



Annual Security Report 2022

www.florida-academy.edu

(239) 489-2282

(800) 324-9543

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Emergency Notifications and Timely Warnings

Federal Law requires us to notify all students of Florida Academy's plans regarding emergency notifications and/or timely warnings and scenarios in which they are applicable. In general, emergency notifications are topic specific, and your knowledge of emergency notifications requires you to read this report in its entirety. All emergency notifications for significant emergencies and dangerous situations and their responses are initiated by the President or Education Director. Topic specific protocol should be followed depending on the emergency situation.

As soon as Florida Academy has determined a specific emergency or dangerous situation exists, we will consider the safety of the campus community; determine what information to release about the situation; and begin the notification process. The only reason an immediate notification of a significant emergency or dangerous situation would not be immediately issued would be if doing so would compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency.

Please note that this institution conducts drills and tests for possible significant emergencies and/or dangerous situations. Your cooperation is expected during all drills and tests and proper protocol is listed in this document.

Florida Academy provides various programs and policies designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others.

Individuals Responsible for Implementation of Emergency Notifications and Timely Warnings

Todd Clark – President
todd@florida-academy.edu
(239) 489-2282 ext. 113

Lisa LeClaire-Odar – Education Director
lisa@florida-academy.edu
(239) 489-2282 ext. 103

Title IX Coordinator

Lisa LeClaire-Odar – Education Director
lisa@florida-academy.edu
(239) 489-2282 ext. 103

Campus Security Policies and Considerations

Reporting Criminal Actions or Emergencies on Campus

It is the policy of Florida Academy that any criminal action or emergency is to be reported to the President or Education Director along with the completion of an Incident Report Form. If this is an active incident, it must be reported to the President or Education Director prior to completing the Incident Report Form. Incident Report Forms can be acquired from the Education Director or President. Once an incident is reported, either verbally or via Incident Report Form, an immediate investigation is launched to determine if the situation requires response from law

enforcement or if it is to be reported under the Clery Act with an emergency notification or timely warning to be issued. If an emergency notification or timely warning is to be issued, it will be issued directly from the President or Education Director. Timely warnings or emergency notifications are disseminated via telephone to the front desk and into each individual classroom. Notifications to students not yet on campus will be made via email or by phone.

Annual Disclosure of Crime Statistics

Florida Academy is required by Federal Law to gather and report all Clery Act crime statistics for the campus, regardless of whether it initiated a timely warning or emergency notification. A copy of the annual crime statistics is available to you at any time by asking the Education Director and a copy is attached to the end of this document.

Reporting Crimes on a Voluntary, Confidential Basis

To encourage accurate reporting of crime statistics, Florida Academy encourages any student, faculty member, or employee to report crimes on a voluntary, confidential basis. If this situation applies to you, please contact the President or the Education Director.

Security of and Access to Campus Facilities

Florida Academy takes a multi-facet approach to the security of and access to all campus facilities. The facility is equipped with a security system that notifies local law enforcement or emergency services, if needed. It serves as not only an intruder alarm, but also as a fire and security system. All classrooms are equipped with telephones that can dial in-house extensions, as well as outside the facility if an emergency 911 call needs to be placed. All students are dressed in scrubs or uniforms so that campus officials can differentiate between students and the general public. All guests utilizing services rendered by students or professional staff are to be escorted by a student, faculty or staff member. Members of the general public are not permitted to be unescorted while on campus.

Security Considerations used in the Maintenance of Facilities

The facility is compliant with all required fire extinguishers, emergency and egress lighting and yearly annual fire inspection. Each morning the security of the facility is checked by our Business Office Manager. This check includes making certain all hallways are well lit and that emergency and egress lighting is working.

Current Policies Concerning Campus Law Enforcement

Florida Academy does not have its own law enforcement division but utilizes the services of the Lee County Sherriff's Department in case of any criminal action or emergency. The contact number for the Lee County Sherriff's Office is (239) 477-1000

Accurate and Prompt Reporting of Crimes

It is the policy of Florida Academy that all crimes be reported to responsible campus individuals or local law enforcement in an accurate and timely manner. When the victim of a crime elects not to file an incident report, or is unable to make such a report, those with knowledge of the incident are encouraged to file the report. This policy is meant to encourage members of the campus community to report crimes of which they are aware.

