant is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical Incapacity.

iii. Sexual Assault with an Object

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the Consent of the Complainant, including instances where the Complainant is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical Incapacity.

iv. Fondling

The touching of the private body parts, such as genitalia, groin, breast and/or buttocks, of another person for the purpose of sexual gratification, without the Consent of the Complainant, including instances where the Complainant is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical Incapacity.

² See FBI, Uniform Crime Reporting Program: National Incident-Based Reporting System (2018), https://ucr.fbi.gov/nibrs/2018/resource-pages/nibrs_offense_definitions-2018.pdf.

v. Incest

Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

vi. Statutory Rape

Nonforcible sexual intercourse with a person who is under the statutory age of Consent.

(b) Dating Violence

Violence committed by a person:

- i. Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- ii. 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.

(c) Domestic Violence

Felony or misdemeanor crimes committed by a person who:

- i. Is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of the state of Hawai‘i, or a person similarly situated to a spouse of the Complainant;
- ii. Is cohabitating, or has cohabitated, with the Complainant as a spouse or intimate partner;
- iii. Shares a child in common with the Complainant; or
- iv. Commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of the jurisdiction.

(d) Sex-Based Stalking

Engaging in a course of conduct on the basis of Sex that is directed at a specific person that would cause a reasonable person to:

- i. Fear for the person’s safety or the safety of others; or

- ii. Suffer substantial emotional distress.
- iii. For the purposes of this definition:
 - a) *Course of conduct* means two or more acts, including, but not limited to, acts in which one person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.
 - b) *Reasonable person* means a reasonable person under similar circumstances to the Complainant.
 - c) *Substantial emotional distress* means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

d. Sexual Exploitation

Sexual Exploitation is a form of Sex Discrimination and means violating the sexual privacy of another, or taking unjust or abusive sexual advantage of another, without Consent, and when such behavior does not otherwise constitute Sex-Based Harassment.

Sexual Exploitation includes but is not limited to:

- (1) Photographing or taping someone involved in sexual activity, sexual intercourse/penetration, or in a state of undress, without their knowledge or Consent;
- (2) Sharing photographs or video/audio of someone involved in sexual activity, intercourse/penetration, or in a state of undress, without their knowledge or Consent;
- (3) Watching someone currently involved in sexual activity without their knowledge or Consent;
- (4) Allowing others to watch sexual activity without knowledge or Consent from all parties involved;
- (5) Exposing one's private body parts, such as genitalia, groin, breast and/or buttocks, to someone without their Consent;
- (6) Engaging in sexual activity in public and being witnessed by a non-Consenting person; or
- (7) 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.

2. Retaliation

The University prohibits and will not tolerate Retaliation. Retaliation includes, but is not limited to, intimidation, threats, coercion, or discrimination against any individual for the

purpose of interfering with any right or privilege secured by this policy, or because the individual has made a Report or Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy and its accompanying procedure AP 1.204. Acts of alleged Retaliation should be reported immediately for appropriate action.

A Retaliation Complaint, allegation, or Report may be reviewed as a separate offense; that is, a person can be found responsible for Retaliation even if not found to be responsible for the underlying reported conduct.

Complaints of Retaliation will generally be processed in accordance with AP 1.204 Section IV.; however, depending upon the circumstances, including the timing of the allegations, the University may combine Complaints of Retaliation with related Complaints of Sex Discrimination and process the combined allegations

3. Other Conduct

The following types of conduct may be processed outside of AP 1.204 in accordance with applicable procedures.

a. Stalking

Stalking is prohibited. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (1) Fear for the person's safety or the safety of others; or
- (2) Suffer substantial emotional distress.
- (3) For the purposes of this definition:
 - (a) *Course of conduct* means two or more acts, including, but not limited to, acts in which one person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.
 - (b) *Reasonable person* means a reasonable person under similar circumstances to the Complainant.
 - (c) *Substantial emotional distress* means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Non-sex-based stalking will be processed through Administrative Procedure AP 1.202.

b. Violations of Supportive Measures

Violations of the terms of Supportive Measures are prohibited. Such violations may be considered separate conduct violations and be referred to the appropriate Student or Employee conduct procedures for enforcement, investigation, and possible sanction, or

the Title IX Coordinator may combine allegations of violations of the terms of Supportive Measures with other Complaints of Sex Discrimination or Retaliation under this policy.

c. Failure to Comply with Sanctions, Remedies and/or Corrective Actions

All Parties are expected to comply with the assigned sanctions, Remedies, and/or corrective actions within the timeframe specified by the final Decision Maker(s), including the Appeal Officer.

Failure to abide by the corrective action(s) or sanction(s) imposed by the date specified, unless an appeal or grievance is pending, may be reviewed as a separate offense and/or result in additional sanction(s), including suspension, expulsion, and/or termination from the University, and may be noted on a Student's official transcript.

d. False Allegations and Evidence

The University may charge an individual with a conduct violation for knowingly: making false accusations, making a materially false statement, providing false evidence, tampering with or destroying evidence, or misleading an official conducting an investigation in the course of the administrative complaint procedure under this policy and its accompanying procedure. However, a Decision or Final Determination regarding responsibility, alone, is not sufficient to conclude that any Party has made a materially false statement. Discipline for such a violation may include suspension, expulsion, and/or termination from the University, and may be noted on a Student's official transcript.

Charging an individual with a conduct violation for knowingly making a materially false statement in the course of the administrative complaint procedure under this policy and its accompanying procedure does not constitute Retaliation provided the finding of a conduct violation is not based solely on the Decision or Final Determination.

B. Administrative Complaint Procedures to Address Sex Discrimination and Retaliation

The University has adopted administrative complaint procedures that provide for the prompt and equitable resolution of Complaints of Sex Discrimination or Retaliation. Complaints of Sex-Based Harassment involving a Student Complainant or Student Respondent will be addressed pursuant to Section V. of AP 1.204; and all other Complaints of Sex Discrimination or Retaliation will be addressed pursuant to Section IV. of AP 1.204.

Where a Complaint includes allegations of both Sex-Based Harassment involving a Student Complainant or Student Respondent and other allegations of Sex Discrimination or Retaliation, the University will follow procedures set forth in Section V. of AP 1.204 for purposes of investigating and resolving the entire Complaint.

Where a Party is both a Student and an Employee, the Title IX Coordinator will make a fact-specific inquiry to determine which requirements should apply. In deciding the Party's status, the Title IX Coordinator will consider whether the Party's primary relationship with the University is to receive an education and whether the alleged Sex-Based Harassment occurred while the Party was performing employment-related work.

