

## Appendix D

### Schodack Central School District Student Safety Contract

#### Purpose – To all Students

The following rules and regulations are extremely important to your safety in many areas of the school environment. Your instructor will explain the rules as they apply to each classroom or program. Please learn them.

#### General School Safety Rules

1. Listen to all instructions given by your instructor and follow them carefully.
2. Proper behavior and attitude is imperative, both your safety and the safety of others depends on it. There should not be any loud talking or horseplay in areas where machinery or chemicals are being stored or used.
3. You must wear safety goggles when:
  - a. Working with chemicals.
  - b. Working with heat.
  - c. Working with any type of grinding, cutting, soldering, etc.
  - d. Instructed to do so by your teacher (e.g. dissection).
4. Always use mitts or heat protective gloves when handling hot items.
5. If you are in doubt about any procedure, ask your instructor.
6. Make sure hands are washed after each project/experiment where chemicals are handled.
7. Be very careful when operating electrical equipment:
  - a. Working surfaces, equipment and your hands should not be wet.
  - b. Check all cords and plugs to be sure they are in good condition. Look for exposed or broken wire and insulation that may be in poor condition.
  - c. If any equipment is not working properly, report it to the instructor.
8. Know the location and use of all safety equipment (goggles, aprons, eyewash, fire blanket, fire extinguishers, lab shower, safety charts, etc.)
9. Report all accidents (even minor ones) or unsafe equipment/situations to the instructor immediately.
10. **If a chemical gets into the eye, immediately flush the eye with a gentle stream of water from the eyewash. Do this for 15 minutes.**

#### Science

1. Read your laboratory assignments before coming to class.
2. Perform only those experiments on which you have been instructed.
3. It is your responsibility to take care of the lab equipment, use it only as instructed and report any damages to the teacher.

4. Tie back long hair to prevent injury.
5. Clean and dry your lab work area at the close of the lab period. Return all equipment and materials to the proper place.
6. When you are working with an open flame or heating materials **never leave them unattended.**
7. Eating and drinking are prohibited in the laboratory. Chemicals might contaminate your food and cause sickness.
8. Wear your lab apron and/or proper footwear when instructed to do so.
9. Set up the apparatus as far back on the lab table as conveniently possible so it will not tip onto the floor.
10. Apparatus that can roll, such as thermometers, etc. should be placed on the table at right angles to the edge of the table to keep them from rolling onto the floor.
11. Chipped or broken glassware should be disposed of in the proper place.
12. After each experiment, clean your area as instructed.
13. **Check with your instructor before disposing of chemical waste.**
14. **Chemical spills:** If a chemical gets on you or your clothing, **flush with lots of water.** Use the safety shower for extensive spills.
15. Lubricate glass tubing or thermometers with glycerin or water before inserting them into rubber stoppers. Use a cloth towel and grasp the tubing close to the stopper.
16. **Never reach across a flame.**
17. When heating any material in a test tube, keep the tube in constant motion and DO NOT point the mouth of the tube at any one.
18. Never taste or touch any chemical unless instructed to do so. Whenever you are asked to note the odor of a chemical, carefully waft the fumes towards your nose. NEVER inhale the fumes directly from the container.
19. Carefully read the label twice on any bottle prior to using it. Many formulas and chemical names look very much alike; therefore confusing them could be dangerous.
20. When diluting acids, **always pour the acid slowly into the water** and stir continuously. Because acids are denser than water and because so much heat is released during mixing, the above procedures allow the heat to be spread throughout the entire solution instead of just at the interface between water and acid.
21. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
22. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
23. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
24. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

## **Physical Education and Sports Participation**

1. Students should wear clothing that is appropriate for the activity.
  - Clothing should allow freedom of movement – shorts, T-shirt, athletic pants or sweats. (It is also advisable that clothing be cleaned regularly.)
  - Metal chains and loops on clothing are prohibited.
  - Pants must fit comfortably at the waist.
  - Athletic shoes and cleats must be worn for certain surfaces. No cleats are allowed on inside surface areas.
  - Jewelry should be removed and secured in the student's locked locker.
2. There is no use of an area or equipment unless there is supervision by an authorized adult.
3. Equipment must be used as per the instructor's directions.
  - Equipment must be put away when the activity is concluded and the area will be secured.
  - No equipment should be removed from storage areas or offices without direct permission from an authorized adult.
  - Students will demonstrate responsible personal and social behaviors while engaged in equipment use as well as in all physical activity.
  - Students are required to utilize spotters while working in the weight room.
4. Proper behaviors are expected while using locker rooms.
  - There will be no running or climbing in the locker room.
  - Turn off water in showers after use.
  - Report any spills that require clean-up to your teacher or coach.
  - All valuable possessions should be secured in the student's locked locker.
  - No photographic devices are allowed in the locker rooms.
5. Immediately report injuries and body fluid spills to the adult in charge.
6. Only food or beverages associated with the activity will be allowed in the gymnasium.

## **Technologies**

1. Students are not permitted to use machines until they have received instruction on their safe operation.
2. Rings, wrist watches, etc. must be removed before operating machinery.
3. Do not take your eyes off your work or allow others to crowd around you and watch you at the machine.
4. Avoid talking to anyone who is operating a machine.
5. The floor around machines must be kept clean of scrap.

6. Machines may not be used for trivial operations, especially on small pieces.
7. Do not force stock or material into a machine faster than it will cut.
8. The power must be shut off after a machine has been used.
9. Never wear gloves, ties when operating machines, tuck in shirttails, and roll up sleeves before performing machine operations.
10. Neither operators nor observers may stand in a machine's rotational path.
11. All safety guards must be kept in their proper position while machines are operated.
12. Care should be taken that all material is free of nails, paint, or loose knots prior to being machined.
13. Allow machines to come to a complete stop before making any measurements, adjustments or leaving the machine.
14. Disconnect the electrical plug from the wall receptacle before making repairs, changing blades, cutters, and knives, lubricating the machine or sharpening the knives on any power equipment.
15. All tools such as wrenches and screwdrivers must be removed from a machine before the power is turned on.
16. Materials should be fed into machines only after the motor has reached its maximum speed.
17. Select the machine that is appropriate to the operation you are performing.
18. Do not carry tools in your pocket.
19. Carry cutting tools sharp edge down.
20. Never use files with loose or missing handles.
21. Always keep vises closed when not in use and vise handles in the vertical position.
22. Keep flammable objects such as oily or paint soaked rags in closed metal cans.

## Schodack Central School District

### Student Safety Contract

#### Agreement

I, \_\_\_\_\_ (student's name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory, classroom or sports/physical education programming, or misbehavior on my part, may result in being removed from the program, detention, receiving a failing grade, and/or dismissal from the course.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

You should be aware of the safety instructions your son/daughter will receive before engaging in any work or activity. Please read the list of safety rules above. No student will be permitted to perform activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to insure the safety of your son/daughter in the school setting, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the school setting.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_