



**OUR MISSION**

To provide an innovative learning environment that is responsive to industry while establishing a foundation of skills that allows our students to excel in culinary and baking careers and at the same time fosters stewardship of the environment.

**VISION**

We envision a world where chefs equitably impact human and environmental wellness through culinary education.

**SEATTLE CENTRAL COLLEGE LAND ACKNOWLEDGEMENT STATEMENT**

On behalf of Seattle Central College, I acknowledge the land on which we stand today as the traditional home of the Coast Salish people, the traditional home of all tribes and bands within the Duwamish, Suquamish, Tulalip and Muckleshoot nations. Without them, we would not have access to this gathering and to this dialogue. I ask that we take this opportunity to thank the original caretakers of this land who are still here.

**PROGRAM LEARNING OUTCOMES**

**Culinary Arts**

1	AAS	Certificate	Anticipate and manage labor and food costs to operate an economically sustainable establishment.
2	AAS	Certificate	Apply the principles and practices of sustainability to respect heritage, the process and the health of the planet for future generations.
3	AAS	Certificate	Apply and use basic techniques and culinary skills to create great food.
4	AAS	Certificate	Manage processes and procedures to function effectively in a working food production environment.
5	AAS	Certificate	Use professional conduct appropriate to the profession.
6	AAS	Certificate	Seek opportunities for continual learning in pursuit of mastery in the culinary field.
7	AAS		Demonstrate an enhanced understanding of the interrelationship of culinary knowledge to other disciplines.

## Specialty Desserts & Breads

1	AAS	Certificate	Apply calculations to analyze interpret and formulate data.
2	AAS	Certificate	Demonstrate professionalism in working with public and co-workers.
3	AAS	Certificate	Identify, select and apply appropriate information to analyze and resolve problems.
4	AAS	Certificate	Understand and apply environmentally sound practices.
5	AAS	Certificate	Understand scientific knowledge and its relationship to baking.
6	AAS	Certificate	Understand principles of baking preparation, equipment, methods and products.
7	AAS	Certificate	Follow appropriate sanitation and safety laws and procedures.
8	AAS		Seek opportunities for continual learning in pursuit of mastery in the field.
9	AAS		Demonstrate an enhanced understanding of the interrelationship of the culinary knowledge to other disciplines.

### COLLEGE STANDARDS FOR STUDENT CONDUCT

As a member of Seattle Central's student body, you are governed by sections 375.10 to 375.95 of the Manual of Policies and Procedures. A copy of these rules is posted in the office. Among the items discussed in the manual, the following are considered acts of misconduct and are subject to disciplinary action as decided by the Dean of Students:

- 1. Academic dishonesty.** Includes cheating, plagiarism, forgery, etc.
- 2. Disruption of teaching.**
- 3. Physical and/or verbal abuse of any person.**
- 4. Use, possession or furnishing of intoxicants.**

To provide a healthy, safe, and secure working and learning environment, each student is expected to be in appropriate mental and physical condition to perform assigned duties and fully participate in the learning process. **Accordingly, we prohibit the abuse of alcohol and use of illicit drugs in keeping with Seattle Community College District IV policy #249.** Students who violate this policy will be disciplined up to and including expulsion from the District depending upon the seriousness of the violation.

As directed by the college, misconduct will be referred directly to the Dean of Students. Please familiarize yourself with the student conduct policies. We are happy to answer any questions about these policies.

### DIVISION STANDARDS FOR STUDENT CONDUCT

The Seattle Culinary Academy has a reputation of excellence, is accredited by the American Culinary Federation and will adhere to their standards of ethical behavior. To clarify our position and to reflect the desires of industry employers, the Seattle Culinary Academy has established the following standards and procedures for students. If you need more clarification of these standards, please make an appointment with the Associate Dean.

## STANDARDS & PROCEDURES

### **1. GRADING POLICY, CRITERIA AND SCALES**

***Students must complete all courses in the curriculum:*** Students who feel that they have completed an equivalent course at another institution must have their transcripts officially evaluated by the Registrar's office. The student must demonstrate that all competencies and assessments from that course have been met or they will need to enroll in that class. Each quarter curriculum builds upon the last quarter and so all course work or challenges must be completed before the student advances to the next quarter.

***Students in Seattle Culinary Academy programs are required to maintain a minimum of a 2.0 G.P.A.*** to remain in the program. If this G.P.A. is not maintained for two (2) consecutive quarters, the student will not be readmitted to the program. The same G.P.A. is necessary in order to graduate and receive a certificate or AAS degree. Similarly, if a student receives a numeric grade lower than 2.0 (76%) in any class, the student must repeat the course and obtain a passing grade before being allowed to advance to the following quarter or graduate. Consistent with the college's policy, a student may retake a class only once.

Culinary Arts is a demanding and competitive field, and if the student is unable to maintain these academic standards, the student is not acquiring the necessary skills to perform at an acceptable level in the industry.

#### ***Guide to Non-Decimal Grades and Grade Replacement (W, I, NC, etc.)***

If you are in danger of not passing a course, you may choose to request a non-decimal grade from your instructor prior to final exams.

- You may "Withdraw" (W) through the eighth week of the quarter (except in Summer quarter).
- To receive a "No Credit" (NC) or "Incomplete" (I) grade, you may request one from your instructor prior to final exams. It is up to the instructor whether they grant you one of these grade options, so these are not guarantees.
  - To be eligible for an "NC", you must be in good standing.
  - To be eligible for an "I," you must be in good standing and currently passing the course.

You should have completed most course requirements to be eligible.

You may request an "I" to finish a course for which you need no further instructional support. Once you complete the missing work, your instructor submits a "grade change" request, and the "I" is replaced with a grade on your transcript. Missing work must be completed the following quarter (Summer quarter is exempt; Spring quarter "I" grades are due at end of Fall quarter).

"NC" and "W" grades do not negatively impact your GPA but may impact financial aid or status from other programs (Running Start, Seattle Promise, International Programs, Veterans' benefits, etc.) "NC" and "W" notations remain on your transcript.

While not a requirement, you are strongly encouraged to meet with a financial aid and/or academic advisor for information prior to requesting an "NC" or "I."

#### ***Grade Replacement***

Any decimal grade may be replaced if you retake a course. You must then request the grade replacement through the Registrar, at which point, the original grade is no longer computed in your GPA.

## Grading Scale

Numeric Grade	Percentage	Numeric Grade	Percentage
4.0	95-100	2.4	79
3.9	94	2.3	78
3.8	93	2.2	77
3.7	92	2.1	76
3.6	91	2.0	75
3.5	90	1.9	74
3.4	89	1.8	73
3.3	88	1.7	72
3.2	87	1.6	71
3.1	86	1.5	70
3.0	85	1.4	69
2.9	84	1.3	68
2.8	83	1.2	67
2.7	82	1.1	66
2.6	81	1.0	65
2.5	80	0	65 or less
Absence Policy 2 days = .2 3 days = .5 4 days = .9 5 days = 1.3 6 days = 1.7 7 days = 2.1	Theory 15 min late = absence  Practicum 1 hour = absence		

## **2. ACADEMIC DISHONESTY**

Academic dishonesty including cheating and plagiarism are detailed in the Washington State Administration Code, [WAC 132F 121-110](#) and subject to disciplinary sanctions as outlined in the student hand book.

Plagiarism: “Stealing somebody’s work or idea copying what somebody else has written or taking someone’s idea and trying to pass it off as an original. “ (Encarta) Work that appears to be plagiarized will be given a zero grade and referred to the Vice President of Academic Affairs for discipline.

## **3. ABSENCES & ATTENDANCE**

It's always great to have everyone at every session. But, if you cannot attend a class, please make it **YOUR RESPONSIBILITY** to arrange with a classmate to get the notes, assignments, projects, schedule changes and so forth. Please **DO NOT** ask the instructor for the materials or what happened in class, etc. And if you see someone is absent, please collect the materials for him or her and ask that they do the same for you. If you must leave the class do so in a manner that does not disrupt others.

