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Accidents or Unusual Occurrences

If a student is involved in an accident or unusual occurrence, such as a fall, needle stick, or a medication error, proper documentation of the incident must be made. A report must be filed with Student Services and at the agency where the incident occurred. Such documentation provides an accurate account of the incident and serves as protection for the student in the event that questions arise later concerning the situation. Students who are injured at Clarkson College should report the incident to the Student Services Office. Students who require medical attention during a clinical course, should report to the clinical site's employee health office. The student must also report the incident to the Clarkson College Student Services Office.

Accommodations

Clarkson College is committed to providing individuals with disabilities an equal access to higher education. The mission of the Office of Accommodations is to provide and coordinate support services and programs that ensure students with disabilities equal access to all aspects of College life.

It is the student's responsibility to request accommodations through the Accommodations Coordinator, 552-3561.

Campus Security

Clarkson College adheres to the regulations of the Student Right-to-Know and Campus Security Act of 1990. The College provides security services for all areas of the College campus including the residence hall.

Students, faculty, staff, and employees are to report criminal actions and other emergencies occurring on campus to Security. Security notifies the state and local police agencies when appropriate and maintains records of all criminal

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offenses. Programs each year are presented for students, residents of the College residence halls, faculty, staff, and employees on the topics of self-defense, contacting Security, and reporting crime. Statistics concerning the occurrence of criminal offenses reported to Security are published each year in September.

In accordance with the Student Right-to-Know and Campus Security Act of 1990, 20 U.S.C., Section 1092, Clarkson College provides information relating to campus crime statistics and security policies to current and potential students and employees. The College may also provide this information to the U.S. Department of Education.

Criminal Background Checks

Criminal background checks may be completed by Clarkson College and/or a clinical agency on students as needed for clinical experiences. Prior conviction of a felony or misdemeanor may make a student ineligible to participate in various clinical experiences and may make it impossible for a student to complete the scheduled program of study. If a student is convicted of a felony or misdemeanor during the time s/he is a student, it is the student's responsibility to inform his/her Program Director immediately.

The student must meet the guidelines for prior criminal convictions of the agency where the clinical is scheduled and no special accommodations for alternative clinical placement will be made.

Additionally, prior conviction of a felony or misdemeanor may make a student ineligible for professional licensure, professional certification, or professional registration depending on the specific regulations of the individual health profession and the state of practice.

Drug and Alcohol Policy

Overview

Problems related to the use of alcoholic beverages and controlled substances lead to a loss of individual effectiveness and may interfere with the educational process. Clarkson College reaffirms its position of serious concern about and in opposition to the use of alcoholic beverages and/or controlled substances. Clarkson College complies with the Drug-Free School and Communities Act Amendments of 1989 through the publication of the Drug and Alcohol Policy and other written material distributed annually to students and employees. Clarkson College encourages members of the College community to participate in alcohol and drug abuse education, prevention and treatment programs when appropriate. Clarkson College does not accept responsibility for the conduct of individuals while they are off-campus and not participating in a College activity. The College cannot regulate the sale of alcoholic beverages to members of the Clarkson College community by the management of off-campus businesses.

Drug and alcohol offenses may result in academic and/or non academic sanctions. Academic sanctions are directly related to the student's progression or termination within their program of study, and occur when the student violates the drug and alcohol policy within class/ clinical/ practicum settings. Non academic sanctions are actions taken at any time when the student violates the drug and alcohol policy.

Academic Violations

Should a student attend class, clinicals, laboratory sessions, or practicum's while under the influence of alcohol or drugs the student will be in violation of the Clarkson College Drug and Alcohol policy.

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Academic sanctions imposed by the College Academic Program may range from being dismissed from the class to failing the class. If a suspected drug or alcohol violation occurs during a clinical/laboratory session or practicum, the student may be required to undergo drug or alcohol testing by either the College or the clinical agency. If the student refuses to submit to testing, he/she will be treated as though they were tested and the results were positive for drug and/or alcohol.

Additional sanctions from the clinical agency may apply when the suspected violation occurs during a clinical/laboratory session or practicum. Clinical agency sanctions may prohibit the student from returning to that particular agency.