Allegations of University-prohibited behavior other than Sex Discrimination or Retaliation will be addressed pursuant to the applicable policy and/or procedure. Where a Complaint includes allegations of both Sex Discrimination or Retaliation and conduct prohibited by other University policies, the University may follow procedures set forth in Section IV. or V. of AP 1.204, as applicable, for purposes of investigating and resolving the entire Complaint.

C. Standard of Review – Preponderance of the Evidence

In determining whether alleged conduct violates this policy, the University uses the preponderance of the evidence standard. The preponderance of the evidence standard means that it is more likely than not that a policy violation occurred and requires the evaluation of relevant and not otherwise impermissible evidence for its persuasiveness.

D. Institutional Roles and Resources

1. Confidential Employees

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with a Confidential Employee, including on-campus licensed professional counselors and their staff, on-campus health service providers and their staff, or certain on-campus advocates. These individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases such as immediate threat or danger, abuse of a minor, or when required to disclose by law or court order. Going to a Confidential Employee will not put the University on notice of a specific allegation under this policy. Campus mental health counselors and campus advocates are available to help free of charge and may be consulted during normal business hours.

When a person informs a Confidential Employee of conduct that reasonably may constitute Sex Discrimination or Retaliation in an Education Program or Activity, the Confidential Employee must explain the following:

- a. The Confidential Employee's status as confidential, including the circumstances in which the Confidential Employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute Sex Discrimination or Retaliation;
- b. How to contact the Title IX Coordinator and how to make a Complaint of Sex Discrimination or Retaliation; and
- c. That the Title IX Coordinator may be able to offer and coordinate Supportive Measures, as well as initiate an Informal Resolution process or an investigation.

2. Office of Equity Assurance

The Office of Equity Assurance (OEA) 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 of the University of Hawai'i.

OEA coordinates regularly with all campus Title IX Coordinators to support compliance with this policy and identify situations or allegations that impact multiple campuses. It shall also serve as the technical expert on Title IX and the Violence Against Women Act (VAWA) to support the campuses' Title IX programs and compliance initiatives.

OEA monitors and supports the responses by campuses to reports of alleged prohibited behavior; develops the training content for this policy and its accompanying procedure; and conducts formal investigations on alleged prohibited behavior, if required, when other resources are not available.

3. 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 (7) University community colleges.

The CC System Compliance Office is not a confidential resource.

4. Title IX Coordinator

Each campus shall have a designated Title IX Coordinator who acts with independence and authority. The responsibilities of the Title IX Coordinator include, but are not limited to:

- a. Promptly responding to all Reports, allegations and/or Complaints of Sex Discrimination or Retaliation under this policy;
- b. 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;
- c. Coordinating and implementing any Supportive Measures imposed under this policy;
- d. Coordinating and implementing any reasonable modifications as necessary to prevent Sex Discrimination and ensure equal access to the University’s Education Program or Activity for a Student’s Pregnancy or Related Condition;
- e. Managing the administrative complaint procedure for Complaints of alleged Sex Discrimination or Retaliation;
- f. Serving as the primary and central repository for all Reports, allegations or Complaints of violations of this policy on their campus;
- g. Monitoring barriers to Reporting information about conduct that reasonably may constitute Sex Discrimination or Retaliation under this policy;
- h. Taking steps reasonably calculated to address any identified barriers to Reporting;
- i. Collecting, monitoring, and evaluating data and/or indicators of Reports or instances of Sex Discrimination or Retaliation under this policy for purposes of identifying and addressing any patterns or systemic problems;
- j. Providing data and/or indicators of Reports or instances of Sex Discrimination or Retaliation under this policy to OEA;
- k. Providing information regarding on- and off-campus support services and programs;

- l. Ensuring prevention and awareness programs are conducted in an effective and responsible manner;
- m. Serving as the primary liaison between their campus and community resources; and
- n. Maintaining an updated list of all Confidential Employees on their respective campus.

Deputy Title IX Coordinators may be designated, with notice to the President or Chancellor and OEA.

E. Reporting

1. Reporters³

When an Employee, who is not a Confidential Employee, has information about conduct that reasonably may constitute Sex Discrimination or Retaliation in a University Education Program or Activity, the Employee must notify the Title IX Coordinator promptly.⁴

Student Employees whose primary relationship with the University is to receive an education are not considered Employees.

However, for purposes of these Reporting requirements, Resident Advisors and Graduate Assistants are required to notify the Title IX Coordinator of information they have about conduct that reasonably may constitute Sex Discrimination or Retaliation in a University Education Program or Activity only if they gained that information while performing work duties.

2. Timely Reporting

While there is no time limit for Reporting potential Sex Discrimination or Retaliation to the University under this policy, individuals are encouraged to make a Report as soon as possible in order to maximize the University's ability to obtain evidence and to conduct a timely, thorough, impartial, and reliable investigation. Supportive Measures may still be available as appropriate.

³ Under Hawai'i Revised Statutes §304A-120, all faculty members, except those who are designated as confidential advocates are "Responsible Employees," who "shall report any violations of University of Hawai'i executive policies regarding sexual harassment, sexual assault, domestic violence, dating violence, and stalking to the Title IX coordinator of the faculty member's campus."

⁴ This requirement does not apply if the Employee has personally been subject to conduct that reasonably may constitute Sex Discrimination or Retaliation under this policy, although an Employee may choose to share such information with the Title IX Coordinator, as they see fit.

3. How to Report

Allegations of prohibited behavior may be Reported to the campus Title IX Coordinator. Reports can be made at any time in person, or by mail, telephone, or electronic mail using the contact information listed for the Title IX Coordinator, via the online Title IX or EEO portal, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written Report.

The University also recognizes that under certain circumstances individuals who believe that they have experienced or witnessed prohibited behavior may wish to make an anonymous Report. An individual can make an anonymous Report via the University's Whistleblower Hotline or via the University's Title IX portal or EEO portal. However, due to the nature of the anonymous Reports, the University's ability to take responsive action may be limited.

The University will not investigate Sex-Based Harassment disclosed during a public awareness event to raise awareness about Sex-Based Harassment that was held on the University's campus or through an online platform sponsored by the University, unless it indicates an imminent and serious threat to the health or safety of a Complainant, any Students, Employees, or other persons. However, the University will use the information provided at such an event to inform its efforts to prevent Sex-Based Harassment.

