

**DORSEY SCHOOLS**  
**DRUG AND ALCOHOL ABUSE PREVENTION POLICY**  
***including SMOKE-FREE AND TOBACCO-FREE POLICY***

The purpose of Dorsey Schools Drug and Alcohol Abuse Prevention Policy is to foster a safe and healthy campus where students, faculty, and staff can work and attend in an environment free of the detrimental effects associated with drug and alcohol abuse. Through the Drug and Alcohol Abuse Prevention Program Dorsey Schools can inform students, faculty, and staff about the health risks associated with substance abuse, the resources available to help cope with substance abuse, and the sanctions imposed by federal, state, and local authorities, as well as our standards with regard to the use or abuse of alcohol and/or controlled substances.

**DORSEY SCHOOLS SUBSTANCE ABUSE POLICY AND SANCTIONS**

Unauthorized drugs or alcohol are strictly prohibited on school premises. For the safety of fellow students, administrators, clinic clients and prospective patients, students believed to be under the influence of drugs, alcohol, or other substances which could impair judgment, behaviors, and/or activities, may be required to take a drug test. Dorsey Schools reserves the right to suspend or dismiss any student soliciting illegal drugs.

Dorsey Schools can provide employees and students with information on outside resources available to help with problems related to the misuse of alcohol and all forms of substance abuse for themselves or their family members. Contact the Managing Director for names of appropriate agencies, phone numbers, and additional information.

**CONSUMPTION AND POSSESSION OF MARIJUANA**

All students, employees, and visitors are on notice that the Michigan Medical Marijuana Act (“MMMA”) conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. Dorsey Schools participates in federal grant programs which would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession, or cultivation of marijuana in any form and for any purpose on Dorsey Schools’ property or premises violates the Dorsey Schools’ “Drug Free Schools Police Statement”. Dorsey Schools will not allow the use, possession, or cultivation of marijuana on its property or premises or in / on Dorsey Schools’ controlled environments, even if a student, employee, or visitor has been properly certified as a medical marijuana user. Students, employees, and visitors will be asked to dispose of or remove marijuana from Dorsey Schools’ property or premises immediately.

Further, as part of a student’s program at Dorsey Schools, an externship or clinical experience may be required. The MMMA states that employers are not required to accommodate employees who use medical marijuana; therefore employers have the right to refuse employment to anyone who fails a drug test. Additionally, the State of Michigan prohibits a person from undertaking any task under the influence of marijuana, when doing so would constitute negligence or professional malpractice, as in many areas of the medical field. As a result, drug testing may be required at any time by a clinical site, externship site, or prospective employer consistent with the laws of the State of Michigan, the requirements of potential employers, and the requirements of any facility where the clinical experience and/or externship participation occurs. Students should be aware that participation in a clinical or externship experience and/or employment depends upon the results of these drug tests. If a drug test(s) prevents a student from obtaining and/or participating in a clinical or externship program, the student may be unable to complete the educational program requirements of Dorsey Schools.

Dorsey Schools prohibits the use of all illegal and illicit drugs by all students and employees while at school or at work. The campus and all associated campus and workplace areas are designated as “Drug-Free”. The possession, sale or the furnishing of alcohol or illegal or illicit drugs of any kind on campus is governed by the Student Code of Conduct found in the School Catalog for each Dorsey Schools campus and division location. Students and employees are not allowed to bring alcohol, illicit or illegal drugs of any kind onto school premises, or be under the influence of alcohol, illicit or illegal drugs while on school premises. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

Any student or employee committing any of these violations is subject to disciplinary action imposed by the school. These sanctions may include:

- Mandated counseling with the managing director or employee’s supervisor
- Mandated attendance at a local treatment center
- Mandated completion of drug rehabilitation program
- Discharge from employment or expulsion from school

The possession, sale, manufacture of distribution of any controlled substance is illegal under both state and federal laws. In conjunction

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with the campus safety personnel, the campus utilizes this Drug and Alcohol Abuse Prevention Policy to determine the following:

- 1) The number of drug and alcohol-related violations and fatalities that occur on the campus or as part of any of the campus activities that must be reported to campus officials, and
- 2) The number and type of sanctions that are imposed by the campus as a result of drug and alcohol-related violations and fatalities on the campus or as part of any of the campus activities.

Note: Additional information is available within the Employee Handbook for all Dorsey Schools personnel.

The campus must provide a timely notice to each student who has lost eligibility for any Federal Student Aid grant or loan assistance as a result of penalties in a separate clean, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility. If the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the US Department of Education, the student may be eligible to regain eligibility of Federal Student Aid funds.

**DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH ALCOHOL ABUSE AND DRUG USE**

Alcohol abuse is the leading preventable cause of death in the U.S. at 75,000 deaths per year and abuse of prescription drugs has escalated to as serious a national health problem as the use of illegal drugs. The health risks of alcohol and drug abuse can include nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, increased heart rate, anxiety, panic attacks, psychosis, addiction, and fatal overdose. Below are some specific risks related to the use of alcohol and illegal drugs:

**MARIJUANA** - Use can lead to an increase in heart rate of up to 50%, cause disoriented behavior, acute anxiety, and tremendous mood swings. There is potential for long-term physical and psychological damage. Also slows reflexes, reduces mental power, causes forgetfulness and impairs judgment. Personal dangers include possible damage to lungs, reproductive system, and brain functions.