Professional sanctions may also apply to the student if and when they seek professional licensure, certification or registration. Additionally, Clarkson College will cooperate fully with the state and federal law officials in the enforcement of all state and federal laws pertaining to the use, sale and distribution of drugs or alcohol.

Non Academic Violations

Within the Clarkson College Community, the following regulations dealing with drugs and alcohol apply.

1. Possession and use of drugs and alcohol on campus property is considered an infraction of Clarkson College policy. Clarkson College will cooperate fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the use, sale, and distribution of drugs, or alcohol. Possession by minors is an infraction of Ne. Re. Statu 53-180.02 and is punishable by three months imprisonment, \$500.00 fine, or both.

All offenses regarding possession of drugs and alcohol will also be subject to the disciplinary procedures set forth by Clarkson College.

2. No alcohol shall be served at any event sponsored by Clarkson College or a recognized Clarkson College organization, unless prior permission from Clarkson College Administration has been obtained and the alcohol is sold off campus by a licensed, independent vendor via a "cash bar" and only to persons of legal age.
3. Possession, use, and sale of drugs or drug related paraphernalia on campus property or at College sanctioned events is considered an infraction of Clarkson College policy. Clarkson College will cooperate fully with state and federal laws officials in the enforcement of all state and federal laws pertaining to the possession, use, sale and distribution of illicit substances.
4. Neither the College nor any group, which owes its existence to Clarkson College, whether officially nor unofficially, formally or informally, will be permitted to use any organizational funds held by the institution for the purchase of any kind of alcoholic beverage.
5. Guests are bound by the same rules regarding alcohol and drugs as the students. Members of the College community and their guests will be held responsible for their behavior and any destruction that occurs while under the influence of alcohol and/or other drugs. Violators will be asked to leave campus and/or be referred to local authorities.

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6. The procurement of alcoholic beverages for minors is a violation of Clarkson College policy. The procurement of alcohol for minors Neb. Rev. Statute 53-180 is punishable by a maximum of 1 year imprisonment, \$1,000.00 fine or both. All offenses regarding procurement of alcohol for minors will also be subject to the disciplinary procedures set forth by Clarkson College.
7. Containers that originally contained alcoholic beverages will not be allowed in the residence halls for any purpose. Said containers will be promptly removed and disposed of.
8. There will be absolutely no posted advertisement for alcoholic beverages in any College publication private or public area.
9. The Dean of Students and Enrollment Management, the Residence Director, or any Student Service Counselor may notify parents of violations. Notification may occur if it is believed that the student is potentially a danger to themselves or to others, or is in danger of jeopardizing their academic career.

Procedure for Nonacademic Disciplinary Actions related to Drug and Alcohol Policy Offenses

Within the disciplinary system for nonacademic violations, the following procedures are considered as a guide for policy violations and represent the minimum sanction possible for the violations of the drug and alcohol policy. The College judicial committee or administration may levy further sanctions on an individual case basis depending on the severity of the offense. All

requirements of a sanction must be completed prior to the start of the next academic semester. Students will be ineligible for further program progression and registration will not be allowed for the following semester, if the sanction requirements are not completed.

The disciplinary sanctions for drug and alcohol offenses include the following steps.

1. The first offense of the Drug and Alcohol policy will result in the following (offenses for substances other than alcohol are considered an automatic second offense);
 - Required student completion of an alcohol use evaluation survey
 - Completion of the Alcohol Skills Training Program (ASTP).
 - A fine of \$25.00
2. The second offense of the Drug and Alcohol policy will result in the following;
 - Required student completion of an alcohol use evaluation survey
 - Completion of Brief Alcohol Screening and Intervention for College Students (Basics) through four sessions with the Licensed Alcohol and Drug Addiction Counselor (LADAC), Provisional Licensed Alcohol and Drug Addiction Counselor (PLADAC), or Certified Master Addiction Counselor (CMAC).
 - A fine of \$50.00

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3. The third offense of the Drug and Alcohol policy will result in the following;
 - The student will undergo Formal Evaluation for Substance Abuse by a LADAC, PLADAC, or CMAC, with any and all fees to be incurred by the student. The Counselor will provide documentation back to the College that the student is progressing with recommending treatment options.
 - If living in the College residence hall, the student will be placed on housing probation.
 - A fine of \$75.00
4. The fourth offense of the Drug and Alcohol policy will result in the following;
 - Immediate eviction from the College residence hall and possible academic sanctions.
 - The student will undergo a second drug and alcohol evaluation by a LADAC, PLADAC, or CMAC. The cost of evaluation and any further services will be incurred by the student.
 - The counselor will provide documentation back to the College of a monitoring plan if needed based on screening results.
 - If the counselor recommends a treatment plan, documentation of progression will be sent back to the College.