F. Receipt of Report of Sex Discrimination or Retaliation

Upon receiving a Report of conduct that may reasonably constitute Sex Discrimination or Retaliation, the campus Title IX Coordinator shall assess the information and take the following actions:

1. Treat the Complainant and Respondent equitably;
2. Offer appropriate Supportive Measures (discussed in more detail below) and coordinate the same;
3. Notify the Complainant or, if the Complainant is unknown, the individual who Reported the conduct, of the available administrative complaint procedures and the Informal Resolution process, if available and appropriate;
4. In the absence of a Complaint or the withdrawal of any or all of the allegations in a Complaint, and in the absence or termination of an Informal Resolution process, make a fact-specific selection regarding whether to initiate a Complaint of Sex Discrimination or Retaliation. The Title IX Coordinator must consider, at minimum, the following eight factors:
 - a. The Complainant's request not to proceed with initiation of a Complaint;
 - b. The Complainant's reasonable safety concerns regarding initiation of a Complaint;
 - c. The risk that additional acts of Sex Discrimination or Retaliation would occur if a Complaint is not initiated;
 - d. The severity of the alleged Sex Discrimination or Retaliation, including whether the discrimination, if established, would require the removal of a Respondent from campus or

imposition of another disciplinary sanction to end the discrimination or Retaliation and prevent its recurrence;

- e. The age and relationship of the Parties, including whether the Respondent is an Employee of the University;
- f. The scope of the alleged Sex Discrimination or Retaliation, including information suggesting a pattern, ongoing Sex Discrimination or Retaliation, or Sex Discrimination or Retaliation alleged to have impacted multiple individuals;
- g. The availability of evidence to assist a Decision Maker in determining whether Sex Discrimination or Retaliation occurred; and
- h. Whether the University could end the alleged Sex Discrimination or Retaliation and prevent its recurrence without initiating its administrative complaint procedures

If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the Complainant or other person, or that the conduct as alleged prevents the University from ensuring equal access on the basis of Sex to its Education Program or Activity, the Title IX Coordinator may initiate a Complaint.

If the Title IX Coordinator initiates a Complaint, the Title IX Coordinator must notify the Complainant prior to doing so and appropriately address reasonable concerns about the Complainant's safety or the safety of others.

- 5. Regardless of whether a Complaint is initiated, take other appropriate and prompt and effective steps, in addition to steps necessary to effectuate the Remedies provided to an individual Complainant, if any, to ensure that Sex Discrimination or Retaliation does not continue or recur within the University's Education Program or Activity.

G. Receipt of Complaint of Sex Discrimination or Retaliation

Upon receiving a Complaint of conduct that may reasonably constitute Sex Discrimination or Retaliation, the campus Title IX Coordinator shall assess the information and take the following actions:

- 1. Actions 1-5 from Section IV.F. of this Policy, if not already done;
- 2. Consider whether dismissal of the Complaint is appropriate;
- 3. In response to a Complaint, as applicable and appropriate, initiate the administrative complaint procedures or the Informal Resolution process; and
- 4. Notify the Respondent of the allegations, the applicable administrative complaint procedures, and the Informal Resolution process, if available and appropriate.

H. Multiple Campuses

When a Report may impact multiple University campuses, the Title IX Coordinator who receives the Report will inform all other Title IX Coordinators whose campuses may be impacted and

OEA. The Title IX Coordinators of the impacted campuses will work cooperatively to ensure that appropriate Supportive Measures are provided to the Parties. The Title IX Coordinator from the home campus of the Respondent will be designated as the lead Title IX Coordinator to manage the administrative complaint procedure if a Complaint is filed; however, based upon the circumstances, a different lead Title IX Coordinator may be assigned and charged with managing the administrative complaint procedure.

I. Informal Resolution

In lieu of resolving a Complaint through the University's administrative complaint procedures, the Parties may instead elect, with approval of the respective Title IX Coordinator, to participate in an Informal Resolution process, including but not limited to, facilitated discussions, mediation, ho'oponopono, etc. A Party may request that the matter be resolved through Informal Resolution at any time prior to reaching a Decision.

J. Amnesty for Individuals Reporting Conduct Involving Violations of Alcohol or Drug Policies

The health and safety of every Student at the University is of utmost importance. Accordingly, the University provides amnesty for certain conduct in accordance with President's memorandum, "Implementation of Interim Amnesty Provisions to Executive Policy 7.208 – Systemwide Student Conduct Code," as it is amended from time to time.

K. Confidentiality Limitations

There is an important distinction between "legal confidentiality" and "privacy." Legal confidentiality may only be offered by Confidential Employees. In contrast, an individual who is required by policy or law to report incidents of Sex Discrimination or Retaliation can only offer privacy, meaning that they will not disclose information learned from a Reporting individual or bystander any more than is necessary to comply with legal and policy obligations. Information reported to non-Confidential Employees will be treated as private and will be relayed only as necessary for the University to investigate and, if applicable, seek a resolution.

The University will make every effort to preserve the privacy of all Parties to the extent practicable, however, once the University has notice of alleged Sex Discrimination or Retaliation, the University must balance requests for privacy against its obligation to take timely and appropriate action.

L. Legal Options Outside of the University

University Reporting is separate and distinct from criminal reporting. 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 or external administrative proceedings, they may do so at any time, and the University will not interfere with any such processes.

Nothing in these procedures shall affect the right of the Complainant to pursue the matter with an appropriate law enforcement or administrative agency. Discrimination complaints may be filed concurrently with an external agency to meet state and federal agency deadlines without jeopardizing an individual's request for a University investigation.

Administrative agencies that enforce laws prohibiting discrimination, include but are not limited to the Equal Employment Opportunity Commission (EEOC), Hawai'i Civil Rights Commission (HCRC), and the U.S. Department of Education Office for Civil Rights (OCR).

M. Supportive Measures

The Title IX Coordinator will offer and coordinate Supportive Measures, as appropriate, to restore or preserve each person's access to the University's Education Program or Activity or provide support during the University's administrative complaint procedures or during the Informal Resolution process.

1. Options for Supportive Measures

Supportive Measures cannot be unreasonably burdensome to a Party, cannot be imposed for punitive or disciplinary reasons, and may vary depending on what the University deems to be reasonably available. Supportive Measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more Parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to Sex Discrimination. Supportive Measures may be modified or terminated at the conclusion of the University's administrative complaint procedures or Informal Resolution process.

The selection of appropriate Supportive Measures in a given situation must be based on the facts and circumstances of that situation.

2. Challenge to Supportive Measures

A Party may seek the modification or reversal of the finding to provide, deny, modify, or terminate Supportive Measure(s) that are applicable to that Party where the decision to provide, deny, modify, or terminate Supportive Measures was inconsistent with the definition of Supportive Measures in this policy.

To challenge such an action, the relevant Party must contact the Title IX Coordinator within five (5) business days of the action or within a reasonable time should circumstances change materially. The challenge must be submitted in writing and clearly state the ground(s) on which the challenge is made. The Title IX Coordinator shall designate an appropriate and

impartial individual, who had no input or previous knowledge of the challenged action, to review the challenge, who will examine the information presented and issue a written conclusion within ten (10) business days of receipt that: (1) upholds the action, (2) modifies the action, or (3) reverses the action. This conclusion shall be final and cannot be further appealed under this policy or its related procedure, AP 1.204.

N. Administrative Leave and Emergency Removal

The University may reassign or place an Employee Respondent on leave in accordance with appropriate collective bargaining agreements or policies during the pendency of the administrative complaint procedure under this policy.

The University also may remove a Student Respondent entirely or partially from its education program or activities on an emergency basis if an individualized safety and risk analysis is made, a finding is made that an imminent and serious threat to the health or safety of Complainant or any Students, Employees, or other persons arising from the allegations of Sex Discrimination or Retaliation under this policy, justifies removal, and notice is provided to the Respondent and they are given an opportunity to challenge the removal immediately thereafter. The University will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns.

Where an emergency removal is imposed, the Respondent will be given an opportunity to meet with the Title IX Coordinator, and any other appropriate official, within twenty-four (24) hours of receiving notice of the emergency removal to explain why the action/removal should not be implemented or should be modified. A Respondent may be accompanied by an Advisor of their choice to the meeting.

O. Pregnant and Parenting Students

1. Referral to the Title IX Coordinator

When a Student, or a person who has a legal right to act on behalf of the Student, informs any Employee (including a Confidential Employee) of the Student's Pregnancy or Related Conditions, the Employee must promptly provide that person with the Title IX Coordinator's contact information and inform them that the Title IX Coordinator can coordinate specific actions to prevent Sex Discrimination and ensure the Student's equal access to the University's Education Program or Activity.

2. Title IX Coordinator's Response

Upon receiving a Report of a Student's Pregnancy or Related Condition, the campus Title IX Coordinator shall inform the Student or the person who notified the Title IX Coordinator and has a legal right to act on behalf of the Student, if applicable, of the following information.

- a. The University does not discriminate in its Education Program or Activity against any Student based on the student's current, potential, or past Pregnancy or Related Conditions. The Title IX Coordinator will also provide the University's nondiscrimination notice.

- b. The University's obligation to provide reasonable modifications to University policies, practices, and/or procedures as necessary to prevent Sex Discrimination and ensure equal access to the University's Education Program or Activity.
 - (1) Each reasonable modification will be based on the Student's individualized needs based on consultation with the Student. However, the University is not required to provide any modification that would fundamentally alter the nature of its Education Program or Activity.
 - (2) The Student has discretion to accept or decline each reasonable modification offered by the University. If a Student accepts an offered reasonable modification, the University will implement it.
 - (3) Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with Pregnancy or Related Conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a Student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.
- c. The University will allow the Student to voluntarily take a leave of absence to cover, at a minimum, the period of time deemed medically necessary by the Student's licensed healthcare provider. To the extent that the Student qualifies for leave under a separate leave policy maintained by the University that allows a greater period of time than the medically necessary period, the University will permit the Student to take voluntary leave under that policy instead if the Student so chooses. When the Student returns, the Student will be reinstated to the academic status and, as practicable, to the extracurricular status that the Student held when the voluntary leave began.
- d. The University will ensure that the Student can access a lactation space, which will be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a Student for expressing breast milk or breastfeeding as needed.
- e. The University will not require supporting documentation for reasonable modifications, voluntary leaves of absence, or access to a lactation space unless the documentation is necessary and reasonable for the University to determine the reasonable modifications to make or whether to take additional specific actions.
- f. To the extent consistent with the foregoing, the University will treat Pregnancy or Related Conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the University administers, operates, offers, or participates in with respect to Students admitted to the University's Education Program or Activity.

- g. The University will not require a Student who is Pregnant or has Related Conditions to provide certification from a healthcare provider or any other person that the Student is physically able to participate in the University's class, program, or extracurricular activity unless:
 - (1) The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
 - (2) The University requires such certification of all Students participating in the class, program, or extracurricular activity; and
 - (3) The information obtained is not used as a basis for discrimination.
- h. The University will not disclose personally identifiable information obtained in its response to a Student's Pregnancy or Related Condition, except in the following circumstances:
 - (1) When the University has obtained prior written consent from a person with the legal right to consent to the disclosure;
 - (2) When the information is disclosed to an authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
 - (3) To carry out the purposes of Title IX, including action taken to address conduct that reasonably may constitute Sex Discrimination in the University's Education Program or Activity;
 - (4) As required by federal law, federal regulations, or the terms and conditions of a federal award, including a grant award or other funding agreement; or
 - (5) To the extent such disclosures are not otherwise in conflict with Title IX, when required by state or local law or when permitted under FERPA, 20 U.S.C. 1232g, or its implementing regulations, 34 CFR part 99.

P. Recordkeeping

For each Complaint of Sex Discrimination or Retaliation, the University will maintain records for seven (7) years documenting the Informal Resolution process or administrative complaint procedure, as applicable, and the resulting outcome.

For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute Sex Discrimination or Retaliation, the University will maintain records for seven (7) years documenting the actions it took to meet its obligations under 34 CFR § 106.44.

For a period of seven (7) years, the University also will maintain all materials used to train: (1) its Employees, (2) Investigators, Decision Makers, and other persons who are responsible for implementing the University's administrative complaint procedures or have the authority to modify or terminate Supportive Measures, (3) facilitators of Informal Resolution processes, and (4) Title IX Coordinators and designees.

The University will also maintain any and all records in accordance with state and federal laws.

Q. Training Requirements

The University will ensure that the persons described below receive training related to their duties under this policy promptly upon hiring or change of position that alters their duties under this policy and annually thereafter. The training provided will not rely on Sex stereotypes.

1. All Employees

All Employees will be trained on the University's obligation to address Sex Discrimination or Retaliation in its Education Program or Activity, the scope of conduct that constitutes Sex Discrimination or Retaliation under this policy, including the definition of Sex-Based Harassment, and all applicable notice requirements related to a Student's current, potential, or past Pregnancy or Related Conditions and the University's general response to Sex Discrimination or Retaliation.

2. Investigators, Decision Makers, and Other Persons

In addition to the training requirements in Section IV.Q.1., all investigators, Decision Makers, and other persons who are responsible for implementing the University's administrative complaint procedures or who have the authority to modify or terminate Supportive Measures will be trained on the following topics to the extent related to their responsibilities:

- a. The University's obligation to respond to Sex Discrimination or Retaliation;
- b. The University's administrative complaint procedures;
- c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- d. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance.

3. Facilitators of Informal Resolution Process

In addition to the training requirements in Section IV.Q.1., all facilitators of an Informal Resolution process will be trained on the rules and practices associated with the University's Informal Resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. Title IX Coordinator and Designees

In addition to the training requirements in Sections IV.Q.1. through IV.Q.3., the Title IX Coordinator and any designees will be trained on their specific responsibilities, the University's recordkeeping system and requirements, and any other training necessary to coordinate the University's compliance with this policy.

V. Resource Links

The following resources are organized by category:

- A. University Title IX Coordinators Contact Information
<http://www.hawaii.edu/titleix/coordinators>
- B. University Confidential Employee Contact Information
<http://www.hawaii.edu/titleix/confidential>
- C. Community Resources Contact Information
<http://www.hawaii.edu/titleix/community>
- D. Overview of University and Community Resources
<http://www.hawaii.edu/titleix/overview>

VI. Delegation of Authority

In order to carry out this commitment, Vice Presidents and the Provost/Chancellors are hereby charged with the responsibility and authority to implement this Sex Discrimination policy. The campus Title IX Coordinator maintains ultimate oversight over ensuring the University's consistent compliance with its responsibilities under Title IX.

VII. Contact Information

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

VIII. References

A. Relevant Federal and State Laws and Regulations

It is the policy of the University of Hawai'i to comply with the applicable federal and state statutes, rules, regulations, and provisions in the collective bargaining agreements which prohibit discrimination in University programs, activities, and employment practices.

These equal opportunity laws include but are not limited to the following: Title VII of the Civil Rights Act of 1964, Pregnancy Discrimination Act of 1978, Title IX of the Education Amendments of 1972, Clery Act of 1990 as amended by the Violence Against Women Act (reauthorized in 2013), Equal Pay Act of 1963, Chapter 378 of the Hawai'i Revised Statutes, and Executive Order 11246.

- B. RP 1.205 – Policy on Nondiscrimination and Affirmative Action
- C. AP 1.204 – Interim Administrative Complaint Procedures Regarding Sex Discrimination and Retaliation
- D. EP 1.202 – Nondiscrimination, Equal Opportunity, and Affirmative Action
- E. EP 7.205 – Systemwide Student Disciplinary Sanctions
- F. EP 7.208 – Systemwide Student Conduct Code
- G. EP 9.210 – Workplace Non-Violence

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
ho‘oulu, ho‘ā, a ho‘oikaika ‘ia ai ka ‘ike a me ka na‘auao o nā
kānaka a‘o aku a a‘o mai no ka ho‘owaiwai ‘ana i ke kaiāulu a
me ka honua.

‘O ke kahua ma mua, ma hope ke kūkulu.

First comes the foundation, then comes the building.

(‘Ōlelo No‘eau, 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 "hickeys."

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.

Appendix 6

KAUA'I COMMUNITY COLLEGE

Animals on Campus

KAUA'I COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE NO. 3-3

KCCAP No. 3-3 Animals on Campus

Revised February 2, 2024

1. Purpose

Kaua'i Community College ("the college") allows individuals to bring animals on college property in accordance with federal laws and subject to rules outlined in this policy.

A service animal is permitted on campus grounds and within college buildings. This practice follows Titles II and III of the [Americans with Disabilities Act Amendment Act of 2008](#).

The college supports the use of service and emotional support animals on campus in compliance with applicable federal and state laws. At the same time, it recognizes the health and safety risks potentially created by unrestrained and untrained animals on campus. This policy sets forth the roles and responsibilities of individuals bringing animals on campus.

Animals not governed by this policy are referenced below.

2. Policy

This policy applies to employees, students, college affiliates, visitors, contractors, and applicants for admission to or employment with the college.

This policy should not be read to grant an individual access to college property beyond that to which they would normally be granted.

3. Related University Policy

A. [UH Executive Policy 1.207](#) Service Animals and Emotional Support Animals

4. Definitions (specific to this policy)

- A. Assistance Animal- Animals that fall within either the classification of being an emotional support animal or a service animal.
- B. Domestic Animal- An animal that has been trained or adapted to living in a human environment, including dogs, cats, birds, and other types of household pets.
- C. Emotional Support Animal- An animal living with a person with a disability in residential households. The animal can be any species of animal that provides some therapeutic benefit to a person with a mental or psychiatric disability, requiring no specific training. The mere presence of this animal is to mitigate the effects of the emotional or mental disability.
- D. Handler- The individual who is responsible for the care and supervision of their animal.

- E. Person with a Disability- An individual with a physical or mental impairment that substantially limits one or more major life activities; who has a record of such impairment; or who is regarded as having such impairment.
- F. Service Animal- A dog or miniature horse that has been trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Service animals are working to assist the handler and should not be considered as pets.
- G. Stray Animal- A loose domesticated animal that has lived with people but has escaped or been abandoned by human owners/caregivers. Such animals lack the skills necessary to survive on their own and are usually unafraid of humans, often seeking out humans for assistance. For the purpose of this policy, such animals are not considered to gather/reside in any specific area. They are thought of as transient in nature and may randomly enter/exit campus grounds and buildings.
- H. Feral Animal- A once-domesticated animal turned wild, usually of a species that is “nonnative” to an area. Feral animals have had little to no interaction with humans and usually avoid such interactions.
- I. Wild Animal- A non-domesticated animal living in its natural state. Wild animals have had little to no interaction with humans and usually avoid such interactions.

5. Responsibilities and Procedures

Service animals are permitted on campus grounds and in some cases, into campus buildings, provided the animal’s handler follows federal, state, and local laws and those rules covered in this policy. Provisions for service and support animals on campus are covered below.

When it is not readily apparent that an animal is a service animal, the college is only permitted to ask the following two questions: 1) Is the animal required because of a disability? And 2) What work or task has the animal been trained to perform?

A. Service Animals on Campus

In accordance with University of Hawaii EP 1.207, the college permits service animals into campus buildings where other animals would typically not be permitted.

Service animals brought on campus must be under the complete control of the handler at all times and present no hazard to people or property. Other animals may be brought onto campus grounds with approval from the Vice Chancellor for Administrative Services (VCAS).

i. Animals on campus must:

- a. be secured to a leash, cord, chain, or similar with direct physical control by its handler. The leash, cord, chain, or similar with a maximum length of six (6) feet. If this constraint interferes with a service animal's work or if the individual's disability prevents using these devices the individual must maintain control of the animal through voice, signal, or other effective controls.

- b. animals must not be tethered to a stationary fixture, or trees, or left unattended in vehicles or on campus.
- c. be vaccinated and licensed in accordance with state and county laws.

The college retains the right to take action to remove any animal from the campus if the safety of others, destruction of property, or disturbance warrants such removal. The removal of any animal and any necessary cleaning, repairs, and/or pest control will be done at the expense of the handler. The handler may also be subject to disciplinary action. This action may also extend to cases involving service animals.

