

2019-2020 STUDENT HANDBOOK





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.

Contents

Emergency Numbers	4
Code of Student Conduct	4
Disciplinary Process	5
Grievance and Complaint Procedure	6
Alcohol and Drug Abuse Prevention Policy	8
Smoking Policy	10
Weapons, Firearms, Hazardous Materials	11
Diversity and Harassment Prevention Policy	11
Sex Discrimination, Sexual Harassment and Sexual Misconduct	12
Bullying/Cyber Bullying	14
Technology	14
Campus Safety and Emergency Response	14
Academic Policies	16
Academic Grades	19
Attendance Policy	21
Dress Code and Sanitation	25
Tasting Policy and Educational Tasting of Alcoholic Beverages	27
Externship: All Resident Certificate & Degree Programs	28
NECI Administration	29
Dining Services	30
Health Insurance	30
Federal Work Study Program	31
Mail and Communication	31
Parking and Transportation	32
Student Life and Activities Clubs and Organizations	33
Residence Life Policies and Procedures A-Z	35

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 Vice President of Academic and Student Affairs or the Director 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
Vice President of Academic and Student Affairs	802.225.3327
Director of Student Affairs and Career Services/Title IX	802.225.3316
Financial Aid and Student Accounts	216.221.8584 ext 214
Registrar	802.225.3262

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 the Vice President of Academic and Student Affairs or Director of 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. Policies are subject to change at the discretion of the school with reasonable notice.

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.

Below is a list that includes but is not limited to, actions that will be subject to disciplinary sanctions.

- Acts of dishonesty including, but not limited, to the following: plagiarism, fabrication or other forms of academic dishonesty; providing false information to a college official; falsification or misuse of College documents;
- Alcohol possession or consumption by persons of any age on campus, excluding the NECI Educational Tasting policy;
- Illegal possession of federally regulated drugs or misuse of legally prescribed medications, illegal possession of drug paraphernalia;
- Theft of any kind or possessing another person's property without the owner's permission;
- Physical harm to self or others- assault, fighting or holding someone against their will;
- Abusive conduct including verbal abuse, threats, intimidation, coercion, or other conduct which has caused a person substantial emotional distress and where the circumstances would cause a reasonable person to suffer substantial emotional distress;
- Harassment: Conduct that creates or attempts to create an intimidating, hostile or offensive environment;
- Bullying: Any overt act, including an act conducted by electronic transmission, directed against another student that can be shown to pose a clear and substantial interference with another student's right to access educational programs which is repeated over time and is intended to ridicule, humiliate or intimidate the student;
- Hazing: Any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate;
- Sexual Harassment / Sexual Misconduct: non-consensual sexual contact, sexual exploitation;
- Retaliation;
- Vandalism and destruction of school or other's personal property;
- Possession of weapons, firearms and hazardous materials;
- Violation of fire policy or any safety measures;
- Unlawful recording. Use of an electronic or other device to make an audio and/or visual recording of another person (including, but not limited to, photographing, videotaping, filming, or audio recording) without the person's express consent when such recording causes the person to suffer substantial emotional distress. The storing, sharing, and/or distribution of such records by any means are also prohibited;
- Violation of local, state and federal laws.

Disciplinary Process

NECI's disciplinary process is generally progressive in nature, except in cases of severe policy violations. Reports of disciplinary issues will be reviewed by the appropriate Director or Department Chair or his or her designee 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. 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.

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.

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

An email address feedback@neci.edu has been created for students to submit suggestions, complaints or solutions.

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 → Vice President of Academic and Student Affairs → President

For Non-Academic Grievances:

Student Complainant → Director of Student Affairs → Vice President of Academic and Student Affairs → President

For Work-Related Grievances:

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

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

1. A description of the grievance with relevant facts, locations, names of individuals and timeline of events.
2. An explanation of what informal steps have been made to resolve the issue.
3. A request for the preferred outcome (For example, an academic schedule change, living arrangement change, mediation)

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 which 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 a 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:

1. The complaint will be upheld and disciplinary sanctions will be established.
2. Some elements of the complaint are upheld and some elements are not.
3. The complaint is not upheld.
4. 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, fines, 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 deemed appropriate under the circumstances. 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.

If warranted, a determination letter 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 Process

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.

Accreditation

NECI is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) which requires institutions to have a procedure and operational plan for handling student complaints. Should a student feel their grievance has not been adequately addressed by the college's Grievance and Complaint Procedure; 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.

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 complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

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.

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.

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 Educational Alcohol Tasting policy, the alcohol and drug abuse prevention policy prohibits students, faculty, staff, guests and visitors from using, possessing or being under the influence of alcohol or any Federally Illegal drug while on campus or during campus activities, regardless of age.

The Vermont legislature passed the bill H.511 (Act 86) legalizing home grown cannabis and the possession of "small" amounts of marijuana by adults 21 years of age or older effective July 1, 2018. Marijuana use is illegal under federal law and permitting its use at NECI would violate the Drug-Free Schools and Communities Act. Federal law requires all institutions receiving federal financial assistance to implement

and enforce drug and alcohol prevention policies. If NECI fails to comply with that act, it could become ineligible for federal funding and financial aid programs for its students.

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 Alcohol and Drug Abuse Prevention Policy include the following:

- Possession of any Federally Illegal drug or possession or use of any prescription drug except under the care of a licensed physician. Medical marijuana is prohibited on campus.
- Misuse of legal substances to cause impairment or hallucination.
- Possession of paraphernalia used to facilitate any Federally Illegal Drugs. Paraphernalia is defined as all equipment, products, and devices designed for use in storing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body a regulated drug.
- Distribution, production or cultivation of any Federally Illegal Drug with or without the intent to distribute. Growing marijuana or any plants that have psychoactive properties is prohibited.
- Any act that causes a person to ingest any Federally Illegal Drug, prescription drug, or other controlled substance against their will or without their knowledge.
- The possession, consumption or distribution of alcohol, and any related paraphernalia, is prohibited. This includes alcohol vessels of all types: cans, bottles, flasks or other alcoholic storage container, even if empty.
- Showing signs of alcohol consumption (smell of alcohol, slurred speech) on school property.
- Being in a room where alcohol or drug offenses are found may result in disciplinary action and fines whether you were an active participant or not.
- Purchasing alcohol for a minor or otherwise providing alcohol to underage drinkers.
- Knowingly consuming alcohol with underage drinkers.

NECI Sanctions and Local, State and Federal Law

All students, faculty, staff, guests and visitors are subject to local, state, and federal laws, as well as NECI drug policy rules and regulations. Besides confiscation of prohibited items, sanctions may include fines, warnings, referral for treatment, probation, and suspension. Any violation of drug and alcohol law, even for a first offense may result in penalties up to and including termination of enrollment or dismissal from employment depending on the severity of the violation.

NECI adheres to federal laws and guidelines regarding drug abuse prevention and control and will cooperate fully with any investigation by 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 be aware of the impact drug convictions have on eligibility for Federal Financial Aid programs.

Prevention

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. Any member of the NECI community having knowledge of an individual abusing alcohol, misusing legal substances or being in possession of Federal Illegal drugs is urged to encourage the

individual to seek counseling or medical assistance. Students who are worried about their own drinking or drug use should not hesitate to seek assistance from Student Services out of fear of disciplinary sanctions. In these cases, students who self-report will ordinarily not be subject to disciplinary action. Information concerning the identification, uses, and effects of controlled drugs are available through the office of Student Services.

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.

Referrals

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 Services. Names and services of referrals are available through the Director of 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.

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.

Vermont is the 14th U.S. state to raise the age of sale for tobacco products to 21. The law known as Tobacco 21 will make it *"illegal to sell or furnish tobacco products, tobacco paraphernalia, or tobacco substitutes to any person under 21 years of age"*. The Tobacco 21 law takes effect on September 1, 2019. Governor Scott also signed another law that prohibits the online sale of e-cigarettes to Vermont consumers which took effect July 1, 2019.

Smoking and use of e-cigarettes is prohibited in all indoor spaces, including classrooms, dining areas, common areas, kitchens, bathrooms, and residential facilities including dorm rooms. 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 and City Center are smoke free properties 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.

NECI is committed to provide education and resources to assist students and employees in making healthy lifestyle choices. Contact student services 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 Director of Student Affairs or call 911.

Diversity and Harassment Prevention Policy

NECI embraces a diverse student body and does not discriminate on the basis of race, age, ethnic background, religion, gender, gender identity, marital status, sexual orientation, HIV status, Veteran status, disability or any other status protected by state or federal law.

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 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 externship, 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.

