Summary:
Douglas Education Center’s sexual harassment policy was prepared and published in order to advise all individuals that sexual harassment will not be tolerated. Further, should conduct in violation of this policy occur, the school is prepared to promptly and thoroughly investigate such conduct and to take appropriate disciplinary action in accordance with the results of the investigation. In order to be effective, however, the policy must be understood and utilized; and to that end, the Sexual Harassment Committee remains committed to explaining the policy whenever necessary and to encouraging the policy’s use whenever appropriate. Therefore, should any questions arise as to this policy and its enforcement, employees are encouraged to contact the Vice President of Academic Affairs or any member of the Sexual Harassment Committee.

Sexual Harassment Committee:
Patricia DeConcilis
Ellen Pritchard, R.N.
Kevin Fear

Student Privacy Rights

Grievance Policy

The school disapproves of any participation, on the behalf of staff or students, in slander, defamation of character or sexual harassment of any kind. The strictest of disciplinary action will be imposed, up to and including termination. Douglas Education Center’s position and philosophy is to communicate professionally and to assist each other in the pursuit of personal growth and education. Please take care not to become involved in these types of negative behaviors.

When a student experiences difficulty regarding staff, administration, other students, school organizations and/or policy, the following procedure should be used as a process in resolving the issue:

1. The student should approach the problem directly by discussing it with the involved party/parties. If the student is unable to resolve this difficulty, he or she should then proceed to step two (2) of the grievance policy.

2. The student may appeal to the Vice President of Academic Affairs by scheduling an appointment to confer. If the difficulty is unresolved at this time, the student may proceed to step four (4) of the grievance policy.

3. The student may appeal to the Vice President of Academic Affairs by scheduling an appointment to confer. If the difficulty is unresolved at this time, the student may proceed to step four (4) of the grievance policy.

4. The student may appeal to the President of the school by scheduling an appointment to confer.

5. Student inquiries may be directed to the following entities:
   - Douglas Education Center is licensed by the Pennsylvania State Board of Private Licensed Schools and is accredited by the Accrediting Council for Independent Colleges and Schools (A.C.I.C.S.). Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the:
     - State Board of Private Licensed Schools
     - Pennsylvania Department of Education
     - 333 Market Street
     - Harrisburg, PA 17126-0333
     - (717) 783-8228
     - Accrediting Council for Independent Colleges and Schools
     - 750 First Street, NE, Suite 980
     - Washington, DC 20002-4241
     - (202) 336-6780

   Director of Compliance
   Douglas Education Center
   400 Maryland Avenue, SW
   Washington, DC 20522-5901
   (202) 336-6780
   (Continued on next page)