**COCAINE** - Use can affect the brain in seconds and result in heart or respiratory failure. It can cause hallucinations, convulsions, and possible death. Causes temporary false feelings of superhuman powers, impairing judgment and decision-making abilities. Also causes emotional problems, mood swings, and lack of dependability. Personal dangers include damage to the respiratory and immune systems, malnutrition, seizures, and loss of brain functions.

**CRACK** - Intensifies effects normally experienced with cocaine and can lead to intense dependency in a short time. The health risks are basically the same associated with other forms of cocaine.

**AMPHETAMINES** - Use increases heart rate, raises blood pressure, and often causes blurred vision, dizziness, lack of sleep and anxiety. Use of amphetamines can lead to long-term physical problems. Can also cause feelings of being rushed and causes users to push themselves beyond their capacity. Personal dangers range from disruption of family life to serious health problems such as kidney and liver disease.

**BARBITURATES**: Use can slow mental reflexes, causing danger when mental alertness is required. Personal dangers range from disruption of family life to serious health problems such as kidney and liver disease.

**HALLUCINOGENS (PCP, LSD, ECSTASY)**: Use can cause the user to hallucinate, thereby distorting what is being said or heard. Also causes sudden changes in behavior that may include attacks on others, loss of concentration, and memory loss long after the dose has worn off.

**HEROIN**: Use causes total disinterest in safety. Dirty needles and other paraphernalia can spread diseases such as HIV/AIDS. Personal dangers include damage to personal productivity and relationships, and an overdose can cause coma or death. Heroin is always addictive, even in small amounts, and withdrawal is difficult and painful.

**ALCOHOL** - Use can lead to a false feeling of confidence and control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and can be fatal. Can also cause loss of concentration and judgment, poor attendance and punctuality, and the inability to manage work or school responsibilities. Personal dangers can range from liver and kidney disease to alcoholism.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood the driver will be involved in an accident. Low-to-moderate doses

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of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

**FEDERAL SANCTIONS**

Campuses are required to notify current/perspective students and employees of the federal and state legal sanctions associated with the possession or trafficking of a controlled substance. Penalties for unlawful manufacturing, distribution, and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

<b>Federal Trafficking Penalties for Schedules I, II, III, IV, and V</b> Available at: <a href="http://www.dea.gov/druginfo/ftp3.shtml">http://www.dea.gov/druginfo/ftp3.shtml</a>				
<b>Schedule</b>	<b>Substance/Quantity</b>	<b>Penalty</b>	<b>Substance/Quantity</b>	<b>Penalty</b>
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Imprisonment of not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, imprisonment of not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Imprisonment of not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Imprisonment of not less than 10 yrs. and not more than life. If death or serious bodily injury, imprisonment of not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Imprisonment of not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

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Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	<b>First Offense:</b> Imprisonment of not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. <b>Second Offense:</b> Imprisonment of not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV), 1Gram	
Any Amount Of Other Schedule III Drugs	<b>First Offense:</b> Imprisonment of not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Imprisonment of not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<b>First Offense:</b> Imprisonment of not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Imprisonment of not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	<b>First Offense:</b> Imprisonment of not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Imprisonment of not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.
<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. <b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. <b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish, More than 10 kilograms	
Hashish Oil, More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) or 1 to 49 marijuana plants	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish, 10 kilograms or less	
Hashish Oil, 1 kilogram or less	

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Additional details regarding federal drug trafficking penalties are available through the U.S. Drug Enforcement Administration at <http://www.dea.gov/druginfo/ftp3.shtml>

**STATE LEGAL SANCTIONS**

It is Dorsey Schools' policy to comply with the State of Michigan, Connecticut and Ontario, Canada laws regarding the possession, use and sale of alcoholic beverages, including enforcement of underage drinking. Campuses are required to notify current/perspective students and employees of the state legal sanctions associated with the possession or trafficking of a controlled substance.

The State of Michigan and the State of Connecticut both have a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to controlled substances, their use and distribution can be found in the Michigan Code section 333.7212, 7214, 7216, 7218, and 7220 and in the Connecticut Consumer Protection Code Sections 21a-243-7 through 21a-243-11. Full details on all crimes relating to controlled substances in Canada can be found in the Controlled Drugs and Substances Act (S.C. 1996, c. 19) as published by the Government of Canada.

**COUNSELING, TREATMENT AND REHABILITATION PROGRAMS**

Campuses are required to notify current/perspective students and employees of local counseling, treatments, and rehabilitation programs for possession and trafficking of a controlled substance.

