

# **Florida College of Integrative Medicine**

## **Annual Security Report 2016**

**Amended and Restated as of October 1, 2016**

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## **PURPOSE**

Florida College of Integrative Medicine prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. A hard copy of the report is made available by request and is located in the Admissions office. This report is prepared in cooperation with the local law enforcement agency surrounding our campus. Campus crime, arrest and referral statistics include those reported to the Orange County Sheriff's Office and designated school officials.

All personnel must be alert for possible criminal activity occurring on campus. Everyone should remain vigilant when moving about the campus, especially in the evenings and on weekends. If need to, please contact the front office to request escort by our security to your destination. Unusual or suspicious persons should be reported to the senior administrator, dean, or evening coordinator. In the event that staff witness a crime or emergency occurring, they are to call 911 immediately and are then to immediately follow up by notifying a member of the administrative staff of the incident. In the event that a student witnesses a crime or emergency occurring, they are to call 911 immediately and are then to immediately follow up by notifying the nearest staff member who will then notify administration if necessary.

## **STUDENT CONDUCT**

### **Classroom Conduct**

The College expects students to contribute to a positive learning environment and to promote a professional standard of study and academic scholarship. Students are expected to respect the rights of the classroom instructors and those of other students and to treat one another as medical professionals and colleagues.

### **Campus Conduct**

Only students, faculty, staff, and authorized patients and visitors are permitted on campus. All visitors must be authorized, display a visitor badge from the reception desk and must always be accompanied by the student host. Guests are not allowed to be in the classroom unless authorized by administration, or clinic (except as a patient) but may be on the grounds or student lounge while accompanied by their host. This includes children. Students may not bring children to class or to the clinic (except as patients) or leave children anywhere on campus.

Pets are not permitted on campus, except for trained animals assisting a student with a disability.

For anything not covered in this section or in the sections below, students should seek guidance from their instructors, the Administration, and the Dean, in particular. However, students should always follow the general principle of maintaining a professional and academic environment appropriate to a medical school.

Students are also required to observe the guidelines outlined under "Campus Security & Safety"

## **General Standards of Conduct**

All students enrolling in the College assume an obligation to conduct themselves at all times as responsible members of the College's campus community and in accordance with standards of common decency and decorum. As candidates for becoming primary health care physicians, students are expected to be cooperative and helpful and to show compassion and consideration for patients and for each other. Students who fail to develop and show appropriate regard for patients and for other students and staff will probably not become successful Acupuncture Physicians.

Recognition and respect for the personal and property rights of others and with the educational mission of the College are also required. In addition, the violation of local, state, or federal law as well as College regulations may result in disciplinary action.

## **Misconduct Defined**

These general standards are applicable to behavior of students and organizations on and off the College's campus if that behavior is determined to be incompatible with the educational environment and mission of the College. The right to proceed with College disciplinary proceedings shall in no way be affected by the filing of criminal or civil charges in any court by a person or any government entity against the accused student or organization. A student or organization may be disciplined up to and including suspension and expulsion if deemed to be in violation of the general standards of conduct or for the commission of or the attempt to commit any of the following offenses:

- Actual or threatened physical abuse, threat of violence, intimidation, hazing, sexual harassment, or any other act which endangers the health, safety or sense of wellbeing of any person.
- Destruction, damage, or misuse of the College's property.
- Theft, attempted theft, burglary, attempted burglary, accessory to these acts, and/or possession of stolen property.
- Unauthorized manufacture, sale, delivery, use of, or possession of any drug or drug paraphernalia defined as illegal under local, state or federal laws.
- The unlawful possession, use or distribution of illicit drugs or alcoholic beverages on College property or in connection with any College activity.
- Use, possession, or distribution of firearms, knives, fireworks, weapons, any incendiary device, or explosive device or material on the College's property or campus areas.
- Disorderly conduct on the College's property or campus areas.
- Lewd, indecent, or obscene behavior or expression.
- Trespassing or unauthorized entry to or use of College property or campus areas.
- Unauthorized use or attempted use of any services belonging to or provided by the College, including but not limited to computer, telephone, cable television, copying facilities, or any such service.
- Unauthorized possession of a key to any College facility.
- Unauthorized use or "borrowing" of College equipment for on-campus or off-campus activities.
- Interference with the use of or access to College facilities, obstruction or disruption of teaching, research, administration, service, disciplinary procedures or other activities on College property by either College or non-College persons or groups.
- Failure to promptly comply with directions of College officials or law enforcement, fire or

other rescue officers who are acting in the performance of their duties.

- Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms or other safety or firefighting equipment.
- Conviction for any misdemeanor or felony that adversely affects the educational environment of the College.
- Deliberately misinforming the College or withholding information that affects a student's financial aid, legal residency, legal status, or academic status.
- Unethical conduct or dishonest representation related to the College or to campus activities, including activities related to student organizations and Student Government and unauthorized representation and misrepresentation of the College.
- Violation of any College policies or regulations as published in the *FCIM Student Handbook and FCIM Annual Security Report*, including but limited to those governing the time, place, and manner of public expression; the registration of student organizations; the use of facilities; and the use and parking of motor vehicles at the College.
- Attempts to undermine or bypass College policies and procedures.
- Conduct in violation of public law, federal and state statutes, local ordinances, or College regulations or policies whether or not specified in detail, which adversely affects the student's suitability as a member of the academic community and regardless of whether such conduct has resulted in a conviction under a statute or ordinance.
- A pattern of ongoing or episodic disruptive behavior that impairs the overall functioning of the College, the Clinic, its students, its staff, or related outside activities.
- Any other activity or conduct not specifically stated herein, which impairs or endangers any person, property, or the educational environment of the College.

### **Disciplinary Procedures**

College disciplinary procedures are designed to protect each student's right to procedural and substantive due process and safeguard personal and confidential information concerning the student. These procedures may differ from those of a courtroom or other judicial proceedings. Disciplinary actions are based on all attendant circumstances. Official notifications are issued to affected parties. The College maintains official records of all disciplinary actions and communications. Possible sanctions include disciplinary warning, reprimand, probation (with or without conditions), suspension, and expulsion.

Penalties for general misconduct are as follows:

- Suspension from the Program for a period of time determined by the Dean of Academic Affairs while the College is conducting an investigation of the student's conduct that is of concern to the College.
- Expulsion from the College.

### **Accessibility of Facilities**

The College's facilities are accessible to mobility handicapped students and patients and complies with all federal, state and local building and healthcare facility regulations and with the Americans with Disabilities Act.

## **Campus Security and Safety**

Pursuant to the Campus Security Act (Public Law 101-542), the College maintains data on campus crime. This information is available in Appendix B of this *FCIM Annual Security Report*.

Students must always follow safety rules and guidelines in the Clinic and act prudently and safely in all College facilities and on campus grounds. Students are expected to be particularly cautious in the parking lots and on campus grounds and in the area of the lake—and especially with regard to wildlife and unfamiliar strangers. Posted signs and advisements need to be followed. Students must obtain permission from the Administration before initiating or participating in any activity that is not reasonably related to their academic studies at the College while on College grounds. The College cannot be held responsible for students whose behavior is imprudent, unsafe, negligent, reckless or hazardous to themselves or others.

The safety of our students, employees, and guests is of paramount importance please follow the below security procedures:

- ID cards must be worn at all times on the FCIM campus. Please place them on the upper right hand area of your chest.
- Faculty and staff members must pre-authorize guests or visitors via a sign-in book at the front desk.
- Students can sign-in a maximum of two visitors at any given time, but the student must stay with the guests throughout the duration of their visit at the College.
- All individuals, other than faculty, staff or students (i.e., patients, guests, delivery personnel, contractors etc.) must sign-in at the reception desk where they will receive an ID card to be worn while on College campus. Their on-campus destinations will be contacted before access will be granted.
- From time to time the College may be required to conduct internal investigations or bag searches pertaining to security.
- Students, faculty, and staff are expected to cooperate fully and assist in these investigations, if requested to do so.
- If an unauthorized individual is observed on campus, students, faculty, and staff members should immediately direct the individual to the reception area to sign in and receive an ID card.
- To identify authorized vehicles on campus, all FCIM faculty, students, and staff are each issued one parking permit for their personal vehicle to be placed on the interior lower left corner of the vehicle's windshield (unauthorized vehicles are subject to being towed at the owners expense). Fees apply for additional parking permits.

## **Personal Safety Recommendations**

**Vehicles:** Be aware of any suspicious automobiles or trucks parked near the College.

**Entrances/Exits:** Please pay special attention to any unusual activity by individuals around entrances and exits, particularly those that are not commonly used.

**Bag searches:** FCIM has the authority, at its sole discretion, to search any bag (i.e., backpacks, handbags, instrument cases) that is brought onto campus grounds. Please give the staff member conducting the search your full cooperation.

**Suspicious parcels:** Although it is extremely unlikely, it is possible that harmful biological or chemical substances may be delivered in the mail or by messenger. The U.S. Postal Service has compiled a list of typical characteristics of a suspicious parcel that might trigger suspicion, as well as procedures for dealing with it. Suspicious parcels include (but are not limited to) those that:

- Are unexpected or from someone unfamiliar to you
- Are addressed to someone no longer with your organization or are otherwise outdated
- Have no return address, or have one that can't be verified as legitimate
- Are of unusual weight, given their size, or are lopsided or oddly shaped
- Are marked with restrictive endorsements, such as "Personal" or Confidential"
- Have protruding wires, strange odors, or stains
- Show a city or state in the postmark that doesn't match the return address

If you receive a suspicious parcel in the mail:

- Do not try to open the parcel
- Isolate the parcel
- Evacuate the immediate area
- Call a postal inspector to report that you've received a parcel in the mail that may contain biological or chemical substance

*If you encounter suspicious vehicles, individuals, or parcels, you should immediately call 911.*

### **Security Around the Campus**

There are many police patrol cars in the area. The efforts by local law enforcement are to some extent, complemented by the work of institutional security details at various buildings. However, no matter how good the work of the area security forces, each individual must pay close attention in order to remain secure. Here are some tips:

#### **In the classroom or clinic:**

- Students are advised to not exit the main campus buildings to go to the parking lot or their cars unaccompanied after sundown or 6:30pm, whichever is earlier. Students should walk to their cars in groups of two or more individuals for maximum safety.
- Students are advised to close the doors securely behind. Our doors are designed to lock automatically when properly closed, both on the main campus and in classrooms.
- Lock your motor vehicle at all times while parked on campus and do not leave inside your vehicle any valuables that may be within eyesight of anyone walking near or by your vehicle.
- Never leave handbags, briefcases, personal electronics and personal valuables unattended.
- When taking a break, secure your valuables or take them with you.
- When the Clinic is closing or when classes are adjourned for the evening it is imperative that all students and FCIM personnel leave the premises immediately.

## **Outside Campus:**

- Attempt to travel in groups of at least two during dark hours.
- Have your keys in your hand.
- Remain alert while walking and observe your surroundings.
- If your suspicions are aroused, call the police (911)
- Do not carry large sums of money, conspicuous jewelry, or other valuables.
- Do not dangle a purse at arm's length. Hold it close to your chest area. Wear shoulder bags crosswise over your chest – not just on one shoulder. Do not carry valuables in accessible parts of backpacks.
- If you hear cries for help, attempt to identify the source and call 911.
- If you believe you are being followed or you feel threatened in any manner, seek shelter in a commercial business if possible or the fire department (located at intersection of Lake Ellenor and Oak Ridge) since they are open 24 hours

## **If you are a crime victim:**

- Report the crime to the law enforcement by calling 911.
- Attempt to remain calm while law enforcement officers respond.
- If you are injured, request medical attention.
- Remember to obtain copies of any hospital reports from the hospital and complaint numbers or case numbers from law enforcement.
- At the appropriate time, please inform an FCIM administrative staff member of the details of the crime and complete an FCIM incident report form.

*“In the event that a situation arises that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through email, phone calls, or mailed notices to students, faculty and staff.”*

## **Privacy Act of 1974**

The Privacy Act of 1974 requires institutions to establish appropriate procedures for granting access to student records. Such access must be within a reasonable time, not to exceed 45 days. For students 18 years of age or older, no release is permitted of personally identifiable records, files, or other personal information contained in them without the written consent of the student, except for the following:

- Release to other officials, administrators, and instructors within the College who have legitimate educational interests.
- Release to officials of other institutions in which the student intends to enroll. (In such cases, the student is notified of the transfer, receives a copy of the records, and, if so desired, has the right to challenge the content of the record.)
- Release to authorized state and federal officials.

Students may inspect and secure copies of material from their educational files or records. A reasonable charge will accrue for copies of records.

Students may request an amendment to their records and may request a hearing with the Administration related to their records. The College is required to maintain a record of each request for access to records and for each disclosure of identifiable student information.

Since the College requires up-to-date address and contact information for each student, students must update their information on the FCIM website and notify the Registrar/Financial Aid Director as soon as possible whenever changes in addresses, phone numbers, or immigration status occur. The College is not responsible for missed deadlines or for documents, transcripts, checks, or other items that are lost due to inadequate contact information.

### **Harassment**

The College is committed to providing a work and learning environment that is free of bullying, discrimination and harassment. This policy applies to all employees, administrators, instructors, students, and any other person who does business with the College.

It is a violation of this policy for any administrator, instructor, employee, or student to engage in or condone harassment. It is the responsibility of every employee to recognize acts of sexual harassment and to take every action necessary to ensure that the applicable policies and procedures of the College are implemented.

Any person who believes he or she has been subjected to bullying, discrimination or harassment has the right to file a complaint with the Director of Student Services and to receive prompt and appropriate handling of the complaint. In such cases, all reasonable efforts shall be made to maintain confidentiality and protect privacy. Please see Appendix C for a full description of this policy.

## ADMINISTRATIVE STAFF DIRECTORY

**Please dial the main number 407-888-8689 then the desired extension**

Admissions:	Michelle Colon, Admissions Advisor EXT-35
Assessment & Data:	Amy Anderson, Director of Institutional Assessment and Data Management EXT-20
Clinic Director:	Jacqueline Cheng, DOM, Clinic Director EXT-19
Clinic Manager:	Betty Shelton, Clinic Manager EXT-18
Dean's Office:	Tara Reed, Dean of Academic Affairs EXT-17 Lin Chai, BTCM, Ph.D., Dean of Oriental Medicine EXT-17
Financial Aid:	Mary Simmons, Director of Financial Aid EXT-16 Max Liu, Associate Financial Aid Director EXT-14
Finance:	Susan Hoeh, Director of Finance EXT-13
Human Resources:	Susan Hoeh, Director of Human Resources EXT-13
Learning Resources:	Nieping Peng, Director of Learning Resources EXT-12
President's Office:	Jenjen Han, Vice President EXT-23 Yuan-Yuan Han, Vice President EXT-23
Registrar:	Mary Simmons, Director of Registrar EXT-16
Student Services:	Mary Simmons, Director of Student Services EXT-16

## APPENDIX A – SUBSTANCE ABUSE POLICY

All full-time and part-time students and personnel of the College are subject to federal, state and local laws as well as rules set forth by the College with regard to controlled substances. The breach or violation of any of these laws and rules may result in suspension or termination.

The College maintains a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. All employees are hereby notified that the illegal possession, use, sale, delivery and/or manufacture of controlled substances are strictly prohibited in the workplace, on College grounds and at College activities. Violations may subject the employee to dismissal from employment and to prosecution and, if convicted, fines or imprisonment.

Except in the case of authorized functions, the possession or consumption of alcoholic beverages while on College property is not tolerated. Because drug and alcohol abuse is widespread in today's society, the College provides the following information to all students.

### **Drugs and Alcohol Prohibited**

The unlawful possession, use or distribution of illegal drugs and alcoholic beverages on College property or in connection with any College activity is strictly prohibited. This prohibition applies to all students and employees. Violation of this prohibition may result in dismissal from the College.

### **Legal Sanctions Against Unlawful Possession or Distribution of Controlled Substances**

Severe penalties and sanctions exist in state and federal law against illegal trafficking and possession of controlled substances.

- Under state law, penalties vary based on the nature of the illegal substances. First time offenders may receive up to 20 years while repeat offenders can receive life imprisonment. A schedule of fines up to \$20 million is in place.
- The Federal Controlled Substances Act provides penalties for unlawful manufacturing, distribution and dispensing of controlled substances. Penalties vary depending on the substance involved, quantity involved, and the number of offenses.
- For example, under federal law trafficking or possession of less than 50kg of marijuana can result in a sentence of up to five years and a fine up to \$250,000 for an individual. If more than 1,000kg is involved, the sentence is not less than 10 years and the fine can go up to \$4 million.
- In the case of 100-999 gm of heroin or 500-4,999 gm of cocaine, sentences are not less than 5 years or more than 40 years.

### **Health Risks**

Various health risks are associated with the use of illegal drugs and abuse of alcohol.

- **Alcohol** use can lead to false feelings of confidence and control. Use over time can lead to dependency and heavy use can lead to death. Liver, brain, heart and stomach damage is

incurred even without apparent symptoms.

- **Marijuana** use may impair or reduce short-term memory and comprehension, altered sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer.
- **Cocaine** users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.
- **Amphetamines** can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.
- **Heroin** is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction of heart rate.

### **Assistance for Students**

Students who need assistance with abuse of drugs or alcohol can self-refer themselves to the following organizations:

- National Institute on Drug Abuse Hotline (800) 662-HELP
- Alcohol & Drug Abuse Helpline (800) 234-0420
- Alcoholics Anonymous (407) 521-0012

The College will assist with referrals if requested.

## APPENDIX B – CAMPUS SECURITY

The College is required to annually report to students and staff all incidents of criminal activity that occur on the campus, buildings, parking lot, and grounds.

This report is for the calendar years 2013 to 2015:

Type of Offense	Year	On Campus	Public Property
<b>Criminal Homicide</b>			
Murder/Non-negligent Manslaughter	2013	0	0
	2014	0	0
	2015	0	0
Manslaughter by Negligence	2013	0	0
	2014	0	0
	2015	0	0
<b>Sex Offenses</b>			
Forcible Sex Offenses (Rape and Forcible Fondling)	2013	0	0
	2014	0	0
Rape	2015	0	0
Forcible Fondling	2015	0	0
Non-forcible sex offenses (Incest and Statutory Rape)	2013	0	0
	2014	0	0
Incest	2015	0	0
Statutory Rape	2015	0	0
<b>Robbery</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Aggravated Assault</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Burglary</b>			
	2013	0	0
	2014	0	0
	2015	0	0
<b>Motor Vehicle Theft</b>			
	2013	0	0
	2014	0	0
	2015	0	0

**Any criminal activity, suspected criminal activity, or emergency should be reported to the Orange County Sheriff's Department by dialing 911.** A follow-up report should be made to the College's Administrator or Assistant Administrator.

As noted in Appendix A, the use or possession of alcoholic beverages or illegal drugs on campus is strictly prohibited. Other information relevant to alcohol and illegal drug abuse education can be found in Appendix A.

## APPENDIX C – FCIM POLICY AGAINST BULLYING & HARASSMENT

### a. Statement prohibiting bullying and harassment:

It is the policy of the Florida College of Integrative Medicine (“FCIM” or “College”) that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. FCIM will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

### b. Definition of bullying and a definition of harassment:

**Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data, electronic equipment, or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation and/or reputation of a school

**Bullying and harassment** also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause

emotional or physical harm to a student or school employee by:

- a. Incitement or coercion;
- b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school; or
- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

**Cyberstalking** as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**c. Description of the type of behavior expected from each student and school employee of FCIM:**

The Florida College of Integrative Medicine expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

FCIM believes that standards for student behavior must be set cooperatively through interaction among the students, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

Bullying or harassment of any student or school employee is prohibited:

- a) During any education program or activity conducted by FCIM or otherwise on FCIM grounds;
- b) During any school-related or school-sponsored program or activity;
- c) Through the use of data or computer software that is accessed through a computer, computer system, or computer network of FCIM

**d. Consequences for a student or employee of FCIM who commits an act of bullying or harassment:**

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct. Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with school

policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State Board of Education Rule 6B-1.006, FAC., *The Principles of Professional Conduct of the Education Profession in Florida*.) Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

e. **Consequences for a student or employee of FCIM who is found to have wrongfully and intentionally accused another of an act of bullying or harassment:**

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with school policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

f. **Procedure for reporting an act of bullying or harassment, including provisions that permit a person to anonymously report such an act.**

The Dean of Academic Affairs or his/her designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Dean of Academic Affairs or his/her designee. All other members of the school community, including students, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.

The Dean of Academic Affairs shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. A school employee, school volunteer, student, spouse, partner, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the school policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal

disciplinary action may not be based solely on the basis of an anonymous report.

**g. Procedure for the prompt investigation of a report of bullying or harassment and the persons responsible for the investigation. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act:**

At FCIM, the Procedures for Investigating Bullying and/or Harassment include:

- The Dean of Academic Affairs or his/her designee assigns a person who is trained in investigative procedures to initiate the investigation. Such investigator may not be the accused perpetrator (harasser or bully) or the victim.
- Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- The investigator shall collect and evaluate the facts including, but not limited to:
  - o Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
  - o How often the conduct occurred;
  - o Whether there were past incidents or past continuing patterns of behavior;
  - o The relationship between the parties involved;
  - o The characteristics of parties involved (i.e., grade, age, etc.);
  - o The identity and number of individuals who participated in bullying or harassing behavior;
  - o Where the alleged incident(s) occurred;
  - o Whether the conduct adversely affected the student's education or educational environment;
  - o Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  - o The date, time, and method in which the spouse/partner, parents/legal guardians of all parties involved were contacted.
- Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
  - o Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
  - o A written final report to the Dean of Academic Affairs.
- The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

**h. Process to investigate whether a reported act of bullying or harassment is within the Administration's scope of legal authority to handle and, if not, a process for referral of such an act to the appropriate jurisdiction:**

The Dean of Academic Affairs or his/her designee will assign a person who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the school.

The investigator will provide a report on results of investigation with recommendations for

the Administration to make a determination if an act of bullying or harassment falls within the scope of the school.

- If it is within scope of school, move to Procedures for Investigating Bullying and/or Harassment (as outlined in section (g) above).
- If it is outside scope of school, and determined a criminal act, refer to appropriate law enforcement.
- If it is outside scope of school, and determined not a criminal act, inform parents/legal guardians of all students involved.

**i. Procedure for providing immediate notification to the parents/legal guardians of a minor victim of bullying or harassment and the parents/legal guardians of the perpetrator of an act of bullying or harassment as well as, notification to all local agencies where criminal charges may be pursued against the perpetrator:**

The Dean of Academic Affairs, or his /her designee, shall promptly **report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all minor students involved** on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

**j. Procedure for providing instruction to students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying or harassment:**

FCIM ensures that the school sustains a healthy, positive, and safe learning environment for all students. It is important to change the social climate of the school and the social norms with regards to bullying. This requires the efforts of everyone in the school environment – instructors, clinical supervisors, administrators, other non-teaching staff (such as custodians, and school librarians), spouses/partners, parents/legal guardians, and students.

Students, instructors, clinical supervisors, school administrators, advising staff, and school volunteers shall be given instruction at a minimum on an annual basis on the FCIM's Policy and Regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.

**k. Procedure for regularly reporting to a victim's spouse/partner or parents/legal guardians the actions taken to protect the victim:**

The Dean of Academic Affairs, or his/her designee, shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all minor students involved on the same day an investigation of the incident

has been initiated. According to the level of infraction, spouse/partner, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the student; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

**I. Procedure for publicizing the policy which must include its publication in the code of student conduct required under s. 1006.07(2), F.S., and in all employee handbooks:**

At the beginning of each semester, the Dean of Academic Affairs or his/her designee shall, in writing, inform FCIM students and school staff, of the school's student safety and violence prevention policy.

FCIM shall provide notice to students and staff of this policy through appropriate references in the code of student conduct found in the *FCIM Student Handbook* and employee handbooks, and/or through other reasonable means. The Dean of Academic Affairs shall also make all contractors contracting with the school aware of this policy.

The Dean of Academic Affairs shall develop an annual process for discussing FCIM's policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around the school.