**Absences: Call your instructor before class starts** if you will be absent (see syllabus for telephone number). Absences are recorded irrespective of reason.

Attending class is the pathway to success in your education. Being present is necessary to gain the skills and competencies required for your degree and your career in the industry. Attendance creates an opportunity to practice your skills and professionalism. Reliable employees are in demand in the food service industry. Absences are disruptive to all students as rotations and learning opportunities are affected. Students are expected to demonstrate dedication to their chosen profession by making this practice a priority. Rotations scheduling is dependent upon all students being consistently present and absences must be minimized in order that all students have an equal opportunity to meet their competency requirements. **The effect of individual absences on your grade varies by course, refer directly to your course syllabi for that grading policy.**

**For the core theory and practicum courses, on the day of your second absence, your final course grade will be automatically lowered by 0.2 points.** On the day of your third absence, your final grade will be lowered by an additional 0.3 points and you will receive notice of departmental probation. For example, if your course grade is 3.5 and you miss three days of class, your final grade will become 3.0 (and you will be placed on departmental probation). Your grade will be lowered 0.4 points for each subsequent absence. **At seven absences, you will fail the course, and will not be allowed to advance to the next quarter or graduate until you receive a satisfactory grade in all courses. For other courses, the maximum absences allowed depends on the credit value of the course, consult your course syllabi.**

**Reasonable Accommodations for Religion/Conscience:** Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made in writing within the first two weeks of the quarter.

#### **4. LATE/TARDY**

**Any student arriving late will be marked absent.** It is the student's responsibility to contact the instructor before the end of class and ask that the absence be changed to a tardy. Three instances of tardiness equal one absence, and any tardy over 15 minutes automatically becomes an absence. For longer classes, like practicums, it is 15 minutes per hour (i.e. for a four-hour lab you would be considered absent after one hour).

Should extenuating circumstances arise; the instructor will form the policy as the situation merits. Students who leave class without permission or are absent for more than 10 minutes are subject to the equivalent of a tardy for the day. Students who sleep in class may be counted absent. Any student who leaves an exam before completing it without instructor permission, will forfeit the test and receive a zero with no recourse.

Class attendance is beneficial to students. The departmental attendance/absence policy applies to every student. If you cannot attend a class or must leave early, it is YOUR RESPONSIBILITY to arrange with a classmate to get the notes, assignments, projects, schedule changes or any other information presented. DO NOT ask the instructor for materials or to repeat the lecture. If you must leave class, do so in a manner that does not disrupt others. If you see that someone is absent, please collect the materials for them and ask that they do the same for you.

**Students must complete all courses in the curriculum:** Students who feel that they have completed an equivalent course at another institution must have their transcripts officially evaluated by the Registrar's office. The student must demonstrate that all competencies and assessments from that course have been

met or they will need to enroll in that class. Each quarter curriculum builds upon the last quarter and so all course work or challenges must be completed before the student advances to the next quarter.

## **5. STEWARDSHIP OF CULINARY ACADEMY RESOURCES**

Cost control should be a vital concern to each student. Theft deprives students of opportunities for learning and redirects resources to replacement rather than updating and expanding the course offerings available. Many high cost items are used and all individuals must limit waste, protect resources, and guard against theft. As stewards of the Academy it is each person's obligation to:

- a) **Limit and preserve leftovers.** The instructor will direct students on the amount of product to be made. Each individual needs to take the responsibility to limit waste in any way they can. Preparing food for personal consumption is grounds for immediate expulsion from the program.
- b) **Students receive a 25% discount when purchasing whole cakes and tarts but they do not receive priority purchasing on finished products.** Students are not producing product for personal consumption. Please be aware that a culinary or desserts student leaving with a box or package will be scrutinized by others. Bakery items may be purchased at the Pastry Case, when purchasing products, be sure to keep your receipt. Students are welcome to eat in the dining rooms as paying guests if their schedule allows. No packages or boxes are to leave the kitchens. Students may not prepare samples of items for tasting by anyone outside of the kitchen. Any recipe testing must be approved by the supervising instructor
- c) **Reduction of waste, reuse and recycling are core values of the Seattle Culinary Academy.** Each student is responsible for minimizing all types of waste and overseeing the appropriate disposal of each item. The quarter instructor will review procedures with each class.
- d) **Theft.** Students who are observed in suspicious behavior suggestive of theft are subject to academic penalty up to and including expulsion at the discretion of any instructor and the associate dean.

## **6. PERSONAL BELONGINGS/LOCKER ROOM/KITCHEN ACCESS**

Personal and Communal security of property and person should be of utmost concern to each member of Seattle Culinary Academy.

- a) **Only program students are allowed to use lockers and locker rooms.** Lockers are issued first quarter; long lockers are issued on a first come first serve basis. **Thefts do occur, leave unnecessary valuables at home.** The Seattle Culinary Academy accepts no responsibility for the security of any item. The student is provided a personal lock for the locker that is assigned for their use. Any locker that has a lock or contains personal items after a student is no longer registered will be emptied by office staff and the contents donated to charity. Any unauthorized or unregistered lockers will be emptied.
- b) Students are responsible for the security of their personal belongings. All items should be clearly labeled.
- c) Students may take their knife case and a small pad of paper to the kitchens. Personal backpacks, purses, satchels and any other personal items should be secured in the locker provided. They are not allowed in the kitchen.

- d) For liability and safety concerns, students may not be in the kitchen for any purpose unless a specified staff member or instructor is supervising.
- e) Friends, children, or family are not allowed in areas other than Square One, One World Dining Room, and other public areas. Tours of the production facility may be arranged through the Division Office.
- f) The exterior door between the dish room and One World dining room is not to be used except for emergency.

## **7. CLASS SCHEDULE AND MEALS**

As in industry, breaks and meal periods will be scheduled according to work needs. With the exception of taste-testing products during preparation, **CONSUMING FOOD IN THE LAB KITCHENS OR CLASSROOMS IS STRICTLY PROHIBITED.** Individual water containers must be closed and stored underneath food preparation areas. Culinary Arts and Pastry students have an exclusive lunchroom and lunch service between 11:30 and 12:45. Student lunch closes by 1:00. **ALL LUNCH ITEMS MUST BE CONSUMED ON CAMPUS.**

Students' lab fee covers one meal per day. The menu changes daily and is directed by student input. Lacto-ovo vegetarian choices are available regularly. Unfortunately, the Culinary Academy cannot make daily accommodations for all dietary requirements or preferences of students.

## **8. PERSONAL APPEARANCE AND DEMEANOR**

Individuals need to observe all standards of safety and sanitation. A clean, neat presentation is essential for a positive first impression. Please be aware of the image you project. Instructors have the prerogative to decide on an individual basis, the appropriateness of any practice not specifically addressed here. The following criteria are required in industry, and are the standard of the Seattle Culinary Academy:

- a. **Uniforms. These uniform standards are a program requirement.** Students are required to be in uniform from the beginning of class and remain in uniform until all classes are finished for the day. Aprons and skullcaps, during lecture classes, are not required.

Students must be in complete uniform during kitchen demos, including students scheduled for Front-of-House rotations who are excused only from wearing chef pants. If any portion of the uniform is missing or soiled, you may be dismissed from class and marked absent for the day. **Any** instructor has the discretion to remove a student from **any** class should their uniform be substandard.

**Third quarter students are required to purchase an additional jacket prior to beginning Fourth quarter.**

Students will present themselves in a way that is not offensive to any member of the Culinary Academy or guests. Students who are on rotations requiring business attire will cover midribs, chest, and undergarments. Students must wear their chef coat and skull cap during kitchen demos. This includes students scheduled for Front-of-House rotations who are excused only from wearing chef pants. When in uniform students will conduct themselves in a professional manner. **Uniforms should not be worn on public transportation.** Students should not sit on any surface other than a chair.

## KITCHEN UNIFORM REQUIREMENTS

- **A COMPLETE UNIFORM IS PART OF DAILY GRADING ASSESSMENT.**
- Uniforms are worn for professionalism and safety. Uniforms need to meet the following standards.
  - Remain clean, in good repair, wrinkle/stain-free, and odorless at all times.
  - If the uniform becomes dirty during practicum, students must have another clean jacket available to change into.
  - Pants must cover from the student's waist to ankle with no undergarments exposed
  - Pants must fit in a manner that does not impede student's ability to walk, does not cover shoes
  - Student should be able to walk with both hands occupied and have pants remain on hips without falling
  - Uniform should cover the student from the collarbone to the knees
- Students will be issued an apron for rotations **only** into the One World kitchen. Aprons will be worn bib style to protect the student's jacket. Every effort must be made to keep the aprons clean. Aprons will be worn during service hours only and will be returned to the chef at the end of the rotation. Aprons must be pressed and cleaned. Aprons need to be removed and stored appropriately when you leave the kitchen, should not be worn in restrooms or when going outside.
- Names must be embroidered on chef jacket.
- Garments worn under chef's coats should not be visible. Wearing a hooded sweatshirt under a chef jacket is not allowed.
- Only kitchen safe, black, closed toe shoes; non-slip/oil resistant soles, shall be worn. Shoes such as Crocs™ or running shoes, are not acceptable. Socks must also be worn.
- 5<sup>th</sup> quarter students must wear neckerchiefs and look professional at all times.
- Long hair must be pulled back, restrained and be off the collar. Longer hair must be in bun or tucked into your chef hat. Hairnets will be provided if needed.
- No bandanas, doo rags, baseball caps, etc., may be worn at any time.
- Look and act professionally. Our kitchens are open to the public. Every move you make will be noticed by someone.
- A student on a dining room rotation must be in a proper chef's uniform when working in the kitchen.
- Students will be sent home if no clean/appropriate uniform is available.

## DINING ROOM UNIFORM REQUIREMENTS

- Clean, long sleeve shirt, black, pattern-free, pressed, required for dining room rotations
- Charcoal pinstripe server apron, pressed



- Black pants or knee length skirt, black socks/hosiery and non-slip shoes, no higher than 2-inch heel
  - 5th quarter managers must wear professional attire
  - Dining room instructor has discretion regarding uniform
- a. **Hair.** Students will have clean hair that is restrained and covered in a white skullcap. Hats may be labeled on the inside with the student's name. No stickers, decorations or additions of any kind may be made. Hats should be worn level on the forehead and hair below the collar line must be restrained and tucked into hat or otherwise contained. All facial hair will be short, well-groomed and trimmed. No beards may be grown during the course of the quarter, or a snood may be required. Students must be clean-shaven or well-groomed and trimmed for dining room rotations.
  - b. **Nails.** Students will have clean, unpolished nails that are kept at short length. Nail polish and false nails of any type are not allowed. Individuals are expected to wash their hands and use a fingernail brush multiple times a day.
  - c. **Jewelry.** Any item that poses a safety hazard is not allowed. It is highly recommended that no jewelry be worn. One plain, food safe ring may be worn with a glove. Visible piercings should be a ¼ inch plain hoop or stud without stones or prongs. Students with earplugs must wear a solid spacer to keep the hole filled. Bare wrists are required - **wrist adornments such as watches, fitness trackers, id bracelets are not allowed.** The Culinary Academy is not responsible for the loss of any item of jewelry.
  - d. **Headphones/Earbuds.** Use of earbuds or headphones is not permitted at any time during class, including all rotations in the dining room, Buzz, and dish room.
  - e. **Perfumes/Scents.** Deodorants, antiperspirants, should be odor free and no scented personal care products should be used as they compete with food aromas. Colognes, aftershaves, and perfumes are not allowed.
  - f. **Makeup.** Makeup should be minimally used.

## **9. PERSONAL HYGIENE**

Foodservice involves working in close proximity to fellow cooks, guests, and the food being prepared. Students must be clean with a laundered uniform, free of odors including perfume and cologne. Concerns about hygiene will be referred to the Associate Dean.

