



BP 3430 Prohibition of Harassment

Related OCCC Board Policies:

- BP 301: Non-Discrimination Assurances
- BP 302: Compliance Assurances

Rescinded/replaced OCCC Board Policy

703 – Sexual Harassment

New Admin Policy TBD: AP 3430

References:

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Section 2000e-2
Age Discrimination in Employment Act of 1967 (ADEA);
Americans with Disabilities Act of 1990 (ADA);
29 Code of Federal Regulations Part 1604.11 – Sexual Harassment Title IX of the
Education Amendments of 1972 – 20 U.S. Code Sections 1681, et seq.; 34 Code of
Federal Regulations Parts 106.1 et seq.
ORS 659A

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated.

The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The Oregon Coast Community College shall be free of all forms of unlawful harassment. Harassment is unlawful if it is based on any of the following statuses: race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information.

The Oregon Coast Community College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the College determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, or other member of the campus community who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents following the procedures described in the Complaint, Feedback and Appeals section of the College website. Supervisors are mandated to



report to Human Resources and the President all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish procedures that define harassment on campus. The President shall further establish procedures for employees and students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the College its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to students and employees, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Adopted:



BP 3505 Emergency Response Plan

Related OCCC Board Policies:

Rescinded/replaced OCCC Board Policy

~~BP 920: Emergency Procedures and Disaster Plans~~

New Admin Policy: None, existing Emergency Plan provides the admin policy statements.

References:

Homeland Security Act of 2002; National Fire Protection Association 1600;
Homeland Security Presidential Directive-5; 34 Code of Federal Regulations Part
668.46(g); NWCCU Standard 3.A.5

The College shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The President shall establish procedures that ensure that the College implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), incorporating the functions and principles of the Incident Command System (ICS), Multiagency Coordination System (MCS) and Public Information Systems, the relevant state emergency management response plan, and any other relevant programs. The plan must incorporate NIMS and the state emergency management response plan to facilitate the coordination between and among agencies in the event of an emergency or natural disaster. Compliance with NIMS and any state mandates include but are not limited to:

- Formation of a team to carry out compliance with NIMS and applicable state mandates
- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and state guidelines. Training requirements vary based on job titles or assigned roles within the emergency plan

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The College must ensure that its plan is updated regularly. Colleges must comply with NIMS and state requirements to receive federal or state funding.

Adopted:



BP 3720 Computer and Network Use

Related OCCC Board Policies:

Rescinded/replaced OCCC Board Policy: None

New Admin Policy TBD: AP3720

References:

17 U.S. Code Sections 101 et seq.;
NWCCU Standard 2.G.5
ORS 341.290(4)

Students, employees, and visitors who use College computers and networks, and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President shall establish procedures that provide guidelines to students, employees, and visitors for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

Adopted:

BP 5052 Open Enrollment

Related OCCC Board Policies:

Rescinded/replaced OCCC Board Policy:

New Admin Policy TBD: AP 5052 Open Enrollment

References:

NWCCU Standard 2.D.3

All courses, course sections, and classes of the College shall be open for enrollment to any person who has been admitted to the College. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites or due to other practical considerations such as exemptions set out in statute or regulation.

The President shall assure that this policy is published in the catalog(s) and schedule(s) of classes.

Adopted:



BP 5055 Enrollment Priorities

Related OCCC Board Policies:
Rescinded/replaced OCCC Board Policy
New Admin Policy TBD: AP 5055 Enrollment Priorities

References: NWCCU Standard 2.D.4

All courses of the College shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites or due to other, practical considerations.

In the event that a priority system is established, the President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge of these priorities.

Adopted:

BP 5130 Financial Aid

Related OCCC Board Policies:
Rescinded/replaced OCCC Board Policy
New Admin Policy TBD: AP 5130 Financial Aid

References:

- 20 U.S. Code Sections 1070 et seq.;
- 34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
- NWCCU Standards 2.D.5, 2.D.8, and 2.D.9
- ORS 348.015 to 348.017 (Third party financial firms)

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.



The President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the College shall not engage in “substantial misrepresentation” of:

- 1) the nature of its educational program,
- 2) the nature of its financial charges, or
- 3) the employability of its graduates.

The President shall establish procedures for regularly reviewing the College’s website and other informational materials for accuracy and completeness and for training College employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the College’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The President shall establish procedures wherein the College shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the College or any of its representatives or service providers. The College and its Board of Education do not waive any defenses or governmental immunities by enacting this policy.

Adopted:

BP 5140 Disabled Student Services

Related OCCC Board Policies:

Rescinded/replaced OCCC Board Policy

New Admin Policy TBD: AP 5140 Disabled Student Services

References:

- 29 U.S. Code Sections 701 et seq.;
- NWCCU Standard 2.A.15
- ORS 659.850

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the College. In addition, wherever possible, the College will apply universal design principles supporting the success of all students.



The Student Services unit of the college, via the Disability Services program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

Disability services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the Disability Services program.

The College shall respond in a timely manner to accommodation requests involving academic adjustments. The President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The President shall assure that the Disability Services program conforms to all requirements established by the relevant law and regulations.

Adopted:

BP 5520 Student Publications

Related OCCC Board Policies:
Rescinded/replaced OCCC Board Policy
New Admin Policy TBD?

References (pending from Counsel)

Oregon Coast Community College (“OCCC”) supports the right of students to produce student publications, and recognizes the value of student publications as an important avenue of communication in an educational environment. This policy sets forth the requirements for student publications.

Student publications may be produced either as part of an OCCC course or by an independent, student-led organization. Each student publication will be assigned a “student media advisor,” who is a person employed or designated by OCCC to provide supervision or instruction relating to the student publication.

Pursuant to Oregon law, student journalists are responsible for determining the news, opinion, feature, and advertising content of student publications. The student editorial staff for each student publication are responsible for making a final decision as to what



material will be published. All student publications will include the following disclaimer: “The content of this student publication is determined solely by students. OCCC does not control the content of this publication, and the content does not reflect the views or opinions of OCCC.”

OCCC assumes no liability or responsibility for the content of student publications, as it does not exercise any editorial control over the content of such publications. The student media advisor will provide instruction or guidance on the professional standards of English or journalism, but will not exercise control over the content of the publication. The involvement of the student media advisor does not mean that OCCC controls, or has any liability for, the content of the student publication.

Student publications may not contain content that:

- Is libelous or slanderous;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state statutes, rules, or regulations or state common law; or
- So incites students as to create a clear and present danger of:
 - The commission of unlawful acts on or off OCCC premises;
 - The violation of OCCC policies; or
 - The material and substantial disruption of the orderly operation of OCCC.

The editorial staff of all OCCC student publications must be current OCCC students.

The editorial staff of a student publication shall strive to:

- Abide by professional standards of accuracy, objectivity, and fairness;
- Follow professional standards of sentence structure, grammar, spelling, and punctuation;
- Reasonably check and verify all facts and the accuracy of quotations; and
- In the case of editorials or letters to the editor concerning controversial issues, determine the need for rebuttal comments and opinions, if appropriate.

Funding from OCCC for student publications is dependent on the annual budget. OCCC will strive to make funds available to subsidize and/or facilitate student publications. Student publications that are published as part of an OCCC class will be funded through that class. Student publications that are published by an independent, student-led organization may apply for funding on an annual basis. The editorial staff of an OCCC student publication may accept advertising in order to generate revenue to support the publication. Advertisements must comply with the requirements of this and other OCCC policies and procedures.

Adopted:



BP 5800 Prevention of Identity Theft in Student Financial Transactions

Related OCCC Board Policies:

Rescinded/replaced OCCC Board Policy

New Admin Policy TBD: AP 5800 Prevention of Identity Theft in Student Financial Transactions

References:

15 U.S. Code Section 1681m(e), (Fair and Accurate Credit Transactions Act)
ORS 646A.600 to 646A.628 (Oregon Consumer Identity Theft Protection Act)

The College is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the College serves as a creditor in relation to its students. When applicable, the President is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Adopted:

BP 6802 Integrated Pest Management

References:

ORS 634.700 to 634.750

Oregon Coast Community College shall adopt and implement an integrated pest management plan (IPM) which emphasizes the least possible risk to students, employees, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan. See Admin Policy 6802

Adopted: