

Clackamas Community College

Revised/Reviewed: 5/20/08

Orig. Code(s): AR 409-001

Alcohol and Other Drugs

In compliance with Public Law 101-226, the Drug-Free Schools and Community Act Amendments of 1989, the following have been compiled for the College:

1. Prohibition of Narcotics, Intoxicants and Use of Tobacco Products

At no time ~~shall~~ **will** any person:

- a. Bring alcohol or illegal drugs onto College property;
- b. Illegally distribute alcohol or other drugs at a College-sponsored event/program on or off campus;
- c. Attend a College-sponsored event/program on or off campus under the influence of illegal drugs or visibly impaired by alcohol;
- d. Smoke tobacco products in locations other than designated outdoor smoking areas;
- e. Use non-smoke tobacco products.

2. Exceptions

- a. Alcoholic beverages and other drugs may be used only for instructional purposes, related course or lab work, approved instructional demonstrations, or as prescribed by a licensed physician.
- b. Alcoholic beverages may be served at special events sponsored by the College Foundation where the target audience is not primarily students and with prior approval of the President and notification of the Board. The servicing of alcoholic beverages will be managed and handled by a licensed food service contractor.

3. Student Educational Programs

The College will provide classes that include alcohol and other drug information. Program/special events may be sponsored by Associated Student Government or instructional/student services departments.

4. Staff Assistance and/or Referral Programs

The College recognizes the need to support and assist staff whose work is affected by alcohol and other drug use. The human resources office will serve as the resource for staff who seek assistance/referral.

Approved by President's Council: _____
(Date)

Clackamas Community College

Revised/Reviewed: 8/06

Orig. Code(s): AR 403-001

Student Records - Directory Information

The College will comply with and adhere to the requirements of the Federal General Education Act, and Family Educational Rights and Privacy Act of 1974 (FERPA) for maintaining the privacy and appropriate disclosure of student record information.

The College designates the following items as directory information and may disclose any of these items without prior written consent from the student:

1. Enrollment status and terms of enrollment;
2. Verification of certificate or degree award;
3. Residency status;
4. Major (program of study);
5. Athletic participation (including height and weight of team members);
6. The following information may also be released as directory information by the dean of academic foundations and connections or registrar:
 - a. Student name, address, telephone number;
 - b. Class location to Campus Safety in cases of health or safety concerns.

The College may disclose non-directory information from a student's record only with prior written consent from the student **which may** include faxed and electronic signatures. Exceptions to this will be administered by the registrar and in keeping with FERPA regulations as well as AACRAO best practices.

The College will provide a "FERPA Restriction" option for students requesting that both directory as well as non-directory information not be disclosed.

Approved by President's Council: _____
(Date)

Corrected 11/16/11; Corrected 5/08/12

Clackamas Community College

Code: EGAAA-AR(1)

Revised/Reviewed: 4/96

Orig. Code(s): AR 719-001; AR 719-002

~~Copyrights/Patents: Ownership of Materials Created by College and Person Not Covered by College Collective Bargaining Agreement~~ **Copyright Compliance**

1. ~~The ownership of any materials or processes developed on an individual's own time, off campus, and at no expense to the College shall vest and by copyrighted or patented, if at all, by a staff member who is not a member of a bargaining unit.~~
2. ~~The ownership of materials or processes produced solely for the College and at the College's expense shall vest in the College and be copyrighted and patented, if at all, in its name. A written agreement will be entered into between the College and a staff member who is not a member of a bargaining unit acknowledging such ownership.~~
3. ~~In those instances where materials or processes are produced by a staff member who is not a member of a bargaining unit with College support, by way of use of significant personal time, facilities, or other college resources, the ownership of the materials or processes shall vest in and be copyrighted or patented, if at all, by the party designated by written agreement between the parties, entered into prior to the production. Such written agreement shall make either a positive or negative statement with regard to any compensation to be paid to a staff member of a bargaining unit.~~
4. ~~A prior written agreement by a staff member who is not a member of a bargaining unit under situations described in 1 or 2 of this regulation will be entered into whenever materials or processes are produced. Such agreement shall include acknowledgments of ownership.~~

~~In the absence of an agreement, Clackamas Community College shall be deemed to have ownership. It is the responsibility of the individual(s) involved in producing copyrighted or patented material to obtain, when appropriate, a signed release from all participants who may be recorded on film or tape. Release forms are available in the Human Resources office.~~

~~Note: Copyright/patent regulations for collective bargaining unit members are addressed in the appropriate collective bargaining agreement.~~ *(From here and above, language moved to new policy GCQBBA)*

~~COPYRIGHT COMPLIANCE~~ **Copyright Compliance**

1. ~~CCC~~ **The College** prohibits, on the part of its employees, contractors; or students, copying not specifically allowed by the federal copyright law, fair use guidelines, license agreements or copyright owner's permission. This prohibition applies to all media holding copyrights including print, music, computer software, audio-visual media, etc.

2. Any individual employed or contracted by ~~€€€~~the College who infringes the copyright law as specifically prohibited by ~~€€€~~Board policy, may be subject to individual legal prosecution. If actions by individuals involve the college's legal liability, and it is determined that the individual willfully disregarded the law and ~~€€€~~Board policy, such an individual may be subject to college disciplinary measures.
3. ~~€€€~~The College shall appoint the ~~D~~dean of ~~I~~instruction **curriculum, planning and research** as ~~€~~copyright ~~€~~officer and grant such ~~€~~officer the authority to develop and implement policy; serve as liaison with legal counsel;; and provide information and training to employees about policy and copyright issues.
4. A copyright manual shall be developed to address copyright issues relevant to ~~€€€~~the College. The manual shall be regularly updated and distributed to all ~~€€€~~College employees, at the direction of the ~~€~~copyright ~~€~~officer.
5. In compliance with Section 108 of the U.S. Copyright Law, appropriate warning notices shall be placed on or near all equipment capable of duplicating copyrighted materials. Copying devices include, but are not limited to, photocopiers, offset presses, ~~transparency makers~~, audio recorders, video recorders; and computers.
6. Copyright records, licenses and permissions shall be maintained under the supervision of the ~~€~~copyright ~~€~~officer.

Approved by President's Council: _____
(Date)

Corrected 9/14/11; Corrected 1/27/12