

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.

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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.

