

Crescent Schools Student Handbook 2022

*Join the
fun!*



CRESCENT SCHOOLS

New Orleans
Gulfport
Las Vegas

Published January 6, 2022

Casino Dealing

Bartending



*That some achieve great success is proof to all
that others can achieve it as well.*

– Abraham Lincoln

Contents

A Message from Our President.....	5
New Student Orientation Outline.....	6
Class Scheduling.....	8
School Holidays.....	8
Emergency School Closings.....	9
Campus Security Policy.....	9
Campus Safety and Security.....	10
Reporting a Crime or Emergency.....	11
Emergency Notification Procedures.....	11
Timely Warning Notification.....	11
Non-School Hour Announcements.....	12
Threat Assessment Team.....	12
Emergency Evacuation Procedures.....	12
Designated Safe Area.....	12
Emergency Notification and Evacuation Testing.....	12
Sexual Harassment.....	13
Sexual Assault.....	13
Registered Sex Offenders.....	14
Gaming Program Component Grades Defined.....	14
Placement Assistance.....	14
Returning Graduates Lifetime Study and Practice Benefits.....	15
Preparing For the Hiring Process.....	15
Drug & Alcohol Abuse Policy.....	16
Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance.....	16
Suspension of Eligibility for Federal Student Financial Aid Due To Drug-Related Offenses.....	16
School Rules & Regulations.....	17

Student Identification	17
Attendance.....	17
Off Limits.....	17
Dress Code	17
Miscellaneous	18
Student Code of Conduct.....	18
Outside Casino Night/Bartending Functions	19
Uniform Requirements	20
On-Site Behavior/Comportment.....	20
General Rules	20
Get the Most Out Of Your Education.....	21
Homework and Study Tips	21
Improving Test Grades.....	21
General Advice	22
Realizing Your Goals.....	22
Notes.....	24

A Message from Our President

We applaud your decision to pursue a new career and we thank you for choosing Crescent Schools of Gaming & Bartending as the first step in launching that career.

Since it was established in 1983 Crescent Schools has been committed to preparing its students in fulfilling their goal of working in the exciting and well-paying casino and hospitality industries. We have no doubt that we can do the same for you.

Throughout your enrollment at the school your training will center on three primary areas: Technical Proficiency, Work Ethic and Customer Service and your instructors will work with you on a daily basis to help you perfect these skills.

The key to success in our “hands-on” programs is attendance. Obviously if you are not here, hands-on training is pretty useless – you will miss several hours a day of irreplaceable time behind the bar or gaming table. Excessive absenteeism virtually guarantees that you will not be job-ready on your scheduled graduation date and may very likely result in failure to successfully complete your program.

On the other hand, our successful students have followed these simple steps:

1. Come to school every day.
2. Listen to your instructors.
3. Practice at home every day.

If you do the same you will enjoy a thoroughly rewarding experience as a student and be in the best position to take advantage of job placement opportunities upon completion of your program.

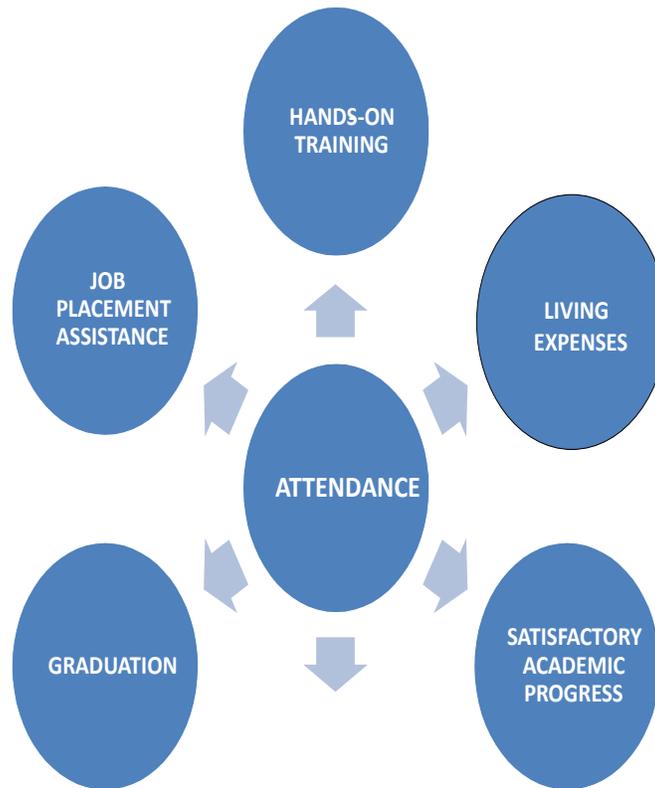
Good luck in the accomplishment of your goals.

Christopher W. Richard
President

New Student Orientation Outline

- **Are You Ready For School?**
 - Reliable Transportation
 - Dependable Child Care
 - Possible Job Conflicts
 - Positive Support From Family
- **Supplies You Will Need**
 - Pen/pencil/highlighters
 - Notebook
 - Index cards
- **The First Day of School**
 - Let Admissions Office Know You're Here
 - Staff Will Escort You to Class
- **Class Schedules**
- **Emergency School Closing Procedures**
- **In-School Emergency Procedures**
- **Who to See If You Have Questions**
 - Academic/Attendance/Classroom Issues – See Your Instructor
 - Student Loan Issues – See The Financial Aid Administrator
 - Job Placement – See The Placement Officer
 - If Your Question Is Still Unresolved – See Your School Director
- **Important Policies**
 - Attendance
 - SAP – Satisfactory Academic Progress
 - Cancellation Policy
 - Termination Policy
 - Grading System
 - Graduation Requirements
 - Placement Assistance Policy
 - Drug & alcohol policy
 - School Rules and Regulations & Student Code of Conduct
- **Formula for Success**
- **What Your Employer Expects**
- **What You Can Expect From Us**
- **What We Expect From You**
- **When You're Ready for a Job**

How important is attendance to your success in school and beyond?



Very – It will affect every facet of your education and your ability to be job-ready after graduation

Class Scheduling

Gaming Programs

Session	Class Start	1 st Break	Lunch/ Dinner	2 nd Break	Class Ends
Day	11 AM	12:20 AM To 12:30 AM	1:30 PM To 2 PM	3 PM To 3:10 PM	4 PM
Evening	5 PM	6:20 To 6:30 PM	7:30 PM To 8 PM	9 PM To 9:10 PM	10 PM

Bartending & Beverage Management Programs

Session	Class Start	1 st Break	Lunch/ Dinner	2 nd Break	Class Ends
Day	11 AM	12:20 PM To 12:30PM	1:30 PM To 2 PM	3 PM To 3:10 PM	4 PM
Evening	5 PM	6:20 PM To 6:30 PM	7:30 PM To 8 PM	9 PM To 9:10 PM	10 PM

3-Week Bartending Program

Session	Class Start	1 st Break	Lunch/ Dinner	2 nd Break	Class Ends
Day	12 PM	12:50 PM To 1 PM	NA	1:50 PM To 2 PM	6 PM
Evening	6 PM	6:20 PM To 6:30 PM	NA	7:20 PM To 7:30 PM	9 PM

School Holidays

The school is open all year except for the following holidays.

Holiday	2021	2022	2023
New Year's Day	Jan 1	Dec 31	Jan 2
Martin Luther King Jr. Day	Jan 18	Jan 17	Jan 16
Mardi Gras (<i>New Orleans and Gulfport Campuses Only</i>)	Feb 15-16	Feb 28 Mar 1	Feb 20-21
Good Friday	Apr 2	Apr 15	Apr 7
Memorial Day	May 31	May 30	May 29
Independence Day	Jul 5	Jul 4	Jul 4
Labor Day	Sep 6	Sep 5	Sep 4
Nevada Day (<i>Las Vegas Campus Only</i>)	Oct 29	Oct 28	Oct 27
Thanksgiving	Nov 25-26	Nov 24-25	Nov 23-24
Christmas	Dec 23-24	Dec 23-26	Dec 25-26
New Year's Eve	Dec 30-31	Dec 30	Jan 1

Emergency School Closings

Emergency school closings will be announced or scrolled on local television networks. Otherwise, classes will meet and the administrative office will be open according to normal schedule. When the school remains open, students are advised to use their own discretion when deciding if the roads are safe enough for travel. Unless the school is officially closed, students not attending will be marked absent for that day. Official closings will not count as absences, but may result in extension of the students' scheduled graduation date to make up the time missed. Make-up dates will be announced.

Campus Security Policy

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* requires educational institutions to provide current and prospective students, their families, and school employees with the institution's security policy, as well as statistics of crime occurrences. Crescent Schools issues its Safety and Securities Policies and Crime Statistics Report on an annual basis. The report includes statistics for the previous three years concerning on-campus crimes as well as the school's policies regarding campus security. The full text of this report can be located on our web site at www.crescent.edu. Copies of the report are also available upon request at each school location.

Campus Safety and Security

Campus security and the safety of our students, faculty and staff are of the utmost importance to us. Emergency situations, whether natural or man-made, can occur without warning and prompt response to any such incident can sometimes mean the difference between life and death.

The school does not employ the use of a campus security force. All reports of criminal activity are referred to the appropriate law enforcement agency. Although instances of serious crimes on-campus have been extremely rare or non-existent, there is no such thing as a risk-free environment. While the school strives to provide a safe learning environment by complying with all local, state and federal regulations, students and staff must assume responsibility for their own safety and the safety of others. This can best be accomplished by adhering to the student rules & regulations and the student code of conduct, as well as the school's security policy and emergency response and evacuation procedures that are reviewed during the orientation process.

The school is open from 9AM to 5PM on school days and all classroom and lab areas are available to current and returning students and staff during those times. All students, prospective students, staff and guests are required to have proper identification at all times while on school property. Current and returning students are required to wear the proper school identification issued to them. All other visitors, including vendors, maintenance/repair persons and prospective students must display a visitors ID issued by the Admissions Office at all times while on school property.

The school does not have a procedure to participate in formal crime prevention programs; student safety issues, emergency notification and evacuation procedures are reviewed during the new student orientation process. Students are encouraged to take the following steps to reduce the possibility of being victimized:

1. Do not carry or flash large amounts of cash.
2. Whenever possible, leave school property in groups, especially at night, and always be alert and aware of your surroundings.
3. Protect your personal property at all times. The school is not responsible for the loss or theft of personal property.
4. Keep car windows closed and doors locked.

The school does not have any off-campus organizations and does not monitor student activity once the student has left the campus. Off-campus crimes are investigated by local law enforcement.

Reporting a Crime or Emergency

All students and school staff are encouraged to report all crimes or public safety issues. Any person in immediate danger should contact authorities at 9-1-1. If it is not an emergency, report the incident to the nearest school employee who will report it to the school director. The person(s) reporting or witnessing a crime will be asked to complete an incident report. All reports will be investigated. The school does not have procedures for voluntary confidential crime reporting. The school director will take immediate steps to notify local law enforcement of any reported criminal activity and if necessary, institute emergency notification procedures.

Emergency Notification Procedures

Any person who is aware of the emergency should call 9-1-1, preferably from a landline telephone, calmly report the situation and immediately alert a member of the Threat Assessment Team. That team member will consult with other members of the team without delay to determine whether emergency notification should be sent out to the school community, and the content of that notification, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. If the Threat Assessment Team determines that the situation represents a significant emergency involving an immediate threat to the school community, it will initiate the notification system utilizing any or all of the following:

- Overhead intercom
- Local media
- Telephone
- Text messaging
- Instant Messaging
- Facebook
- E-mail

Timely Warning Notification

In addition to the aforementioned Emergency Notification Procedures, the Timely Warning Notification may be issued alerting the campus community of any Clery Act crimes that are reported to campus or law authorities, when, in the judgment of the Threat Assessment Team, that situation represents a significant and on-going threat to the school community, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Non-School Hour Announcements

During non-school hours students and staff are advised to tune in to local television stations for emergency announcements. These will generally concern weather related situations but may include other student safety issues as well.

Threat Assessment Team

John LeBoeuf Director 228-822-2444 (work) John.L@crescent.edu	Ronnie Richard Owner 228-822-2444 (work) Ronnie.R@crescent.edu
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Emergency Evacuation Procedures

Upon notification that an evacuation is necessary, each instructor will take control of and supervise the evacuation of his/her class in a calm manner, following the planned evacuation routes to the nearest available exit and lead his or her students to the designated assembly area. If the normal evacuate route is blocked, direct the evacuation via the nearest safe exit. Instructors will also bring their daily attendance records and once assembled, will take a head count to ensure that all students are accounted for.

If the assembly area is within the danger zone or will interfere with responding emergency personnel, instructors will assemble their groups in the nearest available safe area. Students should not leave the assembly area unless directed to do so by staff members. If it is determined that students should be dismissed, instructors will so notify the students and assist in the orderly departure from the parking lot.

Designated Safe Area

When evacuation is not feasible/possible (tornado warning, imminent danger, e.g.), instructors will lead their students to one of the designated safe areas inside the building, close the door(s), lock if necessary, and wait for further instructions from the senior manager on site or emergency personnel.

Emergency Notification and Evacuation Testing

The school will test its emergency and evacuation procedures and the notification system on at least an annual basis. The tests may be announced or unannounced. The Threat Assessment Team will review the results and determine whether any revisions to the procedures are necessary. All such testing will be documented by the school director and will include a description of the test, the date and time, and any other information deemed pertinent by the director.

Sexual Harassment

The school strictly prohibits sexual harassment of its students or staff. Situations wherein an individual is made to feel that submission to such advances is a term or condition of continued enrollment or employment, or where reaction to such treatment is used as a basis for decisions affecting the individual's enrollment or employment, or where such conduct creates such a hostile environment that the individual's ability to continue with his or her continued education or employment is jeopardized, should report the incident to the school director immediately.

Reports of sexual harassment will be investigated immediately and appropriate disciplinary action taken, which may include probation, suspension or termination of the harassing party. No form of retaliation is permitted for filing bona fide charges of illegal discrimination or harassment; however, should such allegations prove groundless, disciplinary action may be taken against the complainant.

Sexual Assault

The school educates the student community about sexual assaults through literature distributed during the new student orientation program. Copies of this literature are also available upon request in the Admissions Office.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then immediately report the incident to the appropriate law enforcement agency. The school strongly recommends that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Victims seeking off-campus counseling and support services can contact the Rape, Abuse & Incest National Network (RAINN) hotline at 1-800-656-HOPE. Local off-campus counseling agencies are also available:

New Orleans Campus: Crescent House Healing and Empowerment, New Orleans, LA 70113, hotline 504-310-6864

Gulfport Campus: Gulf Coast Women's Center for Non-Violence, Biloxi, MS 39833, hotline 800-800-1396

Las Vegas Campus: The Rape Crisis Center, Las Vegas, NV 89146, hotline 888-366-1640

School disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct provide, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the School's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the school for the first offense. Student victims have the option to change their academic situations/class schedules after an alleged sexual assault if such changes are reasonably available.

Registered Sex Offenders

The Campus Sex Crimes Prevention Act requires schools to inform the campus community of the availability of information on registered sex offenders who may be enrolled or employed at the school. This information is available at the following law enforcement websites:

Louisiana: lsp.org/socpr/default.html

Mississippi: state.sor.dps.ms.gov

Nevada: nvsexoffenders.gov

Gaming Program Component Grades Defined

The component grade is a subjective grading technique used in the Gaming Program to assess a student's mastery of the various skills needed to successfully complete each game. The following skill sets will be used in determining the grade value of each component:

- Accuracy
- Manual Dexterity
- Proficiency

Each component grade is assessed each week, and the average of this grade is used along with other factors detailed below, to arrive at the Grade Point Average as shown on the 33%, 50%, and 100% Satisfactory Progress Evaluation Reports.

Placement Assistance

It is the responsibility of the Placement Officer to actively solicit jobs for graduates by maintaining a line of communication and rapport with local employers. In this way the Placement Officer is able to find jobs for our graduates as soon as they become available. While placement assistance is provided and the entire staff takes a sincere interest in the job seeking efforts of our graduates, the school cannot guarantee its graduates employment. No reputable school can do that. Students are reminded that they and they alone, bear the responsibility of successfully presenting themselves in a positive way to prospective employers during the employers' interview process. Job placement assistance is a free lifetime service available to all graduates in good standing with the school.

In order to continue to enjoy these benefits, each graduate must meet certain school standards to maintain eligible status as follows:

- Have a genuine desire to obtain employment.
- Be in good financial standing with the school.
- Be on time for scheduled interviews with prospective employers.
- Have a good reputation with past employers.
- Be able to pass a drug screening test.

The Placement Officer will have sole discretion in determining whether the above standards have been maintained.

It should be noted, that the hospitality industry may require part time employment by an establishment prior to full time job status.

Returning Graduates Lifetime Study and Practice Benefits

- Strict adherence to the student rules & regulations and the school code of conduct is expected at all times.
- The class in question must be currently operating at less than maximum capacity as outlined in the school's floor plan/capacity requirements.
- The returning student may not take a place in the classroom or lab at the expense of a currently enrolled student.
- Currently enrolled students will always have preference over returning graduates in both equipment usage and instructor time.
- Gaming graduates seeking to utilize the school's Gulfport or Tunica, Mississippi facilities understand that a current Mississippi Gaming Work Permit is required by statute in order for any employee, student or graduate of the school to have access to the school's gaming areas.
 - Graduates whose permits have expired will be required to apply for and receive a new Gaming Work Permit. Any fees associated with obtaining a valid Work Permit are the responsibility of the student.
 - If the Mississippi Gaming Commission denies the issuance of a Work Permit, the graduate will be unable to return to either the Gulfport or Tunica campus. Arrangements can be made to accommodate such individuals at our New Orleans campus.

Preparing For the Hiring Process

- Have you completed your exit interview with the school Placement Officer?
- Do you have the proper attire?
- Do you have all the information you'll need to complete the employment application, including accurate dates, names, phone numbers, etc.?
- Will you be mentally and physically sharp when that call for an interview or audition comes?
- Can you pass any mandatory drug screening and background checks?
- And by the way, your prospective employer is probably a busy person. Your voice mail greeting should be short, and to the point. Avoid long greetings or music because the hiring manager will be long gone long before that top 20 hit is finished.
- It is your responsibility to stay in contact with the Placement Director while the job search is ongoing.

- If we cannot reach you or you do not return our calls we will assume that you have waived your rights to placement assistance.
- The Placement Director will review your rights and obligations during your exit interview at the completion of the program and you will sign a document explaining these rights and obligations.

*It is better to be prepared for an opportunity and not have one,
than to have an opportunity and not be prepared.*
– **Whitney Young, Jr.**

Drug & Alcohol Abuse Policy

Consumption of alcohol by students and employees of the school while on school property, or at any school sponsored function, is prohibited. Penalties for violations range from probation, suspension or termination from the program.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to school disciplinary action, criminal prosecution, fine and imprisonment.