In all cases, the handler of the animal is responsible for the animal's behavior. The college does not provide for the care or supervision of a service animal, including cleaning up after the animal.

In general, animals other than service animals are not permitted into campus buildings except animals not governed by this policy as noted.

ii. Criteria for Service Animals in Campus Buildings

- a. The service animal must have been trained as a service animal in the work or tasks directly related to the person's disability.
- b. Individuals are permitted to bring their service animals into all areas of the campus, including buildings and any place of public accommodation. All service animals must be house-trained and must be under the control of the handler at all times. There are few exceptions to service animal access due to pre-existing health and safety reasons affiliated with room conditions and use; therefore, it is advised that individuals contact the Disability Services office for further information.

Employee. While an employee is not required to submit an accommodation request to bring a service animal into a college building, they may seek further advice from the Equal Employment Opportunities/Affirmative Action (EEO/AA) office on services the college can provide to employees with disabilities.

Student. While a student is not required to submit an accommodation request to bring a service animal into a college building, they may seek further advice on services from the Disability Services office that the college can provide to support students with disabilities.

B. Emotional Support Animals on Campus

Emotional support animals approved for employment accommodations may accompany an employee in their normal work environment but are generally not allowed in other areas such as dining facilities, or in safety-sensitive areas.

C. Domestic Animals

Unless prior approval is granted by the VCAS, domestic animals are only allowed around the following campus areas:

1. Sidewalk adjacent to Kaumuali'i Highway, and
2. Outside of the fenced campus area alongside Puhi loop road which connects Puhi Rd. and Nuhou Rd.



Dogs and other domestic animals must be under the control of the handler while on campus grounds and restrained by a harness, leash, or other tether that does not exceed six (6) feet in length;

Any dog or other domestic animal brought to campus must be licensed and fully inoculated, with the burden of proof on the owner;

Fecal matter deposited by any dog or other domestic animal brought to campus must be removed immediately by the owner;

The feeding of any animal near outside dining facilities and other campus areas which may result in a potential health hazard, a public nuisance, or property damage is strictly prohibited; and,

Animals are not permitted inside any campus building, facility, and/or premises with the exceptions of service animals, emotional support animals approved by the college, authorized research/instructional animals, and animals used by law enforcement or emergency personnel.

D. Feral, Wild, and Stray Animals on Campus

Feral animals that are not a risk and do not represent a hazard, cause property damage, or create a public nuisance, shall be allowed to inhabit the campus grounds without intervention, relocation, or abuse.

Feral animals that are a potential risk, represent a hazard, cause property damage, create a nuisance, or otherwise pose a potential conflict with humans shall be humanely relocated to the Kaua'i Humane Society (KHS) or the Kaua'i Animal Education Center (KAEC) when possible, in accordance with all applicable laws and regulations.

Unauthorized individuals (employees, students, or the general public) who seek to feed, chase, interfere with, abuse, or remove any feral animal will be asked to cease and desist in such activities. Should such individuals ignore such requests, they may be subject to being escorted off campus grounds or other appropriate measures. Trained individuals collaborating with a licensed animal welfare organization or veterinarian licensed to practice in Hawai'i may engage in legitimate and humane trap/neuter/release operations to reduce feral animal populations on the campus with advance authorization from the VCAS. The college does not assume any liability whatsoever for such operations.

No intervention will be taken with wild animals that are not a risk and do not represent a hazard, cause property damage, or create a public nuisance, and that do not involve human intervention.

Wild animals that are a potential risk, represent a hazard, cause property damage, create a nuisance, or otherwise pose a potential conflict for humans shall be humanely relocated whenever possible, in accordance with all applicable laws and regulations by authorized campus personnel or private contractors whenever possible.

Stray animals shall be humanely relocated to the KHS or the KAEC when possible, in accordance with all applicable laws and regulations.

E. Animals Not Governed by this Policy

Animals not governed by this policy are animals that are involved in authorized research, animals used for performances on the campus premises, or other college-sponsored activities. (Prior approval from the college in advance by the VCAS must be obtained.)

Contacts		
Office	Contact	Web
Administrative Services	(808) 245-8230 (808) 245-8231	Non-Discrimination at KCC
Disability Services (for Students)	(808) 245-8317	Disability Services website
Equal Employment Opportunity/Affirmative Action	(808) 245-8260	EEO/AA website

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:

- **YWCA Confidential Advocate (One Stop Center, Rm 201E)** Phone: (808) 245-6362;
- **Jie Shen, Mental Health Counselor & Confidential Resource** Library Rm 120; Phone: (808) 245-8346; email: jieshen@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>

Additional information about [Title IX - Confidential Resources](#)

REPORTING

If you wish to **REPORT** an incident of sex discrimination or gender-based violence 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 808-245-8399 (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

KAUA'I COMMUNITY COLLEGE

Student Academic Grievance Procedure

KAUA'I COMMUNITY COLLEGE POLICY GUIDELINE NO. 5-3

KCCP 5-3 Student Academic Grievance Procedure

Revised December 10, 2019

1. Purpose

This policy is designed to provide students with an opportunity to obtain an equitable resolution to complaints of an academic nature, including but not limited to grades assigned to coursework, final course grades, course policies, academic policies, or any other academic impropriety caused in part or whole by the actions or practices of the College. Grievances relating to non-academic matters, including discrimination and disability issues, are handled through the Non-Academic Grievance Policy. Grievances relating to student conduct matters are handled through the Student Conduct Procedure.

2. Background

A. It is a historically established rule of higher education that an instructor has the authority to conduct classes, provide for the discussion of ideas, make assignments or other exercises, require examinations, and render judgments on the performance of students. The exercise of this authority provides the foundation for an academic relationship between individual instructors and individual students that is unique to colleges and universities. This relationship is maintained by the interplay of traditional and customary standards of conduct and courtesies, the observance of which is the responsibility of both faculty members and students. Certain basic expectations relevant to teaching and learning are summarized below. Inevitably, issues associated with the instructor's responsibilities as a teacher and the student's responsibilities as a learner may occasionally arise. In order to address these issues, the University of Hawai'i has instructed its constituent campuses to provide for the consistent and equitable resolution of legitimate student academic grievances.

B. Academic Rights and Responsibilities of Students

- i. Kaua'i Community College subscribes to the following part of the 1968, "Joint Statement on Rights and Freedoms of Students," adopted by a diverse number of higher education organizations including the American Association of University Professors, which relates to classroom instruction:

“The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.”

- ii. Protection of Freedom of Expression: Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but students are responsible for learning the content of any course of study for which they are enrolled.

- iii. Protection Against Improper Academic Evaluation: Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. Simultaneously, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- iv. Protection Against Improper Disclosure: Information about student views, beliefs, and political associations, which professors acquire in the course of their work as instructors, advisors, and counselors, should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

3. Definitions

- A. Complaint of Alleged Academic Impropriety: A written charge filed by a student with the academic Division Chair alleging that an instructor has acted improperly or in a manner otherwise inconsistent with the instructor's responsibilities or the student's customary academic expectations.
- B. Academic Grievance: A written statement of complaint submitted to the Chancellor requesting a formal review of an academic complaint by an Academic Grievance Committee which the student believes to have been unsatisfactorily resolved by the Academic Impropriety procedures.
- C. Patently Frivolous Grievance: A written grievance that is so weak and unsubstantial as to be void of merit or for which there is no identifiable or appropriate remedy. Examples of such grievances may include but are not limited to: those that do not describe an improper or uncustomary situation; those that are best pursued under other more appropriate procedures; or those that have been pursued and concluded through other grievance or appeal procedures.

4. Procedures for the Resolution of Academic Grievances

- A. Any student who believes that an instructor has acted improperly or in a manner otherwise inconsistent with the instructor's responsibilities or the student's customary academic expectations, may initiate action to achieve a remedy. The actions available are outlined herein and must be initiated within 14 calendar days after the student became aware, or could have reasonably been expected to become aware, of the alleged impropriety. Grievances involving final course grades must be initiated within 90 days of the end of a semester, or they will not be considered.
- B. Report of Alleged Academic Impropriety
 - i. A student who believes that an instructor acted improperly should make every reasonable attempt to discuss the matter with the instructor involved.
 - ii. Failing to resolve the matter with the instructor involved, the student should discuss the matter with the instructor's Division Chair, reporting the facts as the student perceives them, specifying the remedy sought, and outlining the instructor's response, if any, to the consultations with the instructor. Such discussion should be initiated with the Division Chair within seven calendar days after the final scheduled discussion with the instructor involved. The Division Chair may meet separately with the student and instructor, or if both agree, jointly, to discuss the report. Within seven calendar days of receipt of the student's

- unresolved report, the Division Chair shall complete any consultation and shall notify the student and the instructor in writing or by University email of his or her conclusion(s) and recommendation(s).
- iii. In the attempt to resolve the matter with the instructor involved, the student may request mediation services through the Vice Chancellor for Student Affairs (VCSA). Additionally, the instructor's Division Chair may seek mediation services in helping to resolve any outstanding matters.
 - iv. Should the instructor involved be the Division Chair, then the student should present his or her unresolved report, in accordance with paragraph B.ii. above, directly to the Vice Chancellor for Academic Affairs (VCAA) or the VCAA's designee, noting the apparent "conflict of interest" in his or her report.

C. Complaint of Alleged Academic Impropriety

- i. Failing to achieve satisfactory resolution of a report of an alleged academic impropriety, the student may file a written complaint with the VCAA. Such complaint must be filed within seven calendar days after the student has been notified by the Division Chair of the resolution of the student's report of alleged academic impropriety.
- ii. The student shall provide as a part of his or her written complaint, the facts of the matter as the student perceives them, the remedy sought, the instructor's response to initial consultations, and the Division Chair's resolution of the report. In addition, the student shall identify the custodians of any relevant documents which the student does not possess.
- iii. Upon receipt of a written complaint, the VCAA or VCAA's designee shall immediately notify the instructor's Division Chair. If new material or information relevant to the situation, which was not introduced as a part of the student's report to the Division Chair, becomes available, the VCAA or the VCAA's designee shall refer the complaint to the Division Chair for review and recommendation. The Division Chair shall make written recommendations to the VCAA within seven calendar days of receipt of the student's complaint from the VCAA.
- iv. The VCAA or the VCAA's designee shall have 14 calendar days to review the complaint, consult with the parties involved, and resolve the complaint. This timetable may be extended for no more than 14 additional days if, in the VCAA's or the VCAA's designee's judgment, such extension would be of benefit in resolving the complaint.
- v. Upon expiration of the timeframe provided for resolving the complaint, the VCAA or the VCAA's designee shall transmit a written disposition of the complaint to the student in writing or by University email.

D. Academic Grievance

- i. Failing to achieve satisfactory resolution of a complaint of an alleged academic impropriety, the student may file a grievance, in writing, with the Chancellor, to be heard by the Academic Grievance Committee. Such filing must be done within seven days after the student has received written notification from the VCAA or the VCAA's designee regarding the resolution of the student's complaint.

- ii. The student's written grievance shall contain all information previously provided in the student's complaint to the VCAA as well as a copy of the VCAA's or the VCAA's designee's notification to the student regarding the disposition of his or her complaint.

E. Academic Grievance Committee

There shall be an Academic Grievance Committee appointed by the Chancellor at the beginning of each academic year. Academic Grievance Committee hearings will usually not be available during the last two weeks of each semester (study period and finals week) nor during the summer. During these periods, a hearing before a designated campus administrator may be conducted or grievances may be deferred until such time as a committee hearing is available, as determined by the Chancellor.

F. Composition of the Academic Grievance Committee

- i. The Academic Grievance Committee shall be composed of a chair, four students, and four faculty members. The Committee Chair shall vote only in the case of a tie.
- ii. The Chancellor will appoint the faculty members nominated by Faculty Senate.
- iii. The Chancellor will appoint the student members nominated by the student government organization.
- iv. The Chancellor will appoint the Committee Chair who may be any faculty member of the College.
- v. If any faculty member or student selected believes that his or her relationship with either the case, or the individuals involved, would affect his or her ability to render an impartial judgment, the committee member shall disqualify him or herself. The Chancellor will then select additional members until the committee membership is complete.
- vi. A majority, or five out of the eight members, of the Academic Grievance Committee present shall constitute a quorum for the purposes of a hearing. The Committee Chair is not counted in the quorum.
- vii. Prior to the first committee meeting, the Chancellor will brief the committee members on their responsibilities and the procedures to be followed.

G. Responsibilities and Procedures of the Academic Grievance Committee

- i. Upon receipt of a written grievance requesting a formal hearing by the Academic Grievance Committee, the Committee Chair shall notify the instructor involved, the instructor's Division Chair, and the VCAA.
- ii. The Committee Chair shall have the authority to dismiss all patently frivolous grievances. The committee shall not proceed on any grievance for which there is no identifiable or appropriate remedy.
- iii. Having determined that a grievance is not patently frivolous, the Committee Chair shall schedule a hearing of the Academic Grievance Committee within 14 working days after receipt of the grievance.

