

New England Culinary Institute

Student Handbook

October 2017
Through
October 2018

Message from the President

Dr. Milan Milasinovic



I am honored to welcome you to our vibrant and passionate community, and I commend you for taking the initiative to embrace formal education and start a new chapter in your life. The path you are considering will provide you with more than a career or a formal education. It will fulfill your lifelong pursuit of learning and improvement. It will require hard work and persistence, but it will be rewarding and fun too.

From the beginning when New England Culinary Institute (NECI) opened in 1980, the school offered an experience that was different from any other culinary school. NECI's culinary classrooms were not only practice kitchens or echoing lecture halls. They were and still are high-profile restaurants, bakeries, and retail outlets. At NECI, you learn by living it!

NECI is small and intimate by design. The rigorous, standards-based curriculum taught in all departments requires constant attention to students' work and progress. Students cannot go to the next level in any program without mastering the skills and understanding the techniques behind the theory. Classes are small enough so instructors become mentors with insight into how and where one can make the most meaningful contribution – and have a great life doing it! NECI is designed for personal attention and individual assistance.

NECI is student-centered and students participate in shared governance. Operations are designed to support students with a unique six layers of student support: mentorship for academic success, coaching, counseling, tutoring, career and financial advising. NECI is the college designed around students' needs. Every resident program at NECI includes at least one externship. The possibilities are endless because NECI interns are truly in demand. Why? Because their kitchen skills combined with 21st century skills and a positive attitude for continuous learning are highly appreciated.

NECI is located in Vermont, which is not only a gorgeous place to live full of exciting things to do in every season; it is also at the forefront of a farm-to-table revolution. The students at NECI visit the local farmers, cheese makers, brewers, wine makers, composters, organic seed producers, Community Supported Agriculture managers, and resort and restaurant owners that make this state unique. Each one is a part of the growing community of food professionals who are changing the way food tastes, the way crops are grown, the methods of food production, and how food is distributed. The landscape and the people within it are an extension of NECI's campus.

A NECI education propels you out into the real world, building your professional network and finding your place in the fascinating food and beverage industry. A NECI education opens a world of possibilities!

I wish you good luck and all the very best on your educational journey.

Sincerely,

A handwritten signature in black ink, appearing to read "Milan Milasinovic". The signature is fluid and cursive, with a long horizontal stroke at the end.

Use of this Handbook

This Handbook is provided to all prospective and enrolled students of New England Culinary Institute (NECI). Students should also refer to the [Academic Catalog](#) and the appropriate Enrollment Agreement for additional information. Please refer any questions you may have about this Handbook to the Dean of Student Affairs.

Emergency Numbers

Emergencies are events that threaten life, health, security, and/or property. Students should address all other concerns using common sense and alert Student Services or the Maintenance Department. They will handle the situation at the next available opportunity. In emergency situations, use the following contact numbers:

Emergency Numbers

State Police:	802.229.9191
Fire/Police or Medical Emergency	911
Montpelier Police	911
Montpelier Fire Department	911

Students in online programs should follow their local emergency protocols. Please contact the school immediately if a local emergency will hamper efforts in an online course.

In all other situations and after calling 911, use the following contact numbers (these phones will be answered during office hours; leave a message at other times):

Non-Emergency Numbers

Montpelier Fire Department	802.229.4913
Montpelier Police	802.223.3445
Dean of Student Affairs	802.225.3327
Residence Life Office	802.225.3291
Student Services Office	802.225.3316
Academic Advisor	802.225.3345
Director of Financial Aid	802.225.3256
Director of Student Accounts	802.225.3220
Manager of	802.225.3317

Student Life Policies-The following approved policies insure that NECI maintains a safe and healthy campus environment.

Code of Student Conduct

All students are considered to be representatives of the NECI community at all times, in all campus locations, and within the greater community of Montpelier. Whether in class, in the residence halls, or in the Montpelier community, students are expected to meet behavioral expectations and to conduct themselves in a professional manner when interacting with fellow students, school personnel or community members.

Any student with questions about school rules and regulations should consult this Student Handbook or check with Student Affairs for clarification. Students may be sanctioned under NECI policies for incidents involving police intervention or unlawful behavior within the community. All students are subject to the laws of the State of Vermont and NECI's rules and regulations.

Because it is impossible to list all the rules that might cover every situation, NECI will make every effort to operate on the fundamental principle of mutual trust and respect among all students, faculty, staff and administration. Policies are subject to change at the discretion of the school with reasonable notice.

Any inappropriate student behavior on campus or within the Montpelier community should be reported to a faculty member or staff member and may be subject to disciplinary action.

Inappropriate and/or antisocial behavior includes, but is not limited to, obscene or violent language, disorderly behavior, illegal operation of a vehicle, the illegal sale or use of alcohol or drugs, theft, vandalism, gross negligence, damage to school property, and the threat of or actual physical or emotional harm to self or others.

Definitions

NECI's disciplinary process is generally progressive in nature, except in cases of severe policy violations. When a first violation of a policy occurs, a student will be placed on Intervention in which case a student will need to meet with the Student Services Manager and/or the Dean of Student Affairs and a letter regarding the violation and the disciplinary action will be placed in the student's file.

A second violation results in the student being put on Probation. Again the process is similar in that a student will need to meet with the Student Services Manager and/or the Dean of Student Affairs and a letter regarding the violation and the disciplinary action will be placed in the student's file. The intent of these meetings is not punitive but rather intended to help the student understand the need for being accountable, respecting school rules and understanding his/her responsibilities for being a respectable member of the NECI community.

The third violation of a school policy may result in Suspension, where a student is asked to leave the school.

Disciplinary Process

Disciplinary action may include, but is not limited to fines, confiscation of any item found in violation of NECI policies, room reassignments, suspension from student housing, removal from class, recommended or mandated professional assessments or counseling, and possible suspension or dismissal from the program. Students whose carelessness, negligence or inappropriate behavior results in damage to NECI's equipment or facilities will be held financially responsible for repair or replacement of the item(s) that have been damaged.

The appropriate Director or Department Chair or their designee will review reports of disciplinary issues to determine if college policy has been violated. Whenever possible, the staff member will meet directly with the student to review concerns and discuss the violation.

If warranted, a determination letter, including intervention or probation, regarding the violation will be issued and a copy of the letter will be recorded in the student's file. The determination letter will outline any disciplinary action and consequences, including associated fines. For students under 21, a student's parent or guardian may be notified where permitted under the school's confidentiality policy.

Grievance and Complaint Procedure

NECI fosters an open learning and work environment that promotes the development of problem-solving and communication skills. The complaint and grievance procedures help students and employees correct issues before they become more serious.

At each successive step, the responsible NECI staff person will have the authority to make a determination and will document the solution in writing; a copy will be sent to the student, as well as documented in the student's record. Any student not satisfied with the final resolution may appeal to the next level of authority. Appeal letters must be received within five office days of any determination; a determination will be granted, communicated and documented as outlined below within five office days of receipt.

All disciplinary actions may be appealed using the following Grievance and Complaint Procedure.

Stage 1: Informal Resolution

Grievances can be resolved quickly and informally through discussion with peers, instructors or any member of the NECI community. Accordingly, if a student has a problem, the student must initially attempt to resolve the problem informally by identifying the issue to the other person (peer, instructor, any employee) and asking the behavior to stop. If a student feels unable to speak to the person with whom they have

a grievance, for example, because the complaint is severe, then they should speak to the next level of manager or support.

Stage 2: Formal Resolution

If it is not possible to resolve a grievance through informal measures, the student should raise the complaint formally in a timely manner to the next appropriate manager or supervisor. Below is the progressive grievance path from which students should carry forth complaints. The person who raises a formal grievance will be known as the CLAIMANT.

For Academic Grievances:

Student Complainant → Instructor → Advisor → Department Chair → Dean of Student Affairs → President

For Non-Academic Grievances:

Student Complainant → Resident Life Coordinator or Student Services Manager → Dean of Student Affairs → President

For Work-Related Grievances:

Student Complainant → Supervisor → Outlet Manager → Human Resources Manager → President

Grievances should be sent in writing from a student's own NECI email account and should include the following:

A description of the grievance with relevant facts, locations, names of individuals and timeline of events.

An explanation of what informal steps have been made to resolve the issue. A request for the preferred outcome (For example, an academic schedule change, living arrangement change, intervention)

The manager or supervisor will arrange a formal meeting to hear the grievance in a timely manner, usually within two business days. After the initial meeting, the person hearing the grievance will determine if the complaint violates NECI's Code of Conduct and justifies investigation that may include interviewing further students or employees.

If it is found that the grievance violates NECI's student code of conduct, the person(s) against whom the grievance has been raised, known as the RESPONDENT, will be informed of the nature of the grievance and allowed to respond.

Any student named in a complaint who retaliates against another person who is also involved will be considered to have committed an extremely serious offense. Retaliation may lead to immediate suspension or dismissal.

Following the conclusion of an investigation, the manager hearing the grievance will make a decision that may include the following:

- The complaint will be upheld and disciplinary sanctions will be established.
- Some elements of the complaint are upheld and some elements are not.
- The complaint is not upheld.
- Should it be found that the complaint was raised maliciously; the manager may initiate disciplinary sanctions towards the complainant.

Disciplinary Sanctions

Sanctions imposed upon students who are determined to have violated NECI's Code of Conduct may include a variety of institutional responses or requirements, including, but not limited to, the following: warning, removal from campus housing, restitution, required attendance at educational programs, required assessment or counseling, restriction of privileges, probation, suspension and/or expulsion, and any other sanctions listed in the Code of Student Conduct or deemed appropriate under the circumstances.

If warranted, a determination letter, including intervention or probation, regarding the violation will be issued and a copy of the letter will be recorded in the student's file. The determination letter will outline any disciplinary action and consequences, including associated fines. For students under 21, a student's parent or guardian may be notified where permitted under the school's confidentiality policy.

Appeal

Following the communication of the decision by the adjudicator(s), the complainant or respondent may request an appeal of the decision. The request for an appeal must be submitted in writing to the person designated in the letter within five (5) business days of receiving the notice of outcome. The appeal letter shall outline grounds for the appeal.

The manager, or his or her designee, will notify the parties to the complaint in writing of his/her determination within ten (10) business days of the filing of the appeal.

Resolutions

NECI will make every reasonable attempt to meet the student's housing and/or academic needs. Regarding some disciplinary sanctions, students may be able to repeat classes; class repeats are subject to course availability, tuition and on-campus room and board fees, as applicable. Due to NECI's commitment to small class sizes, enrollment is limited and scheduling will be done on a space-available basis. Housing must also be scheduled on a space- available basis. No money is refunded for any classes offered through the program.

Should a student feel the college's Grievance and Complaint Procedure has not adequately addressed their grievance; students may also take their concerns to the college's accrediting agency. Online students may also register complaints with the appropriate agency in the state in which they reside. To determine the appropriate agency, please contact us or visit wcet.wiche.edu/advance/state-approval-complaint.

NECI is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution.