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 an extremely serious offense. Retaliation may lead to immediate suspension or dismissal.

Sex Discrimination, Sexual Harassment and Sexual Misconduct

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.

Director of Student Affairs / Title IX Coordinator

802.225.3316/studentservices@neci.edu

The 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, HIV status, Veteran status, or disability.

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 the Title IX Coordinator, any member of the NECI Administration 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 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 students. These presentations, whether online or in-person, 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.

A copy of the NECI's Sex Discrimination, Sexual Harassment and Sexual Misconduct Policy is available in the Student Affairs 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. 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.

Technology

Electronic Transmission of Unlawful Materials

No computer or other technological tool may be used on NECI premises for the purpose of downloading, uploading, viewing, listening, creating, sharing or distributing unlawful materials such as non-consensual pornography (revenge porn), child pornography, videos, and music.

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.

Campus Safety and Emergency Response

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. Staff, Resident Assistants (RAs) 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 at NECI.edu and the annual Campus Security and Campus Fire Reports are available for review.

Due to its close-knit community environment, NECI does not provide independent security personnel on campus. The residence hall is supervised by the Director of Student Affairs and Resident Assistants (RAs) are also available to assist in the event of emergencies. Local and state police departments, fire departments, and emergency rescue services are available.

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 reports 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 by requesting a copy of the complete report from:
Vice President of Academic and Student Affairs
7 School Street
Montpelier, VT 05602.

Students should report all crimes on campus immediately to the Director of Student Affairs or any campus administrator. Students that live in NECI housing should report criminal activities or emergencies to the Resident Assistant on duty and the Director of Student Affairs. 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 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 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.

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 attend on-ground classes 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.

Academic Policies

New England Culinary Institute challenges students to explore, inquire and reflect in an intellectual environment that fosters respect for others. Students are required to understand and follow NECI's academic policies. The New England Culinary Institute Academic Catalog is the primary resource for academic information, including official curricular requirements. Students admitted and enrolled in a specific academic year are subject to the degree requirements described in the Academic catalog for that academic year. Therefore, students should familiarize themselves with the Academic Catalog that is current when they are admitted and retain it for their records.

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. Students with questions or requests regarding disabilities and accommodations will need to contact the Vice President of Academic and 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 Vice President of Academic and 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 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.

Academic Integrity Statement

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.

The school seeks to foster a spirit of honesty and integrity in all aspects. Students are expected to be the sole author of any work submitted for grading. All sources used must be accompanied by proper references and/or citations. In addition, same or similar work may not be submitted for credit in more than one course. All students must assume that any collaboration of coursework is prohibited unless permitted by the instructor in the form of a team assignment or group project. Any collaboration must be acknowledged with any coursework submitted. It is the student's responsibility to seek clarification from the course instructor about how much and what form of help may be received in the completion of a project, assignment, or examination.

If any assignment is questioned on its originality the student will be required to provide/cite further representation evidence of research with corresponding citations. Information that requires a citation includes periodicals, books, online publications, DVDs, websites and any other identifiable source.

The school places a high value on academic honesty and will not tolerate plagiarism. Disciplinary consequences for students found in violation of this policy will be subject to disciplinary action up to and including dismissal from the school. Documented violations of the Academic Honesty Policy may result in

an automatic failure of the class. Documentation of cheating or plagiarism will be entered into student's file. The Instructor will immediately notify the Vice President of Academic and Student Affairs regarding violations of this policy.

If it is determined the offense requires a more significant response, the Vice President of Academic and Student Affairs or their designee will promptly call an academic review consisting of faculty and/or other academic personnel. The Committee will make a recommendation regarding further disciplinary action and the student will receive the findings of that committee in writing with information about the appeal process.

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

Definitions

Academic Honesty

Academic Honesty is the protection of intellectual property by acknowledging proper credit to author/s. Any work submitted, not authored by the student is considered a violation of this policy. This includes situations deemed as cheating or plagiarism.

Cheating

Cheating includes, but is not limited to, the following: the use of unauthorized material, study aids or technology during an assessment; viewing or using another student's test during an assessment; using another student's product during a practical assessment; submitting another student's work or product as your own.

Plagiarism

Presenting someone else's work as your own is considered plagiarism. This includes copying information verbatim and/or rephrasing someone else's ideas without acknowledgement.

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 students 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.

If a student is unsure of what constitutes plagiarism then they should visit:

<https://www.plagiarism.org/>

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 Canvas, certain behaviors are expected:

- Keep your username and password confidential.
- Never allow anyone else to login to your account.
- Sharing access or passwords to Canvas 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.

Academic Grades

Grade reports are available to students online through the Student Portal at the completion of each semester. Course grades are based on the quality of work as shown by written tests, laboratory work, papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 3.0 credit course with a grade of 'B' would earn 9.00 quality points [credit value of course (3.0) times quality point value of 'B' (3.00)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed.

Letter Grade	Numeric Grade Range		Quality Points
A	93.00	100.00	4.00
A-	90.00	92.99	3.67
B+	87.00	89.99	3.33
B	83.00	86.99	3.00
B-	80.00	82.99	2.67
C+	77.00	79.99	2.33
C	73.00	76.99	2.00
C-	70.00	72.99	1.67
D+	67.00	69.99	1.33
D	60.00	66.99	1.00
F	0.00	59.99	0.00

Satisfactory Academic Progress

All students must maintain Satisfactory Academic Progress (SAP) in order to remain enrolled at the NECI. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal, state aid, VA benefits). Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each grading period. A grading period is defined as one 15 week semester. Both the CGPA and ROP standards must be met in order to be considered making satisfactory academic performance.

Students who fall below the minimum requirements of a cumulative CGPA of 2.0 or rate of completion of 67% at any grading period will be placed in an academic warning or probationary status. A student will be placed on Financial Aid Warning immediately after the first semester in which the CGPA or the rate of progress falls below the values specified. At the end of the next semester the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.

A student who continues to fall below the specified values for a second semester will be placed on Financial Aid Probation and required to successfully appeal in order to remain in school and maintain eligibility for financial assistance. The appeal must include the significant, mitigating circumstances for which the student feels they deserve consideration. The appeal will be reviewed by an Appeal Committee who will evaluate the appeal based on: appeal letter and supporting documentation; student academic performance; impact of significant non-academic issues. Failure to appeal will result in termination from the college. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation the student will be placed of FA Dismissal Status and will be dismissed from school.

Falling below academic standing can also impact a student's ability to work on campus or in NECI outlets. Students can work as appropriate when they are making satisfactory academic progress. The first time a student doesn't make SAP they are limited to working no more than 12 hours weekly on campus. If the student continues to not achieve SAP for a second semester they are not allowed to work on campus or for NECI outlets.

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe. Rate of Progress cannot be appealed.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements CGPA or ROP the student will be dismissed from the school.

Students who are academically dismissed will automatically be ineligible for future Financial Aid until he/she is reinstated to the college. Students must sit out at least one full semester before they can reapply to be reinstated. Students who have been reinstated must achieve the minimum cumulative GPA of 2.0 and successfully complete 67% of attempted hours for pace of completion and completing the terms of their academic recovery plan.

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. Students are expected to follow NECI's call-in protocol as outlined in the Student Handbook for all absences.

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also and a fundamental building block for success in the hospitality industry after graduation. As part of the course requirements, *students must attend a minimum of 80 percent of the scheduled time for each course in order to achieve satisfactory attendance.*

Students who do not achieve satisfactory attendance may earn a failing grade and may be required to repeat the course. Absences will include late arrival and/or early departure. The instructor has the final authority to excuse absences. It is the responsibility of the instructor to inform students of his or her policy for handling absences and tardiness.

It is the responsibility of the student to inform the instructor regarding the reason for absence or tardiness from class, and to discuss this with the instructor in advance whenever possible. The instructor has the right to require documentation in support of the student's request for an absence from class. If an out-of-class exam is scheduled which conflicts with a regularly scheduled class, the regularly scheduled class has priority. Students who have repeated unexcused absences or patterns of poor attendance may be subject to disciplinary action, up to and including termination from the college.

Religious Holidays: Students have the right to practice the religion of their choice. Each semester students should submit their documented religious holiday schedule for the semester, in writing, to their instructors by the end of the first full week of classes. Faculty must permit students who miss class for the purpose of religious observance to make up the course work.

For completely online courses students will be withdrawn from the course if there is no active participation for 7 calendar days.

Students who have been absent from all their scheduled classes for more than 21 calendar days, not including scheduled college holidays or breaks, and/or students who officially withdraw from all current courses, will be administratively withdrawn from the program.

