

## ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE AGENDA

Tuesday, March 14, 2017 -- 1:00-1:50 SOCS 123

**Spring Meetings from 1-1:50 pm in SOCS 123:** Tues Feb.28; Tues Mar 14; Tues Mar 28; Tues April 25; Tues May 9; Tues May 23 (tentative)

### Members:

Chair: Christina Gold (BSS)

BSS: Karl Striepe

Business:

Counseling: Lori Suekawa

Deans Rep: Linda Ternes (Math)

Federation: Chris Jeffries (& Counseling)

Fine Arts:

HSA:

Humanities:

IT: Mark Fields

LLR: Gary Medina

Math:

Natural Sciences: Darcie Descalzo

CEC:

### I) Recording Faculty in the Classroom – BP/AP 5500 Standards of Student Conduct

As the EPC requested, at its March 9 meeting the Academic Senate discussed recording in the classroom and a straw poll indicated that the EPC should bring forward a draft of a revised AP 5500 that includes a clearer statement about recording in the classroom, using Ed Code language. The draft we are considering today also includes an updated statement about smoking on campus.

### II) Recording Faculty in the Classroom – Syllabus Statements

Discussion in the Academic Senate on March 9 indicated that it is a good idea to distribute sample syllabus statements about recording in the classroom to the faculty. We are considering sample statements today and need to decide which we prefer and whether they should go right back to the Senate, or we should seek input from the Faculty Development Committee and Deans Council.

### III) BP/AP 3504 Children and Visitors in the Classroom (Information Item)

This is not a voting item for the Academic Senate but we are invited to provide feedback.

### IV) Educational Policies Committee Orientation

Time permitting, Chris Gold will conduct an orientation for new members (and any “old” members who like to stay and join us).

#### EPC Packet

1. AP 5500 Student Conduct (ECC)
2. BP 5500 Student Conduct (ECC)
3. AP 5500 Student Conduct (CCLC)
4. BP 5500 Student Conduct (CCLC)
5. Education Code section 78907
6. Sample syllabus statements re: recording in the classroom
7. BP 3504 Children and Visitors in the Classroom (ECC)
8. AP 3504 Children and Visitors in the Classroom (ECC)

## Administrative Procedure 5500

## Standards of Student Conduct

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. Standards will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media. Violation of such laws, policies, and procedures or behavior adversely affecting suitability as a student, will lead to student disciplinary action. Student disciplinary actions as noted in Board Policy 5500, Administrative Procedure 5500, and Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

Students alleged to have violated ~~the Sexual Misconduct Policy with regards to sexual assault, sexual harassment, rape, domestic violence, dating violence, stalking, and retaliation~~ Board Policy and Administrative Procedure 3540 Sexual and Gender-Based Misconduct with regards to any sexual assault or gender-based misconduct or physical abuse, including but not limited to rap, sexual violence, sexual harassment, domestic violence, dating violence, and stalking, will be referred to the Title IX Officer. The Title IX Officer will work in coordination with the Director of Student Development or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual misconduct.

Students who engage in any of the following conduct are subject to the procedures outlined in Administrative Procedure 5520.

**Definitions:** The following misconduct shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student.

### **DISHONESTY**

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College catalog.
2. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
3. Copying from another student or former student or allowing another student to copy from one's work.
4. Allowing another individual to assume one's identity or assuming the identity of another individual.
5. Unauthorized collaboration-intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.
6. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.

- a. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
  - b. Obtaining or copying exams, test questions, or other course materials when prohibited by the instructor.
  - c. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
  - d. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor or District personnel.
  - e. Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
  - f. Any other action which is not an honest reflection of a student's own academic work.
7. Dishonesty, forgery, alteration, or misuse of District documents, records or identification, or knowingly furnishing false information to the District.
8. Using any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Students who require such devices or other accommodations should inform their instructor(s) prior to recording.
89. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typed class notes, still photos, audio, or video recording, except as permitted by any District policy or administrative procedure.

### **DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT, AND EXPRESSION**

1. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, District personnel or another person.
2. Causing, attempting to cause, threatening, or acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm to another person.
3. Lewd, indecent, or obscene conduct or expression on District-owned facilities or controlled property or at District-sponsored or supervised functions, including public urination or defecation, public sexual acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, or viewing pornographic material.

