

MCHENRY COUNTY COLLEGE CULINARY PROGRAM STUDENT CODE OF CONDUCT

All students are required to follow MCC's student code of conduct as well as these expectations

ATTENDANCE POLICY

Attendance is an important employability trait in the hospitality industry and is a mandatory expectation of this program. Students are expected to be on-time, in uniform when class begins. Students not in uniform when class begins are late. If a student will be late or absent, they are expected to contact the instructor just as they would a job.

Please note that make-up days are not available. A student may be withdrawn at ANY time, at the discretion of the instructor for excessive tardiness or absences. Excessive is defined as:

2 tardies = 1 absence

3 non-consecutive absences = drop of one full letter grade

3 consecutive or 5 non-consecutive absences = student may be withdrawn

Tartan Bistro/Sweet Scots = same

Tartan Bistro/Sweet Scots = 2

Tartan Bistro/Sweet Scots = 3 / 4

Note- this policy may vary with blended and/or PCCS dual credit classes.

If a student fails to show for final practicals and/or final kitchen clean-up and written exam, they will not pass the class.

COMMUNICABLE & OTHER ILLNESS

Students are required to notify the college of any forms of communicable illness such as Hepatitis or HIV/AIDS.

Students must notify their instructor. The instructor should notify the department chair and the department chair will arrange for class clearance. Students must advise the instructor of any epileptic or seizure disorders as well.

DISCIPLINE POLICY

Professional behavior is expected. Students who refuse to comply with the code of conduct or behave in an unsafe manner will be reported to the campus Behavioral Intervention Team (BIT).

IS THIS PROGRAM RIGHT FOR ME?

- Are you able to maintain a professional level attendance record?
- Are you able to perform repetitive tasks for an extended amount of time without assistance?
- Are you physically & mentally able to work in situations with time limits?
- Are you able to lift up to 50# boxes or bags of product?
- Are you able to handle and grip a knife SAFELY and efficiently without assistance?
- Are you able to read and write clearly and concentrate effectively without assistance?
- Are you able to perform basic math skills WITHOUT the aid of a calculator?

KITCHEN ETIQUETTE

- Gum chewing is not allowed
- All drinks must be covered and placed below the table work area
- No outside food should be open in the table work area during class time
- Students are NOT allowed to eat lunch or dinner in the lab during break- use the cafeteria area tables
- Use tasting spoons/forks during class time
- No personal electronic devices and/or headphones are allowed in the kitchen at any time
- Cell phones must be on silent and put away from the table work area
- **DO NOT USE CELL PHONES DURING CLASS TIME**
- If you have an emergency and need to take a call, inform your Chef and **step outside** to take the call
- Refrain from abusive and/or foul language

LOCKERS

Students may only use the lockers to the left of the cafeteria doors. The medium and large lockers to the right of the doors are for instructors and employees only. Students may bring their own locks, however neither the college nor the instructors are responsible for any personal items in any lockers. Please use the bathrooms in the hallway by the lockers to change clothes. **Students may NOT EVER change their clothes in the kitchen area or culinary lab. Taking off /putting on clothes, regardless of what is underneath, should NOT be done in the culinary lab or kitchen area. Put your hair up in the hallway or bathroom, NOT in the culinary lab.**

PERSONAL APPEARANCE- IF YOU WERE NOT BORN WITH IT, IT IS NOT PERMANENT.

This is a professional program and students are expected to maintain personal hygiene and health department standards. Lab classes have the following requirements:

Uniforms: A clean uniform must be worn daily. Maintenance of the uniform is the responsibility of each student.

Hair: Must be pulled back and if needed, in a hair restraint- this applies to male or female students. Mustaches or beards must be covered if they are longer than surface hair. The white MCC student hat must be worn.

Hands: Students are required to wash their hands before starting class, after using the bathroom, after smoking, and as necessary to maintain sanitary conditions during food preparation.

Fingernails: Fingernails must be neatly trimmed and clean, especially under exposed parts of the nail. Fingernails must not extend more than one-quarter inch ($\frac{1}{4}$ inch) beyond the fingertip. **No nail polish** (clear is still a polish) or decoration of any kind is allowed.

Jewelry: No visible jewelry is permitted other than a wedding band or medical ID bracelet. No visible piercings are allowed, at all of any kind. **NO false eyelashes** are allowed. Jewelry is NOT considered permanent.

UNIFORMS & TOOL-KITS

This is a professional program and all students in lab classes are required to have the approved MCC student uniform, hat and tool kit. Students are expected to wear clean uniforms and kitchen safe, non-slip shoes. Open-toe, exposed skin, gym shoes or tennis shoes are NOT acceptable. Uniforms, hats, aprons with outside logos are not allowed. Students may be sent home to change if their uniform is not acceptable or they refuse to remove jewelry. Uniforms and tool kits are only available via the campus bookstore.

WORKING IN THE KITCHEN

- Any injuries of any kind should be reported to your Chef immediately, no matter how small
- If you don't know how to use a piece of equipment- ASK
- Always return equipment to the proper storage spot. If you don't know- ASK
- Cleaning is a part of cooking and a part of student's grade
- Never wash hands in dish sinks, only hand-sinks
- Use the dish machine for large items, Cambros, stainless bowls, sheet trays, etc.
- DO NOT PUT MEASURING SPOONS & VERY SMALL ITEMS IN DISH MACHINE AREA
- NEVER PUT HANDS DOWN GARBAGE DISPOSAL, ALWAYS USE TONGS
- NEVER SCOOP ICE WITH ANYTHING OTHER THAN PLASTIC/METAL ICE SCOOP
- Keep the cover on the garbage disposal during use, it's there for a reason
- ALL dishes must be cleaned and PUT AWAY at the end of EVERY class
- All food in the lab is the property of MCC- do not take food from lab without permission from your Chef
- Do not throw food away unless you have checked with your Chef
- Clean up must be done before students start wrapping food to take home

ACCOMODATION GUIDELINES

Instructors will make every attempt to work with students on reasonable accommodations. Students who need accommodations, are required to register with the office of Access & Disabilities. Reasonable accommodations WILL vary in lab classes. Lab classes can accommodate the following:

- Note takers
- Recording lectures (must be arranged with instructor)
- Extra time on written tests for mid-terms and final exams
- Test taking in the testing center the same day/time as current class (must be arranged with instructor)
- Test taking in the testing center at a later date due to illness (must be arranged with instructor)

*NOTE: Industry Issued exams such as ServSafe Food and ServSafe Alcohol must be proctored in-class, in-person, by a certified instructor/proctor. Some lab classes will have short in-class quizzes that **MUST** be completed in the lab, as they are related to ingredients and/or equipment only found in the lab. In addition, students will be required to perform simple math problems in class, sometimes without the aid of a calculator or cellphone. Basic math skills (Math 090) are a requirement of the program, and an expectation in the industry.*

***E-Portfolio note: AAS degrees do NOT require an E-portfolio for graduation.*

