

## **CODE OF CONDUCT**

Students enrolled at Mariano Moreno Culinary Institute are expected to conduct themselves as responsible individuals at all times while participating in any course or college activity or event, and while representing the institution either on or off campus.

Students are subject to the policies and procedures of the college during their period of enrollment, and the institution reserves the right to take disciplinary action in accordance with the Student Disciplinary Action policy if a student has violated any provision of the Student Code of Conduct.

Attendance at this institution is a privilege, not a right; therefore, students whose behavior may be detrimental to other members of the community may be officially warned, sanctioned through an informed process, suspended and/or dismissed from the institution.

Behaviors that infringe the educational process or the institution's Code of Conduct include but are not limited to the following:

### **DRUG- FREE ENVIRONMENT**

No student shall consume or possess any alcoholic beverages, unlawfully manufacture, distribute, dispense, consume or possess controlled substances, or be under the influence of such substances on any facility owned or operated by the institution, or at any sponsored event or activity either on or off campus. This includes but is not limited to learning trips, internship experiences, practicum assignments, or any off campus sponsored gathering of students. The only authorized exceptions are wine tasting in the classroom, supervised tasting of alcoholic beverages during class or beer production.

### **ACADEMIC DISHONESTY, CHEATING OR PLAGIARISM**

No student shall attempt, engage in, or aid and abet behavior that, in the judgment of the instructor of the class, is construed as academic dishonesty. This includes, but is not limited to, cheating, plagiarism or other forms of academic dishonesty such as those examples illustrated immediately below.

Examples of cheating include, but are not limited to, unauthorized acquisition of tests or other academic materials and/or distribution of these materials, unauthorized sharing of answers during an exam, use of unauthorized notes or study materials during an exam, altering an exam and resubmitting it for re-

grading, having another student take an exam for you or submit assignments in your name, participating in unauthorized collaboration on coursework to be graded, providing false data for a research paper, using electronic equipment to transmit information to a third party to seek answers, or creating/citing false or fictitious references for a term paper. Submitting the same paper for multiple classes may also be considered cheating if not authorized by the instructor.

Examples of plagiarism include, but are not limited to, any attempt to take credit for work that is not your own, such as using direct quotes from an author without using quotation marks or indentation in the paper, paraphrasing work that is not your own without giving credit to the original source of the idea, or failing to properly cite all sources in the body of your work. This includes use of complete or partial papers from Internet paper mills or other sources of non original work without attribution.

### **Definitions**

Copyright is the ownership and control of the intellectual property in original works of authorship, which are subject to copyright law. Copyright law provides protections to creators of works against the unauthorized duplication and distribution of their works.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). Peer-to-Peer file-sharing applications enable users (“peers”) to connect directly to other users to share music, movies and other digital files. There are legitimate uses to this type of software. However, unauthorized downloading, sharing, or distribution of copyrighted works constitutes infringement, is illegal, and may result in civil and criminal penalties. For more information regarding copyright law and related matters, please refer to Title 17 of the United States Code, available at [www.copyright.gov/title17/index.html](http://www.copyright.gov/title17/index.html), and the website of the United States Copyright Office: [www.copyright.gov](http://www.copyright.gov).

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

### **Legal Alternatives**

Students, faculty, and staff are encouraged to obtain digital materials in a legal manner from a variety of legitimate sources. There are numerous legal alternatives which offer legal access to digital files at little or no cost.

Some of the sources include: • iTunes • Netflix • Amazon.com • Pandora.com • EDUCAUSE provides a list of legal media sources available at: <http://www.educause.edu/legalcontent>

## **DISCRIMINATION OR HARASSMENT AND TITLE IV COORDINATOR**

Mariano Moreno Culinary Institute does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran or military service status, age, or disability in its programs and activities. Mariano Moreno Culinary Institute complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for admission shall be extended to all persons.

In accordance with Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 CFR Part 106, Mariano Moreno Culinary Institute has designated the following individual as the Title IX Coordinator for student complaints:

Victoria Sade  
School Director

The Title IX Coordinator has primary responsibility for coordinating MMCI-USA's efforts to handle inquiries regarding Title IX related complaints. In carrying out its responsibilities, the Title IX Coordinator shall work with and receive support from the Title IX Compliance Team, which shall consist of individuals from the Education and Student Accounts Departments at MMCI-USA.

Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights.

Visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **STUDENTS WITH SPECIAL NEEDS**

Mariano Moreno Culinary Institute will assist qualified students in attaining reasonable accommodations and support services. Our disability support specialists are available to discuss students' specific needs in the classroom and kitchen labs. Reasonable accommodations may include readers, note-takers, priority seating, enlargement of notes, tape recording a lecture, books on CD, interpreters, testing accommodations, and assistance with lifting or priority registration. Accommodations depend on the student's documentation and specific functional limitations. After reviewing the documentation and interviewing the student, a disability support specialist will determine and recommend appropriate accommodations for each student's course of study.

It is the student's responsibility to initiate a request for services and remain involved as a committed learner who has taken charge of his or her own needs. Due to confidentiality laws governing institutions of higher education, students must disclose their disability with the Academic Department to request accommodations from each instructor and/or other staff members and departments on campus. Students with disabling conditions who desire accommodations for a class, quiz, midterm, or final exam must request the accommodations with the Academic Department for every instance. Students should notify instructors of their disability and need for accommodations during the first week of class.

## **ANTI-HAZING POLICY**

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that may include counseling and possible expulsion from the College.

## **WEAPONS AND FIREARMS POLICY**

Mariano Moreno Culinary Institute prohibits all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to

carry the weapon or not. Failure to abide by this policy will lead to dismissal from Mariano Moreno Culinary Institute.

## **DISRUPTIVE BEHAVIOR**

No student shall behave in a manner that is materially disruptive to the learning environment or that endangers or infringes upon the rights and/or safety of themselves or other students or staff. Any obstruction or disruption of an educational process, administrative process or other college function is prohibited.

No student shall deposit, dump, litter or otherwise dispose of any refuse on college property, except in duly designated refuse depositories.

No electronic communication device shall be used in a manner that causes disruption in any instructional, learning or activity setting, during any class, or within any college-owned, college-operated, or college- utilized facilities. This includes, but is not limited to, abuse of cellular or other electronic devices.

Students are required to observe the safety rules of any classroom, laboratory or other college premises, whether such procedures are written or oral rules or directions. This shall include, but not be limited to, the wearing of any required personal protective equipment and the following of prescribed methods and procedures for handling and disposing of certain materials which may be hazardous, unstable, infectious, etc.

Students shall not engage in the theft of or damage to property belonging to another person or the college. This includes tampering with coin-operated machines, defacing of public property and relocating of campus property without proper authorization.

## **PRIVACY OF EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (“FERPA”) is a U.S. federal law that protects the privacy of student education records and gives students who reach the age of 18 or attend a postsecondary institution the right to inspect and review their own education records.

FERPA grants students at the U.S. campuses the following rights with respect to education records:

1. The right to inspect and review his or her education records. A student may inspect and review his or her education records after submitting a written request to the school official responsible for the record. The school official will make

arrangements for access and notify the student of the time and place where the education records may be inspected within 45 days of receiving such written request.

2. The right to request an amendment of his or her education records that he or she may believe are inaccurate, misleading, or otherwise in violation of his or her privacy. A student may ask a school official to amend a record that he or she believes is inaccurate, misleading, or otherwise in violation of his or her privacy. The student must provide the appropriate school official with a written statement clearly identifying the part of the education record he or she would like changed, and specify why it is inaccurate, misleading, or otherwise in violation of his or her privacy. The school official who receives the request for amendment must decide within a reasonable period whether corrective action consistent with the student's request will be taken. Mariano Moreno Culinary Institute may either amend the education record or decide not to amend the education record. If the school decides not to amend the education record, the appropriate school official will notify the student of the decision and advise the student of the right to a hearing to challenge the information.

3. The right to consent to disclosure of personally identifiable information contained in his or her education records. Mariano Moreno Culinary Institute does not release information from a student's education records without the student's written consent unless such disclosure is permitted under FERPA.

One of the permitted exceptions to the consent to disclosure requirement is to a school official with a legitimate educational interest.

A school official is a person in an administrative, a supervisory, an academic, or a support staff position, or a law enforcement official employed by the school, a trustee; a person or company under contract to or acting as an agent for the school to provide a service instead of using an employee or official, such as an attorney, an auditor, a consultant or a collection agent; or a student serving on an official committee or assisting a school official in performing his or her task. A school official is deemed to have a legitimate educational interest when the information requested is necessary for that school official to (a) perform appropriate tasks that are specified in his or her position description or by a contract agreement; (b) perform a task related to the student's education; (c) perform a task related to the discipline of the student; or (d) provide a service or benefit relating to the student or the student's family such as health care, counseling, job placement, or financial aid.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by MMCI to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue SW Washington, DC 20202-4605

Please note: In accordance with FERPA, MMCI may disclose at its discretion the following directory information without the student's consent: name, permanent address, campus box number, dates of attendance, degrees and/or certificates received with date, campus e-mail address, photographs, academic program, awards or honors, or enrollment status. A student may opt out of disclosure of directory information by completing the Request to Prevent

Disclosure of Directory Information in the Academic Information Release Form within two weeks of their start date at the MMCI.

All questions in reference to FERPA should be directed to the Academic Department.

## **STUDENT RIGHT-TO-KNOW**

As a recipient of Federal Student Aid, you have certain rights you should exercise and certain responsibilities you must meet. Knowing what they are will put you in a better position to make decisions about your educational goals, and how you can best achieve them.

## **STUDENT'S RIGHTS**

1. You have the right to know what financial aid programs are available at your school.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available
3. You have the right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
5. You have the right to know resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.

6. You have the right to know how much of your financial need as determined by MMCI-USA has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. You have the right to know your school's refund policy.
9. You have the right to know what portion of the financial aid you received are loans that must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you must repay the loan, and when repayment is to begin.
10. You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.

### **STUDENT'S RESPONSIBILITIES**

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, miss-reporting information on financial aid application forms is a violation of the law and may be considered a criminal offense which could result in an indictment under the Criminal Code.
3. You must return all additional documentation, verification corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must be aware of and comply with the deadlines for applications or reapplication for that aid.
7. You should be aware of your school's refund procedures.
8. All schools must provide information to prospective students about the school's programs and performance. You should consider this information carefully before deciding to attend.

### **STUDENT DISCIPLINARY ACTION**

The college shall determine the appropriate disciplinary action(s) based on the type and severity of behavior or violation committed. It is not required for the

college to follow the listed disciplinary actions in any order or sequence.

#### Types of Disciplinary Actions:

**Warning:** An opportunity for a student to be given a clear directive, written or verbal, to change/modify behavior in lieu of an official disciplinary action being imposed.

**Probation:** A period of time during which the privilege of continuing in student status is conditional. The conditions may include, but are not limited to, loss of privileges to which a current student would otherwise be entitled, and an acknowledgment by the student that any additional violations of the Student Code of Conduct may result in more serious sanctions.

**Suspension:** Separation of the student from student status from a class, a program, a college activity or event, or any college-owned, college-operated, or college-utilized facility for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

**Emergency Suspension:** The Director of the Academic Program or designated party may immediately impose an emergency suspension in the event that a student's continued presence in a class, program, activity or event, or on any college-owned, college-operated, or college-utilized facility poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such an emergency suspension is required to protect lives or property and to insure the maintenance of order.

**Expulsion:** Permanent separation of the student from student status from a class, program, activity, event, or any college-owned, college-operated, or college-utilized facility.

## **PROCEDURES FOR FILING AND REVIEW OF A STUDENT DISCIPLINARY COMPLAINT**

If the student disagrees with the disciplinary actions

that were imposed based on his/her misconduct, he/she may appeal the outcome by requesting a formal

hearing before the Hearing Commission.

All appeals must be submitted in writing to the Office of Student Ethics within ten (10) calendar days after the date printed at the top of the decision letter. If no written request for a hearing is received, the sanction shall be imposed and the

action considered final.

If you request a hearing before the Hearing Commission, you will be notified of the specific time, place, and charges brought against you by the Dean of Students. You will be able to read all reports about the incident and will be provided with a list of people who may be called as witnesses.

If you plan to present witnesses at the hearing, you must prepare a list of the witnesses and submit the list to the Dean of Students no later than seven (7) calendar days before the hearing.

You are required to be present at the hearing and are entitled to present witnesses and to question witnesses.

Decisions from the Hearing Commission are final.

## **STUDENT SERVICES INFORMATION**

Mariano Moreno Culinary Institute offers a variety of services to assist each student in preparation for graduation. Students are encouraged to discuss academic as well as job-related concerns with the Director of Education and the Student Services team, and/or faculty.

This team's goal is to support students in their efforts to develop and maximize their talents, empower them to direct their own learning and lead them to pathways of success. The Student Services staff is available on a daily basis to assist students with financial assistance, employment assistance, and academic advisement.

The Student Service Department provides guidance and advice to students, offering a series of personal and career-related counseling. Our goal as a College is to provide a safe and healthy environment where students can focus on learning and developing their skills. After graduation this department will monitor our alumni in the work field, helping them develop their career goals and networking in the culinary environment internationally.

## **LIBRARY CENTER**

Our Library Center is an information center committed to facilitating all the necessary material to support our curriculum and assist students to attain their educational goals. The collection includes current titles, relevant periodicals, reference materials and professional journals to serve both our students and faculty. Students will have the option of purchasing the require textbooks for each course at the school bookstore or access them through our Library Center. When a

student registers for a course, the course registration will display whether there is a digital resource available or whether paper textbooks are required for each particular course. Students have access to the Library Center from their campus location. The Office of the Register controls access to the Library Center. Students are responsible for reading our Library Manual publication that describes the media, access to materials, and their rights and responsibilities related to the Library Center. Further assistance is available at our school.

## **VOTER REGISTRATION**

To be eligible to vote in the next election in Florida, you must be registered to vote at least 29 days before the election date. You can register to vote through the County Board of Elections **in person, by mail, or online at [RegisterToVoteFlorida.gov](https://www.RegisterToVoteFlorida.gov)**.

### **Who Can Register to Vote**

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To register to vote in Florida, you must:

1. Be a Citizen of the United States of America (A lawful permanent resident, commonly referred to as a "green card holder," does not have the right to register or vote in Florida);
2. Be a Florida resident;
3. Be at least 18 years old (You may pre-register to vote if you are 16 years old);
4. Not have been adjudicated mentally incapacitated with respect to voting in Florida or any other state without having the right to vote restored;
5. Not have been convicted of a felony without your voting rights having been restored.

### **How Can I Register to Vote?**

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You can apply to register to vote in any of the following ways:

- Online at [RegisterToVoteFlorida.gov](https://www.RegisterToVoteFlorida.gov)
- Apply through any of these agencies while accessing their services:
  - Florida driver's license office. You also have the option to submit voter registration information online when you renew your driver's license online through the Florida Department of Highway Safety and Motor Vehicles' online renewal system. For more information, visit [GoRenew.com](https://www.GoRenew.com).

- Tax collector's office that issues driver's licenses or Florida identification cards
- Voter registration agency. For more information about who these agencies are, visit our [NVRA webpage](#).
- By mail or in person. The statewide voter registration application form is available for download ([English PDF](#)/[Español PDF](#)), or available at any [county Supervisor of Elections](#), local library, or any entity authorized by the Florida Fish and Wildlife Conservation Commission to issue fishing, hunting, or trapping permits. The form contains detailed information as to how to submit the form to your county Supervisor of Elections. If you are a military or overseas U.S. citizen, you may register to vote and request a vote-by-mail ballot at the same time by using the [Federal Post Card Application \(FPCA\)](#). Go to the web page on [Military and Overseas Voting](#) for further details.

It is a 3rd degree felony to submit false information. Maximum penalties are \$5,000 and/or 5 years in prison.

## **CONSTITUTION DAY**

On September 17 of each year, the school will hold an educational program on the U.S. Constitution as required by the U. S. Department of Education for all schools receiving Federal funds. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.