

# Linn-Mar Robotics Code of Conduct

This code of conduct is intended to establish a set of guidelines and expectations for all members of the Linn-Mar Robotics organization. All members of Linn-Mar Robotics must sign and return a form recognizing that they and their parents/guardian have read over this and agree to abide by the expectations of the team. As well, all expectations of the school handbook that are not covered in this Code of Conduct are still to be upheld.

## Requirements to Join

- Complete Youth Protection Plan (YPP) / Student Consent form online. The student and parent both have a portion to complete each year.
- Pay dues (covers shirt / jersey costs). Linn-Mar Robotics does not exclude students who lack the means to buy shirts – shirts can be checked out from the team for the season if necessary.
- Provide their parent names and contact information (phone, email)
- Turn in Code of Conduct agreement signed by parent/guardian and team member
- Have a signed off campus participation agreement on file with the office

## Team Support

### **Outreach**

- It is expected that each member of the team will help with a minimum of four (4) hours of outreach events. Outreach events help bond the team and improve public relations, and are vital to the success of the team. An ample number of events are provided throughout the year to help contribute to.

### **Minimum hours**

- In order to miss classroom time for a robotics event, a student must have contributed a minimum number of hours to qualify for that absence.
- This number of hours will depend on the length of the absence and the point in the season, but a general guideline is that members should be attending for 4 hours per week, with special attention to a student's attendance in the most recent two weeks.
- More hours are required to qualify for longer trips, such as 3 day FRC regional trips. As a guideline, students should be attending at least 50% of team meetings.
- Coaches will make the final determination as to whether a student has contributed enough time to qualify for an absence from school.

### **Practice**

- It is expected that members who are at a meeting are productive and actively working on some system that furthers the team and/or robot. If any team member is not active, they may be asked to either focus their attention or leave for the remainder of the meeting.
- Members are expected to arrive on time and stay until clean-up is completed.
- Members shall clock in and clock out of each meeting by scanning their Linn-Mar Student ID card.

### **Communication**

- There are many modes of communication that are used to reach students. It is expected that students should follow the Twitter account @lmrwherewhen and be on the team's professional GroupMe groups. These are vital for getting information out to team members in the event that there is an extra practice, or a meeting is cancelled.

## **Member Behavior**

### **Respectful**

- When working with others, members shall remain respectful and polite. This includes, but is not limited to, listening to others' ideas, not raising one's voice at another, and considering everyone's ideas.

### **Bullying / Harassment**

- Bullying will not be tolerated. Students must follow all Linn-Mar policies, including policies on bullying and harassment.
- Excluding people is a form of bullying.

### **Inclusion**

- Members are expected to actively work to include more people in their teams and work groups. This does not happen without effort – be aware that people typically get excluded unless somebody is making an effort to include them.

### **Professional**

- It is expected that while at robotics, members act in a professional manner towards one another. This includes language use and nonverbal communication.

### **Dating**

- Dating within Linn-Mar Robotics is strongly discouraged.
- Couples will “check their relationship at the door” and focus on team activities.
- Couples must refrain from all behaviors that would be inappropriate in a professional workplace such as hand-holding and cuddling.

### **Productive**

- Team members shall actively seek ways to help the team while at meetings. This includes learning new skills when a preferred task is unavailable to work on. Team members will work with mentors and other team members to find roles on the team. Over time, team members shall strive to become productive on their own without needing to ask mentors “what should I do” and without being prompted by other people to get back on task.

### **Stay within Supervised Locations**

- During meetings, members are only allowed to be in the specific, supervised areas where the team is working.
- Students are not allowed to roam the hallways during meetings.
- Students are not allowed to hang out in unsupervised areas during meetings. This includes hallways, commons areas, and other rooms.

### **Behavior at Events Outside School**

- All of the same expectations apply as if students were at the school.
- Members will treat people from other teams with respect.
- Members will treat volunteers, fans, parents, sponsors, business people, children, and any other people they encounter with respect.
- Members will attempt to be friendly and sociable when representing the team, which includes using inviting body language and explaining about our programs to people who ask questions or appear curious.
- Members will behave in ways that represents our school, community, and state in a good way.
- Members will not say negative things about other teams or their robots; choose words carefully and assume that a person associated with the team is within earshot.

### **Safety**

- When in the robotics shop, metal shop, construction shop, wood shop, members shall keep safety glasses on at all times.
- Members must never use any power tool until they have completed training with a qualified adult robotics mentor on that specific tool. This applies even if a student already has prior knowledge of a tool.
- Students must use tools safely, including following all rules in safety training.
- Students must respect the hazards present by behaving responsibly and carefully. Potential safety hazards include hand tools, power tools, electrical energy, compressed air, moving robots and robot mechanisms, lifting heavy objects, tripping and slipping hazards, and more.
- Students must use the proper tool for a job.
- Injuries are to be reported immediately to a coach or mentor
- Students must clean up the work areas starting 15 minutes prior to the end of each meeting. All team members must help with clean-up efforts.

### **Trip Paperwork / Requirements**

- Turn in homework makeup form a week in advance of the trip (signed by all teachers)
- Complete any extra consent forms if applicable (such as U of Iowa form for FTC State)
- For overnight trips, submit trip payments by the deadline
- Complete online consent form on the FirstInspires.org website, as included in requirements to join team from above

### **Academic Requirements / Eligibility**

- Students who receive a failing or incomplete grade will be subject to Linn-Mar's academic eligibility policies.
- Students are expected to strive for high academic achievement. Coaches will periodically request a grade report from administration to check if students are keeping up with classes. Coaches may recommend that a student shifts focus from robotics to academic achievement if their grades do not reflect their potential.

**Consequences**

Consequences for conduct violations depend on the severity of the violation, history of past violations, and specifics of a given situation. In general, consequences may include the following: a conference between a coach or mentor and the student, parent notification, referral to administration, suspension from the remainder of a meeting, suspension from some number of future meetings, ineligibility to travel with the team, removal from a team role, and/or dismissal from the team.

By signing below, both the student and the parent/guardian acknowledge that they have read and agree to follow the Code of Conduct.

Student Name (printed) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_