Substance abuse educational materials are provided to all students and staff members upon request. Pamphlets, articles, graphs, charts, handouts, and videos describing the various effects of drug and alcohol abuse, and a list of recovery centers and substance abuse programs are available upon request.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

1st conviction: Up to 1 year imprisonment and fines of up to \$100,000, or both.

After 1 prior drug conviction: Up to 2 years in prison and fines of up to \$250,000, or both.

After 2 or more prior drug convictions: Up to 3 years in prison and fines of up to \$250,000, or both.

Additional penalties may include: forfeiture of personal and real property used to possess or facilitate possession of a controlled substance, forfeiture of vehicles used to transport or conceal a controlled substance, civil fines, ineligibility or revocation of certain federal licenses and benefits, and additional state or local penalties.

Suspension of Eligibility for Federal Student Financial Aid Due To Drug-Related Offenses

POSSESSION	1 ST Offense	Ineligible for 1 Year
	2 nd Offense	Ineligible for 2 Years
	3 rd Offense	Indefinite Ineligibility
SALE	1 st Offense	Ineligible for 2 Years
	2 nd Offense	Indefinite Ineligibility

School Rules & Regulations

In order to ensure a mutually rewarding learning environment for all of our students, the school will strictly enforce compliance with the School Rules & Regulations and the Student Code of Conduct. Violators are subject to disciplinary action as detailed below.

Student Identification

- Students are required to wear Student ID at all times while on school property. The ID lets us know who you are and alerts us to the presence of unauthorized visitors.
- Mississippi Gaming Students:
 - Gaming Badge is required by law
 - If you don't have it, you can't stay
 - If you lose it, you can't attend until you replace it

Attendance

- Students are expected to adhere to the school's policies on attendance, excused absences, tardiness and early departures as detailed above.
- Class schedules and lesson plans are carefully structured. Please attend the class you are enrolled in. Creating your own schedule is not permitted. Special circumstances must be approved in advance by the Director of Instruction.

Off Limits

Do not congregate in the front lobby of the building, around the offices, or outside the main entrance. Additionally, friends or family members should not be on the premises except at designated times, such as open house events.

- Bar students are not permitted in the gaming class area nor are gaming students allowed in the bar class area without permission.
- Do not touch the thermostats. If you are susceptible to cold, bring a sweater or jacket to school.
- Office phones are for business use only.
- Cell phones and audio/video devices are a major cause of distraction and therefore **must be turned off** during class time. Give the main school phone number to those who must contact you in the event of an emergency.
- Consumption of food or drink in any class area at any time is prohibited and will result in a failing for the day and disciplinary action as described below.
- Smoking is allowed in outside-designated areas only. This includes vapor or e-cigarettes.

Dress Code

- Casual dress is acceptable as long as it is within the bounds of good taste. Examples of inappropriate dress include provocative or revealing clothing, trousers/slacks which fall below the waist, and shirts/blouses with vulgar words, comments, or images. Footwear must be worn at all times. Sunglasses are not permitted in the classroom. Attention to personal hygiene is expected.

Miscellaneous

- Practice only the components already taught to you by your instructor. If you have questions about a procedure or lesson, ask an instructor.
- Advanced students will not instruct other students without permission of the instructor of that game.
- Students will not participate in any game but the one in which they are currently enrolled unless directed to do otherwise by an instructor. Students wishing to practice a game they have already completed may do so in their spare time, with permission of the instructor of that game.
- Do not remove or move any equipment or supplies from one table to another.
- Keep the rest rooms and lounge areas clean.
- The school is not responsible for any theft or damage to the student's personal property.

Failure to adhere to any of the above rules & regulations will result in disciplinary action as follows:

- 1st Occurrence – verbal warning
- 2nd Occurrence – written warning/probation
- 3rd Occurrence – formal action up to and including dismissal

Student Code of Conduct

Policy Statement

Crescent Schools is committed to a standard of excellence in the field of instruction. Certain activities, if engaged in while attending class, or on school property, shall be prohibited. If a student is found participating in any of the activities listed below, he or she shall be subject to disciplinary action including dismissal from school without notice or warning, based on the severity of the action and/or behavior and how often it occurs. A student found committing any illegal act will be subject to immediate dismissal.