Students and employees are encouraged to seek assistance for substance abuse problems. Dorsey Schools offers confidential assistance to students and staff. Contact the Managing Director of the school or your supervisor for assistance. There are many programs that can provide help and support. Many health insurance plans include drug, alcohol and mental health services. If you live in Canada and need help in finding a treatment center, you can access a list of treatment facilities online at <http://www.champlainhealthline.ca>. If you live in the United States and need help in finding a treatment center, the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) offers a free service to help you locate a facility near you. The toll free Treatment Referral Hotline can be reached 24 hours a day, 7 days a week; 1-800-622-HELP (4357). You can also access their treatment facility location online at <http://www.samhsa.gov/treatment/index.aspx>. Additional resources for counseling, treatment and rehabilitation include:

- Al-Anon: 1-800-356-9996
- American Council on Alcoholism Helpline: 1-800-527-5344
- Cocaine Hotline: 1-800-COCAINE
- National Council on Alcoholism: 1-800-NCA-CALL

**SMOKE-FREE AND TOBACCO-FREE POLICY**

All Dorsey Schools are "smoke-free". Dorsey Schools is dedicated to maintaining a smoke-free and tobacco-free work and educational environment. All Dorsey Schools employees, students, visitors, guests and contractors are required to comply with this policy, which shall remain in effect at all times.

In compliance with various regulations, to protect the health and safety of Dorsey Schools' faculty, staff, students and visitors, and to create a healthier and cleaner school environment, this policy defines smoking and tobacco use to include the following:

1. "Smoking" is defined as the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, and hookah.
2. Tobacco use is defined as the use of any tobacco product including cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, and other smokeless products. "Smokeless products" include the use of e-cigarette, or "vaping", electronic smoking devices or electronic nicotine delivery systems. FDA-approved cessation aids, such as nicotine patches and gum, are not included in this category.

Smoking and tobacco use, as defined above, is prohibited in all enclosed areas at Dorsey Schools without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, employee lounges, student lounges, lunch areas, stairs, restrooms, and employer owned or leased vehicles and all other enclosed facilities. Additionally, smoking and tobacco

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use shall be prohibited within fifteen feet (twenty-five feet in Connecticut) surrounding all entrances, ventilation systems and windows that may be opened or used for ventilation, so that persons are not negatively impacted by secondhand smoke.

Dorsey Schools only permits smoking and tobacco use only in designated outdoor areas. In addition, tobacco users must dispose of smoking and tobacco-related waste in the appropriate receptacles. The cigarette receptacle must be used only for its intended purpose in order to reduce the possibility of other debris causing a fire. Students may only utilize outdoor areas during designated break times and are not permitted to leave class, laboratory or clinic to use tobacco products. Employees who choose to use tobacco products are required to utilize their breaks and lunch period; additional smoke breaks will be considered excessive. Should Dorsey Schools' management determine abuse of this policy, management will address it on an individual basis and take appropriate disciplinary action if necessary.

**DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH NICOTINE USE**

The US Centers for Disease Control and Prevention describes smoking as the leading preventable cause of death with nearly one in five medical deaths being contributed to by tobacco use. Smoking harms nearly every organ of the body and is the leading cause of cancer. Smokers are more likely than non-smokers to develop heart disease, stroke, and lung cancer. Smokeless tobacco is associated with many health problems. These include nicotine addiction, cancer of the mouth, throat and stomach, stroke and risk to pregnancy. Further information is available from the Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health. E-mail: [tobaccoinfo@cdc.gov](mailto:tobaccoinfo@cdc.gov) or phone: 1-800-CDC-INFO.

**ASSISTANCE TO QUIT SMOKING**

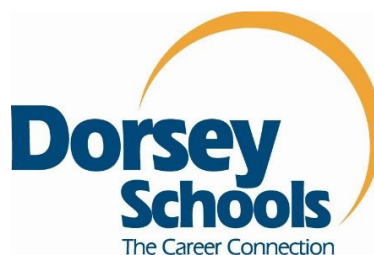
There are many resources available to assist individuals who wish to quit smoking. For those who wish to quit smoking at our Michigan and Connecticut office and campus locations, we encourage them to contact the US Department of Health and Human Services and National Institutes of Health One website at [www.smokefree.gov](http://www.smokefree.gov) for information. For our Ottawa office and campus location, we encourage those who wish to quit smoking to contact the Ontario Ministry of Health and Long-term at <http://www.mhp.gov.on.ca/en/smoke-free/quit-smoking.asp>.

**Review and Distribution**

This Drug and Alcohol Abuse Prevention Policy, including Smoke-Free and Tobacco-Free Policy will be reviewed biennially (in even-numbered years) to determine its effectiveness. During the review an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein.

The Drug and Alcohol Abuse Prevention Policy, including Smoke-Free and Tobacco-Free Policy, will be included in Dorsey Schools annual Campus Safety Report that is distributed to employees and students on an annual basis by October 1<sup>st</sup>, and also provided to new enrolled students during their orientation, and to newly hired employees during the onboarding process.

I acknowledge receipt of this policy.