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. Inadequate preparation for class is disruptive to others and will not be tolerated. Student concerns should be addressed with the class instructor.

Leave of Absence

Students enrolled in programs at NECI are expected to maintain continuous registration. Under appropriate circumstances, students may be permitted to take leaves of absence and be excused from the requirement of continuous registration as a temporary interruption in a student's academic attendance for a specific period of time. If a leave of absence is granted it may not exceed 180 days within any 12-month period. The school may grant more than one leave of absence in the event that unforeseen circumstances arise provided that the combined leaves of absence do not exceed 180 days within the 12-month period.

Leaves are normally granted for documented medical reasons affecting the student or a member of student's immediate family, financial hardship, military service requirements, jury duty, or significant professional, personal and family events that effectively preclude continued participation. A request for a leave of absence must be submitted in writing, must include the reason for the leave request, must have a beginning and end date, and must be signed by the student. No leave can be officially approved until proper paperwork is in place.

A leave may be approved at any time during a student's period of study, except during the add/drop period of a student's first term of study at NECI, when a deferment of admission is more appropriate. Taking a leave of absence may affect a student's academic progress.

Students living in NECI housing who request a leave of absence are required to vacate student housing immediately and must meet in person with Student Services to coordinate departure. Students on a leave of absence are not permitted to live on campus and are not eligible to participate in student clubs or any NECI-sponsored activity or organization. A student on leave is not a registered student and does not have the rights and privileges of a registered student.

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. If the student does not return following the leave of absence, the school must terminate the student.

Failure to return from an approved leave of absence may have an impact on his or her federal student aid, loan repayment and exhaustion of the loan grace period. Students in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the NECI receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask NECI to amend a record should write to the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If NECI decides not to amend the record as requested, NECI will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before NECI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

NECI discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the NECI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the NECI who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NECI.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the NECI to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within NECI whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Dress Code and Sanitation

Production Uniforms

Uniforms are issued at orientation and only chef coats with the NECI logo are permitted. Uniform packets consist of four (4) unisex chef jackets, three (3) pairs of black kitchen pants, five (5) aprons, and three (3) hats. While in any kitchen or kitchen lab class or attending any professional/school-related functions students shall be in full uniform. The student uniform consists of:

Student Uniform

- ✓ Official, school-issued student coat with official NECI logo must be ironed and wrinkle free, neat and clean with no stains, at the beginning of each class.
- ✓ Student coats must have all buttons attached and remain completely buttoned.
- ✓ Undershirts must be worn under the student coat. Undershirts must be white in color with no logos or artwork as these can show through the student coat. Undershirts should not hang below the jacket hem (bottom of jacket).
- ✓ Since temperatures vary from one classroom or kitchen to the next, students may wish to wear appropriate “thermal” undergarments for warmth. However, jackets, sweaters, coats or other outerwear should not be worn over the student coat while on campus. As with all undergarments, white is the only acceptable color for such thermal undergarments.

Black Pants

- ✓ Pants must be neatly hemmed, without cuffs, and worn around the waist.
- ✓ The pant leg should reach the top of the shoe just below the shoestrings. If the pants are too long, please ensure that they are altered to the proper length.
- ✓ Rolled up pants or pants stuffed into socks are not permitted.
- ✓ If suspenders are worn, they should not show through.

Skull Cap/Hair

- ✓ A skull cap must be worn at all times while in kitchen/lab classes.
- ✓ Hair must be neatly maintained.
- ✓ While in uniform, students must wear a skull cap to contain their hair, off the forehead and under the cap. If hair extends to the collar, a hair net must be worn in addition to the skull cap.
- ✓ Tight-fitting caps worn under the skull cap must not be visible beyond the edges of the cap.
- ✓ For students in service labs, hair must be up or tied back and groomed in an acceptable manner as determined by the instructor or manager.

Socks

- ✓ Socks must be worn in the kitchen or during service.
- ✓ Solid colored, black or white socks are recommended.

Shoe Guidelines

- ✓ Solid black commercial, non-slip kitchen work shoes are required while in the kitchen for any reason, at any time. This includes times even if the student is not in class or work.
- ✓ Color: Shoes must be entirely black and smooth. No suede or similar materials.
- ✓ Uppers: Shoes must have smooth hard leather (or simulated leather) uppers. Shoe uppers may not be perforated for venting.
- ✓ No open-back shoes will be allowed. Steel protective toe cap is recommended.

- ✓ Soles: outsoles must be black, slip-resistant rubber. Slip resistance must be documented on the shoe (on the sole for instance), on the original shoe packaging, or by the same model number on the shoe's brand website.
- ✓ Insoles: Quality after-market insoles are recommended for comfort during periods of standing for extended time periods.
- ✓ Gym shoes/sneakers are NOT acceptable alternatives

Apron and Side Towels

- ✓ Aprons and side towels are only to be worn and used in the kitchen lab.
- ✓ Aprons and side towels must be fresh and clean for each day in the kitchen.
- ✓ In the interest of sanitation and hygiene, do not wear aprons and side towels in the following situations:
 - Outside the kitchen/prep areas.
 - When going to the restroom.
 - When taking out garbage.
 - When entering or leaving the building.
 - When eating meals.

Jewelry

- ✓ One stud earring (per ear) may be worn. Hanging, "Hoop" or "Drop" style earrings are not permitted.
- ✓ All visible piercings must be removed while in school uniform.
- ✓ If wearing ear plugs, they must be kept in at all times.
- ✓ A plain wedding band is the only jewelry acceptable to wear.
- ✓ All other jewelry must be removed as per standard commercial kitchen and industry health codes.
- ✓ Watches are not permitted to be worn on the wrist in kitchen classes – they should be secured on the uniform or belt.

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 apron.

Makeup, Perfume and Fingernails

- ✓ Makeup should be kept to a minimum and not interfere with food safety.
- ✓ Perfume or cologne/aftershave must not be worn while working in kitchen labs as it affects the ability to smell and taste correctly and may cause an allergic reaction in others.
- ✓ Fingernails must be kept clean and trimmed in accordance with state requirements.
- ✓ Clear or colored fingernail polish must not be worn.

Facial Hair

- ✓ Students who elect to have facial hair must keep it short, clean, and neatly trimmed.
- ✓ Male students are expected to shave daily and should not try to grow facial hair after enrolling or returning from vacation breaks.
- ✓ Students with facial hair may be required to wear a facial hair net.

Service Uniforms

Students in programs with service training or students who desire to work catered events are to bring their own service uniforms. Attire is black dress slacks, either straight-leg or pleated, with a white oxford-cloth shirt and professional tie. If pants have a belt loop a belt must be worn. Students are expected to wear plain, unadorned, polished, black shoes and black socks. Black skirts with hems below the knee are acceptable for women. Women wearing skirts should wear hosiery rather than socks. All service clothing must be clean and wrinkle free every day.

Non-Production Class Dress

Dress in non-production related classes must be appropriate to professional training classes, as determined by the instructor or department chair. Bermuda-length shorts are allowed, as are neat t-shirts without objectionable messages. Short shorts and bare feet are not permitted. A number of academic classes take place in or around food service facilities where guests may be present; for these classes, casual business attire is recommended. Grooming standards as far as shaving, facial jewelry, personal hygiene, etc., apply to non-production related classes as well as production classes.

Equipment

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

Cell Phones

Cell or “smart” phones can be a tool but can also be a distraction. The use of cell phones in the classroom is at the instructor’s discretion and only with their permission. Students must ask for permission before recording any portion of a class or lecture. At no point in time should the use of a cell phone interrupt class.

Cell phones in the kitchen are a major risk factor for the spread of foodborne illness and cross contamination. Cell phones must not be used during food prep, cooking, or service. Food safety standards must be maintained at all times. Students must get permission from the chef before using the cell phone in the kitchen.

Tasting Policy and Educational Tasting of Alcoholic Beverages

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.

Under Vermont state law, and under NECI’s Educational Tasting of Alcoholic Beverages 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.

Students having specific allergies, health issues, religious or ethical convictions that interfere with this tasting policy should meet with the instructor or Student Services 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.

Externship: All Resident Certificate & Degree Programs

All NECI Culinary, Baking & Pastry AOS and BA, and BA FBBM resident programs require a minimum of one externship in an educationally fitting 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 guide students in selecting suitable ideal externship sites based on technical abilities, 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 from. Due to liability concerns, externships at sites that do not pay interns will generally not be approved.

Students in the Certificate Program will be placed in one of NECI's outlets as part of their externship. Students in all programs may also apply to participate in a NECI externship - 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, <https://alumni.neci.edu>.

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 externships must begin within 7 days of the semester start at an approved NECI externship site immediately following the residency period. 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 dropped from the program at the end of the originally scheduled externship period.

Students dropped from the program will remain ineligible for financial aid and may face other financial and program sequence consequences. Any hours worked while in drop status may not be recognized as externship hours. Students will be required to wait until the subsequent semester to be enrolled in the externship.

All students will be evaluated by their immediate supervisor and must receive a satisfactory work performance review. In addition, a minimum of 495 work hours and active participation in the online Externship Connection course are required.

An unsatisfactory performance review (either professional behavior or practical skills) may result in the student being required to repeat the externship experience. All applicable financial aid rules will apply.

NECI Administration

At orientation, residential students are introduced to the range of support services available during their time at NECI. Students in fully online programs are introduced through their welcome materials and are encouraged to access support services via email, phone or on-site visit. Residential 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 toward their career goals.

The Department of Student Affairs provides ongoing advisement to students regarding all aspects of their academic studies, including academic progress check-ins, scheduling, student records, graduation audits and individual curricular advising.

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

The Department of Student Services provides general student support services, including residential and NECI community life. Among the broad range of services offered, Student Services assists students with campus and housing questions, options for childcare, referrals for personal and medical issues, and a wide range of student activities. Student Services trains Resident Assistants in group and interpersonal skills, alcohol and drug abuse, and referral sources so that students have a resources available outside the 9-5

pm business hours. In addition to campus resources, support and advising resources outside of the school are also available to NECI students. Student Services outreach and support is available to our online students as well as the residential population.

Dining Services

NECI Dining Services is operated by professionals who are committed to sustainability, healthy eating and customer service. The 7 School Street Servery and LaBrioche are the primary outlets for student meals at NECI. Dining schedules are provided to students at the beginning of each semester.

NECI students are required to have a board plan and may choose between the full meal plan (\$1500 per semester) and partial meal plan (\$750 per semester) which is billed to the student's account. The full meal plan provides 200 meals per term and the partial meal plan provides 100 meals per semester. Meals do not carry over semester to semester and unused meals will not be reimbursed. Students may change their board plan for the next semester by emailing studentservices@neci.edu no later than two weeks prior to the semester start.

Health Insurance

NECI strongly recommends that all students have health insurance. You can buy insurance on your state marketplace. Check your state marketplace website for information on plans and costs. Depending on your income, you may also qualify for subsidies to help with the cost of the coverage. Below are options for you to purchase health insurance.

Vermont residents: May be eligible to purchase Health Insurance through Vermont Health Connect. Go to <https://portal.healthconnect.vermont.gov/VTHBELand/welcome.action> for information regarding healthcare plans.

Residents of all states: Go to <https://www.healthcare.gov/get-coverage/> to view options for purchasing a private insurance plan.

International residents: Go to <http://www.internationalstudentinsurance.com> to view options for purchasing a healthcare plan.

Under 26 years of age: If you are under the age of 26, you could also be eligible for your parent's health insurance. You typically have 30 days to get on an employer-sponsored plan.

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.

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 the Director of Student Affairs. 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, and the Washington County Youth Services Bureau (up to age 22, 802.229.9151) in Montpelier. There is a strong Alcoholics Anonymous community in Vermont, and Montpelier has a very active chapter.

Available Walk-in Clinics:

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 (FWS) 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 Student Services or the Financial Aid office to determine eligibility for funds. Once students have been approved to earn FWS funds, they may contact Student Services for a list of positions on campus and in the greater Montpelier community.

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 externship 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.

Solicitation

Solicitation is not permitted on school time or property without prior consent. 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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. 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, local bus service 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 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.

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.

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 Director of Student Affairs 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.

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 to live in campus housing must submit a housing application, to indicate roommate preferences. All rooms are double occupancy. Students in the First Academic Year of degree and certificate programs are recommended, but not required, to live in campus housing. Many students who choose to live off-campus meet one or more of the following criteria:

1. Commute within 1 hour from campus from their home
2. Are married or in a common-law marriage
3. Have children or another person that they are responsible for providing care
4. Are 21 years or older
5. Have prior experience living independently

Students who have questions about resources for living off-campus should contact student.services@neci.edu.

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, rooms may not be available. 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 semester and are payable in advance in accordance with the NECI Student Financial Policies, as published in the most current Financial Aid Fact Book.

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. 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 Student Services or a RA.

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

Students are required to register bicycles with Student Services. Theft can occur, so please be sure to always lock your bicycle up when you are not using it. Bicycles, kayaks and other items for recreational use are not permitted in rooms, hallways or stairwells as this is against fire safety code. Student Services will advise bicycle owners about appropriate locations to store bicycles.

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 Student Services. Students may not enter residence halls during break periods or return earlier without prior permission. 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.

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.

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.

Resident Assistants are students employed by NECI to assist in maintaining safe, quiet, and orderly residence halls. Resident Assistants, under the supervision of the Director of Student Affairs, 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.

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

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 Student Services 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-\$1000
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
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.

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 must submit a written request to Student Services, no less than two weeks before the date of extension. Verification of

externship 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 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.

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 or fire personnel 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, call 9-1-1 to notify the Montpelier fire department and report to the Vermont College of Fine Arts (VCFA) green across the street from Dewey Hall (1 West Street). After calling 9-1-1, the person reporting the alarm needs to call the VCFA emergency number at 802-828-8888 so that a member of their team can meet the fire department. You must remain at least 50 feet from the building for safety and may return to the residence hall only after the Montpelier Fire Department has cleared the building.

Fire Equipment Tampering

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, and closet with a built in dresser.

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. Student Services must approve any other furniture requests.

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.

Guest Policy

The security of our buildings is a shared responsibility of all community members. Therefore, disabling or propping open secured doorways or allowing unauthorized persons into one of our buildings are all acts in violation of this policy and subject to disciplinary action.

- Visitors may enter a residence only by invitation, and must be accompanied by their resident host at all times.
- All visitors, including NECI students who are non-residents, must be registered to gain entry to the building after 10PM.
- Residents are expected to communicate housing policies to their guests, and guests are required to abide by these policies. Visitors in violation of NECI or VCFA 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 non-NECI visitors must be 18 years of age or older. Siblings or family members under the age of 18 may visit during daytime hours (8am-5pm) under the supervision of a parent or legal guardian but are not permitted to stay overnight.
- Residents must obtain permission from their roommate, if applicable, to entertain guests after daytime hours (8am-5pm) or overnight. In situations where roommates are unable to resolve issues related to visitation on their own, they should contact the RA on duty. Extended visits, beyond three nights/four days, are not permitted.
- NECI may restrict the visitation rights of residents in some instances.
- Guests visiting a resident unannounced must call that individual from the lobby of the building to seek permission to enter.
- Unregistered guests may be asked to leave the building at the discretion of Student Services or his/her designee.
- Students are expected to respect NECI classes and facilities at all times. Individuals 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.

Any non-resident guest visiting after 10pm must be registered. Residents are encouraged to pre-register their guests before their arrival on campus to ensure a smooth process. You can pre-register a guest by emailing student.services@neci.edu with the following guest information: first and last name, date of birth, guest home address, arrival date and departure date.

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.

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 student services. 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.

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

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.

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 Student Services. Keys must be returned at checkout or a replacement fee of \$225 will be assessed.

In the case of a lockout, students should contact the VCFA Emergency number at 802-828-8888. If not available, they should contact Student Services. Fees may be assessed for lockouts requiring administrative assistance.

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.

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.

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 Vice President of Academic and Student Affairs.

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 is discouraged in NECI housing, kitchens, classrooms, hallways, dining facilities, and any other public spaces on campus.

Prohibited Items in the Residence Hall

Listed below are examples of items not permitted in the residence hall. 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, decorative LED lights)
- 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 high capacity electrical items over 10amps

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 Student Services and may face disciplinary sanctions. Residents are expected to observe the following quiet hours:

7 days a week: 10pm-9am

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.

Safety and Security

Residents are responsible for their security and that of their belongings within residential buildings. VCFA locks all exterior doors at 10pm and we ask residents not to prop open doors. 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 sign in.

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/dorm rooms. Students who choose to smoke must be 25 feet from the building.

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. Residents are responsible for disposing personal trash and recyclables in the dumpsters, located behind the residence hall. 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, Residence Life 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.

Zebras

Got you to look. Yes, there are Zebras in Vermont found at a couple of private farms. Under VT state law, zebras are classified as equine — not exotic — animals, which means regulation is the same as for a horse or a mule. You're welcome.

NECI Policies and Procedures are subject to change as needed or required.