Responsibility

It is the responsibility of the School Director to take formal disciplinary action (probation or dismissal) for breach of the code of conduct which is evaluated on a case by case basis. However, an instructor may take immediate disciplinary action deemed necessary to maintain acceptable school behavior in the classroom or on the premises.

It is the responsibility of the Director of Instruction to inform the faculty of the student code of conduct.

It is the responsibility of the instructors to monitor student compliance with the rules and regulations, investigate and document offenses and report violations in writing to the Director of Instruction.

It is the responsibility of the student to perform the assigned lessons, behave in a responsible manner and comply with the rules and regulations.

Conduct Violations Include but Not Limited to the Following Are Subject to Disciplinary Action

- ***Failure to follow instruction or perform assigned lessons*** - unwillingness to comply with instruction; refusal to perform assigned lessons or make up work; impertinence, insolence, insulting behavior and like offenses.
- ***Misrepresentations to school administration or faculty*** - making fraudulent statements or providing erroneous written information to staff.
- ***Theft or misuse of school property*** - stealing school property, using school property in a destructive manner, making long distance phone calls at school expense or unauthorized use of school property.
- ***Fighting or unruly behavior on premises*** - creating a disturbance; any unruly behavior which disrupts the activities of the class or school; use of force or violence and endangering the welfare of third parties.
- ***Cursing or racial slurs*** - includes verbal threats; vulgar and obscene language; using racial, ethnic or sexual slurs.
- ***Sexual harassment of students or staff*** - sexual overtures or misconduct toward fellow students or staff, unwelcome sexual flirtations, advances or propositions.
- ***Possession or use of contraband items*** - use, possession or distribution of drugs, alcohol, explosive materials and any illegal substances.
- ***Possession or use of dangerous weapons*** - the possession of knives, guns, explosives and other dangerous weapons.
- ***Committing other illegal acts*** - any violation of local, state or federal laws on school premises.

The time is always right to do what is right.

– Martin Luther King

Outside Casino Night/Bartending Functions

On occasion, you will have the opportunity to put your training to work as a dealer or bartender at private events held outside of school. They're good experience, fun, and best of all, you are paid for your services.

Following are the rules and procedures which govern all outside functions and have been designed to provide our clients with professional service as well as to enhance the reputation of the school and its students:

Uniform Requirements

- In order to work at any outside school function you must have a standard, pleated, wing-tip collar tuxedo shirt and black bow tie. These can be obtained from most men's clothing stores. Additionally, tuxedo rental shops sometimes sell used shirts and bow ties for a fraction of the cost of new ones.
- White tee shirt must be worn under the tuxedo shirt.
- Black slacks (not Dockers or other casual wear), black shoes, black socks or hose, complete the uniform.

If you don't yet have these items in your wardrobe, get them as soon as possible.

On-Site Behavior/Comportment

- Remember you are working, you are not a guest. Breaks, when they are available, are to be taken either in pre-designated areas or outside, away from the guest area.
- Smoking within the guest area is not permitted, even if it's allowed. Smoke in designated areas away from the guests or outside, and dispose of the butts – don't litter.
- Do not assume that the host will feed you or provide water/refreshments. Bring your own if you want anything.
- Breaks will be given whenever feasible, but be prepared to work the entire event without a break if necessary.
- Always remember that you represent the school and act accordingly.
- Consuming alcoholic beverages while on duty is never permissible, even if you are invited by your host.

General Rules

- Dealing assignments will be made as fairly as possible, but you may not be assigned to your favorite game.
- Arrive at the event at least 30 minutes prior to your assigned start time.
- Any "no show" will bar you from invitations to future events.

