

LINCOLN EDUCATION CENTER

(Located in Lincoln Technical Institute – Hartford Campus)

Resident and Commuter

HANDBOOK



The Office of Residence Life
85 Sigourney Street
Hartford, CT 06105

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Introduction

Welcome to the Lincoln Education Center! This handbook is full of insightful information about the Lincoln Education Center and your role as a productive resident here. As well as outlining guidelines and procedures for the residents, this handbook is also a quick reference guide for any questions you might have at the Lincoln Education Center. Remember any time you have questions regarding guidelines or procedure here is a list of people that may be able to help you:

Director of Residence Life
Residence Life Coordinator
Residence Life Administrative Assistant
Assistant Director of Campus Safety
Food and Beverage Director
Information Technology Coordinator

Everyone who works at the Lincoln Education Center is here to help you in any way possible. We will always try to answer the questions you have. If we are not able to answer them, we will find someone who can.

A residence hall is a great place to live. The Lincoln Education Center staff wants to make sure that your experience living in our residence hall is a positive one. Numerous activities are planned each week in accordance with what residents want to do. Resident Assistants (RA's) also work with students on several levels. The RA's, as well as planning some of the activities, help residents adjust to living in a residence hall. RA's mediate roommate conflicts that may arise, patrol the floors to make sure students are safe and enjoying themselves, and build community.

“On Campus” living requires that all residents be aware of their behaviors and their impact on their neighbors in the residence hall community. Residence Hall policies are designed to promote academically and personally supportive communities, and to ensure compliance with applicable Lincoln Education Center policies, state and federal laws. Residents are responsible for understanding and following these policies. Residents who violate policies are subject to resident conduct system action, criminal prosecution, administrative room reassignment, loss of housing, service charges, and/or other responses based on the nature and severity of the violation(s).

Please note your financial obligation to housing is for the duration of your program. If you are unable to complete your program of study, you will be charged for housing through the end of the term for which you are currently enrolled.

If a resident misses 5 consecutive classes which are deemed unexcused by the school's administration, the student must move out of housing.

In order to stay in housing, a student must keep a full-time course load. If a student falls below full-time status, the Director of Residence Life can make the exception for housing.

Residence Hall Policy

A. RA'S

The Resident Assistant (RA) is a campus peer who is available to all residents as a resource. The RA's primary mission is to assist residents to develop intellectually, adjust to campus life, and to use their knowledge and skills to improve the social conditions in the residence hall and apartment community.

Our campus strives to offer a climate that respects ideas, values, perspectives, and contributions of a culturally diverse community.

The RA is a student leader position and deserves the same respect as any other faculty or staff member. The RA has gone through many hours of training and their sole purpose is for the betterment of the resident community.

The RAs are assigned to specific regions and are responsible for the rooms in that area. You may choose to work with the RA in your section or any of the others that are available. The RAs work every evening on a rotating basis.

The RAs may be available to help you:

- Understand the Resident Handbook
- Fill out a work-order
- Talk things out
- Understand information at a Floor Meeting
- Mediate a conflict
- Know campus and community resources in order to help assist with problems, questions, or concerns
- Navigate the local area
- Find answers to many other questions or concerns

Please visit the Office of Residence Life for a current list of RAs or if you would like more information on becoming an RA in the future.

B. RESIDENCE LIFE ACTIVITIES

The Lincoln Education Center provides many services to the residential community. The Office of Residence Life is designed specifically to help accommodate the needs of the residents on an individual scale and within the community.

Activity Fee

All residents that live at the Lincoln Education Center have paid a resident activity fee. This fee covers a broad range of services to the Lincoln Education Center community. The more a resident participates, the more a resident benefits. The resident activity fee covers: supplementing costs of on and off campus activities, supplementing costs for educational activities, recreational equipment, maintenance, gas, and insurance for campus vehicles, employment costs for game rooms, van drivers, and any other expenses deemed necessary by the Office of Residence Life.

Communication of Services and Activities

Residents will receive notice of all services and activities offered on campus. Activity calendars will be delivered to each resident's personal mailbox. It's the resident's responsibility to review the information provided. There are several posting areas on campus to refresh residents on upcoming activities.

Program Sign-Up Policy and Minimum Participation

Some services and activities may require residents to sign-up to acknowledge their intent to participate. If a sign-up is required it will be clearly written on any material that describes the activity. A date will be determined as to when sign-ups close. The Office of Residence Life reserves the right to include or exclude any member, after sign-ups have ended. It is in the resident's best interest to sign-up for any activities he or she is interested in immediately.

In conjunction with sign-ups, some activities may post a minimum participation number. If the minimum number of participates is not met, the Office of Residence Life reserves the right to cancel any activity without notice. The Office of Residence Life may also decide the activity may move forward without the minimum number of participates.

Activity Cancellations

The Office of Residence Life reserves the right to cancel any activity that has been posted. All cancellations are posted no later than 4 hours prior to the activity.

Activity Costs

Some on and off campus activities may have a cost associated with their participation. If a cost is associated with an activity it will be clearly written on any material that describes the activity. This will also indicate a date and time the money is due to participate.

Residents may pay for activities with cash, check or money order. Advance purchase of activities is available for those interested. A 3rd party may contact the Office of Residence Life to make payment arrangements on behalf of the resident.

Resident Activities

Residents of the Lincoln Education Center will have several opportunities to participate in many different styles of extra curricular activities.

- **Leisure Activities:** These activities are designed to engage residents and encourage participation within the Lincoln Education Center community. Examples of leisure activities: Bingo, Bowling, Billiards, Food Socials, Holiday Mixer, and much more. Leisure activities take place on and off campus.
- **Educational Activities:** These activities are designed to engage residents in an educational fashion. These activities do not affect a residents educational standing nor are they required by their educational institution. Some educational activities may require participation. If an activity requires participation residents will receive a minimum of two weeks notice via mailbox and posting boards. Examples of educational activities: Guest speakers on substance abuse, activities related to different industries that may relate to residents field of study, films, visits to museums, and much more. Educational activities take place on and off campus.
- **Sporting Activities:** These activities are designed to engage residents in physical fitness and create team building skills. Sporting activities are not intercollegiate. Examples of sporting activities: basketball, soccer, flag football, horseshoes, dodge ball, hiking, off campus trips to a sporting event like baseball or hockey. Sporting activities take place on and off campus.

- **Community Service Activities:** These activities are designed to engage residents in the importance of community service. These activities will help instill core values such as team work and empathy. Community services activities are voluntary and do not relate to community service required for judicial reasons. Examples of community services activities: Blood drives, working with food pantries, fundraising for non profit organizations, Habitat for Humanities, and much more. Community service activities take place on and off campus.

C. ALCOHOL AND OTHER DRUGS

Please note that the Lincoln Education Center is a drug and alcohol free campus. The use and or possession of alcohol, unlawful drugs and or paraphernalia are strictly prohibited at Lincoln Education Center. Any resident found in possession of any alcohol, unlawful drugs and or paraphernalia in any amount is subject to sanctions including fines and or loss of housing. Residents also may face criminal charges. No alcoholic bottles/cans are allowed in any rooms regardless if the bottle(s) is/are empty or full.

D. APPLIANCES

1. Electrical appliances permitted in residence rooms: antennas/aerials, designed for use within the room, blenders, clocks, coffee makers with auto shut off, computer (1 computer per student), fans, hair dryers/curlers, irons, radios, razors, **refrigerators (one per room) bearing the UL seal, operating on up to 2.5 amps and having a capacity up to 4 cubic feet**; stereos (no custom sound systems, systems will be evaluated by the Director of Engineering of Facilities and allowed at their discretion), TVs (1 per room not exceeding 19”). Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.
2. Electrical appliances prohibited in resident rooms: air conditioners, antennas/aerials which are designed for external use and or extend outside windows/doors, halogen floor lamps, heat lamps, lava lamps, heaters, hotplates, hotpots, sandwich makers, toasters, toaster ovens and other cooking devices. To preserve a safe, healthy environment, Residential Safety Staff shall confiscate prohibited appliances and a fine may be imposed. Non-approved appliances will be removed immediately upon discovery and disposed of. Repeat violations will lead to sanctions up to and including loss of housing.
3. Residents **may not** have microwave ovens in the traditional residence hall; the apartments are supplied with one microwave in the kitchen are only. .
4. Extension cords are prohibited. Only use power strips with circuit breakers. Never place cords under carpets or overload outlets (more than two items plugged in at once). **Also, per the Fire Marshall, power strip/surge protectors cannot be utilized in conjunction with another power strip or any combination thereof. The power cords are not to be utilized with large appliances such as the refrigerator. All Refrigerators must be plugged directly into the wall outlet.** Multi-Plugs used at the wall outlet promote overloading of wall outlets and create a fire hazard and are therefore prohibited, use a power strip/surge protector.
5. For safety reasons, residents must always be in their rooms when ANY potentially hazardous device or appliance is in use.

6. **Apartments Only** – Each apartment is equipped with a microwave, dishwasher, stove and refrigerator. The “User Guides” for these appliances are conveniently located in a binder in the kitchen utensil drawer.

E. CABLE

Basic cable is provided in the residence hall and the apartments.

In the **apartments**, you may upgrade to a digital box, at your own expense, by contacting the local cable company. Local company: Comcast 1-800-COMCAST. No satellite tv allowed.

F. DAMAGE

1. Residents of a building are responsible for damage and vandalism which occurs during the year. Damages are classified as:
 - a. Personal- the resident’s room in the main building or in the apartment.
 - b. Common Area- Public areas such as hallways, floor lounges, bathrooms, stairwells, hallways, main lounges, courtyards, game rooms, TV rooms, exercise room, and grounds.
2. At check-in each resident receives a detailed room inspection form (RIF). Carefully complete the RIF to avoid billing concerns at checkout. The RIF will be reviewed at checkout by The Facilities Coordinator. Costs for room damages, missing items and extraordinary cleaning will be billed to residents. Complete and return your RIF within 24 hours of check in to avoid a \$50.00 improper check-in charge and possible room damage charges.
3. **Common area damages which cannot be attributed to specific persons will be apportioned among either the floor or all hall residents depending on the circumstances or the damages at the time those charges occurred. Common area charges will be billed to residents during the year and/or at the end of the academic year as necessary.**
4. The Lincoln Education Center Residence Life staff conducts room damage assessments upon checkout, at the end of each academic year and as needed. At checkout, the detailed Room Inspection Form that was completed at check-in is pulled from the resident’s file and is again used during checkout. All entries that were made during check-in are compared to the current condition of the room at checkout.
5. The Lincoln Education Center staff is responsible for the daily cleaning of public areas, trash removal from designated areas, and routine minor repairs. Lincoln Education Center staff is not assigned to clean extraordinary messes or resident rooms. Where extraordinary cleaning is needed, the individual or building will be assessed a service charge based on the nature of the occurrence and the actual clean-up cost. **Residents living in the Residence Hall are required to remove their personal trash from their rooms and place it in a trash receptacle positioned in the utility room located on each floor. Apartment residents should remove their trash and place it in the dumpster located near their building.**
6. Repairs may be made immediately or on a cyclical basis, depending on the nature and severity. Damage repair fees are applied to those repairs regardless of when this work is completed.
7. **Appeals of personal damage charges may be submitted to:**

Director of Residence Life
Lincoln Education Center

Please state the charge in question and list the reason(s) for the appeal. Only appeals submitted in writing by the resident being charged within 14 days of the billing date will be considered. Common area damages may not be appealed but residents may view a copy of the monthly common area charges upon written request.

8. Residents responsible for repeated or significant damages or extraordinary cleaning charges face sanctions up to and including loss of housing in addition to restitution.
9. Additional after-hours labor charges may be submitted for any trades personnel, (plumber, carpenter, heating/ventilation, locksmith), to respond to repairs after normal working hours.

G. ENTRY INTO RESIDENCE HALL ROOMS/ BEDROOMS APARTMENTS AND APARTMENT

1. The Office of Residence Life staff and/or the Campus Safety staff conducts health and safety inspections of all residential areas including resident rooms and apartments as needed to insure that residents are living in a safe, sanitary manner and in compliance with the provisions set forth in the Residential Handbook. Advance notice of these routine inspections may or may not be given.
2. Maintenance, Facilities and Operations personnel may enter resident rooms and apartments at any time to perform maintenance duties.
3. Lincoln Education Center staff may enter a room or apartment in emergency or ongoing situations which are believed to present immediate danger to the residents and/or property.
4. The Lincoln Education Center administration may authorize an administrative room or apartment entry or search based on reasonable grounds for believing that the search will yield evidence that the resident is in violation of any Lincoln Education Center policy. The search shall include any locked box, drawer, container, and footlocker. If the resident is present in the room he/she will be instructed to open the box. If the resident is not present the locked container, if feasible, will be confiscated and secured in the Campus Safety office until the resident can be contacted and informed to come and open the container. In some instances, as determined by the Director of Residence Life, the Lincoln Education Center Staff may remove a lock.
5. Residents should also be aware that search warrants, based on probable cause that a crime has been/is being committed, are obtained by local/state and federal police agencies as needed.
6. Fire alarms will necessitate a health and safety check of each room and apartment to ensure building evacuation. Staff members are obligated to report any violations noted during room and apartment checks.

H. FACILITIES

1. Parking lots – Residents who have a vehicle **must** register it with the Campus Safety department. Vehicles parked at the facility must be functional. **Vehicle maintenance is not allowed on the premises. Performing maintenance on a vehicle on the premises could result in a fine and/or loss of parking privileges. Any vehicle operator found responsible for operating their vehicle off of the paved roadways/parking lots of the Lincoln Education Center shall be subject to fines, loss of parking privileges, and or loss of housing.** Please refrain from depositing trash from your vehicle into the parking lots there are several dumpsters provided in the parking lots. There are trashcans at the entrances of the building where garbage can be deposited. Excessive trash deposited in the parking lots may result in floor charges.
2. Walls
 - You may only use 3M drafting tape to hang posters, unframed pictures, etc...
 - No Molly Bolts or anchor screws are to be used on the walls.
 - Framed items or other decorations may be hung on dry wall with finishing nails or small cinder block walls with 3-pronged hard surface hangers. These items may not weigh more than 3 pounds.
 - Nothing is to be hung on any doors (mirrors, photos, posters, dart boards, etc...)
 - Nothing is to be hung from overhead pipes or sprinkler heads.
 - No painting, wallpapering, stenciling, contact paper, stamping or writing on walls with any medium.
 - No glow-in-the-dark star stickers or similar decorations.
 - Nothing is to be posted anywhere on apartment doors including dry erase message boards.
3. Windows – You may not throw anything from the windows. You and your entire room or apartment will be separated from housing if you are found to have violated this policy. Windows may not be used instead of doors to enter and/or exit the building, excluding during a fire emergency. Nothing may be passed thru windows.

