

BIOLOGY SAFETY CONTRACT

To ensure that a safe and healthy environment is maintained when participating in Biology, you must read and follow the safety regulations listed below. When you have completely read and understand the safety regulations, you are asked to give your signature and the date in the spaces provided. Please review these rules with your parents/guardians and have them sign below your signature.

1. Keep hands away from gas and air jets except during laboratory activities where their use is necessary.
2. It is highly recommended that contact lenses be removed during laboratory activities. They must be removed when using certain organic solvents. Any time chemicals or heat are used, safety goggles must be worn by everyone (including visitors) upon entering the science laboratory. Failure to wear goggles at required times will result in your removal from the room, and a **ZERO** on the lab work for that hour, even if you have completed your own work. Eye safety **MUST** be a priority.
3. You must prepare for each laboratory lesson by reading all instructions and writing the required pre-lab report. Follow all the directions carefully and review with your teacher the safety precautions needed to conduct the investigation before you begin.
4. Everyone should be alert and proceed with caution at all times in the laboratory. Take care not to bump another student, and remain at your lab station while performing an investigation. No horseplay. Removal from the classroom for this offense will result in a zero for the lab period.
5. Your apparel should be appropriate for lab work. Long hanging necklaces, bulky jewelry, and bulky clothing should not be worn in the lab. Long hair must be tied back. **NO** "flip-flops" or open-toed shoes are permitted while working in the lab.
6. Only lab notebooks are permitted in the working areas. Other books, purses, and such items should be placed in a storage area.
7. Do not eat food, apply cosmetics, smoke, chew gum, or apply cosmetics in the laboratory. Do not use laboratory glassware as containers for food or beverages.
8. Never taste chemicals. Never touch chemicals with your hands.
9. Extreme caution should be exercised when using a burner. Keep hair and clothing away from the flame, and turn off the burner when not in use. Long hair is to be tied back before lighting the burner. Check to see that all gas valves and hot plates are turned off before leaving the laboratory.
10. You should know the proper fire drill procedures and the location of fire exits.
11. Work areas and apparatus should be kept clean and tidy. You should always clean, and wipe dry, all apparatus, tables, or laboratory work areas at the conclusion of each laboratory experiment.
12. Hands should be washed thoroughly with soap at the conclusion of each laboratory. Keep hands away from face, eyes, mouth and body while using chemicals.

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13. You should know the locations and operations of all safety control equipment.
14. Everyone should recognize and heed all safety symbols and cautions incorporated into the procedures of the laboratory experiments.
15. All accidents should be reported to the teacher immediately, no matter how minor.
16. **NEVER WORK ALONE IN THE LABORATORY.** You should only work in the laboratory while under the supervision of your teacher.
17. Never remove chemicals or other materials (including preserved specimens) from the laboratory area. All chemicals in the lab are to be considered dangerous. Do not touch, taste or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
18. Safety aprons have been provided and should be worn during all lab activities. Tie them so that they don't get caught on the desk and cause problems.
19. Conduct yourself in a responsible manner at all times in the laboratory. No cell phones or other electronic devices may be used during laboratory activities unless permitted by the instructor for educational use.
20. You will be fined the replacement cost for any equipment/supplies that you damage. The fine amounts for this school year appear on the last page of this safety contract.

COMPUTER POLICY

In addition to standard science laboratories, we may on occasion use the computer lap top cart to do some simulated activities using CDs or work on Google Classroom. The following rules will be observed:

1. Sign out a computer. Report to the teacher if any of the components of the computer are damaged or missing.
2. Entering "chat" rooms, checking e-mail, visiting websites, and playing games unrelated to the classroom activity are strictly forbidden. Unauthorized use of computer equipment will result in referral to the administration.
3. You may not work on assignments from other classes.
4. Do not reconfigure any desktops or disable computers in any way.
5. Any passwords assigned for Internet use are considered confidential and shall not be shared.
6. All the rules that apply to students as listed in the Lincoln High School student handbook regarding Internet and computer use are enforced. (This policy has been adapted from the Lincoln High School Acceptable Use Policy in Technology.)

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AGREEMENT

I, _____ (print student name), have read and agree to abide by the safety regulations and conditions as set forth above and also any additional printed instructions provided by the teacher and/or district. I further agree to follow all other written and verbal instructions given in class. I understand that violation of these rules may be interpreted as intent to harm myself or others and may result in expulsion from the course.

_____ Date _____ Student Signature

Dear parent or guardian,

We feel that you should be informed regarding the school's effort to create and maintain a safe science laboratory environment. With the cooperation of the instructors, parents and students, a safety instruction program can eliminate, prevent, and correct many possible hazards. Please read the list of safety rules above. **NO STUDENT WILL BE PERMITTED TO PERFORM LAB ACTIVITIES UNLESS THIS CONTRACT IS SIGNED BY BOTH THE STUDENT AND PARENT/GUARDIAN AND IS ON FILE WITH THE TEACHER.**

I have reviewed these safety rules with my daughter/son.

_____ Date _____ Parent/Guardian Signature

In addition, if you as parent/guardian would like to receive period emails regarding class events please list your email address on the space below. Please return one copy of this safety contract to Ms. Ward by September 12th:

Print Name: _____

Email Address: _____