



NPC Staff Training 2019-2020

We will discuss:

Mission Statement

Overview – Where is the information staff and students need?

Title IX

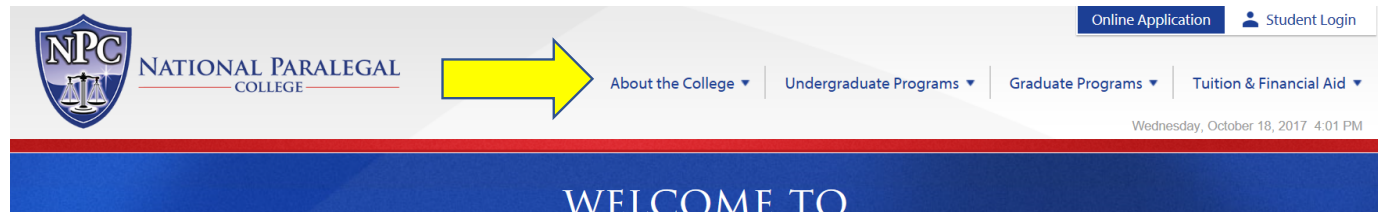
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Mission Statement

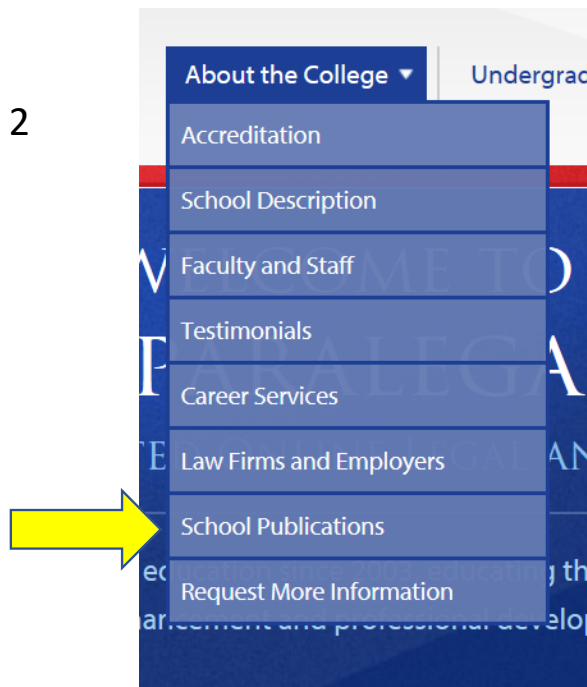
The mission of National Paralegal College is to provide quality Internet-based education and training to individuals seeking to develop careers as paralegals or as other business, legal, and regulatory professionals. NPC seeks to provide its students with the knowledge and skills that are necessary to succeed by delivering high-quality instruction in an interactive learning environment that is conducive to student achievement and growth.

Policy Information

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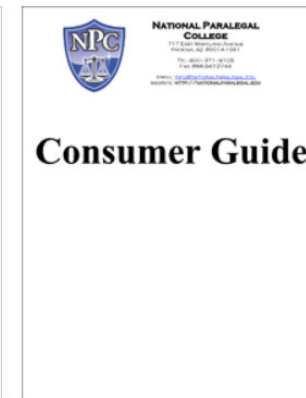
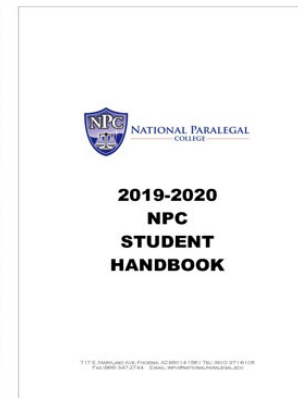
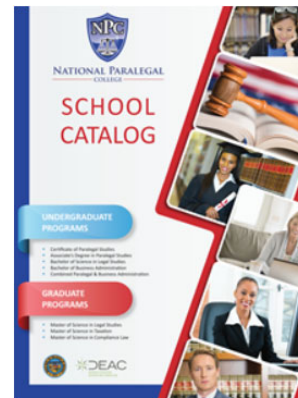


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The following publications are available for download:



Policies start on page 141 of the catalog.
Cntrl F – Search function.

Policy Information

- We update the catalog as needed. Please always look at the online version for the most up-to-date information.
- Each student's Enrollment Agreement has a catalog date on the last page correlating to the active version when they enrolled.