# **Dorsey Schools**

## **Student Computer, Email and Internet Usage Policy**

### **Overview**

Dorsey Schools (“Company”) recognizes that use of the Internet, email and other technology has many benefits for the Company and its students. The Internet and email make communication more efficient and effective. Therefore, students are encouraged to use both appropriately. Unacceptable usage of the Internet or email can place the Company and others at risk. This Company policy discusses acceptable usage of the Internet, email and computer systems.

### **Guidelines**

The following guidelines have been established for using the Internet, email and computer systems in an appropriate, legal, ethical and professional manner. They include, but are not limited to, the following:

1. The Company’s Internet and email access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, gender, weight, height, disability, religion, national origin, physical attributes, or any other protected class shall be transmitted. Harassment of any kind is prohibited.
2. Disparaging, abusive, profane, or offensive language is forbidden. Any materials that would adversely or negatively reflect upon the Company or be contrary to the Company’s best interests is forbidden. Any illegal activities (including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or email) are forbidden.
3. Copyrighted materials belonging to entities other than the Company may not be transmitted by students on the Company's network. All students obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission.
4. Students should not print any personal materials on Company printers.
5. Use of streaming audio or video sites is not permitted. This includes (but is not limited to): Spotify, Pandora, Netflix, Hulu, Xfinity TV, Vimeo, and other Internet radio and TV sites.
6. The Company reserves the right to block access to Internet sites or apps that contain non-school-related content.
7. Each student must not store unneeded or personal emails/files on the Company system since it will place an unnecessary burden on such systems.
8. Email should not be used for personal monetary interests or gain.
9. Students should not subscribe to mailing list or mail services strictly for personal use and should not participate in electronic discussion groups (i.e. list servers, Usenet, new groups, chat rooms) for personal purposes.
10. Each student must exercise care in protecting his/her log-on names and passwords, and at no time should share that information. No student is allowed to provide unauthorized persons access to the Company’s systems.
11. Each student is responsible for the content of all text, audio or images that he/she places or sends over the Company's Internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else.
12. The Company prohibits the removal, relocation, or alteration of equipment or software without written authorization.
13. Each student will be given a Company email address during the duration that they are actively in school. A graduate will be allowed to keep their Company email address for a period of one year after graduating. A student that withdraws from school will lose access to their Company email address six weeks after the withdrawal.

### **Right to Monitor and Consequences**

All Company-supplied technology, including computer systems, email, cell phones and company-related work records, belong to the Company and not the student. The Company has the ability and will monitor usage patterns for its email and Internet usage. Although encouraged to explore the vast business resources available on the Internet, students should use discretion in the sites that are accessed. All communications via Company-supplied technology can be disclosed to law enforcement officials or other third parties without prior consent of the sender or the receiver.

Since all the computer systems and software, as well as the email and Internet connection, are owned by the Company, all Company policies are in effect at all times. Any student who abuses the privilege of facilitated access to email or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination. Illegal activities may result in prosecution by legal authorities. Some examples of violations to this policy that would warrant disciplinary action include:

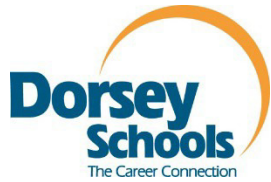
- Using Company time and resources for personal or other non-company related gain.
- Downloading or installing of any computer program, whether purchased, shareware or freeware without prior consent.
- Removing computer equipment and related items from the Company premises without proper authorization.
- Unauthorized use of accessing the system remotely.
- Unauthorized attempts to access systems or information (hacking).
- Theft or copying of electronic or proprietary files without authorization.
- Sending confidential material or information outside the Company to unauthorized personnel.
- Using email, the computer system or Internet to harass another individual.
- Knowingly performing any actions that cause interference in the work, systems or information of others in the Company.
- Plagiarizing, altering or tampering with the work of others.
- Sending email or using the Company's technology in any way that does not reflect the policies of the Company.
- Violating any part of this policy.

Penalties for violation of this policy will vary depending on the nature and degree of the specific violation. However, any student using the Company's system in violation of any federal, state, or local law shall be (1) immediately terminated from their association with the Company, and (2) may incur civil liability to the Company or third parties, and (3) may be subject to prosecution.

#### **Questions Regarding the Use of the Internet or Email**

If you have questions regarding the appropriate use of the Internet, email or computer systems, please contact the Managing Director.





## STUDENT CODE OF CONDUCT AND STANDARDS OF PROFESSIONAL APPEARANCE

Dorsey graduates are recognized for their professional skills, confidence, conduct, and appearance. Therefore, we ask your cooperation in ensuring the development of these qualities in all Dorsey students.

### STUDENT CODE OF CONDUCT

All students are expected to conduct themselves with civility and respect toward fellow students and staff. Student behavior which could interfere with other students' rights, safety, health, or right to learn are prohibited. Possession, use, or distribution of illegal drugs or alcohol are strictly prohibited on school premises. If a student, or family member, has a substance abuse problem, please consult the Managing Director for a list of community agencies providing counseling and assistance. Cheating and plagiarism are strictly prohibited. Behavior that is strictly prohibited also includes (but is not limited to): reporting to school under the influence of drugs or alcohol, threatening or intimidating behavior, possession of weapons, inappropriate use of cell phones or other electronic devices to record audio or video without prior campus approval, use of profanity, failure to comply with school policies or directives, and/or misuse of school or another's property. Dorsey Schools has the right to charge any student responsible for breakage, damage, or loss of equipment or materials.