Curtains may be hung using tension rods only.

You may never remove your screens for any reason. Illegal removal will result in disciplinary action and a fine for re-installation.

4. Cleanliness- Residents are responsible for cleaning their rooms and share responsibility for maintaining common areas such as kitchens, hallways, bathrooms, and lounges. **Trash should be deposited in the trash receptacles provided in the utility room located on each residential floor or for the apartment in the dumpsters located besides the building.** Any resident found responsible for tipping over garbage cans causing a mess for other students and lengthy clean-up for staff members will be dealt with by the Resident Conduct and Discipline Board. Trash that is not deposited in the proper receptacles and has to be removed by Lincoln Education Center staff shall result in floor charges unless a responsible party is identified. When necessary, extraordinary cleaning charges are assessed to individuals or the entire hall. During normal maintenance hours these charges vary, depending on the situation. During evenings or weekends, the minimum charge is \$150.00 per incident. If members from the Facilities Management team determine a health or safety concern to exist in a resident's room or apartment the resident(s) will be informed that the room or apartment needs to be cleaned.

If the room or apartment is not cleaned within the 24 hours, the Director of Residence Life may either have the area cleaned by facility staff at a charge of not less than \$150.00 and/or fine the resident(s), not less than \$50.00 each, and may have them removed from housing.

If the room or apartment is deemed to be in need of immediate cleaning, the Director of Residence Life, may allow for staff to clean the area and a charge will be issued to the resident(s) as indicated previously.

5. Fire Alarms

a) 1. Residence Hall Occupants

All residence hall occupants must evacuate the building **immediately** when a fire alarm sounds. Students must immediately proceed down the stairway and exit the building. Students are to proceed across Sigourney Street and remain in the staging area in front of the AETNA building until further directed.

2. Apartment Occupants

All apartment occupants must evacuate the building **immediately** when a fire alarm sounds. Students must immediately proceed to the Lincoln Education Center Main Building, enter the building and continue to the gymnasium for further instruction.

- b) Any resident who fails to evacuate during a fire alarm shall be subject to mandatory attendance at a fire prevention program, a \$100.00 service charge for a first offense, and suspension from housing for any subsequent offense.
- c) **Any resident or commuter student found responsible for maliciously causing a false fire alarm or tampering with fire safety equipment may be immediately suspended from the campus and subject to expulsion. Furthermore, the responsible parties will be reported to the Fire Marshall's Office for possible legal action. The Campus administration will work with the Marshall's Office and helps to prosecute the individual to the fullest extent of the law.**
- d) A \$600.00 charge is assessed to any building where an alarm is activated falsely and/or maliciously. A \$200.00 reward is offered for information leading to the successful apprehension and prosecution of any person(s) responsible for causing a malicious fire or fire alarm.
- e) Students, who cause an actual fire or cause an alarm, either intentionally or through negligence, face sanctions, including fines and the possible loss of housing.

5. Fire Safety

- a) Lighting, heating, decorative or cooking devices with an open flame or burner are prohibited with the exception of the microwave and stove/oven provided in the apartments. This includes all candles (even those without wicks), incense, incense burners, and potpourri pots. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.

- b) Storage of gasoline, kerosene, liquid propane or any flammable liquid, or machines using flammable liquids is prohibited. Storage of motor vehicle parts is not allowed in rooms. **Explosives, fireworks, and/or other hazardous materials may not be stored or used on the Lincoln Education Center Property.** Residents found responsible for use or possession of fireworks shall be subject to fines and or loss of housing.
- c) Doorways, stairwells, and hallways must remain unobstructed. No sheets/blankets may be hung in doorways. Door decorations are allowed in the Residence Hall but must not be affixed within one foot of the top or bottom of any door. Fire doors must remain closed at all times.
- d) Holiday decorations: Live trees, wreaths and lighted decorations are prohibited. Decorations must be fireproof and cannot cover hallways, exits or doors, appliances, or electrical fixtures and they must be removed in a timely manner. **Extensive hanging of posters, magazine cutouts, pictures, and other paper decorations, may be deemed a fire hazard.** Material that is in plain view and is deemed to be offensive or inappropriate shall be removed by the resident upon request of the Director of Residence Life or Director/Assistant Director of Campus Safety. Violations detected during fire inspections conducted by the Fire Marshall will require immediate corrective action by Lincoln Education Center Staff to include the removal of posters, candles, etc.
- e) The campus reserves the right to remove hazardous materials or devices. **Confiscated items will be returned for transport off campus or disposed of if not reclaimed within 10 days of confiscation date.**
- f) Fire escape doors and stairwells are for emergency purposes only; any other use will result in a fine or student conduct hearing.
- g) Grills and BBQ's are not allowed.

6. Common Areas

- a) Please realize that proper attire is required for entry into public areas of the main building. Please do not wear pajamas, slippers, or robes on these floors.
 - i. No one should be bare-footed. Wearing socks without shoes is also unacceptable.
 - ii. There should be no cut off or sleeveless shirts worn in these areas either, unless you are traveling from the south elevators to the gym/fitness center.
 - iii. Questionable clothing should not be worn.
- b) To preserve a good living environment for all residents, please respect and care for the shared areas especially common area furniture and equipment provided for residence use. Please **DO NOT remove** these items from common areas. Residents found with such items in their rooms face resident conduct action and possible criminal charges for theft of property and will be charged a \$100.00 service charge.

7. Repairs

The Facilities Coordinator uses a Work Order Form to track work requested and work completed. This triplicate form makes the work order process effective. If after you fill

this form out and have additional questions, please call The Facilities Coordinator at ext. 46813.

Issues that warrant a work order include, but are not limited to, non-emergency plumbing, electrical work, general maintenance and housekeeping issues. Work orders that are processed through The Facilities Coordinator will be addressed within 72 hours. Exceptions would include jobs where parts or materials may be necessary before job can be completed.

Blank work order forms can be picked up in four locations for your convenience: The Facilities Coordinator Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m., the Office of Residence Life, the Campus Safety front desk and the RA located on your floor. These forms should be filled out completely and accurately. When the work order form is complete, please bring the triplicate form directly to The Facilities Coordinator, located on the first floor in the Business Office or drop it off in the Facilities Mailbox located at the Campus Safety front desk.

When the appropriate staff has completed your work request, a copy of the completed work order will be returned to you for your records.

All emergency work orders need to be reported immediately to the Campus Safety front desk in the main lobby or called in to 860-895-6111. Please be specific when reporting the issue to Campus Safety personnel. The appropriate personnel will be notified immediately and resolution of the issue will occur quickly. Issues that warrant an emergency call include, but are not limited to, water coming in from ceiling, no heat, broken pipes, sparking electrical wires and inoperable elevators.

8. Roofs

Roofs, roof access, balconies, fire escapes and exterior landings are not designed for resident use; residents found in these areas face loss of housing.

9. Room furniture

- a) Do not put beds on radiators, cinderblocks, or other furniture. Do not place mattresses on the floor. Waterbeds are not allowed.
- b) Room furniture can only be removed with the approval from The Facilities Coordinator and may be stored in a designated area if space permits. If you wish to remove furniture from your room, please fill out a work order at the assigned locations.
- c) Do not stack room furniture.
- d) Residents are not allowed to bring large, upholstered furniture made for home use into residence halls, as they do not meet strict state mandated fire retardancy standards for resident hall use. **NO FUTONS and NO VEHICLE SEATS.**
- e) **APARTMENTS ONLY** - The Lincoln Education Center does not supply living room or kitchen furniture for the apartments. Bunk beds are supplied for the bedrooms. We allow personal furniture, but, we reserve the right to limit the amount

of, or refuse to allow unsuitable furniture in the apartments. Each apartment is limited to the following furniture:

- One (1) sofa, loveseat, or futon
- Three (3) upholstered chairs
- One (1) medium to large entertainment center
- One (1) end table/night stand/TV stands per person

No gaming tables, such as foosball, billiards, pin pong, pinball, or bank shot basketball machine are allowed.

No washers or dryers of any kind.

No Lofts.

No halogen or “torchiere” lights

No furniture can block the AC unit (12 -18 inch clearance is recommended)

I. GUEST POLICIES

1. Definition- a guest is defined as any individual who is not currently assigned as a resident of the Lincoln Education Center – Hartford Campus, and has signed in at the main lobby, Guest(s) who have not signed in are trespassing.
2. Residents will be held responsible for the behavior of their guests. Hosts must ensure that guests abide by all Lincoln Education Center Residential Policies. Guests who are not Lincoln Education Center residents will be banned from campus and face possible civil/criminal action for policy violations. Guests who are Lincoln Education Center residents, one resident visiting in another resident’s room, face loss of guest visitation privileges and possible additional resident conduct action as well as possible civil/criminal action for campus policy violations.
2. In ALL Cases, the rights of Lincoln Education Center residents shall take precedence over the rights of guests.
3. Visiting Hours
Visiting Hours for resident students with non-resident guests are as follows:
Sunday – Thursday - 10:00 a.m. to 12 midnight
Friday, Saturday and Nights Preceding Holidays - 10:00 a.m. to 2:00 a.m.

The Director of Residence Life may extend visitation hours during certain times of the year, special events, or extenuating circumstances.

Please note that overnight guests are never allowed. No exceptions will be made for this guideline.

4. The Lincoln Education Center does not provide family housing.
5. Room occupancy limitations: To ensure that other residents of Lincoln Education Center are not disturbed occupancy limits concerning individual rooms are as follows:

Any resident may have a total of 2 visitors at any given time.

If a double occupancy room has two residents assigned to it, then the maximum occupancy of the room is six only if both residents of that room are present in the room.

A double occupancy room that only has one resident assigned to it has a maximum occupancy of three and not six.

Visitors, resident or non-resident guest, are not allowed to remain in a resident's room without the resident assigned to that particular room being present in the room with them. In the case of a room that is assigned two residents, the resident that has a visitor or guest in the room must be present in the room.

Visitors, resident or non-resident guests must be accompanied by their host at ALL TIMES.

6. Guest Sign-in

- a) Any Guest must be signed in and out and escorted by the hosts at all times. Failure to follow the correct sign in policy will result in the guest's removal from campus and guest restrictions for the host.
- b) Any guests must provide valid picture identification upon request of any Lincoln Education Center staff member. Failure to provide valid identification will result in immediate removal of the guest.
- c) Guests policies may be changed at specifically designated times such as special functions that take place at the campus.
- d) Guest policies must be strictly adhered to. Any violations of the Guest Policy or any violations of the Lincoln Education Center Rules and Regulation that occur during the time that a visit is taking place, subjects the violators to sanctions such as fines, loss of visitation privileges, and up to loss of housing.
- e) **The Lincoln Education Center Residence Hall is populated by adults; any guests under 18 years of age must provide written authorization for the visit from a parent or guardian. On top of this written authorization from parents or guardians, emergency contact information must be provided as well. This information must be provided to the Director of Residence Life or the Director/Assistant Director of Campus Safety at least 48 hours prior to the arrival of the underage guest for approval. Lincoln Education Center staff may call to confirm authorization for a visit. Underage guests who violate Lincoln Education Center policies will be required to leave and face parental notification.**

J. ID CARDS/ACCESS CARDS

The Lincoln Education Center ID Card issued to you at check-in identifies you as a resident/commuter of the Lincoln Education Center. The card should be carried on you at all times and upon request it should be surrendered to any staff member of the campus.

Residents should know that your Campus ID Card is used to borrow items for use, such as DVD players, pool equipment, and basketballs. There are many more items available for rental from the front desk.

1. ID/Access Cards belong to the Lincoln Education Center and are assigned to the residents for personal use only. You are responsible for carrying your assigned ID/access cards at all times.
2. Lost ID/access cards—report lost ID/access cards to the Campus Safety Office immediately so that the card can be deactivated and a new card can be issued. There is a charge for replacement access cards.
3. Lockouts—contact a Campus Safety staff member for reentry into your room or apartment; this will result in a service charge.
4. Unauthorized possession of a campus access card, use of a campus key not officially issued to you, duplication of any campus access card, or loaning of a campus access card to you or any other person is a major offense and will result in sanctions up to and including loss of housing.
5. The ID/access card must be surrendered at housing checkout.
6. APARTMENTS ONLY – FOB – Apartment key FOB's belong to the Lincoln Education Center and are assigned to the apartment building residents for personal use only. You are responsible for carrying your assigned FOB.
7. APARTMENTS ONLY – Lost FOBs – report lost FOB's to the Campus Safety Office immediately. There is a replacement charge.

K. OCCUPANCY ISSUES

1. This Residential Handbook sets forth the terms and conditions for living in the residence hall. A signed receipt indicating issuance of this manual is required at check-in. Once a resident is issued a Residential Handbook they are responsible for abiding by its contents.
2. Check-in/Out Procedures
 - a) When checking into your room or apartment, you will need to document any pre-existing damage so that you are not fined at your departure. In order to best keep track of any pre-existing damage you will need to complete and sign a Room Inspection Form (RIF) and return it to the Office of Residence Life within 24 hours. When you leave housing, change rooms or apartments, check with the Office of Residence Life and make sure you sign your RIF in order to make sure you are not charged.

Failure to return your RIF will result in a \$50.00 improper check-in charge and will result in the assumption that the room or apartment was in completely satisfactory condition upon arrival.

- b) Failure to checkout of a room or apartment may lead to a \$150.00 charge.

When moving out be sure to empty all drawers, closets, remove personal carpets, and personal belongings before leaving. You must also clean your room or apartment and set it back to its original position. Room cleaning fees start at \$150.00. A per item removal charge will be assessed for large items such as carpets.

There are two easy ways to check-out of a room.

You may make an appointment with a member of Residence Life. They will then go up to your room with your RIF and compare the condition of your room from check-out to check-in.

You may also pick up an Express Checkout envelope. The Express Checkout allows you the flexibility to checkout at a more convenient time. The Office of Residence Life will then go up to your room at a later date to view the condition of your room.

- c) If any damage is present at checkout that was not included in your initial check-in RIF you will be fined for that damage. The fines for damage to a room are as follows:

Armoire	\$400
Armoire Drawers	\$50
Artwork	\$60
Bed Frame	\$85
Bed Slats	\$25
Blinds	\$45
Cabinet replacement	\$225
Cabinet knobs	\$10
Carpet (total replace per room)	\$550
Desk	\$250
Desk Chair	\$35
Dishwasher	\$525
Door Lock Set (complete) Lincoln Education Center	\$300
Door Lock Set (complete) Apartments	\$100
Drapes	\$150
Dresser	\$75
Dresser Drawer (per drawer)	\$15
Hardware	\$10
Heating/Cooling Unit Door Replacement	\$25
Housekeeping Fee (per hour)	\$65
Mattress	\$150
Microwave	\$375
Nightstand	\$50
Paint (total)	\$375
Refrigerator	\$650
Screen Replacement	\$75
Sink	\$195
Shower Door	\$175
Soft Chair	\$100
Stove	\$645
Switch plates	\$5
Thermostat	\$70
Toilet Paper holder	\$15
Toilet seat	\$20
Towel Rack	\$20

Window \$375
 Window Latch \$10

Wall damage will be billed per event at \$25 per hour (two hour minimum)

This is an example of the room inspection form:

NAME: _____ Last First					
FLOOR _____ ROOM _____					
ITEM CONDITION at CHECK-IN CONDITION at CHECK-OUT					
KEYS		DATE CHECKED IN	DATE CHECKED OUT	Staff	
Room Key					
Other					
WALLS					
Wall 1					
Wall 2					
Wall 3					
Wall 4					
WINDOWS					
Window					
Screen					
Lock					
DOOR					
Room Side					
Hall Side					
Lock/Handle					
Closer					
Window					
Number					
FURNITURE					
Mattress					
Bureau/Dresser					
Desk					
Desk Chair					
FIXTURES					
Lights					
Light switch					
Electrical Outlets					
Smoke Detector					
Radiator/Cover					
Mirrors					
OTHER					
Ceiling					
Floor					
Sink					
For Suite Rooms					
BATHROOM					
Toilet					
Shower					
Fixtures					
Misc.					
Sign at Check-IN			Sign at Check-OUT		
I have read, and do understand the contents of this form. I accept responsibility for the condition of these items, and realize that I will be charged for changes in their condition from Check-In to Check-out.			I have completed this form with the Director of Facilities/Designee, and understand billing will be done at a later time at the Director of Facilities discretion.		
X	_____	_____	X	_____	_____
	Resident's Signature	Date		Resident's Signature	Date
_____			_____		
Director of Facilities Signature Date:			Director of Facilities Signature Date		

3. Room Changes

- a) Successful roommate relationships are an important learning component of the residential experience and a responsibility shared by roommates.
- b) Room changes requested in response to roommate conflicts are generally considered only after other options and educational processes have been explored.
- c) Residents requesting to be reassigned may be asked to take an active role in determining which available space is likely to be most successful for them.
- d) While individual needs weigh heavily in all decisions regarding room request, the needs of the campus residential community-at-large and the integrity of the room allocation process are also key considerations.

- e) All room changes must be approved and scheduled with the Office of Residence Life by submitting a written Roommate Change Request form signed by all parties involved in the move. **There is a \$50.00 room change processing fee assessed to the moving parties which must be pre-paid to the Business Office.**
 - f) **When a resident moves out of a room or apartment, it is the responsibility of the remaining resident(s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of his/her arrival. Failure to do so may result in a fine of not less than \$50.00.**
 - g) **No room changes may occur during the first or last two weeks of each block of school.**
 - h) All room changes occur at the discretion of the Director of Residence Life or the Residence Life Coordinator and are subject to change.
 - i) Residents must not reside in campus spaces other than the ones to which they are assigned and for which they are issued access cards.
 - j) All room assignments are subject to change by the Director of Residence Life and/or the Residence Life Coordinator at any time.
4. Vacation Periods/End of Mod Breaks/Departing on Externships-Residents may be allowed to stay in housing during Mod breaks/vacation periods lasting no longer than one week provided they inform the Director of Residence Life of their plans to remain on campus during the break.

Please note that the Residence Halls are closed for the week between Christmas and New Year's Day. The move out and move in date is variable, depending upon the last day of classes, where Christmas Day falls, and where New Year's Day falls. The specific dates will be posted well in advance of the holiday.

Residents graduating or departing on Externships are to vacate the residence hall within 24 hours of their last class or by the end of the day on the last day of classes. Residents that have been terminated from school for any reason or who have lost housing due to housing disciplinary issues are to vacate the residence hall within 24 hours of being notified of their termination from school or loss of housing. The Director of Residence Life may authorize the immediate removal from housing for any reason he/she feels is in the best interest of the Hartford community.

- 5. Students move in and out of the Lincoln Education Center on a continuous basis. From time to time, resident students might need to consolidate.
- 6. If suspended from housing, there is no guarantee that a resident may be able to move back once the suspension is complete.
- 7. If a resident misses 5 consecutive classes which are deemed unexcused by the school's administration, the student must move out of housing.

8. In order to stay in housing, a student must keep a full-time course load. If a student falls below full-time status, the Director of Residence Life can make the exception for housing.

L. PERSONAL BELONGINGS

You are responsible for your personal belongings. Except as required by law, the Lincoln Education Center does not assume responsibility for loss of, or damage to personal articles by fire, theft, or other causes. Residents are encouraged to acquire property insurance coverage. See the Office of Residence Life for more information regarding insurance.

1. Lost and Found - In an effort to properly safeguard lost, found, and abandoned property of students and staff, itemized procedures are in place.
2. Lost and found property of substantial value such as; cell phones, iPods, wallets or purses can be retrieved from Campus Safety's Main Desk. Items of great size or value can be retrieved from the Director/Assistant Director of Campus Safety. Lost and found items will be stored for a period of 90 days. After 90 days the lost/found item will become the property of Lincoln Education Center and will be disposed of at the discretion of the Director of Residence Life.
3. Abandoned Property – Any property left by students after they move out of the Residence Hall or Apartment will be considered abandoned. The abandoned property will be disposed of, donated or used at the discretion of the Director of Residence Life.

M. PETS

No pets of any kind are allowed in the residence halls or apartments. Repeat violations will lead to sanctions up to and including loss of housing.

N. POSTING POLICY IN PUBLIC SPACE

Prior to posting, The Facilities Coordinator must approve all posters, notices, petitions, and other publicity. Posters, flags, magazine cutouts, etc. may not be placed on windows, painted surfaces, or stairwells. Residents are also responsible for removing outdated notices. Bulletin Boards are provided in several locations for residents to post notices. Blue Fun Tack™ stains walls and cannot be used in the residence hall. Residents Groups/Organizations must be clearly identified on any posting and are responsible for their timely removal.

O. QUIET HOURS/COURTESY HOURS

Campus Wide Quiet Hours are:
Sunday – Saturday
10:00 pm – 10:00 am
Courtesy Hours are 24 hours a day.

In order to be respectful of the surrounding students/faculty/staff, residents and commuters should be mindful of the 24 hour a day Courtesy Hours. These hours are in place to ensure that everyone's surroundings are conducive to work and study. Please also

note that there are nightly quiet hours from 10:00 pm to 10:00 am. During these hours there should be no noise that would disrupt sleep or rest.

At all times, consideration is essential. Quiet hours have been established as stated above.

1. If you have a concern about noise, first attempt to resolve the matter yourself with the resident involved. If you still need assistance, contact a residence hall staff member or safety officer.
2. The following are always violations of quiet/consideration hours:
 - a) Use of sound equipment (stereo, amplifiers, musical instruments, air horns, etc.), which can reasonably be expected to inhibit resident's study or sleep.
 - b) Participation of sports activities, rough housing or play fighting, in or near the residence halls. (Exceptions are made concerning the gym hours).
 - c) Shouting or playing stereos out of the windows.
 - d) Disruptive gatherings in and outside of rooms, hallways or lounges.
 - e) Talking on cell phones in residential hallways and common areas.
3. Immediately preceding and during final exams, quiet hours are in effect 24 hours a day. Quiet hour violations during this crucial period can result in removal from housing for the remainder of the semester.
4. Repeat quiet hour violations indicate that a resident is unwilling or unable to respect the needs of others. Such situations negatively affect the educational environment and shall result in a written warning, probation, administration room reassignment, or loss of housing for repeat violations. In addition, residents may be required to remove equipment when its use has been disruptive to the environment.

P. SAFETY AND SECURITY

1. All doors into the Lincoln Education Center should be locked at all times. Residents and commuters may enter through the south or west side of the building with their Student IDs. All exterior doors should be kept closed at all times; violators shall be subject to sanctions.
2. Sports - Due to the potential danger to people and property, athletic activities deemed hazardous by administration, including skateboarding, are **prohibited** on the entire property and in the residence halls.
3. Weapons- Possession, storage, or use of any weapon or other dangerous or illegal device is prohibited on the campus. Weapons possession in the residence hall, regardless of whether or not the weapon is considered by the owner to be a decorative or collectible item, is a major offense and subject to loss of housing.

4. Windows- For safety reasons, opening windows, dropping/throwing objects from windows, leaning out of windows, entering or exiting the hall through a window, and placing yourself or property on a window sill or building ledge are prohibited.
5. Residents, who create a significant health and safety hazard within a residence hall, either intentionally or through negligence, demonstrate a lack of appropriate concern for the well being of other residents and face sanctions up to an including the loss of housing. Residents must keep their rooms clean.
6. **Resident and commuter students must update their contact information with the school's Registrar during the year if any contact information changes in order to be alerted to campus emergency announcements. LincAlert is an emergency event notification system and will alert residents and commuter students to critical information thru e-mail, phone and text.**

Q. SMOKING

Smoking is prohibited in all buildings located on campus including residential rooms, apartments, lounges, and public areas. Smoking must be done outside in designated smoking areas. In all cases, the rights of the non-smokers not to breath smoke shall take precedence over those of smokers to smoke. No Smoking Law-The State of Connecticut General Statues, Section 1/Subsection (b) of section 19a-342 governs smoking in dormitories is prohibited and any evidence indicating that smoking has been taking place in a room will subject the facility to a \$100.00 fine. The facility therefore will be enforcing this law and will be assessing a \$100.00 fine to any resident found to be in violation of this law.

R. SOLICITATION

1. Since the Lincoln Education Center is strictly for the use of its residents and their guests, soliciting of any type is not permitted. The Facilities Coordinator may grant exceptions to this rule for bonafied on-campus groups. Please contact the Office of Residence Life for further information.
2. Individuals and groups wishing to advertise events or services that may be of interest to on-campus residents should contact the Office Facilities Management of Operations for permission. The Director of Residence Life reserves the right to refuse permission to advertise for those events or services that promote the use of alcohol or are insensitive to members of the campus community. If permission is granted, the advertisements will be posted/or distributed by the staff. Under no circumstances should individuals/groups enter a residence hall to post advertisements on their own.

S. FITNESS CENTER/GYM

The Lincoln Education Center Fitness Center is located on the first floor of the facility and is equipped with Cybex weight equipment, aerobic machines, and some free weights. The Gym is located down the hall from the Fitness Center and has a full court basketball court. Both facilities are to be utilized in accordance with the rules posted at each location. These facilities are to be utilized at your own risk and the Lincoln Education Center does not assume any responsibility should you be injured while using the equipment. The hours are posted at each location and are subject to change. Please observe the rules that are posted in these areas.

T. LAUNDRY FACILITY

The Resident Laundry Facilities are located on the basement level near the north elevators. The Laundry area is open 24 hours a day/7 days a week. The machines run on a card system and do not accept coins. There is a card issuance machine in the laundry room. To purchase a card you must initially pay \$5.00 for the card. Your choices of dollar amounts are \$20.00, \$30.00, or \$50.00. The machine will then issue you a laundry card with the appropriate dollar amount purchased. All transactions are payable via Visa, MasterCard or a debit card. If a resident does not have a credit or debit card, they can mail their card to Automatic Laundry, along with payment by check or money order and the card will be returned as soon as possible with the correct balance. The card is yours to keep and can have credit added onto it simply by placing the card into the card issuance machine along with a credit or debit card. Your card will then be credited with that amount and can be ready to use immediately. A replacement card is \$5. The mailing address for Automatic Laundry Service is as follows:

Automatic Laundry Service
45 Border Street
West Newton, MA 02465

Any questions or concerns, call 1-800-422-5833 or www.automaticlaundry.com.

Keep in mind that the Lincoln Education Center does not assume any responsibility for lost or stolen items and it is the responsibility of the individual resident to ensure the security of their laundry items. Also, any resident that is using the laundry facilities is asked to remove their items from the machines promptly in order that others may also have the opportunity to use the machines. Please observe the rules that are posted in the Laundry Areas.

U. LEARNING RESOURCE CENTER

The Learning Resource Center is located on the second floor of the facility. The hours of operation are posted on the door, but are subject to change. The Resource Center has computers that are to be used for academic work only. The Resource Center also has study areas and a wide selection of literary material to assist in research. Please observe the rules that are posted in the Resource Center.

V. MAIL

All residents are assigned a mailbox.

Resident Hall students receive mail in the general mailroom in the basement of the main building. Apartment residents will receive their mail in the mailboxes located in the lobby of the apartment building. **Residents are responsible for checking their mail on a daily basis.** The resident mailboxes serve as the vehicle where the Lincoln Education Center Staff can communicate with the residents. A box for outgoing mail is provided at the front lobby desk.

Packages that are mailed to Lincoln Education Center may be picked up from the Campus Safety desk in the main building.

W. TELEPHONES

There is no land-line phone service provided in the individual rooms. Residents are encouraged to purchase cell phones, however, we ask that cell phones are not used in the residential hallways or stairwells cell phone usage in these areas for such use disturbs the other residents of the community. The Lincoln Education Center does provide a house phone for resident use. This phone is adjacent to the main entrance to the Mountain Laurel room. We recommend the purchase of prepaid phone cards when using this phone. Please be considerate concerning the length of time you are on this phone and be conscious of the fact that another resident may be waiting to use the phone.

For your safety and well-being Red Emergency Phones have been installed on all residential floors in the main building and in the garage area. Once picked up, these phones dial directly to Campus Safety and you will be put in contact with a Campus Safety staff member. These phones are in place for any and all emergency situations. Please note that you will not be able to dial-out and cannot use these phones for anything other than emergency situations.

