



STUDENT HANDBOOK

2026-2027

CULINARY ARTS, BAKING AND PASTRY, & HOSPITALITY MANAGEMENT

CENTRAL OREGON COMMUNITY COLLEGE

Mission

Cascade Culinary Institute inspires high-level conceptual learning and competency-based skill proficiency with an emphasis on hospitality industry career preparation.

Vision

Cascade Culinary Institute is a program of distinction, which delivers academic excellence, demonstrated by exceptional job placement and by high satisfaction rates of students, graduates and employers.

Core Values

- Collaboration and communication
- Environmental stewardship
- Giving personal best
- Compassionate encouragement
- Excellence in hospitality
- Community service engagement
- Professionalism
- Safety and cleanliness

The Culinary Program Faculty expect the following from all students:

In Lecture:

- Complete pre-class assignments and review materials & readings before class.
- Review recipes and culinary techniques.
- Arrive on time to class.
- Attend lecture-based classes, as full participation equals student success.
- Participate in class activities and complete all homework and assignments.

For Exams:

- Utilize course outcomes, study questions and/or learning activities to guide studies.
- Take exams at scheduled times unless prior arrangements are made with the instructor.
- Practice the highest standards of academic honesty.

For Group Discussion:

- Prepare for discussion by reviewing class materials in advance.
- Participate in group discussions offered as a part of the learning experience.
- Demonstrate respect for the views of group discussion participants.
- Arrive on time to scheduled group discussions.

In the Kitchen:

- Arrive on time for the lab class.
- Follow all sanitation policies regarding food preparation.
- Prepare for kitchen labs by reading recipes and reviewing techniques.
- Inform the chef instructor of any challenges or concerns regarding your ability to prepare the recipes.

Technical: Student success is enhanced by reliable access to a computer and internet.

Cascade Culinary Institute Lab Requirements

Students are required to be in full uniform for all lab classes.

It is the philosophy of CCI that students' conduct, attitude, and dress be the same as those desired by future employers in the industry. Please read the specified dress code below.

Overall appearance must be appropriate and professional and comply with the policies of the Cascade Culinary Institute.

Students must comply with dress codes for all culinary lab classes and kitchen related service learning. All components of the uniform *except* the skullcap, side towels, and apron are *required* for non-lab CCI courses taught in the culinary building.

Cascade Culinary Institute at COCC Dress Code:

Kitchen

- Clean, pressed **uniform**: white CCI chef coat, black pants, black socks, 2 side towels, white apron, white skullcap, instant-read thermometer, pen or pencil, black marker.
- **Shoes**: solid black, closed toe, non-slip, grease resistant material (no cloth).

Dining Room

- Clean, pressed **uniform**: Elevation restaurant shirt, Elevation tie, black pants, black socks, black bistro apron, pen or pencil. **Shoes**: fully black, closed toe, non-slip, no cloth.

Dress code requirements

- Garments worn under chef jacket or dining room shirt should be white, without marking.
- Uniforms must fit modestly. Pants worn at the waistline, no tights, aka "stretchy pants."
- Clean shoes that are black closed toe, non-slip, worn with black socks/stockings.
- Jewelry, including earrings, necklaces, bracelets of any kind, watches, and rings, is not permitted. One small, solid band, such as a wedding band, is permitted.
- Jewelry may not interfere with kitchen activities, create a safety concern, or compromise sanitation. All facial piercings and plugs must be removed before entering the kitchen. Watches may be worn by faculty only for instructional purposes.
- Students are expected to follow the instructor's direction regarding the removal of any jewelry or piercings.
- Tattoos are treated like speech - you cannot swear, make hateful comments, or lewd jokes at CCI, neither can your tattoos. Offensive tattoos must be covered. New tattoos must be treated as open sores and, therefore, covered to prevent contamination.
- No gum chewing allowed.

Embroidery and Identification:

- Students without their name embroidered on their jackets are out of full uniform. Students are required to have their names embroidered on the left side of their jackets by week three of the term
- An official-plastic issued nametag is required if the jacket is not embroidered (with the student's name) or while embroidery is being processed. If the nametag is lost, students are responsible for obtaining and purchasing a replacement.

Good grooming includes cleanliness, neatness, and the promotion of a professional image..

- Students must maintain hair and facial hair in a manner that complies with the following requirements:
- Hair must be clean and fully contained within the standard-issue hat. If hair does not fit completely within the hat, students must wear a neutral or solid black hairnet or a solid black or white bonnet underneath the standard-issue hat.
- Headbands worn underneath a hat must also be solid black or solid white; no jaw clips.

- Facial hair must be clean and trimmed. Students with established or facial hair > ¼ inch or who are not clean-shaven must wear a beard guard that fully covers the facial hair. Face masks are not replacements for beard guards.
- No excessive make up or false eyelashes allowed.
- No perfume, aftershave, or scented hair products allowed.
- Fingernails are to be short and clean -- no nail polish, artificial nails or tips allowed.
- Daily hygiene includes clean hair and body and the absence of offensive odors—use an effective body deodorant daily, breath mints or mouth sprays as needed.
- Skin abrasions and/or wounds- including new tattoos, need to be covered to prevent contamination.

Student Equipment: Students are required to purchase knives and other kitchen related equipment. Because all students purchase the same equipment, each student is required to mark or engrave their equipment for ease of identification.

Lockers:

- Day lockers are provided for student use, they are located in the culinary building.
- Students must provide their own lock and remove it at the end of each day. It is the instructor's expectation that during the lecture and demo only one person speaks at a time. Discussion will focus on the material relative to the topics of the day.
- Students should be wary of locking car keys in lockers. Resolving such a situation can often take significant time. For this reason, a combination lock is preferred.
- Lockers are for day use, and belongings should be brought home each day, in a manner similar to a recreation facility. *If you have a hardship with this policy due to a regular commute of riding a bus, bike, or carpool, the CCI office may grant an exception to this policy. Please communicate any hardship to your instructor.*
- You are responsible for removing all personal belongings at the end of each day.
- The CCI office reserves the right to cut locks off lockers after advance notice to the student email list. Following the end of the term, any locks remaining on lockers will be removed. Items found in lockers will be moved to CCI lost and found for one month, and then moved to COCC lost and found.

Class Preparedness: It is the responsibility of all students to bring their knife kit, books, and recipes to class. Failure to do so may result in dismissal for the day. You must purchase all books required by the end of first week of class.

Food and Beverage:

- Food or beverages produced in culinary labs are not to be removed from the kitchens for any purpose, **without the explicit permission of the chef instructor on duty.**
- Students are to bring their own food to-go containers, in the cases where the chef instructor indicates that food may be brought home.

Music and Ear Buds:

- Ear buds are not allowed in classes.
- Students are not allowed to play music from personal devices.
- The chef instructor may choose music appropriate for class at their discretion.

Cell Phones:

- Cell phones are to be turned off, silenced, and stored away during class time and may *only be used per your instructor's discretion* for instructional purposes. Examples: timer or photography.
- Anyone who expects an emergency call should inform the instructor before class.
- Texting or taking calls during class time or exams is unacceptable; the student will be asked to leave if this occurs.
- It is the instructor's expectation that during the lecture and demo only one person speaks at a time. Discussion will focus on the material relative to the topics of the day.

- All students are expected to respect themselves and other class members by creating an environment that empowers learning. Inappropriate behavior during class sessions that disrupts the learning process of others will result in dismissal from class and potentially, withdrawal from class.

College Policies

Student Conduct: Please read the complete COCC Student Rights & Responsibilities:

<https://www.cocc.edu/policies/general-procedures-manual/student/student-rights-and-responsibilities.aspx>

Academic Dishonesty: Students are expected to be honest and ethical in their academic work.

Americans with Disabilities Statement: Students with documented disabilities who may need special instructional accommodations or who may need special arrangements in the event of an evacuation should notify the instructor as soon as possible, no later than the second week of the term. Students may contact COCC Disability Office in Boyle Education Center to discuss special needs at 541.383.7583.

COCC Non-Discrimination Policy: Central Oregon Community College is an affirmative action, equal opportunity institution. It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities or employment. Persons having questions about equal opportunity and non-discrimination, please contact Human Resources for referral to the appropriate personnel, 541.383.7236.

Academic Integrity Statement

Academic integrity shall encompass all core values and principles of honesty on and off campus at COCC and students are expected to complete their work ethically and honestly regardless of the mode, delivery or type of instruction. Our academic integrity policy prohibits all forms of cheating, plagiarism, unauthorized submissions, falsifications, improper collaboration, submitting identical work in courses without prior permission from the instructor, and attempting or assisting with others in violations of academic integrity would be a violation of students' rights and privileges. Furthermore, students should not use other classmates' work, or discussions without their expressed permission. Finally, no materials, content, statements, discussions, assignments or assessments, that is created by the instructor, can be copied, reused or distributed in any fashion without the written permission of the instructor. The penalties for violations of the academic Integrity policy could include grade reductions or course failure, depending of the severity of the penalty.

Observation of "Netiquette"

All your online communications need to be composed with fairness, honesty, and tact. Spelling and grammar are very important to an online course. What you put into an online course reflects your level of professionalism. The discussion board is your space to interact with your colleagues and it is expected that each student will participate in a mature and respectful fashion. Appropriate and considerate responses to your peers are required. You may disagree with ideas but do not make personal attacks. You may not insult, make personal comments, be rude, or offensive. Do not demean or embarrass others. Do not make sexist, racist, homophobic, bullying or victim-blaming comments within your submissions to this course. Failure to adhere to these norms will result in your post or response being removed immediately from the discussion board and a zero score for that assignment. Repeated offenses could result in dismissal from the class.

Campus Resources

Please see the COCC web page for a full accounting of available student services and campus resources.

Personal Counseling: The goal of personal counseling at is to assist you in resolving issues that may be preventing you from achieving your potential at COCC. Help with time management, stress, depression and the many other personal situations affecting students. Call the Advising and Career Services at 541- 383-7200 to schedule an appointment.

COCC provides this service to students through a partnership in which the College has contracted with St. Charles Behavioral Health to provide professional counselors on campus. SCMC has numerous therapists with a wide range of experience in all aspects of mental health. All counselors hold master's degrees in their field and are licensed professional counselors.

Financial Counseling: Contact the Financial Aid Office at 541-383-7410.

Culinary Resource Library and COCC Barber Library: The Culinary Resource Library is designated for active COCC students. Materials are intended to be utilized within this space, and should not be removed. The COCC Barber Library serves as a resource for COCC students where you can checkout e-readers/iPads, conduct research, or serve as a dedicated study location.

Tutoring: The tutoring center offers group and individual tutoring six days a week in a wide variety of subjects. Call 541-383-7538 or stop by the lower level of the library for details.

Student Health Insurance: Central Oregon Community College does not offer student health insurance. At the same time, the college does not require students to have health insurance coverage in order to enroll in courses and to participate in related activities and events. See <https://www.cocc.edu/departments/student-life/student-resources/student-health-insurance.aspx>

Basic Needs Statement: Your success at COCC is important to us, and we understand that well-being extends beyond the classroom. If you are experiencing challenges with basic needs that affect your performance in the classroom, please know the Well-Being program is here to help. Support is confidential and resources at COCC include the food pantry, Clothing Connection, benefits navigation, personal counseling and assistance for individuals who are SNAP-eligible. Please contact the benefits navigators at thrive@cocc.edu or by phone at 541-383-7544 to discuss potential resources available at COCC and in the community.

**COCC Cascade Culinary Institute
Program Policy Manual
Letter of Agreement**

This **Letter of Agreement** is to be read and signed by every student upon entering into any level of culinary course in the Culinary Program at the Cascade Culinary Institute at Central Oregon Community College.

Please Print CLEARLY

Student Name

Student ID Number

My signature confirms that I have been provided with a hard copy and have been informed of where I may locate an electronic copy of the Culinary Program Policy Manual and that I have read and understand its contents. I agree to abide by the policies detailed therein. Furthermore, I understand that failure to abide by the policies may result in a review of my progression in the Culinary Program / culinary course I am enrolled in and may result in an early dismissal. I understand that this signed Letter of Agreement will be placed in my student file and I may request a copy from the Culinary Program Coordinator. Requests must be in writing or by email.

Student Signature

Date

**Cascade Culinary Institute
Photo / Video Consent Form**

Student Name – Please Print

Student ID Number

I agree to be photographed or videotaped by the College or the Culinary program at Central Oregon Community College during course work for all culinary and baking and pastry courses. I understand that such photographs or videos may be used by COCC for various publications, advertisement displays, teaching, or in other similar ways. I understand that I will receive no compensation for my time and services and waive all personal rights to such photographs or videos.

Student Signature

Date