



2020-2023 HANDBOOK

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Welcome to the Alex Foundation. We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, guardians and visitors, we at the Alex Foundation published this updated Handbook to explain students' rights, responsibilities and consequences for misbehavior.

Parents and guardians are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children or students.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact info@alex-foundation.org.

FOREWORD

This Handbook was developed to answer many of the commonly asked questions that educators and parents may have and to provide specific information about certain policies and procedures. Taking time to become familiar with the following information and keeping this Handbook available for frequent reference is important for all involved. If you have any questions that are not addressed in this Handbook, you are encouraged to ask questions. This Handbook replaces all prior handbooks and other written material on the same subjects.

EQUAL LEARNING AND EDUCATIONAL OPPORTUNITY

Alex Foundation provides an equal learning and educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin should immediately contact info@alex-foundation.org.

Complaints will be investigated in accordance with the procedures listed in this handbook. Any student or parent making a complaint or participating in an investigation will be protected from retaliation.

OUT OF SCHOOL TIME SESSIONS

TIME SCHEDULE

Alex Foundation will provide out of school time learn and skills building sessions within the timeframe as announced. For those students needing to be dropped off early, Alex Foundation will not be responsible for supervision of those students before this time; unless the session is being provided on a weekend at a place other than the school. In this case, Students are to go directly to the Alex Foundation staff employee where supervision is provided.

All students should be dropped off inside the school or facility where the session is being taught and a staff member will take immediate custody of the student or students from the parent or guardian.

Out of time activities will begin promptly at it schedule time.

All students released during the out of time session must be checked with the Alex Foundation staff member. All visitors must report to the Alex Foundation staff member. Students will be released only to the custodial parent or guardian, or to an adult designated by the custodial parent or guardian. This dismissal will count as an absence from the out of time session. FINAL DISMISSAL is at the designated time as provided the out of time session.

TARDIES

It is important that students understand the importance of being punctual. Students who are continually late to out of time create both bad habits and a distraction to themselves and others.

STUDENT RESPONSIBILITIES

The Out of time rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all rules.

Students must arrive at out of time sessions on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from his or her out of time instructor.

In addition, if a student resides with a grandparent and is the subject of a: 1) power of attorney designating the grandparent as the attorney-in-fact; or 2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in out of time, consent in all out of time related matters, and to discuss with a Alex Foundation staff member the child's educational progress, the student's grandparent may enroll the child in out of time on a tuition-free basis.

STUDENT WELL BEING

Student safety is the responsibility of both student and Alex Foundation staff members. Staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify an Alex Foundation staff person immediately.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the Alex Foundation site coordinator or designated staff. A COVID-19 waiver must be completed and signed before engaging in any activities.

INJURY AND ILLNESS

All injuries must be reported to a out of time instructor/teacher. If the injuries are minor, the student will be treated and may return to the out of time session. If medical attention is required, the out of time instructor/teacher will follow the emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during a out of time session should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in out of time, receive required medical attention, or go home. No student will be released from out of time without proper parental permission.

SECTION I – GENERAL INFORMATION

EARLY DISMISSAL

No student will be allowed to leave the out of time session prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the Alex Foundation staff member to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

EMERGENCY MEDICAL AUTHORIZATION

An Emergency Medical Authorization must be on file with the Alex Foundation in order for a student to participate in any activity outside the designated facility.

USE OF MEDICATIONS

Any student who must take prescribed medication during the out of time session, must comply with the following guidelines:

- A. Parents should determine with the out of time instructor/teacher of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during out of time hours.
- B. The appropriate form must be filed before the student will be allowed to begin taking any medication during out of time session or to use an inhaler to self-administer asthma medication. Such forms must be filed with the Alex Foundation and as necessary for any change in the medication.
- C. All medications must be delivered to an out of school facility in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to an out of school designated facility will be properly secured by at the facility. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during out of time hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
 - a. Medication may be conveyed to an out of school designated facility directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
- E. The parent shall have sole responsibility to instruct their child to take the medication at the scheduled time.

NON-PRESCRIBED MEDICATIONS

If a student is found using or possessing a non-prescribed medication during an out of time session, authorization, the medication will be confiscated and turned over to the school officials.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the Out of time Code of Conduct and will be disciplined by reporting the violation to the school officials and allowing them to proceed in accordance to the school's drug-use provision.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because an out of time session has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A professional staff member may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include Covid-19, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal from out of time will be only for the contagious period as specified in the administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

Alex Foundation has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health should be reviewed by a panel of resource people, including the County Health Department. Alex Foundation and will protect the privacy of the student affected and those in contact with the affected person. Students and staff members of Alex Foundation

will be permitted to remain involved in the out of time sessions unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by a State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at an out of school designated facility and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

Alex Foundation seeks to provide a safe educational environment for students and will take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the out of time environment and/or during their participation in out of time or out of time activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- A. Engaging in activities with other students in the out of time environment where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- B. Working with equipment or supplies (paper cut) in the out of time environment that can cause cuts or similar injuries that produce bleeding.
- C. Participating in activities physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her out of time instructor/teacher, who will contact the parent and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or health service. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

A. The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or health service.

A. The student's parents will be asked to provide a copy of the test results for maintenance in the student's record in accordance with Federal and State laws concerning confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the programs and facilities.

The law defines a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities.

- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

Alex Foundation does not discriminate in its programs or services. However, due to the nature of the program activities, any parent/guardian who has a child in our program with a disability is required to be with their child at all times during our program.

STUDENT FEES AND FINES

Unless otherwise noted, Alex Foundation services would be provided at no cost. From time to time, Alex Foundation may offer products, merchandise for a minimal cost as an option to the student.