All such complaints should be directed to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Telephone: 703.247.4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Registrar or the Compliance Officer.

Attendance Policy

Because NECI offers rigorous and intensive technical and professional training, attendance is mandatory and students are expected to report to every class on time. To mirror industry expectations, excused absences will be granted for medical or emergency reasons. Students are expected to follow NECI's call-in protocol.

An excused absence means that you have communicated ahead of time with your instructor and you have come up with a plan to be absent that your instructor approves. An unexcused absence is when you don't show up for class.

Instructors take attendance within the first few minutes of a class and if you are not there and have not arranged an excused absence you are considered a No Call No Show (NCNS). Your instructor will immediately report this to the Early Alert List and staff will try to contact you or find you to know that you are safe. So if you wake up sick or you are late getting to class you need to call your instructor to let him or her know and therefore, staff will also know that you are accounted for. A phone call is preferred though if you do not have a number to call you may use email.

In the event that students do miss class, whether excused or unexcused, they are required to contact and develop a make-up plan with their instructor within 48 hours from the absence. Make-up work may not be permitted under the instructor's course syllabus. Please consult with your instructor on their course requirements. If granted, make-up work may involve completing a missed written examination, making up missed class time, submitting a written paper, or demonstrating improved hands-on skills.

Please note that, regardless of the cause, missing more than 20% of ANY course will automatically result in a failure of that course. Those who have repeated unexcused absences or patterns of poor attendance will be subject to disciplinary action, up to and including dismissal from the college.

Attendance – Online Classes

Instructors set attendance policies for their own courses. Please see the course syllabus or ask your instructor for their attendance policy.

Please note that, regardless of the cause, missing more than 20% of ANY course will result in a failure of that course.

Wholly Online (6 weeks) Dropped if there is no active participation for 7 calendar days

Wholly Online (15 weeks) Dropped if there is no active participation for 7 calendar days

Alcohol and Drug Abuse Prevention Policy

NECI seeks to assure the health and well-being of all students, faculty and staff. Drug and alcohol abuse are counterproductive in an environment of intensive technical training requiring concentration, stamina, coordination, and safe practices. Pursuant to this concern, NECI provides and promotes the following educational and support services:

NECI has developed policies to promote the responsible use of alcohol and to prevent the abuse of drugs on campus. Except as outlined under NECI's Alcohol Tasting policy, all NECI educational facilities are alcohol- and substance-free, regardless of the individual's age. NECI abides by all State and Federal laws regarding alcohol and drugs and cooperates with local law enforcement to promote a safe environment. Students can view the complete Vermont State Statutes pursuant to illegal drugs and alcohol online at (Insert Here)

The possession, consumption or distribution of alcohol or illegal drugs, and any related paraphernalia, is prohibited. This includes alcohol vessels of all types: cans, bottles or other alcoholic storage container, even if empty. Additionally, individuals who show

evidence of being under the influence of alcohol or drugs, or who intentionally misuse prescription drugs will face disciplinary sanctions.

The alcohol and drug policy applies to all NECI clubs, events and NECI sponsored field trips, regardless of where the event takes place and regardless of the individual's age. Students found in violation will be subject to disciplinary action and may be required to provide their own transportation back to campus, if deemed necessary. In addition, students are required to sign a waiver agreeing to this policy prior to embarking on the trip.

As NECI students are representatives of the college at all times, students may be sanctioned under NECI policies for incidents involving unprofessional behavior, police intervention or unlawful behavior within the community. Some indicators of a violation of the above Alcohol and Drug Abuse Prevention Policy include the following:

Underage drinking

Being in a room where alcohol or drug offenses are found may result in disciplinary action/fines whether you were an active participant or not.

Being under the influence of alcohol or illegal substances in classes or campus housing

Purchasing or otherwise providing alcohol to underage drinkers

Knowingly consuming alcohol with underage drinkers

Possession of alcoholic beverages/drugs or evidence of alcohol/paraphernalia on campus (e.g. empty alcohol containers/vessels, smelling of alcohol, or alcohol packaging, hookahs, pipes, grinders)

Unlawful behavior or any behavior resulting in police intervention

Should a prior drug or alcohol problem exist, students should clearly identify it on the Student Disclosure Form or the Disability Disclosure Form. This information is treated in a confidential manner and is essential to NECI's understanding and assisting in making appropriate referrals for counseling and treatment. Similarly, if prescription drugs are being used, the drug(s) and possible side effects should be clearly identified on the Student Disclosure Form or the Disability Disclosure Form.

Disciplinary Penalties and Sanctions

The minimum penalties for any offense associated with the college's Drug and Alcohol Abuse Prevention Policy, in addition to removal or confiscation of all prohibited items and materials, may include:

- A fine may be issued (1st Violation: \$125, 2nd Violation: \$250, 3rd Violation: \$500).
- A disciplinary letter of review will be entered in the student's file.
- Parents/guardians of any student under the age of 21 may be notified of any violation of the drug and/or alcohol policies.
- Any drug or alcohol policy violation can result in dismissal depending on the severity of the situation.

Educational Tasting of Alcoholic Beverages

Under Vermont state law, and under NECI's Alcohol Tasting policy, students over 18 may be permitted to taste alcohol as a part of a regularly scheduled class or approved educational tasting event.

The following requirements are based on commonly accepted professional tasting guidelines:

- No students under the age of 18 may actively participate in tastings.
- Alcohol tastings must occur between the hours of 9 am and 7 pm.
- All alcohol tastings must include food (minimum of bread) and water.
- All pours are done by the instructor or his/her designee.
- Students must spit, unless the intent of the tasting involves food/wine interactions being examined as part of food and wine pairings. Students must taste from individual containers.
- In the case of food and wine pairings, the total amount of alcohol tasted per day is not to exceed 6 oz. of beer or wine, or 1 oz. of spirits.
- Students may be involved in a maximum of two tastings per day. The maximum size pour for beers or wines is 2 oz.
- All straight spirits must be tasted using sip sticks.
- During any tasting, a maximum of ten (10) wines, beers, or mixed cocktails may be tasted, and a maximum of five (5) straight spirits.

Intervention

NECI considers itself to have an obligation to intervene in the activities of a student any time there is concern about the physical or psychological welfare of that student or other students, or any time the student's academic performance is suffering due to detrimental behavior. This may include, but is not necessarily limited to, drug and alcohol abuse. The main objective of intervention is to help individuals face their problems so they can effectively function within the program.

Intervention is a way for the school to identify the problem, to negotiate a plan to rectify the situation in the most constructive manner possible, and to follow through in support of the agreed-upon plan. The plan is written in the form of a contract that the school approves and the student signs. Failure to follow the plan may lead to suspension from the program. A crisis intervention counselor and/or drug testing/alcohol assessment may be recommended or mandated. NECI respects the privacy and individual rights of students, yet must also be responsive to the dangerous or destructive behavior of an individual toward others or him/herself and to applicable local, state, and federal laws. If the school receives complaints from the community regarding irresponsible acts of a student, the school may hold the student accountable.

Referral

Confidential referrals can be made for students who believe they may have an alcohol or drug abuse problem. An appropriate referral may be made after consultation with Student Affairs. Names and services of referrals are available through the office of Student Services or Student Affairs. Evidence of regular participation with an approved professional counselor or service may be required in order for the student to remain enrolled in the program. Every effort will be made to keep all referrals as non-punitive as possible.

Regular support in Montpelier is provided by such agencies as the Washington County Mental Health Services (802.229.0591), Central Vermont Substance Abuse Services (802.223.4156) in Berlin, and the Washington County Youth Services Bureau (up to age 22, 802.229.9151) in Montpelier.

Summary and Review

Federal law requires all institutions receiving federal financial assistance to implement and enforce drug and alcohol prevention policies. NECI strongly supports this initiative. Any violation of drug and alcohol law, even for a first offense, may result in penalties up to and including termination of enrollment.

NECI, while upholding the law and while discouraging illicit drug and alcohol use, also takes the initiative to inform and educate all students (users and nonusers alike) on drugs and alcohol and their effects, and privately advises drug and alcohol abusers. The school wishes to promote early recognition of a problem and treatment.

State Penalties/Federal Penalties

NECI has developed a positive relationship with local police over the years and will cooperate fully with any investigation by state, local, and federal authorities. Situations in which NECI employees will automatically call the police include, but are not limited to: incidents where a student threatens his/her own life or that of others; violent behavior; refusal to cease disorderly behavior when asked; suspected illegal alcohol or substance use; and the sale of illegal drugs on property owned, leased, or managed by NECI.

Violations of state or federal law will be subject to school disciplinary action determined by our progressive discipline procedures.

The State of Vermont has legislation governing the use of controlled substances and imposes significant penalties for violations. Penalties can include but are not limited to substantial fines, education programs and fees, suspension or loss of driver's license, and imprisonment. Vermont state statutes regarding drug and alcohol use include, but are not limited to restrictions regarding:

- Unlawful sale or furnishing of alcoholic beverages to minors
- Use of alcohol by minors

- Misrepresentation of age or identity to obtain an adult ID card, altering an ID card, using someone else's ID card, or loaning an ID card to someone else
- Driving while under the influence (If blood tests shows 0.08% or more by weight of alcohol in the person's blood or breath, it is presumed that the person is driving under the influence)
- Illegal possession of regulated drugs including, but not limited to, depressants, stimulants, hallucinogens, marijuana, narcotics
- Possession with intent to sell (based on quantity possessed)
- Illegally dispensing, administering, prescribing or selling a narcotic, stimulant or hallucinogenic drug
- Possession of drug paraphernalia (defined, in part, as all equipment, products, and devices designed for use in storing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body a regulated drug)

State penalties for drug and alcohol violations may range from \$500 to \$25,000, and imprisonment may range from 6 months to 25 years, depending on the specifics of the violation. Students can view the complete Vermont State Statutes pursuant to illegal drugs and alcohol online at [Vermont Statutes](#),

Information concerning the identification, uses, and effects of controlled drugs are also available through the office of Student Services.

Federal Penalties

Additionally, NECI adheres to federal laws and guidelines regarding drug abuse prevention and control and will cooperate fully with any investigation by federal authorities. Federal regulations and penalties for violations are severe and are outlined at [justice.gov](#) (specifically at the following: [Controlled Substances Act Control](#) and Enforcement, [Federal Drug Trafficking Penalties](#)). Students should also refer to NECI's Financial Aid Fact Booklet for information regarding the impact of drug convictions on eligibility for Federal Financial Aid programs.

Smoking Policy

NECI recognizes that smoking is a personal choice but it also enforces measures to reduce risk of second-hand smoke exposure to our students, employees, customers and community members. NECI complies with all applicable state and federal guidelines pertaining to smoking.

Smoking and use of e-cigarettes is prohibited in all indoor spaces, including classrooms, common areas, kitchens, bathrooms, and residential facilities. All entrances to buildings and ground floor window areas are to be smoke free.

Individuals choosing to smoke must be 25 feet from the building and must use the designated smoking station if one is provided. The National Life building is a smoke free property which means that smoking is not permitted anywhere on their grounds.

