



FSTM

Student Handbook

AY 2016-2017

Dear Student Midwife,

On behalf of our Faculty, Staff, and the Board of Directors at the Florida School of Traditional Midwifery (FSTM), we welcome you! We are excited about the journey you are about to embark upon. Midwifery is a career choice like no other. The connection and bond you form with your clients, the mystery and magic of birth, and the great reward of being a part of a new family being born is a gift.

As you walk through our doors, you enter into the exciting world of midwifery education, training, nurturance, and deep service to women, babies, and families. Within these walls you have access to hundreds of years of cumulative wisdom of amazing women that share the vision of natural and healthy families with you. By being here, you will also be serving yourself as a woman – growing into a midwife in a deep and meaningful way!

The curriculum you will be studying has been carefully developed and refined. The faculty members that are available to you have been handpicked for their particular expertise in the subject they will be teaching. In addition, our skills lab and library are available to you for your research.

We are dedicated to assisting you in your journey to become a Certified Professional Midwife (CPM) and Florida Licensed Midwife (LM). To help facilitate your progress at FSTM, we have developed this handbook related to the academic components of our beautiful school. We hope this guide will help to provide structure and support to you throughout your time at FSTM.

We invite you to meet with us when you need extra support or to share your experiences! We thank you for this opportunity to contribute to be part of your education and vision.

Your midwifery journey starts now!

Sincerely,

FSTM Staff

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FSTM Mission Statement

The mission of the Florida School of Traditional Midwifery is to offer the finest in Direct-Entry Midwifery education in an environment that encourages students to reach their full potential. We believe that it is our responsibility to promote awareness of and access to Midwifery services. Our graduates are community builders, using midwifery as their tool.

FSTM Staff Members



Gaia Zori - Executive Director

Gaia manages and directs all operations of FSTM and staff. She is also the liaison to the Board of Directors and spearheads fundraising and school events.

Contact Gaia at: gaia@midwiferyschool.org



Nellie Eshleman - Business Director

Nellie oversees the financial and business operations of FSTM, including student payments, long term financial planning, financial record keeping, budgeting, and issuing financial reports as required. She also updates and maintains the staff and facility files; and presents financial workshops.

Contact Nellie at: nellie@midwiferyschool.org



Erica Bales - Academic Director

Erica hires and manages all Faculty, provides academic counseling to students and oversees curriculum development. She advises students through various academic issues and works directly with faculty to modify and improve courses.

Contact Erica at: erica@midwiferyschool.org



Kerri Audette - Clinical Director

Kerri coordinates student clinical placement & supervises clinical activities with Preceptors throughout Florida. She advises students throughout their clinical training and maintains clinical and preceptor records.

Contact Kerri at: kaudette@midwiferyschool.org



Rachel Smith – Director of Financial Aid and Regulatory Compliance

Rachel manages all aspects of financial aid and regulatory compliance for the school. She counsels students regarding financial aid, works with FAFSA and other financial aid agencies, and also takes care of all regulatory reporting and site visits.

Contact Rachel at: rachel@midwiferyschool.org



Veronica Stehouwer - Administrative Assistant

Veronica manages recruitment and enrollment of new students, including holding Aspiring Student Meetings, assists with daily operational functions at FSTM, and produces final transcripts for graduates. She updates and maintains student and graduate files.

Contact Veronica at: veronica@midwiferyschool.org

About Our Campus

BUILDING & GROUNDS

Parking

- Student parking is located in the front parking lot and along NE 8th Street. Please be considerate of neighbor's driveways, etc. Do not park within 20 feet of stop sign. Extra parking is available one block West at the Kirby Smith Center.
- The back parking lot is reserved for FSTM Staff and Faculty only, until after 5pm weekdays.

Student Entrances/Exits

- Students are to enter and exit the school through the front doors that face University Avenue, or through the student kitchen entrance that is located on the Southeast side of the building off of the front porch.
- There is an after-hours/Emergency exit located upstairs next to the bathroom (door will lock behind you when closed). Use this exit if staff has locked the front doors.

Building Maintenance

- Please let a staff member know immediately about broken or damaged items, spills on the carpet, low supplies, temperature problems, computer malfunctions or maintenance issues with the building.

Smoking Policy

- Smoking is not permitted anywhere on FSTM grounds.

Cleaning and Respecting Our Space

- Each person should take a moment before leaving at the end of their day to help clean up the classrooms and other common areas—the student areas are shared spaces among all FSTM Students and Faculty. Please respect others by keeping all spaces tidy and clutter-free!
- Be mindful of food and personal items, take care of dishes and replace chairs & desks to the way they were found before class began.

Trash and Recycling

- Trashcans are located in the bathrooms and kitchens. There are no garbage containers in the classrooms to cut down on possible pest risks. Please throw food away in the kitchen trashcan *only*.
- Recycling bins are located at the top of the back staircase and in the student kitchen. Orange bins are for paper and cardboard. Blue is for plastic, glass, and metal. Please recycle, and please rinse food containers before putting them in the recycling bin.
- Students are responsible for emptying their kitchen trash and recycling each week.

STUDENT & STAFF AREAS

Student Kitchen

- The student kitchen is located downstairs at the Southeast corner of the building off of the student lounge.
- Students have access to a full refrigerator, microwave and sink. In order to maintain kitchen privileges, students must wash, dry, and put away dishes, clean microwave spills and maintain clean counter tops. Remove leftover food from refrigerator weekly.
- There is a refrigerator located in the student kitchen that is available for students to use. Since all students will be sharing this refrigerator, please only bring what you intent to eat and drink that day.

Student Lounge

- The student lounge is located downstairs off of the student kitchen. It can be accessed via the student kitchen or the student and faculty printing station under the main staircase. Please refrain from passing through Classroom C while class is in session.
- The lounge is the student's place to relax, read, study or commune with the other students. Please be respectful of clutter and noise level as this is a common space adjacent to a classroom.

Student Cubbies

- Each student has a cubby in which to keep personal items, books, etc. Please clean cubby at the end of the week and take home personal belongings, food items, and beverage cups.
- Please keep food items in a sealed container. If spoilable items are left in the cubby and/or refrigerator downstairs for an extended period of time or on school breaks, they are subject to disposal.
- Abandoned items will be placed in Lost and Found.

Anatomy and Physiology Lab

- The A&P Lab is where all models, posters, microscopes and other lab materials are stored.
- This room is available for study and skills practice at all times, unless being occupied for a specific class meeting.
- All lab materials should be treated with care and put away properly after use.

Clinical Lab

- The Clinical Lab is located upstairs. In addition to clinical supplies and equipment, the lab includes an exam table and bed for clinical skills practice, mock clinical exams and assessments.

Library & Quiet Study Room

- The Library contains all required and supplemental textbooks and scientific journals for FSTM courses. The shelves are organized by course subject matter. There is also a student computer set up for online research and printing (all printing from this computer comes out downstairs in the student and faculty printing station).
- This room is also available at all times for Quiet Study only. Please use student lounge, porch or FSTM grounds for communal and recreational activities.

Student Bathrooms

- When using the common (upstairs) bathroom, if you are in need of total privacy, please switch the sign to “Privacy Please.” Otherwise the sign will say “Willing to Share” and will be open for students and staff to use, as there are 2 stalls. Please keep the door closed at all times.
- The other student bathroom is located downstairs next to the student lounge.
- Please let the Administrative Assistant know if you need any bathroom supplies.

Classrooms

- #1: Located upstairs, at the top of the staircase next to the bathroom.
- #2: Located upstairs next door to the A&P Lab and the Financial Director’s office.
- #3: Located downstairs at the bottom of the main staircase by the front door.
- All classrooms are equipped with a TV, DVD player, laptop and white board. A projector is also available if needed.

Student and Faculty Printing Station

Located under the main staircase, this room has computers and a printer for students and faculty to use. Please be mindful of paper/printing usage and only print what you need.

FSTM Staff Wing

- Located downstairs next to Student and Faculty Printing Station on West side of the building.
- All FSTM Staff offices are located downstairs, with the exception of the Financial Director’s office, which is upstairs.

FSTM Guidelines

Student Email

Students are provided with FSTM email accounts, which will be used for communication with FSTM faculty and staff. This is the official method of communicating electronically and is the only avenue through which student communication will be delivered. Students are expected to check their FSTM email at least once daily.

Scanner / Fax Machine

Students are able to scan documents using the printer located in the Student and Faculty Printing Station. Access to the fax machine is by request only. Please see the administrative assistant for support.

Electronic Device Use During Class

All cell phones and other electronic devices should be silenced during class. Students are required to be off-call while attending class. Texting, using Social Media, surfing the internet or otherwise playing on a phone, tablet or laptop while in class is strictly prohibited.

School Etiquette and Dress Code

Requirements for school etiquette and use of the building are designed for the safety and comfort of students, staff and faculty. We appreciate your efforts in helping us maintain an environment that supports the wellbeing of everyone.

Students should behave professionally in dress, speech and demeanor. The public's view of midwifery, and its specialized professions, is created through impressions of individual practitioners and students.

Professional appearance shall be defined as:

- Clean attire ranging from casual to professional
- No strong or offensive smells (cigarettes, perfumes/body sprays, body odor, etc.)
- No high heels or platform shoes

Computer Use, Internet Access and Laptop Usage

Our building is equipped with WiFi throughout and the password is located on the upstairs bulletin board at the end of the hallway.

Students have use of 3 computers: one in the library upstairs and two in the Student and Faculty Printing Station downstairs under the main staircase. All computers are connected to the internet and the printer in the Student and Faculty Printing Station, and all computers have the MS Office Suite installed.

Laptop computers and tablets are to be used for academic purposes only during class time. Using Facebook, checking your email, shopping, etc. is distracting to your instructors and others, and is not an appropriate use of your class time. Instructors have the right to establish and enforce their own consequences for students who do not follow this policy.

FSTM Policies

The Policies listed below are selected from FSTM's Catalog. For a complete listing of all FSTM Policies and Procedures, please refer to the most recent volume of FSTM's Catalog.

Each student will receive an electronic copy of the FSTM Catalog and handbooks during their first term of their first year. Thereafter, the most current volume of the FSTM Catalog will also be available on Sycamore and FSTM website. Students are required to adhere to all FSTM Policies and Procedures throughout the program, and are held accountable to the policies and procedures listed in the most recently updated edition of the Student Handbook, Clinical Handbook, and FSTM Catalog.

Attendance Policy

Students must register and pay for courses before the first day of class to attend classes, unless a payment arrangement has been made with the Financial Director. Students who do not attend at least one of the first two meetings of a class or clinical experience may be dropped from the course in accordance with the course drop/add policy. Attendance is tracked by instructors in every class.

Types of Absences

1. **Excused Absences** may be granted by FSTM administration. This absence is without grade penalty, provided that the student requests make-up work from the instructor and completes that work by the deadline established by the instructor. The student may be required to submit written, verifiable documentation of the reason for the absence at the discretion of FSTM administration or faculty. Possible examples of excused absences include:

- Illness of the student or a member of the student's immediate family
- Death in the student's immediate family
- Religious holidays, provided that advance notice was provided to FSTM and the student's instructor(s)

2. **Discretionary absences**

- Students are permitted to miss up to two hours of class per credit hour of a course each semester.
- This absence is without grade penalty, provided that the student requests make-up work from the instructor and completes that work by the deadline established by the instructor.
- The number of hours permitted for discretionary absences is ultimately left up to the professional discretion of the course instructor and should be noted in the course syllabus.

3. **Unexcused absences** are those that meet any of the following criteria:

- Absence from class beyond the time permitted for a discretionary absence

- Excused absence for which written documentation is requested by FSTM administration or instructor, but not provided by the student
- All other absences that are not in adherence with one of the following FSTM attendance policies:
 - Discretionary absences
 - Excused absences

4. Birth-related absences

- Only applicable for students in Year 2, Term 1 or beyond who are also enrolled and actively engaged in Clinical Lab.
- See the “Birth-Related Absence Policy” in Clinical Policies & Procedures section of the catalog.

Non-Discrimination Policy

The Florida School of Traditional Midwifery (FSTM) does not discriminate on the basis of age, race, color, national and ethnic origin, sexual orientation, gender, disability, marital status and/or religion; FSTM grants all the rights, privileges, programs and activities generally accorded or made available to any members of the organization.

Inclement Weather and Hurricane Policy

Classes may be cancelled or postponed in the case of inclement weather or hurricane activity. In this event students will be contacted by FSTM. If an area is under hurricane or tropical storm warning/watch, commuting students are to use their best judgment regarding travel. Classes may be rescheduled.

IT / Acceptable Use Policy

General Requirements

You are responsible for exercising good judgment regarding appropriate use of FSTM resources in accordance with FSTM policies, standards, and guidelines. FSTM resources may not be used for any unlawful or prohibited purpose.

For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic. Devices that interfere with other devices or users on the FSTM network may be disconnected. Information Security prohibits actively blocking authorized audit scans. Firewalls and other blocking technologies must permit access to the scan sources.

FSTM Email Accounts

FSTM student emails are not to be used, sold, or shared with any entity outside of FSTM and that we protect our student's privacy at all times. These email addresses are solely for official use by FSTM faculty, student, and staff.

System Accounts

You are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including

other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

Network Use

You are responsible for the security and appropriate use of FSTM network resources under your control. Using FSTM resources for the following is strictly prohibited:

- Causing a security breach to either FSTM or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.
- Causing a disruption of service to either FSTM or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.
- Introducing honeypots, honeynets, or similar technology on the FSTM network.
- Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.
- Use of the Internet or FSTM network that violates FSTM policies, or local laws.
- Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and keyloggers.
- Port scanning or security scanning on a production network unless authorized in advance by Information Security.

Social Media and Networking

Social media activities include but are not limited to creating or contributing to: Blogs, message boards, RSS feeds, etc.; social networks such as Facebook, Instagram, Twitter, and YouTube; or any other kind of social media site on the internet. Social media can help FSTM engage with students, colleagues, and others interested in our work, as well as the world at large, and build stronger, more successful relationships. However, we expect all who participate in social media and associate that interaction with FSTM to understand and follow appropriate usage guidelines:

- FSTM students, staff, and faculty are prohibited from posting any content that criticizes or ridicules FSTM, its policies, students, faculty, staff or curriculum, on any social networking site.
- Social networking sites and tools should not be used for internal communications among students and fellow Staff, Faculty and/or Preceptors.
 - Assignment of clinical sites, grades, student files, appointments, projects, or any other official FSTM business should be discussed only in person, over the phone (a voice call, not a text message), or via FSTM-hosted e-mail.
 - Conflicts, grievances and/or other Student, Faculty or Preceptor issues should be directed to Executive Director. Please see page13 for the full policy..
 - There are to be no exceptions to this rule. Social networking sites can be used to announce special events such as speakers and fundraisers; however, any official business must be communicated as outlined above.

- Make sure you write and post about your areas of expertise only, and avoid comments that should best be answered or posted by others. Let your fellow students speak for themselves as needed, warranted or appropriate.
- Avoid the obvious (no ethnic slurs, personal insults, obscenity, etc.), and avoid inflammatory off-topic issues such as politics and religion. Do not use FSTM-sponsored sites or pages for SPAM or off-topic conversations.
- Social networking sites are not the appropriate place to work out disagreements, issues or problems between students, staff or faculty. These matters are to be dealt with personally; including in the verbal discussion only those who are involved in the issue at hand.
- Never post, comment on or blog about FSTM company - confidential information. Do not share proprietary information about the company, staff, faculty or students, including contact information, financial information, strategic plans, or other such information via social media or networking sites.
- When disagreeing with others' opinions, it is strongly suggested to keep comments appropriate and polite.
- Be transparent. If you are blogging about your study at FSTM, use your real name, identify that you study at FSTM, and be clear about your role.
- Never comment on anything related to legal matters, litigation, or any parties FSTM may be in litigation with.
- Do not reference competitors in a derogatory manner.
- When publishing to external web sites not owned or managed by FSTM, make it clear that the views and opinions expressed are yours alone and do not represent the official views of FSTM. A suggested disclaimer would be "The postings on this site are my own and don't necessarily represent positions, strategies, or opinions of FSTM."
- Your online activities must not interfere with your performance or commitments to FSTM.

Electronic Communications

The following are strictly prohibited:

- Inappropriate use of communication vehicles and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates FSTM policies against harassment or the safeguarding of confidential or proprietary information.
- Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
- Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
- Use of a FSTM e-mail or IP address to engage in conduct that violates FSTM policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with an FSTM e-mail or IP address represents FSTM to the public; therefore, you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the company.

Enforcement

A Student, Faculty member or Preceptor found to have violated this policy may be subject to disciplinary action, up to and including termination. A violation of this policy by a temporary employee, contractor or vendor may result in the termination of their contract or assignment with FSTM.

Students and Children at School

FSTM recognizes and affirms the importance of breastfeeding and parent-child togetherness. Therefore FSTM shall routinely allow students to bring their newly born or adopted infant children to school until the age of four (4) months or at discretion of FSTM administration. The plan for bringing a child to school will be subject to ongoing evaluation and must adhere to the following guidelines:

- The student shall take full responsibility for the care of their child while at school.
- The child must not interfere with the class and/or other students.
- The child shall be able to adapt to the school environment so that the student may maintain a reasonable level of productivity.
- A sick child may not be brought to school.
- The student shall be responsible for all items and supplies needed to take care of their child while at school, which shall include approved, developmentally appropriate equipment designed to safely contain the child in a manner that does not pose a safety risk to other people in the building.
- A hygienic changing area should be utilized and the student needs to dispose of soiled diapers in the outside trash cans.
- If a breastfeeding student chooses not to bring her child to school and/or continues to breastfeed, she may use the student lounge or womb room (if not in use) to pump.
- We ask that you refrain from bringing older children to classes as it is disruptive to other students, faculty and staff.

Student Affairs

FSTM Professional Presence Standards

1. Demonstrate RESPECT
2. Practice COMPASSION
3. Exude CONFIDENCE
4. Wear INTEGRITY
5. Show PASSION
6. Generate OPTIMISM
7. Use EMPATHY
8. Be HUMBLE

FERPA Guidelines

Students have the right to review their educational records, and to ask for corrections if any are found. Records must be made available in a timely fashion, and administrative responses to any student request must also be timely. Your information will be kept private, unless you authorize us to release it. There are some exceptions to this rule, for directory

information and emergencies. Directory information generally includes your name, class, local and permanent addresses, telephone number(s), email address, enrollment status, most recent previous educational institution attended, dates of attendance at FSTM, diploma earned, honors and awards received, participation in officially recognized activities. Your detailed Notice of your Rights under FERPA are posted on the FSTM website, and contain much more detail regarding your records and privacy rights.

School Connectivity

The FSTM administration believes strongly that student midwives feel connected within the student body. We encourage students to organize activities, hold class fundraisers and reach out to the other students in their local community and while on FSTM campus! Each year we hold an event called “Birth Circle”. This event is scheduled during the final semester of academic classes of the current senior class. All students are invited to join together and celebrate an evening with refreshments and birth stories while we honor the senior class at the end of their student midwife journey at FSTM.

Student Representatives

Each new class of students will be asked to elect a Student Representative from their group in Year One, Term One. The Student Representative has the following responsibilities:

- Communicating with the students of their group on issues, concerns and plans, and relaying this information to the FSTM Administration at a scheduled meeting.
- Relaying information shared with the Student Representative by FSTM to their class group.
- Submission of a basic Student Representative Board Report at midterm each semester, to be reviewed at the Board of Director’s next meeting.

Student Mentors

Each Fall term, a new class group is seated at FSTM. These new students benefit from the support, guidance and inclusion given by upper student midwives. This opportunity is given in the spirit of student connectivity, and upholds the age-old principals of teaching and mentoring that midwives have passed down to each other from generation to generation. Students are encouraged to reach out to the new class and establish connections with individual students, perhaps with someone in their geographic region or with whom they share common interests.

Conflict Resolution

FSTM supports open communication and resolution of conflicts through discussion and mediation. If you have a grievance or complaint against a classmate, school administrator, a faculty member, or a staff member, the first step in resolution should be speaking with the individual(s) directly involved unless there is a conflict of interest. If direct communication does not solve the conflict, you may submit a Formal Complaint through the Academic Director or Executive Director of FSTM.

FSTM promotes a learning environment that is transparent, professional and respectful. Students are asked to handle conflict with each other, a staff member or instructor in a direct and respectful manner. There is no tolerance for continuous negativity, gossip or rumor spreading.

Conditions for Dismissal / Termination Policy

A student may be dismissed for any of the following reasons:

- Failure to meet SAP requirements for academic or clinical courses following a performance review / probationary period
- Failing three or more classes throughout the entire midwifery program
- Failure to correct violations after notification by the Academic Director and/or the Clinical Director
- Failure to adhere to the FSTM Policies and Procedures
- Failure to meet financial commitments
- Failure to attend birth when on-call (see the clinical section of the catalog)
- Violating HIPAA guidelines
- Dismissal from two or more clinical sites due to poor performance or behavior
- Failing Clinical Skills Exam more than once
- Attending classes or clinical experience under the influence of alcohol or drugs
- Failure to correct behaviors identified at Performance Review
- Other behavior that is disruptive to the learning environment

Formal Complaints and Grievances

If you wish to make a formal complaint or grievance, you must submit a formal complaint in writing to the Executive Director. The Executive Director will review the complaint and determine its validity and gravity through as much investigation as is required. Investigation often means contacting you for more details and then discussing the complaint with persons directly involved. The Executive Director will mediate complaint resolution and will address formal complaints no later than 60 days after receipt.

If the student feels a sufficient resolution to the grievance or complaint is not reached through mediation, the student may make written grievance to the Board of Directors. The Board will consider the complaint at the next Board Meeting.

Complaints and their resolutions will be logged in FSTM's Formal Complaint File, which will retain a complaint for seven years. No discrimination or harassment of a student that has submitted a formal complaint will be tolerated.

If you feel that your complaints concerning your education were not resolved adequately by FSTM, you may contact the Commission for Independent Education or the Midwifery Education Accreditation Council. They will act on all written and signed complaints. Please direct your concerns to:

Commission for Independent Education
325 W. Gaines St, Suite 1414
Tallahassee, FL. 32399-0400

OR

Midwifery Education Accreditation Council
1935 Pauline Blvd., Ste. 100B
Ann Arbor, MI 48103

Campus Safety

FSTM Campus Security

The safety and wellbeing of our students, staff, faculty, and guests are of utmost importance. FSTM provides students, faculty and visitors with information on safety, security procedures, policies and resources available and asks that they cooperate in crime prevention.

Each employee and student at FSTM is encouraged to be vigilant and report all suspicious/criminal activity immediately to the appropriate authorities. Members of the school community should immediately report a crime or emergency by calling 911 or by coming to the administrative office or to any faculty or staff member.

When notified of any criminal activity, the FSTM employee will immediately report the activity to the local law enforcement agency, if not already reported. Finally, the FSTM Security Administrator must be informed so that appropriate actions can be tracked by FSTM. Please call 352-338-0766 if a situation arises.

The FSTM administrative office will alert the FSTM community of any threats to the community through announcement in classes and campus wide. Text alerts, E-mail and/or phone tree notification will be used to notify students or employees not on campus.

Campus Statistics

The purpose of this report is to advise current and prospective students and employees of crimes that have occurred on campus during the past three calendar years. This report will be posted on the FSTM website annually, and students, faculty and staff will be notified via email when statistics are posted.

Criminal Offenses at Florida School of Traditional Midwifery on Campus/Public Property Crime Statistics

Criminal Offenses	2011	2012	2013
Murder/Non-negligent Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Robbery, Burglary	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0

Hate Crimes	0	0	0
Arrests	2011	2012	2013
Weapons Possession	0	0	0
Drug law	0	0	0
Alcohol law	0	0	0
Referrals	2011	2012	2013
Weapons Possession	0	0	0
Drug law	0	0	0
Alcohol law	0	0	0

Drug and Alcohol Abuse Prevention

FSTM is committed to providing an environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. FSTM has adopted policies and procedures that seek to prevent the illicit use of drugs and the abuse of alcohol by FSTM community members.

This Drug and Alcohol Abuse Prevention policy is posted on the FSTM website for electronic access. The policy includes information on the dangers of drug and alcohol abuse and prevention of the same, with further information on sanctions for violations of FSTM regulations as well as federal and state statutes. Help for all members of the FSTM community is available through Alcoholics Anonymous at 352-372-8091 and Narcotics Anonymous at 352-376-8008.

Standard of Conduct

The unlawful possession, use, or distribution of drugs and alcohol is prohibited on property owned or controlled by FSTM. No employee or student is to report to work, class, or a clinical site while under the influence of illegal drugs or alcohol.

Sanctions

Violation of the policies and laws described in this statement by an employee or student is grounds for disciplinary action, including reprimand, suspension, termination or expulsion. See conditions for dismissal in the FSTM course catalog policies and procedures. Additionally, a violation may be reason for evaluation and treatment of a drug and/or alcohol-use disorder or referral for prosecution consistent with local, state, and federal criminal law. Disciplinary action by FSTM does not preclude the possibility of criminal charges. Conversely, the filing of criminal charges does not preclude action by FSTM.

Other Legal Sanctions

State law prohibits the 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, and it is unlawful for a person under 21 to misrepresent his age in order to obtain alcohol. Violation of either of these offenses is also punishable by a definite term of imprisonment of up to 60 days and a fine of \$500. Misrepresentation of age may also lead to curtailment of driving privileges.

Under state law, it is a crime for any person to possess or distribute controlled substances/drugs as described in Section 893.03, Florida Statutes, except as authorized by law. Punishment for such crimes ranges from first-degree misdemeanors (up to one-year imprisonment and up to a \$1,000 fine) to first-degree felonies (up to 30 years imprisonment and up to a \$10,000 fine). Individuals who have been convicted of a felony involving the sale of or trafficking in or conspiracy to sell or traffic in, a controlled substance under certain circumstances may be disqualified from applying for state employment. Penalties under federal law for drug trafficking generally are greater than penalties under state law. Convictions on drug-related charges also may result in disqualification for federal financial aid. Punishments may include a fine of up to \$8 million and life imprisonment. All criminal convictions must be disclosed and explained when applying for your midwifery license.

Sexual Assault Prevention

FSTM maintains that all forms of sexual assault are unacceptable. This includes domestic violence, dating violence, sexual assault, or stalking. FSTM endorses a reporting policy that strongly encourages victims to report all crimes to local police at once. Reporting of a crime ensures that appropriate action can be taken. If you are sexually assaulted, you should take the following actions:

- Go to a safe place.
- Call the police or 911 and get immediate medical attention.
- Contact a trusted friend or family member.
- Do not bathe or douche. If possible, do not urinate.
- Do not eat, drink, smoke or brush your teeth if oral contact was made.
- Keep clothes worn during the offense. If you remove them, place them in a paper bag.
- Do not destroy or move any physical evidence that may be in the vicinity of the crime.
- Tell someone and/or write down the details of the assault as soon as possible.
- Seek counseling services from Victim Services & Rape Crisis Center of Alachua County 1-866-252-5439, or the Rape Hotline (RAINN Hotline) 1-800-656-4673

Should a sex-related offense occur at FSTM, administrative personnel will work with the student to report the crime to authorities and will direct the student to receive proper medical attention and to protect evidence (see above). Victims of any crime will be referred for counseling to Victim Services & Rape Crisis Center of Alachua County, 1-866-252-5439.

Any student found to be guilty of perpetrating any sexual or criminal offense will be immediately expelled from the school.

Registered Sex Offender Database: Florida Department of Law Enforcement is required by law to put all registered sexual predators and offenders who qualify under the Florida Public Safety Information Act on the Internet. This information can be printed from the web page.

The web address is:

<http://offender.fdle.state.fl.us/offender/searchNeighborhood.do?actionPerformed=neighborhoodSearchMain>

The Florida School of Traditional Midwifery, Inc.



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