

CENTUREON INSTITUTE

The School of the People®

4011 W Flagler St, Suite 306, Miami, FL 33134

877-CENTUREON | (877) 236-8873

www.CENTUREON.edu | info@CENTUREON.edu

Consumer information

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), The Safe and Drug-Free Schools and Communities Act (DFSCA): Policies, Reporting, Warnings, Notifications, and Sanctions, and The Family Educational Rights Privacy Act (FERPA)

Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

For your information, a copy of Centureon Institute's Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is attached. This report is distributed in compliance with the Clery Act. Also included is a copy of information relating to Centureon Institute's Drug and Alcohol Abuse Prevention Programs. The ASR and Drug and Alcohol and Abuse Prevention programs information is available online at www.CENTUREON.institute. In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments to the Clery Act.

Centureon Institute's commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at an Centureon Institute location.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty, and staff to accept responsibility for their own security as well as the security of other members of the Centureon Institute community.

As you read the following report, comments, questions, or concerns may be addressed to:

Centureon Institute

Attention: Yeilyn Plasencia, School Director
Student Financial Services: Hopblan Perez
4011 West Flagler Street Ste 306 Miami
FL, 33134

Statement of current Policies regarding procedures for students and others to report criminal actions and policies concerning the institution's response to such reports.

Students, faculty, or staff who wish to report criminal actions, should immediately contact the Campus Security Authority (or CSA; the CSA (school director) is the individual specified in the school's statement of campus security policy as the one to whom students and employees should report criminal offenses) or other responsible supervisory personnel at their campus. The criminal action should then be immediately reported by students, faculty, or staff to the local law enforcement authorities for assistance and /or investigation. In an emergency, dial 911. The Centureon Institute Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the Campus School Director who will follow up on the report personally or assign responsibility to another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty, and students.

CSA Name: Yeilyn Plasencia

Title, Office: School Director (Main Office)

Telephone Number: 877-CENTUREON (877- 236-8873) or (Direct Line 305-560-8400)

Additional copies of the Centureon Institute Accident / Incident Report Form may be requested from the CSA's Office.

See: <https://www.centureon.institute/about-us/>

Crime Reporting

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Crime Alerts – Crime Alerts are published when a crime occurs on or near campus that potentially threatens the campus community. The crime alerts are distributed in a variety of methods, depending upon the incident. (See Timely Campus Warnings below.)

How to Report Crimes on Campus

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the School Director or other designated staff member, and then to local law enforcement at the non-emergency number, (305) 603-6960 In an emergency, dial 911.

Immediately report any crimes or suspicious activity on campus by:

- Calling 877-CENTUREON (877- 236-8873) or (direct line 305-560-8400)
- Completing the Centureon Institute Accident/Incident Report form and submitting to the School Director.

- Stopping by the School Director's office.

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists Centureon Institute in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear. Call the School Director's Office when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering in a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

Statement of current Policies concerning Security and Access to Campus Faculty

The security of the educational and work environment is a high priority at Centureon Institute. As an effort to demonstrate this, the school utilizes security cameras in the entrance of the floor the school is located on. Access to the buildings is secured between the hours of 6:30 p.m. and 6:00 a.m. so that unauthorized individuals are not able to lawfully enter the building, the building also has a code that is used to access the building after it has been locked, this code is only given to staff members. All personnel are able to exit the building, however entrance is restricted. The floor that Centureon Institute is located on locks from the hours of 6:00 p.m. to 6:00 a.m. all personnel is able to leave, entrance is restricted. Additionally, during the course of time on campus, staff should wear appropriate school-authorized IDs and students are identified by their mandated uniforms with the school's emblem (See the student and employee handbooks for additional information on this.)

GEOGRAPHICAL AREA:

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

"Campus" is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution's educational purpose. It also includes property in that contiguous area owned by the institution but

controlled by another person, if that property is used by students and supports institutional purposes (e.g., a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

"Public property" is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street, or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution's educational purposes. Crimes

occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. Examples of non-campus buildings could be officially recognized

fraternity or sorority owned chapter houses, institution owned campus bookstores located off campus, apartment buildings that are owned and controlled by school, or campus owned event facilities. Examples of non-campus property could be owned or controlled by school, used in direct support or in relation to school’s educational purpose, frequently used by students, and not within a reasonably contiguous geographic area of the school.

Centureon Institute does not have such property in the three types of property of this category for which we must report.

REPORTABLE OFFENSES UNDER THE CLERY ACT:

The Clery Act requires reporting on the following offenses:

- Sex Offences
- Sexual Assault
- Forcible and Non-Forcible
- Criminal Homicide
- Murder, On-negligence & Negligence
- Manslaughter
- Robbery.
- Aggravated Assault
- Motor vehicle theft
- Arson.
- Liquor law violations.
- Drug abuse violations.
- Rape, fondling, incest, statutory rape
- Burglary
- Domestic violence
- Dating violence
- Stalking
- Weapons possession, carrying, etc., law violations

- Hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, crimes of larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, or disability.]

A Statement of Current Policies concerning Campus Law Enforcement and Policies that encourage prompt reporting of all campus crime to the campus authorities and local Police.

Centureon Institute is essentially a non-residential School and does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes. All crimes should be reported immediately in order to enhance the opportunity for a quick resolution.

The Centureon Institute Accident / Incident Report Form (referenced above) may be requested from the School Director's office to assist in the description and recording of an incident of crime or emergency.

Voluntary confidential reporting: As Centureon Institute is essentially a non-residential school and does not have a campus police force; all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis. All victims are encouraged to report all crimes to the appropriate campus CSA (School Director) and local law enforcement. In the event the victim is unable to make such a report, the campus CSA (School Director) or third-party witness is encouraged to report the crime promptly.

In very limited circumstances, an institution may remove from its crime statistics (but not from its crime log) reports of crimes that have been determined to be "unfounded" by law enforcement officials. Centureon Institute will report to the Department and disclose in the annual security report statistics of the number of crimes reports that were "unfounded" and subsequently withheld from its crime statistics during each of the three most recent calendar years.

Centureon Institute has procedures that encourage both pastoral and professional counselors, at their discretion, to inform those they counsel of procedures for reporting crimes voluntarily and confidentially for inclusion in Centureon Institute's annual security report and Web-based report to ED. This includes verbal or written encouragement.

Crime is a serious problem with no easy solutions. Therefore, all members of the school campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While school staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

Safety Tips

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.

- Try not to walk or jog alone. Take a friend or walk in group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Carry a pepper or mace spray as a precautionary measure.
- Avoid returning to campus after dark or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to a staff or faculty.

PREPARING THE ANNUAL DISCLOSURE:

The CSA for the school, has the responsibility of gathering the data used to prepare the annual campus crime statistics report (known as the Annual Security Report – ASR). Campus crime data is gathered the same day that it is reported. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at the school. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request. (Paper copies may be requested at the School Director's office, as well the electronic address of the report.)

Disciplinary Procedures Following a Complaint:

The investigative process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal complaint in order to seek, or to hold the respondent responsible through Centureon Institute's Student Code of Conduct. As soon as possible, the complainant will be offered appropriate assistance.

Based on the outcome of the investigation, the assigned Title IX Officer or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Officer or the designee will arrange for an informal resolution conference with the respondent. (There is a separate Title IX policy statement.) Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome. If the respondent does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Officer or their designee will determine if the evidence warrants a formal hearing before the School Director. The exact nature of the responsive action depends on the circumstances but may include discipline up to and including suspension or dismissal from Centureon Institute for a student, staff or faculty who is found to have violated Institutional policies.

Centureon Institute will take appropriate action i.e., an investigation, adjudication, and disciplinary and remedial/corrective steps in response to a complaint made pursuant to the complaint policies/procedures listed above. Centureon Institute will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains, and the rights of the respondent.

Centureon Institute handles complaints discreetly and attempts to maintain privacy throughout the investigative process, to the extent practicable and appropriate under the circumstances. However, in order to investigate, it is generally necessary to discuss the allegations with the respondent and other potential witnesses. Additionally,

Centureon Institute may have legal obligations to disclose information to law enforcement or in the context of legal proceedings.

Complaints may be made anonymously. While Centureon Institute endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints makes investigation, determination, and remediation more difficult and, at times, impossible. Further, while Centureon Institute attempts to protect the identity of complainants who do not wish to be identified, this may not always be possible.

In appropriate cases as determined by Centureon Institute, conflict resolution may be possible. This is permitted only where both the complainant and respondent voluntarily agree to participate, and either party may terminate informal resolution attempts and commence formal Grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the respondent. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.

Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. Centureon Institute endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, Centureon Institute attempts to investigate and address complaints in accordance with the victim's wishes.

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, Centureon Institute will also proceed in this regard.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, Centureon Institute does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, Centureon Institute uses a "preponderance of the evidence" standard, and the Institution may consider any evidence it deems relevant. A "preponderance of the evidence" means the evidence, which is of greater weight, or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred.

If the applicable investigative or adjudication process allows for parties to offer witnesses and evidence, the complainant and the respondent will have an equal opportunity to do so. The complainant and the respondent will be informed in writing of the outcome of the complaint, to the extent permitted by law. A respondent that is a student may appeal the outcome to an impartial decision maker. An employee who is deemed guilty shall have whatever rights the law grants. The particular method and grounds for appeal are explained in the student policies listed above.

Centureon Institute endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including

but not limited to especially complex cases, or when Centureon Institute is not in session), it may be necessary to extend these timelines. If that occurs, the parties will be informed of the expected timeline for completion.

Centureon Institute prohibits retaliation against any individual who in good faith makes a complaint of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other Institution policy. Retaliation is also unlawful pursuant to Title IX and other laws.

Centureon Institutes engages in educational programming to prevent domestic violence, dating violence, sexual assault, and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct.
2. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking.
3. Defines what behavior and actions constitute consent to sexual activity in the State of Florida.
4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander.
5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

This educational campaign will consist of but not be limited to the distribution of educational materials to new students, participating in and presenting information and materials during student/employee orientation and through newsletters among other means of distribution through the year. The School's Director also has a directory of services that are available to victims within the community to assist those who have suffered from a criminal act.

Risk Reduction/Warning Signs of Abusive Behavior:

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior:

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner.
2. Constantly watching what you say to avoid a "blow up."
3. Feelings of low self-worth and helplessness about your relationship.
4. Feeling isolated from family or friends because of your relationship.
5. Hiding bruises or other injuries from family or friends.

6. Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
7. Being monitored by your partner at home, work, or school.
8. Being forced to do things you don't want to do.

Help Reduce Your Risk and Avoid Potential Attacks:

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
2. Consider making a report with the Schools Director and ask for a “no contact” directive from Centureon Institute to prevent future contact.
3. Consider getting a protective order or stay away order.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From Rape, Abuse, and Incest National Network - RAINN):

- Try not to leave your drink unattended.
- Only drink from un-opened containers, or from drinks you have watched being made and poured.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

Traveling around campus:

- Make sure your cell phone is easily accessible and fully charged.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker on your keychain.
- Carry a small flashlight on your keychain.

Centureon Institute has a sexual assault prevention program that includes, but is not limited to the following:

- If an assault occurs, notify the School Director immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim
- Change the academic schedule and/or living situation (on campus housing) if victim requests
- Disciplinary actions include dismissal from the Centureon Institute.

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Shelters and Women's Service Centers are primary places where individuals may seek assistance in complete confidentiality.

Important Phone Numbers:

Lotus House Women's Shelter (305)
438-0556

Miami Rescue Mission Center for
Women and Children (305) 571-2250

New Life Family Center (305) 573-3333

The Caring Place Dr. Frank and Maxine
Jacobs Center for Men (305) 571-2211

Chapman Partnership (305) 329-3000

Camillus House (305) 374-1065

The Missionaries of Charity of Mother
Teresa (305) 545-5699

Family Crisis (305) 476-3588

Miami Edison Community Center (305)
757-1509

Miami-Dade County Homeless Trust
(305) 375-1490

Miami Homes For All (305) 209-2004

Casa Valentina (305) 444-0740

Salvation Army (305) 637-6700

Miami-Dade Animal Services Pet
Adoption & Protection Center (305)
884-1101

Coordinated Victims Assistance Center
(305) 285-5900

Miami Bridge Youth and Family
Services Inc (305) 635-8953

The Caring Place Administration (305)
571-2273

Helpline Miami 305-358-4357

Florida Abuse Hotline 1-800-962-2873

Rape Abuse and Incest National
Network (RAINN) 1-800-656-4673

Florida Council Against Sexual Violence
1-888-956-7273

Florida Domestic Violence 1-800-500-
1119

Men and Women United in Justice,
Education Reform (M.U.J.E.R.) 305-
247-1388

**Provides rape crisis counseling and follow-up services for victims of sexual assault.*

TIMELY CAMPUS WARNINGS or ALERTS:

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. In addition, the CSA or other campus officials will post relevant warnings, updates, and advisories on Centureon Institute's Website (www.CENTUREON.institute.) and may also utilize campus bulletin boards, its social media Web page. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

Emergency response and evacuation procedures-statement of Policy.

Centureon Institute has in place at each campus facility a campus response protocol. In an emergency or a dangerous situation, upon confirmation with the School's Director, or designee, of the need for mass notification, the School's Director, or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, etc.

EMERGENCY NOTIFICATIONS:

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, Centureon Institute may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include e-mail, voice mail and text messages to alert the campus community. In addition, members of the administration will post relevant updates and advisories on the appropriate school website(www.CENTUREON.institute.) and bulletin boards. The School's Director, or designee, will simultaneously use the local means at her disposal to notify the campus students, staff, and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

This emergency notification requirement does not replace the timely warning requirement described earlier. They differ in that the timely warning applies only to Clery Act reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances or incident but must provide adequate follow-up

information to the community as needed.

Members of the community at large who are interested in receiving updates during an emergency can call the www.CENTUREON.institute.

Training, exercises, and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

Student Must Know – Emergency Information

Centureon Institute takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, Centureon Institute has a Campus Security Authority (CSA) that implements and oversees the campus response to a crisis situation. The CSA (School Director) receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

***** In case of emergency - dial 911*****

Department of Homeland Security:

“Active shooter awareness- options for consideration”

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

Student Emergency Responses:

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

Emergency Evacuation:

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation:

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel's (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Do not use the elevators.
- Assist people with disabilities, if possible.

- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Non-fire evacuation:

- A non-fire evacuation will be initiated by campus CSA (School Director).
- Follow CSA (School Director) instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

Emergency Lockdown:

Emergency Lockdown is used to enhance the level of security of the campus dramatically and rapidly. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students.

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown:

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

Shelter in place:

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

- Follow staff and faculty instructions.
- Assist people with disabilities if possible
- If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
- Close windows and doors – do not lock doors.
- Remain in shelter until an all clear is given.

Staff and Faculty Must Know – Emergency Information:

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Security Authority (CSA) that implements and oversees the campus response to a crisis situation. The CSA receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff, or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

Staff and Faculty Emergency Responses

***** In case of emergency: dial 911 *****

There are a number of different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.

- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown
- External lockdown
- Shelter in place

Emergency Evacuation for a Fire Incident

Definition

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

The objective: all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Staff Response

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Emergency Evacuation for Bomb Threat or Other Non-Fire Situation

Definition

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined, and controlled location.

Staff Response

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

Note: The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other staff:

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.

7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

Emergency Lockdown:

Definition

Emergency Lockdown is used to enhance the level of security dramatically and rapidly in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

Note – locking doors should not eliminate immediate egress possibilities from the facility.

The objective: create as many physical layers as possible of separation between you and the potential aggression.

Staff Response:

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

Department of Homeland Security:

- “Active shooter awareness - options for consideration”

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

External Lockdown:

Definition

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

Objective: create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

Staff Response:

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.

5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

Shelter in Place:

Definition

Sheltering in place procedures is traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

Objective: seek immediate shelter away from doors and windows and remain there during an emergency

Staff Response:

1. All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible, instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
4. Listen to local radio or television news for instructions from emergency management and public safety officials.
5. Review emergency evacuation protocols

Crime Definitions from the Uniform Crime Reporting Program (UCR)/ National Incident-Based Reporting System (NIBRS)

Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device

Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another

Negligent Manslaughter: The killing of another person through negligence

Robbery: The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm

Aggravated Assault: An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.)

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor Vehicle Theft: The theft of a motor vehicle.

Weapons: Carrying, Possessing, Etc.

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug/Narcotic Offenses: (Except Driving Under the Influence) The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Drug/Narcotic Violations: The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Drug Equipment Violations: The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics

Liquor Law Violations: (Except Driving Under the Influence and Drunkenness) The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages

Sex Offenses: Any sexual act including Rape, Sodomy, Sexual Assault With An Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also, unlawful sexual intercourse.

A - Rape (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

B - Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

C - Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D - Statutory Rape— Nonforcible sexual intercourse with a person who is under the statutory age of consent.

E - Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

F - Sexual Assault with an Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Crime Definitions for Hate Crimes:

Larceny: Theft (Except Motor Vehicle Theft)

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

A - Pocket-picking—The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft

B - Purse-snatching—The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person

C - Shoplifting—The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale

D - Theft from Building—A theft from within a building which is either open to the general public or where the offender has legal access

E - Theft from Coin-Operated Machine or Device—A theft from a machine or device which is operated or activated by the use of coins

F - Theft from Motor Vehicle— (Except Theft of Motor Vehicle Parts or Accessories) The theft of articles from a motor vehicle, whether locked or unlocked

G - Theft of Motor Vehicle Parts or Accessories—The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation

All Other Larceny: All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (except Arson) To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Centureon Institute's Crime Statistics

Based upon Calendar year 2021, through 2024
Total occurrences On Campus

| Offenses | 2021 | 2022 | 2023 | 2024 |
|--|------|------|------|------|
| Sex Offences | 0 | 0 | 0 | 0 |
| Sexual Assault | 0 | 0 | 0 | 0 |
| Forcible and Non-Forcible | 0 | 0 | 0 | 0 |
| Criminal Homicide | 0 | 0 | 0 | 0 |
| Murder, Non-negligent & Negligent | 0 | 0 | 0 | 0 |
| Manslaughter | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 |
| Motor-Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 | 0 |
| Rape-Fondling, Incest, Statutory Rape | 0 | 0 | 0 | 0 |
| Burglary. | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 | 0 |

A Statement of Policy regarding the possession, use, and sale of alcoholic beverages and informant of state underage drinking laws, and possessions, use and sale of illegal drugs and enforcement of federal and state drug laws.

Description of Drug and Alcohol Abuse Prevention Program:

The Centureon Institute is committed to maintaining a drug- and alcohol-free campus and work environment. The institution is aware that a program must be established to raise faculty, staff, and students' knowledge of the risks associated with drug and alcohol addiction. The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 are both followed in the implementation of this policy. Centureon Institute publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. If new students enroll or new employees are hired after the initial distribution for the year, these new individuals will also receive the materials. Below are the details related to this topic.

Drug and Alcohol Abuse Prevention:

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the **Safe and Drug-Free Schools and Communities Act**. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

Standards of Conduct:

The school community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by Centureon Institute. If an individual associated with the school is apprehended for violating any drug- or alcohol-related law when on School property, or participating in a school activity, the school will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the school and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the school.

Centureon Institute has Campus Based Programs; therefore, it also has a drug-free awareness program for its employees that includes a notice to them of unlawful activities and the actions that Centureon Institute will take against an employee who violates these prohibitions. Centureon Institute will also be in charge of notifying the U.S. Department of Education and take appropriate action when it learns of an employee's conviction under any criminal statute.

Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol:

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital

organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As one can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

| Drug | Health Risks |
|--|--|
| Narcotics (e.g., heroin, oxycodone, morphine) | Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma, death |
| Stimulants (e.g., crack/ cocaine, amphetamines, methamphetamine) | High fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death |
| Depressants (e.g., Valium, Xanax, Rohypnol) | Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea, low blood pressure, slow breathing, coma, death |
| Hallucinogens (e.g., LSD, MDMA, PCP) | Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death |
| Inhalants | Muscle weakness, disorientation, nausea, nervous system and organ damage, asphyxiation, death |
| Marijuana | Unknown Moderate Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks |

Penalties for Drug Convictions:

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Possession of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

Sale of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

Other Potential Federal Penalties for Drug Violations:

Some other potential federal penalties and sanctions applicable to drug-related offenses include:

21 U.S.C. 844

1st conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5, or both.

Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.

Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture and substance exceeds 1 gram.

21 U. S. C. 844a

Civil fine up to \$10,000

21 U. S. C. 847 Additional Penalties

Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

21 U. S. C. 854 Investment of illicit drug profits

Whoever violates this section shall be fined no more than \$50,000 or imprisoned not more than 10 years, or both.

21 U. S. C. 862

a. Drug Traffickers - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.

b. Drug Possessors

(1) Any individual who is convicted of any Federal or State offense involving the possession of a controlled substance (as such term is defined for purposes of this subchapter) shall—

(A) upon the first conviction for such an offense and at the discretion of the court—

(i) be ineligible for any or all Federal benefits for up to one year.

(ii) be required to successfully complete an approved drug treatment program which includes periodic testing to ensure that the individual remains drug free.

(iii) be required to perform appropriate community service; or

(iv) any combination of clause (i), (ii), or (iii); and

(B) upon a second or subsequent conviction for such an offense be ineligible for all Federal benefits for up to 5 years after such conviction as determined by the court. The court shall continue to have the discretion in subparagraph (A) above. In imposing penalties and conditions under subparagraph (A), the court may require that the completion of the conditions imposed by clause (ii) or (iii) be a requirement for the reinstatement of benefits under clause (i).

(2) The penalties and conditions which may be imposed under this subsection shall be waived in the case of a person who, if there is a reasonable body of evidence to substantiate such declaration, declares himself to be an addict and submits himself to a long-term treatment program for addiction, or is deemed to be rehabilitated pursuant to rules established by the Secretary of Health and Human Services.

(c) *Suspension of period of ineligibility*

The period of ineligibility referred to in subsections (a) and (b) shall be suspended if the individual—

(A) completes a supervised drug rehabilitation program after becoming ineligible under this section.

(B) has otherwise been rehabilitated; or

(C) has made a good faith effort to gain admission to a supervised drug rehabilitation program but is unable to do so because of inaccessibility or unavailability of such a program, or the inability of the individual to pay for such a program.

21 U. S. C. 862a

Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

******More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at

<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

Legal Consequences of Substance Abuse in the State of Florida:

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). Specifically, possession of fewer than 20 grams of marijuana is punishable with imprisonment of up to one year and a fine of up to \$1,000; possession of more than 20 grams of marijuana is a third-degree felony with imprisonment of up to five years and a fine of up to \$5,000. Trafficking (distributing specified large quantities of various controlled substances) is punishable by a term of imprisonment up to life and a fine of \$25,000 to \$500,000, depending on the particular illicit drug and the quantity involved. Thus, possession of fewer than 28 grams of cocaine is a third-degree felony, while possession of more than 28 grams of cocaine trafficking in cocaine is a first-degree felony, punishable with a fine of up to \$250,000 and imprisonment up to life without eligibility for early release. The death penalty may be imposed if a person has brought large quantities of the substances into the state knowing the result would be the death of any person. 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.

Florida State Alcohol Laws:

Influenced Driving

Violation of this offense is punishable by a definite term of imprisonment of up to 60 days and/or a \$500 fine; a subsequent offense is punishable by a definite term of imprisonment of up to one year and a fine of \$1,000.

DUI Information for Adults:

DUI Conviction Penalties

➤ First conviction:

Not less than \$500 or more than \$1,000.

If blood/breath alcohol level (BAL) was .15 or higher, or if there was a minor in the vehicle, not less than \$1,000 or more than \$2,000.

Imprisonment for not more than six months.

If BAL was .15 or higher, or if there was a minor in the vehicle, imprisonment for not more than nine months.

➤ Second conviction:

Not less than \$1,000 or more than \$2,000.

If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$2,000 or more than \$4,000.

Imprisonment for not more than nine months.

If BAL was .15 or higher, or if there was a minor in the vehicle, imprisonment for not more than 12 months.

If second conviction was within five years of a prior conviction, mandatory imprisonment of at least 10 days.

At least 48 hours of confinement must be consecutive.

➤ Third conviction (within 10 years from the second offense):

Not less than \$2,000 or more than \$5,000.

If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$4,000.

Third conviction (more than 10 years from second):

Not less than \$2,000 or more than \$5,000.

If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$4,000.

If third conviction is within 10 years of a prior conviction, mandatory imprisonment of at least 30 days. At least 48 hours of confinement must be consecutive.

If third conviction is more than 10 years of a prior conviction, imprisonment for not more than 12 months.

➤ Fourth or subsequent conviction:

Not less than \$2,000.

If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$4,000.

Imprisonment for not more than five years, if habitual/violent offender.

Other Alcohol Offenses

The statutory penalties for a 4th or any subsequent DUI conviction are the same. If the case is charged as a felony, the charge is a third-degree felony punishable by up to five (5) years in Florida State Prison and a \$5,000 fine.

Providing Alcohol to a Person Under Age 21

Possession of alcoholic beverages by a person under age of 21 may also result in curtailment of driving privileges. 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. A person who violates this paragraph commits a misdemeanor of the second degree. A person who violates this paragraph a second or subsequent time within 1 year after a prior conviction commits a misdemeanor of the first degree. Violation 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 also will lead to the curtailment of driving privileges

Illegal Transportation of an Alcoholic Beverage

It is unlawful for alcoholic beverages to be transported in quantities of more than 12 bottles except as follows: (1) By common carriers; (2) In the owned or leased vehicles of licensed vendors or any persons authorized in s.

Summary Suspension

First Offense:

- A chemical test indicating a BAC of .08 or greater results in a mandatory three-month driver's license suspension.
- Refusal to submit to a chemical test(s) result in a six-month license suspension.

Subsequent Offenses:

- Refusal to submit to a chemical test(s), or test results indicating a BAC of .08 or greater, results in a mandatory 12-month driver's license suspension.

Teenage Drinking and Driving

Drivers under the age of 21 with a blood alcohol level of 0.02 percent or more will have their license immediately suspended for six months. This administrative action is for a first offense. A second offense will result in a one-year suspension. A first offense for refusal to submit to breath, urine, or blood test will result in a 12-month suspension. A second offense will result in an 18-month suspension.

Aggravated DUI

Class 4 Felony (Following a crash resulting in great bodily harm or permanent disfigurements)
Third-degree felony: Maximum fine - \$5,000; Maximum jail - five years in state prison.

Underage Illegal Transportation of an Alcoholic Beverage:

- Maximum fine of \$1,000.
- Driver's license suspended for first conviction.
- Driver's license revoked for a second conviction.

Summary Suspension

- first offense without bodily injury: Minimum 180 days revocation, maximum one year.
- First offense with bodily injury: Minimum three years revocation.
- Second offense within five years from prior conviction: Minimum five years revocation. May be eligible for hardship reinstatement after one year.
- Second offense five or more years after first conviction, the same revocation periods as first offense apply.
- Third offense within 10 years of the second conviction: Minimum 10 years revocation. May be eligible for a hardship reinstatement after two years.
- Third offense 10 or more years after the second conviction, the same revocation periods as first offense apply.
- Fourth conviction, regardless of when prior convictions occurred: Mandatory permanent revocation. May be eligible for hardship reinstatement after five years. If incarcerated, the revocation period begins upon date of release from incarceration.
- DUI manslaughter: Mandatory permanent revocation. May be eligible for hardship reinstatement after five years if there are no prior DUI related convictions.
- Manslaughter, DUI serious bodily injury or vehicular homicide convictions: Minimum three years revocation. DUI serious bodily injury having prior DUI conviction is the same as second – fourth bullet above.

Possession of Alcoholic Beverages:

It is illegal for any person under the age of 21 to have alcoholic beverages in their possession, whether open or unopened. Penalties include: A maximum of \$2,500 fine and up to one year in jail.

Using a Fake Florida Driver's License or ID Card:

The penalties for using false IDs are serious and could change your life forever. Effective Oct. 1, 1997, Florida's "fake I.D." laws were amended to clarify that possession of any driver's license or state identification card not produced lawfully by the appropriate governmental agency is a felony punishable by five years in prison and a \$5,000 fine. (Fla Stat. 322.212)

How You Can Help Report Drunk Drivers

You can help by reporting suspected drunk drivers to your nearest State Police Headquarters. From your cellular telephone or citizens band radio, provide us with the following information:

The location you are calling from.

Time, location, direction of travel and a description of the suspected drunk driver.

The make, color, and license plate number of the car.

Local Penalties and Sanctions for Drug and Alcohol Violations

State law prohibits possession of alcoholic beverages by persons under age 21. No person may sell, give, serve, or permit to be served alcoholic beverages to a person under 21. Violations of any such laws are punishable by a term of up to one year in prison and a fine up to \$1,000. Violations by persons under the age of 21 may lead to limiting of driving privileges.

State law prohibits possession and/or distribution of controlled substances as described in Section 893.03, Florida Statutes. Violations of such laws are punishable by up to a year in prison and \$1,000 fine for misdemeanor violations and up to 30 years and \$10,000 fine for felony violation

Drug and Alcohol Counseling:

Available to all students is the Substance Abuse and Mental Health Services Administration's (SAMHSA). Students can call 1-800-662-HELP (4357) to receive referrals to local resources and support for individuals who need drug and alcohol counseling. National Drug and Alcohol Treatment Referral Service provides free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues. 24 hours a day, 7 days a week.

Online training facility locator: <https://findtreatment.samhsa.gov/>

Institutional Sanctions for Alcohol and Drug Violations:

Any member of the school community found consuming or selling drugs on School property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the school.
- In all cases, the school will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The school has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who has since sought admission or readmission to the school will be considered on a case-by-case basis.

Biennial Review of the Drug and Alcohol Abuse Prevention Program:

Schools are required to conduct a biennial review of their drug and alcohol abuse prevention program. This review must include a determination of the number of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities and the number and type of sanctions imposed by the institution as a result of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities.

The term "campus" is defined in the same manner as it is defined for campus safety reporting purposes. That is, the term campus encompasses any building or property owned or controlled by the school within a reasonably contiguous geographic area used in direct support of the school's educational purposes or used by students and supporting institutional purposes.

The effectiveness of Centureon Institute's prevention program is, in part, also measured by tracking the number of drug and alcohol-related

- disciplinary actions,

- treatment referrals, and
- incidents recorded by campus officials.

Additionally, to assist in the determination of the effectiveness of Centureon Institute's prevention program, the school considers, if and when the school is made aware, the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse. The school also conducts a survey to ascertain student, faculty, and employee attitudes and perceptions about whether there is a drug and alcohol problem on campus.

With the results gathered from the various points of information described above, the school writes its report giving the results of the biennial review and its determination of whether the program is being effective or must be modified. The school keeps the biennial review on file in case of a possible audit. Schools are not required to send their review to the U.S. Department of Education unless requested to do so. Centureon Institute conducts its biennial review every other year odd. The report from the review and documents related to it are retained for three years after the fiscal year in which the report was created and are available upon request.

Family Educational Rights and Privacy Act:

Centureon Institute has implemented an extensive Family Educational Rights and Privacy Act policy, which is available upon request to any qualifying student. Students can also read the FERPA laws, frequently asked questions, and major opinions of the United States Department of Education's Family Policy Compliance Office (FPCO) and other information regarding FERPA at the following website:

www.ed.gov/policy/gen/guid/fpc/index.html

General Policy

The Family Educational Rights and Privacy Act (the Act) is a federal statute that protects the privacy of student education records (20 U.S.C. 1232g; 34 CFR Part 99). The statute applies to all schools that receive monies from a US Department of Education program. The Act grants parents certain rights regarding their children's educational records. These rights are transferred to the student when they reach the age of 18 or enroll in a school after high school. Students who have had their rights transferred to them are referred to as "eligible students." Parents or qualified students have the right to access and evaluate their child's educational records kept by the school. Schools are not compelled to disclose copies of records unless it is impractical for parents or eligible students to access the documents for reasons such as large distances. Parents or qualified students can ask a school to rectify records that they feel are inaccurate or misleading. If the school refuses to update the record, the parent or qualified student may request a formal hearing. If the school does not change the record after the hearing, the parent or qualified student has the right to include a statement with the record outlining his or her thoughts on the challenged facts.

Educational Records

Education records are school-maintained records that contain information directly related to the student. Examples are the student's academic, financial aid, and career services files. Education records can be kept in electronic form. Only those with a valid administrative or academic interest are permitted to view educational records. FERPA normally does not oblige schools to give an eligible student with access to academic calendars, course syllabi, or general communications such as announcements of specific events or extra-curricular activities. That sort of information is hardly directly tied to a specific student and therefore does not fit the criteria of an education record.

In addition, the following records are exempt from the Act:

- The financial records of the student's parents.
- Information about other students.
- Confidential letters of recommendation to which the student has waived his or her right to inspect.
- Employment records of students who are employed by Florida Education Institute.
- Records created or received after an individual is no longer a student and which do not directly relate to the individual's attendance as a student at Florida Education Institute.
- Grades on peer-graded papers not collected and recorded by an instructor.
- Records about students made by, and only accessible to, faculty and administrative personnel.

Review of Records

Centureon Institute's policy is to examine education records on a regular basis to ensure that they do not include material that is misleading, incorrect, or otherwise improper. Centureon Institute reserves the right to destroy records that it deems, in its sole discretion, are no longer helpful or relevant to the student's circumstances and that Centureon is not legally required to maintain.

Directory Information

Directory Information refers to information included in a student's education record that, if revealed, would not be deemed damaging or a violation of privacy.

Directory Information includes, but is not limited to:

The student's name, address(es), telephone number(s), date and place of birth, program in which enrolled, extracurricular activities, credentials, awards and recognition (i.e., honors) received, last school attended, dates of attendance (i.e. enrollment periods, not daily attendance records), and student or user ID number (other than social security number), but only if the identifier cannot be used to gain access to education records unless used in conjunction with the identifier.

Unless the student has explicitly asked in writing that the information not be published, directory information may be released unconditionally without the student's permission.

Release Without Student Consent

The school may release a student's education records without written consent of the student to:

1. Other school officials who have a legitimate educational interest.
2. Other schools where the student has applied for admission.
3. Authorized representatives of the U.S. Department of Education, state and/or local education

authorities, the Comptroller General of the United States, or the Attorney General of the United States.

4. Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, guaranty agencies, Veterans Administration, state vocational rehabilitation agencies, and collection agencies.

5. State and local authorities where required.

6. Accrediting agencies.

7. A parent (whether a maternal parent, guardian, or an individual acting as a parent in the absence of a parent or guardian) of a student who is a dependent of the parent for purposes of the Internal Revenue Code (the school is not required, however, to release such records).

8. Any court in which the student or a parent of the student initiates a legal action against the school, but only with respect to the student's education records that are necessary for the school to defend itself.

9. Any court in which the school initiates a legal action against the student or a parent of the student, but only with respect to the student's education records that are relevant for the school to prosecute the legal action.

10. Any person pursuant to and in compliance with a judicial order or subpoena provided that a reasonable attempt is made to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified).

11. Appropriate persons or agencies in the event of a health or safety emergency.

12. Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs, or to improve instruction.

13. The public, if the school determines in its discretion, that the student as an alleged perpetrator has committed a Crime of Violence or a Non-forcible Sex Offense in violation of the Conduct policies of the school, but only the following information from the student's education records the student's name, the violation committed, and any sanction imposed by the school on the student.

A crime of violence means an act that would, if proven, constitute any of the following offenses or offenses to commit the following offenses: arson; assault offenses; burglary; criminal

homicide, whether manslaughter by negligence, murder or non-negligent manslaughter; the destruction, damage or vandalism of property; kidnapping or abduction; robbery; or forcible sex offense. A non-forcible sex offense means an act that would, if proven, constitute statutory rape or incest.

14. The purported victim regardless of whether the school determines that the student, as an alleged perpetrator, committed a Crime of Violence or Non-forcible Sex Offense in violation of the Conduct policies of the school, but only the following information from the students education records: the students name, the violation committed, and any sanction imposed by the school on the student.

15. Any person, if the education records disclosed are Directory Information on the student.

16. The student or the student's parents if the student is less than 18 years old.

17. A parent of the student regarding the student's violation of any federal, state or local law, or any rule or policy of the school concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21 and the school has determined that the student has violated the Conduct policies of the school with respect to that use or possession.

18. The United States Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b (g) (5) (B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

19. The public, if the disclosure concerns an individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the school under 42 U.S.C. 14071 and applicable federal guidelines.