4. Engaging in expression which is obscene, libelous or slanderous, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District-owned facilities or controlled property or at District-sponsored or supervised functions, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including, but not limited to, its community service functions or to authorized activities held off-campus.

6. Obstruction or disruption includes, but is not limited to, the use of skateboards, bicycles, radios, and roller skates.

7. Failure to comply with the directions of a member of the District certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.

8. Conducting, organizing or participating in any activity involving gambling except as permitted by federal and state law.

## **DRUGS, ALCOHOL, AND SMOKING**

1. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions.

2. ~~Willful or persistent smoking (including tobacco and vapor cigarettes) in any area where smoking has been prohibited by law or by regulation of the District.~~ Smoking or using cigarettes, e-cigarettes, cigars, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco product.

## **THEFT, ROBBERY, AND DAMAGE**

1. Committing or attempting to commit robbery or extortion.

2. Causing or attempting to cause damage to District property or to private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.

3. Stealing or attempting to steal District property or private property or knowingly receiving stolen District property or private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.

4. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals District-owned facilities or controlled property or at District-sponsored or supervised functions.

### **SEXUAL MISCONDUCT**

1. Committing sexual misconduct including, but not limited to, sexual harassment, domestic violence, dating violence, stalking, sexual assault (non-consensual sexual contact and/or intercourse), sexual exploitation, intimidation, retaliation, and rape as defined by law or by District policies and procedures.

2. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.

3. Other misconduct offenses in violation of the El Camino College Sexual Misconduct Policy.

### **HARRASSMENT, THREATENING, AND VIOLENT BEHAVIOR**

1. Causing, attempting to cause, or threatening to cause physical injury to another person on District-owned facilities or controlled property or at District-sponsored or supervised functions.

2. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying.

3. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property on District-owned facilities or controlled property or at District-sponsored or supervised functions.

4. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel or another person.

5. Willful misconduct which results in injury or death to another person or which results in cutting, defacing, or other injury to any real or personal property owned by the District or controlled property or at District-sponsored or supervised functions.

6. Other misconduct offenses relative to disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law including, but not limited to, bullying, discrimination, threatening, or causing abuse (including physical and/or verbal).

7. Violence between those in intimate/dating relationships to each other, and stalking, as defined by law or by District policies and procedures.

### **WEAPONS**

Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object including, but not limited to, any facsimile firearm, knife, or explosive on District-owned

facilities or controlled property or at District-sponsored or supervised functions, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.

### **MISUSE OF FACILITIES**

Unauthorized entry upon or use of District-owned facilities or controlled property or at District-sponsored or supervised functions.

### **MISCELLANEOUS**

1. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law.

2. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Administrative Procedure 5500 Standards of Student Conduct Page 6

3. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.

#### References:

Education Code Sections 66300, ~~and~~ 66301 and 78907; Accreditation Standards I.C.8 and 10  
June 15, 2015

Ed Policies Committee: 3/14/17

Deans & VPAA:

Academic Senate:

College Council:

Board of Trustees:

## **Board Policy 5500**

## **Standards of Student Conduct**

The Superintendent/President shall establish procedures for disciplining students in accordance with the requirements for due process of the federal and state laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions including, but not limited to, the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty and adherence to standards of student conduct. To uphold the academic integrity, all members of the academic community shall assume responsibility for providing an educational environment of the highest standard characterized by academic honesty. It is the responsibility of all members of the academic community to encourage learning, promote honesty, and act with fairness. Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. El Camino College personnel are dedicated to maintaining a positive learning environment. Optimal standards of student conduct are essential to the maintenance of a quality college environment.

El Camino College will develop and maintain Standards of Student Conduct. The procedures shall be made widely available to students through the College catalog, and other means including electronic communications.

See Administrative Procedure 5500 Standards of Student Conduct.