X. MEAL PLAN

The Dining Hall is located on the Second floor of the facility and is the venue for all meals on campus. Service is buffet style and there is always a large selection of entrees, salads, fruits, desserts, sandwich items, pizza, soup and beverages. There are different meal plans to choose from and those residents who wish to purchase a meal plan should contact their Admissions Representative or Lincoln Education Center front lobby desk personnel for direction. The dining hall hours of operation are posted at the entrance.

During a three or four-day holiday weekend, the dining plan may close after dinner the day before the observed break. It will reopen for breakfast on the first scheduled school day after the holiday weekend.

Holidays that may constitute the dining room to close for the weekend:

- **President's Day weekend** – closed Saturday, Sunday and Monday
- **Memorial Day weekend** – closed Saturday, Sunday and Monday
- **Easter weekend** – closed Good Friday, Saturday and Easter Sunday
- **Independence Day** – the dining room will be closed on the 4th of July; the dining room will close for the holiday weekend if the 4th of July falls on a Friday, Saturday, Sunday or Monday
- **Labor Day weekend** – closed Saturday, Sunday and Monday
- **Thanksgiving break** – closed Thanksgiving Day, Friday, Saturday and Sunday
- **Winter Break** - The Residence Halls are closed for the week between Christmas and New Year's Day, and the meal plan is also closed. The specific dates will be posted well in advance of the holiday.

Dining Services Code of Conduct

The Lincoln Education Center Dining Services Team is committed to providing you, our customer, with freshly prepared, quality conscious meal choices in a courteous and timely manner. We ask that you recognize that the campus as a whole dines together as a community and in that spirit please acknowledge appropriate interactions while in our facilities.

- You must swipe your ID to enter the dining hall and you must enter through the main hall entrance.
- **All food and beverages are to be consumed in the Dining Room only. NO food or beverage may leave the dining room.**
- Please refrain from loud disruptive behavior as well as **profanity or other inappropriate language**.
- For health & safety reasons, **proper attire is required to enter the facility**. Shirts with profanity or inappropriate pictures are not allowed.
- LCI students must be in full uniform or no uniform to enter the dining room.
- Damaging or defacing furniture or equipment is prohibited.
- Please be considerate of others by busing your dishes properly, wiping up any spills you create, and picking up items you drop to the floor. Leave your area the way you would like to find it.
- Radios, CD players, iPods, loud cell phones or any athletic equipment are not allowed in the Dining Room.
- Containers (food containers or cups) may not be brought into the Dining Room. Only cups that are provided by Dining Services are permitted
- **Meal plan participants delivering food to non-participants is not allowed.** If you are found to be doing so, you will face the possibility of disciplinary action and removal from meal plan participation.

To ensure everyone has the option of enjoying their meals in our Dining Room we ask for your cooperation in observing the above guidelines. Dining Services reserves the right to refuse admission in the event these guidelines are not followed.

Policy Changes: Changes or updates to Residential policies and procedures shall be implemented after written communication from the Director of Residence Life or his/her designee. All policies must be reviewed annually by the Lincoln Education Center Director of Residence Life.

Y. VENDING MACHINES

Vending machines are located in several locations throughout the Lincoln Education Center.

Please be respectful of the property at all time. Do not hit, rock or jostle the vending machines at any time. Please inform Campus Safety Staff about “eaten money” as soon as possible.

Z. TRANSPORTATION

Lincoln Education Center offers transportations to and from Lot E as well as some Residence Life programs. There are some guidelines and instructions that should be observed by all individuals who use this transportation.

All students who board the transportation must present an active Lincoln picture ID.

The Lot E Shuttle schedule may be found at the Campus Safety desk.

Loading/Unloading at Lincoln Education Center:

The bus loads and unloads residents in front of the Lincoln Education Center south entrance just outside the south entrance doors. In cases of unforeseen circumstance where the south entrance cannot be used, the alternate loading and unloading location is the west entrance, which enters into the north atrium/main lobby. All residents **MUST** show their student photo identification card to the posted Safety Officer, bus or van driver when boarding. Once residents board the bus, they will not be permitted to get off until the bus reaches its destination. If residents miss the bus it is their responsibility to find an alternate mode of transportation.

Rules:

These student rules ensure a safe and pleasant ride.

STUDENTS SHALL:

- Exhibit behavior at a bus stop which will not threaten life, limb, or property of any individual.
- Exercise caution when boarding, use steps and handrails. Move to an available seat keeping aisles and exits clear in case of an emergency.
- Bring onto the bus only items which may be held on laps, (no large automobile parts—the resident must make other arrangements concerning transportation of automobile parts to the Lincoln Technical Institute facility).
- Follow and/or obey all requests made by the bus driver and observe classroom conduct while on board.
- Not eat, drink, or use tobacco on the bus. There is absolutely no smoking allowed.
- Not litter
- Not throw anything on the bus or out the bus window or extend hands, arms, head or other objects out the bus window.
- Not use profane, vulgar and/or improper language or yell at pedestrians or other motor vehicle operators from the bus.
- Not have alcohol or drugs in their possession on the bus except as required for medical reasons.
- Not tamper with safety devices or damage the interior or exterior of the bus.
- Not use disrespectful language or behavior directed at any Lincoln Education Center Staff or Bus Driver
- Not harass any other resident that is riding the bus. Be respectful and considerate of all residents and staff riding the bus.

Bus Disciplinary Action:

Lincoln Education Center Policy regulates the transportation of our residents to the Lincoln Education Center, Lincoln Technical Institute or any other predetermined, specified destination. The bus driver shall require residents to follow their directions for the safety and welfare of the resident. All guidelines that are in place for the residence hall and campus property are also in effect for the bus. Misbehavior at a bus stop or while on board the bus may result in disciplinary action, including suspension or termination of transportation privileges. All fees for bus riding privileges are forfeited for any resident that loses bus riding privileges due to disciplinary reasons.

If you have a concern or a problem related to the bus, you are encouraged to share your concern with the Office of Residence Life or The Facilities Coordinator.

Resident Conduct Procedures and Guidelines

The Lincoln Education Center Administration recognizes that each resident, as an adult member of society, is entitled to respect and consideration and has the right to the constitutionally freedoms of speech, assembly and association. The Lincoln Education Center staff further recognizes the residents' right within the Lincoln Education Center to freedom of inquiry and to the reasonable use of services and facilities of Lincoln Education Center, which are intended for his/her education.

In the interest of maintaining order on the campus and guaranteeing the broadest range of freedom to each member of the community, some guidelines have been developed by the Lincoln Education Center administration to help manage a healthy and safe environment for all to live, learn and work. These guidelines will help all of us reasonably understand what is socially acceptable here on campus. These guidelines might limit some behavior which maybe harmful to the orderly operation of the Lincoln Education Center and the pursuit of its legitimate goals. All members of the Lincoln Education Center community are to be versed in these guidelines, which are printed in the resident handbook.

Violations of the Campus Housing Guidelines will be handled through the Campus disciplinary procedure, which is established to resolve complaints of non-academic resident misconduct. The disciplinary procedure is designed to reach decisions that are in the best interest of both the residents and the Lincoln Education Center.

Violations of state or federal law may subject the violator to criminal and or civil court procedures. Whenever such violation of law, whether committed on campus or off campus, impinges on the integrity of the Lincoln Education Center own rightful responsibilities and activities, the violator will not only be subject to civil and criminal court procedures, but may also be subject to the Lincoln Education Center disciplinary procedure. The Lincoln Education Center disciplinary policy in no way deprives a person who incurs injury or damages from seeking redress in the civil or criminal courts.

Resident Conduct Guidelines

The following guidelines are listed in the handbook for the betterment of your living experiences and the community at large. Students should refrain from actions listed in the guidelines. If students are found participating in or breaking any of the following guidelines, those students will be subject to disciplinary action. Any criminal offense committed on campus may be referred immediately to the local police who will investigate and refer as necessary to the Connecticut State Police and the local District Attorney's Office in addition to the Lincoln Education Center Disciplinary system. These guidelines apply to all residents and commuters of the Lincoln Education Center.

RESIDENTS AND COMMUTERS SHALL NOT PARTICIPATE IN:

1. Disruption of teaching, learning, research, administration, resident conduct activities, or other related support activities that are recognized as necessary to the lawful operation of the Lincoln Education Center.

2. Any violation of state, federal, or local law, which interferes with the legitimate aims, purposes, activities, and responsibilities of the Lincoln Education Center.
3. Assaulting/placing another person in fear of imminent physical danger and/or striking any member of the Lincoln Education Center community, visitor or guest.
4. Physical fighting and/or any unauthorized mutual physical contact of any nature including pushing, shoving, wrestling, punching and hitting.
5. Sexual assault or unauthorized sexual contact of any nature, including date or acquaintance rape, committed upon any member of the Lincoln Education Center community, visitor or guest.
6. Physical abuse, verbal abuse, bullying, intimidation or threats to any teaching staff, safety staff, and administrative staff.
7. Harassing, intimidating, or stalking any member of the Lincoln Education Center community, visitor or guest. This includes repeated verbal or physical annoyances, or threats committed by any means such as orally, electronically, or in writing.
8. Causing physical harm, attempting to cause physical harm or threatening to harm to one's self.
9. Promoting or participating in hazing or other activities which cause undue physical or mental harm, duress, or humiliation to an individual. Hazing means any conduct or method of initiation into any resident organization which willfully or recklessly endangers the physical or mental health of any resident or other person. (See Hazing Law. Title 53/Chapter 939/Section 53-23a of the General Statutes of CT).
10. Making or causing to be made bomb threats or false fire alarms, or maliciously or negligently causing fires.
11. Knowingly damaging or tampering with fire detection or fire fighting equipment or any part thereof such as pull stations, extinguishers, smoke and heat detectors, fire hoses, cabinets, and other encasements shall subject the violator to immediate loss of housing as well as criminal prosecution. **Violators shall also be subject to fines of no less than \$500.00 and up to and including any maintenance or repairs costs associated with the violation.**
12. Possession or use of firearms, explosives, fireworks, other similar materials, weapons, and/or other dangerous or lethal devices. Such other materials, weapons, and/or dangerous or lethal devices shall include, but not limited to, knives (kitchen knives or jackknives used for lawful purposes are excluded), swords, nunchuks, brass knuckles, Chinese stars, taser, and paintball guns.
13. Unauthorized entry or presence in or on Lincoln Education Center buildings, rooms, areas or structures, or refusing to vacate such buildings, rooms, areas, or structures upon lawful request. **Certain areas of the campus, primarily on the basement, first, and second floors, are considered business and or maintenance areas of the campus and are designated as areas where resident access is restricted.**
14. Entry or presence in or on areas or structures not designed for public and/or residential use.

15. Unauthorized cohabitation in Lincoln Education Center housing facilities. Unauthorized cohabitation is defined as any unauthorized person residing in or attempting to reside in any Lincoln Education Center room.
16. The theft, unauthorized taking or use, or possession of goods or property belonging to other persons or the Lincoln Education Center or Lincoln Education Center visitors utilizing the facility.
17. Destruction, damage or abuse/misuse of the property of another or the Lincoln Education Center or Lincoln Education Center visitors utilizing the facility.
18. Unlawful possession or use of drugs, controlled substances, or drug paraphernalia. Unlawful distribution or sale of drugs or controlled substances.
19. Failure to comply with the Lincoln Education Center alcoholic beverage guidelines as published in this handbook.
20. Contempt of the Lincoln Education Center resident conduct procedures or failure to comply with a Lincoln Education Center Conduct system order such as failure to pay fines or complete community service within a sanctioned period of time.
21. Gambling or any bookmaking or betting of any nature prohibited by state law.
22. Falsification or aiding or abetting in the falsification of housing records or the possession or use of false housing records including, but not limited to, resident identification cards or other forms of identification which the Lincoln Education Center deems necessary to achieve a lawful and legitimate purpose. Providing false information to any facility official, office, or resident conduct hearing officer.
23. Failure to comply with a legitimate order of any staff member of the Lincoln Education Center (faculty member, administrative staff, or safety personnel), including but not limited to, failure to present proper identification upon the lawful request of a staff member and interfering with staff in the performance of their duties.
24. Violation of the Lincoln Education Center residence hall guidelines as published by the Office of Residence Life.
25. Violation of the Lincoln Education Center motor vehicle guidelines as published by the Office of Residence Life and Campus Safety.
26. Violation of the Lincoln Education Center acceptable use of Computer and Communications equipment guidelines as published by the Offices of Residence Life and Information Technologies.
27. Failure to properly supervise resident or non-resident guest/visitors.
28. Loitering – there is no loitering in the basement and designated areas of the first and second floors where residential access has been restricted. The residentially restricted areas of the campus are used for business, classroom usage, etc. Individuals or crowds that gather in this area create an unacceptable noise level that ultimately interferes with the daily operation of the Lincoln Education Center. There is also no loitering in the residential common hallways or

facility parking lots. Sleeping in common areas is also considered loitering and is not permitted at Lincoln Education Center.

29. Cell Phones- Are welcomed at the Lincoln Education Center with a few restrictions concerning their use. Cell phones may not be used in the residential area hallways or in any area where they are distracting to others, such as the Library, Computer Lab, and classrooms. Common courtesy should be exercised concerning cell phone usage.
30. Inappropriate language- the use of inappropriate language such as profanity or other language that may be deemed offensive is prohibited. No inappropriate material, flags, pornographic material, drug or alcohol related material is to be posted in such a manner that it can be viewed by the public.

Residents will be held responsible for the behavior of their guests. Non-resident Policy: All non-residents at the Lincoln Education Center must abide by all non-academic guidelines.

Resident Conduct Procedures

A. RESIDENT CONDUCT, ADMINISTRATION AND STAFF

1. The Student Conduct Committee is made up of any two members of the following: Director of Residence Life, Residence Life Coordinator, Director/Assistant Director of Campus Safety, the Dean, Director of Education, Executive Director or the Campus President of the school the resident attends.
2. The responsibility for the management and administration of all non-academic resident discipline matters rests with the Student Conduct Committee. The Committee shall process all disciplinary action against residents who are alleged to have violated guidelines in the Lincoln Education Center Handbook and make recommendation to the Director of Residence Life, Dean, Director of Education, Executive Director or Campus President of the school the resident attends, who will make the final decisions on all actions.
3. The Student Conduct Committee may recruit and supervise additional staff as necessary whose duties shall include assisting and or/representing the Committee in the resolution of any disciplinary matter.