Procedures Encouraging Outside Counseling

It is the procedure of Florida Academy to counsel individuals at risk and other members of the campus community needing individual help. When counseling efforts at the campus level are

not sufficient, Florida Academy refers those needing additional counseling to outside professionals in the area that specialize in individual counseling. All efforts are given to make certain that the student receives the help that they are seeking. For assistance, please contact the Education Director or President at your earliest convenience.

Looking Out for One Another

In orientation, all students learn about our safety protocols and are given the opportunity to ask questions. All classrooms are equipped with evacuation routes designating the safest and most effective route to take in case an emergency arises. Overall, students are encouraged to look out for one another and to use the buddy system in parking lots and during downtime on campus. If you feel you need a refresher on any of these topics, please contact the Education Director or President at your convenience.

Campus Security Procedures and Practices

This section lists all written campus security procedures and practices for Florida Academy:

General Emergency Procedures

- In the event of emergency, fire, evacuation, or inclement weather, students and employees are alerted by: Verbal announcement from Florida Academy Administration and/or Educator.
- In the event of fire or other emergency requiring evacuation of the facility, ALL students and employees shall evacuate immediately by direction of administrative/education staff.
- In the event of an emergency, students, guests, and employees shall evacuate by means of the nearest available marked exit.
- Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating. Extinguishers are located in the front lobby and at all exit doors in all suites inhabited.
- In the event of an emergency, the following employees are to remain in the workplace to shut down or monitor critical operations before they evacuate: President and Education Director
- After an emergency evacuation, students & employees are to gather in the following location: Achieva Credit Union in the plaza. Educators must take attendance roll call.
- After an emergency evacuation, all employees must check-in with their direct supervisor and all students must check-in with the educator of the class in which the student is currently enrolled.
- In the event of an emergency (medical, fire or other), please call 9-1-1.
- First Aid Kits are available in each classroom, inventory of contents is checked on a monthly basis by the designated Campus Safety Director and are replenished as needed. If you have hurt yourself or witnessed an accident, please immediately notify a staff member and complete an incident report form.

Lock-Down Procedures

- In the event of a “Lock-down” (inclement weather, dangerous situation), you will be notified by the administrative team we are in “lock down mode” via phone calls/texts to individual classrooms and staff.
- All students and educators in classrooms should remain in their classroom and close all doors. Educators should perform roll call to account for all students.
- All students and educators in clinic should remain in the clinic with any guests. Educators should perform roll call to account for all students.

- All entrances/exits to the school will be locked by the President, Education Director or member of the administrative team until local law enforcement/emergency personnel/weather reports deem it is safe to move “(all clear)”.
- When an “all clear” is given, the leadership team will perform a walk through to notify all students, staff, and guests that all threats have been resolved. All doors shall than be unlocked.

Access Policy

During normal business hours, Florida Academy is open to all students, employees, approved contractors, clients, guests and invitees. During non-business hours, access to Florida Academy access is by key and security code via select staff members and contracted cleaning crew only. In periods of extended closing, access to Florida Academy will be granted to those issued a key, and who have obtained prior approval. Maintenance personnel are also subject to the above restrictions.

Anti-Harassment and Discrimination Policy

Florida Academy is committed to providing a work and school environment free of harassment or discrimination. Students and employees are required to take our mandatory Sexual Harassment and Prevention Training. This training occurs during New Hire Orientation or New Student Orientation. The Florida Academy policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the academy prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the Florida Academy has jurisdiction over Title IX complaints.

Florida Academy’s anti-harassment policy applies to all persons involved in the operation of the academy and prohibits unlawful harassment by any employee of the academy, students, customers, vendors or anyone who does business with the academy. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Florida Academy does business engages in unlawful harassment or discrimination, Florida Academy will take appropriate corrective action.

This policy shall be disseminated to the school community through publications, the Florida Academy website, new employee orientation, student orientation, and other appropriate channels of communication. The academy will respond quickly to all reports, and will take appropriate action to prevent, correct, and if necessary, to discipline behavior that violates this policy. Florida Academy adheres to the policies set forth by the Department of Education to include the August 2020 updates.

Prohibited Conduct

Florida Academy prohibits all forms of sexual and gender-based harassment, including sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same or different gender. Each of the terms defined herein encompasses a broad range of behaviors. Within these broad contexts, the College prohibits the following conduct:

Sexual Harassment

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo).
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo).
- Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment (hostile environment).

A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

Examples of Prohibited Behavior. Prohibited acts that constitute sexual harassment may take a variety of forms and may include, but are not limited to, the following examples:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome, suggestive, or insulting sounds or whistles; obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should have an educational purpose.
5. Unwelcome and inappropriate touching, patting, pinching, or obscene gestures.
6. Letters, notes or electronic communications containing comments, words, or images of a sexual nature.
7. Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Florida Academy regards as inappropriate any and all romantic relationships between students and instructors, or staff members who have any power over students. Florida Academy prohibits all faculty and staff members from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment. Florida Academy expects compliance with the position above by all

instructors and staff members and hereby notifies the same that any violation of this policy leading to an allegation of sexual harassment may result in disciplinary action.

Sexual Assault

Having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.

- **Non-Consensual Sexual Contact** is any sexual touching other than non-consensual sexual penetration without consent. Examples of nonconsensual sexual contact may include genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.
- **Non-Consensual Sexual Penetration** (commonly referred to as rape). Any act of vaginal or anal penetration by a person's penis, finger, other body parts or an object; or oral penetration by a sex organ, without consent.
- **Sodomy** is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Sexual Exploitation

Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or nonconsensual sexual contact. Examples include, but are not limited to recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations.)

Dating Violence

The term dating violence is defined by Florida law as violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature.

Stalking

A course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyberstalking); non-consensual (unwanted) communication by any means (i.e., letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.

Intimate Partner Violence

Intimate partner violence is often referred to as dating violence, domestic violence or relationship violence. It includes any act of violence or threatened act of violence sexual or otherwise against a partner of a current or former sexual, dating, domestic or other intimate relationship with that person.

Domestic Violence

Domestic violence is any incident resulting in the abuse, assault, harassment or the attempt or threats thereof, between families, households or dating or engagement relationship members.

Other Definitions and Terms

- **Consent** is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision demonstrates consent by performing an act recommended by another. In the matter of sexual misconduct, consent is a voluntary agreement to engage in sexual activity by an individual who has the capacity to do so. Someone who is incapacitated cannot provide consent. Past consent does not imply future consent, silence or an absence of resistance does not imply consent; consent to engage in sexual activity by one person does not imply consent to engage in sexual activity with another, the manner in which an individual is dressed does not imply consent, the existence of a prior or current relationship does not imply consent; accepting a meal, a gift, or invitation for a date does not imply or constitute consent to further activity; consent can be withdrawn at any time (no means no); and coercion, force, or threat of either invalidates consent.
- **Incapacitation** is a state or condition that renders an individual unable to make qualified and rational decisions (i.e., a condition resulting from the use of drugs or alcohol, when a person is asleep or unconscious or because of an intellectual or other disability that prevents him/her from having the capacity to give consent.)
- **Victim** is a person who has been the subject of a prohibited conduct, regardless

of whether that individual makes a complaint or seeks disciplinary action.

- **Complainant** is person who has made a complaint of a violation of the Sexual Misconduct Policy, or on whose behalf a complaint was made or disciplinary action initiated.
- **Respondent** is the individual(s) who is accused of a prohibited conduct.

Complaint Procedure

- All complaints should be made by filling out an Incident Report Form as soon as possible and turning it in to the Education Director or President. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with Florida Academy is exempt from the prohibitions in this policy.
- Supervisors will refer all harassment complaints to the Education Director or President for student-related complaints and complaints involving an employee. To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Please contact the Education Director for an Incident Report. The Education Director or President can assist you in completion of this report if necessary.
- Florida Academy ensures that the employees designated to serve as Education Director or President have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Florida Academy's complaint procedures operate.

