

Oregon School Boards Association Selected Sample Policy

Code: **ECACB**
Adopted:

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).

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 relationship 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 ~~an open door policy~~, welcoming all students who can benefit from the instruction offered, regardless of their educational background. College admissions procedures, however, do not guarantee admission to certain programs. Students seeking entry into certain programs must meet a variety of criteria and be able to ensure a reasonable chance of succeeding in the program.

Students under 16 years of age, and students 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 campus 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).

Complaints

Any person or group having an interest in the College shall have the right to present a request, suggestion or complaint concerning College personnel, concerning the program or the operations of the College, or concerning retaliation against a student or a student's family member who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the College by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed.

Any requests, suggestions or complaints reaching the Board or Board members shall be referred to the President who will direct the complainant to established complaint procedures in administrative regulation KL-AR: Complaint Procedure. No Board member shall attempt to consider such complaints in any official capacity acting as an individual Board member.

Complaints about Board policy or administrative regulations may start at step 3 as outlined in KL-AR and should be referred directly to the President.

Complaints against the President may start at step 4 and should be referred to the Board chair.

Complaints against the Board as a whole or against an individual Board member may start at step 4 and should be made to the Board chair on behalf of the Board.

Complaints against the Board chair may start at step 4 and may be made directly to the Board vice chair on behalf of the Board.

~~No~~All complaints concerning any employee, officer or Board member will be heard or reviewed by the Board unless the complaint is stated in writing and presented in accordance with College procedures, collective bargaining agreement provisions and the requirements of law.

The President shall develop administrative regulations designed to encourage the timely resolution of public complaints while providing a system of review which will allow both the complainant and other affected parties an opportunity to be heard.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.690](#)

[ORS 341.290](#)

[ORS 659.852](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Public Complaint Procedure

Initiating a Complaint: Step One

Any member of the public who wishes to express a suggestion or complaint concerning a College program or operation concern should discuss the matter with the department chair or administrator college employee involved. Suggestions or complaints about College personnel should be addressed to the employee's supervisor.¹ It is the intent of the College to solve problems and address all complaints as close as possible to their origin. The employee shall respond within five working days.

Supervisor/Administrator: Step Two

If unable to resolve a problem or concern at step one then the complainant should work with the supervisor/administrator to resolve the complaint or concern. If the individual is unable to resolve a problem or concern with the College employee, the individual may file a written, signed complaint with the supervisor/administrator. The supervisor/administrator shall evaluate the complaint and render a decision within ten working days after receiving the complaint.

The President or Designee: Step Three

If the discussion at step two does not resolve the complaint, or if such discussion is not practical under the circumstances, the complainant, if he/she they wishes to pursue the action, shall file a signed, written complaint within five working days of meeting with the supervisor/administrator, with the President or designee clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The President or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her their findings and his/her conclusion and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint. (Approximately 10 working days in most cases will be required.)

The Board: Step Four

If the complainant is dissatisfied with the President's or designee's findings and conclusions, the complainant may appeal the written conclusion decision to the Board within 15 working days of receiving the President's or designee's decision. The Board will notify the complainant, in writing, within 15 working days of receiving the appeal if the Board choose to hear the complaint.

¹ See Board policy GBN/JBA and administrative regulation GBN/JBA-AR; and Board policy GBNA/JFCF and administrative regulation GBNA/JFCF-AR.

The Board may choose to hear the complaint and hold a hearing to review the findings and conclusion of the President or designee, to hear the complainant and to take such other evidence as it deems appropriate.

All parties involved, including the supervisor/administrator, may be asked to attend such ~~meeting~~ hearing for the purposes of ~~presenting additional facts~~, making further explanations and clarifying the issues.

The Board may ~~elect to~~ hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes law.

Once a hearing has been held, the Board will notify the complainant in writing or in electronic form of the Board's decision. The communication will occur within 20 working days of the hearing. The Board's decision will be final.²

If the Board chooses not to hear the complaint, the Board will notify the complainant in writing within 15 working days of the decision that the Board concurs with the President or designee's written report and therefore the decision of the President is upheld and final.

Complaints against the President may start at step 4 and may be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides on investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member may start at step 4 and should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board chair may start at step 4 and may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. If the Board decides on investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Approved by President's Council: May 1, 2012
(Date)

²Timelines may be extended upon written agreement between both parties.

**Clackamas Community College
PUBLIC COMPLAINT FORM**

Person Making Complaint _____

Telephone Number _____ Date _____

Nature of Complaint _____

Suggested Correction _____

Signature of Complainant: _____ Date: _____

Office Use: Disposition of Complaint:

Signature: _____ Date: _____

cc: Office