



CONSUMER RIGHTS



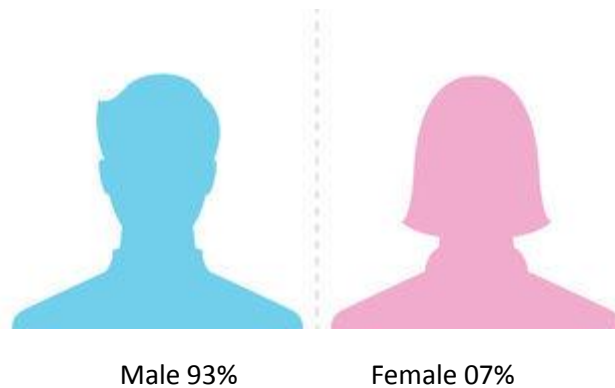
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STUDENT DIVERSITY

Pursuant to the *HIGHER EDUCATION OPPORTUNITY ACT (HEOA) of 2008*. Colleges and Universities must make available to current and prospective students Information about the student body diversity, including the percentage of enrolled full-time students who are male, female, self-identified members of a major racial or ethnic group, and those who receive a federal Pell Grant.

The Information is as follows:



Black or African American 0%

Hispanic or Latino 100%

First Time Undergraduate Pell Recipients 0%

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA (sometimes referred to as the Buckley Amendment) was passed by Congress in 1974 and provides the following rights to students:

1. The right to inspect and review the student's education records within 45 days from when the institution receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate officials, written request that identify the record(s) they wish to inspect. An institution official will make arrangements for access and notify the student of the time and place where the records must be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall forward the student to the correct official to whom the request should be addressed.

2. The right to request an amendment of the student's education records that the student believes is inaccurate or misleading.

They should write to the institutions official responsible for the record clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading, if the institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision advise them of his or her right to a hearing regarding the request for an amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right of hearing.

3. The right to consent disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception, which permits disclosure to school officials with legitimate educational interest upon request, the institution discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the Institution States in its annual notification that it intends to forward records upon request.

A school may disclose *personally identifiable information* without student consent to the following parties:

- School officials with legitimate educational Interests
- U.S Comptroller General U.S Attorney General, U.S Department of Education
- State and local Officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of dependent student as defined by the IRIS
- Parent of a student under 21 regarding the violation of a law relating to alcohol or abuse.

In contrast to the exceptions of the notification and recordkeeping requirements grated for law enforcement purposes, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena in advance of compliance so that the parent or eligible student may seek protective action. Additionally, Schools must comply with FERPA'S recordkeeping requirements when disclosing information pursuant to a standard court order or subpoena.

The school will make a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court issuing agency has prohibited such disclosure).

4. The right to file complaint with the U.S Department of Education concerning alleged failures by the State Institution to comply with the requirements of FERPA. The name and the address of FERPA is: Family Policy Compliance Office, U.S Department of education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605.

WHAT ARE EDUCATION RECORDS?

Under *FERPA*, education records are defined as record that are directly related to a student and are maintained by an educational agency or institution or by a party acting behalf of a party or institution, Protected education records can be maintained in paper, computer media, video or audio tape, film, microfilm and microfiche. Examples include but are not limited to the following:

- Transcripts
- Class Schedules
- Academic History Reports
- Attendance Record
- Grades
- Advising Notes
- Financial Records
- Degree Audit Report

According to *FERPA*, a student can request that the institution not release any directory information that relates to them. Institutions must comply with this request, once received, if the student is still enrolled.

Any record that contains personally identifiable information that is directly related to the student is an education record under FERPA. This information can also include records kept by the school the form of student files, student system databases kept in storage devices such as serves, recordings or broadcasts which may include student projects.

A student shall not be permitted to inspect records which personally identify other students even if he/she is personally identified. In such case, he/she shall simply be informed of the information contained on the record.

The following are not considered as education record as defined by *FERPA*:

- Private notes of individual staff or faculty (not kept in student advising records)
- Campus Police Records
- Medical records
- Statistical data compilations that contain no mention of personally identifiable information about any specific student

Faculty notes, data compilation, and administrative records kept exclusively by the maker of the records that are not accessible or revealed or to anyone else are not considered educational records and therefore fall outside the *FERPA* disclosure guidelines. However, the records may be protected under other State or Federal laws.

DIRECTORY INFORMATION

Some information in the student education records are defined as directory information Under *FERPA*. Under a strict reading of *FERPA*, the School may disclose this type of information without written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include but is not limited to:

- Name
- Address
- Phone Number
- E-mail Address
- Dates of Attendance
- Degrees Awarded
- Enrollment Status
- Major Field of Study

NON – DIRECTORY INFORMATION

Non – directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without consent the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic right to do so. Non-directory information may include but is not limited to:

- Social Security Number
- Student Identification Numbers
- Race, Ethnicity and/or Nationality
- Gender
- Transcripts, grade reports

WRITTEN CONSENT INFORMATION

In general, a student must provide a signed dated written consent form before an education agency or school can legitimately disclose non-directory information from the student's education records.

The written consent must:

- Specify the records that may be disclosed.
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made.

When disclosure is made:

- If a parent or eligible student so request, the school must provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible so requests, the school must prove the student with a copy of the records disclosed.

Signed and dated written consent may include a record and signature in electronic form that:

- Identifies and authenticates a particular person as the source of electronic consent.
- Indicates such person's approval of the information contained in the electronic consent.

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or formation requested by regional accrediting organizations.

Institutions do not need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where as a result of crime of violence, a disciplinary hearing was conducted by the school, a final decision as recorded, and the alleged victims seeks disclosure.

In order for institutions to be able to disseminate non-directory information in these instances, FERPA requires that institutions annually publish the policies and procedures that they will follow to meet FERPA guidelines.

STUDENTS RIGHT-TO KNOW ACT

Futura Career Institute is pleased to provide the following information regarding our institution's graduation and completion rates. The information is provided in compliance with *higher education act 1965*, as amended, *Students Right - to - Know Act* is a Federal policy which mandates that all schools participating in the title IV programs provide the information to its students.

The following is our year end average for 2015 placement rate.

Graduation Rate: 71 % Reported in IPEDS on February 2016.

In accordance with the *Higher Act (HEA) of 1965*, as amended each post-secondary institution must make available information regarding retention rates to currently enrolled and prospective students.

Futura Career Institute's retention rates for the year 2015

Retention Rate: 85 % Reported in IPEDS on April 2016.

STUDENT FAIR CONSUMER RIGHTS

You have the right to ask the school:

1. The name of the associations, agencies or governmental bodies which license Futura Career Institute and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the document describing the schools licensing and accreditation.
2. The cost of attending the institution, including; Tuition and fees, books, and supplies; estimates for transportation.
3. The academic program of the institution; Educational and training program; the institution laboratory other facilities which relate to the academic program, the facility and other instructional personnel.
4. A statement of the refund policy.
5. The methods by which and locations in which students and prospective students may obtain the information concerning their rights.

6. Availability of financial assistance including all federal, state, local private and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how is financial needs determined; how financial aid is awarded; and types and amounts of assistance in the financial aid package.
7. The standards which the students must maintain in order to be considered to be making satisfactory academic progress.
8. Special facilities and services provided to the handicapped.

CAMPUS SAFETY AND SECURITY REPORT

INTRODUCTION

Should any, faculty, staff or clients witness a crime, become a victim of a wrongful act either while attending school or at a school event, or feel that their individual safety may be in danger, they should immediately contact the school director.

This information is being provided to you as part of Futura Career Institutes commitment to safety and security on campus and is in compliance with the requirements of the crime awareness and *Campus Security Act of 1990*.

The *Jeanne Clery Act* requires Institutions of Higher Education receiving federal aid to report specified crime statistics on college campuses and provide other safety and crime information to members of the campus community. The crime statics report is prepared in cooperation with the police agencies surrounding the campus and is available each year by July 1st, and contains three years of campus crime statistics. The crime Statistics report is compiled from the following categories:

- Criminal Homicide
- Forcible Sex Offenses
- Non Forcible Sex Offenses
- Robbery
- Aggravated Assault
- Motor Vehicle Theft
- Arson
- Liquor Law Violations
- Drug Abuse Violations and weapons law violations
- Burglary

The annual Security report includes other information related to security, including explanation of the Clery Act and details about crime prevention on campus and more.

SCHOOL FACILITIES

The School opens at approximately 9:00 a.m. and closes at approximately 10:00 p.m. and on Saturday till 5:00pm. It is the responsibility of each staff and faculty member on campus to ensure that all doors allowing access to their offices, rooms and other areas are secured at the end of their work day.

REPORTING CRIMES AND EMERGENCIES

Futura Career Institute criminal incidents are referred to the local police who have jurisdiction of the campus. All crime victims and witnesses are strongly encouraged to immediately report any crime to security officer and to the appropriate police agency. Prompt reporting will assure timely warning notices on – campus and timely disclosure of statistics.

Students are encouraged to promptly report any criminal activity or emergency they observe. If you see a suspicious activity or a person seen in the parking lot, loitering around vehicles, or inside buildings or should you witness a crime in process or are a victim of a crime, Futura Career Institute requests that you follow the following:

- **School Director (Campus Security Authority) (non-emergencies only)**
- **Dial 9-1-1 (emergencies only)**

CAMPUS SECURITY AUTHORITY

The Clery Act is a federal law that requires the institution to identify individuals and organizations that meet the definition of a campus security authority. Campus Security Authority has an important role in complying with the law. A campus Security Authorities must report any crimes or incidents that occur. Campus Security Authority crime reports are used by the school to fulfill its responsibility to annually disclose Clery crime Statistics. To issue timely warnings for Clery crimes that pose a serious or continuing threat to the campus community.

If an individual reporting an incident needs assistance, a Campus Security Officer or Authority should explain how to get help, In the midst of an emergency situation, such as a physical assault, however, a Campus Security Authority should call 911, as appropriate.

DAILY CRIME LOG

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witness and all reported emergency or criminal incidents. The written statements are included as part of a written report: such statements may be used by campus security personnel (if applicable) and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal Incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All crimes that are reported will be posted in the School Bulletin Board within two business days of the reporting.

[Click here to see Campus Crime Report](#)

CRIME STATISTICS

CAMPUS SAFETY AND SECURITY CRIME STATISTICS FOR FUTURA CAREER INSTITUTE 4512 W 12TH AVE HIALEAH, FL 33012						
Offense Type			2012	2013	2014	2015
Criminal Offense	Murder/Non-negligent Manslaughter	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Domestic Violence	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Dating Violence	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Stalking	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Negligent Manslaughter	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Sex Offense-Forcible	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Sex Offense-Non Forcible	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Robbery	On Campus	0	0	0	0
		Public Property	1	7	0	0
	Aggravated Assault	On Campus	0	0	0	0
		Public Property	1	0	1	0
Burglary	On Campus	0	1	1	0	
	Public Property	0	0	0	0	

	Motor Vehicle Theft	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Arson	On Campus	0	0	0	0
		Public Property	0	0	0	0
Hate Crimes	Murder/Non-negligent Manslaughter	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Negligent Manslaughter	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Sex Offense-Forcible	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Sex Offense-Non Forcible	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Robbery	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Aggravated Assault	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Burglary	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Motor Vehicle Theft	On Campus	0	0	0	0
		Public Property	0	0	0	0
Arson	On Campus	0	0	0	0	
	Public Property	0	0	0	0	
Arrests	Illegal Weapon Possesion	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Drug Law Violations	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Liquor Law Violations	On Campus	0	0	0	0
		Public Property	0	0	0	0
Disciplinary Actions	Illegal Weapon Possesion	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Drug Law Violations	On Campus	0	0	0	0
		Public Property	0	0	0	0
	Liquor Law Violations	On Campus	0	0	0	0
		Public Property	0	0	0	0

TIMELY WARNING AND EMERGENCY NOTIFICATION

In the event that a situation arises, either on or off campus, that may constitute an immediate or continuing threat to the campus community, upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees, a campus wide “timely warning” will be issued.

The warning can be issued through the Executive Vice President, School Director and/or Campus Security Authority and will inform the student body and employees on campus.

If the situation occurs after school hours, students as well as employees can contact the school Emergency Hotline number at **305- 389-6986**.

Some examples of significant emergencies or dangerous situations are:

- Outbreak of a serious illness
- Approaching tornado
- Hurricane
- Other extreme weather conditions
- Gas leak
- Terrorist attack
- Bomb Threat
- Civil Unrest
- Rioting
- Explosion
- Hazardous waste or chemical spill

SCHOOL SEX CRIMES PREVENTIONS ACT

In accordance to the campus sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state provide notice of each institution of higher education in the state at which the person is employed, carries a vocation or is a student. Registry information provided shall be used for the purpose of the administration of criminal justice, screening of current or

prospective employees, volunteers or otherwise for the protection of the public in general and children in particular.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable by a class 1 misdemeanor.

Sex offender information in the state of Florida is compiled by the Florida Department of Law Enforcement/Florida Sexual Offenders and Predators. The Florida department of law Enforcement website allows the public to search their sex offender database online. This information can be found at: <http://offender.fdle.state.fl.us/offender/homepegado/do>

Other Links:

- Florida Department of corrections <http://www.dc.state.fl.us/>
- Florida Sex Offender <http://florida.sexoffenders.ws/>

SEXUAL ASSAULT POLICY

Futura Career Institute is committed to maintaining an academic environment free from of sexual assault. For purposes of this policy, sexual assault is defined as sexual contact without consent, rape, acquaintance rape, and forcible and non-forcible sex offenses.

Sexual assault is defined as but not limited to:

- Forcing or attempting to force , any other person to engage in sexual activity of any kind without his/her consent
- Having impaired substantially the ability of the other person to appraise or control conduct by administering or employing drugs or intoxicants without the knowledge or against the will of the other person
- Intimidation, forced or threatened
- Is physically incapable of resisting or communicating or unwillingness to participate.

The following sanctions will be imposed regarding rape, acquaintance rape or other forcible or non-forcible sex Offenses for any student who individually participates or attempts to participate in a sexual offense, regardless of whether it takes place on or off campus. This will be subject to disciplinary actions, not-withstanding any action that may or may not be taken by the police Department. Both the victim and the accused will have the opportunity to present testimony and witnesses. Each will be allowed to argue their case through a representative. Both the victim and the accused shall be informed of the

outcome of the outcome of any school disciplinary proceedings. Sanctions the school may impose following final determination include suspension or dismissal.

Victims of a sexual assault are advised to adhere to the following guidelines:

- Get to a safe place as soon as possible
- Call 911 and/or Campus Security
- Contact someone you trust to be with you and help you deal with the trauma of having been violated
- Try to preserve all evidence. Do not throw away clothes, wash. Douche or change. If you must change clothing, put all the clothing you were wearing at the time of the assault in a paper bag.
- Document any injury you suffered either by photograph or by showing someone you trust
- Get medical attention as soon as possible to treat any injury
- Seek Counseling if needed.

Counseling for Sex Offenses Victims and Family Victim Services:

North Dade Victims Center	305-758-2546 (24 hours a day)
South Dade victims Center	305-247-4249 (24hours a day)
Victims Assistance Program	305- 758- 2819
Victims of Crimes Services	305- 230-6141
Roxcy Bolton Rape Treatment Center	305-585- 7273
The Journey Institute	305-443-1123
M.U.J.E.R	305-247-1388

CONFIDENTIAL REPORT

If you are victim of a crime and do not want to pursue action within the Institutional System or the criminal justice system, you may want to consider making a confidential report, with your permission a Campus Security Authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the safety of yourself and others. With such information, the Institution can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant and alert the

campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

STUDENTS RESPONSIBILITY ON SCHOOL SAFETY

The purpose of this plan is to ensure the safety all students, staff and visitors in the event of a real threatened or impending danger, all students are informed about Campus Security procedures and practices on orientation day or the first day of class at the school premises. Students should remember that safety begins with you.

CRIME PREVENTION TIPS

- Be alert. Look around and be aware of your surroundings before entering or exiting a building or vehicle.
- Try not to walk alone and avoid parking lots, secluded pathways, or alleyways.
- Walk in public areas. Do not take shortcuts with little or no lighting.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables.
- If you see something suspicious, call campus security. If you are unable to reach an officer, call the police department.
- Be alert of your surroundings, if you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighter area or groups of people.
- If you see someone sitting in a vehicle or standing near your vehicle, turn around, go back inside and ask for an escort.
- If you see someone has entered your vehicle or told you to drive, and then drive your vehicle into anything available: walls, buildings curbs or other vehicles. Never drive off.
- Never let someone force you into a vehicle. Your chances of survival significantly decrease after you are inside a vehicle. If grabbed, let your body go limp. Fall to the ground and scream. Dead weight is hard to lift and is difficult to move. Stretch your arms out to grab onto anything, but try to keep out of the vehicle. If you are forced into a trunk, kick out a taillight and push your hand out waving it.
- If confronted, surrender your valuables including your purse. Toss your purse or wallet away from you and run in the opposite direction.
- Scream or shout if attacked
- Use self -defense Techniques if necessary
- Report all thefts and property losses immediately to campus security.

- Keep a record or copy of your credit cards numbers, identification cards and checking account numbers. Never write down your PIN number.

WEAPONS POLICY

Futura Career Institute Strictly prohibits possession of any type of weapon by students. The unapproved possession, use or sale of firearms, ammunitions, fireworks, major or minor explosives, or any lethal weapon is forbidden. Any student who violets this policy shall be subject to disciplinary actions up to and including dismissal consistent with guidelines of the student code of conduct well as possible criminal prosecution.

In the state of Florida a person who willfully and knowingly possesses any firearm is in violation of criminal offense that is considered a third degree felony as defined in Florida Statute 790.115.

Students may not bring to school or any school related activity any weapons prohibited by law or identified below:

- Firearm
- Electric weapon or device
- Sword
- Sword Cane
- Razor Blade
- Box Cutter
- Common pocket knife

EMERGENCY RESPONSE AND EVACUATION PROCEDURE

Below are the procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving threat to the health and safety of students or employees occurring on campus.

MEDICAL EMERGENCY – SERIOUS ILLNESS OR INJURY

- If injury/illness is threatening call 911 immediately
- Describe the nature of the circumstance to emergency personnel.
- Advise the School Director that an emergency 911 call has been made.
- Stay at the location of emergency until emergency personnel arrives.
- Contact the victim’s emergency contact and family member immediately
- The School Director will contact Executive vice president as soon as and describe all details.

- Acquire a copy of the Emergency Medical Report
- Complete and Accident Report.

FIRE SAFETY

In the event of a fire, the fire alarm will sound; Staff will escort all students, and visitors. The emergency evacuation route guidelines (posted in classrooms and offices) will be as follows:

- A whistle will blow three (3) times.
- When you hear the whistles, you are immediately to stop what you are doing and exit calmly to the nearest exit. Evacuation routes are posted in campus.
- Once you are out of the building, you are to stand at least 500 feet from the building. Remain quiet and calm look for all fellow classmates.
- The instructor will be taking roll call after insuring the building is clear of students and customers.
- Do not re- enter the building until declared safe by Police, fire and/or School Director.

BOMB THREAT

In the event of a bomb threat, individual receiving such threat will contact the School Director. The School Director will contact the local Police Department and begin evacuation of the building. The Executive Vice President will be advised by the School Director of such event immediately. Relocation of site should be performed immediately.

TORNADO WARNING

In the event of a tornado warning, if a tornado has been sighted, the School Director will notify students, staff and faculty of the possible danger, The Executive Vice President will be advised by the School Director of such event immediately. The following guidelines should be followed:

- If you are indoors, do not leave the building
- If you are outside, move immediately to the nearest designated shelter location.
- Stay away from exterior walls, windows and doors.
- Students would be advised to exit their classrooms and go into an interior hallway.
- Students on the upper floor should be moved to the lower level hallway.
- Do not use elevators
- If tornado is close to school grounds move to small interior rooms (ex. Bathrooms, closets)
- Get under a piece of furniture if possible (ex: sturdy table, desk)
- Kneel down, bend head toward wall and cover any exposed area with coat or covering.
- After tornado students will be instructed to calmly leave the building
- Building property will be inspected for safety and when an all clear has been issued, students can return to class

HURRICANE WARNING

In the event of a hurricane warning the following guidelines should be performed:

- The School Director will notify all students that a hurricane is expected within 36 hours.
- The School will be closed and the telephone system will be placed on emergency mode. The Telephone system will state the emergency and will notify all parties when the emergency has situation has passed.
- When the hurricane has passed or danger is not evident, the Executive Vice President along with a designated School official will visit the School to ensure the safety of all concerned.
- When an all clear is evident, the executive Vice President will advise the School Director to notify staff of the proceeds of resuming the normal schedule and updating the telephone system.

For information on the opening or closing of the School during inclement weather, students as well as employees can contact the school EMERGENCY HOTLINE number at 305-389-6986

EMERGENCY LOCKDOWN

- In the event of a disaster situation, such as armed intruder or any other life threatening acts , the following guidelines should be performed:
- Immediately notify Police and appropriate law enforcement agencies (911)
- Initiate action and secure building
- Remain calm and encourage others to remain calm
- Proceed to a room that can be locked or barricaded
- If the room cannot be locked, determine if there is a nearby room that you can safely get to that can be locked.
- Consider barricading the door if you cannot lock it.
- Turn out the lights
- Move away from doors and windows and sit down on the floor.
- Ignore all Knocks
- Remain quiet (silence all cell phone)
- Remain in place until all clear is given by an authorized person or law enforcement official
- In case of an immediate life- threatening event, each individual should take whatever actions are necessary to protect this/her own life.
- If possible to flee the area safely and avoid danger do so.

NOTIFICATION OF DRUG FREE WORKPLACE

DRUG POLICY

Futura Career Institute has a policy of maintaining a drug and alcohol free learning environment. All employees and students are hereby notified that the unlawful manufacture, distribution,

dispensing, possession or use of illicit drugs and alcohol is prohibited in the school's learning environment. The employees and students must notify the school of any criminal and alcohol statute conviction for a *workplace act of 1988* and the *Drug Free School and Communities Act of 1989* as amended, required all higher learning institutions to certify to the U.S Department of Education by October 1, 1990 that they adopted and implemented a program to prevent the illicit use of drugs and abuse of alcohol by students and employees.

Substance abuse is a widespread problem that not only seriously affects an individual's work performance, but may also pose potential health, safety and security risk. Our policy is, designed to provide a drug free, healthy safe and secure learning /work environment.

Non-Compliance will result in the following action being taken by the school:

- The employee and student will be required to actively participate in a drug or abuse assistance or rehabilitation program approved by federal, state, or local health, law enforcement or other appropriate agency.
- Community Service with one of the above state agencies
- Termination of employment and/or enrollment.

[Click here to see Drug and Alcohol Prevention Program](#)

LIQUOR VIOLATION POLICY

The violation of state and local laws, or ordinance prohibiting the manufacture, sale, purchases, transportation, possession or use of alcoholic beverages, not including driving under the influence, fall under this policy.

Observance of the law is the responsibility of each student. Failure to obey the law may subject the student to persecution by law enforcement authorities, both civil and criminal. It may also subject a student to judicial action on campus including but not limited to expulsion from campus. Being under the influence of alcohol shall not excuse any student from the legal and disciplinary consequences of offenses, disorderly, or unlawful conduct.

ALCOHOL USES AND EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases incidents of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and health issues. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol may lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal syndrome, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long -term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

COUNSELING REHABILITATION AND ASSISTANCE PROGRAMS

- 1. The Dade Family Counseling Hialeah Center**
1490 W. 49 Place Ste. 410
Hialeah, FL 33012
305-827-3252
- 2. The Dade Family Counseling Miami Center**
8352 SW 8 Street
Miami, FL 33144
305-267-0205
- 3. The Dade Family Counseling Miami Gardens Center**
3968 NW 167 Street
Miami Gardens, FL 33054
305- 621- 6160
- 4. Transitions Recovery Program**
1928 NE 154 Street
N Miami Beach, FL 33162
305-949-9001
- 5. Miami Beach Community Service Center**
833 6th Street
Miami Beach, FL 33139
305-672-1705
- 6. Florida City/ Homestead Community Center**
1600 NW 6th Court
Florida City, FL 33034
305-247-2068
- 7. About Drugs Online Information**
www.aboutdrugsonline.com/rehabs.php/US/Florida/Miami_beach
- 8. National Association for Drug Abuse/ National Directory and Alcohol Abuse**

1-800- 662-HELP

www.findtreatment.samha.gov

Substance abuse Helpline: 805-681-8715

Appendices

Campus Crime Report



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Crime Statistics

Each year, by October 1, FUTURA CAREER INSTITUTE publishes the crime statistics report via individual distribution to students and employees, posting on the bulletin board and posting on the school's internet webpage. Via this report, FUTURA CAREER INSTITUTE has published the Crime statistics report on October 1, 2015. See attached Crime Statistics report.

In addition, the school notifies prospective students via a disclosure notice given to the prospective students during the enrollment process.

Sample Notice of Availability of Annual Security Report

A copy of FUTURA CAREER INSTITUTE 's Annual Security Report is available for your review. This report includes statistics for the previous two years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by FUTURA CAREER INSTITUTE; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the director office or by accessing the following web site www.futuracareerinstitute.net

Reporting Criminal Actions

In case of an emergency students should dial 911 and then report the crime to the campus director. In cases of non-emergencies students should report all crimes to the campus director.

The campus director will call the appropriate emergency response personnel and report the crime to the students and employees of the institution as appropriate. The campus director keeps a log of all crimes reported.

We encourage students and employees to report crimes promptly. Crimes can be reported confidentially. While on campus or in your daily lives we encourage our students to be vigilant of their surroundings and be responsible for their own security and the security of others.

Preparing the Annual Crime Report

Annually the campus director will accumulate all crimes reported to their office and along with crime reported to the police for the school area and the immediate area surrounding

the school where students visit, will accumulate crime statistics and report annually, no later than October 1, to the U.S. DOE.

Access to the Campus

The campus is open from 9 a.m. to 5 p.m. Monday through Friday. FUTURA CAREER INSTITUTE is private property and is maintained for the use of the students. Only authorized individuals are allowed on campus. The school reserves the right to ask anyone to vacate the premises at any time.

Law Enforcement Authority

Local law enforcement has full authority to take any actions on our campus it deems reasonable.

Programs to Prevent Crimes

To help prevent crimes FUTURA CAREER INSTITUTE advises all incoming students and/or parents of its crime policy by providing them with a crime report including policies. The report includes information regarding reporting and preventing crime. For your own security, we suggest you take certain actions to help prevent crime including:

- Lock your doors
- Do not drink or do illegal drugs
- Do not leave personal belongings in plain site
- Never walk in the parking lot alone
- Be aware of your surroundings

Evacuation in Cases of Emergency

FUTURA CAREER INSTITUTE will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

FUTURA CAREER INSTITUTE maintains evacuation routes at each office and classroom on campus. In case of an emergency, a school official will make an announcement requiring the evacuation of all personnel from campus. In the event of an evacuation students and employees should pick up their personal belongings (keys and purses) and make their way off of campus into the parking lot immediately. More guidance will be provided in the parking lot of the campus.

Emergency on Campus

In the event of an emergency on or near campus where an evacuation is not possible, a school official will make an announcement and provide instructions. Students and personnel should close the door of the classroom and wait for further instructions from school personnel or law enforcement.

Sexual Assault Policy

FUTURA CAREER INSTITUTE has a zero tolerance policy regarding sexual assaults. The FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Any student or employee engaging in a sexual assault will be immediately removed from campus. The incident will also be reported to law enforcement.

For sexual assaults that occur on campus or involve one of our students report a sexual assault (which can be done confidentially) call 911 immediately. After 911 contact the school director and report the crime. It is important to always preserve evidence for the proof of a criminal offense.

The Police Department offers sexual assault education and information programs to upon request. A victim of sexual assault should immediately go to a hospital for medical evaluation and or mental health counseling.

Upon a report of sexual assault, FUTURA CAREER INSTITUTE will obtain a statement from the accused and accuser and if applicable

1. Provide the same opportunity to both the accused and accuser and/or their representative to be present during any disciplinary proceeding
2. Inform both the accuser and accused of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.
3. Impose sanctions following a final determination of an institutional proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

Information concerning registered sex offenders can be found at the Florida Department of Law Enforcement. In addition, recent postings are printed from the agency and placed on FUTURA CAREER INSTITUTE 's bulletin board located by the computer resource center.

Drugs and Alcohol

FUTURA CAREER INSTITUTE has a zero tolerance policy regarding the sale, use and possession of drugs and alcohol on its campus. In addition, FUTURA CAREER INSTITUTE has an illegal drug testing program whereby students can be tested with or without notice at any time. See our drug testing policy and our drug and alcohol policy and biennial review of our policy.

Reported Crime Statistics

(Attached)

Drug and Alcohol Prevention Program Biennial Review



2011-2014



The Drug Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as FUTURA CAREER INSTITUTE to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by FUTURA CAREER INSTITUTE students and employees, both on its premises and as a part of any of its activities. At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- ✓ Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- ✓ A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- ✓ A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- ✓ A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.
- ✓ The law further requires that the institution conduct a biennial review of its program with the following objectives:
 - ✓ Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
 - ✓ To ensure that the sanctions developed are enforced consistently.
 - ✓ The biennial review must also include a determination as to:
 - ✓ The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials;
 - ✓ The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

FUTURA CAREER INSTITUTE acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the institute fulfills the

requirements of the previously mentioned Federal regulations. The President and the Administration, is responsible for conducting the review and reporting on the findings. The purpose of this report is to comply as best as possible, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports.

The intention of this document is to meet the legal requirement of conducting a biennial review and also to summarize the programs and activities related to alcohol and drug prevention on the FUTURA CAREER INSTITUTE campus during the 2011-2012 and 2012-2013 academic years.

The following information was examined for the biennial review:

- ✓ Alcohol and drug policies at similar institutions
- ✓ Alcohol and drug information provided students
- ✓ *Student Handbook* policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- ✓ *Employee Handbook* policies related to drug and alcohol use by the FUTURA CAREER INSTITUTE 's employees and the sanctions imposed for failure to comply
- ✓ FUTURA CAREER INSTITUTE on/off campus expectations related to student behavior
- ✓ Various resources available to students and employees regarding drug and alcohol abuse
- ✓ Incident reports in the Office related to any possible infractions of the drug and alcohol policy presented to students
- ✓ Local, State and Federal Mandates

Compliance with Drug-Free Schools and Communities Act:

FUTURA CAREER INSTITUTE strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The institute has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the Institute's activities. FUTURA CAREER INSTITUTE has a written policy on alcohol and illegal drugs distributed to students during orientation, through access to the online *Catalog/Student*

Handbook. The *Employee Manual* also contains the Drug and Alcohol Abuse Prevention Policy. The materials are located on our website contain the following:

- ✓ Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on school property or as a part of its activities;
- ✓ A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- ✓ A description of counseling or treatment programs.

- ✓ A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The federally mandated policy about alcohol and other drugs will be discussed in more detail with students during orientation. In addition, the alcohol and drug policy will be presented to all employees with the distribution of the Employee Handbook.

Alcohol-and Drug-Free Campus Workplace Policy:

FUTURA CAREER INSTITUTE is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The Institute recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The Institute also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the Institute ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social, personal responsibility. Compliance with this policy is considered a condition of employment and attendance at FUTURA CAREER INSTITUTE and monitored by the Administration. All employees and students have been notified of this policy by print publication and on our website

Incidents Reports for Staff

Year	Incidents in Workplace	Outcome
2011-2012	0 Incidents	Not Applicable
2012-2013	0 Incidents	Not Applicable
2013-2014	0 Incidents	Not Applicable

Student Life Summary:



- ✓ All FUTURA CAREER INSTITUTE 's students are responsible for complying with Florida State laws and policies of FUTURA CAREER INSTITUTE. These guidelines establish that:
- ✓ No person under 21 years of age may use or be in possession of alcoholic beverages.
- ✓ Alcoholic beverages may not be available to minors.
- ✓ Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- ✓ Personal possession and consumption of alcoholic beverages is not permitted at social events attended by students, on the Institute's grounds.

Campus Summary:

- ✓ Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior caused by alcohol consumption.
 - ✓ Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the *Student Handbook/Institute Catalog* and can include:
 - Warning and/or probationary period (Disciplinary)
 - Contact with parent/guardian
 - Referral to an alcohol education program
 - Counseling services
 - Suspension from FUTURA CAREER INSTITUTE
 - Termination from FUTURA CAREER INSTITUTE
 - Possible arrest, imprisonment, or fine according to local, state and federal alcohol and drug laws:
- In accordance chapter 893 of the State of Florida statutes it is unlawful for any person to sell, manufacture, or deliver, or possess with intent to sell, manufacture, or deliver, a controlled substance. Any person who violates this provision is subject to arrest, imprisonment, and/or fine. (See the attached printout of Chapter 893 of the state statutes)
 - In accordance with the Federal Controlled Substances Act there are fines and imprisonment that that may be imposed if convicted for violation of the Act and other supply and drug demand related laws. (See the attached printout of a summary of the penalties)

- The Federal Uniform Drinking Age Act of 1984 sets the minimum legal drinking age to 21. Any person under the age of 21 who is convicted of a violation is guilty of a misdemeanor of the second degree, however, any person under the age of 21 who has been convicted of a violation and who is thereafter convicted of a further violation is, upon conviction of the further offense, guilty of a misdemeanor of the first degree. In addition to any other penalty imposed your driver's license may also be suspended, revoked or not issued.

Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) is prohibited unless the student has a valid prescription for the use of the controlled substance. Furthermore, intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the FUTURA CAREER INSTITUTE campus is prohibited. This includes the presence of empty or full alcoholic beverage containers.

Enforcement:

The primary sources on campus that enforce the alcohol and drug policies are the employees. The Administration of the Institute handle interventions and/or sanctions. It is the primary responsibility of the Review Committee which will recommend any necessary sanctions.

For 2011-12 and 2012-13 no referrals were made to the Disciplinary Review Committee for Drugs and/or Alcohol violations.

FUTURA CAREER INSTITUTE's had the following first offenses that were reported to Campus Security for drug and alcohol related offenses and sanctions were accessed on each by the as appropriate by the Student Code of Conduct.

Campus Incident Reports

Year	Number of Offenses	Outcomes
2011-2012	0 Incident	NOT APPLICABLE
2012-2013	0 Incident	NOT APPLICABLE
2013-2014	0 Incident	NOT APPLICABLE

Intervention:

FUTURA CAREER INSTITUTE has several options available for students and staff members who need to address alcohol and other drug abuse issues. The Institute works with local community health organizations to provide counseling for students and staff members.

Drug-Free Workplace Policy:



In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for FUTURA CAREER INSTITUTE and published in the *Employee Handbook* and FUTURA CAREER INSTITUTE *Catalog* each year:

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by FUTURA CAREER INSTITUTE on any property owned, leased, or controlled by FUTURA CAREER INSTITUTE or during any activity conducted, sponsored, authorized by, or on behalf of FUTURA CAREER INSTITUTE. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).

2. FUTURA CAREER INSTITUTE has and shall maintain a drug-free awareness program to inform employees concerning the following:

- a) The dangers of drug abuse in the workplace
- b) Maintenance of a drug -free workplace
- c) Drug counseling and rehabilitation programs
- d) Possible penalties for drug-abuse and rehabilitation violations.

Health Risks and Effects:

Alcohol and drug usage causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol and drugs can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources on campus and in the community for assistance. Questions should be directed to Administration.

Some other resources include:

- Alcoholics Anonymous-<http://www.aa.org>
- Al-Anon – <http://www.nycalanon.org>
- Narcotics Anonymous – <http://www.na.org>
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- National Alliance for the Mentally Ill – 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service – 1-800- 662-4357