

## SEXUAL VIOLENCE EDUCATION

DEC administrative staff, faculty and students will receive the required Violence Against Women Act training yearly as required by the Campus Sexual Violence Elimination Act.

## STUDENT PRIVACY RIGHTS

### STUDENT PRIVACY RIGHTS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day DEC (DEC) receives a request for access. A student should submit to the Executive Director of Education a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask DEC to amend a record should write the Executive Director of Education, clearly identify the part of the record the student wants changed and specify why it should be changed. If DEC decides not to amend the record as requested, DEC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before DEC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. DEC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by DEC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom DEC has contracted as its agent to provide a service instead of using DEC employees or officials (such as an attorney, auditor or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for DEC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by DEC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

### DIRECTORY INFORMATION / PRIVACY BLOCKS

As an enrolled student, your directory information (name, address, phone number, email address, photographs, electronic images, date and place of birth, major fields of study, current enrollment status, participation in officially recognized activities, dates of attendance, degrees, awards and academic honors received, Dean's List selection) may be released. If you'd rather not have your information released as directory information, you can complete a nondisclosure form available in the Department of Education. Once you fill out this form, your directory information will be withheld for life, even after you are no longer a student, unless you rescind the request.

## POLICY AGAINST VERBAL ASSAULT, HARASSMENT, INTIMIDATION, BULLYING, AND DEFAMATION

Harassment, intolerance, bigotry and bullying are adverse to the values of DEC, and unacceptable to the school population. One of the ways DEC seeks to enforce this value is through a policy of nondiscrimination, which prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, gender identity or expression, national origin, ancestry, disability, marital status, civil union status, domestic partnership status, military service or veteran status. In order to enforce these goals of nondiscrimination, tolerance, and civility, the following policy against verbal assault, harassment, intimidation, bullying, and defamation is intended to inform students that these actions against others violate acceptable standards of conduct within DEC (This policy is not intended to replace DEC's policy against sexual harassment).

Verbal assault, harassment, intimidation, bullying, and/or defamation interfere with the mission of DEC. All members of the DEC population are expected to be tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of the educational opportunities offered. Beyond that, each member of DEC population is encouraged to do all that she or he can to ensure that DEC is fair, humane, and responsible to all students.

DEC has established standards in order to be able to fulfill its mission. The policy against verbal assault, harassment, intimidation, bullying, and defamation seeks to guarantee certain minimum standards. Free speech and the open discussion of ideas are an integral part of DEC's philosophy and are fully encouraged, but acts that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault which have the effect of inciting violence or causing undue alarm, even if communicative in nature, are not protected speech and will not be tolerated.

### PROHIBITED CONDUCT

Any of the following acts, even if communicative in nature, are prohibited and could lead to suspension or expulsion from DEC:

1. Use of force against the person or property of any member of DEC's population or against the person or property of anyone on DEC premises, or the threat of such physical abuse. (Verbal assault may be prosecuted as a "threat of...physical abuse.")

2. Theft of, or intentional damage to, DEC property, or property in the possession of, or owned by, a member of DEC. (Acts of graffiti or other vandalism may be prosecuted as "intentional damage to...property.")

3. Bullying, intimidation, and harassment: a person acts with the purpose to bully, intimidate, and harass another by:

- Making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or

- Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so; or

- Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.

4. Defamation, which is judicially defined to mean, and here means, the unprivileged oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him.