



SAFETY MANUAL

For Faculty and Staff

2015-2016

Florida SouthWestern State College
Department of Public Safety
8099 College Parkway
Fort Myers, FL 33919
Public Safety Front Desk: 239-489-9203, or Extension 1203

Important Telephone Numbers

Public Safety Offices:

- ❖ Lee Campus..... Public Safety, ext. 1203
off campus: 239-489-9203
- ❖ Collier Campus..... Public Safety, ext. 3712
off campus: 239-732-3712
- ❖ Charlotte Campus Public Safety, ext. 5608
off campus: 941-637-5608
- ❖ Hendry-Glades Center Public Safety, ext. 6017
off campus: 863-674-6017

Sheriff's Office, Fire Department or EMS

- For any **emergency** Dial 911

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The information in this safety guide is derived from emergency response information and other sources and is designed to provide faculty and staff with information in the event of a campus emergency. This information cannot cover every conceivable situation, but will supply the basic guidelines necessary to cope with most campus emergencies. Accordingly, all College personnel should be familiar with and follow these procedures in an emergency.

Employee Responsibilities

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and others. All persons employed by the College play a critical role in keeping our campus community safe. Each employee is responsible for following established safety practices and for learning sufficient safety skills to avoid injury. All employees are expected to question conditions that appear unsafe and report any substandard condition to their supervisor. The responsibilities of employees of the College in this regard include:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries.
- Reporting unsafe conditions, faulty equipment, unsafe practices or injuries to their immediate supervisor.
- Using appropriate personal protective and safety equipment provided by the College.
- Keeping work areas clean and orderly at all times.
- Following prescribed procedures during an emergency.
- Following guidelines for proper handling of materials.

Lost and Found

Public Safety provides for the proper disposition of property that has been turned over to College authorities. Lost and Found is located at the Public Safety office on each campus.

Emergency Communications

Rave BUCS Guardian - provides rapid and proactive communications with friends, family, co-workers, FSW public safety, and even 9-1-1 emergency. By using BUCS Guardian, FSW students, faculty and staff are able to set safety timers, manage and message guardians of their choosing, and have quick access to emergency communication services. This service is free to our FSW students and employees just use your assigned college email to set up your account.

Emergency Notification System - As a student or employee of FSW State College you will receive Emergency Notifications in the event an incident occurs on campus or some natural or man-made event causes the college to take emergency action or to close or suspend classes. You will be able to receive voice or text messages to your home or cell phone and through your FSW email. If you choose not to receive these messages to your home/cell phone you must update the information using your portal account. All FSW telephones, including office and classroom telephones are automatically entered to receive messages so there is no need to enter those telephone numbers in your registration.

Hazard Communication

Initial Awareness and Training

Upon hire, employees received information regarding Occupational Exposure to Hazardous Material. Included is information on Material Safety Data Sheets which will be evaluated and made available to employees before shelving, using and disposing of all hazardous material purchased by or donated to FSW.

How to Report Crimes and other Emergencies on Campus & Guidelines that Encourage Accurate Reporting Crimes

Generally, the Public Safety office should be the first department contacted after an incident occurs at a campus or College site. Upon preliminary investigation, other appropriate local law enforcement agencies may be notified to assist.

NOTE: For medical or life-threatening emergencies, or threats or assaults that require immediate attention by police, Fire or EMS should be reported first by calling **911** and then each campus public safety office, if possible. Additionally, for emergencies or assistance you may use the telephones in each classroom,

Prompt reporting of criminal actions, suspicious persons or behavior, potentially hazardous situations and emergencies to Public Safety is encouraged to allow the department to respond as quickly as possible. Evidence should be preserved for use in criminal prosecution.

Anonymous Tips Regarding Criminal Activity or Suspicious Behavior

Reports can be made thru a link on the forms section of the Public Safety webpage. <http://www.fsw.edu/publicsafety/anonymoustips>

Reporting Hazardous Conditions/Problems

A link has been added to the College Portal Page that will allow faculty/staff to report hazardous conditions or problems. Access the FSW portal *College Resources* tab and on the right side under Public Safety there is a link. The electronic form has drop downs for the particular campus. Once completed, the

form will be emailed to Public Safety and Facilities on the particular campus. If the condition requires immediate attention, please call public safety.