Investigation of Complaints

- In response to all complaints, Florida Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. Florida Academy shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student/staff member does not give consent for an investigation, Florida Academy will weigh the student/staff member's request for confidentiality against the impact on school safety to determine whether an investigation must proceed. Complainants should be aware that in formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. During the investigation, the academy will provide interim measures, as necessary, to protect the safety and wellbeing of all parties involved.
- The preponderance evidence standard will apply to investigations, meaning Florida Academy will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint. Should Florida Academy determine that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Florida Academy will take steps to prevent the recurrence of any harassment or discrimination. Any employee or student determined by the academy to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination of enrollment or employment.
- To initiate a criminal investigation, reports of sexual violence should be made to

“911” or local law enforcement. The criminal process is separate from the academy’s disciplinary process. To the extent that an employee or contract worker is not satisfied with the school’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Retaliation Prohibited

Florida Academy will not retaliate against any person for filing a complaint and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Education Director.

Reporting Requirements

Victims of sexual misconduct should be aware that school administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Florida Academy will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions appropriate to the situation.

Registered Sex Offenders

Florida requires sex offenders to register with their local Sheriff’s Department. Information can be found on the website <http://offender.fdle.state.fl.us/offender/>. Various free of charge search results can be obtained using information such as violator last name, the zip code for area of interest and a specific address with results for the surrounding 3 square miles. A downloadable listing of sex offender information can be obtained for a fee.

Hate Crimes

Florida Academy does not condone violence or hate crimes of any kind. Florida Academy strives to safeguard the rights that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

Alcohol, Illegal Drugs and Substance Abuse Education

Florida Academy is concerned about health and safety. Abuse of alcohol and controlled substances can seriously impair health and the ability to work and study. It can pose a threat to the safety and well-being of others.

Florida Academy promotes an environment that rejects substance abuse as an acceptable lifestyle, informs about resources for preventing or treating substance abuse, and helps people to make healthy decisions about alcohol and other drugs. Violations of such policies can result in expulsion/termination from the institution as well as applicable state and federal sanctions.

Prevention of substance abuse is sought in several ways by:

- Promoting accurate information on drug use.
- Encouraging healthy use of leisure time through recreation and other activities.
- Enhancing skills for dealing with stress.
- Working through campus officials and influencers to establish a healthy environment.

- Ready availability of drug and alcohol information and educational materials in Student Information Centers.
- Alcohol and Drug Prevention Committee – a committee of faculty and staff tasked with ensuring that prevention education initiatives regarding alcohol and other drug education initiatives across campus are evidence-informed, consistent, educational and empowering.
- Dissemination of the Annual Security Report to all students, faculty, and staff on an annual basis. The Annual Security Report includes (in the appendix) the Drug Free Schools and Communities Act annual distribution requirement.
- Campaigns containing a variety of harm reduction messages appear in a variety of print, digital and social media platforms.

Security Tips

Personal safety – protect yourself

- Don't dismiss suspicious people or situations.
- Don't put yourself in harm's way; avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Don't walk alone at night; stay in well-lit areas.
- Park your vehicle in well-lit areas and lock doors.
- Keep valuables out of sight; don't tempt a thief.
- Don't give out your keys as they can be copied.
- Report all crimes and suspicious acts.

Reduce your risk

- Lock doors
- Avoid out of the way places
- Vary your routine
- Learn about people before becoming friendly
- Watch alcohol intake
- Leave lights on in rooms
- Have your own transportation or use public transportation

Auto theft prevention – Securing your vehicle

- Always lock your car, even if leaving it for a short time.
- Do not leave keys hidden inside or outside vehicle – keep on your person.
- All windows should be rolled up completely.
- Park as close to the destination building as possible.
- Park in a well-lit, attended parking garage whenever possible.
- When parking in a public lot, never tell anyone how long you will be (including the attendant). If a key must be left with attendant, only leave the ignition key.
- Don't leave valuables visible in car – lock items in trunk if you must transport.
- Don't leave credit cards, checkbooks or legal papers pertaining to the vehicle in the car .
- Do not attach address information to your key ring. If lost or stolen, it could lead thieves directly to your home.

Fire

- Florida Academy is equipped with automatic sprinklers throughout our campus. The school holds fire drills annually to familiarize students and staff on how to proceed in an orderly fashion should there be a fire. An electronic fire alarm notifies emergency personnel.

Fire alarms that provide sound as well as light are located throughout the building. The school has an exit out the front of each building which leads into a large parking lot. At the rear of each building there is an emergency exit that leads to an open grassy area or walkway and away from danger. Emergency lighting will activate in the case of loss of electricity. Lit exit signs direct people to their closest exit. After an emergency evacuation, students and employees are to gather at Achieva Credit Union in the plaza. Educators must take attendance roll call to make sure everyone is accounted for. No one is permitted to reenter the building until an all clear is confirmed.

- Fire extinguishers are located throughout our campus. They are maintained on an annual basis to ensure they are charged in case of fire. However, it is the number one priority of administration to evacuate the building and leave firefighting to the professionals unless the canister can be used to extinguish a small, confined fire.

Tornado or Severe Storm

During inclement weather, the Education Director or President is responsible for keeping up with weather related watches and warnings that would affect our campus. In the case of a warning for a severe storm or tornado in our vicinity, when the weather service calls for people in the path of the storm to take cover, our faculty in the main building and the adjacent units on the outer perimeter are informed and all occupants are led by their educators to interior hallway of the main building. Once in the hallway, people are requested to crouch and cover their heads with their hands. Once the threat is over, people in the hallway are released. In the event there is insufficient time for the occupants on the outer perimeter to reach the main building, the educators will lead all occupants into the restrooms which have interior walls for protection and follow the same procedures to crouch and cover their heads with their hands.

Hurricane

Local government issues evacuations. Florida Academy follows local government's recommendations. Students are notified of the school's intent to close via announcements and postings throughout the buildings, emails, and school website updates. Ample time is made available to students and staff to prepare homes with hurricane shutters or to evacuate for the anticipated hurricane.

On Campus Medical Emergency

For a medical emergency, 911 is called by the Education Director or the faculty/staff person attending to the emergency. If the victim is conscious and can direct which hospital they wish to be taken to, their wishes will be followed. For anyone else, Lee County Memorial Hospital will be used. Lee County Memorial Hospital is a trauma level one hospital. The designated contact "in case of an emergency" will be called for the victim by the Education Director. As part of the admissions paperwork, students designate two contacts they want to be contacted in case of an emergency. An Incident Report is completed and turned into the Education Director. A medical release from a medical facility is required for all students or employees to return to school.

On Campus Sickness/Accident/Injury

In the event of sickness, accident or injury, the Education Director or faculty member tending to the situation will assess and determine if it is a medical emergency. In the event it is a non-medical emergency, the student will determine if they are able to arrange their own transportation to their place of residency or medical facility or if they need the Education Director or faculty member to contact one of their emergency contacts for assistance. If an accident occurs, then an Incident Report is completed by all parties present at the time of the incident

and turned over to the Education Director / President for further evaluation. A medical release from a medical facility may be required for all students or employees to return to school.

Active Shooter

- If confronted by an armed/violent intruder, do not resist and follow their instructions. If you are in an area that is safe, stay out of the danger area and wait for police to arrive. Lock all doors and push heavy items against the door. Stay away from the doors and windows. Take cover in low areas such as under desks/tables and areas that have inside walls to them. Stay quiet
- If 911 has not been contacted, and you are able to call 911, do so immediately and inform them of the following: - What is going on - Location of incident - What type of weapon is involved - How many people are involved.

Example: We have an active shooter on our campus – our address is 4387 Colonial Blvd, Fort Myers – Main Building, Suite _____(101,102,103,105). He/She has a gun. There is (1) person that I know of.

In any event where a firearm or any other weapon is known to be involved, employees and/or students are to contact the Education Director or President and notify them of the situation. Each Classroom/Lab is equipped with a phone to call to the Front Desk, Administrative Offices, all other classrooms and labs as well as Emergency 911 operator.