Students in class who choose to smoke during instructor permitted break periods must ensure that their uniform and breath does not smell of smoke. Students in table service or host uniform attire must wear a jacket over their uniform while smoking. Students wearing brigade must take off their chef coat prior to smoking.

Individuals who violate NECI's smoking policy will receive a written warning or a disciplinary sanction that may include a fine

- 1st Violation: \$25
- 2nd Violation: \$50
- 3rd Violation: \$100

NECI is committed to provide education and resources to assist students and employees in making healthy lifestyle choices. Contact studentservices@neci.edu for more information about resources and quit classes in Vermont.

Weapons, Firearms, Hazardous Materials

The personal possession of firearms and weapons in all campus buildings and on all campus property is strictly prohibited. Possession includes, but is not limited to, storage in residential facilities, academic classrooms or administrative offices, lockers, desks, backpacks, or personal vehicles parked on NECI property.

The possession of weapons, firearms, and flammable or hazardous materials includes, but is not limited to, hunting weapons, ammunition, fireworks, paintball guns, BB guns, air soft guns, toy weapons (including water/squirt guns, Nerf guns or any device capable of launching a projectile or substance) or any other device that could reasonably be mistaken for a weapon or explosive, including replica or facsimile weapons.

Violations will result in all prohibited items and/or materials being immediately removed or confiscated, in addition to strict disciplinary action, which may include fines, removal from housing or dismissal from the program.

If you are aware that another student or individual possesses a firearm or prohibited item in violation of this policy, you should immediately report the conduct at issue to the Dean of Student Affairs or call 911.

Diversity and Harassment Prevention Policy

Under the Higher Education Opportunity Act (2008), New England Culinary Institute must provide information about the student body diversity; these statistics can be found at NECI.edu.

NECI values diversity in its student body and believes that the creation and encouragement of a diverse learning environment is essential to achieving NECI's educational mission. At NECI, we are committed to providing a supportive educational environment in which the dignity and rights of each individual are respected. We encourage positive interactions among faculty, staff, and students, and value all individuals, regardless of personal differences.

NECI is dedicated to supporting each individual student, as well as a variety of student organizations, programs, and services that promote acceptance within our student population and the greater NECI community. NECI also encourages students to engage in and promote student-run activities, outings, and groups; we strive to provide inclusive opportunities and environments that foster an appreciation for diversity. Additionally, we continually strive to focus on the understanding of diversity and how it impacts our student body.

NECI embraces a diverse student body and does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation or disability.

NECI will not tolerate any form of harassment. Harassment is any systematic or continued threat or act that interferes with a student's education or creates an intimidating, hostile, or demeaning environment because of his or her race, age, ethnic background, religion, gender, marital status, sexual orientation, or disability. Harassment may result in dismissal and/or removal from the NECI campus or residence halls.

Harassment can be verbal or physical. There are two fundamental types of harassment. The first is called "hostile environment." A hostile environment is created when a person is so bothered by continual acts of harassment that he/she cannot learn, work, or function effectively in class, in student housing, on campus, on internship, or on the job. The second is called "quid pro quo," meaning "something for something." This can occur when one person offers another something of value—such as a better grade or a promotion—in return for a favor, usually sexual. Sexual harassment is an unlawful form of sexual discrimination. (see the section on Sexual Harassment.)

Harassment can include, but is not limited to, inappropriate put-downs of individual persons or classes of people, off-color jokes, ridicule, unwelcome sexual flirtations, unwanted touching, and serious physical abuse, including rape. It is coercive and threatening; it creates an atmosphere that is not conducive to teaching, learning, and working. No form of harassment is acceptable at NECI.

Any student who feels that he/she is being harassed should follow the same principles listed in the Grievance and Complaint Procedures section to end the harassment. First, the student should tell the person who is harassing him or her to stop the behavior.

If this does not resolve the situation, students should report incidents of harassment immediately to the appropriate faculty or staff member, following the Grievance and Complaint Procedure, for informal resolution. If this is not possible due to circumstances, students should report incidents needing immediate resolution to a student support staff member. This includes situations that may arise between two or more students. Response to a complaint will occur within 48 hours from the time of notification. Steps will be taken to ensure that no further harassment or retaliation occurs to the individual(s) being harassed.

Any student named in a harassment complaint who retaliates against another person who is also involved will be considered to have committed another extremely serious offense. Retaliation may lead to immediate suspension or dismissal.

Notice of Nondiscrimination

New England Culinary Institute (NECI) complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in educational programs or activities. Sexual harassment and sexual misconduct constitute forms of sexual discrimination prohibited by Title IX. Examples of sexual misconduct include, but are not limited to: sexual assault, domestic violence, dating violence, and stalking.

Questions or concerns regarding sex discrimination, sexual harassment or sexual misconduct may be directed to the Title IX Coordinator who is responsible for coordinating the College's efforts to comply with and carry out responsibilities pertaining to Title IX.

Anne Connor, Dean of Student Affairs
Title IX Coordinator
7 School Street, Montpelier, VT 05602

This Sex Discrimination, Sexual Harassment and Sexual Misconduct Policy applies to all students, employees, and guests of the college regardless of the complainant's or respondent's race, age, ethnic background, religion, gender, gender identity, marital status, sexual orientation, or disability.

Sexual Misconduct Policy

If you are subject to, observe, or suspect sexual misconduct, harassment, discrimination, or violence, it is vitally important for you to bring it to the attention of Student Affairs or any NECI staff member. Reporting these sex-based crimes helps ensure that victims receive needed services, allows disciplinary or criminal action to be taken, and helps prevent assaults from happening to others. If you, or anyone you know, are the victim of a sex-based crime, it is important to seek immediate medical treatment. A victim should also attempt to preserve any potential evidence where the assault took place. Student Affairs personnel can provide referral to medical and counseling services for victims of sex-based crimes, as well as assistance in pursuing legal or disciplinary action.

All students have the right to report an allegation, which will be investigated promptly by NECI. Students will also be advised of legal options, including reporting the assault to or filing a criminal charge with local law enforcement agencies. Students may request assistance from NECI personnel in doing so.

Prevention and awareness programs aimed at promoting a positive community at NECI are presented to and mandatory for all newly enrolled students. These presentations include the topics of campus safety and sexual assault prevention, along with safe and positive options for bystander intervention and risk reduction. For information regarding prevention and awareness, please contact Student Affairs.

Additional information on due process and college procedures relevant to sexual assault is located on our website at NECI.edu. A copy of the NECI's Sex Discrimination, Sexual Harassment and Sexual Misconduct Policy is available in the Student Services Office and the Human Resources Office.

Amnesty Policy

We prefer to know of crimes that have been committed on campus or in the greater NECI community. As such, NECI encourages reporting of sexual misconduct and seeks to remove any barriers to reporting by making the procedures for reporting an incident of sexual misconduct transparent and straightforward. The College recognizes that a student who has been drinking or using drugs at the time of an incident also may be hesitant to make a report because of potential disciplinary consequences for their own conduct. Thus, a student who reports sexual misconduct, either as a complainant or a third-party witness, will not be subject to disciplinary action by NECI for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

Bullying/Cyber Bullying

NECI maintains an environment in which bullying and cyber bullying in any form are not tolerated. Each student is responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying. All forms of bullying and cyber bullying by NECI students are prohibited.

Bullying and cyber bullying shall mean any unwelcome verbal, written, physical or other conduct directed at a student by another student that has the effect of:

- Physically, emotionally or mentally harming a student
- Damaging, extorting or taking a student's personal property
- Placing a student in reasonable fear of physical, emotional or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property, or

- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Bullying includes, but is not limited to, any unwelcome verbal, written, or physical actions of this nature. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including social media such as blogs, Twitter, Facebook, etc.)

The terms "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. Written records will be kept and precautions taken to protect the privacy of all parties. The faculty endorses a strong policy prohibiting harassment. Periodic in-service programs, including a seminar which students participate in during their first residency, are presented to help all members of the community recognize and discourage harassment. Please follow steps in the Grievance and Compliant Procedures to report bullying.

Electronic Transmission of Unlawful Materials

No computer or other technological tool may be used on NECI premises for the purpose of downloading, uploading, viewing, or creating unlawful materials such as child pornography.

American's with Disabilities Act Policy

NECI complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the requirements of the State of Vermont. NECI is committed to maintaining a nondiscriminatory environment and to providing reasonable equal access to all its services, benefits, and facilities, regardless of the physical, psychiatric or cognitive disabilities a student may have. Prospective students are encouraged to review the Essential Program Eligibility in Student Handbook to review the standards that must be met within their respective course of study. Students with questions or requests regarding disabilities and accommodations will need to contact the Dean of Student Affairs in order to begin the accommodations process – including a review of appropriate documentation of the disability and accommodations request, as well as an interview to review approved supports and accommodations. NECI is committed to working with students to arrive at workable solutions to support their particular needs.

It is critical for students needing certain services to discuss their needs with the Dean of Student Affairs as soon as they make their decision to attend NECI, so that there is adequate time to develop and implement appropriate services. It is the student's responsibility to initiate the process of requesting accommodations/support, as NECI cannot provide supports without knowledge of a need for accommodation. It is the

responsibility of the student with a disability to identify his/her needs for accommodations. Accommodations may be provided, based on appropriate documentation, to assist the student in achieving these requirements; however, accommodations do not guarantee successful program participation or graduation.

A student who requires or requests accommodations will provide, at his/her own expense, documentation of an assessment/evaluation prepared by a licensed psychologist, psychiatrist, learning disabilities specialist, medical doctor or neuropsychologist. In some cases, documentation from a student's senior year of High School will provide the necessary information – i.e., 504 plans, educational/psychological evaluations, a summary of performance etc. This documentation must identify and review the specifics of his/her learning disability, psychological conditions, attention disorder, medical illness and/or other related condition(s). A clear diagnosis must be specified. This documentation must describe the specific limitations posed by the learning, physical or psychiatric disability and how the impairment significantly limits one or more major life activities in an educational setting. This documentation must provide recommendations for specific, reasonable accommodations and support, and must include testing/assessment in the following areas, as applicable: intelligence, achievement, language processing, cognitive processing skills, physical capability, stamina, emotional stability and self-regulation. It is important to note that simply providing documentation does not ensure the student will be eligible for accommodations.

Once the college has established accommodations, these will be shared with appropriate faculty and staff, as approved by the student, though ultimately, it is the student's responsibility to discuss accommodations directly with faculty and staff as needed once they are established. Particularly for students and parents of those transitioning from high school it is important to understand that it is the student's responsibility to provide appropriate documentation, to understand their disability and accommodations, to act on their own behalf regarding their educational needs, and to follow through regarding the provided accommodations. Should challenges arise in the process, the student is encouraged to discuss these with the Dean of Student Affairs first and to follow the college's Grievance and Complaint Procedure, as outlined in the Student Handbook.

Students in resident or fully online programs are encouraged to make an appointment with the Dean of Student Affairs by calling 802.225.3327, or by emailing learning.services@neci.edu

Academic Honesty Policy

The community of New England Culinary Institute is strongly committed to the integrity of the learning process; students are expected to uphold the standards of academic honesty at all times.

Students will review the Academic Honesty Policy during a workshop at orientation, in which a range of academic honesty issues will be addressed. Supporting instruction for upholding the guidelines of academic honesty is provided through in-class instruction, with additional support available at all times from the Student Affairs Team.

Defined as intentionally or knowingly representing the words or ideas of another as one's own without providing proper documentation of source in a footnote, endnote, or intra-textual note. Plagiarism may occur in the use of written or electronic resources.

Examples include:

- Inadequate citation
- Copying portions of someone else's work with only minor changes or paraphrasing
- Submitting another student's work as one's own – including homework assignments, essays, logbooks or project work – and take any part of another student's work
- Submitting work previously submitted for another assignment without the consent of the course instructor. This is considered a form of self-plagiarism.
- Unauthorized or extensive use of templates with minimal original work without the consent of the course instructor.

For a first offense, the Instructor/Facilitator who suspects academic dishonesty will speak to the student to seek resolution, then document the meeting and report the incident to the Academic Advisor.

The instructor/facilitator will impose consequences. The online academic advisor follows up with an email about the process.

Instructors/Facilitators and the Advisor often require the student to contact our librarian who will assist with the use of Grammarly and how to properly paraphrase the work of others to include the writer's own opinions. The student will be asked to rewrite the offending paper(s).

If the dishonesty requires a more formal response, the Academic Advisor will promptly call an academic review consisting of faculty, the Program Department Chair, and/or other academic personnel. The Committee will make a recommendation regarding further disciplinary action. The student will receive the findings of that committee in writing from the Academic Advising office.

The Dean of Student Affairs will handle any appeals from that decision. Depending on the severity of the offense, sanctions may include, but are not limited to, any combination of the following:

- Written warning
- Required resubmission of questionable work
- Incomplete or zero grade on an assignment or in the course

- Academic probation
- Required retake of the class
- Suspension for one or more terms
- Dismissal

All incidents of academic dishonesty are considered to be disciplinary violations and are recorded in the student's academic file. At the discretion of the Department Chair, Academic Advisor or Dean of Student Affairs, repeat offenses will result in elevated consequences, up to and including suspension and dismissal.

Academic Honesty and the Online Environment: Honesty in any college class is critical to your success as a student, whether on ground or online. NECI is committed to maintaining the highest ethical standards possible related to student academic performance in our online and face-to-face classes and the Academic Honesty Policy applies in the online environment. Additionally, the following guidelines apply to the use of the learning management system to ensure that academic credit is awarded only to the student enrolled in the course. *Use of the learning platform constitutes understanding of these guidelines.*

As a NECI student, when you are given access to Moodle, certain behaviors are expected:

- Keep your username and password confidential.
- Never allow anyone else to login to your account.
- Sharing access or passwords to Moodle is considered a breach of academic integrity and could result in you being removed from your class.
- All course work must be your own. While you may work collaboratively at certain times, the class work you submit (including discussion posts, quizzes, tests, exams, papers or projects) must reflect your own original work or be properly cited.
- Do not display work in an open environment where others could view your work.
- Take course exams, tests or quizzes without the assistance of others.
- Respect copyright at all times and with all forms of work, including the use of images, film, sound and other digital media.

If you have questions or concerns about maintaining the integrity of your work, please contact your instructor immediately.

NECI Peer to Peer File Sharing and Copyright Policy

Users of the NECI computer network may not use peer-to-peer file sharing programs. For the purposes of this policy, a peer-to-peer file sharing application is any application that transforms a personal computer into a server that distributes data

simultaneously to other computers. Please note that copyrighted materials cannot be shared by any means without proper permission. This includes sharing via network file shares, the web, or any other means and is not limited to peer-to-peer programs.

Emergency Prevention and Response

Campus Security

NECI is committed to creating a safe and secure learning environment for all students, faculty, and staff. Montpelier is a small community with a relatively low crime rate, but is not crime free. Students are encouraged to practice routine safety procedures while at school. School security and local police monitor access to campus residence halls, offices and classrooms, as well as food service facilities. Detailed information about NECI's security policy can be found in the Student Handbook or at NECI.edu; the annual Campus Security and Campus Fire Reports can also be viewed at this link.

Crime Statistic Notification

The Student Right-to-Know and Campus Security Act (Public Law 101-542) requires all institutions of higher learning to make available to prospective students, enrolled students, and employees an annual summary of certain crimes committed on campus.

NECI must report to the Federal Department of Education the number of crimes that occurred on campus, in student housing, in or on a non-campus building or property and on public property. The reportable crimes are criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for violations of drug laws, illegal weapons possession, sexual assault, domestic violence, dating violence, and stalking. In addition, the report includes statistics on persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.

This report is available at: <http://www.neci.edu/campus-security.phpr> or by requesting a copy of the complete report from:

Director of Assessment and Compliance
New England Culinary Institute
7 School Street
Montpelier, VT 05602.

Due to its close-knit community environment, NECI does not provide independent security personnel on campus. At least one full-time Coordinator of Residence Life lives on campus. Local and state police departments, fire departments, and emergency rescue services are available. In addition, student housing has Resident Assistants (RAs). RAs are also available to assist in the event of emergencies.

Students or employees should report all crimes on campus immediately using the contact information in this Handbook. Students that live in NECI housing should report criminal activities or emergencies to the Resident Assistant and/or Coordinator of Residence Life. In situations when an immediate response is necessary, the student should contact the appropriate local or state police, fire, or emergency rescue service.

NECI will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information. However, NECI has a responsibility to protect the security of the community, which may warrant further investigation and a solution that is beyond the desired result of the individual reporting. NECI personnel will make every attempt to make these conditions clear before any confidential report is made to them.

To promote safety on campus, students and employees are presented with information regarding security and crime prevention each term; periodic reminders may be sent throughout the term. Telephone numbers and procedures for contacting police, fire, emergency rescue and campus personnel are provided to all students and employees and are posted in residence halls and campus buildings.

Timely Warning

NECI is mindful of its responsibility for the safety and security of its students, employees, and visitors, and is committed to promoting a safe and secure environment. In the event that a situation arises that is deemed to present a serious or continuing threat to individuals or the NECI community, NECI will issue timely warning notifications in compliance with the Federal Student Right-to-Know and Campus Security Act, also known as the Clery Act.

The decision to issue a timely warning shall be decided on a case-by-case basis by the Student Services Office and will consider all facts available at the time. The timing of the notification shall be based upon whether the circumstances pose a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. The warning may be issued to students, faculty, and staff through the SMS text emergency notification system, college email system, or through postings in potentially affected buildings or residence halls.

Emergency Response and Evacuation Procedures

Under the Higher Education Opportunity Act, NECI is required to establish policies and procedures for immediate response to significant emergencies or dangerous situations that involve an immediate threat at any campus location. In the event of an emergency situation or the need to evacuate all students, staff, and faculty will be notified in person and/or through telephone, email notification, and postings to the school's website. All students are required to participate in the Emergency Notification system. Emergency and evacuation procedures are updated and tested annually. Individual emergency plans are located at the end of each course syllabus.

Missing Persons Policy

Under the Higher Education Opportunity Act of 2008, NECI is required to establish missing person notification policy and procedures. This policy applies to students who reside on campus and are deemed missing or absent from the school for a period of more than 24 hours without any known reason or contrary to usual patterns of behavior. The student's designated emergency contacts will be notified by the school no more than 24 hours from the time the student is determined to be missing. For students under 18 years of age parents or guardians will be notified at this time.

General Information and Student Affairs Directory

Student Advising and Referrals

During new student orientation, resident students are introduced to the range of support services available during their time at NECI. Students will be introduced to specific faculty and staff members associated with each of NECI's services at orientation. Faculty members also act as mentors to students, providing support and guidance as students endeavor to reach their career goals. Online BA students receive orientation materials from their Online Academic Advisor.

The Department of Student Affairs, through the Academic Advising, Library, Career Services, Student Services, Financial Aid and Registrar's Offices, provides ongoing advisement to students regarding all aspects of their academic studies, including academic progress check-ins, scheduling, student records, and individual curricular advising. A Peer Tutoring Program is available to help students' with academic achievement.

The Career Services Office supports online and resident students in their efforts to secure and complete their internships, as well as in searching for eventual employment positions. Through both classes and individualized appointments, students can receive assistance with résumés, cover letters, interviewing, negotiating and other aspects of a job search. Career Services maintains a database of NECI's approved internship sites and postings of current industry position openings. As part of the internship program, students participate in an online course, through which students receive ongoing advice and input from Career Services and their NECI instructors throughout their internship experience. Online students are encouraged to contact Career Services for career counseling.

The Department of Student Services provides general student support services, including support for residential and NECI community life. Among the broad range of services offered, Student Services assists students with campus and housing questions, referrals for personal and medical issues, and a wide range of student activities.

The on-campus Coordinator of Residence Life provides assistance to all students in campus housing. Student Resident Assistants (RAs) report to the Coordinator of Residence Life and provide direct support to students in the residence halls. RAs receive training prior to each term on group and interpersonal skills as well as alcohol and drug abuse prevention. RAs and the Coordinator of Residence Life are available on a daily basis to discuss issues and concerns in the NECI residence halls as they arise.

In addition to these on-campus resources, sources outside the school are also available to NECI students. Students may seek counseling for a variety of reasons, including, but not limited to, alcohol or drug abuse issues, emotional problems, stress, anxiety, depression, and crisis intervention. For assistance with referrals, students should consult with Student Services or the Dean of Student Affairs (NECI's ADA Coordinator). Regular support is provided by a network of local mental health professionals and by such agencies as Washington County Mental Health Services (802.229.0591) in Montpelier, and the Central Vermont Substance Abuse Services (802.223.4156) in Berlin. There is a strong Alcoholics Anonymous community in Vermont, and Montpelier has a very active [chapter](#).

Dining Services

NECI Dining Services is self-operated by hired chef professionals who are committed to sustainability, healthy eating and customer service. Dewey Cafeteria is at 1 West Street; hours for dining may vary during the fall, winter, spring ~~and~~ summer and during break periods. Dining hours and announcements about break period closures are posted outside the cafeteria.

NECI students are offered the choice of two meal plans which is billed to the student's account. The number of meals is loaded on the Student ID card and must be presented to the cashier. Meals are not transferable to guests. Dewey Cafeteria is open to the public and individual meals may be purchased.

Health Insurance

Students in all NECI resident programs must have adequate health care coverage. In order to enroll in each residency term, students must present valid health insurance information. NECI offers a student medical plan to students from all states through Consolidated Health Plans. Any student who does not provide verification of insurance coverage will be enrolled in and charged for this plan. For more information, access www.studentinsurance.com.

Health Facilities and Counseling Referrals

Due to our small size, NECI does not have a health center or nurse on campus. Many students find it easiest to visit the local hospital or walk-in care clinics, located within a 5 mile radius from our campus. Students are expected to provide their own transportation or rely on public transportation.

The University of Vermont Health Network
Central Vermont Medical Center
<http://www.cvmc.org>
130 Fisher Rd, Berlin, VT 05641
802-371-4100

Concentra Urgent Care
<http://www.concentra.com>
654 Granger Rd, Unit 1, Barre, VT 05641
802-223-7499

CVMC Express Care Berlin
<http://www.cvmc.org>
1311 Barre-Montpelier Road, Berlin, VT 05602
802-371-4239

Federal Work Study Program

Federal Work Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. Students must have a FAFSA on file and are required to fill out a Federal Work Study application with the Financial Aid office to determine eligibility for funds. Please see the Student Services Manager for more information on eligibility and positions.

Mail and Communication

Student mailboxes are prioritized for students living on-campus. Commuter students may request a student mailbox on a space-available basis through Student Services. Students should have their mail sent to them addressed as follows:

Your Full Name
NECI – Student Mailbox #
7 School Street
Montpelier, VT 05602

Upon arrival to NECI, each student living on-campus is issued a specific mailbox number that should be included in the above address. If you are leaving for internship or finishing up classes, please take the time to make direct contact with any subscriptions, friends, family, or personal bills with your forwarding information to let them know of your new address. Mail will not be forwarded after your departure.

All students are issued a NECI student email account, which they are expected to access daily and are required to use for all electronic communication within the NECI community. The student email address is firstname.lastname@student.neci.edu.

NECI Apparel and Bookstore

Chef hats and aprons are available for purchase during the term. Additional student uniforms, as well as 100% cotton chef coats and pants, may be ordered through the purchasing office at 7 School Street. A variety of NECI sportswear is available at Bear Pond Books.

Solicitation

Solicitation is not permitted on school time or property without consent from the Director of Operations or Chief Executive Officer. It is NECI's intent to protect students and employees from the possibility of pressures to purchase items unrelated to our business, to support or contribute to outside causes or organizations, or to become similarly involved in such activities on school time and in work areas that may interfere with the school's productive and educational efforts. It is also our intent not to be a party to unauthorized and/or undesirable activities.

Parking and Transportation

Parking on or near campus is limited and students who choose to bring a vehicle to school should be aware that on campus parking, including parking at the residence halls, might not be available. The NECI campus is integrated into the Montpelier community; student housing and classroom buildings are spaced within about a mile and a half. Due to limitations for parking during the winter (November to April), it is important for students to understand the City of Montpelier's parking policies before making a decision to bring a personal vehicle to school. NECI does not provide inter-campus transportation, though local bus service may be available.

a. All students who bring vehicles to school must register them with NECI. Registration is available at orientation with Student Services. Students are expected to obey all VT state laws, carry legal insurance minimums and communicate parking regulations to their guests.

b. Safe and responsible operation of your vehicle is expected at all times. Please take neighborhood children and other residents into consideration and help to avoid complaints about safety concerns, noise, or parking.

c. If students choose to use their automobile to transport others, they should understand that they (and their insurance company) are assuming the liability for any claim or damage arising from that use. Residents are reminded to take the necessary precautions against theft.

d. At La Brioché, 7 School Street or NECI on Main, students must rely on public street parking or paid public lots within Montpelier; off-street parking is not provided. Parking at National Life is permitted in designated areas only. Students living in campus housing are required to park on the street and will find that there is sufficient parking on College Street, East State Street and around the College Green. In fact, most of the Montpelier

side streets have free parking as long as there are no posted signs that specify residential parking permit only.

e. Designated accessible parking spots for those with disabilities are reserved for vehicles with appropriate identification. Students requiring an accessible parking spot should contact the ADA Coordinator.

f. Bicycles and motorbikes are not allowed in any school building. Upon arrival to campus, students need to register your bicycle or motorbike with Student Services at orientation. There are limited outdoor bicycle parking facilities on campus.

g. Winter Parking Restrictions-From November 15 to April 1, parking is allowed overnight on City streets except when the City Manager calls for a Winter Parking Ban due to weather or snow removal activities (City ordinance Sec. 10-713.) When a Winter Parking Ban is in effect, parking will be prohibited between the hours of 1:00 A.M. and 7:00 A.M. on all City streets.

A Winter Parking Ban may be declared when a predicted weather event or planned snow removal activities will require City Public Works crews to have clear access to the streets and sidewalks as determined by the Street Supervisor and City Manager. Every effort will be made to notify residents of a Winter Parking Ban by 6:00 P.M.

If you do not move your car, it may be ticketed and towed to allow Public Works staff to plow or salt the roads. To determine if a winter parking ban is in effect you may use one of the resources below:

24-hour Snow Line - Call (802) 262-6200 anytime to hear if there is a winter parking ban in effect.

Alerts on the City's website, Facebook page, and Twitter feed

VT Alerts phone calls and text messages to subscribers. To register for alerts go to www.vtalert.gov.

Students parked on the street will be required to park in the designated areas at Stone Cutters Way and in the Pitkin Parking Lot behind City Hall. A map of these locations can be found at www.montpelier-vt.org.

Local transportation is available through a variety of sources. NECI does not provide pick-up or drop-off services for students.

Green Mountain Transit (GMT)

802-223-7287

<http://www.ridegmt.com>

GMT offers a Montpelier circulator bus and many other routes within Washington and Chittenden Counties. NECI students may ride GMT buses for free by showing the driver your NECI student ID.

Amtrak Train Service (MPR)

www.amtrak.com

Montpelier-Barre Station (a short ride from campus)

297 Junction Road, Montpelier, VT 05602

1-800-872-7245 (1-800-USA-RAIL)

Greyhound Bus Service

www.greyhound.com

Montpelier Bus Station (In front of Montpelier City Hall)

39 Main Street, Montpelier, VT 05602

802-231-2222

Burlington International Airport (BTV)

www.burlingtonintlairport.com

Greyhound Bus Service operates routes from the airport to Montpelier. Taxis are also available. It is about a 45 minute drive and the cost for a taxi can range anywhere from \$60-\$90.

Student ID and Discounts

All students are issued a NECI student identification card at orientation. In addition to providing general identification for students while on campus, this ID card provides students entrance to some secured kitchen facilities, as well as meals, library checkout, the fitness club, and student discounts. Replacement ID cards can be obtained through student services at a cost of \$25.

Student Life and Activities

Clubs and Organizations

Students are encouraged to form organizations related to their interests in the culinary arts and food service. Such groups in the past have included a Food Photography Club, Art Club, Brewing Club, Herb and Vegetable Gardening Group, Cooking and Baking, Baking Club, Wines Study Group, American Culinary Federation junior chapter, SkillsUSA Chapter, Food Service Careers Seminar, and Slow Food Chapter.

If a student is interested in joining or forming a student activity, club or group, he or she should contact Student Services. Students in NECI's online programs are welcome to participate in all student activities.

Demonstrations and Supplemental Programs

In addition to the regular curriculum each term, a series of demonstrations and other educational activities are offered. These usually include various tastings and demonstrations of food products. These events are scheduled on Fridays and students are expected to attend unless otherwise told that it is optional. The NECI Attendance Policy will be in effect.

NECI also sponsors lectures by established food service professionals (chefs, entrepreneurs, etc.), scholars, and experts (food historians, business consultants, etc.) each year. These events are publicized using the email notification system and can be found on our school calendar.

Student Governance

The Student Representative Council advises NECI administrators on school policies from the viewpoint of the student body; supervises student organizations and proposes changes to improve student life. The aim of Student Council is to foster a spirit of understanding and cooperation between students, faculty and administration and to assist the administration on any matters requested to council representatives. The Student Council President serves as a cabinet member on the NECI President's Executive Team.

The Student Council is comprised of student leaders elected by their peers. Student Council elections are held yearly by electronic means and meetings are held bi-weekly. Student Council members serve for one year on a voluntary basis and are expected to be in good academic standing with a minimum GPA of 3.0.

Society of NECI Student Ambassadors

The aim of the Society of NECI Student Ambassadors is to establish a network of informed and influential individuals from across all NECI programs that will represent the highest ideals of the institute, fellow classmates and alumni. Ambassadors serve as the official liaisons between NECI and its distinguished visitors, and contribute to a variety of events for the Admissions, Student Affairs, and Alumni Relations departments.

Candidates are invited to apply to the program after their first term upon the recommendation of the faculty. Receiving an invitation to apply to the Society of NECI Student Ambassadors is recognized as an honor and privilege.

Graduation with Distinction

NECI wants to recognize consistent, high-quality student performance. NECI also wants to encourage and recognize exceptional student effort and demonstrated leadership capability. To assist in this effort, the Graduation with Distinction program has been developed. Detailed information about this program, including how to qualify, can be obtained from the Academic Advising Office. The student must submit a completed Graduation with Distinction packet for review by a faculty committee. Students who earn Graduation with Distinction will receive

recognition at the graduation ceremonies, a special distinction emblem on their diploma, and a statement on their transcript. Due to the short length of certificate programs, Graduation with Distinction is only available to degree program students.

Field Trip Waiver and Release of Liability

NECI recognizes that learning occurs within and beyond the classroom and that students acquire knowledge, skills and attitudes through a variety of experiences and in a variety of settings. Many students choose to participate in field trips to supplement their education or enhance recreational pursuits. NECI takes steps to foster field trip safety, while at the same time recognizing that there are inherent risks in many activities and significant levels of personal responsibility that each student must assume for him/herself.

Students wishing to engage in NECI-sponsored field trips and programs are required to sign a Field Trip Waiver and Release of Liability form prior to participation. By signing the waiver form, students agree to release, hold harmless and indemnify New England Culinary Institute from any and all claims and law suits for property damage, bodily injury, wrongful death, or loss of service.

All students are considered to be representatives of the NECI community at all times. During NECI-sponsored field trips, students are expected to meet behavioral expectations and to conduct themselves in a professional manner.

Students may not consume alcohol or show signs of being under the influence. This policy includes periods of time when students may be given the opportunity to tour unsupervised. Students are strictly forbidden to possess, purchase, or transport alcohol while attending school-sponsored field trips. Students found violating this policy will face a disciplinary fine for alcohol violation and may not be guaranteed transportation back to campus. Other fines and disciplinary action may be applied as deemed appropriate.

Fitness Facilities

Students have use of First in Fitness, a recreation center located in nearby Berlin. This facility offers students access to an indoor pool, racquetball courts, Nautilus, a whirlpool, and saunas. It also sponsors classes in selected sports, as well as exercise and nutrition. It is expected that students will abide by all First in Fitness members' rules.

Residence Life Policies and Procedures A-Z

Introduction

Student housing at NECI offers a comfortable and accepting atmosphere for all students and strives to provide an environment that is clean, safe and conducive to sleep and study. NECI housing is alcohol and substance free, regardless of student age.

The Residence Life Coordinator (RLC) and Resident Assistant (RA) staff members are available to you and your fellow residents to help build a positive atmosphere that fosters community respect and personal responsibility.

Below you will find FAQ information and a non-inclusive list of policies and procedures about everything Residence Life A-Z. It is important that students familiarize themselves with housing policies at the beginning of their residential stay in order to avoid any unwanted surprises. These policies are designed to ensure student safety and to maintain the condition of the rooms and residence halls. In addition to Residence Life policies, all students are expected to abide by the NECI Student Code of Conduct.

Because it is impossible to list all the rules that might cover every situation, NECI will make every effort to operate on the fundamental principle of mutual trust and respect among all students, faculty, staff, and administration. Policies are subject to change at the discretion of the school with reasonable notice.

A

Academic Probation

The Director of Academic Services will place a student on Academic Probation if he/she does not meet the school's published Satisfactory Academic Progress (SAP) policy. Students who do not complete the required percentage of credit or clock hours by the required date will be placed on Academic Probation for a maximum of 30 days. Students who have not met SAP at the end of this period must have their enrollment terminated. Students placed on Academic Probation must meet with Student Accounts to review their financial standing.

Students may also be placed on Academic Probation for serious violations of NECI's academic policies or procedures at the discretion of the Program Department Chair, Academic Advisor, Director of Academic Services and our appointed designee. A student must exhibit specific, consistent behavior as agreed upon in a written plan in order to remain in class and/or have this probation status lifted. Students on Academic Probation for this reason may remain on Probation for up to one full year or until conditions have been met. Students on Academic Probation are at risk of having their enrollment terminated.

Students on Academic Probation may be withdrawn from class for up to 21 days and may face further financial aid implications. Students who continue to exhibit unacceptable behavior after being placed on Academic Probation may have their enrollment terminated.

Academic Program Requirements

Please refer to the Academic Catalog for all Program Requirements. This can be found at NECI.edu

Alcohol Policy

Alcohol is not permitted in housing regardless of age. You may refer to the full alcohol policy in this handbook for more information.

Application for Housing

Students requesting or required to live in campus housing must submit a housing application, to indicate preferences. All students in the First Academic Year of degree and certificate programs are required to live in campus housing unless they:

1. Commute within 1 hour from campus from the home of a parent or adult relative
2. Are married or in a common-law marriage
3. Have children or another person that they are responsible for providing care
4. Are 25 years or older

Students requesting exceptions besides those listed above may submit a written request to the Residence Life Coordinator.

NECI will make every effort to provide housing to all students whenever possible. However, housing is not guaranteed for every student, and unless a housing application is filled out and submitted by the indicated deadline, it is unlikely that rooms will be available.

All students at NECI are required to read and sign the Room and Board Agreement, outlining the terms of agreement. NECI reserves the right to refuse application for housing, and to suspend housing privileges at any time, if necessary.

Housing agreements are for the full residency, per program. Fees for Room and Required Board are charged to the student's account at the beginning of each term and are payable in advance in accordance with the NECI Student Financial Policies, as published in the most current Financial Aid Fact Book. All students (with the exception of those in NECI's fully online BA programs) must participate in the required board plan (see Meals policy).

Assignments and Room Changes

Room assignments are made based upon preferences you submitted online on the campus housing form. NECI will honor students' room requests when possible, but

cannot guarantee any specific room assignment. Should the need arise; NECI reserves the right to use unoccupied spaces in a room or relocate students. No guarantee is made concerning the number of occupants in a room. Standard occupancy levels will not be exceeded unless emergency conditions prevail. NECI may, if necessary, consolidate room vacancies so that a building or unit may be taken out of service for repair, improvement, or increased efficiency.

Usually roommates get along just fine, but when they do not get along, residents are encouraged to address concerns before they escalate. The RLC and RAs have been trained to assist with roommate concerns and can provide resources to help you communicate more effectively.

A request for a room change may not be available due to occupancy rates. Residents seeking a room change due to a roommate conflict must follow the progressive grievance policy and indicate in writing what steps they have taken to resolve the conflict. If you are a student having a problem with your room or roommate, please contact the RLC or RAs.

B

Being a Good Roommate

Living with someone new can be exciting and challenging, especially if this is your first time living with a roommate. In order to have a successful year the following suggestions are recommended.

Be proactive: Talk about expectations for living together and preferences for privacy, guests, noise and cleanliness

Be open: Ask questions, listen and discuss any issues. Do not wait until things escalate

Be respectful: Treat your roommate as an equal and be attentive to your roommate's needs to study, sleep and have privacy.

Bicycles and Recreational Items

Bike theft is common, so please be sure to always lock your bike up when you are not using it. We ask residents to park and lock bikes on the bicycle rack behind the residence halls. Bikes, kayaks and other items for recreational use are not permitted in stairwells or walkways as this is against fire safety code.

Breaks

Students are expected to vacate their residence hall room during term breaks, unless they have requested prior approval in writing and received that approval from the Resident Life Coordinator. Students may not enter residence halls during break periods or return earlier without prior permission from the RLC. Residents who petition to stay on campus during school breaks must be aware of the following:

- Dining options are limited or may not exist;

- During break periods, assistance for lock-outs is limited;
- Maintenance and Residence staff will be performing safety checks and maintenance in student rooms.

C

Cable and Internet

Residents may obtain cable TV and/or additional high speed internet packages at their own expense. NECI assumes no responsibility for payments related to the installation or use of equipment and contracted services; such payments are the sole responsibility of the residents. Residents must coordinate the scheduling date of the installation with the RLC for the installer to gain access to the cable lockbox.

Check-in and Check-out Policy

Within 24 hours of arrival, each resident will receive a room condition report. Students should closely inspect their room and report any pre-existing damage. Upon departure, students will be charged for any missing furniture or damages beyond normal wear and tear that have not been previously reported.

Students should be aware that there is often only a one-to-two-day period for the facilities department to prepare for the next occupants at the end of each term or residency period. Consequently, residents are required to check out by 12 pm on the last official day of their term with the RLC or RA on duty.

All personal items must be removed at the end of the academic year or departure from the college, including departures due to leave of absence or suspension. Failure to remove belongings will result in a disposal fee. Keys must be turned in or be subject to a replacement fee. Items found in rooms after 12 pm will be discarded; students will be charged accordingly for the removal of any items left behind.

Community Living and Residential Support

One of the benefits to living in school-sponsored housing is the extra support available for students. In the residence halls, resources are available to help new students make the transition to school, organize activities, participate in peer support, and assist in policy enforcement. The Student Services Department works closely with other NECI staff to administer policies related to student life and to maintain and enrich a sense of campus community.

All members of the Student Services Department are available to discuss student concerns. Those offering support may include:

Resident Assistants are students employed by NECI to assist in maintaining safe, quiet, and orderly residence halls. Resident Assistants, under the supervision of the Residence Life Coordinator, assist in upholding NECI housing policies. They are authorized to

enforce student housing and other student life policies, including documentation of housing violations. Students should report infractions of rules, damage, repair problems, and other concerns to their Resident Assistant and/or Residence Life Coordinator.

The Residence Life Coordinator is responsible for facilitating activities and events for on-campus students and for creating and maintaining a safe and healthy living environment in the residence halls, including general cleanliness. The Residence Life Coordinator also provides training, management and oversight of the Resident Assistant program.

Student Services is responsible for overseeing acceptable student behavior, along with maintenance of a safe and healthy living environment in the residence halls. Student Services is responsible for student life programs including overseeing student council, student groups, student events and student activities.

The housekeeping staff stays in close communication with Student Services staff members to ensure that general cleanliness is maintained and rooms have been adequately cleaned prior to students moving in.

D

Damages Fees

Residents are responsible for the condition of the NECI assigned room in which they live. Student housing will be inspected for damages regularly. Residents will be charged for all damage attributable to their misconduct. In addition, residents will be charged administrative fees and may be assessed progressive disciplinary fines for any damage due to careless, negligent, or reckless behavior.

If damage occurs anywhere within the common areas and it is not clear who caused it, all residents with access to that area are considered responsible. In such cases, damage fees, fines, and administrative fees will be deducted from the housing deposits of all building residents. If a room or building is maintained so poorly that it does not meet minimum health standards, it will be cleaned at the residents' expense. Students should not undertake repair of any damage themselves, but should report the damage to the RLC or RAs so that it can be professionally repaired.

Approximate Average Charges and Fines Related to Housing Violations & Damages

Hole in wall:	\$100
Broken exterior door:	\$600
Broken interior door:	\$300
Replace/repair appliances/vending:	\$600
Tampering with fire equipment:	\$500
Replacement of broken window:	\$350
Burn(s) in carpet:	\$200

Return of missing furniture:	\$50
Replacement of missing furniture:	cost of item
Replacement of each lost key:	\$100
Replacement of each lost key tag:	\$25
Administrative Lockout fee:	\$20
Lost Resident Assistant keys:	\$500
Excessive cleaning:	\$50-\$1000
Furniture or Trash Removal:	\$50 - \$1000
Unauthorized entry/use of a room	\$125

NOTE: The above fines are average estimated costs. Damage fees are calculated on a case-by-case basis by the Maintenance and Facilities department to cover the cost of repair and associated administrative costs, and may include disciplinary fines for careless, negligent, or reckless behavior. All damage fees are based on time and condition. Disciplinary fines are based on severity. In some instances all residents may be held responsible for fees and/or fines.

Decorations and Room Alterations

We encourage you to decorate your room to make you feel at home. You are permitted to display posters, pictures, tapestries and rugs that you and your roommate agree upon. Materials hung on the walls in common areas or individual rooms must not be offensive to other residents or to staff. Offensive posters or flyers will be removed and the student notified.

Decorations, including tapestries, must not block sprinkler heads, lighting, smoke detectors and doorways or create a fire hazard in any manner. For this reason, no personal items may be hung from the ceiling.

Due to risk of property damage, dartboards are not allowed in the residence halls. Residents are not to install hooks, shelves or make any room alterations that will cause damage to the walls or furniture.

E

Electrical Equipment: Lamps, Electrical Cords, Appliances, Etc.

Halogen lights and strings of lights, such as Christmas lights, are considered a fire hazard and are not permitted. Residence hall or maintenance staff will remove such lights or units found in rooms immediately. Residents will be charged for removal and lights will be disposed of.

Residents may use appropriate extension cords to provide additional power sources. The following definition of an extension cord is acceptable: a device approved by a nationally recognized independent testing laboratory (such as U.L.) and generically referred to as a "temporary power tap." This power tap should have no more than six

outlets and no less than a No. 14 supply cord and contain an independent circuit breaker or no greater capacity than 15 amps.

Large electrical appliances such as washers, dryers, or dishwasher, are not permitted. For legal and safety reasons, electrical cables may not be run from room to room. The Facilities Department will cut and remove any such wires or cords.

Extended Housing Fees

Students needing to stay beyond the end of their scheduled residency for any reason: (make-up work, internship) must submit a written request to Student Services, no less than two weeks before the date of extension. Verification of internship employment or an academic plan must be provided. Housing beyond the residency is on a space-available basis and is not guaranteed. If housing is available, students may be required to move to a different room during this time.

Students requiring extended housing are subject to residence and board fees as outlined in the Student Financial Aid Fact Book. Charges are per week only, include a meal plan, and will not be pro-rated for individual days. Arrangements for the payment of residence and board fees must be arranged with Student Financial Services prior to the dates requested.

Externship: All Resident Certificate & Degree Programs

All NECI resident programs require a minimum of one externship in the food and beverage industry. Support is provided to all students as they pursue their externship(s), but it is the student's responsibility to manage the site selection process and secure externship employment. All externship selections must be pre-approved by the Career Services Department.

Career Services will help the student determine the best externship sites based on ability, career goals, finances, and geographic preferences. Career Services provides a variety of resources and support primarily through the instruction of the Professional Development course during residence to assist students in their selection. NECI maintains a list of approved and preferred externship sites, from which students are strongly encouraged to select. Due to liability concerns, externships at sites that do not pay interns will generally not be approved.

Students in the Certificate Programs will be placed in a NECI Internship. Students in all programs may apply to participate in a NECI Internship - a hands-on learning experience at NECI -- in lieu of an industry externship.

All alumni have ongoing support for continued employment from NECI through Career Services. Graduates have access to a national employment database on the NECI alumni website, NECIalumni.com.

NECI will assist students and graduates in finding employment by making available information about professional possibilities; however, employment during the externship period or after graduation is not guaranteed.

Career Services is located at 7 School Street, and is generally open during regular business hours. Students are encouraged to stop in or make an appointment by emailing careerservices@neci.edu. Students in the fully online programs may contact Career Services via email or phone and are welcome to stop by the office if they are on campus.

All students are expected to begin their externship immediately after residency, to complete all requirements of the externship during the scheduled externship terms, and (in multi-year degree programs) to return for subsequent residencies on time with their starting class.

Students must have secured an externship at an approved externship site and wage, including an employment start date (within 21 days of term start) prior to the student being registered for externship or online courses.

Students in Degree programs that have a secured internship with a start date beyond 21 days of term start may apply to participate in the NECI Internship Program. This program allows hours to be accrued prior to the student travelling to their primary externship site. Students must formally apply for the NECI Internship Program with the respective outlet manager and inform Career Services. Students must be academically eligible to participate in the NECI Internship program.

Any student who delays externship start may put at risk his/her enrollment, credit load, eligibility for financial aid, veterans' and/or other benefits that are associated with credit load or registration status. Delays in starting externship can result in not being prepared to return to residency on time and/or to delays in graduating. Except in extenuating circumstances, the student who is not complete with externship within the allotted timeframe will be withdrawn from the program at the end of the originally scheduled internship period. All applicable financial aid rules will apply. In such cases, the student may be allowed to complete the externship requirements, but will no longer be considered an enrolled student.

Students who have not met eligibility will be placed on Administrative Probation status for up to 21 days. If requirements are not met within the 21-day Administrative Probation period, the student will be considered inactive and will be withdrawn from the program effective the last day of attendance. Students withdrawn from the program will remain ineligible for financial aid and may face other financial and program sequence consequences. Any hours worked while withdrawn from the program may not be recognized as externship hours. Students will be required to wait until the subsequent term to be enrolled in the externship.

Students who have been withdrawn for failure to begin an externship on time, and then secure an externship at a later date may be required to pay a Reinstatement Fee. Students are expected to complete their studies within 150% of the published length of the educational program; beyond this time, reinstatement is solely at NECI's discretion and may result in additional tuition and reinstatement fees.

All students receive an evaluation from the Externship Supervisor. An unsatisfactory Externship Supervisor's report of student performance (either professional behavior or practical skills) may result in the student being required to undergo an assessment in order to be allowed to return to the school or in a requirement to repeat the externship experience. In cases where the student must repeat the externship, he/she may complete the externship requirements, but may no longer be considered an enrolled student. For students whose program requires a subsequent residency at NECI, the student may be asked not to return for the scheduled residency and will be withdrawn from the program. All applicable financial aid rules will apply. Students withdrawn due to an unsatisfactory externship may be required to develop a plan for approval by Academic Advising and Career Services that requires additional professional employment for up to one year and submission of periodic performance reports to NECI. Reinstatement will depend upon good performance evaluations, a recommendation to return for further study from the individual's supervisor, and available space.

F

Fire Safety

NECI takes fire safety very seriously. Fire drills are conducted every semester to educate students on how to react in the event of an emergency situation. During a fire drill, staff will check every room to ascertain that all areas have been evacuated. Failure to evacuate in an immediate and cooperative manner during a fire drill or alarm will result in a fine and disciplinary action.

Upon hearing the alarm, report to the VCFA green across the street from the residence halls so that the RLC or RA on duty can conduct a head count to ensure that everyone has safely evacuated the dormitory. You must remain at least 50 feet from the building for safety.

Tampering with Fire Equipment

There is a \$500 minimum NECI fine for tampering with smoke detectors, alarms and fire extinguishers. Further penalties may apply.

§ 1751. False alarms to agencies of public safety

(a) A person who willfully or knowingly gives, or aids or abets in giving, by any means any false alarm of fire or other emergency to be transmitted to or within any

organization, official or volunteer, for dealing with emergencies involving danger to life or property shall be imprisoned for not more than one year or fined not more than \$1,000.00 or both.

Furniture Policy and Personal Property

Room furniture must remain in a student's room and may not be moved from its' original location. Furniture in the room includes a standard size bed, desk and chair, dresser or captains bed drawers.

Residents may bring mini refrigerators, microwaves, throw rugs, lamps and other items to decorate their rooms. Items must not block the path for emergency exits, impede fire safety equipment or block heaters. Overstuffed chairs, waterbeds and sofas are not permitted. Furnishings in common areas are not to be removed for personal use. The Resident Life Coordinator must approve any other furniture or requests for extended size beds.

All personal items must be removed at the end of the academic year or departure from the college, including departures due to leave of absence or suspension. Failure to remove belongings will result in a disposal fee.

G

Guest Policy

Visitors may enter a residence only by invitation, and must be accompanied by their resident host. Residents are expected to communicate housing policies to their guests, and guests are required to abide by these policies. Visitors in violation of NECI policies may be asked to leave the campus.

NECI students visiting residence units other than their own are considered visitors. They must be invited as visitors, and are required to leave at the request of any NECI resident. All overnight non-NECI visitors must be 18 years of age or older.

Residents must obtain permission from their roommate, if applicable, to entertain guests after hours (10 p.m. or later) or overnight. Overnight guests must be register in the company of their host with the RLC or RA on duty. Unregistered guests found after hours will be asked to vacate the premises. Extended visits, beyond three nights/four days, are not permitted.

In the case of an emergency or other disturbance, NECI staff, including Resident Assistants, may ask all visitors to provide proper identification or to leave student housing. NECI may restrict the visitation rights of residents in some instances. Non-compliance is considered a serious violation of NECI housing policies and may result in disciplinary action.

Students are expected to respect NECI classes and facilities at all times. Students who are not in an ongoing class, employed, making up academic work, or on other official school business should not be in NECI's kitchens, dining rooms or classrooms.

H

Heat and Air Conditioners

All rooms have adjustable thermostats. During winter months, close all windows to ensure that freezing does not damage the building's infrastructure. Air conditioners are not permitted.

Housekeeping and Maintenance Requests

Students who experience a maintenance problem or cleaning concern should contact a RA or the RLC. Except in cases of emergency, students should contact staff during normal business hours. Emergencies consist of major plumbing or electrical issues, structural damages, loss of heat or water and anything that affects the overall health of its residents. If an emergency occurs, phone the RLC or contact the Emergency Maintenance pager. Contact information is found on the directories in the residence halls.

NECI housekeeping maintains the cleanliness of common spaces and bathrooms in the residence halls.

Hygiene and Appearance

Personal hygiene must be maintained, including, but not limited to, clean hands and nails, clean hair, and daily showering. Chewing gum and/or smoking in class or labs is not permitted. Please refer to the smoking policy in this handbook for specific guidelines regarding smoking. Fingernails must be natural, trimmed short, and free of polish. Makeup is not permitted in production classes.

In each class, the instructor ensures that appropriate dress and hygiene are maintained. The uniform or attire of the student and his/her personal hygiene must conform to standards as outlined below. If in doubt about dress and appearance, a student should ask the instructor. The instructor or lab supervisor has the authority to bar any student from the kitchen, service area, or classroom whose personal hygiene or appearance presents a health or safety hazard or does not reflect NECI or industry standards.

Hair

Students' hair must be neat, trimmed, and clean. Excessive bangs or dyed hair of unnatural color are not permitted. Students of either gender who have longer hair

must have it tucked up under a hat or enclosed in a hair net in kitchen- related classes.

It is recommended that students have no facial hair other than mustaches. Students who elect to have beards must have them short, clean, and neatly trimmed. Similarly, mustaches are to be short, clean, and neatly trimmed. Sideburns are not to be longer than the bottom of the earlobe. Male students are to shave daily. Students may not grow facial hair after enrolling or during the mid-term break.

I

Inspections and Room Searches

The college reserves the right to enter a student's room for a variety of reasons, including maintenance, housekeeping, noise disruptions and room inspections. Violations of housing policies and procedures may be noted during any visit, and may result in disciplinary action. NECI reserves the right to conduct residence hall inspections at any time, including for cases of suspected policy violation. Members of the Student Services or Facility departments, or their designees, may make unannounced common area and residence hall room inspections, which may include closets, desks, drawers, personal items, etc. at any time to ascertain whether NECI policies and housing procedures are being followed.

K

Key Replacement and Lockouts

Students are responsible for their room and exterior residence hall keys. Students must immediately report the loss of these items to the RLC or RA. Keys must be returned at checkout or a replacement fee of \$225 will be assessed.

NECI is not responsible for personal belongings. Students are advised to keep valuables secured, and to always lock both their room and residence hall exterior doors. Doors should be kept locked at all times, even when residents are at home or are sleeping.

In the case of a lockout, students should contact the RA on duty. If not available, they should contact the RLC or on-duty member of the Maintenance and Facilities Department. Fees will be assessed for all lockouts requiring administrative assistance.

L

Laundry

NECI residence halls have coin operated washers and dryers located in the basement. Please be courteous with other people's belongings if you need to remove unattended laundry from machines.

Leave of Absence

A leave of absence can be granted for a maximum of 180 days in any 12-month period. Leaves are normally granted for documented medical or other personal emergency reasons. In order to request and qualify for a leave of absence, a student must be either in their residency or be working at an internship site with a valid Internship Agreement on file. A request for a leave of absence must be in writing, must include the reason for the leave request, must have a beginning and end date, and must be signed by the student. Requests for a leave must be approved by the Director of Academic Services. No leave is officially approved until proper paperwork is in place. Students living in NECI housing who request a leave of absence must meet in person with the Coordinator of Student Services to determine departure time and date from NECI housing. Students on a leave of absence are not permitted to live on campus.

Additional leaves may be approved for unforeseen circumstances. The initial leave and any additional leaves of absence must not exceed a total of 180 days in any 12-month period.

