



A Message from the School Owner

Florida Professional Institute is dedicated to provide a safe and secure environment to achieve the best possible educational and professional atmosphere. Within this report are tools for safety and awareness. I may be contacted by telephone or email with any questions pertaining to the information within this report.

Manuel Diego

mdiego@fpi.edu

305 – 264 – 4311

INTRODUCTION

Florida Professional Institute in compliance with the “Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act of 1998”, and herein identified as the “Clery Report”, publishes the Clery Report in order to provide all currently enrolled students, campus employees and all prospective students and prospective employees with statistics about crime statistics on campus and its geographical area of inherence as stated in the regulations on the Clery Act.

The safety and wellbeing of our students, staff, faculty, and guests are very important to the institute. FPI wishes to provide students, faculty and visitors with information on safety, security procedures, policies and resources available and to ask that they cooperate in crime prevention. The report is distributed through appropriate publications, mailings, or by visiting the Florida Professional Institute website: www.fpi.edu and www.fpinstitute.myopenlms.net

A copy of this report can be obtained in person by contacting:

Manuel Diego

mdiego@fpi.edu

305 – 264 – 4311

The procedure for preparing this annual disclosure of crime statistics report is to obtain data requested from the following sources: local law enforcement agency that has jurisdiction, the Miami Dade Police Department, and non-police officials (Director, Facilities Department) and landlord/ building superintendent. These statistics reported were gathered, compiled and reported to FPI management over the past year and have occurred either on-campus, in off-campus buildings or property owned or controlled by Florida Professional or on public property adjacent to the campus.

CAMPUS SECURITY AUTHORITY

GENERAL INFORMATION

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to an institutional official promptly. If a student or employee wished to report a crime on anonymous or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
3. Students are encouraged to exercise awareness for their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report to an institutional official, any suspicious persons.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds turn off lights when leaving a room.

Notifications

The Institute's administration will alert the Florida Professional Institute community of any threats to the community by personal announcement in the classes and on the campus for any Clery Act crimes or Emergency Notifications. E-mail notification will be used to back-up this method.

FPI SAFETY AND SECURITY PURPOSE

FPI Safety and Security procedures and policies are intended to reflect the basic response individuals should take in the most common emergencies likely to be experienced at the School and to define the management model to be employed when the School must respond to major emergencies of all types. In responding to major emergencies, priority will always be placed on preventing or minimizing harm or injury to individuals, minimizing damage to School assets, and restoring normal operations in the shortest possible time frame.

The Institute is committed to maintaining a high state of emergency preparedness by educating community members to their roles and responsibilities, conducting regular vulnerability assessments, regularly reviewing and revising policies and procedures, providing prepositioned emergency response resources, and routinely testing and evaluating emergency response plans.

CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of un-prescribed drugs or alcoholic beverages and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal.

A student who conducts himself in a manner detrimental to the school staff or other students may be subject to immediate warning, probation, suspension or dismissal from Florida Professional Institute for any one of the following reasons:

1. Failure to honor the Enrollment Agreement in it's entirely.
2. Failure to fulfill the requirements of academic probation or attendance.
3. Financial obligation not met.
4. Excessive absence.
5. Possession of/or use of drugs or alcohol.
6. Behaving in a manner potentially dangerous to clients, fellow students and faculty.
7. Possession of weapons upon school premises.
8. Behavior creating a safety hazard to other persons or to the facilities.
9. Defacing or destruction of school property.
10. Sexual misconduct of any kind.
11. Stealing; evidence of acting in a conspiracy or as an accomplice in a crime on school property.
12. Cheating or changing grades on tests.
13. Any other stated violation or infraction to the code of conduct as determined by the Director, Manuel E. Diego.

Office telephones, copiers, computers, and printers are for use by staff and faculty only. Incoming calls for students will be accepted on the school phones only in emergencies.

Students will be responsible for payment of all property destroyed or damaged, with or without intent. Intentional defacing, damaging, or destroying of property by any student may result in immediate expulsion.

COMPLAINTS PROCEDURE (Grievance Policy)

Florida Professional Institute offers learning and working environment that is professional, safe, and supportive of both student and staff. To help preserve this atmosphere, there is specific well-defined and effective process in place for handling and resolving complaints.

Should a student have a concern, complaint, or grievance, he or she within 48 hours should follow the procedure below:

1. Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter.
2. All Florida Professional Institute employees must inform the Director of Student Services of all reported grievances.
3. If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from the Director of Student Services.
4. If the previous steps have not solved the grievance within 48 hours of the incident, the aggrieved party must present to the President/Director of Education, in writing, all facts of the grievance.

Within 24 hours, upon receipt of the written information, the Director of Student Services will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing

to all parties. The Committee will consist of the President/Director or Education, Vice-President/School Director, Director of Student Services and one staff or faculty members not involved with the incident in question.

All persons or their representatives involved with the incident must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 hours. The Committee decision will be final.

CRIME REPORTING PROCEDURES

Florida Professional Institute are encouraged to report criminal actions or other emergencies as soon as possible, any incident which constitutes a crime under local, state or federal law may be reported to the police at the discretion of the Campus Director. Any activity which would constitute a felony crime MUST be reported to the appropriate law enforcement agency. Such crimes include, but are not limited to: Murder, forcible and non-forcible sex offenses, rape, robbery, aggravated assault, burglary, arson and motor vehicle theft.

In case of an emergency or criminal action, students and staff are authorized to call 911. The appropriate Campus Security Authority should be notified immediately whenever emergency assistance has been summoned.

For all incidents, including crimes, an Incident Report will be completed and recorded at the Campus Incidents' log and Crime log in case of a crime, maintained at the Campus Director and the Office of Student Services on each campus.

Confidentiality can be maintained up to the extent allowed by federal law. The name of the person reporting may be kept confidential, but the incident has to be reported to the Office of Student Services so it may be included in the crime log and the annual security report without disclosing the person's name or any other information that would lead to identify the person and/or infringe on his/her confidentiality. If the situation cannot be resolved without disclosing the name of the complainant or the situation is not appropriate to this type of arrangement, then the name of the complainant may have to be disclosed in order to conduct an investigation. Complaints against students are protected under the Family Education Rights and Privacy Act, and may be disclosed for legitimate educational purposes within the institution.

Campus Incidents and Crime Log

While each incidence of campus criminal activity is reported to the School Director, a record of the criminal activity is kept at the Office of Student Services. The Crime Log includes the nature, date, time, and general location of each crime and the disposition of the complaint, if known.

SUPPORTIVE MEASURES

Supportive measures are determined on a case-by-case basis and may include counseling, schedule accommodations, academic accommodations, mutual restrictions on contact between the parties, increased security and monitoring of certain areas of the campus, and other similar measures. When implementing supportive measures, the School will make every effort to avoid depriving any student of his or her education. FPI will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair its

ability to provide the supportive measures. If a complainant reporting an incident of sexual violence requests a supportive measure and it is reasonably available, FPI will provide such measure, regardless of whether the complainant chooses to report the incident to campus police or local law enforcement.

EMERGENCY EVACUATION PROCEDURES

The safety of FPI’s employees, faculty, students and visitors is paramount. It is crucial that the school facilities are maintained in a condition that allow for quick and safe evacuation in the event of an emergency. The School Director, Manuel Diego, is to be notified in the event of any fire / emergency evacuation at 305 – 264 - 4311.

In the event of fire or other emergencies that require the evacuation of FPI facilities students and staff will immediately evacuate the buildings. The school requires complete evacuation of buildings during any alarm event and will discipline any student or staff who is noncompliant. A member of the Management Team, along with the School Director, is assigned to coordinate the evacuation of all students and staff members.

- ◆ If you see fire or smell smoke, pull the nearest fire alarm and begin evacuation procedures at once.
- ◆ If you can do so without putting yourself at risk, rescue individuals who may need assistance. (Certain individuals in your building may need assistance with evacuation or getting to a safe location).
- ◆ Close all doors behind you. (This action helps to contain the fire to as small of an area as possible).
- ◆ Never prop open fire doors. This action will prevent safe evacuation of all building occupants.
- ◆ Assemble outside of the building in the pre-determined locations (front of the building - **parking area directly across the street from the building**). Never go to another location during an evacuation. Please stay with your classmates and instructor, if possible.
- ◆ NEVER block roadways or entrances into buildings. The City of Miami Dade’s Fire Department must have free and clear access to the building and all entrances.
- ◆ Move away and remain a safe distance from the building. Do not re-enter the building until permitted by the Fire Department officials.

Emergency Response and Evacuation Drills

Florida Professional Institute conducts a test of the evacuation procedures at least once a year. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log, including the description of the exercise is maintained in the Administrators office and includes the date and the time.

FIRE LOG BELOW

Date	Location	Type	Cause Number of Related / Injuries Treated at Medical Facility	Related Deaths	Property Damage	Value of Damaged Property
2021	None					

PREVENTION AND AWARENESS PROGRAMS

Primary education program for new students and employees is part of orientation for new students and employees. Please refer to bulletin boards throughout the campus for ongoing campaigns regarding ongoing preventions and awareness programs.

HATE CRIMES

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The statistics in the Hate Crime charts are separated by category of prejudice.

Offense	Year	Race	Religion	Gender	Sexual Orientation	Disability
Murder/Non-Negligent	2021	0	0	0	0	0
Manslaughter	2021	0	0	0	0	0
Negligent Manslaughter	2021	0	0	0	0	0
Sexual Offenses, Forcible	2021	0	0	0	0	0
Sexual Offenses/Non Forcible	2021	0	0	0	0	0
Robbery	2021	0	0	0	0	0
Aggravated Assault	2021	0	0	0	0	0
Burglary	2021	0	0	0	0	0
Larceny	2021	0	0	0	0	0
Vandalism	2021	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0
Arson	2021	0	0	0	0	0
Liquor Law Arrest	2021	0	0	0	0	0
Liquor Law Referral	2021	0	0	0	0	0
Drug Law Arrest	2021	0	0	0	0	0

Campus Statistics of Criminal Offense at Florida Professional Institute On- Campus/Non-Campus Buildings (NONE)

PUBLIC PROPERTY CRIME STATISTICS

The purpose of this report is to advise current and prospective students and employees of crimes that have occurred on campus during the past calendar year.

As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

<https://www.miamidade.gov/global/police/home.page>

CRIME STATISTICS BY GEOGRAPHICAL LOCATION

Offense	Year	Main Campus Location On Campus	Main Campus Location Public Property/Vicinity
Murder/Non- Negligent	2021	0	0
Manslaughter	2021	0	0
Negligent Manslaughter	2021	0	0
Sexual Offenses, Forcible	2021	0	0
Sexual Offenses/Non Forcible	2021	0	0
Robbery	2021	0	0
Aggravated Assault	2021	0	0
Burglary (Residence)	2021	0	0
Burglary (Commercial)	2021	0	0
Burglary (Vehicle)	2021	0	0
Larceny	2021	0	0
Vandalism	2021	0	0
Motor Vehicle Theft	2021	0	0
Arson	2021	0	0
Liquor Law Arrest	2021	0	0
Liquor Law Referral	2021	0	0
Drug Law Arrest Narcotics Felony	2021	0	0
Drug Law Arrest Misdemeanor	2021	0	0
Illegal Weapons Arrest (weapons violations)	2021	0	0

CRIME MAPPING

Like the City of Miami Dade, over 900 agencies across the United States have their crime statistics available on www.CrimeReports.com . This website is the nation's largest collection of law enforcement agencies committed to transparency, public access and citizen engagement. This website, www.crimereports.com provides up-to-date crime information. Community members can access the integrated crime map and receive email crime alerts for free, empowering them to make informed decisions to help improve the safety of their neighborhood and community.

WEAPONS, DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Florida Professional Institute is committed to providing an environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. FPI has adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by FPI community members.

The unauthorized possession and/or use of any weapon are strictly prohibited on school property and are cause for immediate dismissal. Weapons may include such items as firearms, explosives, unauthorized possession of a knife, etc.

Standard of Conduct: The unlawful possession, use, or distribution of drugs, alcohol or weapons are prohibited on property owned and controlled by FPI. No employee or student is to report to work or class while under the influence of illegal drugs or alcohol.

Sanctions: Violation of the policies and laws described in this statement by an employee or student is grounds for disciplinary action up to and including termination or expulsion. Such disciplinary actions also may include reprimand or suspension. Student violations will be documented in the company database and with counseling forms. Staff action will be documented in their personnel file. Additionally, a violation may be reason for evaluation and treatment of a drug and/or alcohol-use disorder or referral for prosecution consistent with local, state, and federal criminal law. Disciplinary action by Florida Professional Institute does not preclude the possibility of criminal charges against a student or employee. The filing of criminal charges similarly does not preclude action by FPI.

Other Legal Sanctions: State law prohibits the possession of alcoholic beverages by persons under the age of 21. No person may sell, give, serve or permit to be served alcoholic beverages to a person under 21, and it is unlawful for a person under 21 to misrepresent his age in order to obtain alcohol. Violation of either of these offenses is also punishable by a definite term of imprisonment of up to 60 days and a fine of \$500.

Misrepresentation of age may also lead to curtailment of driving privileges. Under state law, it is a crime for any person to possess or distribute controlled substances/drugs as described in Section 893.03, Florida Statutes, except as authorized by law. Punishment for such crimes ranges from first-degree misdemeanors (up to one-year imprisonment and up to a \$1,000 fine) to first-degree felonies (up to 30 years' imprisonment and up to a \$10,000 fine).

Individuals who have been convicted of a felony involving the sale of or trafficking in, or conspiracy to sell or traffic in, a controlled substance under certain circumstances may be disqualified from applying for state employment. Penalties under federal law for drug trafficking generally are greater than penalties under state law. Convictions on drug-related charges also may result in disqualification for federal financial aid. Punishments may include a fine of up to \$8 million and life imprisonment.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. The use of small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may result in chronic depression and suicide and also may be associated with the abuse of other drugs. 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 described. Even occasional heavy drinking may be associated with the harmful effects described.

above. Binge drinking, which occurs over an extended period of time, involves repeated use of alcohol to the point of intoxication. A person may give up usual activities and responsibilities during this time in order to use alcohol, and serious impairment in all areas of functioning may occur. Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders, and impairment of the central nervous system—all of which may lead to early death. Repeated use of alcohol can lead to dependence, and at least 15 to 20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions, which can be life threatening. The use of illegal drugs and the misuse of prescription and other drugs also pose a serious threat to health. The use of marijuana (cannabis) may cause impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration. Marijuana use also may cause lung damage, paranoia, and possible psychosis. The use of narcotics, depressants, stimulants, and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.

Help for all members of the FPI community is available through:

Alcoholics Anonymous at: (305) 461 – 2425 and **Narcotics Anonymous at** (800) 407-7195

Additional places where one can get treatment are listed on the internet under AA.org “Near You” https://www.aa.org/pages/en_US/find-local-aa

NEW CRIME CATEGORIES

New crime statistics regarding the Violence against Women Act Reauthorization, Florida Professional Institute has begun to compile statistics of any incidents regarding Sexual Violence, Dating Violence, Domestic Violence and Stalking.

		ON CAMPUS	CITY
Domestic Violence	2021	0	0
Dating Violence	2021	0	0
Stalking	2021	0	0

DOMESTIC VIOLENCE

The term “domestic violence” means

1. Felony or misdemeanor crimes of violence committed
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Under Florida criminal law section 741.28, Domestic Violence is defined as violence committed by a family or household member as defined below and relates to abuse as well as violation of an injunction for protection Domestic violence; definitions. Asusedinss.741.28-741.31:

1. "Department" means the Florida Department of Law Enforcement.
2. "Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or house hold member.
3. "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.
4. "Law enforcement officer" means any person who is elected, appointed, or employed by any municipality or the state or any political subdivision thereof who meets the minimum qualifications established in s. 943.13 and is certified as a law enforcement officer under s. 943.1395.

Domestic violence can happen to anyone of any race, age, sexual orientation, religion or gender. It can happen to couples who are married, living together or who are dating. Domestic violence affects people of all socioeconomic backgrounds and education levels.

If you think you might be in an abusive relationship please call the **National Domestic Violence Hotline at 1-800-799-SAFE (7233), 1-800-787-3224 (TTY)** or your local domestic violence center to talk with someone about it.

Florida Professional Institute will make reasonable accommodations and assist any victim regardless of whether the victim chooses to report the crime to the campus security administrator or local law enforcement. FPI will work with department heads and local community to provide the victim options for changing academic, living, transportation, and working situations.

DATING VIOLENCE

Dating Violence: The term "dating violence" means violence committed by a person

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim and
2. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

If you think you might be in an abusive relationship please call the **National Domestic Violence Hotline at 1-800-799-SAFE (7233), 1-800-787-3224 (TTY)** or your local domestic violence center to talk with someone about it.

Sexual Assault and related Definitions:

- ◆ Sexual Assault: “Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system.
- ◆ A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- ◆ Rape is defined as 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 defined as the touching of the private parts of another person for the purposes 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 defined as No forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- ◆ Statutory Rape is defined as No forcible sexual intercourse with a person who is under the statutory age of consent. Under Florida criminal law, Sexual Battery is defined under section 794.011(1)(h) “Sexual battery” means oral, anal, or vaginal penetration by, or union with the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.

Prevention Policy

Sexual activity without consent by all parties is considered rape. Consent must be voluntary and not obtained by coercion or threats. Consent can be revoked at any moment. Sexual consent is the voluntary approval of what is done or proposed by another, permission, agreement in opinion or sentiment for sexual activity. Consent is defined in Florida under section 794.011 (1) (a) of Florida criminal law as intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Florida Professional Institute maintains that all forms of sexual assault are unacceptable. FPI endorses a reporting policy that strongly encourages victims to report all crimes to local police at once. Reporting of a crime ensures that appropriate action can be taken. Crimes can be reported in person, or by calling the police department. If you are sexually assaulted, you should take the following actions:

- Go to a safe place.
- Call the police or 911.
- Contact a trusted friend or family member.
- Do not bathe or douche. If possible, do not urinate.
- Do not eat, drink, smoke or brush your teeth if oral contact was made.

- Keep clothes worn during the offense. If you remove them, place them in a paper bag (evidence deteriorates in plastic).
- Get immediate medical attention.
- Do not destroy or move any physical evidence that may be in the vicinity of the crime.
- Tell someone and/or write down the details of the assault as soon as possible.
- Remind yourself, this is not your fault.
- Seek counseling services to help you overcome trauma from the event.

Title IX

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence. Sexual Harassment may be verbal, non-verbal, or physical in nature and prohibited by Title IX.

Florida Professional Institute is proactive and committed to ensure all students, faculty and staff at our institution attend/work in an environment that is free of sex discrimination by responding promptly and effectively. Please see Title IX postings throughout the campuses for additional information.

To file a complaint with the Institute, please complete and bring the Complaint form in person to the Student Services Director, Kenia Nunez, or call our office to make arrangements to meet with you at another location. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call 305-264-4311 or email studentservices@fpi.edu to leave a message. Please feel free to contact our office if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment).

Florida Professional Institute Non-Disclosure Statement : Florida Professional Institute, in compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity, national or ethnic origin, disability, or veteran status in employment processes, admission or financial aid programs, or educational programs or activities. The Student Services, Kenia E Nunez (305-264-4311) is the Title IX Coordinator and individual designated by the Institute to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws.

Rape Hotline (RAINN) - (Rape, Abuse and Incest National Network 1-800-656-HOPE) at <https://www.rainn.org/>. The advocate will provide you with options and you will not have to give your name. **1-800-656-4673**

Should a sex-related offense occur at FPI, administration will work with the student to report the crime to authorities and will direct the student to receive proper medical attention and to protect evidence (see above). Any student found to be guilty of any sexual offense will be immediately expelled from the school.

Registered Sex Offender Database

Florida Department of Law Enforcement is required by law to put all registered sexual predators and offenders who qualify under the Florida Public Safety Information Act (PSIA) on the Internet.

Internet flyers will contain a photo, a physical description, and an address for each subject. This information can be printed from the web page. The web address is <https://offender.fdle.state.fl.us/offender/sops/faq.jsf>

Reporting Sexual Assault: After an incident of any type of sexual assault, the victim should consider getting medical attention as soon as possible. In the State of Florida, evidence may be collected, despite you're not choosing to make a report. Consider making an investigation possible and ensure that your evidence is not lost, tainted or become unavailable. It is important to ensure evidence is preserved and attainable. Aside from the local police department, if the assault occurred on Florida Professional Institute property, please report the incident to the Title IX Coordinator by calling **305-264-4311**, or come to the campus and report in person. The Institute will provide resources to you on campus. Immediate reporting to the Title IX Coordinator is for the purpose of ensuring prompt response to any incident and ensure appropriate action is taken to any violator.

STALKING

The term stalking means, engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of other; or
- Suffer substantial emotional distress

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

The following definitions are for general reference only; and may differ from applicable legal definitions in the state or change.

Florida criminal law defines Stalking under section 784.048 Stalking; definitions; penalties.

1. As used in this section, the term:

- a. "Harass" means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.
- b. "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.
- c. "Credible threat" means a verbal or non-verbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not to prosecution under this section.
- d. "Cyberstalk" 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.

2. A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

3. A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

4. A person who, after an injunction for protection against repeat violence, sexual violence, or dating violence pursuant to s. 784.046, or an injunction for protection against domestic violence pursuant to s. 741.30, or after any other court imposed prohibition of conduct toward the subject person or that person's property, knowingly, willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

5. A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks a child under 16 years of age commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

6. A law enforcement officer may arrest, without a warrant, any person that he or she has probable cause to believe has violated this section.

7. A person who, after having been sentenced for a violation of s. 794.011, s. 800.04, or s. 847.0135(5) and prohibited from contacting the victim of the offense under s. 921.244, willfully, maliciously, and repeatedly follows, harasses, or cyberstalks the victim commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

8. The punishment imposed under this section shall run consecutive to any former sentence imposed for a conviction for any offense under s. 794.011, s. 800.04, or s. 847.0135(5).
9. The sentencing court shall consider, as a part of any sentence, issuing an order restraining the defendant from any contact with the victim, which may be valid for up to 10 years, as determined by the court. It is the intent of the Legislature that the length of any such order be based upon the seriousness of the facts before the court, the probability of future violations by the perpetrator, and the safety of the victim and his or her family members or individuals closely associated with the victim. The order may be issued by the court even if the defendant is sentenced to a state prison or county jail or even if the imposition of the sentence is suspended and the defendant is placed on probation.

If you feel you are a victim of stalking and fear for your safety, please call 911 immediately. Additionally:

- If possible, have a phone nearby at all times, preferably one to which the stalker has never had access. Memorize emergency numbers, and make sure that 911 and helpful family or friends are on speed dial.
- Treat all threats, direct and indirect, as legitimate and inform law enforcement immediately.
- Vary routines, including changing routes to work, school, the grocery store, and other places regularly frequented. Limit time spent alone and try to shop at different stores and visit different bank branches.
- When out of the house or work environment, try not to travel alone and try to stay in public areas.
- Get a new, unlisted phone number. Leave the old number active and connected to an answering machine or voicemail. Have a friend, advocate, or law enforcement screen the calls, and save any messages from the stalker. These messages, particularly those that are explicitly abusive or threatening, can be critical evidence for law enforcement to build a stalking case against the offender.
- Do not interact with the person stalking or harassing you. Responding to stalker's actions may reinforce their behavior.
- Consider obtaining a protective order against the stalker. Some states offer stalking protective orders and other victims may be eligible for protective orders under their state's domestic violence statutes.
- Trust your instincts. If you're somewhere that doesn't feel safe, either find ways to make it safer, or leave.

For all other non-emergencies please refer to the stalking resource center web site below for detailed literature on safety planning.

<https://victimsofcrime.org/stalking-resource-center/>

Active Bystander Intervention

A bystander, or witness, is someone who sees a situation but may or may not know what to do, may think others will act or may be afraid to do something. Don't let fears prevent you from acting as a responsible member of our FPI Community. Bystander intervention includes recognizing situations

of potential harm, understanding institutional and cultural conditions that can facilitate violence / harm to others and identifying safe and effective intervention options then taking action to intervene. Use your best judgment and common sense. Do not choose a course of action that places you or anyone else at risk of harm. Learn to recognize signs when someone is in danger and safely intervene in a potentially dangerous situation. The most effective time to act may be later and not on the spot. You may want to get advice before taking steps, reach out to the Administration.

Five steps toward taking action (Adapted from Darley and Latane, 1968)

1. Notice the event as unusual?
2. Consider whether the situation demands your action
3. Decide if you have a responsibility to act
4. Choose what form of assistance to use
5. Understand how to implement the choice safely

This information is for students, schools, and anyone interested in finding resources on how to respond to and prevent sexual assault. This information is now located on: <https://www.justice.gov/ovw/protecting-students-sexual-assault>

Standard of Conduct: Any occurrence of sexual assault, domestic violence, dating violence and stalking is prohibited on property owned and controlled by FPI. Any employee or student under investigation of such an occurrence is NOT to report to work or class until the investigation is complete.

Sanctions: Violation of the policies and laws described in this statement by an employee or student is grounds for disciplinary action up to and including termination or expulsion. Such disciplinary actions also may include reprimand or suspension. Student violations will be documented in the company database and with counseling forms. Staff action will be documented in their personnel file. Additionally, a reporting will be reason for notification to local police department for full investigation. Disciplinary action by Florida Professional Institute does not preclude the possibility of criminal charges against a student or employee. The filing of criminal charges similarly does not preclude action by FPI.

Member of Florida Professional Institute Critical Incident Response Team

CRITICAL INCIDENT RESPONSE TEAM		
School Director / Instructor	Manuel Diego	305 264 4311
President / Instructor	Ricardo Perez	305 264 4311
Admission	Rosa L Simon	305 264 4311 Ext. #3
Student Services	Kenia Nunez	305 264 4311 Ext #1

FPI also strongly advises victims of sexual assault to seek counseling. Local organizations that specialize in crises counseling include:

The following is a list of emergency, crisis and other important contact and resource information contacts:

Emergency 911	National Suicide Prevention Lifeline 1(800)273-8255	National Hotline for Missing & Exploited Children 1(800) 843-5678	Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline 1(800)662-4357
Fire 786 331- 5000	National Domestic Violence Hotline 1(800)799-7233	RAINN-Rape, Abuse & Incest National Network (RAINN) 1(800)656-4673	Baptist Health-Women's Health Center 1(833)692-2784
Police 305 552-9900	National AIDS's Hotline 1(800)342-2437	National Domestic Violence / Child Abuse / Sexual Abuse 1(800)799-7233	Crime Victims' Services 1(800)226-6667