

| <u>Policy Number</u> | <u>FOOD & DRINK : CLASSROOM and LAB POLICY</u> |
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| 1.0 | <p><u>Purpose:</u> To ensure that classrooms on campuses owned, operated or controlled by Quinsigamond Community College are kept safe, clean and secure for use by students, faculty, staff, visitors and contractors.</p> <p><u>NOTE:</u> <i>The policy on Food & Drink in Classroom and Lab at QCC offsite operations is promulgated by the operating procedures at each respective site.</i></p> |
| 2.0 | <p><u>Revision History:</u> This policy was established in the November 2, 1983 memorandum entitled “<i>Revised Policies on Class Attendance and Eating and Drinking in the Classroom,</i>” from then-QCC President Clifford S. Peterson to the QCC College Community.</p> |
| 3.0 | <p><u>Authority:</u> The Board of Trustees has the authority to set policy and rules for the safe operation and regulation of the QCC campus and property owned, operated or controlled by QCC. The Board has delegated this authority to the President in the establishment of this policy.</p> |
| 4.0 | <p><u>Persons Affected:</u> This policy applies to all persons, including faculty, staff, students, visitors and contractors using or working in any QCC classroom on any campus and/or area operated by Quinsigamond Community College.</p> |
| 5.0 | <p><u>Policy:</u></p> <ul style="list-style-type: none"> • No food or drink is allowed in any QCC computer Lab or other lab, and general purpose/multi purpose classroom. • However, the faculty member may grant permission for food and drink to be allowed in a <u>general purpose or multi-purpose classrooms</u>, provided he/she indicates that all persons doing so shall be responsible for the proper disposal of his/her own food, drink and containers in accordance with the QCC’s Recycling Program. • All others using or working in any QCC general purpose/multi purpose classroom on any campus and/or area operated by QCC, shall be responsible for the proper disposal of his/her own food, drink, and containers in accordance with QCC’s Recycling Program: <p>(http://www.qcc.mass.edu/facilities/PDFs/QCCRecyclingGuidelines1205.pdf) Other polices not withstanding.</p> |

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| 6.0 | <p><u>Definitions:</u> “Food” is defined as nourishment eaten in solid form. “Drink” is defined as any liquid used as beverage. “Beverage” is defined as a liquid for drinking. “General Purpose Classroom” is defined as a general use, dedicated instructional space. “Lab” is defined as a hands-on learning, dedicated instructional space. “Computer Classroom” is defined as any classroom containing more than 1 computer. “Multi purpose classroom” is defined as dedicated instructional space for a variety of users. “QCC’s Recycling Program” details can be viewed via http://www.qcc.mass.edu/facilities/PDFs/QCCRecyclingGuidelines1205.pdf</p> |
| 7.0 | <p><u>Responsibilities:</u> It is the responsibility of area directors, deans and the Vice Presidents to communicate this policy in their area of accountability to all students, faculty, staff, visitors, and contractors.</p> <p>It is the responsibility of faculty members and Student Services to communicate this policy to students at the beginning of each semester and by including the policy in the Student Handbook.</p> <p>It is the responsibility of all students, faculty, staff, visitors, and contractors to observe the food and drink policy while using or working in QCC general purpose/multi purpose classrooms and labs, computer classrooms and any classroom containing more than 1 computer.</p> |
| 8.0 | <p><u>Procedures:</u> Faculty members who give permission to allow food and drink in their general purpose/multi-purpose classroom must convey the policy (see 5.0) in accordance with QCC’s Recycling Program: (http://www.qcc.mass.edu/facilities/PDFs/QCCRecyclingGuidelines1205.pdf)</p> |
| 9.0 | <p><u>Sanctions:</u> Sanctions will be commensurate with the severity and/or frequency of the offense.</p> |