Any student on leave who makes the decision not to return to school should inform the school immediately of that decision. If a leave affects the term in which a student is enrolled and expected to graduate, NECI reserves the right to withdraw the student and reinstate the student in a later term. Students who do not return to the school at the end of an approved leave of absence will be withdrawn effective their last date of attendance.

Students who wish to take a leave of absence are required to consult with Student Accounts regarding financial aid implications. A student who is a Title IV loan recipient (Federal Perkins Loan, Federal Stafford Loan and Unsubsidized Federal Stafford Loan) who does not return from a leave of absence will enter repayment on their loans or begin their grace period, as applicable, effective the day following their last date of attendance. Taking a leave of absence may affect a student's coverage under the student health insurance plan. For details, see the insurance plan documents or information under Health Insurance in the Student Life Procedures section in this Handbook.

Due to the nature of student enrollment and tuition structure in the fully online version of the BA Hospitality and Restaurant Management program, students in this program are not eligible for leaves of absence. Students should contact the Academic Advisor or the Director of Academic Services if they wish to temporarily step out of the program.

N

Nametags

Students are to wear nametags provided by NECI in both production and non-

production related and service classes. Nametags are to be worn on the left side of the shirt, jacket, or aprons.

O

Open Flames, Cooking in Rooms, Barbeques, Campfires

For safety reasons, no open or smoldering flames, such as candles, incense, or lanterns are permitted. Cooking in individual rooms is not permitted, nor is the possession of electrical appliances with exposed heating elements for cooking (with the exception of a small microwave).

Barbeque grills are allowed only if used in a safe manner and must remain at least 25 feet from any and all buildings. No grills are permitted on porches, roofs, or inside buildings. Used charcoal must be disposed of properly and may not be dumped on the ground. Campfires are prohibited.

The use of fireworks is prohibited on campus grounds and in the City of Montpelier.

P

Pet Policy

No pets and/or animals (including fish and reptiles) are permitted in campus buildings or housing. Residents who are responsible for allowing animals into their housing unit will face disciplinary action, a fine of \$100, and any applicable cleaning fees.

While NECI does not permit animals on campus, it does comply with federal law that mandates the presence of service and support animals for individuals with appropriately documented disabilities. A student requesting this accommodation must contact the ADA Coordinator.

Individuals seeking permission to have a support animal in housing or in campus buildings must provide documentation from a physician, psychiatrist, or other licensed healthcare professional as to why the Support Animal is needed and how it satisfies the requirements of the federal law. The documentation must also specify a detailed account of the disability and how the support animal will alleviate one or more significant symptoms of the disability.

If a support animal is permitted the student must sign a formal agreement which specifies the conditions of having a support animal on campus.

Profanity

Profanity and/or excessive noise are not permitted in NECI kitchens, classrooms, hallways, dining facilities, and any other public spaces on campus.

Prohibited Items in the Residence Halls

Listed below are examples of items not permitted in the residence halls. This list is not all-inclusive. If you are unsure if something is allowed, please contact Residence Life team members with your inquiry. Anyone found to have prohibited items will have the items confiscated and disciplinary action, which may include fines, will be issued. Please ensure that you have none of the following in your possession:

- Candles, incense, fireworks or anything with an open flame
- Weapons or anything resembling a weapon including decorative items
- Power tools (nail guns, chainsaws, etc)
- Pets of Any Kind (including fish)
- Illegal drugs or signs of illegal drugs (including Hookahs, paraphernalia and/or prescription medications issued to another person)
- Alcohol or evidence of Alcohol (regardless of age)
- Air Conditioning Units (window units or non-window units)
- Cooking Appliances (small microwaves and mini refrigerators are allowed)
- Anything with a hotplate or exposed heating element (Coffee pot, toaster, toaster oven, space heater, George Foreman grill)
- Dart Boards/Beer Pong Tables
- Bikes are not permitted in rooms or hallways
- BBQ Grills (They are permitted 25 ft from the building but cannot be stored inside)
- Halogen or stringed lights (Christmas Lights, twinkle lights, etc)
- Live Christmas trees or wreaths/Pumpkins or gourds
- Water Beds, unapproved mattresses or any additional furniture
- Offensive decorations (you will be asked to remove items)
- Nothing is allowed to hang from the ceiling and items may not block smoke detectors or sprinklers (they are considered fire hazards) Tampering is a \$500 fine!
- Fire Safety Procedures may not be covered up, written on or removed (on the back of your door)
- Any extension cord with more than 6 outlets and no less than No. 14 supply
- No greater capacity than 15 amps

Q

Quiet Hours

A student's right to study or sleep in an environment free from undue noise and disruption is a priority at NECI. Given the varied nature of students' schedules, residents are expected not to exceed reasonable noise levels at any time. Requests for quiet made at any time, by any student or staff member, must be respected. Individuals who violate quiet hours will be required to meet with the Resident Life Coordinator and may face disciplinary sanctions.

Residents are expected to observe the following quiet hours:

Sunday-Thursday: 9pm-9am

Friday and Saturday: 11pm-9am

Courtesy Hours: 24 hours/7 days a week

R

Renter's Insurance and Theft

All residents are advised to obtain appropriate renter's insurance coverage for their belongings. NECI is not responsible for damage or loss of students' personal property. Students are advised to keep valuables secured and to always lock their room doors and not to prop open their unit doors. Student Services has renter's insurance forms available for plans that provide coverage at a nominal fee.

Room Change Requests

There is a two-week freeze on room changes at the beginning of each semester. We acknowledge that conflict may arise at times, so we ask that students utilize our trained residence life staff to help them work towards a resolution.

S

Sanitation, Safety, Gloves

Students in all certificate and degree programs must be certified in sanitation. The expectation is that all students will complete the certification prior to internship. Gloves, utensils, or other film barriers must be used anytime food is handled that will not be further cooked.

Safety and Security

Residents are responsible for their security and that of their belongings within residential buildings. NECI is not responsible for personal belongings. Students are advised to keep valuables secured, and to always lock both their room and residence hall exterior doors. Residence life policy prohibits staff members from unlocking room doors for anyone other than the assigned occupants and requires all guests to be signed in after 10 pm.

Smoking/E-cigarette On Campus

Smoking and use of e-cigarettes is prohibited in all indoor spaces, including classrooms, common areas, kitchens, bathrooms, and residential facilities. Students who choose to smoke must be 25 feet from the building. The full smoking policy can be found on page within this handbook for more information.

I

Tasting Policy

NECI programs are geared to producing well- rounded employees for the food service industry. In order to accomplish this goal, it is required that all students taste all products for identification and flavors. It is not necessarily required that students swallow the product. This policy is in place to promote students developing their sense of taste and applies to all programs and classes.

Regarding the tasting of alcoholic beverages, please refer to the section of NECI's Alcohol Tasting Policy in this Handbook. Under limited circumstances, a student may request a waiver of this policy.

Students having specific allergies, health issues, religious or ethical convictions that interfere with this tasting policy should meet with the instructor or the Student Services Manager to discuss options. Students are expected to take responsibility for managing their own health and safety; for your own safety, please report all serious food allergies or health issues to Student Services, as well as to each course instructor.

Teamwork and Cooperation

Students are expected to relate in a professional cooperative manner to fellow students and to all school personnel both in and out of the classroom. Timeliness and proper preparation for class are essential to effective learning in both classrooms and labs; frequent inadequate preparation for class is disruptive to others and will not be tolerated. Student concerns should be addressed with the class instructor.

Theft

No food, equipment or supplies are to be taken out of NECI kitchens for personal use. Violation of this policy is considered theft.

Trash, Recycling and Room Cleanliness

The upkeep of your room is your responsibility. NECI requires residents to maintain their room in a safe and healthy condition at all times. The Residence Life office has vacuums and other cleaning supplies for you to checkout. Residents are responsible for disposing personal trash and recyclables in the dumpsters, adjacent to the residence halls. Trash receptacles in the bathrooms are for hand towels and bathroom trash only.

If odors or large quantities of recycling or trash cause sanitation concerns, the RLC and/or the housekeeping staff will give the residents warning to remove the items. Recycling and/or trash items that are not properly disposed of may incur an additional housing fine.

Two students share most rooms within the residence hall. If one student moves out, the remaining student's belongings must stay on their side of the room to ensure that housekeeping and maintenance staff can clean and assess for damages. The remaining resident is required to keep the room in ready condition for a new roommate to move in.

U

Production Uniforms

All uniforms issued by the school are the responsibility of the student. They are to be laundered and pressed by the student, and may be kept by the student at the end of the term. Plain white t-shirts with no lettering and/or designs are to be worn underneath jackets. Turtlenecks are not permitted. If suspenders are worn, they should not show through. If thermal undergarments are worn, they should not show under the sleeve. In certain labs, students will be required to wear a lab coat.

Aprons may be worn folded over and tied at the waist or worn full length, extending down to the knees, according to the instructor's suggestion. Students in back-of-the-house classes are not to wear any type of jewelry, including watches, bracelets, earrings, gauges (including clear), cartilage piercings, body rings, facial jewelry, and tongue rings. One simple wedding band or commitment ring with no gemstones is permitted.

Students in production classes must provide black, low-cut, secure fitting, closed-back, closed-toe,

Chef hats and aprons are available for purchase during the term. Additional student uniforms may be ordered through the Finance Office at School Street.

Service Uniforms

Students in programs with service training are to bring their own service uniforms.

Each student must have two white, long-sleeved, pinpoint oxford-cloth shirts (either 100% cotton or a cotton blend). Students serving in all NECI restaurants wear black dress slacks, either straight-leg or pleated, with a white oxford-cloth shirt. Students are expected to wear plain, unadorned, polished, black shoes and black socks. A long, simple-colored tie is required. Black skirts with hems below the knee are acceptable for women. Women wearing skirts should wear hose rather than socks. All service clothing must be clean and wrinkle free every day. In some food service outlets, service aprons will be issued at the beginning of the service lab and must be pressed by the student. In other outlets, service chef jackets may be issued. They must be returned at the end of the lab.

Host Uniforms

In programs with host training, hosts in the restaurants are required to dress appropriately. Dresses, suits, skirts, or dress slacks with a pressed blouse or shirt, polished dress shoes, socks, belt, and a long tie are expected. They may wear socks with slacks or hose with either slacks or skirts. Shoes may not have open toes.

Service/Host Jewelry

Students in service and host/management labs may wear a watch and one ring, and one small non-dangling earring may be worn in each earlobe. Other facial jewelry, such as nose, eyebrow, tongue, or mouth rings are not permitted. Students in a host position may wear an appropriate non-interfering pendant, necklace, or bracelet.

Non-Production and Academic Classes

Casual business attire is recommended for all non-uniformed classes at NECI. Students should exercise good judgment regarding their wardrobe choices. Unacceptable clothing choices include but are not limited to: pajamas, tank tops, shorts, t-shirts with objectionable messages. Belts should be worn if needed. Grooming standards as far as shaving, facial jewelry, personal hygiene, etc., apply to non-production related classes as well as production classes.

W

Wireless

The residence hall is equipped with wireless routers.

