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REND LAKE COLLEGE MISSION

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population we serve. We are committed to our students' success in achieving their educational goals and to meeting our community-focused program objectives. With Rend Lake College, student journeys start here.

VALUE STATEMENT

In serving our students and community, we strive to be student-focused, authentic, and resourceful.

IMPORTANT

For information on your rights and responsibilities refer to the Rend Lake College Student Rights and Responsibilities Handbook. Located on the RLC website at <http://www.rlc.edu/phocadownload/Student-Forms/handbook.pdf>

ACADEMIC INTEGRITY

Student Rights & Responsibilities Handbook page 26

APPEAL PROCESS

Student Rights & Responsibilities Handbook page 25

NON-HARASSMENT AND DISCRIMINATION POLICY

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AMERICANS WITH DISABILITIES ACT

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FIREARM CONCEALED CARRY POLICY

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INTRODUCTION

Professionalism is mandatory to succeed in the field of Culinary Arts. It is our belief at RLC that this not only means professional skills, but also includes professional daily work habits and attitudes. In order to insure effective education in the Culinary Arts Program, each individual participating in the program must have a full understanding of the responsibilities and considerations involved.

This handbook has been designed as a guide to provide the student with the necessary information regarding the policies, procedures and expectations which govern the students enrolled in the program. This handbook should not be considered a complete official statement of all policies of Rend Lake College. It is meant to be a guide and assist the student in reaching their goal in the Culinary Arts program. This publication is a supplement to the Rend Lake College Catalog and Rend Lake College Student Handbook. Culinary Arts students must also become familiar with both of these publications that are available on the RLC website as a source of general information that applies to all Rend Lake College students. Failure of the student to abide by policies and procedures will result in disciplinary action. If disciplinary action is taken, the student will be advised of this action in private consultation with the Division Dean or Vice President of Student Services.

Please read the following pages and ask for further explanation on points that you feel need clarification. The college administration reserves the right to revise any portion of the program or contents of this handbook at any time. Any changes pertinent to the students enrolled in the Culinary Arts Program will be communicated to them by the Culinary Arts Instructors.

STATEMENT OF PURPOSE

Rend Lake College is an accredited institution as granted by The Higher Learning Commission. The Culinary Arts program offered by Rend Lake College is designed to prepare students for supervisory or technical positions in the food service industry. By providing pertinent learning experiences, the program enables students to demonstrate competency in the required skills and knowledge of the profession. In addition, the program attempts to develop student interests in professional societies and continuing education.

PROGRAM OUTCOMES

Upon Graduation, the student shall be able to:

1. Exhibit leadership skills necessary to complete assigned tasks, projects, and responsibilities by working and communicating effectively as individuals and collaboratively as a team.
2. Demonstrate proficiency with the use of various pieces of commercial kitchen equipment.
3. Demonstrate proficiency in core fundamentals, classical cooking methods and classical baking methods.
4. Analyze and adjust flavor profiles by applying techniques and methodologies to achieve desired quality of product.
5. Apply the fundamentals of management in a food service operation.
6. Apply mathematical and scientific concepts within the culinary arts.
7. Demonstrate a professional demeanor and positive work ethic whether working individually or as part of a team.
8. Demonstrate knowledge of established standards of sanitation and kitchen safety by following nationally standardized industry policies and procedures.

CURRICULUM GUIDE

Culinary Arts

Occupational Certificate

This program is a two-semester certificate designed to prepare individuals for entry-level positions in the food service industry. Typical graduates will work in food preparation and line positions at restaurants, hotels and institutions. The curriculum emphasizes practical, hands-on learning experience in the laboratory classroom. Total = 27 Hours

First Semester

CULA 1201	Professional Cooking I	6
CULA 1205	Food Sanitation	1
CULA 1207	Culinary Math ¹	3
CULA 2201	Professional Baking Techniques	<u>6</u>
		16

Second Semester

BUSI 1202	Employability Skills	1
CULA 1203	Professional Cooking II	6
CULA 2204	Garde Manger	<u>4</u>
		11

¹ Prerequisite course(s) may be required based on test scores.

Baking and Pastry Arts

Occupational Certificate

This program is a two-semester certificate designed to prepare individuals for entry-level positions in the food service industry. Certificate holders typically will work in food preparation restaurants, hotels, institutions and bakeries. The curriculum emphasizes practical experience through laboratory and classroom opportunities. Total = 28 Hours

Fall Semester

CULA 1201	Professional Cooking I	6
CULA 1205	Food Sanitation	1
CULA 1207	Culinary Math ¹	3
CULA 2201	Professional Baking Techniques	<u>6</u>
		16

Spring Semester

BUSI 1202	Employability Skills	1
CULA 1208	Professional Artisan Bread	<u>3</u>
		4

Summer Semester

CULA 2207	Professional Pastry Principles	6
CULA 2210	Restaurant Production Desserts	<u>2</u>
		8

¹ Prerequisite course(s) may be required based on test scores.

Culinary Arts Management

Associate in Applied Science Degree

This two-year program leads to an Associate in Applied Science Degree in Culinary Arts Management. The program is designed to prepare individuals for supervisory or technical positions in the food service industry. Typical graduates will work in supervision or food preparation at restaurants, hotels and institutions. The curriculum emphasizes practical experiences through cooperative education, laboratory and classroom opportunities.

Total = 64 Hours

		Credit Hours
First Semester		
CULA 1201	Professional Cooking I	6
CULA 1205	Food Sanitation	1
CULA 1207	Culinary Math ¹	3
ENGL 1101	Rhetoric & Composition I ¹	3
PSYC 2101	Introduction to Psychology	
PSYC 2106	or Human Relations	<u>3</u>
		16
Second Semester		
CSCI 1102	Intro to Computers	3
CULA 1202	Nutrition & Menu Planning	3
CULA 1203	Professional Cooking II	6
CULA 2203	Dining Room & Banquet Mgmt.	<u>4</u>
		16
Third Semester		
CULA 2201	Professional Baking Techniques	6
CULA 2202	Restaurant Management	3
CULA 2205	Restaurant Cost Control	3
CULA 2209	Professional Cooking III	<u>6</u>
		18
Fourth Semester		
COOP 1101	Cooperative Experience I	1
BUSI 1202	Employability Skills	1

COMM 1101	Principles of Effective Speaking	3
CULA 2204	Garde Manger	4
CULA 2206	Restaurant Operations	<u>5</u>
		14

Recommended courses:

CULA 1208	Professional Artisan Bread	3
CULA 2207	Professional Pastry Principles	6
CULA 2208	Exploring Wines ²	4
CULA 2210	Restaurant Production Desserts	2

¹ Prerequisite course(s) may be required based on test scores.

² 21 years of age or older to register for this course.

NOTE: Reading and Math course(s) may be required based on test scores.

STUDENT SUPPLIES

Textbooks and supplies will be required based on selected courses. All students are required to obtain the following supplies for attendance in the program. The uniform (with the exception of shoes and t-shirt) and kits are available in the RLC Retail Store. An itemized list of kit items will be provided to students by culinary instructors.

- Culinary Arts Uniform
 - White Chef's Coat (2)
 - Hounds Tooth Check Pants (1)
 - Chef's White Apron (2)
 - Black Skull Cap or Chef's Toque (1)
 - Black Leather Slip-Resistant Kitchen Shoes
 - Plain White T-Shirt
- Knife Kit
- Baker's Kit
- Pens/Pencils/Notepads/Pocket Calculator

Rend Lake College Culinary Arts Program Administration, Faculty, and Staff

Division of Community & Corporate Education

Margo Wagner

Dean of Community & Corporate Education
(618) 437-5321 Ext: 1367
wagnerm@rlc.edu

Jeff Fairbanks

Culinary Arts Instructor
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PROGRAM GUIDELINES

STUDENT CONDUCT

- Students are expected to display respect and professionalism toward the instructors, guest educators, and others in authority at all times. (*Respect is defined as “To consider worthy of high regard”. Professionalism is defined as placing a high value on doing a good job, respecting others and functioning with integrity”.*)
- Students are expected to be courteous and congenial toward other students. Foul language, rude and non-courteous behavior will not be tolerated. It is considered disruptive and will result in being asked to leave the class.
- Any unethical or unprofessional behavior will not be allowed and will be grounds for dismissal. (*Unethical is defined as “lacking moral principles; unwilling to adhere to proper rules of conduct. Not in accord with the standards of student conduct.”*)
- Academic dishonesty (cheating) will not be tolerated. Students may be expelled from classes and carry a failing grade as part of the disciplinary action.
- Stealing is zero tolerance and will result in disciplinary penalties including dismissal from the program.
- All students must check with their appropriate instructor before leaving the kitchen or lab area for any reason.
- Sleeping in class will not be permitted. The student will be awakened and asked to leave for the remainder of the day.
- Any student refusing a class assignment will be dismissed from the day’s class and receive a failing grade for the day.
- All students in lab sessions are dismissed at the same time. Early dismissal must be approved by the instructor.