- iv. The Committee Chair shall have the authority to waive specified timelines for a specific period, when necessary, in order to ensure proper notice and a fair hearing.
- v. Having scheduled a hearing, the Committee Chair shall give notice via University email to the student, the instructor involved, the instructor's Division Chair, and the VCAA. Such notice shall be given at least five working days prior to the hearing and shall include:
 - a. The date, time, and place of the hearing;
 - b. Any particular section(s) of the statement of Academic Rights and Responsibilities of Students that is alleged to have been violated;
 - c. An explicit statement of the issue(s) involved, the facts alleged by the student, the conclusions and recommendations, if any, reached by the Division Chair and VCAA;
 - d. The fact that the burden of proof rests upon the student; and,
 - e. That the hearing shall be closed.
- vi. The Academic Grievance Committee shall conduct its fact-finding in accordance with the following provisions, which are designed to assure a fair hearing and equitable treatment for those involved.
 - a. The Committee Chair shall be responsible for recording the hearings, maintaining order, and shall have the authority to rule on points of order and to exclude immaterial and/or repetitious evidence.
 - b. The Committee Chair will ensure that the student and the instructor have sufficient opportunity to discuss all issues involved.
 - c. Oral and documentary information may be presented to the committee.
 - d. All members of the committee shall have the right to raise additional questions or seek clarification on all relevant points.
 - e. The committee may secure additional information from sources other than those presented by the student or the instructor. The committee may also secure other documents relevant to the issue, which were not introduced at any previous step by the student or instructor.
 - f. The student is expected to be present at the hearing and the instructor may be required to attend at the discretion of the committee. The instructor may provide written information to the committee for its consideration. In the absence of the instructor, the committee shall consider the information in its possession and render a decision. The deliberations of the committee, after receipt of all relevant information, shall be closed.
 - g. In the absence of the student, except for good and sufficient cause, the grievance shall be dismissed with prejudice. Upon certification by the Chancellor, the decision of the Academic Grievance Committee as to good and sufficient cause is final within the University.
- vii. After hearing a grievance, the Academic Grievance Committee will decide if the University has reasonable cause to remedy a student's situation. Accordingly, the committee may decide the following:
 - a. No cause for remedy: Wrongful or uncustomary behavior on the part of the instructor has not been established.
 - b. Cause for remedy: Wrongful or uncustomary behavior on the part of the instructor has been established. In this case, the Academic Grievance Committee may recommend an appropriate academic remedy.

- viii. After the committee has made its findings, decision as to cause, and any recommended remedy, the Committee Chair shall inform the student and the instructor in writing or by University email of the findings and recommendations within five calendar days of the hearing. Copies shall be provided to the instructor's Division Chair, the VCAA, and the Chancellor.

H. Final Decision and Orders by the Chancellor

- i. Upon receipt of the committee's findings, decision as to cause, and recommendations, the Chancellor may take the following actions:
 - a. Direct the committee to rehear the grievance if there is substantial reason to doubt the fairness of the hearing. A determination of the fairness of the hearing shall be based on four issues:
 - Did the committee follow the procedures contained herein;
 - Was the committee hearing conducted in such a way as to provide the student adequate opportunity to present his or her grievance;
 - Did the Evidence presented at the hearing satisfy the requisite burden of proof; and
 - Is the remedy reasonable in relation to the grievance?
 - b. Affirm the committee's findings, decision as to cause, and implement, in whole or in part, the recommended remedies.
 - ii. Within 30 calendar days from the receipt of the committee's findings and the decision as to cause and recommendations as to remedy, the Chancellor shall notify, in writing or by University email, both the student and the instructor of the final decision regarding any remedy to be undertaken.
 - iii. The decision of the Chancellor shall be final within the University.
- I. Records of the Academic Grievance Committee: The Chancellor shall maintain a log of the hearings. This log shall include a brief description of the subject matter of the grievance and the outcome of the hearing but shall not contain any personally identifiable information. This log may be open to restricted, external inspection.
- J. Other records of the Academic Grievance Committee which are not open to outside inspection include: recordings of the hearing, all written information presented, the actions of the committee and the Committee Chair's final report including the committee's findings, decision as to cause, and recommended remedies.

Appendix 9

KAUA'I COMMUNITY COLLEGE

Non-Academic Grievance Procedure

KAUA'I COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE NO. 5-6

KCCAP 5-6 Non-Academic Grievance Procedure

Revised May 06, 2022

1. Purpose

This policy and procedures are designed to provide a student grievant with an opportunity to obtain an equitable resolution to alleged injustices or problems of a non-academic nature caused in part or whole by the actions or practices of the College.

2. Policy

The following provides students with directions on how to launch a grievance or file a complaint of a non-academic nature.

3. Related Policies and Documents

A. Related Policies

- i. [EP 1.204](#) - Interim Policy on Sex Discrimination
- ii. [EP 1.202](#) - Non-discrimination and Affirmative Action
- iii. [EP 9.210](#) - Workplace Non-Violence Policy
- iv. [KCCP 5.3](#) - Academic Grievance Procedure

B. University of Hawai'i Systemwide Board of Regents Policy RP 12.202, Principal Investigator.

4. Definitions

A grievance is a complaint by a student about an alleged action by a College employee which adversely affects the status, rights or privileges of the student.

5. Policy

- A. If a student wishes to launch a complaint against a college employee, they should visit the Student Complaint/Procedure process website. This website will direct students to file a complaint based on Non-discrimination, Title IX or other general complaints. For Non-discrimination and Title IX complaints, these complaints will be directed to the EEO and Title IX officer. If a student files a general complaint, this complaint will be directed to the VCSA. The VCSA will determine next steps with the student, taking into account all related college and system policies.

Appendix 10

KAUA'I COMMUNITY COLLEGE

Your Faculty and Staff



Ms. Margaret Sanchez
Chancellor
(808) 245-8210
masanche@hawaii.edu



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



Dr. Kurt Takamine, Ph.D., Ed.D.
Dean for Academic Affairs
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Dr. Thomas No'eau Keopuhiwa, Ed.D.
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Student Services
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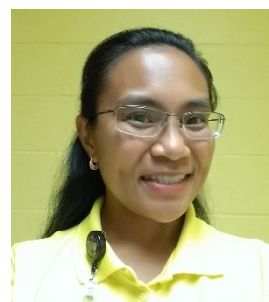
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Ms. Alicia Sams
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The culinary arts field is constantly evolving. This is part of the excitement of being involved with a dynamic, may change to fit operational and industry needs.

**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**



Ki, or Ti Leaf

Ua ahū ka imu, e lāwalu ka iʻa.

The oven is ready, let the fish wrapped in ti leaves be cooked.

All preparations have been made; now, let us proceed with the work.