Title IX

**Sexual Harassment, Violence, and
Discrimination Prevention for
Students and Employees**

Introduction

Title IX Coordinator - Ayala Wohlgelernter

Mailing address: 717 East Maryland Ave.

Suite # 115

Phoenix, AZ 85014

Telephone number: 800-371-6105 Ext. 106

Email address: ayala@nationalparalegal.edu

Ayala is responsible for ensuring the school is in compliance with its Title IX obligations, and you would go to her or send someone to her, if there is a Title IX concern.

What is Title IX?

- Prohibits sex-based discrimination in colleges that receive any kind of federal funding, including this institution.
- Sexual harassment and sexual violence are forms of sex discrimination.
- Includes harassment based on gender stereotyping.
- It also extends to employees of the school.

Why Are We Providing This Training?

- School policy prohibits discrimination on the basis of gender, including sexual harassment and sexual violence.
- The school wants to ensure that you know about this policy, how it is enforced, and how to report violations.
- Retaliation against anyone reporting violations of this policy are prohibited.

What is Sexual Harassment?

- Unwelcome conduct of a sexual nature
- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive school environment

Sexual Harassment Myths

- Only women can be sexually harassed
- There is no such thing as same sex harassment
- A person has to be the direct object of the harassment to be a victim
- Teachers can't be harassed by students
- The harasser must have a sexual interest in the victim

What is Sexual Violence?

- Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
- Sexual violence can be carried out by school employees, other students, or third parties.
- All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Students and Employees are Protected by Title IX

- Title IX applies to students and employees of the school.
- It protects both men and women; it applies regardless of sexual orientation.
- Sexual harassment between people of the same gender is prohibited, just as harassment between individuals of opposite gender is prohibited.

Where does Title IX Apply?

- Title IX prohibits sexual harassment both on and off campus.
- Title IX applies to school activities that occur off campus.
- Title IX may also apply to non-school related off campus activity if it creates a hostile environment at school.

Third Party Harassment

Students/staff are protected from harassment by persons who are neither students nor employees of the school, if such conduct occurs at the school or at a school related activity.

How to Report Violations

- NPC's policy provides how you should report violations of the school's policy against gender discrimination. The policy can be found on page 152 of our new catalog.
- Violations should be reported to the Title IX coordinator.
- Reports may be made by the complainant personally, by a representative, or a combination of the two.



NON-DISCRIMINATION

NPC is committed to equal opportunity in its education and admission policies. It is our desire to provide equal opportunity to all. NPC does not discriminate or differentiate based on race, color, creed, age, gender, national origin, religion, sexual orientation or disability. Amy Dubitsky is designated under 34 C.F.R. 104.7(a).

The United States Department of Education's Title IX regulations require Institutions that receive federal financial aid under Title IV must not discriminate on the basis of sex in the education programs or activities it operates. NPC aligns our policies with the principles on which these regulations are based. Questions or complaints regarding Title IX issues should be directed to NPC's Title IX coordinator, Susan Israel. Susan can be reached via: Email: susan@nationalparalegal.edu; Phone: 800-371-6105, ext. 125; Fax: 866-347-2744; Mail: 717 East Maryland Ave, Suite 115; Phoenix, AZ 85014.

Investigation of Complaints

- When the school receives a complaint, the Title IX Coordinator will investigate.
- A determination will be made whether the complaint is valid or not.
- Retaliation is prohibited at all times, including while the investigation is pending.

Who must *report* Title IX Issues?

All “responsible employees” of the school must report Title IX issues to the Title IX Coordinator.

Responsible employees include employees who:

- have the authority to take action to redress sexual violence;
- have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; and
- those whom a student could reasonably believe has this authority or duty
- So, basically everyone.

More information:

- Summary of Major Provisions of the Department of Education's Title IX Final Rule are available on the website of the U.S. Department of Education, here:
<https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>

Please read the information provided at this link as it will provide you with clear and concise definitions and processes provided directly by the government. It is a great resource if you encounter a situation regarding yourself or someone else and you are not sure how to proceed.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Clery Act-

- Schools that receive Title IV are required to provide the Department of Education with the campus crime and fire statistics
 - Distance -Only Education: NPC is exempt from reporting as long as students do not come to our physical location to “enroll, seek guidance, study, etc.”
- Do not invite students to meet us in the office
- If student asks to come to the office or is at the door, please inform student of our policy-

“This office is for administrative purposes only and please request information through our website and call with any questions.”

Questions?