KITCHEN ETIQUETTE

- The cleaning and organization of the kitchen/lab is the responsibility of everyone involved in the culinary arts program—faculty and students. Faculty will assign specific duties to students on a rotating basis.
- During production, be respectful of other students’ projects, products and equipment.
- Leave the kitchen cleaner than you found it.
- Leave the kitchen the way you would like to find it.
- If something is spilled, cleaning up the mess is the first priority.
- Scrape, rinse and stack dirty dishes.
- Wash dishes as you go.
- If you burn a pot or pan, you clean it.

- Clean dishes, pots and pans before running them through the dish washer (the machine will bake on leftover debris).
- If a dirty dish is discovered during service, return it to the dish station.
- Don't walk from the dish room empty handed.
- When you use a piece of equipment, you are responsible to clean it.
- Return tools, equipment and ingredients back to their proper places.
- When gathering dried herbs and spices, bring containers to the spice rack; do not take the spices to your table.
- Return the herbs/spices back *in alphabetical order* according to the name of the herb/spice.
- Leave oven temperatures set at 350 degrees after you are finished.
- Do not assume that the last person left the oven at the proper temperature.
- Let people know when you are behind them.
- Let people know when tools, planes and equipment are **HOT**.
- When opening boxes, completely remove tops.
- Do not leave empty boxes in the walk-in pantry.
- If you find spoiled or out-of-date food items, discard them.
- Properly store returned food items to their correct storage areas.
- Visitors are not allowed without permission from the instructor.
- Students are not allowed to loiter in the kitchen/lab outside of class times.
- Students may not sit on the counters, tables, or on the kitchen/lab floor area.
- Only ingredients supplied by the school are to be used.
- Students may take home leftover food from class projects if the student brings his/her own container. Disposable containers will not be provided.

SANITATION GUIDELINES

- Wash hands when entering the kitchen, when changing projects, and after handling raw protein.
- Gloves are to be worn when handling ready to eat foods.
- Gloves are not a substitution for hand washing.
- Gloves are not a substitution for mixing and serving utensils.
- Clean, wash and sanitize your entire work station after working with raw proteins.
- Personal items such as jackets, purses, backpacks, phones, etc. are not allowed in the kitchen and should be kept in student's locker.
- Knife kits are to be stored under counters, not on workstations.
- Food tasting is to be done using the single use tasting spoon or the two-spoon method.
- Eating in the kitchen is not allowed.

- Uniforms must be clean and free from heavy stains.
- Hair must be contained and off the collar. (Hair must be pulled up; no hair hanging in front of the face or on the collar.)
- Men must be clean shaven or with facial hair neatly trimmed.
- No rings, except for a single plain band.
- Earrings allowed: two studs in each ear.
- Watches or bracelets worn around the wrist are not allowed.
- Fingernails must be kept clean and short.
- Fingernail polish or fake fingernails are not allowed.
- Properly store food, covered or wrapped, dated and labeled.
- Hydration is important while working in the kitchen; however, drink containers must have spill proof lids with a straw or spout (no soda cans, screw top bottles, or glass containers).

ATTENDANCE

Punctuality and attendance in class is required and is the responsibility of the student if he/she is to receive maximum benefits from instruction and for his/her work. Students are required to follow the attendance policy of his/her instructor which is stated in the course syllabus. More than the allowable absences could result in administrative withdrawal.

ACADEMIC DISHONESTY

Cheating of any form will not be tolerated in the classroom or lab. Instances of academic dishonesty will be grounds for a failing grade in that course or courses and possible probation or dismissal from the program or College. A more detailed listing of further academic policies and regulations is contained in the Rend Lake College Student Handbook.

TRANSPORTATION

Students must provide their own transportation to and from the College and co-op sites.

CO-OP EXPERIENCE

The cooperative education program is a contractual agreement between the school and a restaurant/business to allow the student the opportunity to observe and work according to the guidelines set forth. The student, school and restaurant/business must sign the contract. This contract may be terminated by any of the parties after a meeting of those concerned. Any additional requirements will be addressed in the individual contracts. If at any time any of these requirements are not met, the student will be removed from the co-op program.

CULINARY CLUB

The Culinary Club provides additional opportunities for student development, as well as networking, connectivity, and interaction amongst the students in the culinary arts program. The club will coordinate fundraising efforts to help defray the cost of student events, competitions, and field trips.

ASSOCIATIONS

Students are encouraged to join professional associations such as the following:

- American Culinary Federation (www.acfchefs.org)

PROFESSIONAL APPEARANCE

Students are a representation of the Rend Lake College Culinary Arts Program. Students not adhering to the following will receive a failing grade for that class period and asked to leave.

PERSONAL HYGIENE

- Students are expected to participate in appropriate personal hygiene such as brushing teeth, frequent hair shampooing, and shaving as necessary.
- Be aware of body odor. Daily bathing and use of deodorant are a must; cleanliness is expected.

UNIFORMS/DRESS CODE

When scheduled in a culinary lab class, students are required to arrive wearing the following uniform clean, unwrinkled, and free from heavy stains:

- White chef coat
- Hounds tooth check pants
- Apron
- Black skull cap or traditional chef's toque properly worn
- Undershirts need to be plain white – no lettering, colors, or logos to be seen through the jacket
- Black leather, closed-toe, non-skid shoes – no canvas or tennis shoes
- Instant read thermometer
- Black permanent marker

The following dress code stipulations must also be met:

- Full uniforms are required at all times in the kitchen/lab.
- Hats are required at all times while in the kitchen/lab.
- Coats are to be buttoned and collars are to be left turned up.

- Aprons are required during food production.
- Baseball caps are not allowed.
- Facial makeup must be kept to a minimum.
- No perfumes or colognes.
- Pants must be worn at the waist.
- No undergarments should be visible outside of the uniform. This includes t-shirts and hoodies hanging out from under the jacket.

EQUIPMENT AND PERSONAL PROPERTY

The school is not responsible for student equipment or personal property. Any property left at the school after 10 days from the last day of attendance will be sent to lost and found.

ELECTRONIC DEVICES

- Cellular phones, pagers, headphones, ear buds, or other electronic devices carried by students are not to be used in the classroom, kitchen/lab, or co-op sites. No exceptions. Failure to do so will result in a failing grade for that class period.
- A separate calculator and timer (not a cell phone) is required in several of the culinary classes.
- Emergency calls should be directed to Rend Lake College Security. FERPA law applies.
- Students may not use the classroom or kitchen telephones except for emergency purposes or if approved by an instructor.

MUSIC IN THE CULINARY LAB

It is at the instructor's discretion if music may be played in the culinary labs. If allowed, the following rules apply:

- Music must be played utilizing college equipment. No personal devices, such as cell phone, are allowed.
- The instructor has control of the section and volume.
- Offensive music, such as vulgar language and explicit content, is not allowed.
- The volume must be set at a level that does not disrupt instruction, conversations, and others outside of the culinary program.
- A student rotation will be established to provide each student the opportunity to select the music genre or choose to not have music on their assigned day.
- Students should not be harassed by others based on their selection of music or choice not to have music on their assigned day.
- Videos are not allowed, unless approved by the instructor for instructional purposes.

GRADUATION REQUIREMENTS

Students who successfully complete the Culinary Arts Program will receive an Associates in Applied Science Degree and/or Occupational Certificate. All students must complete and submit a graduation application.

ACADEMIC STANDARDS

Grade reports are available online through the RLC website, <https://rlc.edu/myrlc> and Self Service. Grade reports are maintained confidentially online and only available to be accessed by the respective student.

ACADEMIC DISMISSAL

Reasons for dismissal include:

- Nonprofessional conduct including, but not limited to, unsafe performance or behavior.
 - Nonprofessional conduct is the failure to maintain a professional level of interaction with guests, other students, and/or Rend Lake College faculty, staff or administration.
 - Unsafe performance is any action or behavior which jeopardizes the safety of another even though no actual harm may have occurred.
- Repeated and deliberate failure to observe the rules of Rend Lake College, Rend Lake College Culinary Arts program, or the affiliated restaurant/business during co-op.

WITHDRAWAL FROM THE PROGRAM

A student may withdraw from the Culinary Arts program for various reasons whether academic or personal. It is the student's responsibility to follow procedure which includes filling out a drop form and taking it to Student Records in order to drop his/her courses.

REFUND POLICY

- If a student cancels his/her enrollment within the first two weeks of the fall/spring semester, or the first week of the summer semester, he/she shall be entitled to a full refund of tuition and fees.
- No student shall be allowed to attend any class unless all payments have been made or a payment arrangement has been set up with the Business Office. If a course is canceled subsequent to a student's enrollment, the school shall provide a full refund of tuition and fees.

CONCERNS/ISSUES

Should you have a concern with regard to your progress in the program, please contact your immediate instructor. Additional concerns should be addressed to the Division Dean (a “Concern Form” is included as Appendix C in the back of this handbook). Should your issue or concern remain unresolved, please contact the Associate Vice President of Academic and Student Services.

This handbook is designed to inform you of what is expected of you to be successful in the Culinary Arts program. If at any time you have questions or need assistance, please contact the program faculty or Division Dean.

GENERAL POLICIES AND PROCEDURES

SMOKING POLICY

It is the policy of Rend Lake College to adhere to, and enforce, the Smoke-Free Illinois Act and the Smoke-Free Campus Act. Specifically, no person shall carry, smoke, burn, inhale, or exhale any kind of lighted pipe, cigar, cigarette, e-cigarette or any other lighted smoking equipment. This policy extends to all buildings, grounds, parking lots, and vehicles which are owned and operated by the College. The smoking policy of the clinical/field site must also be followed.

MEDICAL RELEASE/ACCIDENT PROCEDURE

- A physician’s release must be presented to the instructor after each major illness, injury or hospitalization that requires being absent three or more days in a row.
- Any incident/injury that occurs at Rend Lake College, or during a Culinary Arts event or activity, must be reported immediately to the instructor or the Division Dean. An incident report must be completed.

NON-DISCRIMINATION POLICY

Discrimination is prohibited in all contexts at Rend Lake College, including but not limited to the following matters: recruitment, testing, hiring, compensation, assignments and promotions, training and development opportunities, leave, performance evaluations, access to services or facilities, and access to educational programs and activities, including career technical programs / courses.

Information about CTE program offerings and admission requirements is available at www.rlc.edu/programs-degrees. Individuals alleging violation of the policies regarding

discrimination, harassment and / or sexual assault should immediately contact the Rend Lake College Police Department at 618-525-1911.

Inquiries may be directed thusly:

From students and staff:

Kim Rogers
Affirmative Action Officer
Administration Building, Room 138
(618)437-5321, Ext. 1201

Chad Copple
Affirmative Action Officer
Administration Building, Room 118
(618)437-5321. Ext. 1237

Re: Americans with Disabilities Act

Dr. Kirk Rhodes, Coor of Learning Enhancement & CTE Student Success Center
Learning Resource Center, 143
(618)437-5321, Ext, 1769

Title IX

Chad Copple, Coordinator
Administration Building, Room 137
(618)437-5321. Ext. 1237

Henry Leeck, Deputy Coordinator
Administration Building, Room 110
(618)437-5321 Ext. 1790

STUDENTS WITH A COMMUNICABLE/INFECTIOUS DISEASE

Detection and control of infectious disease is accomplished to assure a safe environment for students, faculty, staff, and visitors. Students are encouraged to promptly visit their physician for evaluation when suffering from potential infection (fever, diarrhea, skin lesions).

The student is encouraged to discuss their infectious disease status with program faculty. Rend Lake College and the program faculty will protect the privacy of individuals who are self-disclosed. The faculty will refer the student for specific education necessary to avoid transfer of disease in the kitchen and dining area.

Rend Lake College does not discriminate against students with infectious diseases. Students with communicable diseases will not be excluded from the program in accordance with the American with Disabilities Act.

MEDICAL CONDITIONS

Declaration or disclosure of medical conditions is a voluntary act. The Culinary Arts program is willing to make reasonable accommodations for students with documented medical conditions when the program is informed of the student's needs. If the student is unable to meet the minimum technical and/or physical standards that are required, they will be allowed to withdraw and return the following semester based on class and space availability. Upon returning to the Culinary Arts program, students must present documentation from their physician indicating they are able to meet the minimum technical and physical standards of the program.

SUBSTANCE ABUSE/MISUSE

Rend Lake College is committed to a drug and alcohol free educational environment. Therefore, the Board prohibits the use, illegal possession, sale, distribution or transfer of alcohol or illegal drugs on College premises or property owned or supervised by Rend Lake College. The Board also prohibits the use and possession of alcohol, illegal drugs and the abuse of legal drugs in any manner which impairs a student's ability to safely and effectively attend class or participate in school activities.

Recognizing that certain educational programs and/or activities expose students, participants, faculty, staff and observers to a greater risk of injury due to the nature of the activity, the Board authorizes the Administration and its designees the right to randomly test students/participants enrolled in such programs for the illegal use of any controlled substance or the use of legal substances impairing the ability of the student/participant to perform an activity or participate in any College sponsored event. In addition, the Board authorizes the Administration and its designees the right to remove any individual who appears to be under the influence of any controlled substance (drugs and/or alcohol) or who appears to be unduly under the influence of any legal drug impairing the immediate safety of the said individual or others participating in a College activity or while on College premises.

Certain fields of study require practical experiences which should be practiced without impaired judgement from drug or alcohol use. Students may be tested should there be reasonable suspicion that illegal use of any controlled substance (drugs and/or alcohol) or the abuse of legal drugs has occurred in such a manner in which an individual's ability to participate safely in an activity has been compromised or has comprised others attending or participating in the activity or on the College premises. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with short term effects of substance abuse.

By enrolling in such educational programs deemed by the administration to require drug testing or participation in extracurricular activities, students agree to participate in the drug screening program.

PROCEDURE

1. Culinary Arts Students and Other Required Screen Programs:

- A. Each student is subject to drug screening at the time and place designated by Rend Lake College. For students with practicum/clinical/externship, the screening shall take place prior to beginning said practicum/clinical/externship.
- B. The student shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
- C. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.

2. Reasonable Suspicion

- A. Any student who has been advised that reasonable suspicion exists for a drug screen shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
- B. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
- C. Reasonable suspicion includes but is not limited to actions by student which places themselves or others on campus in any dangerous situation or in danger of injuring themselves or others.

3. Random Screenings

- A. Rend Lake College shall use a computer program established for the random selection.
- B. Upon selection, the student will be notified by a Rend Lake College representative and student/athlete shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.

- C. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
- 4. The drug screening shall be conducted by a qualified laboratory using regularly established procedures for collecting and testing samples by the healthcare field.

ACTIONS FOR RESULTS:

Negative Screen: No action taken.

Positive Screen: Student will be dismissed from the academic or athletic program.

Diluted Screen: Student will be allowed one retest at a time designated by a school official. If the second test comes back diluted or positive, the student will be dismissed from the academic or athletic program.

Adulterated Screen: Student will be dismissed from the college.

Substituted Screen: Student will be dismissed from the college.

Failure to Submit/Complete Drug Screen: Student will be dismissed from the academic or athletic program. (Example: leaving campus when contacted to present for drug testing).

Shy Bladder: If a student is unable to provide a specimen at the time of testing, the student will be given 1.5 hours and allowed up to 40 ounces of fluid to drink. After 1.5 hours if the student fails to submit a specimen, the student will be required to take a non-urine based test. The extra cost of this test must be paid by the student and cannot be charged to the student's account.

If a screening tests positive for prescription drugs, a Medical Review Officer for the lab services will contact the student for more information. The Medical Review Officer may request that the student provide valid physician prescriptions and/or copies of medical records substantiating the prescribed medication and manner of dosage.

If the Medical Review Officer finds the prescribed drugs are being taken as prescribed, it will be considered a negative screen. If the Medical Review Officer finds the prescription is not valid or the drugs are being taken in a manner different from the prescription, or if the student fails to cooperate with the Medical Review Officer's request for proper medical documentation, it will be considered a positive screen and appropriate action will be taken.

**REND LAKE COLLEGE CULINARY ARTS PROGRAM
PHOTO RELEASE FORM**

I grant Rend Lake College the right to take photographs of me and my property in connection with the Rend Lake College Culinary Arts program. I authorize RLC Culinary Arts program, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Rend Lake College may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and Web content. I have read and understand the above.

Printed Name

Student's Signature

Date

**REND LAKE COLLEGE CULINARY ARTS PROGRAM
STUDENT HANDBOOK FORM**

1. I have received a copy of the Culinary Arts Handbook. I have carefully read and understand the general information and policy statements and agree to abide by these as a student in the Culinary Arts program. I have had the opportunity to have my questions answered regarding the policies in the Student Handbook.
2. I understand that this Culinary Arts Handbook has been designed to provide information about the Rend Lake College Culinary Arts program and is not a contract. The College may change, revoke, suspend or terminate this Handbook and/or any provision, policy or practice contained in it at any time.
3. I understand that this Culinary Arts Handbook is a supplement to the Rend Lake College Catalog and Rend Lake College Student Rights and Responsibilities Handbook that are available on the RLC website as a source of general information that applies to all Rend Lake College students.

Printed Name

Student's Signature

Date