Food and drink are allowed only in the student lounge or designated areas, unwanted items must be immediately discarded. Please be courteous and consume food and beverages prior to entering the classroom. Culinary Academy students are not permitted to bring in any outside food or drink into the culinary classroom or kitchen. Culinary Arts students must safely and securely store knives issued to them inside the knife kit. Knives may be removed from the knife kit only in the kitchen and only upon instruction to do so from the class instructor.

Dorsey School of Beauty students are responsible for keeping their work area clean including student station, cabinet, locker, kit, classroom practice area, shampoo area, and the removal of hair from the floor. Kits must be fully equipped and sanitized and ready for inspection at all times. Lunch and break time will be scheduled at instructors' discretion. Student may not chew gum, eat or drink during theory, mannequin practice or clinic classes.

A student who violates this Student Code of Conduct may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. Dorsey Schools reserve the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

### STANDARDS OF PROFESSIONAL APPEARANCE

A well-groomed appearance significantly contributes to an individual's self-esteem and general performance; therefore, Dorsey Schools asks all students to maintain a healthy, clean, and well-groomed appearance and must have natural hair colors and avoid excessive, visible body piercings and tattoos. Students are expected to dress appropriately for the career program selected (program-specific items are listed below), with appropriate undergarments. Generally speaking, the school-supplied uniform or similar attire supplied by the student must be worn at all times. Hats, caps, and casual attire (sweatshirts, T-shirts, jeans, shorts, jogging suits, yoga pants, flip-flops, etc.) are not considered proper attire and are unacceptable. All attire must be clean and pressed. Clean, polished shoes appropriate for the chosen career field must be worn.

#### **Professional appearance for students attending Dorsey Schools is defined as follows:**

**Allied Health Students:** Students in these programs are required to wear a uniform that identifies them as a member of the health care team. This is generally a scrub set, with or without a coordinating lab coat. Shoes appropriate for a medical professional are to be worn. These shoes must cover the entire front and top of the foot (with no holes or perforations at the top) and be made of a material that will not allow fluid or needles to penetrate the surface of the shoe and reach the skin or material covering the skin of the foot. Nails must be kept clean and trimmed and no longer than ¼ inch in length beyond the fingertip. To promote infection control, colored nail polish, artificial nails, acrylics, tips, wraps, etc. are not permissible during labs or clinical rotations. During labs or clinical rotations, hair that is shoulder

length or longer should be tied back; ornate jewelry, including hoop earrings, chains, etc., should not be worn. All nose rings, tongue and lip rings must be removed while in the classrooms, labs and during clinical rotations.

- **Pharmacy Technician Students:** Students may wear scrubs or a white lab coat over business casual apparel.
- **Massage Therapy Students:** Students must dress in comfortable attire which allows the movement necessary to practice massage. Medical scrubs or a polo type shirt with long pants such as khakis are preferable. Comfortable shoes such as tennis shoes are required. During clinic hours, students are required to wear polo shirts with khaki pants.
- **Practical Nurse:** Students are required to be in navy scrubs in all classes and lab settings. Shoes must be white leather tennis shoes, leather tie-on or slip-on nurse's shoes (without logos). No clogs, crocks, open toes, or open heel shoes are allowed. The clinical uniform may change for maternal child and pediatric rotations according to clinical agency policies and/or preference. Additional information specific to the Practical Nurse program may be found in the "Practical Nurse Student Handbook" which is distributed at orientation.

### **Skilled Trades**

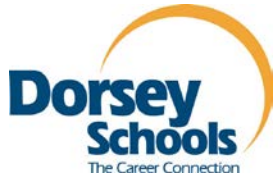
**HVAC Systems Technician and Electrical Technician Students:** Appropriate appearance is defined as dressing in a manner that promotes safe working conditions, including OSHA-approved work shoes (rubber-soled shoes or boots), clean collared shirt (polo or button down), and work appropriate pants such as khaki pants or jeans (no holes, tears, frays, etc.). No loose fitting or baggie pants allowed. Beards and mustaches must be trimmed to conform to safe work practices. No jewelry is permissible while working in the demonstration room or while working on any equipment.

**Culinary Academy Students:** Culinary Academy students are required to abide by special dress, grooming and sanitary practices as follows:

- Long hair must be pinned up under the chef's hat. Beards and mustaches must be trimmed short and well-maintained or a personal beard guard will be required to be worn in the kitchens.
- Watches and wedding bands are the only permissible jewelry. Fingernails must be trimmed short and well-maintained.
- Artificial nails and nail polish are strictly prohibited.
- Clean uniforms must be worn, including a white chef jacket; black chef pants; black, low-heeled, formal footwear with rubber grip sole; socks; a chef hat; and a white apron.