Equal Opportunity and Non-Discrimination

Clarkson College is committed to equal opportunity and does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, marital status, sexual orientation, creed or disability in the administration of its educational policies, financial aid or other school administered programs.

Fire Safety

Students, faculty, and staff should develop an awareness of fire hazards and should practice safety precautions. When the fire alarm sounds, everyone should evacuate the building using the stairways. The stairways at Clarkson College are located on the east side of the building behind the elevators. The stairways can be approached by going down the hall on the north and south sides of the elevators. The elevators should not be used during a fire evacuation.

Freedom of Expression

Clarkson College defends the right of free expression of ideas, including the right of peaceful assembly. The College will uphold this right on behalf of all persons associated with Clarkson College and will disapprove actions by any group or individual that would seek to restrict the appropriate freedoms of any other group or individual.

The College reserves the right to place reasonable time, manner, and place restrictions on all forms of expression.

The College encourages all its members to resolve concerns/issues by communicating with the individual(s) directly involved. If this attempt fails or is not feasible, the established order of Clarkson College personnel listed below should be used for initial communication and appropriate direction as needed. Confidentiality in communication of any concern/issue shall

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be limited to persons who have a need to know.

Academic Issues

- Faculty directly involved
- Program Director or Diversity Director
- Dean, where applicable
- Vice

Non-Academic Issues

- Individual(s) directly involved
- Supervisor/Manager or Diversity Director
- Dean of Enrollment Management and Student Services or Human Resources

Inclement Weather

If the weather is severe and threatens the safety of students coming to the College, the College may be closed. In the event of such conditions, Radio Stations KFAB (1110 AM) and/or WOW (590 AM/94.1 FM) and television stations, KMTV – Channel 3, KETV – Channel 7, and WOWT – Channel 6, will be notified in time for broadcast at 6:30 a.m. A call to the College weather information line (552-6110) can also be made to determine the status of the College on the mornings when the weather is bad.

Students who are unable to attend classes because of bad weather when the College is not closed should notify the instructor. If assigned to a clinical, students should also notify the personnel at the clinical site. If the faculty member is not present at the clinical site during bad weather, but the students were able to get there, they should stay until College personnel contact them with instructions.

Rights of Privacy

Clarkson College adheres to the regulations of the Family Rights and Privacy Act of 1974 regarding student

rights of privacy in records, surveys, data gathering, research and experimental programs, and projects.

A student has the right to inspect all official College records, files, and data directly related to him/her. The College maintains these records for each student: application and general correspondence, evaluations, tests and grades, reports of disciplinary infractions, health and attendance, financial aid, and student information. Records not included in this provision are parents' financial records and confidential statements of recommendation in the student's file prior to January 1, 1975.

A student must sign a consent form permitting the release of personal financial aid records to any individual or agency except to:

1. College officials having a legitimate educational interest.
2. Parents of financially dependent students, dependent as defined in the Internal Revenue Code of 1954, Section 152.
3. Officials connected with a student's application for or receipt of financial aid.
4. Organizations conducting research for predictive tests under the conditions specified by law.
5. Secretary of Health and Human Services and certain other lawfully designated local, state, and federal officials.
6. Persons representing accreditation agencies in their official capacity as visitors.

The College will release personal student data to other persons only if the student

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signs a consent form to release requested information, states the reason for such release, and names the person to whom the records should be sent. However, the College must comply with any judicial order or lawfully ordered subpoena upon the condition that the College notifies the student of all orders in advance. Personal student data are transferred to an authorized person with the warning that this person should not permit any other party to have access to such information without the written consent of the student. The College considers the following to be "Directory Information": the student's name, address, email address, telephone number, date and place of birth, major, participation in officially recognized activities, dates of attendance, degrees and awards received, and most recent previous education agency or institution attended by the student. The College releases "Directory Information" without a student's specific written authorization unless otherwise directed by the student by completion of the appropriate form. Right to Know/Crime Awareness and

Rights of Students with Disabilities

Section 504 of the Federal Rehabilitation Act guarantees the rights of disabled citizens. Basic to this law is the statement that "if a person is otherwise qualified except for his/her disability, then that individual is qualified." Public Law 101-336 Americans with Disabilities Act of 1990 also guarantees the rights of disabled citizens. Clarkson College is committed to equal opportunity for the disabled student.

Sexual Harassment/Assault

Clarkson College believes that each student, faculty, staff, and employee should be treated with respect and dignity. Any form of sexual harassment is a violation of human dignity, and the College condemns this behavior. Sexual harassment is defined as any unwanted

communication of a sexual nature, whether verbal, physical, written, or pictorial. Any student, faculty member, or employee is subject to disciplinary action for violation of this policy. Any harassment/assault should be reported immediately to the Vice President.

Smoking

Clarkson College is a smoke-free environment. No smoking of cigarettes, cigars, and/or pipes will be permitted in Clarkson College or the College residence hall. Students shall refrain from any kind of smoking when at any affiliated clinical site.

Student Health Services

Clarkson College, in partnership with Clarkson Family Medicine, offers Student Health Services for enrolled Clarkson College students. Provided the proper procedures are followed, Clarkson College will cover the cost of your insurance co-pay or out of network office visit. This service is intended to provide students with access to acute health care services in a convenient manner, and location. Acute health care services **do not** include additional lab tests, procedures or x-rays. These types of additional services will be the financial responsibility of the student and/or their parents.

1. Call Clarkson Family Medicine at 402-552-3222. They will make every effort to see students on a same day basis. Office hours are 8 a.m. to 5 p.m. To reach a physician after hours or on weekends, call 402-552-3222. Your call will be referred to a physician on call.
2. Before leaving for your appointment, be sure to have your insurance card with you. If you do not have your insurance card, you will be responsible for all expenses incurred

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during your appointment; otherwise, you will need to reschedule for a time when you can present your insurance card.

3. Go to Clarkson Family Medicine at your scheduled appointment time. It is located at 4200 Douglas Street, on the west side of 42nd Street, across from Clarkson College.
4. Present your insurance card and fill out any patient information that is required. Following these steps, a physician will see you.
5. After your appointment, Clarkson Family Medicine will automatically bill your insurance company for the portion of the visit that your insurance company will cover. Clarkson Family Medicine will automatically bill Clarkson College for the co-pay or out-of-network expense for your office visit.

Please remember that Clarkson College will only be financially responsible for services that are acute care.

Acute Health Services Include:

Urinary tract symptoms
(burning, frequency, fever, etc.)
New headache
New abdominal pain
Trauma (joint sprain, head injury, laceration)
Chest pain
Difficulty breathing
Acute asthma
Visual changes
Nose bleeds
Heart irregularity
Dizziness
Fainting
Ear ache
Sudden weakness of extremities
Fever, vomiting, diarrhea
Conjunctivitis ("Pink Eye")

Rash

Request to speak to a R.N. or Medical Assistant

Acute Health Services DO NOT INCLUDE additional lab tests, procedures or x-rays. These types of additional services will be the financial responsibility of the student and/or their parents.

Student Liability Insurance

Clarkson College students registered in clinical courses are covered by the College's blanket professional liability policy, which is intended to cover the student when engaged in their prescribed curriculum and course work. This policy is limited to coverage of the student in the student role only; it does not cover the student as an employee. It is blanket liability insurance so there are no individual applications or individual policies. *Clarkson College recommends that any student employed in the health care field or completing clinical course work carry their own professional liability insurance.*

Tornado Information

A tornado *warning* is issued when a tornado has been sighted or spotted on radar. The Douglas County Civil Defense Office will sound warning sirens when a tornado warning has been issued. When a *warning* has been issued:

Go to the lower level of the College building or, if time does not permit, go to the inner core area of any floor.

If you are in any other building on the Clarkson Campus, stay away from all windows or large glassed areas and stay clear of unsupported roof areas.

Stay under cover until the National Weather Service has issued an "all clear."