GUIDELINES & BEHAVIOR EXPECTATIONS

Science and STEM Room Guidelines

Science is a process of discovering and exploring the natural world, in and out of the lab. Safety is priority number 1. The following guidelines are provided for the protection and safety of all and must be followed at all times. Girls:

- Will conduct themselves in a responsible, respectful manner at all times.
- Will keep hands, feet, and objects to themselves and out of the way.
- Will notify an adult immediately of any unsafe or dangerous conditions they observe.
- Will listen carefully and follow all instructions the first time given.
- Will use chairs for sitting - not tables, stools, counters, or other furniture.
- Will treat all property, equipment, tools, and materials carefully and respectfully. Girls will inform an adult/staff of broken or non-working equipment.
- Will not disturb, touch, or feed any animal, fish, plant or other living thing unless instructed to do so.
- Will abide by certain safety clothing, jewelry, and hair restrictions or make proper modifications (ex: no open toe shoes, acrylic nails, dangling earrings, blousy shirts, etc.)
- Will only perform the experiments and use only the equipment, tools and materials provided or instructed at that time.
- Will, along with staff, locate all safety equipment; first aid kit, phone, exits, procedures, numbers, etc. in case of any emergency.
- Will take all precautions when around heat, gas, chemicals, electric power or open flames; such as wearing goggles, aprons, gloves and/or lab coats.
- Will use proper tools, equipment, and safety precautions to prevent injuries from touching or playing with heated glass, chemicals, flames, or dangerous substances.
- Will always follow proper procedures when using heat, gas, chemicals, electricity, or flame producing devices, especially gas burners and will never leave any of these unattended.
- Will carefully read and check all labels, instructions, and ingredients before using, removing, or applying. Girls should only take as much as needed.
- Will not pour or dispose of any chemicals. Each room has a special storage or disposal container. Girls will never dispose of unknown liquids, experiments’ contents, or other substances down the sink.
- Will flush any chemical spills on any surface with lots of water and tell an adult immediately.
- Will immediately report all accidents or injuries. (spills, breakage, cuts, burns, etc.).
- Will always be sure all electric, gas, and heat-producing equipment is turned off and/or unplugged before leaving room (including leaving for fire/tornado drills.)
- Will wash hands immediately after coming in contact with any chemical or any other lab substance.
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Gym Procedures

- No food or drinks allowed in the gym.
- No climbing/sitting on bleachers while in stacked position.
- No fighting OR play fighting.
- Keep hands and feet to yourself.
- No profanity.
- If an injury occurs tell the front desk immediately.
- No spiky or stiletto high heels allowed in the gym as they damage the floor surface.

Fitness Center/Track

- Advise the Sports and Fitness Specialist of any poorly-fitted or defective equipment.
- Use a partner/spotter at all times. Stop and report absent lifting partner immediately.
- Use only equipment you have been instructed to operate.
- Wear proper footwear in the weight room and track at all times.
- Clean up perspiration on benches with disinfectant wipes located on the wall by the elliptical machines.
- Weight training needs to be focused and serious. Horseplay will not be tolerated. Ensure that you are lifting within your known limits.
- Advise the facilitator if you are ill or have any prolonged symptoms of illness or if you have any injuries.
- Engage in warm-up activities prior to strenuous participation.
- Be alert for any physical hazards or hazards in the locker room or in or around the participation area. Advise the Sports and Fitness Specialist of any hazard or concern.
- Abide by all safety rules and Girls Inc. rules related to use of the Gymnasium.
- Any Girls Inc. staff has the right to revoke permission for this activity at any time, especially for violations of safety rules.
- The student has no permission or authority to allow any other individual the use of the equipment.
- Immediately stop using the equipment if any defect in the equipment is found, take the equipment out of commission, and immediately inform the Sports and Fitness Specialist.
- Girls ages 12 and up are allowed in the weight room.
- K-5th grade girls may be allowed into the fitness center with permission by the Sports and Fitness Specialist and their own Program Specialist.
- With the above, K-5th grade girls are NOT allowed on the rubber part of the fitness center that contains the weight machines and free weights.
- Please return all weights to the way you found them.

Meditation

- All rules for the gym and fitness center apply for the meditation room.
- If music is being played, make sure it is an approved list by a Program Specialist.
- Shoes may be taken off in the meditation room only under permission of the instructor/class going on.
Transportation

Girls Inc. transportation is a privilege. Girls that do not follow bus and van guidelines may lose transportation privileges.

- Use a soft voice in the bus or van.
- Follow directions.
- Be respectful of other girls, transportation staff, and the driver.
- Wear a seatbelt in the van and remain seated and belted-in until the van comes to a complete stop.
- Only get off transportation at your designated stop or when told by staff.
- Exit the van or bus with your group. No “hiding” in the vehicle.
- Outside food, drink, and cellphone usage is prohibited on Girls Inc. vehicles.