**Dorsey School of Beauty Students:** Students are required to dress in solid color shirts with sleeves and a medium-to-high neckline, and black slacks, capri pants, skirts that fall below the knee, or leggings if accompanied by a shirt that falls well below the hips. Students must wear close-toed shoes with backs, along with socks or nylons. Creative hair colors are allowed, and students must wear their assigned smock with name tag. Students found out of uniform will be clocked out; three (3) clock-out violations per quarter will result in a one day suspension from school.

**Please note that** the above information is also included in the school catalog. **Violations of the Professional Appearance policy are not permitted.** Students who attend class and are not adhering to Dorsey's STUDENT CODE OF CONDUCT AND STANDARDS OF PROFESSIONAL APPEARANCE may be asked to leave class.



# ATTENDANCE AND MAKE-UP POLICY<sup>1</sup>

Effective Date: August 13, 2012

Updated: September 4, 2014; May 15, 2017

Dorsey Schools is dedicated to preparing individuals for promising career opportunities, and as stated in our mission statement, reinforcing “the individual development of self-esteem, self-reliance, discipline, and confidence in all graduates.” Because of the fast-paced environment and hands-on design of our courses, Dorsey Schools has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance. Therefore, Dorsey Schools adheres to the following attendance policy:

## 1. **Perfect Attendance Will Be Rewarded**

Students are expected to attend 100% of all classes. Each student earning perfect attendance (defined as **not being marked Absent nor missing any Daily Work** in a class) will receive a Perfect Attendance bonus of 5% (5 percentage points) to the student’s final grade. These students will also be recognized with the a ***Certificate of Perfect Attendance***, which can be beneficial to a graduate’s job search when used in the graduate’s portfolio. Additionally, students who miss up to 10% of Daily Work points or less (and not marked Absent more than 10% of the class) will receive an Excellent Attendance bonus of 2% (2 percentage points) to the student’s final grade as well as being recognized with an ***Excellent Attendance Award***.

## 2. **Present/Absent Defined**

In order to be marked Present, a student must attend at least 60% of that day’s class. If this does not occur, the student will be marked Absent for that day. For example, in a 2 ½ hour class, the student must be in attendance at least 1 ½ hours; for a 5 hour class, the student must be in attendance at least 3 hours.

## 3. **Consecutive Days Absent**

Students absent from all classes for 14 consecutive calendar days including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent.

## 4. **Daily Work**

Each class will include Daily Work, which counts as 10% of the final course grade. Students must be present when the assignment is given in order to receive credit. Two tasks will be assigned each day, one at the beginning and one at the end of the class. Instructors have freedom as to what is assigned for these tasks. Students must be marked Present (in class at least 60% of that day) to earn all Daily Work points for that day.

## 5. **Make-up Work**

Every student will have an opportunity to make up assignments and tests other than Daily Work, no matter what the circumstance for his/her absence. It is the student’s responsibility to identify material covered, assignments, and tests/quizzes missed during an absence and to take the necessary steps, as determined by the instructor and based on the policies below, to make up the work.

A. **Any missed work that can be made up, including tests, must be made up outside of class time.**

B. All assignments other than Daily Work (homework, projects, reports, etc.) are due on the assigned due date. Late assignments will be handled as follows:

- i. Students will be given up to five school days as determined by the instructor and outlined on the syllabus to turn in assignments, but not to extend beyond the last day of the mod or term.
- ii. 5-10 percentage points, as documented on the course syllabi, will be deducted from the student’s grade on the assignment for each day until the maximum number of days has expired. Credit will not be earned for assignments turned in more than 5 school days past the due date or as outlined on the course syllabi.

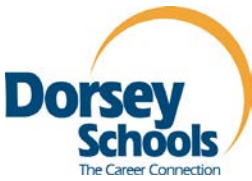
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<sup>1</sup> This policy is not applicable in externship courses nor in the Practical Nurse or clock hour programs.

- C. All tests and quizzes are to be taken on the scheduled date. Make-up for tests and quizzes will be handled as follows:
- i. Make-up tests will not be administered during class time.
  - ii. Students are limited to two make-up tests and two make up quizzes per course. A student will receive a zero on any test or quiz missed after reaching this limit.
  - iii. It is the responsibility of the student to notify the instructor of the need to schedule a make-up test. The instructor will assign the student to test on one of the make-up dates posted on campus.
  - iv. A student will be assigned two opportunities to make up a test or quiz. A student not showing to sit for the two assigned opportunities to make-up a test or quiz will receive a zero.
  - v. A test or quiz taken on the first assigned make-up day will result in a reduction of 10 percentage points from the earned grade.
  - vi. A test or quiz taken on the second assigned make-up day will result in a reduction of 20 percentage points from the earned grade.
  - vii. Final exams must be taken on the scheduled date and time<sup>2</sup>. A missed final exam will receive a zero.
- D. If a student knows of a pending absence on a scheduled due date, the student is expected to arrange with the instructor to determine guidelines, if offered, for making up the scheduled assignment or test.
- E. If an unplanned assignment, test or quiz (but not Daily Work) is announced or occurs on the day of the absence the instructor will determine the guidelines for making up the work if the instructor determines that the missed work is eligible for make-up.
- F. **Lab Course Proficiencies**  
Lab courses include a list of skills that must be performed with proficiency to pass the course. **Students should not expect to make up missed proficiencies during class time.** In the event a student needs additional time to make up skill proficiencies due to absence the following guidelines apply:
- i. The student must communicate this need to the instructor outside of class time upon the first day of return from the absence.
  - ii. The student must arrange to attend a proficiency make-up session scheduled at the campus. **Note: A limited number of make-up sessions will be scheduled each module. It is advised that students check the posted schedule to find out when and where make-up sessions will be held.**
  - iii. The school is not responsible for a student's inability to meet the proficiency requirements, and subsequent course failure, due to absence.

