

Teacher Name (printed) _____

School Name _____

Distribution Center _____

ABE Teacher Expectations and Policies

We greatly value our ABE teacher partners and want to ensure our ability to provide a high-quality experience for all participants. In order to do so, we have outlined the following teacher expectations and program policies. ***EACH teacher who participates in the ABE program must submit a signed copy of this form to their technicians prior to or upon pick-up of their ABE materials.***

Teacher Expectations

1. Be familiar with and follow all instructions in the ABE lab manuals, on the ABE website, and from their technicians, including instructions on safety and proper waste disposal.
2. Be considerate of their technicians' time, the program's resources, and other teachers/schools when reserving the kit and submitting their Materials Request Forms.
3. Communicate problems with the kit to their technicians. This includes noting and also telling their technicians about any broken equipment.
4. Respect the kit equipment. The teacher has ultimate responsibility for their students' proper use of the equipment.
5. Return the kit in the condition in which it was given.
6. Stick to the kit schedule.
7. Respond promptly to communications from their technicians and the site director.
8. Provide data needed for grant reporting, as requested by their technicians or the site director.
9. After using the kit, complete the lab results survey and submit it and their lab results to their technicians.
10. Use the kit checklist to ensure all equipment is present when received and before returning to their technicians. If anything is missing at pick-up, this will be communicated to the technician promptly.

Program Policies

1. New teachers need to be trained at an ABE workshop before they can sign-up for the Amgen kit. Teachers who have never attended a workshop but have been using the Amgen kit also need to attend an ABE workshop.
2. When first beginning with the program, teachers will only be allowed to sign-up for labs they have been officially trained to do. We reserve the right to determine which labs a teacher will be allowed to do.
3. Teachers who do not do all the labs for which they request materials may be restricted in which labs they will be allowed to sign up for the following year.
4. We reserve the right to charge for broken or missing equipment.
5. Teachers must implement at least one official ABE lab when they borrow a kit.

I have read, understand, and agree to abide by these expectations and policies.

Signature _____ Date _____