

These tests do not influence DEC grades or graduation from the program.

SCHOOL DELAY/ CLOSING

In the event of a delay or closing, students are informed to tune in to TV channels KDKA (Ch. 2), WTAE, (Ch. 4), or WPXI (Ch. 11) for timely notification of a cancellation or delay. Students may also refer to the above-mentioned news entities online. Students are also encouraged to OPT IN to DEC's texting service. Information is at dec.edu/optin.

DEC participates in this public assistance service to ensure successful communication of school cancellations and delays. The administration strongly emphasizes that students will not be penalized for making the decision to stay home from school due to poor road conditions. This is an individual judgment based on respective local area conditions. The safety of the students is foremost in the minds of the DEC administration. Online classes are not affected by weather-related closings and delays.

VACCINATION REQUIREMENTS

Only students enrolling in the Medical Assistant Program must have a completed health clearance from a licensed physician. This physical must include a screening for tuberculosis by PPD or Mantoux only (a Tine Test is not acceptable) and a chest X-ray if the results of the PPD are positive.

It is important for the medical student to be informed and aware that vaccination against the hepatitis virus is available. The vaccination is recommended and advised. However, since financial responsibility for this inoculation is that of the student, it is the student's decision as to whether he or she desires the vaccination.

Because the possibility of exposure to autoimmune disorders exists in medical employment, the school contends that it is important for each student to document his/her date of health clearance with his/her private physician by having an HIV screening. HIV Screening is a simple blood test and can be done in conjunction with the other required testing. The school suggests that this information be kept on file in the physician's office only. Since the HIV Screening is not a mandatory portion of the DEC entrance requirements, it is not necessary that these results be listed with the school. Students who opt to inform the school of a positive HIV status can be assured that this diagnostic health information will not influence admission to or discharge from the program and will be held in the strictest confidence. It is, however, important to consider the risks of contamination and transmission of a communicable disease to other students or members of the community. In doing so, DEC hopes that each student will be responsible with regard to the health, safety, and well-being of others.

WEAPONS

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.

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.

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.