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<sup>2</sup> Pending mitigating circumstances approved by the Dean or Managing Director.



## ELECTRICAL TECHNICIAN & HVAC TECHNICIAN ATTENDANCE AND MAKE-UP POLICY

Effective Date: February 19, 2018

Dorsey Schools is dedicated to preparing individuals for promising career opportunities, and as stated in our mission statement, reinforcing "the individual development of self-esteem, self-reliance, discipline, and confidence in all graduates." Because of the fast-paced environment and hands-on design of our courses, Dorsey Schools has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance. Therefore, Dorsey Schools adheres to the following attendance policy:

In order to pass a course in the Electrical Technician or HVAC Systems Technician program, a student must attend at least 80% (miss 12 hours or less) of scheduled course hours. Absences in excess of 20% of scheduled hours may be made up as outlined below.

### **Excused Absence Policy**

Absences are excused for up to 20% of scheduled course hours. A student's excused absences may not exceed 20% of scheduled course hours; absences greater than 20% of scheduled course hours are considered unexcused.

- It is expected that a student who is absent will make up hours at the available make-up session(s). The dates and times for make-up sessions will be posted at the campus.
- Students can make up hours previously missed or make up hours in advance (total course hours attended cannot exceed scheduled hours).
- A grade of "F" will be posted if the student does not complete the required course hours.
- Students attending make-up hours must meet dress code and other Dorsey policies.

### **Consecutive Days Absent**

Students absent from all classes for 14 consecutive calendar days including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent.

### **Perfect and Excellent attendance will be rewarded**

Each student earning perfect attendance (defined as **zero time missed**) will be recognized with the presentation of a **Certificate of Perfect Attendance** and those with 90% or better attendance will earn a **Certificate of Excellent Attendance**. These awards can be beneficial to a graduate's job search when used in the graduate's portfolio.

### **100% attendance expected**

It is expected that students will attend 100% of scheduled class time. Dorsey School's course outlines are dense; considerable information is covered in each course. It is expected that each instructor will prepare daily lesson plans that will require daily student attendance. Course work will be challenging to the degree that students with minimal attendance will struggle to pass the course.

### **Students with a pattern of absenteeism will have difficulty completing course requirements**

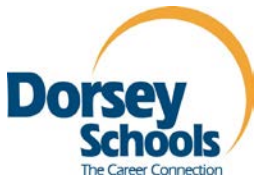
Dorsey School's classroom instruction is necessary to complete course requirements, particularly in courses which require the observation and verification of skills in order to earn a passing grade. In order to receive the instruction necessary to successfully complete each course, attendance is vital.

### **Taking Attendance**

Hourly attendance will be taken by each instructor. Hour blocks start with the class start time and progress each hour for that day. A student must be present at least 31 minutes in each hour block to be marked present for that hour. Otherwise, the student will be marked absent for that hour.

### **Make-up Hours**

Students are permitted no more than 10 make-up hours per class per module. At the beginning of each module, the campus will post limited make-up hour sessions. Students attending the make-up hour sessions will be required to work on assignments given by their instructor.



## ELECTRICAL TECHNICIAN & HVAC TECHNICIAN ATTENDANCE AND MAKE-UP POLICY

Effective Date: February 19, 2018

### Make-up Work

It is the student's responsibility to identify material covered, assignments, and tests/quizzes missed during an absence and to take the necessary steps, as determined by the instructor and based on the policies below, to make up the work.

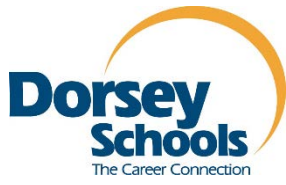
- A. All missed work, including tests and competencies, must be made up outside of class time.
- B. All assignments (projects, assignments, reports, etc.) are due on the assigned due date. Late assignments will be as follows:
  - i. Students will be given up to 3 school days<sup>1</sup> as determined by the instructor to turn in assignments or by the last day of class, whichever occurs first.
  - ii. Ten percentage points will be deducted by the instructor from the student's grade on assignment submitted late. Credit will not be earned for assignments turned in more than 3 school days past the due date.
- C. All tests and quizzes are to be taken on the scheduled date. Make-up for tests and quizzes will be handled as followed:
  - i. Make-up tests and quizzes will not administered during class time.
  - ii. Students are limited to one make-up test and one make-up quiz per course. In rare cases, a second make-up test or quiz may be granted at the campus' discretion. A student will receive a zero on any test or quiz missed after reaching this limit.
  - iii. It is the responsibility of the student to notify the instructor of the need to schedule a make-up test or quiz. The instructor will assign the student to test on one of the make-up dates posted on campus.
  - iv. A student will be assigned one opportunity to make up a test or quiz. A student not showing to sit for the one assigned opportunity to make-up a test or quiz will receive a zero. A test or quiz taken on the assigned make-up day will result in a reduction of 10 percentage points from the earned grade.
  - v. Final exams must be taken on the scheduled date and time. A missed final exam will receive a zero.
- D. If a student knows of a pending absence on a scheduled due date, the student is expected to make arrangements with the instructor to determine guidelines, if offered, for making up the scheduled assignment or test.
- E. **Lab Course Competencies:**

Lab courses include a list of skills that must be performed with 100% proficiency to pass the course. **Competencies are made up outside of class time.** In the event a student needs additional time to make up skill competencies due to absence the following guidelines apply:

  - i. The student must communicate this need to the instructor outside of class time upon the first day of return from the absence.
  - ii. The student must make arrangements for a make-up session. **Note: A limited number of make-up sessions will be scheduled each module. It is advised that students check the posted schedule to find out when and where the make-up sessions will be held.**
  - iii. The school is not responsible for a student's inability to meet the proficiency requirements, and subsequent course failure, due to absence.

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<sup>1</sup> The maximum day deadline applies even if the student is absent during this period of time.



# ATTENDANCE POLICY PRACTICAL NURSE PROGRAM<sup>1</sup>

Effective Date: October 3, 2011

Revised: May 15, 2017

Dorsey Schools has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, thousands of Detroit metropolitan area employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance. Therefore, Dorsey Schools adheres to a stringent attendance policy based on the standards below.

## Classroom Lecture/Lab Courses

Missed Hours <sup>2</sup>	Result
10%	Written warning Extra Assignment
+1 additional hour	Meeting with Director of Nursing
+1 additional hour	Meeting with Director of Nursing and Managing Director Termination from Program*

## Clinical Rotations

Clinical hours **CANNOT** be missed for NUR116 Maternal and Newborn Nursing and NUR118 Pediatric Nursing. The table below refers to all other clinical rotations.

Missed Hours <sup>3</sup>	Result
1-8	Meeting with Director of Nursing Schedule Make-Up Hours
>8	Meeting with Director of Nursing and Managing Director Termination from Program*

Students are required to complete ALL clinical practical hours and are required to make up any missed hours. Arrangements to make up these hours must be done with the Director of Nursing and will require the student to complete their hours on weekends, during school breaks or on second or third shifts depending on the availability of a Clinical instructor and clinical site. Failure to make up the missed time will result in failure of the course.

See individual course syllabus for more details on clinical rotation requirements regarding attendance.

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<sup>1</sup> Students absent from all classes for 14 consecutive calendar days including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent.

<sup>2</sup> Four instances of being tardy are equal to one hour of absence. ("Tardy" is defined as arriving to class 1 to 15 minutes late or departing from class 1 to 15 minutes early.)

<sup>3</sup> Missed clinical hours MUST be made up.

# Dorsey Schools

## Notice of Availability: Annual Safety & Security Report

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Pursuant to federal law, **Dorsey School of Business** (all campuses and divisions) and **Taylorstown School of Beauty** are required each year to publish an Annual Security Report.

We have elected to publish these reports at the following web address: <http://www.dorsey.edu/disclosures.php>. The reports are organized by campus locations and divisions. Your campus or office will also provide a paper copy of the most recent report upon request.

The Annual Security Report discloses information concerning campus safety and security policies and procedures, as well as survey results regarding certain types of crimes reported to the campus and local law enforcement, during the prior calendar year. Among other things, the report includes **Dorsey Schools Drug-Free Campus/Workplace Policy**, as well as policies and procedures relating to:

- Security Awareness
- Security of and Access to Campus Facilities
- Drug & Alcohol Abuse Prevention (including Smoke-Free & Tobacco-Free policy)
- Possession, Use, and Sale of Alcoholic Beverages of Illegal Drugs
- Sexual Harassment & Sexual Violence
- Violence Against Women
- Reporting of Crimes and Emergencies
- Emergency Action Plans
- Campus Safety and Security Crime Survey

Together, these reports provide students, prospective students, employees, and prospective employees with key information regarding the security of the campus, work space and surrounding areas, and ultimately creates a safer, more secure campus environment.

To request a paper copy of the current Annual Safety and Security Report, or for assistance with any of the information discussed therein, individuals may contact the campus Managing Director or the employee's supervisor, during regular business hours.