

the selling or trafficking of controlled substances.

1. **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.

DISABILITY SERVICES

Students with Disabilities

Douglas Education Center (DEC) is dedicated to providing opportunities for all qualified students to participate fully in its academic environment. DEC recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, and similar state laws have in achieving that success. DEC prohibits unlawful discrimination on the basis of disability. DEC is committed to making reasonable accommodations for students with qualifying disabilities and making its campus and facilities accessible as required by applicable law. DEC cannot make accommodations that fundamentally alter the nature of its programs, cause undue burdens on DEC, or create a direct threat to the health or safety of students or others. Admission

There is no special admission process for students with disabilities. Students who want accommodations or services must submit a request in writing and submit this request to the Executive Director of Education.

A minimum of thirty (30) day notice is needed for making reasonable accommodations whether a student has been previously served or not. Requests for accommodations / services will be addressed as soon as practicable, once received.

Documentations of disability must be provided from an appropriately licensed / certified professional and must be complete enough to establish the student's status as a person with a disability as well as establishing the need for any requested accommodations. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's specific request for accommodations.

Necessary documentation to request accommodations / services, in general, should include the following:

- Identification of the nature and extent of the disability, including diagnosis
- Specific information on the functional limitation as related to the academic environment
- Description of the current course of treatment including medical side effects
- Prognosis for the disability
- Recommended reasonable accommodations

Disability Services and Access to Facilities

It is the student's responsibility to identify a disability once enrolled at any postsecondary institution. Students enrolled at DEC must understand that their role is one of self-advocacy. Section 504 and the ADA both set forth obligations for postsecondary institutions to provide accommodations to students with qualifying disabilities, but once the student has been admitted to the institution it is the student's responsibility to request such services. A student who does not request an accommodation will not be given one. Likewise, a student with a disability who chooses to not have any accommodations is under no obligation to seek or obtain one.

In addition to physical disabilities, DEC can provide reasonable services and accommodations for students with intellectual disabilities such as

learning disorders, attention deficit disorder, psychological disorders, and neurological or mental disorders.

Disability information is maintained in accordance with the confidentiality requirements of college policies and federal laws (e.g. FERPA). DEC staff and faculty maintain the confidentiality of the information they receive regarding students' disabilities in accordance with these laws; however, information sometimes must be shared with others on a need-to-know basis.

Classrooms and teaching facilities at DEC are ADA compliant. Students who encounter an issue of facility non-compliance should contact the Facilities Manager, whose office is located in the 7th Street Administration Building.

COMMUNICABLE DISEASE

A student who has a communicable disease or who has come in contact with a communicable disease should notify the school. It is the responsibility of each person, both staff and students, to take the appropriate precautions to protect others from contamination and disease. The school will be responsible for informing students about exposure and will direct students to the appropriate health resources. Students may contact their own physicians if necessary. A physician's written certification of good health will be required before an ill student is readmitted to class.

WEAPONS POLICY

DEC believes an effective learning environment is one that is free of weapons that threaten students, employees, volunteers, and visitor safety. Therefore, DEC has a weapons-free policy to minimize any harm or threats to students, employees, volunteers, and visitors. Any student or employee who violates this policy will be disciplined accordingly. Such disciplinary action may include dismissal, discharge, or appropriate legal action.

STUDENT CONDUCT

The school expects all students to behave in a professional, businesslike manner and to devote their school hours to preparing for a successful career. The school reserves the right to discipline accordingly, up to and including dismissal, for any student whose conduct is determined to be unsatisfactory.

CHEATING

Cheating of any kind is not tolerated or condoned. If a student is caught cheating, he/she will receive an "F" for that exam, assignment, or course. A second offense may result in suspension.

DISMISSAL

A student may be dismissed for violation of attendance policy, conduct policy, weapons policy, for non-payment of educational costs or any action that rises to the level which requires dismissal.

FIRE DRILLS

Unannounced fire drills will be called throughout the year. When the alarm rings, the students should follow the teacher's instructions and leave the building quietly and quickly. Students are not permitted to retrieve personal belongings. The evacuation procedures are posted in each classroom.