

Unmanned Aircraft System (UAS) a.k.a. Drone

Any employee or representative of the community college operating an unmanned aircraft system shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) regulations.

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

The community college recognizes the academic value of student operation of a UAS as one component of curricula. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. Community college staff teaching a class that allows use of a UAS may assist a student in their operation of the UAS, provided the assistance is needed as part of the curriculum and assistance is to a student enrolled in the course. The staff member’s participation must be limited to the student’s operation of the UAS.

Community college employees shall work with administrators to ensure that proper insurance, registration and authorization are in place prior to adoption of curriculum that allows operation of a UAS as part of the curriculum.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)¹ at OSAA sanctioned events. Use of a UAS at other College-sponsored athletics or activities is prohibited.

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the community college as part of a college-funded UAS operation will belong to the community college, except in instances where agreements with faculty associations have been ratified through the college bargaining agreements. The data gathering by the community college will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The President shall develop procedures for the implementation of this policy.

¹<http://www.osaa.org/governance/handbooks/osaa> #85

Third Party Use

Third party use of a UAS on community college property or at College-sponsored events for any purpose is prohibited, unless granted permission from the President or designee.

If permission is granted by the President or designee, the third party operating a UAS will comply with all FAA regulations and shall provide the following to the community college:

1. Proof of insurance that meets the liability limits established by the community college;
2. Appropriate registration and authorization issued by the FAA when required; and
3. A signed agreement holding the community college harmless from any claims of harm to individuals or damage to property.

END OF POLICY

Legal Reference(s):

[ORS 164.885](#)

[ORS 174.109](#)

[ORS 192.501](#)

[ORS 341.290](#)

[ORS 837.300 to -837.390](#)

[ORS 837.995](#)

Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95, § 336 (2012).

Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.

Family Educational Rights Privacy Act

OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #85 (2015-2016).

Clackamas Community College

Code: **JB**
Adopted: 9/14/05
Readopted: 5/09/12
Orig. Code(s): 401

Nondiscrimination: Equal Education Opportunities and Freedom of Access

The College shall be open to all applicants who are qualified according to current admission requirements.

The College complies with Titles VI and VII of the Civil Rights Act of 1964, Equal Employment Act of 1965, Age Discrimination in Employment Act of 1967, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Readjustment Assistance Act of 1974 and Americans with Disabilities Act of 1990, the Family Medical Leave Act of 1993, among other state and federal laws related to employment. Review and affirmation of College compliance will be held periodically.

The College does not discriminate on the basis of an individual's perceived or actual race, color, religion, gender, sexual orientation¹, marital status, age, national or ethnic origin/ancestry, mental or physical disability or perceived disability, pregnancy, family status, economic status, veterans' status, or any other protected status in accordance with applicable state and federal laws. The College's commitment to nondiscrimination applies to curriculum activity and all aspects of operation of the College.

END OF POLICY

¹“Sexual orientation” means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 341.290\(2\)](#)
[ORS 659.850](#)
[ORS Chapter 659](#)
[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.030](#)
[OAR 589-010-0100](#)
[OAR 839-003-0000](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e.
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794.
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683.
Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35.

Cross Reference(s):

AC - Nondiscrimination

ACA - Americans with Disabilities Act

Clackamas Community College

Code: **JEC**
Adopted: 8/03/94
Readopted: 5/09/12
Orig. Code(s): 414

Admissions

The Board supports welcoming all who can benefit from the instruction offered, regardless of their educational background. College admissions procedures, however, do not guarantee admission to certain programs. Persons seeking entry into certain programs must meet a variety of criteria and be able to ensure a reasonable chance of succeeding in the program.

Persons under 16 years of age and persons 16 and 17 years of age must comply with specific admission criteria.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(7\)](#)
[ORS 341.450](#)
[ORS 341.505](#)
[ORS 341.527](#)
[ORS 341.528](#)
[ORS 341.529](#)

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101.

Student Residency Requirements for Tuition Purposes

The following student residency categories have been established for determining an appropriate tuition assessment:

1. An “in-state student” is a U.S. citizen, immigrant or permanent resident who has established and maintained residency in Oregon, California, Nevada, Washington or Idaho at least 90 days prior to the first day of class, and qualifies for in-state tuition.
 - a. A student registered as an aboriginal with an Oregon tribe will qualify for in-state tuition.
 - b. A minor student whose parent(s) or guardian(s) is a bona fide Oregon resident will qualify for in-state tuition.
2. An “out-of-state student” is a U.S. citizen, immigrant or permanent resident who has not established residency in Oregon, California, Nevada, Washington or Idaho 90 days prior to the first day of class, and qualifies for out-of-state tuition.
3. An “international student” is a citizen of another country who does not have an immigrant Visa. International students pay out-of-state tuition rates. International students do not become residents regardless of the length of residency within the district.

END OF POLICY

Legal Reference(s):

[ORS 316.117](#)
[ORS 316.127](#)
[ORS 341.527](#)
[ORS 341.528](#)

[ORS 351.647](#)
[ORS Chapter 660](#)
[OAR 589-002-0200](#)

Student Records

The privacy of student records is protected under provisions of the General Education Act and the Family Educational Rights and Privacy Act of 1974 (FERPA). These statutes govern access to student records maintained by the College as well as the release of such records. The privacy and security of student records systems is also mandated by ORS 341.290.

The College registrar serves as our custodian of student records and provides oversight to the procedures established that ensure student records are accessed and released in accordance with the above. College awareness and student notification will be administered as follows:

1. Institutional policies related to student records, FERPA and directory information will be published in our *Schedule of Classes* quarterly and in our *Student Handbook* and *College Catalog* once a year;
2. FERPA training and awareness for College staff will be provided on an ongoing basis via the web, during inservice, at new employee orientations and at specifically scheduled times each year.

The oversight of related student records are as follows:

1. Financial aid and scholarship records are under the jurisdiction of the Director of Student Financial Services;
2. Veterans records are under the jurisdiction of the Director of Student and Academic Support Services;
3. Behavioral and student discipline records are under the jurisdiction of the Associate Dean of Academic Foundations and Connections;
4. Campus traffic, incident and crime records are under the jurisdiction of the Director of College Safety.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(17\)](#)
[OAR 166-450-0000 to -0125](#)
[OAR 589-004-0100 to -0750](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427.
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; Family Educational Rights and Privacy, 34 C.F.R. Part 99.

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. Full name
2. Enrollment status and terms of enrollment;
3. Enrollment dates
4. Verification of certificate or degree award;
5. Residency status;
6. Major (program of study);
7. Athletic participation (including height and weight of team members);
8. 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 nondirectory 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 nondirectory information not be disclosed.

Approved by President's Council: June 12, 2012
(Date)

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.

“Directory information” means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information¹ may be released to the public through appropriate procedures:

1. Full name
2. Enrollment status (e.g. half-time, full-time, and including number of credits)
3. Enrollment dates
4. Verification of certificate, degree, or honors and awards
5. Residency status
6. Major/Program
7. Participation in athletics and activities (including weight/Height of team members)

Public Notice

The College will give annual public notice to students. The notice shall identify the types of information considered to be directory information, the College’s option to release such information and the requirement that the College must, by law, release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless students request the College withhold this information.

Exclusions

Exclusions from all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the Registrar by student.

Directory information shall be released only with administrative direction.

Directory information considered by the College to be detrimental will not be released.

At no point will a student's Social Security Number or student identification number be considered directory information. The College shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 107.154](#)
[ORS 326.565](#)
[ORS 326.575](#)
[ORS 341.290\(17\)](#)

[OAR 589-004-0100 to-0200](#)
[OAR 589-004-0500](#)

HB 3464 (2017)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1427 (2017).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2017); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Every Student Succeeds Act of 2015, 20 U.S.C. § 7908 (2017).
R9/28/17 | SL

Clackamas Community College

Code: **KBE**
Adopted: 1/11/06
Readopted: 6/20/12
Orig. Code(s): 406

Political Campaigns

College funds will not be used to influence political campaigns.

END OF POLICY

Legal Reference(s):

[ORS 260.432](#)
[ORS 294.100](#)

[ORS 341.290](#)

Clackamas Community College

Code: **KI/KJ**
Adopted: 4/06
Readopted: 6/20/12
Orig. Code(s): AR 717-006

Solicitation

Sales solicitation and/or distribution of literature for marketing products and services on College property must adhere to *Vendor Guidelines*.

END OF POLICY

Legal Reference(s):

[ORS 294.100](#)
[ORS 341.290\(2\)](#)

32 OR. ATTY. GEN. OP. 209 (1965)
46 OR. ATTY. GEN. OP. 239 (1989)
46 OR. ATT'Y GEN. OP. 239 (1989).