### References:

Education Code Sections 66300 and 66301; Accreditation Standards I.C.8 and 10

El Camino College

Adopted: 9/7/78

Amended: 8/21/89, 6/22/92, 5/16/94, 12/21/09, 6/15/15

## AP 5500 Standards of Student Conduct

### References:

Education Code Sections 66300 and 66301;  
ACCJC Accreditation Standards I.C.8 and 10 (*formerly II.A.7.b*)

**NOTE:** *The standards of conduct for students may be included in Board Policy (see BP 5500) or delegated to the [CEO] for inclusion in these Administrative Procedures. **If delegated, this procedure is legally required**, and the following standards or similar ones are legally advised:*

**Definitions:** The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the [**designate position**].
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by **[insert local practice]**.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

**Revised 9/01, 2/07, 3 /12, 11/14, 4/16**

## BP 5500 Standards of Student Conduct

### References:

Education Code Sections 66300 and 66301;  
ACCJC Accreditation Standards I.C.8 and 10 (*formerly II.A.7.b*)

**NOTE:** *This policy is **legally required**.*

The [ **CEO** ] shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the [ **CEO** ] for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

**NOTE:** *Although the establishment of actual standards of student conduct can be delegated to the CEO, it is **legally advised** that the Board itself do so by policy. The following language is provided as an example.*

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Revised 9/01, 8/03, 2/07, 3/12, 11/14, 4/16

**State of California**

**EDUCATION CODE**

**Section 78907**

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78907. The use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.

Any student violating this section shall be subject to appropriate disciplinary action.

This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.

(Amended by Stats. 1990, Ch. 1372, Sec. 509.)

## Syllabus Statements – Recording in the Classroom

### **Option #1 Clear, Firm**

Electronic video and/or audio recording is not permitted during class unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Special Resource Center do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of those recordings is prohibited. Violation of this policy is grounds for disciplinary action in accordance with El Camino College District Administrative Procedure 5500 Standards of Student Conduct.

### **Option #2 Clear, Firmer**

Electronic video and/or audio recording is not permitted during class unless the student obtains permission from the instructor and every student present. If permission is granted, any distribution of the recording is prohibited. Students granted specific electronic recording accommodations from Special Resource Center do not require special permission; however, the instructor must be notified prior to recording. Any distribution of those recordings is prohibited. Violation of this policy is grounds for disciplinary action in accordance with El Camino College District Administrative Procedure 5500 Standards of Student Conduct.

### **Option #3 More Lenient**

Students who wish to make an auditory or visual recording of any portion of the class must speak with the instructor ahead of time. Any such recording is for personal use only. It may not be shared, copied, uploaded to the Internet, and/or distributed without written permission from the instructor as well as any student who appears or is heard in the recording. Students with specific electronic recording accommodations authorized by the Special Resource Center do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of those recordings is prohibited.

### **Option #4 Allows Recording**

In this class, students may make audio or video recordings of course activity unless specifically prohibited by the faculty member. Students with specific electronic recording accommodations authorized by the Special Resource Center do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Recordings made in class are for individual educational purposes only and cannot be disseminated without permission of the faculty member and any students who are recorded (this includes posting on social media, transferring files via email, or any other medium). Violation of this policy is grounds for disciplinary action in accordance with El Camino College District Administrative Procedure 5500 Standards of Student Conduct.

**University of North Carolina Chapel Hill** – “Electronic video and/or audio recording is not permitted during class unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.”

**Georgia College** – “Electronic video and/or audio recording is not permitted during any class unless the student obtains permission from the instructor and every student present. If permission is granted, any distribution of the recording is prohibited. Violation of this policy is grounds for removal from the class and referral for disciplinary action. Students granted specific electronic recording accommodations from Disability Services do not require special permission; however, the instructor must be notified. Any distribution is prohibited.”

**University of Nevada Reno** – “Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy. This class may be videotaped or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may be given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.”

**Portland Community College** – “Students who wish to make an auditory or visual recording of any portion of the class must speak with the instructor ahead of time. Any such recording is for personal use only. It may not be shared, copied, uploaded to the Internet, and/or distributed without written permission from the instructor as well as any student who appears or is heard in the recording.”

**University of Missouri (Allowing Recording)** – “In this class, students may make audio or video recordings of course activity unless specifically prohibited by the faculty member. However, the redistribution of audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the faculty member and of any students who are recorded. Students found to have violated this policy are subject to discipline in accordance with provisions of section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.”