STUDENT VALUABLES

Students should not bring items of value to out of time sessions. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. Alex Foundation will not be liable for any loss or damage to personal valuables.

SAFETY AND SECURITY PROCEDURES

- A. All visitors must report to an Alex Foundation staff, team member or designated official when they arrive at school where out of time sessions are being conducted.
- B. Alex Foundation staff members are expected to question people who enter the out of time facility whom they do not recognize and who are not wearing a school pass.
- C. Alex Foundation students and staff are expected to immediately report any suspicious behavior or situation that makes them uncomfortable.

FIRE AND TORNADO DRILLS

Alex Foundation complies with all fire safety laws and regulations as provided by the educational institute in which out of time is being conducted. Fire drills should be conducted by the school system in accordance to State law. The school system in which Alex Foundation is providing out of time should provide a primary and alternate evacuation route map from the classroom to an assembly area. Furthermore, the school system should conduct tornado drills during the tornado season following procedures prescribed by the State law and school district's regulations. Alex Foundation prefers an alarm system for tornadoes consists of the PA system and/or word of mouth. All tutors/teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Once outside of the building and gathered in a safe assembly area a count will be conducted assuring all students are accounted.

EARLY DISMISSAL

No student may leave out of time prior to dismissal time without a parent either submitting a signed written request or coming to the Alex Foundation coordinator to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

EMERGENCY CLOSING AND DELAYS

If the out of time session must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio or television stations in the area in which out of time is being conducted. Usually, the information concerning school closings or delays can also be found on most School's web page.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC HAZARDS

Alex Foundation and its staff are concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond our control. The School Districts in which Alex Foundation are contracted with should file a copy of a *Preparedness for Toxic Hazard Policy* with us in the likelihood of such occurrence.

VISITORS

Visitors, particularly parents, are welcome to visit out of time sessions. Visitors must report to the Alex Foundation coordinator or staff member upon entering the out of time session to sign in but before coming to the out of time session the visitor must have obtained a pass to be in the building from the school office. Any visitor coming into the out of time session without signing in shall be referred to the school office. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming either before the out of time session has begun or immediately after the session has ended or to schedule a mutually convenient meeting time. Students may not bring visitors to out of time sessions.

USE OF ALEX FOUNDATION EQUIPMENT

Students must seek permission from the Alex Foundation prior to using any other Alex Foundation equipment. Students are responsible for the proper use and protection of any Alex Foundation equipment they are permitted to use.

LOST AND FOUND

In lost and found items will be reported to the school office. Any student who is attending out of time sessions who has lost items should check with the school office.

USE OF TELEPHONES

Use of office telephones

School office telephones will not to be used by Alex Foundation staff or out of time students; except, if that is the only means of communications in an emergency. School office personnel or Alex Foundation staff member will initiate calls on behalf of a student seeking permission to leave out of time or in case of an emergency.

Use of Cellular Telephones and Electronic Communication Devices

In order to avoid disruption of the educational environment and protect students' right of privacy, students are prohibited from possessing/using cellular telephones, including camera phones, and electronic communication devices (ECDs) during out of time sessions and if the school policy prohibits cellular phones and if such devices on school property and on school buses or other vehicles provided by the school district. Prohibited ECDs include laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal.

Alex Foundation and its staff are not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones and ECDs in their possessions, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

SECTION II - ACADEMICS

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the out of time sessions are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff.

SECTION III – STUDENT CONDUCT

ATTENDANCE

Alex Foundation students should avoid missing out of time at any time. All appointments should be made outside of out of time hours when possible.

Illness or accident

If a child becomes ill or an accident of sufficient nature occurs making it necessary for the student to go home, a parent or guardian will be called. If a parent or guardian can't be reached, we will call the person they designated on their Emergency Medical Authorization sheet. It is our hope that the parent or guardian will designate an alternate who is accessible to the out of time classroom or school in a shortest amount of time.

An Emergency Medical Form (as required by state law) will be kept in the child file by Alex Foundation. Please list two different numbers at which a parent or guardian you or a designated person can be reached.

CODE OF CONDUCT

Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Alex Foundation staff will take corrective action by notifying parents of any misconduct.

Alex Foundation out of time staff may report suspected criminal misconduct by a student not only to parents but also to law enforcement.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior will be tolerated by any student during out of time sessions and will be reported immediately to the parents if uncontrollable by the Alex Foundation staff.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, suspension and/or expulsion from Alex Foundation out of time sessions. Furthermore, any criminal acts committed at or related to the out of time sessions will be reported to school official and law enforcement officials if necessary. Certain criminal acts may result in permanent exclusion from Alex Foundation out of time sessions. **Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If the out of time instructor has reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to immediately report to the school administration for any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for the school administrative staff to take charge of the student.

Possession/use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in out of time. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) into out of time sessions.

A. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

B. Students are prohibited from knowingly possessing an object on any premises being used by Alex Foundation for the purpose of out of time that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of, causing death or serious bodily injury.

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

Knowledge of dangerous weapons or threats of violence

Because Alex Foundation believes that students, staff members, and visitors are entitled to function in a safe out of time environment, students are required to report knowledge of dangerous weapons or threats of violence to the Alex Foundation staff instructor. Failure to report such knowledge may subject the student to be expelled from out of time sessions.

Arson

The intentional or purposeful destruction or damage to any building or premise being used for the purpose of out of time by Alex Foundation by means of fire. Anything, such as fire, that endangers the property and its occupants will not be tolerated. Arson is a felony.

Physically assaulting a staff member/student/person associated with Alex Foundation

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a Alex Foundation staff member, student, or other person associated with Alex Foundation, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a Alex Foundation staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion from out of time sessions.

Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with Alex Foundation

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with Alex Foundation reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

Misconduct against a Alex Foundation official or employee, or the property of such a person, regardless of where it occurs

Alex Foundation prohibits misconduct committed by any student receiving out of time against a Alex Foundation official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property. **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized sports betting, and any other form of wagering.

Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against any premises at which out of time sessions are being held at the time the threat is made will result in expulsion from Alex Foundation out of time sessions. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to criminal prosecution by the local law enforcement authority.

Terroristic Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Out of time students caught stealing will be reported to the school officials for disciplined and may be reported to law enforcement officials. Out of time students should not bring anything of value to out of time session. Alex Foundation will be not responsible for personal property.

Insubordination

Out of time students are expected to comply with the reasonable directions from the Alex Foundation staff. Willful refusal or failure to follow or comply with an appropriate direction give by a staff member, or acting in defiance of staff members will be reported.

Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the out of time site facility, other students, employees or others) and disregard for all property.

Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will be reported to school officials. **Possession of electronic equipment**

Alex Foundation will supply any electronic equipment or devices necessary for participation in the out of time program. Students shall not use or possess any electronic equipment during out of time sessions. Examples of prohibited devices include but are not limited to radios, “boom-boxes”, headphones, CD/MP3 players, portable TV’s, electronic games/toys, pagers, cellular telephones, cameras, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by out of time personnel and given to either the school administrative staff or to parent or guardian.

Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with out of time activities or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of out of time sessions and performing arts events.

Hazing

Performing any act or coercing another, including the victim, to perform any act of initiation into out of time that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual or group is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in out of time facilities.

All incidents of hazing must be reported immediately to any of the following individuals: the out of time coordinator/teacher.

Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the out of time session is not allowed. Shoes must be worn at all times for health and safety reasons.

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for out of time sessions:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)

3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Am I dressed appropriately for the weather? (Yes)
5. Do I feel comfortable with my appearance? (Yes)

The following styles or manners of dress are prohibited:

Students are expected to come to out of time sessions clean and well groomed. A student's appearance is one of the first and strongest impressions made on other people. We encourage all parents/guardians to make sure that out of time student's clothes are neat, clean, and appropriate.

- A. Shorts and Skirts are to be no more than 4 inches above the knee. Shorts can only be worn during out of time sessions.
- B. Students are not to wear clothing with vulgarities, profanity, alcohol or tobacco advertisements
- C. Tank tops are not allowed. Sleeveless shirts will be allowed provided the opening around the arm is not loose and revealing. (No spaghetti straps on any level)
- D. No baggy pants. Pants that sag below the hips are not allowed. Students wearing such attire may be sent home.
- E. No bare midriff is allowed.
- F. No hats are allowed.
- G. No trench coats are allowed.

Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

Possession of Pornography

Possessing sexually explicit material.

Gang association

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the out of time session environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Out of time students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be referred to the school administration.

Values and Choices

The Alex Foundation recommends the following values and choices for students:

- Honesty. Telling the truth, meaning what you say.
- Responsibility. Carrying out your obligations, duties, answering for your actions.
- Respect Treating everyone, including yourself with dignity.
- Self-Control. Being able to control your actions.
- Promise-Keeping. Keeping your word.
- Equality. Understanding that all people have the same rights. Social Justice. Treating all people fairly.

Care of Property

Students are responsible for the care of their own personal property. The Alex Foundation is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to out of time.

Emergency Removal

If a student’s presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place in the out of time classroom the Alex Foundation coordinator or instructor may ask for assists from the school administration to remove the student from the out of time session.

SECTION IV – BACKGROUND CHECKS AND HIRING PROCEDURES ON MILLENNIUM EDUCATION MUSIC PROJECT EMPLOYEES

Alex Foundatin requires all candidates for that apply for employment to submit to a criminal background or fingerprint check that are conducted by a State Police Agency or the Federal Bureau of Investigation (Adam Walsh Child Protection Act) or the designated facility required background check process. This is consistent and in complacent with all state laws that requires all after school out of time services to conduct criminal background investigations of applicants for employment – paid or volunteer.

A candidate may not be placed in any out of school facility if the background check determines that he or she has been convicted of criminal behavior that, by law, automatically prohibits him or her from working with or being around children.

The offenses that automatically prohibit certification include first degree murder, any Class X felony, juvenile pimping, soliciting a juvenile prostitute, exploitation of a child, obscenity, child pornography, criminal sexual assault, aggravated criminal sexual assault, criminal sexual abuse, aggravated criminal sexual abuse, some offenses set forth in the Cannabis Control Act, and other crimes as defined in the Controlled Substances Act of any state.

Candidates whose criminal background check reveals an offense other than these; such as, shoplifting, misdemeanor theft and etc. may be recommended for placement if, in the judgment of the program director or coordinator, the offense should not disqualify the individual from such a placement.

Criminal background checks must be completed before the candidate enters the first day of employment with Alex Foundation and will be valid as long as the candidate remains a continuous employee during the out of time school year. If a candidate interrupts his/her employment during the school out of time school year or longer, another criminal background check will be required upon his/her reentry.

It generally requires three - six days to obtain the results of a background check but longer if fingerprints are required to go to the Federal Bureau of Investigations. During that period the employee is not permitted to participate in out of time experiences in the schools.

DISASTER MANAGEMENT PLAN

When calling, stay calm and carefully explain the problem and location to the Police or 911 Dispatcher.

DO NOT HANG UP UNTIL TOLD TO DO SO - IMPORTANT TELEPHONE NUMBERS

Police Department.....
Emergency Responders: Fire/Police/Ambulance..... 9-1-1

ANNEX – I PURPOSE:

The purpose of this Emergency Rules, Policies and Procedures Annex is to inform students, faculty/staff and administrators of the hazards involved in emergencies.

Listed are the correct procedures, which must be followed to minimize any danger.

SCOPE:

These procedures are designed to be flexible in order to accommodate contingencies of various types. These procedures apply to all Alex Foundation personnel and all buildings and grounds, used and operated by the Alex Foundation.

DEFINITIONS:

The site-coordinator/staff for Alex Foundation serves as the overall Emergency Director during any major emergency or disaster. The following definitions are guidelines to assist the college in determining the appropriate response:

- A. **MINOR EMERGENCY-** A minor emergency is any incident or potential incident which would not seriously affect Alex Foundation’s ability to conduct “business as usual”.
- B. **MAJOR EMERGENCY-** A major emergency is any incident or potential incident which affects an entire building or buildings, or which disrupts the college’s ability to do “business as usual”. Outside emergency services will probably be required, as well as major efforts from the local emergency services. Major policy considerations and decisions will usually be required from the Alex Foundation administration during times of crisis.
- C. **DISASTER-** A disaster is any event or occurrence which seriously impairs the Alex Foundation’s ability to do “business as usual”. In some cases, this might involve mass personnel casualties and severe property damage. The coordinated effort of any or all classrooms and resources are required to effectively control the situation. An Emergency Control Center will be activated, and decisions will be made about the appropriate support. Operational plans will be made as soon as possible.

ASSUMPTIONS:

The Alex Foundation Emergency Policies and Procedures Handbook are predicated on a realistic approach to the problems likely to be encountered in a classroom during a major emergency or disaster. The following are general guidelines:

- a. An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- b. The succession of events in an emergency is not predictable. Published support and operational plans will serve only as a guide and a checklist, which may require modification in order to meet the specific requirements of the emergency.

c. Disasters may affect residents in the geographical location of a school, building or any campus, so City, County and Federal emergency services may be required of the emergency.

DECLARING A CLASSROOM/SCHOOL/TRAINING FACILITY/CAMPUS STATE OF EMERGENCY:

The authority to declare a facility/campus state of emergency rests with the site coordinator or the designee of the director as follows:

a. The Instructor/staff/employee shall immediately consult with the Director or his/her designee regarding the emergency and determine whether or not a classroom/school/training facility/campus state of emergency exists. During the period of any major emergency the Site-Coordinator/Staff will immediately put into effect the appropriate procedures necessary in order to meet the emergency, safeguard people and property, and maintain educational facilities.

b. When it is determined that a state of emergency exists, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be in the facility/campus. Those who cannot present proper identification showing their legitimate business in facility/campus will be required to leave immediately.

c. In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about facility/campus, or which involve Alex Foundation property, the Site-Coordinator/Staff will determine the extent of any damage to the property.

PROCEDURES:

This section outlines the procedures to be followed during specific types of emergencies. **The procedures should always be followed in sequence, unless conditions dictate otherwise.**

When reporting emergencies, immediately notify the Police Department or call 9-1-1. While talking on the telephone, stay calm and carefully explain the problem and location to the Police Officer or Dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO.**

EVACUATIONS

Building Evacuations:

a. All building evacuations will occur upon notification by the Police Department or other Emergency Personnel.

b. When a building evacuation alarm is announced, leave by the nearest exit and alert others to do the same.

c. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.** Remember that elevators are reserved for handicapped persons. ***DO NOT USE THE ELEVATORS IF THERE IS RISK OF FIRE.***

d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep street, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Find an assembly points. Familiarize yourself with evacuation plans posted in your building.

e. **DO NOT** return to an evacuated building unless told to do so by a member of the Police or Fire Department.

IMPORTANT: After any evacuation, stay at your assembly point until an accurate headcount is taken.

Facility/ Campus Evacuation:

a. Evacuation of all or part of any building or grounds will be announced by the Police or Fire Department.

- b. All persons (students, faculty and staff) are to immediately vacate the site in question and relocate to another part of the grounds as directed.

Media Relations

The Alex Foundation has three guidelines to observe in crisis situations:

- a. Only the director will meet or speak with the media on behalf of Alex Foundation.
- b. Only factual information is released.
- c. The director and other key personal will develop an institutional response to be released to the media, including periodic media updates.

FIRES:

A fire is the most likely disaster that may affect a classroom/school/training facility/campus and it is perhaps the most deadly one. The following measures should be reviewed and utilized in the event there is a fire at any location on campus.

There are basically two types of fires: Minor fires, which can be extinguished with a fire extinguisher, and major fires, which require assistance from a fire department. Both however, call for calm, immediate action by the person discovering the fire.

If you smell smoke or have any other indication of fire:

- a. Immediately contact the 911. Describe what you have observed and give your name and exact location.
- b. Alert other building occupants in the immediate area to prepare for evacuation and assist the handicapped in exiting the building.
- c. Wait outside the building for the arrival of the building for the police officer(s) and/or the fire department. Be prepared to provide additional information and your observations to responding personnel.

If flames are observed:

- a. Upon discovery of a small fire, activate the nearest fire alarm. Proceed to the nearest fire extinguisher, which in most cases, is located near the fire alarm; then follow the basic operational directions to utilize the extinguisher. Contact the fire department at 9-1-1.
- b. If the fire gets out of control or you judge the fire to be too large to attempt to extinguish single-handedly, call for help immediately and leave the area.
- c. Immediately evacuate the building and go to the nearest phone. Call 911 and report the fire, giving information as requested by the dispatcher. Stay on the line until released by the operator/dispatcher. **Fire**

Evacuation Procedures

If you hear an alarm sound:

- a. Evacuate the building immediately and assist the handicapped in exiting the building.
- b. If smoke is present, keep low to the floor.
- c. Before opening the door, feel the upper portion of the door. If the upper door or doorknob is hot, **DO NOT OPEN THE DOOR.**
- d. If the door or the doorknob is not hot, brace yourself against the door and open it slightly.

- e. If heat or heavy smoke is encountered in the corridor, close the door and stay in the room.
- f. Keep the door closed, and if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke, open the bottom slightly to let in fresh air.
- g. Seal the cracks around the door with clothing, tape or other material, soaking it in water if available.
- h. Hang an object out the window, such as a shirt, jacket, towel or anything that will attract attention.
- i. If you can leave the room, close all doors behind you as you move to the nearest exit or stairway. This will retard the spread of smoke and fire and lessen damage. **DO NOT USE ELEVATORS!!!**
- j. If the nearest exit is blocked, go to an alternate exit. If all exits are blocked, go to a room furthest from the fire, close the door and follow procedures described in F through H.
- k. After leaving the building, **DO NOT RE-ENTER**. Stay clear of responding emergency equipment and personnel.
- l. **DO NOT** attempt to return to the structure to retrieve any items until the building is cleared by the fire department.

In the event that Arson is suspected, the police and fire department should be contacted immediately. The area should be protected until they arrive.

ANNEX - II BOMB THREAT

Bomb threats occur quite often. In rare instances, actual explosives are placed in the structure. Because of the hazards involved in such situations, it is necessary to develop a Bomb Threat Policy for the Alex Foundation. The purpose of this plan is to:

- Ensure the safety of occupants of the structure;
- Minimize anxiety and panic
- Minimize disruption of regular activities; and
- Protect the Benedict College family and property

When a bomb threat is received, the individual taking the call should be instructed in advance to: a. Stay calm.

Make a note of the date and time.

- b. Try to keep the caller talking as long as possible. The more he/she talks, the more you may learn.
- c. Try to record everything the caller says, if possible.
- d. The following questions should be asked, as well as others deemed appropriate by the individual receiving the call:
 1. There are many people in this building and we do not want anyone hurt. When is the bomb going to explode?
 2. Exactly where is the bomb located?
 3. What does the bomb look like?

4. What kind of bomb is it?
 5. What will cause the bomb to explode?
 6. Did you place the bomb?
 7. Why?
 8. What is your address? (Usually the caller will not answer, but it does not hurt to ask).
 9. What is your name?
- e. Listen closely to the voice of the caller and note the following:
- Sex of the caller;
 - Age of the caller;
 - Race of the caller;
 - Accent (is the voice native to the area?)
 - Speech impediments or peculiar voice characteristics (i.e., drunk, lisp, etc.); and Attitude of caller (i.e., calm, excited, etc.).
- f. Pay particular attention to any strange or peculiar background noises such as street noise, motornoise, music, television or radio programs, dishes rattling, baby crying, or other background noise that might offer a remote clue as to the origin of the call.
- g. Once the caller hangs up immediately contact the Director of Campus Police.

The Search

The quickest and most effective search of a structure can be done by the regular occupants of the building. Since bombs come in many forms, it is very difficult for police or anyone not familiar with the building to identify any object as being new or suspicious. Each individual should quickly inspect his/her area (i.e., dormitory room, an office or a classroom). Anything found that arouses suspicion should not be moved or touched. A note should be made as to the description of the object and its exact location. This should be promptly reported to the authorities.

Evacuation

The order to evacuate a structure can be given by anyone who locates a suspicious object. The Fire Alarm may be utilized as a means of alerting occupants of an evacuation. Handicapped individuals should be assisted in exiting the building. **DO NOT** use elevators in the event of a fire. **DO NOT PANIC**. Fire escape routes may be utilized in order to evacuate the structure in an orderly manner. If a suspicious object is found near an escape route, the evacuation should be rerouted as necessary. All doors should be left open when leaving the area. Occupants of the threatened structure should move as far away from the structure as possible. In case of inclement weather, occupants may possibly take refuge in other structures that are a safe distance away. However no automobiles are to be moved during the threat. No one will be able to re-enter the building until the clear message has been delivered by the police or other emergency personnel. These are the only individuals with the authority to issue this order.

ANNEX - III HURRICANES/FLOODING

Officially, hurricane season begins in June and ends in November, but Hurricane Watches and Warnings can be issued at any time during the year for the following reasons:

- A Hurricane Watch is issued whenever a Hurricane becomes a threat to coastal areas. Everyone in the area covered by the watch should listen (weather band radios and local radio stations) for further advisories and be prepared to act promptly if a Hurricane Warning is issued.

- A Hurricane Warning is issued when hurricane winds of seventy-four (74) miles an hour or higher, or a combination of dangerously high water and very rough seas are expected in a specific coastal area within a twenty-four (24) hour period. The following precautionary measures should be taken immediately. A

- a. Keep a battery-operated radio tuned to a local station, and follow the instructions. Remain calm. If you are told to evacuate, move out of the structure to designated high ground.

- b. Turn off all utilities. **DO NOT** touch any electrical equipment unless it is in a dry area. Avoid the use of telephones.

- c. Avoid travel in automobiles. Roads may be washed away by the floodwaters and rapidly rising water levels could carry the vehicle away.

- d. If you are trapped in a structure by rapidly rising floodwater, move to the top floor or the roof of the structure. **DO NOT** attempt to swim to safety. Wait for help.

- e. **DO NOT** be fooled by the “eye” of the hurricane. If the storm center passes directly overhead, there will be a lull in the winds lasting from a few minutes to half an hour or more. At the side of the “eye”, the winds will increase rapidly to hurricane force and will come from the opposite direction.

- f. Once the hurricane has passed, remain inside until informed by authorities that it is safe to leave. Assist the handicapped in exiting the building.

- g. Keep your radio tuned to a local station for updates on the situation and vital information.

- h. Stay out of disaster areas. Sightseeing interferes with essential rescue and recovery work and maybe dangerous as well.

- i. Avoid loose or dangling wires, and report them immediately to the authorities.

- j. Make a conscious effort to prevent fires. Decrease water pressure may make firefighting difficult.

NOTE: The probability of Tornadoes spawned by Hurricanes is very high. When a hurricane approaches, listen for Tornado Watches and Warnings, and be ready to take immediate action.

- k. Check all classroom/school/training facility/campus buildings to ensure windows, doors and roofhatches are secured.

- l. Shutdown all unnecessary buildings and building systems.

DISASTER MANAGEMENT PLAN PURPOSE:

Alex Foundation Disaster Management Plan will be the basis to establish rules, policies and procedures, which will assure maximum and efficient utilization of all resources at any classroom/school/training facility/campus utilized by Alex Foundation, it intent is to minimize the loss of life and/or injury to the population, and protect and conserve resources and facilities use by Alex Foundation during large-scale emergencies considered to be of disaster magnitude.

For the purpose of the plan, a disaster shall be defined as any condition manmade or natural, which results in a significant disruption to the academic mission of Alex Foundation. The on-set of most disasters is considered to be very rapid, allowing a minimum of time for preparation. The scale of a “disaster” is determined by the potential for the loss of life, damage to facilities and the amount of external resources necessary for the classroom/school/training facility/campus to return to normal academic mission.

ORGANIZATION:

This Disaster Management Plan is based on the principle that Alex Foundation may bear some responsibility for relief in or on the facility/campus. During a disaster the normal demands for services are available, by requesting needed services through County or City Emergency Preparedness Director of the Local, State or Federal agencies, as needed.

SITUATION:

Alex Foundation is vulnerable to a wide spectrum of natural and man-made disasters, including but not limited to: storms (tornado, wind, thunder, hail), fires and explosions, earthquakes, dam failure and industrial type disasters (fixed and mobile radiological emergencies and a variety of possible hazardous materials catastrophes).

MISSION:

Alex Foundation will provide for the protection of students, faculty, staff, visitors and material resources of the facility/campus in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The Administration of Alex Foundation will provide the continuity of management function, damage assessment (public and private) and immediate attention to the re-establishment of normal operations.

EXECUTION:

1. Premise phase: Activities in this phase are designed to develop a strong Alex Foundation emergency response capability and to organize all levels of administration to ensure full utilization of all resources by completing the following:

- a. Conducting public training and education programs to ensure a continuing capability to accomplish disaster response objectives;
- b. Preparing and conducting public information programs on disasters to educate the campus population on prevention and protective measures to be taken during a disaster.
- c. Developing a procedure for alerting, notifying, and mobilizing key officials and emergency response personnel in the event of disaster;
- d. Establishing mutual support agreements, as necessary with other local adjacent governments;
- e. Preparing plans for disaster recovery phases from disaster; and
- f. Establishing the necessary emergency powers, to include a line of succession, in order to maintain a continuity of administration during any type of disaster.

2. Disaster phase: During this phase, the operational activities of Alex Foundation will be accelerated to increase the state of preparedness of the classroom/school/training facility/campus population to meet and cope with an impending or imminent disaster if warning is sufficient. The disaster phase shall include all of the following:

- a. In the event of a disaster with little or no warning – operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster;

- b. The site-coordinator/staff, shall notify the Director – as to the nature of the disaster;
 - c. The Director or Designee – shall use his/her Directorial discretion to declare a **MAJOR EMERGENCY**.
 - d. The declaration of a **MAJOR EMERGENCY** automatically triggers the implementation of the **Alex Foundation Disaster Management Plan**.
 - e. The necessary emergency operations will be initiated and maintained.
3. Post Impact: During this phase, staff, the Fire and Police departments and other emergencies departments will undertake operations necessary to administer to the sick and restore law and order, stop ongoing loss, repair damage to facilities and utilities, establish housing for displaced students, and provide class and facilities destroyed, damaged and/or otherwise made unusable by a disaster. The staff will be responsible for determining priorities of efforts, allocating resources to high priority objectives, assisting the affected population toward recovery, and the restoration of normal facility/campus functions.

STAFF ADMINISTRATION

Each facility/campus will establish specific plans, procedures, and checklists to accomplish responsibilities associated with that division’s routine activities as they relate to essential services. Certain Annexes are affixed to this plan that are considered high priority and essential services. However, other services may also – or in lieu of those services with attached Annexes – be considered essential depending on the nature and magnitude of the disaster.

1. **The Director** has the overall responsibility for the policy decisions affecting the pre-disaster activities, disaster operations, and recovery operations of all divisions; as well as the coordinating of emergency support provided by other Federal, State and Local Agencies.
2. **The designated staff/instructor** is responsible for directing and supervising all activities of the classroom/school/training facility/campus administration during the pre-disaster and recovery phase operations. The site coordinator/program coordinator is responsible for:
 - a. Declaring a “MAJOR EMERGENCY”, which will initiate the plan.
3. **Legal Counsel** will be responsible for advising the Director, concerning legal aspects of emergency planning and operations.

TORNADOES

Tornadoes are a major source of injury to thousands of people every year. In an effort to reduce the hazards of Tornado damage in the classroom/school/training facility/campus being used by Alex Foundation, the following guidelines are provided:

Tornado season begins in June and ends in November; however, a Tornado Watch or Warning can be issued at any time. A Tornado Watch means that tornadoes and severe thunderstorms are possible. A Tornado Warning means that a tornado has been sighted and you should take appropriate shelter immediately. When you receive a warning of a possible tornado, the following safety precautions should be taken:

- a. Take shelter immediately. **DO NOT GO OUTDOORS**;
- b. Close all windows and doors;
- c. If possible, seek refuge in a basement. This is the safest place to be during a Tornado;
- d. If a basement is not available, seek refuge in a small room with no windows

(i.e., closet, bathroom, etc.);

- e. If there are no small rooms available, take cover under heavy furniture in a central room in the structure; and
- f. If no central rooms are available, take refuge in a hallway, away from any doorways or windows. Sit with your back against the wall, with your knees drawn in to your chest.

All of these precautions should remain in effect until your area has been determined safe by a Police Officer or other Public Safety Officials. The Police Department should be informed of all events taking place during the emergency. Any request for medical aid should also be directed to the Police Department or other emergency personnel. **DO NOT** attempt to take unnecessary risks unless told to do so by Public Safety Officials.

EARTHQUAKES

It is a known fact that many of the states sits over a fault in the earth. There have been reports in most states have experienced minor tremors at least once a year, although it is not detected by most residents. Those schools/training facilities/campuses located in a high-risk zone, which means that there is the potential danger of an earthquake threatening the lives of the country's residents. In the event that the classroom/school/training facility/campus being utilized by the Alex Foundation is subjected to the effects of an earthquake, the following precautions should be observed:

- a. The most important task and perhaps the most difficult one is, **DO NOT PANIC**. The motion of the earth is frightening; but, unless it shakes something down on top of you, it is harmless.
- b. If the earthquake catches you indoors, stay indoors. Take cover under a desk, table, bench, or in doorways or halls and against inside walls. Stay away from glass.
- c. **DO NOT** use candles, matches or other open flames during or after the tremors as gas may be in the air due to gas leaks.
- d. If the earthquake occurs while you are outdoors, move away from buildings and utility wires. Once in the open, stay there until the shaking stops.
- e. **DO NOT** run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
- f. If you are in an automobile when an earthquake occurs, stop the vehicle in a clear area and remain in the vehicle.

Once the tremors have discontinued, the following steps should be taken:

- a. Check for injuries. **DO NOT** attempt to move seriously injured persons unless they are in immediate danger of further injury. If emergency help is necessary, dial 9-1-1.
- b. Check your utilities; but, do not turn them on. Each movement may have cracked water, gas and electric conduits.
- c. If the water pipes are damaged, shut off the supply if possible, and notify the authorities of the situation.
- d. If electrical wiring is shorting out, shut off the current at the fuse box.
- e. Evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
- f. Assist the handicapped in exiting the building. Remember that elevators are reserved for the handicapped persons use. **DO NOT** use elevators in the event of a fire. **DO NOT PANIC**.

- g. Once outside the building, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and sidewalks clear for emergency vehicles and personnel.
- h. If requested, assist emergency personnel as necessary.
- i. **Stay out of severely damaged buildings. Aftershocks can shake them down.**
- j. **DO NOT** heed to or spread rumors. They often do great harm following disasters. Stay off the telephone except to report an emergency.
- k. Turn on a battery operated radio to hear any updates and emergency bulletins. **DO NOT** go sightseeing.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

UTILITY FAILURE

In the event of a major utility failure during instruction hours:

- a. Immediately notify the school/training facility/campus point of contact.
- b. If there is potential danger to building occupants, or if the utility failure occurs evacuate the building immediately. Walk to the nearest marked exit and ask others to do the same.
- c. Assist the handicapped in exiting the building.
- d. Once outside, move to a clear area at least 500 feet away from the affected building. Keep the walkways, fire lanes and hydrants clear for emergency personnel.
- e. If requested, assist the emergency crew as necessary.
- f. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a member of the Police Department or other emergency personnel.

IMPORTANT: After any evacuation, report to an area assembly point. Stay there until an accurate headcount is taken.

EXPLOSIONS

In the event of an explosion:

- a. Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.
- b. As soon as conditions permit, immediately notify the Police Department or 911. Give your name and describe the location and nature of the emergency.
- c. If necessary or when directed to do so, activate the Fire Alarm, then report the emergency to the Police Department or 911.
- d. When the fire alarm is sounded, walk quickly to the nearest marked exit and ask others to do the same.
- e. Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons. **DO NOT** use the elevators in case of fire. **DO NOT PANIC.**
- f. Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Go to an assembly area points.

g. **DO NOT** return to an evacuated building unless told to do so by a member of the Police Department or other emergency personnel.

IMPORTANT: After any evacuation, go to an area assembly point. Stay there until an accurate headcount is taken.

CHEMICAL OR RADIATION SPILL

In case of a Chemical or Radiation Spill:

- a. Immediately report any spillage of hazardous chemical or radioactive material to the Police Department or 911.
- b. When reporting, be specific about the nature of the material involved and the exact location. The Police Department or the 911 dispatcher will contact the necessary specialized authorities and medical personnel.
- c. The key person present should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of safety and fire personnel.
- d. Anyone who is contaminated by the spill is to avoid contact with other as much as possible, remain in the vicinity and identify themselves to Police Department. They require first aid and clean up by specialized authorities should be started at once.
- e. If an emergency exist, activate the fire alarm.
- f. When the fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- g. Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped use. **DO NOT** use elevators in case of fire. **DO NOT PANIC.**
- h. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.
- i. If requested, help emergency personnel as necessary.
- j. **DO NOT** return to an evacuated building unless told to do so by a member of the Police Department or other emergency personnel.

IMPORTANT: After any evacuation, report to an assembly point. Stay there until a headcount is taken.

ANNEX IV ADDITIONAL INFORMATION AND PROCEDURES

Always observe **Steps A and B** whenever the following utility emergencies should arise.

Computer Equipment:

The staff is asked to turn off as much computer equipment as possible, to prevent damage to equipment when power is restored.

Elevator Failure:

If you are trapped in an elevator, use the Emergency Phone to notify the Police Department or the 911 dispatcher. If the elevator does not have an Emergency Phone, turn on the emergency alarm (located on the front panel), which will signal for help.

Plumbing Failure/Flooding:

Cease using all electrical equipment. Notify the person in-charge of the classroom/school/training facility/campus point of contact, and if necessary, vacate the area.

Gas Leak:

Cease all operations. **DO NOT** switch on lights or any electrical equipment. Remember that electrical arcing can trigger an explosion. Notify the Fire Department or the 911 dispatcher.

Steam Line Failure:

Immediately notify the school/training facility/campus point of contact. If necessary, vacate the area. **Ventilation**

Problem:

If smoke odors come from the ventilation system, immediately notify the Fire Department or the 911 dispatcher. If necessary, vacate the area.

VIOLENT OR CRIMINAL BEHAVIOR

Everyone in the Alex Foundation is asked to assist in making the classroom/school/training facility/campus a safe place by being alert to suspicious situations and promptly report them. The reported incident should include the following:

a. In the event of a suspicious situation, all members of the Alex Foundation are asked to notify the Police Department or the 911 dispatcher as soon as possible and report the incident, including the following:

1. nature of the incident;
 2. location of the incident;
 3. description of person(s) involved; and
 4. description of property involved
5. If you observe a criminal act or whenever you observe a suspicious person on the facility/campus, immediately notify the Police Department or the 911 dispatcher.
6. Assist the police when they arrive by supplying them with all additional information and ask others to cooperate.
7. Should gunfire or discharged explosives occur in or on facility/campus, the students and you should take cover immediately, using all available concealment to protect the students and yourself. If necessary, after the incident, seek emergency first aid from the emergency personnel.

IF YOU ARE TAKEN HOSTAGE:

- a. Be patient. Time is on our side. Avoid drastic actions.
- b. The initial forty-five (45) minutes are the most dangerous. Follow instructions; be alert and stay alive. The captor(s) is emotionally imbalanced. Don't make mistakes, which could emotionally jeopardize your well-being.
- c. Don't speak unless spoken to and only when necessary. Do not talk down to the captor(s) who maybe in an agitated state. Avoid appearing hostile. Maintain eye contact with captor(s) at all times if possible, but do not stare. Treat the captor(s) like royalty.

- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient; wait. Attempt to establish rapport with the captor(s). If medications, first aid or restroom privileges are needed by anyone, say so. The captor(s), in all probability, do not want to harm persons held by them. Such direct action further implicates the captor(s) in additional offenses.

CIVIL DISTURBANCE OR DEMONSTRATION

Most classroom/school/training facility campus demonstrations, such as marches, meetings, picketing and rallies, will be peaceful and non-obstructive. However, if any of the following conditions exist, the Police Department should be notified immediately:

- a. **INTERFERENCE** with the normal operations of the Alex Foundation.
- b. **PREVENTION** of access to classroom/school/training facility/campus offices, buildings and/or other facilities.
- c. **THREAT** of physical harm to persons or damage to facilities being utilized by Alex Foundation

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations and/or uncontrollable behavior.

If a psychological crisis occurs:

- a. Never try to manage a dangerous situation by yourself.
- b. Notify the Police Department or the 911 dispatcher of the situation. Clearly state your need for immediate assistance; give your name, your location and the area involved.
- c. In extreme emergencies, dial 911, then call the Police Department to notify of the situation.

MEDICAL AND FIRST AID

If a serious injury or illness occurs on the classroom/school/training facility/campus, immediately dial 911; give your name and describe the nature and the severity of the medical problem and the location of the victim.

In case of minor injury or illness, trained personnel should provide First Aid care. Only trained personnel should provide First Aid treatment (i.e., First Aid and CPR). Use only sterile First Aid materials. In case of serious injury or illness quickly follow these steps:

- a. Keep the victim still and comfortable. **DO NOT** move the victim.
- b. Ask the victim, “Are you okay?” and “What is wrong?”
- c. Check breathing and give artificial respiration if necessary.
- d. Control serious bleeding by direct pressure to the wound.
- e. Continue to assist the victim until help arrives.

f. Look for Emergency Medical ID. Question any witness (es) and give all information to the paramedics.

CURFEW

In extreme situations, curfew will be imposed by the Mayor, Governor and the President of the United States of America. Curfews may be imposed under the following circumstances:

- a. Severe weather conditions such as Hurricanes, Tornadoes, Flooding, Earthquakes, etc;
- b. Power outage in the City, County or State.
- c. Riot/uncontrollable crowds.

DEATHS

If death occurs (natural or unnatural) in or on classroom/school/training facility/campus, immediately notify the Police Department or the 911 dispatcher.

- a. The Site Coordinator/Program Coordinator or designated staff will immediately secure the area in which the death has taken place.
- b. After the area is secured, no one will be allowed into the affected area until clearance is given by Coroner's Office and the Police Department.
- c. The Director of Alex Foundation will be notified immediately and receive a thorough briefing on the situation.
- d. Statements about the situation to the media will go through Phil Robinette for Alex Foundation.