B. RESIDENT CONDUCT HEARING

1. Membership: The Hearing shall be comprised with members of the Student Conduct Committee and any other members of the Lincoln Education Center Community whom the Committee deems appropriate to hear a matter at any one time. Most times, the Committee will hear cases alone.
2. Jurisdiction: The Student Conduct Committee shall have jurisdiction in the following matters:
 - a) Disciplinary Actions: The Committee shall have jurisdiction in matters involving violations by residents of all non-academic guidelines at the facility. Any disciplinary action taken by the Lincoln Education Center against any resident, the Committee shall have sole jurisdiction.

- b) Sanctioning Actions: Whenever any resident admits responsibility for any offense charged, a meeting to determine sanctions may be afforded the resident with the Student Conduct Committee. Sanctions shall be assigned by the Committee in accordance with the guidelines for sanctions contained herein. Any resident who does not admit responsibility for any offense charged, will be forwarded to the Committee for resolution. Sanctions will be implemented as deemed appropriate by the Committee to any resident that fails to report to him/her as instructed.
 - c) Off Campus Jurisdiction: When a criminal violation is committed off campus and a court conviction ensues, the violator shall be subject to the Committee's Disciplinary Jurisdiction if it is determined that the criminal violation interferes with the integrity of the campus communities' rightful responsibilities and activities. Further, an off-campus criminal violation, regardless of any court status, will subject the alleged violator to the Committee's disciplinary jurisdiction if it is determined that the alleged violator constitutes a danger to person(s) or property on or off campus and such danger may have substantial detrimental effect of the welfare of the Lincoln Education Center.
- C. **COMPLAINT PROCEDURE**: Complaints concerning disciplinary action shall be presented to the Student Conduct and Discipline Committee in writing by the complaining party for action in accordance with the provisions set forth herein.
- 1. Disciplinary action: With regard to disciplinary action, matters shall be brought forth for hearing as follows: The Committee shall give the resident a written or verbal notice of hearing informing the resident that he/she has to contact a member of the Committee within a specified period of time, usually within 24 to 48 hours, to arrange for a time to conduct the hearing. Most times the hearing will be conducted when the resident contacts the Resident Hearing Officer. At the hearing, the resident shall be notified of the charges against him/her, the particular law or regulation which the resident has alleged to have violated and the basic facts including dates and times on which the charges are based.
 - 2. Stay Away Order: Any individual who feels he/she is being intimidated or harassed by another individual may seek from the Director/Assistant Director of Campus Safety or Director of Residence Life, a Campus Protective Order prohibiting such action, because it is not acceptable on this campus. With regard to stay away orders, matters shall be brought forward for hearing as follows:
 - a) Any complainant witness or any other person may appear before the Committee to request that the Committee issue an order prohibiting an individual from interfering with the rights and freedoms of said complainant, witness, or other person.
 - b) The Committee shall have the discretion to determine whether a stay away order shall be issued.
 - c) The Committee shall decide all matters with respect to the issuance of stay away orders.
 - d) If issued, a Stay Away order shall remain in effect until rescinded by the Committee at the request of the individual whom filed the order, or as the Committee may determine to be appropriate.

- e) Violation of a Stay Away Order may be the basis of disciplinary complaint, subject to the sanctions imposed pursuant to the disciplinary procedure set forth herein.

D. HEARING PROCEDURES

1. Any resident who is accused of a conduct code violation shall be afforded the opportunity of a hearing before the Student Conduct and Discipline Committee. The resident shall be given notice, either verbally or in writing, at the hearing of the charges against him/her, the particular law or regulation which the resident is alleged to have violated, and the basic facts including the dates and times on which the charges are based. The hearing will proceed as follows:
 - a) The accused resident shall have the right to ask questions and to give relevant information on his/her behalf during the hearing.
 - b) The decision of the Committee shall be based solely upon the information presented at the hearing.
 - c) The decision of the Committee shall be made in writing. The Resident will be advised verbally of the Committee's findings and any sanctions imposed. Failure to report to a hearing as instructed will be considered a waiver of the hearing and the Student Conduct and Discipline Committee and will proceed as is deemed appropriate.
2. Failure to report to a hearing as instructed will be considered a waiver of the hearing and the Director of Residence Life will proceed as is deemed appropriate.

E. EVIDENCE

The Student Conduct and Discipline Committee need not follow the general rules of evidence. Generally, the Committee may consider statements against the accused resident and any physical evidence or circumstantial evidence. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.

F. SANCTIONS

In regard to matters heard by the Student Conduct and Discipline Committee, the committee is authorized to impose one or more sanctions listed below. The Recommended sanction shall be implemented as determined by the Lincoln Education Center Student Conduct and Discipline Committee. Sanctions shall be determined based on the severity of the infraction, the prior history of the resident, and any facts and circumstances relevant to each case.

Major offenses: A major offense is one which does harm or potential harm to persons or property. A major offense may meet with minimum sanction of a fine and or immediate suspension from housing based on the severity of the incident. Examples of these offenses which may meet with a minimum fine and or termination from Lincoln Education Center housing include, but are not limited to, alcohol violations, physical fighting, possession or use of drugs, vandalism, any violation of fire safety, assaulting and striking another person, possession or use of firearms or other weapons/lethal devices, sexual assault, stalking, resisting arrest, inciting a riot, and hazing.

Alcohol Offenses: The following violations shall meet minimally with a fine of \$100.00 up to \$250.00 and community service hours to be conducted at a site on or off campus as determined by the Director of Residence Life/Designee. The exact amount of the fine is to be determined by the Director of Residence Life. Any alcohol incident that the Director of Residence Life deems to be very serious in nature may be met with an immediate suspension from housing for a minimal period of time, consisting of a day, to a maximum period of time, indefinite, or any amount of time in-between. It may also be determined that any resident found to be in violation of the alcohol policy will be required to attend an alcohol awareness class.

1. The possession or use of alcoholic beverages in any Lincoln Education Center building or on any Lincoln Education Center grounds is prohibited and shall constitute a major infraction of Lincoln Education Center Guidelines. **No empty alcoholic beverage containers are allowed in the rooms for any reason, (decoration, money jar, etc.)**
2. Gatherings where alcohol is present are prohibited and shall constitute a major infraction of college guidelines. Any resident or guest that is present in an area where alcohol is present and or being consumed, regardless if that resident and or guest is involved in the possession or consumption of said alcohol, is deemed in violation of the no alcohol policy and therefore subject to disciplinary action. **No resident and or guest shall be present in an area where alcohol is present.**

Failure to complete participation in community service events or a work project in the amount of time specified by the Student Conduct and Discipline Committee will be considered a violation. Failure to comply with a legitimate order of the Lincoln Education Center Student Conduct and Discipline Committee will subject the student to re-evaluation by the committee and subject that student to additional sanctions.

Definitions:

1. Admonition:
A warning or advice that certain conduct has been inappropriate.
2. Censure:
A written reprimand.
3. Restitution/Work Project:
Compensation for damage or offense committed, through the payment of money or through an appropriate work requirement related to the offense.
4. Suspension of Specific Privilege:
Loss of specific privilege or privileges for a specific period of time.
5. Probation:
A period of time during which the resident's actions are subject to close examination. Offenses committed during this period will be considered with prejudice by the Director of Residence Life.
6. Residential Review

An action taken against a resident placing his/her resident's status in jeopardy. As a result of this action, the resident's housing status will be reviewed in order to determine whether or not the individual should be allowed to remain in on campus housing.

7. Deferred Suspension from Lincoln Education Center Housing

A deferred removal from Lincoln Education Center Housing for a specific period of time. Any proven offense committed during this period will cause the suspension to take effect immediately for the balance of the period in addition to any sanctions given for the latest offense.

8. Lincoln Education Center Suspension:

Removal from the campus housing for a period of time as determined by the Lincoln Education Center Student Conduct and Discipline Committee.

9. Termination:

Permanent removal from the Campus housing.

G. EMERGENCY ACTION

1. If the Director of Residence Life, Director/Assistant Director of Campus Safety, Director of Residence Life, or Residence Life Coordinator determines that a resident's presence on campus constitutes a danger to persons or property, the aforementioned individuals, may immediately suspend the resident from housing on an interim basis until such time a decision can be made concerning a permanent solution.
2. If the Lincoln Education Center Director of Residence Life/designee determines it necessary, based clearly on the information and circumstances pertaining to an individual's psychological/emotional health and personal safety or the health and safety of the Lincoln Education Center community, the Director of Residence Life, Director of Residence Life, or Residence Life Coordinator have the authority to recommend that the resident, at their expense, seek an off campus agency for psychiatric evaluation. The resident may or may not be allowed back into the Lincoln Education Center Housing facility following the evaluation.

H. ALCOHOL AND DRUGS

1. Intoxicated persons may be subject to police intervention including medical transport, arrest, or other appropriate action. **All cost for providing staff as monitors, associated medical expenses etc. for intoxicated persons shall be billed to the resident.**
2. The Director of Residence Life, Director of Residence Life, Residence Life Coordinator and Director/Assistant Director of Campus Safety shall have the option to mandate that a resident attend substance abuse counseling/education for assistance. Such classes will be at the expense of the resident and a commitment to attend must be made in order for a resident to be allowed to maintain housing at Lincoln Education Center.
3. **Any situation at the Lincoln Education Center where the Director of Residence Life deems a situation to be an emergency, the following are possible outcomes: The resident involved in the emergency may be terminated from housing. The Director of Residence Life may notify a parent/legal guardian of the student involved. In addition, Director/Assistant Director of Campus Safety may notify the parent/legal**

guardian of any resident under or over the age of 21 that is found responsible for any alcohol and/or drug policy violations.

4. In the event that a resident is suspended or terminated from Lincoln Education Center housing for any disciplinary infraction(s), including but not limited to, alcohol or other drug infractions, no refund will be given to the resident, for any housing fees unless otherwise specified in federal law, state law, or Lincoln Education Center Policy.
5. In the event that Lincoln Education Center staff deems a resident to be intoxicated, the resident may be asked to return to his/her room, may be asked not to leave the residence hall or may be given other appropriate instructions. Failure to comply with legitimate staff requests/instructions shall result in disciplinary action. Also, failure to comply with legitimate instructions as given by an outside agency such as Police or Ambulance personnel may result in disciplinary action.
6. In the event that a guest, visitor, or non-resident is deemed to be intoxicated by Lincoln Education Center staff, the host and guest shall be asked to remain in the residence hall until a member of the Hartford Police Department has arrived and has determined if the intoxicated person is in a safe condition to leave the residence hall or have made arrangements for the person(s) removal.
7. Residents are cautioned that possession or use of a false driver's license is a criminal offense.
8. Drug Paraphernalia- The use or possession of drug paraphernalia on the Lincoln Education Center property is strictly prohibited. Any resident found in possession of drug paraphernalia and found to be responsible for such possession may be terminated from housing or may be placed on Residence Hall probation for the remainder of the academic year and will be subject to a fine of not less than \$100.00 and not more than \$250.00. Also, the Director of Residence Life or Residence Life Coordinator may require that the resident attend substance abuse counseling/or education class at their expense as a condition to remain in Lincoln Education Center housing. Such attendance must be made within 30 days of the Director of Residence Life' hearing decision. Prior to being allowed to remain in housing the resident must provide verification of counseling evaluation.

Note: Drug paraphernalia, which contains matter that is determined to be an illicit substance, may constitute possession.

9. The Lincoln Education Center staff members are required to uphold state laws and guidelines in supporting its mission to provide a safe living environment for its residents. Therefore, the Lincoln Education Center staff is required to enforce guidelines regarding use or possession of controlled substances and drugs. Any resident found in possession of an illegal drug substance in any amount or found to be using such illicit drug substance and found responsible of such possession or use (this applies to first time offenders), may be terminated from housing or may be suspended from housing with the possibility of returning to Lincoln Education Center housing pending verification of counseling evaluation and aftercare all of which is at the individuals own expense. The resident's return is subject to the final approval of the Director of Residence Life. In addition the resident may be assessed a fine of not less than \$100.00 and not more than \$250.00 made

payable within 30 days of the Director of Residence Life's decision finding the resident responsible.

10. Any resident found responsible of a second offense of possession or use of an illegal drug substance may be suspended from Lincoln Education Center housing. The resident's return is subject to the final approval of the Director of Residence Life. There is no right to return after a third such offense.
11. Possession with intent to sell - any resident found responsible for possession with intent to sell or distribute an illicit substance will be expelled from housing with no right to return.
12. Evidence indicating possession with intent to sell or distribute any illicit substance may include, but not be limited to, possession of a large amount of illicit drug substance, and or possession of any amount of illicit drug substance combined with other evidence indicating intent to sell or distribute such as weighing devices, cash boxes, bank rolls/large sums of money, cultivating equipment, chemicals used in the manufacture of illicit substances, plastic bags or other quantifying devices.
13. Drug sales are strictly prohibited. Any resident found selling drugs shall be immediately expelled from housing with no right to return.

While Lincoln Education Center prohibits the use of alcohol and illicit drugs, Lincoln Education Center in promoting an environment directed towards wellness, recognizes that other illegal substances may be used in harmful and abusive ways. In an effort to promote personal growth and problem solving without the use or abuse of substances the Lincoln Education Center administration strongly discourages the abuse of over-the-counter substances or prescription drugs. If the Lincoln Education Center staff has reasonable grounds to believe that a resident is abusing such drugs, the administration may require a resident to attend counseling evaluation and aftercare at the expense of the resident. The resident may also be subject to Disciplinary action up to and including loss of housing.

14. Trespass Notices- the Lincoln Education Center Office of Residence Life and Director of Residence Life have the right to terminate any resident from housing that is found responsible for disrupting the overall daily operation of the facility and has violated any section of the residential conduct code. The Director of Residence Life and/or Director/Assistant Director of Campus Safety has the right to trespass any violator of the resident conduct code from the Lincoln Education Center Property should she/he feel that the circumstances surrounding the individual's removal from housing warrant such action. Any resident found in violation of a trespass notice issued by the Director of Residence Life and/or Director/Assistant Director of Campus Safety is subject to arrest.

I. AMENDMENTS

This code may be amended from time-to-time by the Resident Conduct Hearing Officer/designee. Any questions of interpretation regarding the Resident Conduct Code shall be referred to the Resident Conduct Hearing Officer and or designee for a final determination.

(Note: The Lincoln Education Center Housing Administration, Director of Residence Life, and Residence Life Coordinator has the right to terminate from housing any resident who is found responsible for disrupting the overall daily operation of the facility and has violated any section of the residential conduct code.)

SEXUAL HARASSMENT POLICY

INTRODUCTION

1. It is against the policy of the Lincoln Education Center for any member of the Campus Community, male or female, to sexually harass any employee, resident or other person having dealings with the Lincoln Education Center. The Lincoln Education Center is committed to providing a working, living, and learning environment that is free from all forms of sexually abusive, harassing, or coercive conduct. This policy seeks to protect the rights of all members of the Campus Community (faculty, administrators, staff, and residents) and other person(s) having dealings with the Lincoln Education Center, to be treated with respect and dignity.
2. Sexual Harassment is a form of behavior, which fundamentally undermines the integrity of academic relationships. It is a particular concern within the educational framework of the Lincoln Education Center where all members of the community, but especially residents, instructors, administrators and staff, are connected by strong bonds of intellectual interdependence and trust. Both the Federal and State Courts and the Equal Employment Opportunity Commission have ruled that sexual harassment constitutes sex discrimination as defined under Title VII of the Civil Rights Act of 1964.

A. DEFINITION

1. The following definition applies to any individual of either sex who participates in the Campus Community as a resident, faculty member, administrator staff member or other person having dealings with the Lincoln Education Center.
2. Sexual harassment consists of unwelcome verbal, nonverbal and/or physical behavior of a sexual nature which has the effect of interfering with resident, employment, academic, or other status, or of creating a sexually intimidating environment. Sexual harassment incidents can involve a male/female harasser and a female/male victim, or same gender harassment.
3. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
 - a) Submission to such conduct is made either explicitly or implicitly a term or condition of individual's employment or education.
 - b) Submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
 - c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile or offensive employment, educational or living environment.

4. Examples of sexual harassment may include, but not limited to:
 - a) Verbal harassment, or abuse
 - b) Subtle pressure for sexual activity
 - c) Sexual remarks about an individual's or group's clothing, body or sexual activities
 - d) Unnecessary touching, patting, or pinching
 - e) Demands for sexual favors accompanied by implied or overt threats or offers concerning one's job, grades, letter of recommendation, etc.
 - f) Physical sexual assault

B. CONSENSUAL RELATIONSHIPS

1. Under this policy, consenting romantic and or sexual relationships between faculty and resident, staff and resident, or administrator and resident, are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and are strongly discouraged under this policy.
2. Codes of ethics for most professional associations forbid professional/client sexual relationships. Many elements of the administrator/resident, staff member/resident, are similar to those of the Instructor/Resident relationship because of a similar need for trust. For purposes of this policy, therefore, these relationships are also discouraged and looked upon with disfavor.

C. MEASURES TO CONFRONT SEXUAL HARASSMENT

Whenever it has been properly determined that sexual harassment has occurred, the Lincoln Education Center administration will take prompt and corrective action including appropriate disciplinary action. In determining whether the alleged conduct constitutes sexual harassment, the Lincoln Education Center administration will look at the entire record and the circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred and will make a decision on a case-by-case basis. The Campus is committed to promoting, to the greatest degree possible, an environment free from sexual harassment.

D. COMPLAINT PROCEDURES

The Lincoln Education Center complaint procedure will serve as a system of review and resolution for both informal claims and formal complaints of sexual harassment. Any member of the Campus community or any applicant for employment who believes he/she has been a victim of sexual harassment may initiate the formal complaint procedure by contacting the Lincoln Education Center Director of Residence Life.

E. RETALITORY ACTION PROHIBITED

The Lincoln Education Center Administration prohibits retaliatory action against person(s) who file claims, complaints or charges under these procedures, under applicable local, state or federal non-discrimination statutes, who are suspected of having filed such claims, complaints or charges, or who have assisted or participated in an investigation or resolution of such claims, complaints or charges, or who have protested practices alleged to be violative of the non-discrimination policy of the Campus or local, state or federal non-discrimination regulation or statute. Such retaliation is recognizable under these procedures as well as under state and federal law. Retaliation, even in the absence of provable discrimination in the original complaint, charge or allegation, constitutes a violation as serious as proved discrimination under the original claim, complaint, charge or allegation. Any person who believes he/she has been retaliated against in this manner is encouraged to immediately file a claim or complaint under these procedures.

F. OTHER ADMINISTRATIVE OPTIONS

It is the intent of the administration of Lincoln Education Center to actively respond to all claims/complaints of discrimination with the hope that it can fully, carefully, quickly, and adequately resolve them internally. The Campus administration also recognizes the right of all complainants to file charges of unlawful discrimination with the appropriate federal, state, or local agency with or without first pursuing a resolution of the claim/complaint through the Lincoln Education Center discrimination complaint procedures.

EQUAL OPPORTUNITY POLICY

The Lincoln Education Center Residential Administration and staff are committed to affording all residents access to all of the educational and residential opportunities available regardless of race, creed, color, gender, age, marital status, sexual orientation, national origin, religion, veteran status, and physical disability.

We should live in a hate free space. We should all recognize the inherent goodness in people, regardless of race, creed, color, personal opinion, sexual orientation or any other countless features or things that characterize us. We should believe in honoring the humanity that joins us, and in celebrating the differences that distinguish us.

The Lincoln Education Center Administration further prohibits acts of sexual harassment, and is committed to a living and learning environment that is free from all forms of sexually abusive, harassing, or coercive conduct.

Residents are encouraged to contact the Director of Residence Life or any Lincoln Education Center Administrator with whom they feel comfortable to discuss issues of discrimination or harassment. Often residents are uncertain whether what they have witnessed or been subject to is a violation of the Lincoln Education Center policy or state or federal regulation. In these instances you are encouraged to seek counsel and advice from the Director of Residence Life or another Lincoln Education Center Administrator.

What Constitutes Discrimination

Discrimination is a term used to describe actions that deny to any individual the opportunity to fully participate in all of the education, resident services, or employment opportunities of the Campus.

Policies exist which prohibit discrimination based on age, race, religion, national origin, disability, gender, or sexual orientation. It includes any condition or force which impedes the fullest utilization of the human, intellectual, and facility resources available.

Below are the categories where policies exist and some examples of these types of discrimination that commonly practiced.

Discrimination Based on Age:

- Advising residents of similar interest differently because of their age
- Stereotyping, or causing others to stereotype, older persons
- Singling out or ignoring a resident or group of residents because of their age

Discrimination based on Race, Religion, National or Ethnic Origin:

- Making disparaging remarks that insult or stigmatize a resident's cultural background or race
- Harassing or abusing, or encouraging others to harass or abuse a person or group of persons because of race, ethnic origin or religion
- Singling out or ignoring one group of residents because of their race, ethnic background or religion

Discrimination Based on Gender and Sexual Orientation:

- Treating or causing others to treat persons of one gender or sexual orientation differently than others based on stereotypes of that particular gender or sexual orientation
- Singling out or ignoring an individual or group of individuals because of their gender or sexual orientation
- Diverting discussion from a resident's work toward a discussion of his/her physical attributes

Discrimination Based on Disability

- Making insensitive remarks that reflect a resident's disability
- Unwillingness to reasonably accommodate a resident's need

What can you do about discriminating actions?

If you are not sure:

- Talk to the Director of Residence Life or any other Lincoln Education Center Administrator or staff member
- Tell your roommate or best friend but don't stop there. Talk to a Lincoln Education Center Staff member or a faculty member that you feel comfortable with

If you want something done about it:

The Lincoln Education Center Complaint Procedure serves as the system of review and resolution for both informal and formal claims and complaints related to the policies outlined in this section. Residents are encouraged to seek advice soon after the incident in question. The ability to correct the behavior or investigate is directly correlated to the time between the incident and your reporting of it.

What you can expect:

Whether you file a formal or informal complaint, you can expect the following:

A better Working/Living Environment: A resident's living and educational environment should be free from discrimination and harassment, and by filing a complaint you should no longer be subject to this type of behavior.

No Retaliation: Retaliatory behavior will not be tolerated. In every case, the accused is advised that retaliation is as serious a violation as proven discrimination and carries corrective and disciplinary consequences.

Information Technology Policies and Procedures

As an institution of higher learning, Lincoln Education Center encourages, supports, and protects freedom of expression and an open environment to pursue academic studies and share information appropriately. Access to networked computer information and the Internet supports the academic community. The computing and network facilities of the Lincoln Education Center are limited and should be used wisely and carefully. Usage of these facilities is a privilege rather than a right.

Purpose

The use of Lincoln Education Center computing resources is for purposes related to the Campus mission. The use of Lincoln Education Center computing resources for commercial purposes is not permitted. This policy specifically addresses ethical and on-campus usage.

Policy

Campus policy, ethics and etiquette are required to successfully participate in the Lincoln Education Center community and are extended to the computing environment. It is the responsibility of all computer users to access and use data in accordance with the campus policy and applicable state and federal laws.

1. Ethical Usage

- a. Computing resources will be used in accordance with the high ethical standards of the Campus.
- b. Computing resources will be used only for purposes related to an individual's studies, their instruction, and the discharge of their duties as employees, their official business with the College or College-sanctioned activities.
- c. Proper password security is to be maintained by not revealing passwords or sensitive information to anyone.
- d. Proper physical security is to be maintained by not leaving a workstation unattended while logged into the Campus systems.
- e. Respect copyrights and licenses.
- f. Respect the integrity of computer-based information resources.
- g. Refrain from seeking to gain unauthorized access.
- h. Respect the privacy of other computer users and comply with all campus policies and procedures, relevant laws and contractual obligations, and the highest standard of ethics.

2. Unethical Usage

- a. Violations of computer system security.
- b. Unauthorized use of computer accounts, access codes or network identification numbers assigned to others.
- c. Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth).
- d. Use of computing facilities for private business purposes unrelated to the mission of the Campus.
- e. Academic dishonesty (plagiarism, cheating).
- f. Violation of software license agreements.
- g. Violation of network usage policies and regulations.
- h. Violation of another user's privacy.

- i. Violation of student/resident conduct regulations.
 - j. Personal PC's are only allowed to utilize the wireless Internet system.
3. On Campus Usage:
- Lincoln Education Center computing resources users can facilitate computing in the Lincoln Education Center environment in many ways. It includes:**
- a. **Regular deletion of unneeded files from one's account on central machines**
 - b. **Refraining from overuse of connect time, information storage space, printing facilities or processing capacity.**
 - c. **Refraining from overuse of interactive network utilities.**
 - d. **The installation, for any purpose, or use of any peer-to-peer file sharing application is not permitted on the Lincoln Education Center network. In addition, any other network-based, nonacademic application that consumes the facility's limited bandwidth may be limited or restricted. The Chief Information Officer must approve the installation of any server-based application of the Lincoln Education Center network.**
 - e. **The use of any on-line gaming systems utilizing, but not limited to the use of a PC, Xbox or Wii.**
 - f. **No file sharing!**

Sanctions:

Violation of the policies described above for legal and ethical use of computing resources has serious consequences. Violators will be subject to the normal disciplinary procedures of the Campus, and in addition, the loss of computing privileges may result. Illegal acts involving Lincoln Education Center computing resources may also be subject to prosecution by state and federal authorities. Students who violate the policy, as established in Section 2D above, will be subject to the following sanctions:

1st offense: A written warning will be issued to the student in violation of the policies set in place.

2nd offense: Dependant upon the severity of the infraction the computer may be confiscated immediately, a minimal fine of not less than \$50.00 up to a maximum fine that will be no more than what is determined by the cost associated with repairing the system shall be imposed, the student/resident will need to meet with the Student Conduct Officer and then the Chief Information Officer (CIO) in order to assess the seriousness of the violation. If it is determined that the violation is minor in nature, network service will be reinstated immediately and the appropriate fines shall be implemented. Any major disruption to service may be cause for additional fines and or termination of service as to be determined by the Student Conduct Officer.

3rd offense: Suspension of service for one month. Dependant upon the severity of the infraction the computer may be confiscated immediately and the student will need to meet with the Student Conduct Officer and if so determined by the student conduct officer, fines will be imposed along with suspension and or termination of services. The minimal fine will be no less than \$100.00 and no more than the cost of repairing the system. If service is to be reinstated, the resident shall have to meet with the Chief Information Officer.

4th offense: Termination of Service indefinitely and possible loss of housing. Any misuse of the computer system that is determined to be malicious in nature shall subject the violator to immediate loss of all computing privileges (including the use of any personal computer and/or

campus provided computers), and fines will be assessed in an amount sufficient to cover the cost of repair to the system.

Lincoln Education Center User Account Acceptable Use Policy

1. Access to the computer resources is granted for the express purpose of allowing users to perform activities authorized by the campus. Other activities are permitted provided:
 - a. They do not interfere in any substantial way with the accomplishment of activities explicitly authorized by the campus.
 - b. They do not violate other provisions of this Acceptable Use Policy.
 - c. They do not violate applicable State or Federal laws or regulations, including but not limited to restrictions on the dissemination of pornography or the dissemination of information for the purposes of carrying out criminal activities.
2. Any attempt to interrupt or damage the operation of any Lincoln Education Center computer system shall result in the immediate termination of access privileges as well as appropriate legal action.
3. Any attempt to acquire information stored on any Lincoln Education Center system, other than that declared as public information or information stored by the permitted user, shall constitute a violation of the laws of the State of Connecticut and will be subject to legal action.

Computer Lab Schedules

All computer lab hours, which are posted, are subject to change based on both the needs of the students and the needs of the facility.

Lab Usage Tips

If you bring a USB Flash Drive to the labs, please take the time to write your name and room number in case you forget your drive. That way we can contact you if it is found in a lab. When you transport you media, please be careful not to damage any files that you may already have on your drive.

Do not save files to any facility hard drive; you will lose the file if you do so. Save all of your files to a USB Flash Drive.

The vast resources of the Internet (World Wide Web) are available to all Lincoln Education Center residents and commuter students attending classes; please be aware the on-site computers do have filters installed.

Internet connections are made through a wireless network interface card (NIC) and do not require a modem.

Your Residence Hall Internet installation is good for your entire stay as a student in the residence hall at the Lincoln Education Center.

System Specifications

It is necessary to have a wireless card in order to gain access to the network. These cards are not provided.

In order to gain optimal access to our network we recommend using a computer not more than three years old.

For Laptop/Notebook Computers:

In order to optimally gain access to our network we recommend using a laptop computer not more than three years old.

****Apple Computers can create problems with our internet service at the Lincoln Education Center and are not allowed for use on campus. ****

Computer Check In Policy

All computers coming into the facility must be physically checked by an IT representative prior to being used at the facility. This check is performed in order to ensure that no viruses are introduced to the facility systems and the check also allows the IT representative the opportunity to discuss any issues discovered during the check with the resident owner of the computer being checked. A photo ID must be presented at the initial drop-off of the computer and again for the pick-up of the computer; you must be present for the initial boot-up of the system.

A record of this check will be kept at the IT office and any computer found to be in violation, (that is any computer found on the property that has not undergone the initial IT Check), shall be referred to the Student Conduct Officer for resolution. The IT representative will place a sticker on all personal computers that have been checked. The sticker should remain on the computer during the residents stay at the Lincoln Education Center in order to provide proof of the IT Inspection.

Any computer discovered without an IT Sticker shall be removed from the room and that resident shall be referred to the student conduct officer.

Commonly asked questions:

Is there any special hardware needed to allow my computer to access the Internet?

The only piece of hardware required is a wireless network card (NIC) which should be purchased at any local retail store.

What type of connection to the Internet is available in the Residence Hall?

Each room has access to the wireless system that allows students to access the Internet through the campus network.

What level of service do the IT Technicians offer?

Our level of service is equal to that of a phone line. We are responsible and will troubleshoot for connectivity to the Campus Network. Any software questions can be asked to the IT Tech via a written request submitted to The Facilities Coordinator or via the work order procedure. Any hardware failure or problems will have to be resolved by the manufacturer of the student's computer.

How do students setup their connection to the Internet?

After the computer is checked by the IT department and the wireless internet card has been installed, if necessary, the student will receive instruction on how to use the wireless system here at the Lincoln Education Center.

Parking and Traffic Control

At Lincoln Education Center we have a professional and responsive staff who takes pride in providing the Campus with adequate parking spaces and customer service in a safe and efficient environment. We accomplish this goal by providing parking solutions and quality parking resources, as well as consistent and confidential enforcement.

All Traffic Control Rules and Regulations that are set by Campus Safety pertain to the use of motor vehicles on the Lincoln Education Center property. They are designed to: (1) provide orderly and safe movement of all vehicles; (2) provide for pedestrian safety; and (3) assure free and continuing access to all buildings.

Use of a motor vehicle on Campus property is a privilege, not a right, and is made available only under the policies established in the Parking and Traffic Regulations manual. Lincoln Education Center has a philosophy that traffic and parking regulations will be reasonable. The Lincoln Education Center staff expects all campus residents, commuters and visitors to familiarize themselves with these rules. The purpose of these regulations is to ensure safe and orderly vehicular conduct on campus. Please understand that parking spaces are limited by availability.

Driver Responsibility

The responsibility of finding an authorized space rests with the driver. Lack of space, mechanical problems, inclement weather, or other disabilities are not considered valid excuses for failure to comply with the traffic and parking regulations. A parking permit does not guarantee the holder a parking space, but only the opportunity to park within a specified area.

Registration of Vehicles

Vehicle Identification Form

A Vehicle Identification form is to be filled out completely and returned to Campus Safety in order to obtain a vehicle parking decal:

Necessity to Register

1. All staff, residential and commuter students who regularly operate a vehicle on the campus must register their vehicle with Campus Safety and will be furnished appropriate decals for use in the campus parking areas. Failure to do so will constitute grounds for denial of parking privileges at the Lincoln Education Center. All must provide an active motor vehicle registration and proof of insurance when registering their vehicles on campus.
2. A valid decal is to be placed on the vehicle in accordance with the directions of the Director/Assistant Director of Campus Safety. Registration is not complete until the decal is visibly affixed to the vehicle by means of the adhesive surface of the decal. The Campus assumes no liability for damage to tinted windows by affixing the decal. The owner of a vehicle with tinted windows is responsible for displaying a decal in a manner that is readily visible at all times. Any motor vehicle bearing registration decals that have been mutilated or damaged so that it is illegible will be treated as improperly registered.
3. All students who do not purchase a parking decal are limited to temporary passes not to exceed four (4) weeks for the entire academic year.

4. Altering or forging a decal or temporary permit is an offense punishable by loss of parking privileges for up to one (1) calendar year. Failure to display a decal due to vandalism, theft, etc., is not a valid reason to appeal a parking ticket.

Eligibility

1. Permission to operate a vehicle and/or park on the campus is a discretionary privilege, and such a privilege may be denied, revoked, suspended, or modified by action of the Director/Assistant Director of Campus Safety. **Students may not register another student's vehicle or assist another student to obtain an unauthorized decal.**
2. Members of the Campus community who allow their vehicle to be illegally registered and/or parked shall be referred to the Director/Assistant Director of Campus Safety for disciplinary action.
3. Students and residents who are eligible to operate a vehicle on public highways of the State of Connecticut, are eligible to operate a vehicle on the Lincoln Education Center property provided the vehicle is registered with Campus Safety. The vehicle may be operated and parked in appropriately designated parking places on the campus only if a proper and current Campus registration decal has been issued and affixed to the vehicle. The vehicle's owner will be required to show his/her driver's license, registration and proof of insurance in order to secure his/her decal.

Liability Insurance

No vehicle shall be registered for operation on the Lincoln Education Center property unless the person requesting registration has met the motor vehicle liability policy or bond requirements for the operation and use of motor vehicles on the roadways of the State of Connecticut.

Expiration of Registration

Campus vehicle registrations are not transferable. They expire at the end of one's residency at the Lincoln Education Center and under the following conditions:

1. All registrants – upon revocation, replacement of the vehicle, or change of the license plate registration number.
2. Students – upon termination of status as a student at the Campus, or a change in resident status (e.g., commuter to resident student or resident to commuter).

Failure to Register

Failure of an individual to register a motor vehicle and display authorized registration insignia (decal) within the prescribed registration period may subject him/her to revocation of his/her right to drive and/or park on campus. Deliberately circumventing the campus vehicle registration procedure also subjects individuals to fines and other penalties.

Decal Requirements

1. Any person seeking a decal is reminded that all outstanding Lincoln Education Center parking fines must be paid in full prior to the issuance of any decal. If you have paid such fines, bring the receipt(s) to the Campus Safety front desk so that your request for parking privileges may be honored. The burden of providing evidence of payment of all parking fines rest with the individual seeking a decal.

2. All students that qualify for parking privileges are authorized to have one (1) decal issued to them. Additional decals may be issued on a case-by-case basis as warranted by the Director of Campus Safety. Such requests and proof of need must be brought in writing to the attention of the Director of Campus Safety for consideration.

Temporary Permits

Students needing any kind of temporary pass must obtain this pass from Campus Safety. There is no charge to students who have a decal but are driving a different car temporarily. Students without decals wishing to park temporarily for more than one day in duration will be charged \$2.00 per day. Issuance of temporary passes will be provided at the sole discretion of the Director/Assistant Director of Campus Safety. Students are allowed to obtain temporary parking permits not to exceed two (2) weeks per academic year. Permission for permits beyond the two (2) weeks must be obtained from the Director/Assistant Director of Campus Safety.

Registration Fees

The price of a student parking decal is as follows:

\$150.00 for Lincoln Education Center resident parking per term.

\$100.00 for Lincoln Education Center commuter parking per term.

\$60.00 per year for motorcycle decals—available in limited supply

Note: An extended break in enrollment (1 yr or greater) will require a new decal to be purchased.

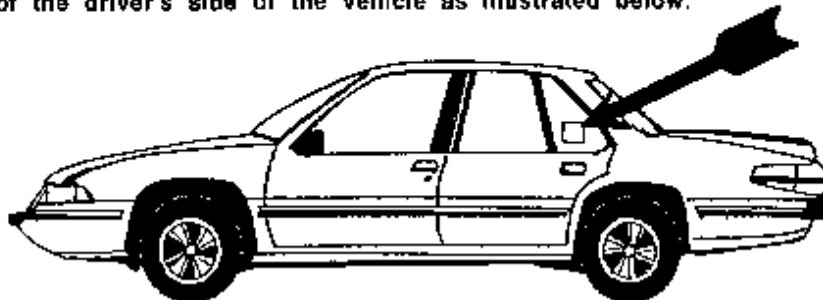
If a person no longer has possession of the vehicle for which he/she initially purchased a decal and needs one for another vehicle, he/she may purchase a new decal for \$25.00. He/she must show a bill of sale, produce proof of vehicle, return the old decal if possible, or complete waiver of responsibility for the old decal. Parking decals are **NONTRANSFERABLE**. You may **NOT** remove a decal and place it on a different vehicle.

DECAL DISPLAY

Parking decals must be permanently affixed with the adhesive that exists on the decal. The decal must be affixed on the window toward the rear of the driver's side of the vehicle as illustrated on the next page. Any questions regarding the placement of a decal should be addressed directly to the Director/Assistant Director of Campus Safety.

DECAL DISPLAY

Decals must be affixed permanently on the window toward the rear of the driver's side of the vehicle as illustrated below.



Please note that all parking area rules will be strictly enforced. Vehicles parked in areas without displaying the proper decal will be ticketed, booted and/or towed. There are six (6) different types of parking decals.

LINCOLN EDUCATION CENTER PARKING LOT “A” (*faculty, staff, handicap and visitor parking only*) **parking permit- “A”** **-(Grey hanging placard)-** Faculty and Staff issued a grey hanging placard are authorized to park in the “A” parking lot. “A” lot is located at the south end of the building and can be accessed by the south, west or east entrances of the building. Some of the spaces in “A” parking lot have been specifically designated as handicap only parking. Visitors to the campus are also authorized to park in “A” lot. There is signage posted at this parking lot identifying it as “A” parking lot, parking for Faculty, Staff, and Visitors. The handicap parking spaces in this parking lot are clearly marked.

LINCOLN EDUCATION CENTER PARKING LOT “B” (*faculty, staff, and resident parking only*) **parking permit- “B”** **-(Blue Decal-Resident or hanging placard-Faculty, Staff)-** Faculty, Staff and Residents issued a blue “B” decal (student) or grey hanging placard (faculty/staff) are authorized to park in the “B” parking lot. “B” lot is located at the southwest end of the building and can be accessed by the south or west entrances of the building. There is signage posted at this parking lot identifying it as “B” parking lot, parking for Faculty, Staff, and Residents.

LINCOLN EDUCATION CENTER PARKING LOT “C” (*resident parking only*) **parking permit- “C”** **-(Magenta Decal)-** Residents issued a magenta “C” decal are authorized to park in the “C” parking lot only. “C” lot is located at the west side of the building and can be accessed by the south or west entrances of the building. There is signage posted at this parking lot identifying it as “C” parking lot, parking for residents only.

LINCOLN EDUCATION CENTER PARKING LOT “D” (*resident parking only*) **parking permit- “D”** **-(Black Decal)-** Residents issued a black “D” decal are authorized to park in the “D” parking lot only. “D” lot is located at the northwest end of the building and can be accessed by the west entrance of the building. There is signage posted at this parking lot identifying it as “D” parking lot, parking for residents only.

LINCOLN EDUCATION CENTER PARKING LOT “E” (*commuter and resident parking only*) **parking permit “E”** **-(Red Decal)-** Commuter and Resident students issued a red “E” decal are authorized to park in the “E parking lot only. “E” lot is located approximately two tenths of a mile south of the main campus on Woodbine Street. “E” lot has been designated as a Commuter and Resident parking lot. There is signage posted at this parking lot identifying it as “E” parking lot, parking for residents and commuters.

LINCOLN EDUCATION CENTER PARKING LOT “G” (*faculty and staff parking only*) **parking permit- “G”** **-(Purple hanging placard)-** Faculty and Staff issued a purple “G” hanging placard are authorized to park in the “G” parking lot only. “G” lot is located directly underneath the building and can be accessed by the facility elevators or stairs. There is signage posted at this parking lot identifying it as “G” parking lot, parking for Faculty and Staff.

(Note: Residential Students are issued decals in the order that their vehicle registration paperwork and payment is received and processed. Therefore, the earlier residential students submit and pay for their parking the greater chance they have of obtaining a residential main campus decal. However, early submittal of registration paperwork and payment is still subject to availability of parking spaces and therefore does not guarantee obtaining a residential main campus decal.)

Parking and Traffic Control Policy

Snow Policy

1. When there is a forecast for snowfall of sufficient depth to impair the safe and free flow of pedestrians, vehicular traffic, and snow removal equipment, or when conditions arise that may imperil the public safety, the Executive Director or Campus President, shall declare that a snow emergency exists.
2. Residential and Commuter parking lots shall be cleared on an as-needed basis. In the event of a large snowfall, students may be asked to move their vehicles to a cleared lot to facilitate snow clearing efforts. Ample notification will be given with instructions on where to move vehicles. We ask that you please cooperate fully with all directives to move automobiles.
3. After ample notice has been given, the Director of Campus Safety or the Plant Engineer may direct that vehicles which have not been moved be ticketed and/or towed at the owner's expense.
4. Snow removal rules and regulations take precedence over all regularly followed rules and regulations, when a snow emergency exists.

Closing of Streets, Driveways or Parking Lots

The Executive Director or Campus President is authorized to close, temporarily, any street, driveway, or parking lot of the Lincoln Education Center.

PLEASE NOTE: The Hartford Police Department strictly enforces on street parking regulations and it is common place for them to tow violators. Be sure you pay attention to city parking signs for if your vehicle is towed the cost to retrieve it is substantial. On street parking regulations are covered during new student orientation. The Hartford Police Department regularly drives through the campus parking lots.

Vacation Periods

When a Resident has a vacation period or an extended break from school and plans not to remain at the Lincoln Education Center during the break, that individual must request in writing, permission for parking their vehicle on the campus property from the Director/Assistant Director of Campus Safety. Vehicles left on the campus without permission are subject to removal at the discretion of the Director/Assistant Director of Campus Safety. Any vehicles left on campus may impede snow removal operations and other functions of the campus, and therefore, if not parked in a specified location during the owner's absence may interfere with the overall operation of the campus. The owner of the vehicle is responsible for all removal costs including storage fees.

Temporary Parking Bans

The Executive Director or Campus President is authorized to permit or prohibit, temporarily, parking or vehicular movement on any parking lot, fire lane, street, or driveway or part thereof, when, in his/her discretion, such action is necessary because of a temporarily existing circumstance or emergency. When practicable, prior notice of these circumstances will be posted.

Traffic and Parking Control Signs

Defacement or removal of posted signs without authorization is an act of vandalism. **Perpetrators of such acts shall be subject to charges of vandalism.** Operators are subject to penalties in effect prior to the illegal defacement or removal of such posted signs. Any person who willfully, intentionally and

without right, defaces or otherwise injures, removes, interferes with or destroys any traffic or parking device or sign lawfully erected or placed on the Lincoln Education Center shall be subject to disciplinary action.

Visitor Parking

1. Visitors of any Lincoln Education Center resident attending campus events may park without a permit in any visitor parking space located in parking lot "A" but must observe all Campus parking regulations, restricted spaces for handicapped parking, fire lanes, and snow removal regulations, or as otherwise posted. Any visitor vehicle that is parked on the property after business hours, 6:00 p.m.-6:00 a.m., must have a temporary parking permit or be logged in on the visitor register with Campus Safety.
2. No one with a current decal or outstanding parking violations may obtain a visitor parking pass.

Operation of Vehicles

1. Speed Limit
 - a. All vehicles shall be operated at all times at a speed that is reasonable and proper.
 - b. At no time shall a speed on any campus roadway in excess of ten (10) miles per hour be considered reasonable and proper, except as otherwise posted, and for vehicles engaged in emergency work.
 - c. At no time shall a vehicle exceed five (5) miles per hour in any campus parking lot area.
 - d. At no time shall any vehicle be operated in any area not specifically designed, intended, or designated for vehicular traffic. No vehicles are allowed to travel off of the paved roadways of the campus. **Vehicle operators found responsible for operating off of the paved roads of the facility are subject to loss of housing and/or fines.**

2. Operating Condition of Vehicles

Motor vehicles parked on Lincoln Education Center property shall be kept in such condition of mechanical repair so that they can be removed at any time under their own power. All maintenance or repair to personal vehicles on campus is prohibited.

3. Unused or Abandoned Vehicle

- a. The Campus shall use reasonable and prudent judgment in an attempt to locate the owner of unused or abandoned vehicles. Vehicles with evidence of nonuse left in parking lots, streets, highways, driveways, or any unauthorized areas of Lincoln Education Center shall be hauled away and disposed of. Expenses of this hauling and disposal shall be charged against the registered owner.
- b. Any vehicle found without a valid license plate shall be considered an abandoned vehicle and removed from the Campus property by direction of the Director/Assistant Director of Campus Safety. The owner shall be responsible for the care or protection of, or damage to, any such vehicle or its contents. The removal of any vehicle by authorization of the Director/Assistant Director of Campus Safety or his/her designee shall in no way reduce the liability of the owner for all violations incurred up to that time.

4. Loading and Discharge of Passengers

Loading or discharge of passengers is permissible only when a vehicle is at a complete stop at the edge or curb of a traveled way or within a safety or service zone expressly approved for this purpose by appropriate signs and/or instruction.

At no time shall any vehicle be operated with passengers sitting, lying, or standing on the exterior part of the vehicle such as fender, hood, bumper, trailer, pick-up bed or other parts not designed for passenger transportation.

Illegal Parking

The following list describes some of the forms of illegal parking.

- a. Parking within a Lincoln Education Center building.
- b. On any area of the Lincoln Education Center in such a manner as to impede the removal of plowing of snow or ice.
- c. On any sidewalk.
- d. Within ten (10) feet of a fire hydrant.
- e. In front of a driveway.
- f. On any way where parking of a vehicle will not leave a clear and unobstructed lane at least ten (10) feet wide for passing traffic.
- g. In front of any barricade erected to temporarily or permanently close a way to vehicular traffic.
- h. Vehicles parking in motorcycle spaces.
- i. On land not designated for vehicular traffic such as walks, lawns and open fields, except a designated parking lot.
- j. On any way that is an entrance to a parking area.
- k. In any Service Zone, except where engaged in loading and unloading.
- l. Adjacent to any building in a manner that obstructs an exit or entrance.
- m. In any area designated as reserved for fire, police, ambulance or other emergency vehicle (yellow painted curb).
- n. In any area designated "No Parking."
- o. Alongside any yellow curb (fire lanes).
- p. Motor vehicles, including motorcycles and motor scooters, which are creating a noise or disturbance while parked in the proximity of a Lincoln Education Center building, must be moved or turned off.
- q. **The playing of vehicle stereo at a high volume of sound while a vehicle is parked in any of the campus parking lots creates a disturbance to both residents and students attending classes and is hereby prohibited.**
- r. There is no loitering in any of the campus parking lots.

Tow Away Regulations

1. General

Vehicles in violation of the provision of this section, except those specifically exempted by law, shall be removed from the Lincoln Education Center under the direction of the Director/Assistant Director of Campus Safety and the owner of the vehicle so removed or towed shall be liable for the cost of such removal and storage. Parking in any of the following areas shall constitute a violation of the tow-away regulations:

- a. In any area designated as reserved for fire, ambulance, police, or other emergency vehicles.
- b. In any Service Zone, except vehicles actually engaged in loading or unloading.
- c. In any Fire Zone or Fire Lane (yellow printed curb).
- d. In any access way, driveway, walkway or building entrance or exit or blocking the aforementioned areas.
- e. Overtime parking in excess of twenty-four (24) hours, unless written permission is specifically granted to a given individual.
- f. No permit displayed for that area or a false or outdated permit.
- g. All night parking in such a manner as to impede the removal of snow or ice. The Director/Assistant Director of Campus Safety or the Plant Engineer shall provide notice as to the time and/or occasion when parking lots must be free of cars for plowing operations and also designate temporary areas where cars may be left in the interim to allow for such plowing.
- h. Any vehicle parked illegally in spaces within or adjacent to Lincoln Education Center buildings (where it could hinder access by the Fire Department).
- i. Any vehicle which has accumulated three (3) or more outstanding Campus parking violation notices. Such vehicle shall be towed from the property and parking privileges shall be suspended until such time as all outstanding fines and penalties are paid to the Business Office. Replacement of a given vehicle by another vehicle registered to his/her name by the owner shall still be considered a violation of this section. Habitual offenders who receive more than five (5) tickets in one academic year shall be referred to the Director/Assistant Director of Campus Safety.
- j. Any vehicle bearing an illegal, falsely made, altered, falsely secured, or non-current Campus vehicle registration decal or permit.
- k. Abandoned vehicles and vehicles parked in unauthorized areas of the campus. The Campus also reserves the right to tow vehicles that must be moved due to emergency situations that may arise on campus when the owner cannot be located in a reasonable period of time.
- l. The Campus reserves the right to tow vehicles when special events or circumstances warrant such action after proper advance notice has been given regarding lot closings.

2. Record to be kept of Towing Vehicles

Campus Safety shall keep a record of all vehicles towed or removed under the provisions of this section. Such records shall be retained for one (1) year and shall contain the following information:

- a. The registration number of the vehicle, if a legible license plate is properly affixed.
- b. The location from which it was towed, and the time and date of the tow order.
- c. The location to which it was removed.
- d. Name of towing contractor, if any.
- e. Name of person who authorized towing.
- f. Reason for towing.

Booting Regulations

1. In lieu of towing, the Lincoln Education Center Director/Assistant Director of Campus Safety or designee may authorize the immobilization of a vehicle by the use of a wheel boot. Generally, a boot may be applied to any vehicle that is in violation of any Lincoln Education Center Parking

and Traffic Control Regulations, such as excessive tickets, no state registration displayed, no campus registration displayed or other violations.

- a. The boot will be applied to the driver's side front wheel of the vehicle.
- b. Notice of the application of a wheel boot shall be posted prominently on the front windshield of the vehicle.
- c. There will be a booting fee of \$25.00 for each time the vehicle is booted.
- d. The Director/Assistant Director of Campus Safety or designee may choose to boot a vehicle without charging a booting fee to the owner in order to immobilize the vehicle pending the arrival of a tow truck.
- e. Only Lincoln Education Center Staff may remove the boots. In order to have a boot removed; students must pay the booting fee and the balance of all outstanding tickets.
- f. Unauthorized removal of a boot will carry an additional \$100 fine. If the boot has been stolen or damaged, the perpetrator is also responsible for the cost of the boot and may be charged with larceny.
- g. After 24 hours, if the owner of the vehicle has not arranged with the Lincoln Education Center Administration to have the boot removed, the vehicle may be towed at the owner's expense. At this time, the owner will still be responsible for the payment of the boot fee and any outstanding tickets.
- h. Serious damage to the vehicle may result by attempting to operate the vehicle while the boot is attached. Lincoln Education Center assumes no liability for loss or damage to a vehicle if an attempt is made to operate the vehicle while the boot is attached.

Ticketing Information

Timetable for Handling Parking Tickets

1. You must pay for the ticket within 30 calendar days from the date of issue in order to avoid a late penalty. Tickets may be paid in the Business Office.
2. You may file a written appeal of the ticket at the Campus Safety desk within 30 calendar days from the date of issue with the Director/Assistant Director of Campus Safety. The 30 day limit is based on consecutive calendar days. There is **no** exemption for weekends and holidays. It is your responsibility to pay or appeal on time.
3. If an appeal is not received by the Director/Assistant Director of Campus Safety by the 31st day, you lose your appeal and your ticket is increased by **\$10. It is strongly suggested that appeals be filed as soon as possible.**
4. If the fine and penalty are not paid, a member of the business office will contact you concerning payment and the consequences associated with failure to pay.

Receipt for Payment of Parking Tickets

1. If a receipt is needed at the time of payment, cash payment is required.
2. Your cancelled check or copy of the money order will be your record that the fine has been paid.
3. When payments are being made, it is your responsibility to present any parking tickets you have received to the Business Office for payment.
4. A bad check charge of \$25.00 will be added to any tickets where there are insufficient funds to cover the amount of the check.

Penalties

Parking in any of the following manners shall constitute illegal parking and subject the offender to the following penalties:

Group A—Fine of \$25.00 for Each Violation—

Maximum fine each violation of \$35 after all late fees are assessed.

- 01 - Blocking two parking spaces
- 02 - Failure to park within allotted lines
- 03 - No decal/permit
- 04 - Unauthorized parking lot
- 05 - Decal not affixed to vehicle
- 06 - Parking on land not for vehicular traffic
- 07 - Parking all night in a prohibited area
- 08 - Parking in violation of snow removal regulations
- 09 - Parking in front of a driveway
- 10 - Parking in an access lane
- 11 - Parking on a sidewalk
- 12 - Parking within 10 feet of a fire hydrant
- 13 - Parking within a posted or marked fire lane (yellowed curb/Subject to immediate tow)
- 14 - Parking within a posted emergency vehicle area
- 15 - Parking so as to block a gateway or field entrance
- 16 - Parking in a posted delivery or service zone
- 17 - Parking so as to obstruct a building entrance/exit
- 18 - Parking in a No Parking zone
- 19 - Parking blocking a fire exits

Group B—Operation of vehicles in a manner that demonstrates a significant safety hazard—subject to the following fines and/or loss of parking privileges or loss of housing.

- 20– Operating off of the paved roadways (\$100.00 fine and or loss of housing)
- 21- Operating a motor vehicle in excess of posted speed limits. (\$50.00 fine)
- 22 – Operating a motor vehicle recklessly such as passing another vehicle, having person(s) traveling on the exterior of the vehicle, towing another vehicle or person behind a vehicle, or any other operation determined to be hazardous by the Director/Assistant Director of Campus Safety. (\$50.00 – \$150.00 fine, possible loss of housing, possible loss of parking privileges)
- 23 – Smoke shows, burn outs and burning rubber constitute a \$350.00 automatic fine.

Group C – Hartford Police Department issues the violation.

- 24 - Parking in a handicapped area without a handicap decal or plate.

Group D – Student Conduct

- 25 – Enforcing CT Law or Regulation
- 26-Any vehicle operating off of the paved roads of the facility shall be issued a violation report and subject to attending a student conduct hearing. The operator of said vehicle shall be subject to fines, community service, and loss of housing and/or arrest.

Appeals

Parking Ticket Appeals may be made in writing to the Lincoln Education Center Director/Assistant Director of Campus Safety for resolution. The Director/Assistant Director of Campus Safety or designee must, within seven (7) days after the review of an appeal, complete a docket report that states the finding of this appeal. If the appeal is accepted, the appellant will be notified by mail of the retraction of the parking fine. If the appeal is rejected, the appellant must pay the ticket within fourteen (14) days or face further repercussions up to and including termination of parking privileges.

Amendments and Review

This policy is subject to change after annual review or as directed by the Executive Director. All changes will be communicated accordingly.

Commuter Students

Lincoln Education Center welcomes all of our commuter students. We are proud to offer you many programs and services. There are some guidelines and instructions that should be observed by all individuals who will use the Lincoln Education Center.

A. Residence Hall

All commuter students must adhere to all policies and procedures that are put forth in the Residential Hall portions of the handbook.

The 1st and 2nd floor of Lincoln Education Center are considered academic floors. In order to visit any non-academic floor, you must sign in with Campus Safety at the Safety desk. A Lincoln Education Center resident must sign you in and be with you at all times. Refer to the “Residential Hall Policy” for specific guidelines.

B. Parking

All commuter students must register their car with Campus Safety. Please review the parking portion of this handbook for further instruction.

C. Activities

All commuter students are encouraged to take advantage of the many activities and programs our Residence Life department offers. Participation in the campus activities will allow you many great experiences on and off campus.

On Campus – All programs and activities that occur on campus are available to you at the same charge as a resident student.

Off Campus – All programs and activities that occur off campus are available to you at full price and you must provide your own transportation.

D. Computers

All commuter students are encouraged to use the academic computer facilities at Lincoln Education Center for their academic use. Please refer to the “Information Technology Policies and Procedures” section of the handbook for more specific guidelines.

E. LincAlert

Resident and commuter students must update their contact information with the school’s Registrar during the year if any contact information changes in order to be alerted to campus emergency announcements. LincAlert is an emergency event notification system and will alert residents and commuter students to critical information thru e-mail and text.