**Orange Coast College Federation** – “By default, you may NOT make audio or video recordings of any class sessions, office hours, or review sessions related to this class, except as necessary to provide reasonable auxiliary aids and adjustments to disabled students (Ed. Code Sec. 78907); this is to ensure that the class is a safe space where all participants can discuss potentially controversial subjects freely. If you want to make audio or video recordings of class sessions, you must get written permission from the instructor before making recordings; failure to do so will result in removal from class for the day and/or a report to the Dean of Students, which could lead to further sanctions (Board Policy 5500). Even if you do get permission to make audio or video recordings, they are only for personal use and may not be distributed,

published, or shared in any manner. Students with documented disabilities must provide disable student office verification prior to recording class sessions.”

**Orange Coast College – Use Statement** “Recordings made in class are for individual educational purposes only and cannot be disseminated without permission (this includes posting on social media, transferring files via email, or any other medium).”

**Orange Coast College** – “Students are not authorized to record audio/video during the class using any electronic or phone devices. If such recordings are noticed, students will be asked to leave the class. Subsequently, students who violate this policy will be referred to the Dean of Students for appropriate follow up and possible discipline.”

**Eastern Connecticut State University** - “Student understands that faculty members have copyright interest in their class lectures and he/she agrees not to infringe on this right in any way. Student will use these recordings only for personal academic use during this course and will not upload, broadcast, transcribe, share or release all or any part of these recordings, in accordance with federal copyright laws. Student understands that the faculty member and students in the class have privacy rights and agrees he/she will not violate those rights by using the tape recordings for any reason other than that of his/her own personal study. Student agrees to destroy all recordings at the end of the current semester. Failure to comply with recording guidelines may result in disciplinary action.”

**College of Wooster** - “No student may record or tape or photograph any classroom activity without the express written consent of [insert name of faculty member]. If a student believes that he/she is disabled and needs to record or tape classroom activities, he/she should contact the Office of the Secretary to request an appropriate accommodation.”

## NEW BOARD POLICY

### **Board Policy 3504**

### **Children and Visitors in Classroom**

It is the goal of the El Camino Community College District to provide a safe and effective learning environment for all students and a safe and effective workplace for all faculty, staff and administrators. Therefore, all children must be accompanied by an adult while on campus, unless enrolled in a college sponsored program or activity or part of the scheduled classroom curriculum. Children may not be present at an employee's worksite.

#### Reference:

Education Code 76000, 76001, 76002

Academic Senate "*Minors on Campus: Underage Students at Community Colleges.*"

El Camino College:

Council of Deans: 3/9/17

EPC:

Academic Senate:

Adopted:

## NEW ADMINISTRATIVE PROCEDURE

### **Administrative Procedure 3504**

### **Children and Visitors in Classroom**

This procedure addresses the presence of children on the campus and provides guidance for District students and employees.

In order to ensure a proper environment for learning, no individual will be permitted to bring any non-enrolled visitor or child into the classroom setting at the college unless the visitor is a scheduled part of the curriculum.

At no time may any child who is not a currently enrolled student or part of a college sponsored event be left unattended on campus, including in a campus building, on campus grounds, or in a vehicle. Children must be under direct supervision of a parent, legal guardian, or responsible adult at all times while on campus. Parents, legal guardians, or adults responsible for children considered disruptive or unsupervised will be asked to leave campus immediately.

#### Definitions:

For the purposes of this procedure, the definition of a child is any person under the age of 18 years of age. Adult refers to a responsible person 18 or over or an emancipated minor.

#### Exceptions:

It is understood that by their very nature, campus facilities might be attended by children or visitors. It is assumed, however, that children in these facilities or attending these activities are under the supervision of a district employee or adult. Children found to be left unsupervised will be referred to campus police for safety and contacting the responsible adult or guardian.

Other exceptions include:

- Children enrolled in the Child Development Center, or other instructional programs in the district.
- Children attending public events, campus sponsored events or fee-based programs within the district.
- Children participating in classes as part of the scheduled curriculum.
- Children attending an employee worksite as part of an authorized or sponsored event.

Reference:

Education Code 76000, 76001, 76002

Academic Senate “*Minors on Campus: Underage Students at Community Colleges.*”

El Camino College:

Council of Deans: 3/9/17

EPC:

Academic Senate:

Adopted: