

# ***Capital Innovations Academy***

## ***Science Class and Lab Expected Behavior and Safety Contract***

This document stipulates the behaviors expected from all students attending any class in the STEM Lab/Science Classroom located in the JW Annex. **This document needs to be read, initialed and signed by parent(s) and the student.** It must be returned to the science teacher, Mrs. Romais, on the first Friday of the school year or upon registering at the school. Students **must renew their contracts** each year they attend CI. Students will not be allowed to participate in lab sessions at Capital Innovations Academy unless this contract is received by the school's Head of Education or Head of Science and Technology. *If submitting your contract electronically, please email the form to both Mrs. Romais AND Mrs. B, the Head of Education.*

**Student Name:** \_\_\_\_\_

**Group (circle your group assignment if you know it):**    **M**     **C**     **I**     **A**

| Student Initial | Parent Initial | Safety Rule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|                 |                | 1. TIMELINESS: Come to class on time. <ul style="list-style-type: none"> <li>a. Students will be marked late and may not be allowed to participate depending on how late they are or if tardiness is repeated.</li> <li>b. If there is an emergency during break that a student thinks might make them late for class, attempt to make the teacher aware.</li> </ul>                                                                                                                          |
|                 |                | 2. LAB SUPPLIES: It is each student's responsibility to have their own appropriate supplies for any class and/or lab. <ul style="list-style-type: none"> <li>a. Supplies required for labs are: pencil/pen and the student's lab notebook. Students will not be able to participate if they do not have supplies repeatedly.</li> <li>b. The teacher will let students know if a supply is not needed ahead of time. If nothing is mentioned, assume standard supplies are needed.</li> </ul> |
|                 |                | 3. LAB EQUIPMENT: Students must handle ALL lab equipment with care, only touching equipment for a lab when and as instructed by the teacher. <ul style="list-style-type: none"> <li>a. If the student touches/manipulates lab equipment prior to instructions on how to properly handle the equipment, they will receive a verbal warning. If behavior persists, the student will have forfeited the privilege to participate in the lab activity. Parents will be informed.</li> </ul>       |

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|  |  | <p>4. LAB INSTRUCTIONS: Before each lab activity, students must listen to the instructions in full and be able to recite back what is required.</p> <ol style="list-style-type: none"> <li>Failure to comply will result in one verbal warning first.</li> <li>If the student is not attentive as instructions are given, and/or moves ahead on the activity without permission, they will receive a verbal warning.</li> <li>If inappropriate behavior persists, the student will be requested to complete an additional worksheet about proper lab procedures and expected behaviors and/or will not be allowed to participate, depending on the situation. Parents will be informed.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|  |  | <p>5. LAB COAT: The use of a lab coat is required in ALL lab activities.</p> <ol style="list-style-type: none"> <li>The student will be assigned a lab coat number at the start of the school year (or when the student joins the school if not at the start of the school year) unless the student brings their own lab coat.</li> <li>All lab coats must remain on the rack on the proper hanger unless being used. If a lab coat is removed from the rack and not put back at the end of the class period, students will receive a warning. If students lose a CI lab coat, the student will be required to replace it with one that meets the specifications of the science teacher.</li> <li>If a student's personal lab coat is not brought on the day of a scheduled lab, the student will be issued a CI lab coat for use. They can still choose to bring their own lab coat for use during labs in the future but are now responsible for the CI one that was checked out to them as well.</li> <li>At the end of each quarter or more often as needed, students will be required to bring their lab coats home to wash. Failure to bring these back in time for the next lab will result in not being able to participate. Parents will be contacted.</li> </ol> |
|  |  | <p>6. DRESS-CODE FOR LAB (BESIDES LAB COAT):</p> <ol style="list-style-type: none"> <li>During labs, students must wear closed-toe shoes. It is recommended to have a pair dedicated for labs left in the student's locker, if possible.</li> <li>If the student has long hair that may impede proper participation during the lab, they must tie hair back.</li> <li>Failure to comply with dress-code rules will result in the student's inability to complete the lab. Parents will be contacted.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  |  | <p>7. PROPER GROUP BEHAVIOR: Students working in groups who are too rowdy, distracting, dangerous, disrespectful, exclusionary, and/or unkind during class or lab will receive a verbal warning (unless behavior is severe). If behavior persists or is severe in the first place, student(s) may be moved to another group, required to work alone, or removed from class (depending on the situation). Parents will be contacted in severe situations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|  |  | <p>8. ROUGH-HOUSING (HORSE-PLAYING): Labs are to be taken seriously, and students must behave appropriately.</p> <ol style="list-style-type: none"> <li>Rough-housing such as running, chasing, grabbing, hitting peers and/or throwing, squirting, spraying, splashing, rubbing anything on/at each other or pretending to do so is not allowed at any time during science lab/class.</li> <li>Students are also NEVER to pretend to nor actually ingest lab materials, supplies, or ingredients unless the lab is edible AND the teacher has told the students it is a safe and right time to do so. Students should never dump or “paint” lab materials, supplies, or ingredients onto themselves or others. <i>Students who observe another student doing this should inform the teacher immediately.</i></li> <li>If the student does what is perceived by the teacher as rough-housing, they will receive a verbal warning or be removed from the class (there may also be additional consequences depending on severity).</li> </ol> |
|  |  | <p>9. FOOD OR DRINK DURING LAB: Food and drinks are never allowed during labs. No exceptions.</p> <ol style="list-style-type: none"> <li>If the student needs to eat or drink during the lab, they will need to ask to leave the room in order to eat/drink in the warehouse.</li> <li>If the lab is using items that are normally perceived as food/drink (soda, candy, fruit or vegetable), students are not to consume or ask if they can consume these items in the lab space.</li> <li>Chewing gum during the lab is not allowed.</li> <li>During regular science class, students will be allowed to have a water bottle (with a spill-proof lid) on them. Snacks and other drinks are not allowed in the class. Students will need to ask to leave the room in order to eat/drink in the warehouse.</li> </ol>                                                                                                                                                                                                                        |
|  |  | <p>10. ACCIDENTS: If an equipment is mishandled and accidentally breaks, the student <b>must</b> inform the teacher right away to avoid further consequences. Accidents happen.</p> <ol style="list-style-type: none"> <li>If a student hides any broken equipment, their parents will be contacted and arrangements for replacement may be made depending on the extent of the damage.</li> <li>Breaking equipment as a result of misuse or rough-housing will be considered intentional, and the students involved will be required to pay for the damage. Parents will be contacted and further consequences may be taken as needed.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                          |

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|  |  | <p>11. COMPUTERS / PHONES AND OTHER ELECTRONIC DEVICES: Students will not use their electronic devices in class unless otherwise instructed by the teacher. Phones are not allowed to be on the student's person during class unless otherwise instructed or if the student has an accommodation allowing it. Computers and other devices are only allowed under the following circumstances:</p> <ol style="list-style-type: none"> <li>Activity requires the student to actively type or complete it electronically. Teacher will inform student when this is the case.</li> <li>The student has a pre-established accommodation that allows the use of computers.</li> <li>Phones are required to complete the activity (i.e: time-keeping, documenting or recording data).</li> <li>Phones should always be put in the phone holders at the front of the classroom and should only be retrieved when teacher allows it.</li> <li>If computers are being used for an activity, but the student is caught misusing said device, they will forfeit the privilege of using the device and will have to complete the activity by hand on paper. Parents will be contacted and points will be deducted for the day.</li> <li>If student is caught using their electronic devices inadequately, they will be given a warning and may forfeit the right to have the device in class.</li> </ol> |
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I, \_\_\_\_\_ (student) have read and agree to follow all of the safety rules as established in this contract. I understand that If I fail to adhere to any of them, I may be asked to leave the lab without an opportunity to make-up the grade. I will cooperate with my instructor and fellow students to create and maintain a safe lab environment. I am aware that any violation can lead to unsafe lab conditions and can harm others and me.

\_\_\_\_\_  
signature) (date)

I, \_\_\_\_\_ (parent/guardian) have read this document with my student and understand the importance of a safe lab environment and accept the consequences of failing to comply with this contract.

\_\_\_\_\_  
signature) (date)