

## Completing Assignments

Science Academy classes require a significant amount of independent study between classes—about an hour per day in high school and 45 minutes per day in middle school. It is expected that you will do your best to complete all assignments thoroughly and turn them in on time. If prevented from doing so by illness or emergency, one of your parents must email the teacher the night before class.

*Students who miss deadlines regularly may not be invited back next year.*

## Lab Safety

Lab safety procedures must be followed before, during, and after every lab.

### Getting Ready for Lab:

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Do not wear:

- Open-toed shoes (a.k.a. sandals)
- Loose / baggy clothing
- Dangling necklaces or bracelets
- Contact lenses

*Students who are dressed inappropriately may not be allowed to participate in lab.*

Long hair must be tied back.

Do not use hairspray, mousse, gel, or any other flammable hair products on days when an open flame will be used.

Study all procedures before starting and ask questions if you don't understand any part of the procedure.

Do not begin any activity until directed to do so.

### During Lab:

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Wear safety glasses/goggles at all times. Gloves and an apron may be necessary for some labs, too.

Use lab equipment for its intended purpose only and in the manner instructed.

Keep your hands away from your face and mouth while working in the lab.

No eating, drinking, or chewing gum.

No horseplay or practical jokes.

Read chemical labels very carefully, before measuring the chemical.

Do not taste, touch, or smell any chemical or substance unless instructed to do so by the teacher.

If instructed to smell a chemical, hold the container several inches away from your nose and fan vapors toward your nose.

Work only on assigned procedures; don't perform unapproved procedures.

When heating or rinsing a container (like a test tube), point it away from yourself and others.

Some labs will involve heat. Remember, hot glassware looks just like cold glassware, so handle all glassware carefully.

Turn off all heat sources when not in use, and never leave them unattended. Keep all combustible material (like clothing, hair, or papers) away from open flames.

Notify the instructor immediately if there is any accident: fire, broken glass, injury, spill, etc. Clean up all spills immediately.

*Students who repeatedly violate these guidelines could be suspended from class with no refund.*

### After Lab:

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Clean all equipment and return items to their proper location.

Dispose of all materials properly; don't pour chemicals down the drain unless instructed to do so.

Do not return used chemicals to the reagent bottle. This could contaminate the reagents.

Wash your hands thoroughly with soap and warm water before removing your goggles.

Do not take any chemicals home with you.

**Student, please sign and return this sheet with Registration Form.** Keep a copy for yourself.

I have read and will follow these guidelines: \_\_\_\_\_