

## Student Laboratory Code of Conduct For Secondary Science Program

Chemical laboratory classes include hands-on, inquiry-based laboratory investigations. Some secondary-level lab activities involve the use of chemicals or equipment that may pose a health or safety danger to both students and teachers if not handled properly. To ensure a safe and healthy environment in our classrooms and laboratories, the following Student Laboratory Code of Conduct has been developed. You will receive two copies of this Code of Conduct during the first meeting of the class. Both you and your parent or guardian must sign the Code and return a signed copy to your teacher before you participate in any laboratory work or handle chemicals. The second copy should be kept in your class notebook as a reminder of appropriate behavior.

### GENERAL GUIDELINES

1. Students should behave in a mature and responsible manner at all times in the laboratory or wherever chemicals are stored or handled. All inappropriate behavior is especially prohibited.
2. Students must follow all verbal and written instructions carefully. If you are unsure of the procedure, ask your teacher for help before proceeding.
3. Students should not touch any equipment or chemicals unless specifically instructed to do so.
4. Students must not eat, drink, apply cosmetics or chew gum in the laboratory. Wash hands thoroughly after participating in any laboratory activities.
5. Students must perform only those experiments authorized by the teacher.
6. Students will receive training related to the locations and operating procedures for all applicable laboratory safety equipment and personal protective equipment.

### HANDLING CHEMICALS AND EQUIPMENT

7. Students must properly dispose of all chemical waste as directed.
8. Students must never enter the science storage rooms or preparation areas unless accompanied by a teacher and accompanied by a school employee.
9. Students must wear ANSI-approved eye protection whenever chemicals, heat or glassware are used by either the teacher or students in the laboratory. Students should wear appropriate personal apparel at all times in the laboratory and also avoid wearing loose or flammable clothing; long hair should be tied back.

10. Students must report any incident (including all spills, breakages or other releases of hazardous materials) to the instructor immediately, no matter how insignificant it may appear. This should include **all injuries** such as cuts, burns or other signs of physical harm.

11. Students must never remove chemicals, equipment or supplies from the laboratory area.

12. Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately.

### HEATING SUBSTANCES

13. Students must never reach over an exposed flame or hot plate, or leave a flame or hot plate unattended.

14. Students must never point a test tube or reaction vessel of any type toward another person.

## RESPONSE TO VIOLATIONS OF THE STUDENT LABORATORY CODE OF CONDUCT

1<sup>st</sup> Offense: Verbal reprimand from the teacher, with a written record of the violation maintained. The teacher will review the rule with the student. If this is a serious violation which may have caused harm to human health or the environment, the parent or guardian will also be notified.

2<sup>nd</sup> Offense: The student will be suspended from laboratory work immediately and sent to the appropriate grade level administrative office, with a disciplinary referral from the teacher. Written notification will be sent to the parent or guardian, with information specifying the consequences should a third offense occur. The student will not be permitted to return to laboratory work for one week, with alternative work assignment(s) to be provided in a supervised setting as determined by the building administration.

3<sup>rd</sup> Offense: The student will be suspended from laboratory work immediately and sent to the appropriate grade level administrative office, with a disciplinary referral from the teacher. Written notification will be sent to the parent or guardian, and a mandatory conference will be scheduled with the parents, teacher and building administrator. Depending on the result of that conference, the student may be suspended from laboratory operations for the remainder of the school year. If this occurs, the student will be assigned alternative work assignment(s) to be provided in a supervised

setting as determined by the building administration. In addition, the student may be required to schedule an alternative laboratory science course to satisfy any state graduation requirements.

## STUDENT AGREEMENT

I, \_\_\_\_\_ (student's name), have read and understand the Student Laboratory Safety Code of Conduct set forth above. I realize that I must obey these rules to ensure my own safety and that of my fellow students and teachers. I will cooperate to the fullest extent with my teachers and fellow students to maintain a safe working environment in the laboratory. I am aware that violations of this safety code will result in disciplinary action as specified in the Code.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

Note to Parents:

We believe you should be informed regarding our school's efforts to create and maintain a safe science classroom & laboratory environment. Safety awareness involves the cooperation of parents, students, and teachers. Please read the Student Science Laboratory Code of Conduct which details the safety concerns and expected student behaviors in the laboratory. *No student will be permitted to perform laboratory activities unless both student and at least one parent or guardian signs the Code and returns a signed copy to the teacher.* Your signature below indicates that you have read this Code of Conduct, are aware of the measures taken to ensure the safety of your son or daughter in the science laboratory, and will encourage your son or daughter to uphold the agreement to follow these rules and procedures.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date