



NHAS Code of Conduct

Honesty and adherence to the scientific integrity are paramount to your participation in our STEM Center.

1 Participant Code of Conduct

Each participant is expected to:

- 1) Behave in a responsible manner, always exercising self-discipline especially when working with scientific equipment.
- 2) Attend safety training prior to beginning any work in the Laboratory.
- 3) Adhere to the dress code stated below.
- 4) Follow all directions by the science instructors/staff regarding safe use and proper operating procedures of the laboratory.
- 5) Respect the campus of Crossroads Academy and abide by their rules as they might apply when on their campus.
- 6) Respect the rights of students, teachers, and other Crossroads employees while on their campus.
- 7) Notify the science instructor if you are leaving the campus during the hours of the program operation.
- 8) Respect the property of others, including laboratory instruments, and facilities.
- 9) When using any personal electronics, especially cell-phones, be mindful of others. If deemed disruptive, the instructors have the authority to ask that these devices be powered off.

The categories of conduct below are to be followed while participating in programs operated by the Center.

1.1 Regard for Authority

Participants shall at all times sincerely try to follow standard lab procedures and the instructions of the lab personnel.

Participants should not:

- 1) Fail to comply with directives given by Lab/Center personnel.
- 2) Leave campus grounds without notifying a lab instructor or staff.

1.2 Treatment of Others

Participants shall at all times act as professional, responsible scientists-in-training and never engage in bullying or harassment of any kind, as well as never putting others in jeopardy of harm by misuse of lab equipment.

1.3 Property

Participants shall make a sincere effort to use all lab equipment with care and report any malfunction to the lab staff.

2 Dismissal from the Program

Students may be dismissed from the program for any of the following reasons:

- committing other acts of academic dishonesty
- being in restricted areas of campus, or leaving campus without notifying the scientist instructor
- stealing or vandalizing property
- possessing or using tobacco, alcohol, or drugs
- engaging in bullying, hazing, or harassing behavior
- not cooperating with adult supervision
- undermining the safety or wellbeing of self or others (including threats).

The NHAS reserves the right to ask a student to leave the program for disciplinary, medical, or other reasons. If a student is asked to leave, parents must arrange for the student's transportation from the site immediately.

No tuition refunds will be made to students dismissed from the program for disciplinary reasons. If a student damages property, the cost of repair or replacement is added to the student's account balance. The NHAS provides clear guidelines and careful supervision, but students are ultimately responsible for their own conduct.

3 Laboratory Safety and Dress Code

We recommend that each participant purchase a lab coat that they will wash and bleach each weekend. Your lab coat must be white, collared and traditional full-length (not jacket length!). We suggest the Landau brand but any brand will do (for example: <http://www.landau.com/women/category/lab-coats/3165-womens-traditional-notebook-lab>). Although we always have safety glasses available, you might prefer to purchase your own.

Laboratory safety is of paramount importance. You MUST follow the rules listed below for appropriate dress in the laboratory. One overarching rule is that to be a participant at the NHAS STEM Lab you should look professional and any type of clothing that does not fit that guideline should not be worn when you are at the STEM Lab.

If you arrive at the lab with inappropriate clothing you must be able to rectify the situation before participating. Nearly all of the dress code issues listed below, except footwear and safety eye-wear, can be satisfied if you wear a lab coat.

- Shoes or sneakers, not sandals or open shoes, are required in the lab at all times.
- Tasteful un-collared shirts (e.g., T-shirts) are acceptable.
- Due to the probable spillage of water and the floor becoming slippery, rubber-soled shoes, such as tennis shoes and light weight hiking shoes, are recommended. Always keep your footwear on.
- Shorts or skirts are not recommended and if worn to the lab you must wear a lab coat. They will not keep solutions from splattering on your legs. Blue jeans or long pants are the best type of lab wear. Leggings, tights, or leotards are not good protection and are not recommended. If you do wear them to the lab, you must wear a lab coat.
- Belly-button policy: Shirts that expose your midriff are not recommended in lab. The bench top is near your waist level, so spills there will be common. A buttoned lab coat covering the midriff is acceptable.
- Safety glasses are required when working in the lab with any equipment at all times in the lab. You may take your safety glasses off when at the computer stations in the computer work station section only.
- Long hair should be tied back or braided and out of the way, or in some other fashion arranged so it does not hang in front of your face.
- If you are wearing contact lenses in the lab, you must notify the instructor and should remember to always wear your safety glasses when performing experimental procedures.
- Prescription safety glasses are acceptable.
- Remember, you are also on the campus of Crossroads Academy and when you are on their campus dress in good taste and do not wear any inappropriate clothing. If you have to think about whether an article of clothing is appropriate, it probably isn't.

New Hampshire Academy Honor Code

I Promise to behave in accordance with these guidelines and respect the ideas and property of others, and to ensure that those around me do the same.

I promise to:

- Respect individuals of different races, cultures, religions, genders, sexual orientations, ages, disabilities, and national origins.
- Behave in a friendly, cooperative, safe, and responsible manner toward all persons in the STEM Center and in the larger campus, as well as be considerate of the needs and space of other people who are on the campus.
- Take responsibility for my own work and actions.
- Observe rules for physical safety and all other rules for participant conduct.

I understand that my actions will shape our STEM Center community, and that my membership in this community depends on my honoring this code.

Signed by Student participating: _____ Date: _____

Witnessed and signed by parent: _____ Date: _____