## **10. ATTITUDE & CLASS PARTICIPATION, COMPORTMENT**

Attitude is a manner of acting, feeling or thinking that demonstrates your disposition, opinion, or concern. Because hospitality is a service industry, people are the most important factor in the success of our industry. Common courtesy, cooperation and sensitivity to the needs of others are the real backbone of a proper attitude. This attitude should be applied not only to the customer (who is the reason we exist), but to your associates and fellow students. Students are expected to display even temperament, appropriate conflict mediation efforts, solicit assistance from peers and instructors when necessary to work through specific challenges. Food service is a team effort. A team-building atmosphere benefits us

all. Inappropriate behavior (as determined by the instructor) will affect your grade. Students are expected to cooperate with one another and set aside personal differences, focus on the tasks at hand and function for the good of the team.

### **11. ELECTRONIC DEVICES**

Electronic devices should only be used in a manner that does not disturb the class. Individuals whose electronic devices are disruptive to the class are subject to an absence for the day. Only simple calculators (not cell phone calculators) are allowed for quizzes and exams. **All are subject to instructor inspection and supervision.** Note, cellphones are not allowed during dining room service. In addition, appropriate sanitation measures need to be taken when using these devices.

### **12. SMOKING**

Seattle Central Community College buildings and classrooms are designated smoke-free. Smoking is not permitted inside the building. Students may smoke outside the building only during breaks, lunch periods, and any other free time assigned by the instructors. **CHEF COATS MUST BE REMOVED WHILE SMOKING.** Smokers may smoke at distances 50 feet away from the building entrances. Any individual found to be smoking in the building may be excused from class and marked absent for the day. Continued abuses will be dealt with accordingly. When outside the building on break, students should consider that they are still in view of our customers and will need to wash their hands thoroughly upon return to the kitchen.

### **13. INJURY/ACCIDENTS/ALLERGIC REACTIONS**

Any injury requires immediate notification of the instructor. Security should be notified. Calls to 911 should include the specific room number where help is required.

Unlike the workplace environment, any injuries/accidents occurring on campus property **are not covered** by worker's compensation. Because of the potentially dangerous nature of the industry, we **strongly recommend** finding a low-cost sickness/accident insurance. Please note that the college is not liable for any accidents, self-inflicted injuries or injuries caused by other students that occur on campus.

#### **Allergies and Epi-Pen**

If you have an allergy that requires use of an Epi-Pen, please inform your instructor. We recommend that you have an Epi-Pen available for your use. Please note we are obliged to follow the policy stated in [RCW 18.73.250](#).

"Epi-pens containing epinephrine are only available by prescription. If a student requests that someone be available to inject the student due to anaphylactic shock, the person assisting should have training. The student needs to provide or make available the epi-pen. There is some risk in administering epinephrine to individuals who are on certain medications, so simply having epi-pens available to use indiscriminately should be avoided to avoid a wrongful death suit. All EMTs have epi-pens available and are trained how to administer it. First responders (e.g., college personnel) are not authorized to administer epinephrine under RCW 18.73.250." Derek Edwards, Attorney General, Washington State

### **14. SEX OFFENDER COLLEGE POLICY**

Seattle Central Community College is a public institution that observes law and policy <https://www.seattlecolleges.edu/district/policies/polPro.aspx?policyID=pro255> regarding notification <https://seattlecentral.edu/about/administrative-services/campus-safety-and-security/sex-offender-disclosure> of sex offenders enrolled in our school.

## **15. GUEST SPEAKERS**

The Culinary Arts and Specialty Desserts & Breads programs sponsor frequent lectures or informational demonstrations by industry specialists. You are **required** to attend these events (in uniform) if they occur when your class is regularly in session, and are encouraged to attend even if class is not regularly in session.

## **16. VOLUNTEERING/BANQUETS/COMMUNITY SERVICE**

On several occasions, you will have an opportunity to volunteer to assist at special events and functions hosted on campus or off-site. These events typically occur after normal class hours. This is a prime opportunity to gain real-world experience more deeply than can be provided through the course curriculum alone. We encourage, and many chefs' associations require a variety of experiences; these events showcase our program and provide this experience.

**Community Service** is awarded to all students who achieve 8 hours of service or more and the number of hours will be recorded on a certificate upon program completion.

## **17. TELEPHONE AND OFFICE USE**

**Telephone calls:** The department office phone is for department business only. Personal cell phones may be used during class breaks.

**Office use:** The department office is primarily a business office. Staff members are available to assist you in an official capacity, but the office should not be used as an informal gathering place. Office staff is **not responsible** for personal work requests such as typing, copying, etc. Students may not proceed beyond the reception area without a faculty or staff escort.

## **18. FERPA COMPLIANCE**

The Seattle Culinary Academy will fully comply with the [Federal Education Right to Privacy Act](#).

## **19 DISABILITY ACCOMMODATION**

Students with documented disabilities requesting class accommodations, requiring special arrangements in case of building evacuation, or have emergency medical information the instructor should know about are asked to contact the [disability support services](#) office (DSS) in Rm. 1112. Once the disability is verified with DSS you will be given a letter of accommodation to be handed to your instructor.

## **20. STUDENT SUPPORT SERVICES & COUNSELING**

[Student Support Services](#) are available. Help with Canvas and Academic support including tutoring, financial, disability and advising.

[Student Counseling Services are available.](#)

Seattle Central assigns individual counselors directly to our academic divisions or student populations. While the following list is a primary resource to locate the counselor trained for your program and needs, you are free to work with any counselor on our staff. Counselors are available for students who are:

- program ready, or
- on academic probation, or
- new to college and have questions about what academic and/or life direction to take, or
- who may be in crisis.

Personnel does change year-to-year. Please contact the department office for the contact information of our current program counselor.

### **21. APPOINTMENTS WITH FACULTY & STAFF**

The instructors and the Dean are available for scheduled appointments. Each individual instructor makes their own appointments, **not** the department staff. To connect with the Associate Dean, Aimee LePage, please email [Aimee.LePage@seattlecolleges.edu](mailto:Aimee.LePage@seattlecolleges.edu) or call (206) 934-4360. Time is a precious resource for all. Please utilize email and class time for as many inquiries as possible.

**Faculty & Dean recommendations:** These are given at the sole discretion of the individual. Should you desire a written letter of recommendation or scholarship form completed on your behalf, you need to submit the request, in writing, 2 weeks in advance. Include in the request, your full name, the purpose of the letter and the correct address and contact information. Students should complete any personal information requested or provide helpful information in their written request.

### **22. KITCHEN AND BAKERY SUPERVISION**

Students or any unauthorized personnel are not allowed to be in the kitchen or bakery without instructor or staff supervision. Any student in violation of this policy will be subject to disciplinary action and possible suspension.

### **23. NON-DISCRIMINATION STATEMENT**

Seattle Central College does not discriminate on the basis of race, color, national origin, ethnicity, religion, disability, sex, pregnancy, sexual orientation, gender identity or expression, veteran status, or age in its programs and activities.

### **24. EMERGENCY PREPAREDNESS PLAN**

Personal Contingency Plan: In life, things happen. And we need to be prepared for them. Develop a plan for situations of personal challenges, e.g., falling ill, going out of town unexpectedly, losing computer, and so on. You will discuss the school's "Shelter-in-Place" Guidelines with your instructor. In addition, the following resources are helpful to prepare for a potential emergency. Here is the link to Seattle College's Emergency Action Plan <http://seattlecolleges.edu/district/emergencies/workplace911.aspx>

Updated each spring, this action plan is a resource to learn about what to do in specific emergency situations. All staff and faculty are encouraged to review the action plan and familiarize themselves with the steps to take in an emergency situation. The safety of our faculty, staff and students is a priority. The action plan is part of the college's ongoing efforts to ensure that everyone here is safe.

Seattle Central is planning more frequent drills to prepare for emergencies. Look for updates on planned drills later in the quarter.

In case of an emergency, please contact [Campus Security](#): 206.934.5442 or x5442. In case of an immediate emergency, please dial 9-1-1.