Safety Committee

Regularly reviews safety concerns and evaluates accident and incident reports to promote safety awareness. Ensures compliance with federal/state/local regulations and industry standards regarding health and safety and makes recommendations to College administration for the maintenance and improvement of a safe and healthy environment throughout the district. Comments or concerns can be sent to: safetycommittee@fsw.edu.

Types of Emergencies

The following emergencies and procedures are covered in this guide:

- Fire
- Bomb Threat
- Injury/Illness
- Chemical Spill, Hazardous Materials
- Violent or Criminal Behavior
- Threatening, Disruptive, Troubling & Behaviors of Concern
- Utility Failure
- Evacuation Procedures

Fire

- Sound the alarm to alert building occupants by using one of the fire alarm pull stations located adjacent to each main exit or classroom emergency exit as appropriate
- Evacuate the building. **Do Not Use Elevators**
- Proceed to the designated assembly area and await further instructions.
- Do not interfere with emergency equipment or personnel
- Follow directions of Public Safety

Fire Alarms

In the event of a fire alarm and/or reported fire, use the following guidelines to ensure the organized evacuation of all students, faculty and staff:

- Advise students to evacuate the building and proceed to the safe assembly areas
- Close the door to your area as you leave but DO NOT LOCK
- If possible, check restrooms to ensure everyone is aware of the evacuation process
- Position staff members at intersections of the building to direct pedestrian traffic to safe assembly areas

- If advised by Public Safety that an entire area of the campus will need to be evacuated, proceed to the identified area and/or shelter location
- Return to the building after the ALL CLEAR has been given by Public Safety or local authority
- NOTE: Do not instruct students to proceed in a direction towards obvious danger unless there is no other direction in which to proceed. If no other option exists, instruct the students to crawl on their hands and knees past or under dangerous conditions. Immediately advise Public Safety personnel of any dangerous situation.

Fire Extinguishers

They may be used to fight small, containable fires if, in the user's opinion, a reasonable chance of success exists and no undue risk of personal injury will be encountered. **Under no circumstances shall sounding the alarm, building evacuation or proper notification be delayed to fight the fire!**

Using a Fire Extinguisher

1. Pull fire alarm.
2. Contact 911.
3. Only use a fire extinguisher on small fires, and when comfortable and trained to do so.
4. Should any doubt exist on whether the fire can be extinguished, immediately exit the building and await response from Fire/Rescue.
5. Use the **PASS** method to extinguish the fire.

Pull the pin

Aim low, at the base of the flames

Squeeze the handle

Sweep from side to side

*Should the fire re-ignite, repeat the steps as needed.

Notice: Smoke is the greatest danger in a fire. If necessary, stay near the floor where the air will be less toxic. If trapped on the second floor of a building during a fire and a window is available, hang an article of clothing outside the window as a marker for rescue crews. If no window is available, stay near the floor and shout at regular intervals to alert emergency crews of your presence. **Do Not Panic!**

Bomb Threats

Identifying Suspicious Items

- Be observant around work area upon arrival, in case you are later called upon to identify unusual or suspicious items later.

- Report potential safety or security problems to Public Safety.
- Note time and location of anything odd, particularly discarded or abandoned objects.

If Public Safety and Facilities personnel are asked to assist in a search:

- Be thorough
- DO NOT USE 2-way Radios or Cell phones
- Do not touch anything you suspect
- If necessary move people away from the suspicious item
- Look for anything and everything that might conceal a bomb
- Do not panic persons in the area
- Follow all instructions from the police.

Tips on identifying suspicious packages:

- Does the package carry a return address?
- Does it lack sufficient postage?
- Is the addressee familiar to the sender?
- Is the package expected?
- Does the post mark city differ from the return address?
- Is the package wrapped in brown paper w/ twine?
- Does the paper carry grease stains or discoloration?
- Do you detect strange odors?
- Did the package arrive by foreign mail or Special Delivery?
- Is the package marked Confidential, Personal, etc.
- Is the address hand written or poorly typed?
- Does the sender use incorrect titles or titles but no names?
- Is the package excessively heavy, with protruding wires or foil?

Bomb Threat Evacuation

In case of a bomb threat, **Do Not activate the fire alarm.** Instead, you will be notified verbally to evacuate the building. The instructions for staff and students:

- Evacuate the building calmly and take your belongings with you
- Walk in an orderly fashion to locations identified by Public Safety or local authority
- Do not touch or pick up any unidentified items while exiting
- Report any suspicious items or activities

Public Safety personnel will determine when it is safe to reenter the building.

Injury/Illness

- For an Immediate, life-threatening emergency, Call 911, then notify Public Safety Office.

- Stand by to direct emergency personnel to the victim and/or answer questions.

Keep injured persons still, calm and as comfortable as possible. **Do Not Move The Person!**

- If the person injured is a College employee, notify Risk Management during normal office hours or as soon as possible thereafter.

Location of Automated Electronic Defibrillators (AEDs)

Lee Campus:

Bldg ID	Building name	Location
A	Walker Hall	Lobby on wall across from elevator
AA	Nursing Building	1 st floor near room 100-D
B	Gresham Hall	Lobby (south end)
D	White Hall	Public Safety office
I	Robinson Hall	Second Floor Hall near Men's room
J	Rush Library	2 nd floor at circulation desk
J	Rush Library	1 st floor by Service Elevator
M	B.B. Mann PAH	Lobby near entrance to Administrative offices
O	Sabal Hall	2 nd floor near room 201
S	Taeni Hall	Lobby by first floor elevators
S	Taeni Hall	2 nd floor near room 202
T	FSWCHS	Front office
T	FSWCHS	Outside room 134
T	FSWCHS	Outside room 144
U	Classroom Building	1 st floor near room 102
W	Light House Commons	Behind lobby desk

Charlotte Campus:

Bldg ID	Building name	Location
J	Spatz Hall	Main entrance left lobby
D	Classroom Building	1 st floor hallway
B	Peeples Learning Center	near circulation desk
K	FSWCHS	Main reception

Collier Campus:

Bldg ID	Building name	Location
A	Public Safety	Public Safety office, room 118
M	Administration Building	1 st floor near room 123
N	Weiss Hall	1 st floor near elevators & room 135
J	Conference Center	1 st floor lobby near stairway & room 104
L	Pediatric Dental/UF	1 st floor east entrance
L	Pediatric Dental/UF	1 st floor west entrance
G	Library	1 st floor

Hendry-Glades Center:

Bldg ID	Building name	Location
A	Main Building	Main entrance lobby near Administration Office

Chemical Spills, Hazardous Materials

All personnel involved in the management and/or use of hazardous materials and/or waste at Florida SouthWestern State College shall be familiar with the contents so as to minimize hazards to students, faculty, staff, the general public and the environment. Material Safety Data Sheets (MSDS) will provide the proper procedures for handling or working with a particular substance. MSDS's include information such as toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill/leak procedures. These are of particular use if a spill or other accident occurs.

Spill Prevention

Hazardous materials and waste shall be treated and handled in such a manner as to minimize any threat to persons and/or the environment. Hazardous materials shall be properly stored by the using department in accordance with the instructions contained in DOE, OEF DOCUMENT, "The Storage, Handling and Disposal of Chemicals Used in School Laboratories and Community Colleges."

Spill Control and Countermeasures

(a) Non-ignitable, low-toxicity liquids or solids not generating dangerous gases may be handled by Maintenance personnel if the volume is sufficiently small. Inert absorbents or neutralizing solids should be used to prevent the spread of liquids (Absorbent shall be spread around the periphery of the spill, then added to the center and mixed thoroughly moving toward the center of the spill). The resultant mixture shall be scooped into approved polyethylene bags and placed in an approved DOT drum.

(b) Ignitable liquids or solids, highly toxic chemicals and materials generating dangerous gases shall be left to emergency personnel to handle. Qualified College personnel shall be present to advise assisting agencies as to the character, amount, source and extent of the spill.

If threat to human health or the environment exists, immediately notify appropriate authorities for assistance.

Threatening, Disruptive, Troubling and Behaviors of Concern

In an emergency **Call 911...and then get help by calling the Public Safety Office.** FSW has a collaborative interdisciplinary committee of college officials that comprises the Behavioral Intervention & Recommendation Team (BIRT).

BIRT is intended to meet two objectives, first by enhancing institutional awareness of potential threats to campus safety and second, can it can provide students, faculty and staff with opportunities to assess and manage problematic behavior before this behavior becomes a formal violation of the Student Code of Conduct.

BIRT encourages faculty, staff, and students to report behavioral issues that represent disruptions that may affect the learning environment.

<http://www.fsw.edu/birt>

Student of Concern

Documenting your concerns to others with the appropriate department can help you determine how to respond (for example, by referring a student for counseling, Behavioral Intervention & Recommendation Team (BIRT), Early Alert, informing the Dean of Students or consulting with FSW Public Safety), and provide additional context for the situation.

Something which may be difficult to interpret in isolation may take on a different level of importance when seen in light of other documented incidents (whether documented by you at other points in time, or documented by others who work with the individual in different contexts).

Some individuals will exhibit behaviors that interfere with their academic, career or personal success, but are not likely to indicate a risk to life and safety.

What to do: Often you can help students exhibiting concerning behaviors by asking some basic questions, listening, providing the student with information and making referrals to campus or outside resources to help them. You can take proactive steps to help a student follow through and make contact while still letting the decision to seek help reside with the student. If the student does not seem to be responding to your guidance, you may report students of concern through <http://www.fsw.edu/studentofconcern>.

See the BIRT webpage for information on defining and responding to certain behaviors: <http://www.fsw.edu/birt>

- Responding to Threats of Self Harm/Suicide
- Threatening Behaviors
- Disruptive Behaviors
- Troubling Behaviors
- Behaviors of Concern

Utility Failure

Power Failure

Most power outages occur due to factors off campus over which we have no control. As such, they are more annoying than dangerous. Nevertheless, a few precautions are in order:

- Turn off all electrical equipment such as computers, etc., so as to prevent damage from power surges when electricity is restored.
- Do not attempt to discover the cause of a major power outage yourself. Not all power may be off! Leave this task to trained personnel.

Elevator Failure

- If you become trapped in the elevator, use the emergency telephone to call for assistance.

Flooding

- Cease using all electrical equipment. Vacate the area if necessary

LP/Natural Gas Leak

- Cease all operations. DO NOT TURN ON/OFF LIGHTS OR OTHER ELECTRICAL EQUIPMENT INCLUDING FIRE ALARMS! Vacate the building!

Notify Plant Operations Manager:

- ◆ **Lee Campus**.....ext. 1129, 1243 or Public Safety ext. 1203
 - ◆ **Charlotte Campus**.....ext. 5648 or Public Safety, ext. 5608
 - ◆ **Collier Campus**ext. 3779 or Public Safety ext. 3712
 - ◆ **Hendry-Glades Center**.....ext. 6022 or Public Safety ext. 6017
- If the failure results in danger or potential danger, initiate evacuation, fire or other emergency procedures as appropriate.

Evacuation Procedures

Prior to an Emergency

Be prepared for evacuation prior to an emergency. Take the following measures:

- Brief students during the first class session on evacuation procedures and routes of exit, including alternate routes in case the nearest exit is obstructed.
- Identify individuals who will need assistance and discuss with them privately what their needs will be for evacuation and other emergencies.
- Designate assistants who will escort disabled persons to the identified safe assembly or refuge area.

During an Emergency

- Communicate the nature of the emergency to everyone involved.
- Close any windows that may be open.
- Close, but **DO NOT LOCK**, the classroom door as you exit.
- Supervise the orderly movement of persons with disabilities from the building to the identified refuge or safe assembly area.
- Move those in wheelchairs **immediately** to the elevators for exit to the ground floor.
- Notify emergency personnel and campus Public Safety of the location and needs of persons with disabilities.
- If it is not safe for a person with a disability to leave the building (determined through communication with fire, EMS or rescue personnel) one person who does not have a disability should remain with the individual while another person notifies safety personnel of their location.
- Only when there is imminent life-threatening danger and evacuation cannot be delayed should a person be carried or helped from the building in the most expedient but safe manner.

Building Evacuation

- Notice to evacuate the building(s) will be transmitted via the fire alarm system (continuous horn blast) or, in the event of an alarm failure, by verbal instructions from designated authority.
- When the fire alarm horns sound, immediately evacuate the building in accordance with the evacuation instructions posted adjacent to each door.
- Proceed to the designated assembly area and await further instructions. Do not interfere with emergency equipment or personnel.

Following an Emergency

- Account for all students upon reaching the assembly point.
- Inform emergency personnel of individuals with special needs.
- Wait for the all-clear signal from Public Safety.

Note: The building alarms sound only in the building in which activated. You must report the emergency via telephone. Portable communications devices i.e., radios/walkie-talkies, pagers or cellular phones are not to be used during a bomb threat due to the fact that some bombs may be detonated by transmitted signals. **DO NOT USE THE ELEVATOR DURING A FIRE!**

Campus Evacuation

- Evacuation of all or part of the campus grounds will be announced.
- **All** persons shall immediately vacate the site in question and re-locate to another part of the campus, or off campus, as directed.

Training

See the Public Safety webpage for the following video presentations

<https://www.fsw.edu/publicsafety/videos>

Dating Violence – Presented to a live audience of college students this narrative story is designed to elicit thinking and dialogue about the issues of dating violence. 30 minutes.

Hostages at Home – Features five women from different ethnic and socioeconomic groups who have survived domestic violence. Dispels myths about domestic violence and examines the effects on the community. 52 minutes.

Speak Out & Stand Up – Raising awareness about sexual assault, this features a dramatization of a sexual assault on a college campus with testimonies from survivors and experts in the field. 25 minutes.

ReThink Rape – Re-frames the issue of sexual violence away from blaming the victim to placing responsibility on the perpetrators. 7 minutes.

Someone You Know – Looks closely at the troubling realities of sexual assault on a college campus. Features survivors, counselors, campus police and students. 20 minutes.

Campus Confidential – An inside look at College Culture. Understanding sexual assault, legal consent, and bystander intervention. 30 minutes.

Playing the Game 2 – Explores the issue of sexual assault and date rape and the dynamics of sexuality, dating, communication and alcohol use. 12 minutes.

Flashpoint on Campus – Recognizing and preventing violence on campus. 22 minutes.

Preventing Mass Casualty Shootings in a Campus Setting – University of Wisconsin. 5 minutes.

We Don't Haze - This 15-minute documentary, produced by the Clery Center addresses both how to recognize hazing and how to take realistic steps to prevent hazing on campus.

Classroom Management

Taking Immediate Action to Threatening Classroom Situations

If someone in your classroom is displaying threatening behavior(s), you have the authority to:

- Call **911** or ask one of your students to do so if you believe the situation is urgent or there is an imminent threat.
- Ask the person to stop what he or she is doing.
- Ask the person to leave the classroom.
- End class early and allow your students to leave.

Classroom Situations Proactive and Preemptive Strategies

Some types of potentially threatening classroom situations can be prevented or proactively addressed before they become serious. Some proactive and preemptive strategies include:

- Discuss ground rules for classroom behavior and discussion. For examples and guidelines, see these resources from the Arizona State University Intergroup Relations Center:
Guidelines for Constructive Dialogue in the Classroom (pdf)
http://courses.washington.edu/anth599/ASU_Dialogue_Guidelines.pdf

Suggested Ground Rules for Discussion (pdf)
http://www.uvm.edu/~pass/tignor/filmseries_files/groundrules.pdf
- Set clear boundaries for assignments and activities, e.g., what students write about or present in class, what students produce for other students to read (in online discussion or in peer reviewed writing assignments).
“Students may have strong disagreements about the issues raised in this class, and I see the online discussion as a place to present arguments and respectfully challenge one another’s thinking. However, differences of opinion must be based on reason and evidence; unsubstantiated generalizations or personal attacks will be removed from the discussion board and will not receive credit.”

Guidelines such as these keep the focus on learning and clearly demonstrate what you consider appropriate. Seek regular feedback from students so that you know how group members are participating in projects, or how the classroom climate is being affected by student behaviors. For examples, see *Design Your Own Ways of Collecting Student Feedback* at
<http://www.washington.edu/teaching/files/2012/12/Feedback.pdf>

Assignments, Email, and Reports from Other Students

Threatening situations that emerge in assignments or communication with students might include:

- ✓ Disturbing comments or patterns of responses in student assignments or other written work;
- ✓ Inappropriate email, interactions during office hours, or other communication outside of the classroom;
- ✓ Pattern of minor conflicts or inappropriate behavior in class, though isolated incidents may not seem serious;
- ✓ Students reports to you that a threat has been made to him or her.

If something is alarming to you, it is important to inform others of your concern. Rather than deciding on your own how to respond in each situation, consult with others who are responsible for the course or the department. Instructors should alert the department dean. Call **911** in emergencies and/or Public Safety to report immediate threats.

Responding to Disturbing Creative Writing: A Guide for Faculty and GTAs
<http://www.colorado.edu/studentaffairs/victimassistance/quickassist/disturbingwriting.pdf>

Documenting your concerns to others in the department can help you determine how to respond (for example, by referring a student for counseling, informing the Dean of Students or consulting with FSW Public Safety), and provide additional context for the situation. Something which may be difficult to interpret in isolation may take on a different level of importance when seen in light of other documented incidents (whether documented by you at other points in time, or documented by others who work with the student in different contexts).

Students in Distress - De-escalating a Conflict

When a conflict or potentially threatening situation arises in your class (e.g., inappropriate responses to you or to other students, or confrontations over a grade dispute), there are strategies for de-escalating the immediate confrontation:

State your own authority in the situation.

"I am responsible for this class, and I'm not going to allow you to continue making comments like that to other students."

State the effect of the student's behavior on others.

"I want to make sure all the students have a chance to raise their questions during class meetings. Your comments are taking us off track and preventing other students from participating."

Acknowledge the student's frustration or disagreement while deferring action.

“I realize that you want to receive a good grade in this class and that you don’t agree with my comments on your paper. However, we’ll need to wait until after class to address this.”

Direct the student to others with authority to act.

“I understand that you are frustrated about your grade on the test and you want me to reconsider it. I can look at your answer again, but the grading key was set by the professor, so we’ll have to talk with her about it.”

Many of these strategies require a later follow-up, which could vary widely depending on the situation. In some cases, students might need to be referred to the standards of student conduct (as specified in the Student Conduct Code) or to previously established ground rules for class discussion. If students refuse to comply, you may need to take other immediate action. In other cases, once students know their concerns have been heard or your expectations have been made clear, there may not be any further conflict (though there may still be the disagreement to address). Consult with others in your department or with other FSW colleagues. For example, consider who should be informed that the conflict has occurred, which follow-up actions should be taken (for the benefit of both the student in the conflict and students who witnessed it), and whether a third party should be present for any follow-up discussions with the student.

For additional perspective on disruptive behavior in the classroom, see:

Conflict De-escalation Strategies (pdf), Arizona State University Intergroup Relations Center:

<http://www.asu.edu/provost/Backup/intergroup/resources/conflict-de-escalation.pdf>

Dealing with Disruptive Behavior in the Classroom, by Kathleen McKinney, Illinois State University:

<http://www.cirtl.net/node/2553>

Classroom Management, by Lisa Rodriguez, Ph.D.

<http://www.4faculty.org/includes/108r2.jsp>

Teaching and Learning Center Resources (Temple University)

<http://tlc.temple.edu/resources>

Recognizing and Responding to Students of Concern

<http://www.fsw.edu/studentofconcern>

APA Help Center:

<http://helping.apa.org/articles/topic.php?id=1>

Center for Teaching and Learning – Teaching Resources

<http://www.washington.edu/teaching/teaching-resources/>

Family Educational Rights and Privacy Act

What is FERPA?

FERPA is a federal law designed to protect the privacy of students' education records. Education records include any information or documentation that is recorded in any way, including records produced by handwriting, computer, email, audio, and video, among others. Educational records contain information directly related to a student, and are maintained by Florida SouthWestern State College (FSW) or any party acting on its behalf.

Who is protected under FERPA?

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student.

Can I discuss a student's academic performance under FERPA?

A student's academic performance is part of his/her education record, and discussing the student's performance with anyone other than the student (or another school official with a "legitimate educational interest") is a violation of FERPA. Please refrain from discussing the academic performance, grades, or other parts of a student's education record with anyone other than the student.

How do I handle a parents' request for information under FERPA?

At the postsecondary level, parents have no inherent rights to inspect their son's or daughter's education records. The right to access is limited solely to the student. Records may be released to parents under certain conditions. Therefore, all faculty and staff should refer such requests to the Registrar's office.

If parents do request such information you'll need to explain that you cannot discuss the student's academic performance without written permission of the student. Grades, classroom performance, quiz and test scores, and exams are all part of the student's education record and require written permission to divulge to parents. Student authorization should be in writing signed by the student.

Can I write student recommendation letters under FERPA?

Recommendation letters on behalf of a student that contain specific information from the student's educational record, such as grades or a student's GPA, are in violation of FERPA unless you have received prior

written permission from the student to disclose that information. When you receive requests for letters of recommendation from the student, you should have the student sign a written authorization enabling you to disclose such relevant information in the letter. In the alternative, the content of the letter should not contain information from the student's education record as described above.

Returning assignments, papers, or exams under FERPA

It is a violation of FERPA to leave any graded assignments, papers, or exams unattended for students to pick up where students could view the work of other students. Such work can be returned to students in such a manner if it is in sealed envelopes with the student's name on the envelope. Further, it is appropriate for a staff member to keep such student work and return it to the students upon verification of the student's identity.

Helpful hints to avoid FERPA violations

To avoid violations of FERPA, DO NOT:

- Provide anyone with student schedules or assist anyone other than FSW employees in finding a student on campus.
- Leave your computer screen up when you are away from your desk.
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Circulate a printed class list with student name and identification number or grades as an attendance roster.
- Provide anyone with lists of students enrolled in your class for any commercial purpose.
- Email social security numbers.
- Give the student ID number to callers on the telephone.

Responses to an inquiry from the media

FERPA generally does not allow an institution to discuss a student's educational record publicly.

Where can I find more information regarding FERPA?

U. S. Department of Education

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FSW website

<http://www.fsw.edu/registrar/ferpa>

Student Rights and Responsibilities

FSW is committed to maintaining a civil environment that fosters learning and personal development. The administration, faculty, and staff of the College assume that our students are adults and, as such, are responsible for their own behavior. All members of the College community understand that our participation in this community is voluntary. The College's jurisdiction over student conduct issues is not limited to conduct that occurs on college premises, but can include conduct off-campus that adversely affects the College community.

The Code of Conduct is part of the FSW College Catalog and is on the web page.

Decision to Close the College

The President or his/her designee may close the college in advance of a hurricane warning depending on local conditions, as well as other emergencies. The general public will be notified through both the local media and the College's web site.

NOTICE OF NON-DISCRIMINATION

Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment.

All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Equity Officer.

The College's Equity Officer and Title IX Coordinator is:

Jana Sabo

Office of Research, Technology and Accountability

<http://www.fsw.edu/humanresources/equityofficer>

Taeni Hall (S-259-E) – Lee Campus

8099 College Parkway

Fort Myers, FL 33919

(239) 489-9051