- If 911 has been called and the scene is deemed safe by local law enforcement, Administration or emergency personnel will evacuate all students, guests, and employees from the area. No one should assume it is an officer or safe person. Ask for proof to be shown to you, it can be slid under a door.
- The Education Director or President will complete the Incident Report and will forward the Incident Report to appropriate persons.
- No statements shall be made to media from any persons other than Campus President, CEO, or Education Director to ensure that accurate and complete information is provided to the public.

Bomb or Terroristic Threats

- Bomb/terrorist threats may be received by telephone, email or letter. If you receive a threat, remain calm and obtain as much information as possible. All threats should be treated as though they are real.
- In the event a bomb/terrorist threat is received, the following steps should be taken:
 1. Call 911 and report the threat. When possible, please use Appendix B (Bomb/Terrorist Threat Call Threat)
 2. Notify the Campus President or Education Director.
 3. Evacuate all students, guests, and employees to the Achieva Credit Union located at the far end of the plaza.
- The Education Director or President completes an Incident Report and forwards it to appropriate persons.
- No statements shall be made to Media from any persons other than Campus President, Executive Director, or Education Director to ensure that accurate and complete information is provided to the public.

APPENDIX A-Crime Data

Criminal Offenses				
Offense	Year	Geographic Location		
		On-Campus Property	Noncampus Property	Public Property
Murder/Non-negligent manslaughter	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Negligent manslaughter	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Rape	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Fondling	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Incest	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Statutory Rape	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Robbery	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Aggravated Assault	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Burglary	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Motor Vehicle Theft	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Arson	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

VAWA Offenses				
Offense	Year	Geographic Location		
		On-Campus Property	Noncampus Property	Public Property
Domestic Violence	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Dating Violence	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Stalking	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

Arrests and Disciplinary Referrals				
Offense	Year	Geographic Location		
		On-Campus Property	Noncampus Property	Public Property
Arrests:	2019	0	0	0
Weapons: Carrying, Possessing, Etc.	2020	0	0	0
	2021	0	0	0
Disciplinary Referrals:	2019	0	0	0
Weapons: Carrying, Possessing, Etc.	2020	0	0	0
	2021	0	0	0
Arrests:	2019	0	0	0
Drug Abuse Violations	2020	0	0	0
	2021	0	0	0
Disciplinary Referrals:	2019	0	0	0
Drug Abuse Violations	2020	0	0	0
	2021	0	0	0
Arrests:	2019	0	0	0
Liquor Law Violations	2020	0	0	0
	2021	0	0	0
Disciplinary Referrals:	2019	0	0	0
Liquor Law Violations	2020	0	0	0
	2021	0	0	0
There were no Hate Crimes reported for the years 2019, 2020 or 2021.				
There were no Unfounded Crimes reported for the years 2019, 2020 or 2021.				

APPENDIX B- Threat Call Checklist

Questions to Ask:

- When is the bomb/threat going to occur?
- Where is the bomb now?
- What does it look like?
- What kind of bomb/threat is it?
- What will cause it to explode?
- Why?
- What is your address?
- What is your name?

Exact Wording of Threat:

Building _____ Room _____

Fill out completely and immediately after bomb threat:

Sex of Caller _____ Age _____ Time of Call _____

Duration of Call _____

Callers Voice: (check all that apply)

Calm Angry Excited Slow Rapid Soft Loud Laughing Crying
 Normal Distinct Slurred Nasal Stutter Lisp Raspy Deep
 Ragged Clearing throat Deep breathing Cracking voice Disguised accent
 If accent, type: _____ Familiar Voice?: _____

Background Sounds (check all that apply):

Street noises Voices PA system Music Motor Office Machinery
 Factory Animal Noise Clear Static Local Long distance Other
 Well-spoken Educated Foul Irrational Read, like from a prepared statement
 Incoherent Taped

Remarks:

APPENDIX C- Incident Report



INCIDENT REPORT

TYPE : ___ Disciplinary ___ Advisory ___ Injury ___ Other ___ Illness

Name: _____ Student ___ Faculty ___ Other ___

Instructor Name: _____

Report Date: _____

Day ___ Eve ___

Supervisor Name: _____

Incident Date: _____

Incident Time: _____

Location: _____

Describe Incident:

Action Taken:

Student/Employee

Date

Education Director/President

Date

APPENDIX D-IHE Drug Prevention Program

Drug and Alcohol Prevention Program

Statement

Florida Academy enforces a strict zero-tolerance policy regarding drug and alcohol use on campus or as part of any school-related activity. This includes the unlawful possession, use, or distribution of illicit drugs and alcohol.

To date, Florida Academy has encountered no drug or alcohol-related violations and fatalities on the school's campus or as a part of a school-related function.

Health Risks

Many health risks are associated with the use of drug and alcohol products. Users may suffer damage to key body organs, such as the heart, liver, kidneys, and central nervous system. Drugs can kill the user and the use of drugs and alcohol during pregnancy may cause birth defects or death of unborn babies. Drug users may experience difficulties with concentration and memory that impair learning. They can exhibit mood swings, impaired judgment, isolation, and depression, all of which can contribute to impaired driving, injuries, accidents, domestic or random violence, and sexual assault. Drugs can be instrumental in the deterioration of family units and the breakdown of friendships and other support systems.

Resources

Florida Academy offers information regarding counseling, treatment, rehabilitation, or re-entry programs for those who need assistance. For those seeking help, please speak with Education Director or President for assistance.

Legal Sanctions

Under Florida Academy regulation, students who violate this policy are subject to disciplinary action up to and including dismissal as well as all applicable legal sanctions under state, local, and federal law. Faculty and staff are subject to disciplinary action up to and including employment termination as well as all applicable legal sanctions under state, local, and federal law.

Under state and federal drug laws, the gravity of the sanction depends on the classification of the controlled substance, the particular activity involved (possession or trafficking which includes manufacture, sale and possession with intent to sell), and whether multiple convictions are involved.

Under Florida law (Florida Statutes Title XLVI Chapter 893.135) the most severe penalty for a drug law violation involves trafficking. On a first offense conviction, one may receive a fine of up to \$750,000.00 and/or a sentence of up to life imprisonment in the penitentiary; for subsequent offenses, the penalties may be doubled.

Under federal law (DEA, Title 21, Section 844), for simple possession of a controlled substance, one may be imprisoned for up to one year and/or fined up to \$1,000.00. For subsequent offenses, one may be imprisoned for up to three years and/or fined up to \$5,000.00. Under federal law, one may be fined up to \$8,000,000.00 and/or may be sentenced from not less than 10 years up to life in prison for trafficking in drugs. For violations of other federal drug laws, one may receive life in prison or the death penalty.

Under both state and federal laws, one may suffer the loss of whatever property (house, farm) or possessions (vehicle) which one may have used in the drug trade. Specific penalties under federal laws for trafficking in various controlled substances are outlined on the [DEA website](#).

Sanctions for violation of state alcohol laws vary from a fine of \$500.00 to \$4,000.00, a sentence of forty-eight hours to 12 months in jail, and/or suspension of one's operator's license, as well as impoundment of immobilization of vehicle.

Code of Conduct

Florida Academy is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion.

Florida Academy believes strongly in promoting the development of personal, professional, and social responsibility. Florida Academy also believes in a humanistic approach to discipline conducive to academic pursuits. However, Florida Academy recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Therefore, the Florida Academy administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students, faculty and staff. Student conduct offenses may be related to persons, property, campus operations, health or safety of students, faculty, and staff.

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States, local, and state governments. Students are expected to conduct themselves in a manner consistent with the best interests of Florida Academy and of the student body.

Florida Academy reserves the right to dismiss a student, visitor, or employee for any of the following reasons:

- State and Federal drug laws violations
- Possession or consumption of alcohol on campus
- Being on-campus while under the influence of alcohol or illegal substances.

The list of examples is not intended to be all-inclusive, and Florida Academy reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples.

Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from the institution.