

campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the school.

- Record information about crimes reported to them. To record information about a crime reported, the Campus Security Authority must complete a Campus Security Authority Incident Report Form. Submit, either electronically or print/mail, all completed Campus Security Authority Incident Report Forms to the School Police and Public Safety. DEC Education Department:
  - Work with students to promote adherence to a student code of conduct involving behavior that is inconsistent with the essential values of the DEC community.
  - Promptly report any Clery Act related crimes. If you are unsure whether or not the incident meets the criteria, it is still recommended that you contact the local law enforcement agencies.
  - Annually, provide all conduct referral data to DEC's Primary Campus Security Authority in the Annual Security Report.

### **Exemptions:**

The following individuals, when acting within the scope of the official responsibilities are not Campus Security Authorities, and as such, are exempt from the mandates of this policy:

- Pastoral Counselors
- Professional Counselors
- Persons uncertified, but acting under the supervision of an exempt counselor.

### ***DRUGS AND ALCOHOL ABUSE PREVENTION POLICY***

In compliance with the Drug-Free Schools and Communities Act of 1989, DEC has established the following policy to ensure a drug – free learning environment.

DEC prohibits students from the unlawful manufacture, distribution, dispensation, possession, sale or use of alcohol or a controlled substance, or being under the influence of the same while at the institution or while attending or participating in school related activities on or off school grounds.

The following sanctions will be imposed on a student in violation of the policy regarding use, possession, or being under the influence.

1. FIRST INFRACTION – The student will be advised by the Student Services Committee to voluntarily seek professional counseling.
2. SECOND INFRACTION – The student will be advised by the Student Services Committee to continue voluntary professional counseling. Alternatively, the student may choose to attend an in-patient treatment program.
3. THIRD INFRACTION – The student will be administratively withdrawn from DEC.

The following sanctions will be imposed on a student in violation of the policy regarding the selling or trafficking of controlled substances.

- FIRST INFRACTION – Immediate administrative withdrawal and referral to the proper authorities for prosecution.

DEC reserves the right, in extreme cases, to immediately dismiss any student in violation of this policy, the above outlined procedure notwithstanding. DEC further reserves the right to refer students to proper legal authorities for prosecution.

### **Voluntary Treatment, Counseling, or Rehabilitation**

DEC encourages any student who feels that he/she may have a problem with drugs or alcohol to seek treatment, counseling, or rehabilitation. Students are encouraged to meet with the Student Services Committee, in strictest confidence, for assistance in locating the appropriate source of help. DEC will make every effort to work with any student who voluntarily seeks treatment, to assist them in completing their course of study.

Brochures and information on alcohol and drug use and abuse are located in the Student Lounge. Students are encouraged to take this information and share it with others.

### ***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, credentials, 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: