

## MESALANDS COMMUNITY COLLEGE'S DINOSAUR MUSEUM AND NATURAL SCIENCES LABORATORY VOLUNTEER ASSOCIATION

The purpose of the Mesalands Community College's Dinosaur Museum and Natural Science Laboratory Volunteer Association, also known as "fossil friends," shall be to support the functions of the Mesalands Dinosaur Museum and Natural Science Laboratory and:

1. Assist the Curator with projects, as needed.
2. Facilitate the volunteer activities.
3. Promote public programming and educational opportunities for Friends' members in areas "pertaining to the Mesalands Dinosaur Museum

## College Compliances

### EQUAL OPPORTUNITY/ NONDISCRIMINATION POLICY

Mesalands Community College is committed to the policy of equal opportunity in employment and education regardless of race, color, religion, national origin, sex, age, physical or mental disability, serious medical condition or veteran status.

In compliance with Titles II, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974 and the New Mexico Human Rights Act, Mesalands Community College does not discriminate against any applicant, employee or student. This policy covers admission, access, and services in College programs and activities, as well as the application and treatment in College employment.

*Note: Mesalands Community College makes reasonable accommodations to allow qualified applicants and employees with disabilities equal opportunity for employment. The College offers accommodations to qualified students so they may benefit from equal educational opportunities.*

### DRUG-FREE CAMPUS

It is Mesalands Community College's policy to provide a safe environment for its employees, students and members of the public. Accordingly, Mesalands Community College adheres to the Drug-Free Workplace Act of 1988, the Omnibus Transportation Act of

1991, and any state or local law regarding the use, sale or possession of alcohol and controlled substances on College property.

Mesalands Community College forbids any employee or student from possessing, using, selling, distributing, or being under the influence of alcohol, drugs, or drug paraphernalia while on College property or while involved in student activities.

### TOBACCO-FREE ENVIRONMENT

All of Mesalands Community College's indoor areas are smoke-free and tobacco-free. In support of the New Mexico Clean Indoor Air Act [24-16-1 NMSA 1978], this prohibition against all use of tobacco of any kind is extended to include all campus building facilities (including restrooms, classrooms, work areas, lounges, commons areas, conference rooms, etc.) and all vehicles owned and/or operated by the College. Additionally, smoking is prohibited under the Dee Johnson Clean Indoor Air Act near entrances, windows and ventilation systems of all workplaces and public places.

### WEAPON-FREE CAMPUS

Persons in possession of firearms, ammunition, explosives or edged weapons are prohibited from carrying, conveying, or storing such materials on College property or at College functions. The only exceptions to this policy are reserved for law enforcement officers authorized by state law to carry firearms (30-7-2 NMSA 1978) and materials authorized for instructional purposes. Violations of this policy may result in expulsion.

### FAMILY EDUCATIONAL RIGHTS/ PRIVACY ACT

It is the policy of Mesalands Community College to ensure the right of privacy and access to the student of his or her educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, its amendments and the final rule of the U.S. Department of Health, Education and Welfare.

FERPA gives students certain rights regarding their records including:

1. The right to inspect information contained in the student's educational records.
2. The right to request correction of records upon proof of error.
3. The right to prevent disclosure of records without consent, with certain exceptions, including directory information, as delineated in the College's complete policy.
4. The right to secure a copy of the College's complete policy (see Office of Enrollment Management).
5. The right to file a complaint with the U.S. Depart-

ment of Education concerning alleged failures by the College to comply with the provisions of the Act.

6. The right to have directory information withheld (see Release of Student Information).

## **RELEASE OF STUDENT INFORMATION**

With the exception of “directory information” and other exceptions permitted by the Family Education Rights and Privacy Act (FERPA), no access to a student’s or former student’s educational records will be granted unless a written authorization form is completed.

Directory information consists of the following:

Name, mailing address, date of birth, major field of study, classification (freshman or sophomore), dates of attendance (terms), honors and degrees awarded, photographic image, e-mail address, and the name of the education agency or college attended immediately prior to enrollment at Mesalands Community College.

Students currently enrolled who wish to deny release of directory information must complete an “Access to Student Records” form in the Office of Enrollment Management. Restriction of directory information will only be honored while the student is currently enrolled at Mesalands Community College. Should a student not maintain continuous enrollment, she/he must complete another form upon readmission.

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

Mesalands Community College is committed to maintaining a safe, secure environment for working and learning. The Tukumcari Police Department provides law enforcement services for the College campus. This includes 24-hour patrol and dispatch services, as well as emergency access through telephone number 9-1-1. The College complies with the Campus Security Act and publishes information related to crime and campus security. This information is available to all current students and employees, and to any applicant for enrollment or employment.

## **STUDENT CODE OF CONDUCT**

In an effort to create the best possible learning environment, Mesalands Community College requires students to respect the individual rights of others and to exercise reasonable and responsible judgment while on the campus or while participating in College activities. Certain forms of student conduct which are deemed to be inconsistent with the institution’s learning environment and goals are subject to standards established by Mesalands Community College.

Written policies—which have been formulated regarding standards of student conduct—are available in the Student Affairs Office and published in the Student Handbook. It is a condition of enrollment for all students to abide by the policies established by the Mesalands Community College Board of Trustees regarding behavioral standards and the appropriate code of conduct. Failure to comply with these written policies may result in disciplinary suspension or dismissal from the institution.

Mesalands Community College reserves the right to involve law enforcement agencies in any violation of city or county ordinances and state or federal law.

## **DISCRIMINATION AND SEXUAL HARASSMENT POLICY**

Mesalands Community College disapproves of and will not tolerate discrimination based on race, color, sex, age, religion, national origin, physical disability, mental disability or serious medical condition; and/or the sexual harassment of its employees, students, or visitors. Any student who engages in discrimination or sexual harassment will be subject to discipline, and the appropriate corrective action will be taken to prevent its recurrence. Any incidents of discrimination or sexual harassment by anyone, including non-employees, should immediately be brought to the attention of Mesalands Community College’s Personnel Department.