- We will attempt to rotate the students so that everyone has an opportunity to work at least one event; however, selecting qualified, competent students will be our first priority.
- You will be paid by the school by check on the next school day following the event, or as soon thereafter as feasible.
- Do not leave the event until the host dismisses you.
- Have fun but maintain your professionalism. Be respectful of the guests even if they are rude to you.
- Do not hustle tips.

Get the Most Out Of Your Education

Homework and Study Tips

- Practice the mechanics daily at home
- Read the assigned material from your manual/text book
 - Take notes on what you don't understand
 - Utilize index cards to aid in memorizing formulas/recipes
- Come prepared for the day's lesson
 - With reading assignments completed
 - Course textbook and note book on hand
 - Questions on material you didn't understand
- Study when you are alert and in short sessions of 20 minutes or less
- Make best use of any free time to study – even a few minutes can pay off
- Take effective notes in class and while reading – Keywords/Shorthand
- Use highlighters wisely – they delay learning
- Tackle the most difficult material first
- Study and practice with others

Improving Test Grades

- Nothing replaces study
- Study as much as possible, right up until the moment the test begins
- Neatness counts. If we can't read it we can't grade it.
- When not sure, follow your instinct – it's your subconscious talking to you
- When you're still not sure
 - "All of the above" is usually a good answer
 - "None of the above" is usually a bad answer
 - Eliminating one or more choices greatly improves the chances of correctly selecting from among the remaining answers
 - Don't skip an answer. You might be right, or get partial credit
- Always re-read and double check your answers before turning in your test

General Advice

- Watch successful students – do what they do
- We all make mistakes – learn from yours
- Never be afraid to ask for help – that’s why we’re here
- Get plenty of rest and good nutrition
- A sweet snack increases alertness
- To get through a class you don’t like look for aspects which might interest you
- Stay focused on your goals
- Be persistent and give it all you’ve got

Realizing Your Goals

When you plan a trip to someplace you’ve never been the first sensible step in your planning is probably a map. Similarly, the best way to get where you want to be in life is also to follow a map. The steps you must take to successfully arrive at where you want to be in life are called *goals*, and each goal achieved moves you one step closer on the map to your life’s destination.

So, take some time to think about where you are now and where you want to be. Figure out the steps necessary to get you there, and follow that map to your future. Once you start the trip don’t allow anyone or anything to distract or detour you from accomplishing your goals. Don’t worry about how long it’s going to take. Be prepared to sacrifice your short term comfort or pleasure. Your reward will be the ultimate satisfaction you’ll feel when you reach your destination.

- **Write your goals down**
Your road map is a physical, step-by-step plan. How can you follow it if it’s not written down? Use the section below to list your goals. Do it today.
- **Make your goals specific**
“I want to be more physically fit”, is just a vague wish. “My fitness goal is to walk 20 minutes every other day, and lift weights for 20 minutes a day on alternating days”, is a goal.
- **State your goals aloud from time to time**
Hearing yourself state your goals will reinforce your desire to see them through.
- **Visualize actually achieving your goals**
Actually picture yourself accomplishing your goals. Imagine yourself as a casino dealer or bartender at the center of the excitement.
- **Set deadlines in meeting your goals**
If you only have a vague idea of when you want to accomplish something, you’ll put it off.
- **Don’t make easy goals**
Be realistic but stretch out. Challenge yourself.

- **Constantly grade yourself**

Self-evaluation is an important part of goal-setting. Always ask yourself, “How am I doing? Am I on target? What do I need to do to reach my goal by the deadline”?

- **Reward your successes**

Each time you achieve one of your goals, treat yourself well. “If I finish that 3-mile run, I’m going to buy myself that new shirt I’ve been looking at”.

Set aside some private time tonight and decide what you want out of life and how you intend to get there. Write your goals below. Don’t put it off. Do it today.

- _____

- _____

- _____

- _____

The difference between a successful and an unsuccessful person is not a lack of knowledge or a lack of strength, but a lack of will.

– Vince Lombardi

Notes