



## Code of Conduct

### **CONDUCT OF TEAM MEMBERS**

Big MO Team 314 is both a team and a professional organization. Big MO Team 314 is part of the *FIRST* Robotics organization, and is sponsored by General Motors and Carman Ainsworth High School. Because individual conduct and appearance is part of the professional expectations of the team, it becomes the responsibility of all team members to conduct themselves in a proper, businesslike manner at all Big MO activities, competitions, functions, and events. This applies from the time the team member leaves their home until they return home. All activities of Big MO team members should contribute to the success of the team. Attendance at any Big MO team activity is a **special privilege**. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is to be subscribed by all team members, Jr. Mentors, mentors, and guests who attend a Big MO team activity.

Actions that could be construed as detrimental to the Big MO *FIRST* FRC Robotics Team 314 may be cause for probation/suspension/termination from the Big MO team.

These actions include, but are not limited to:

- Poor attendance
- School progress report ineligibility
- School disciplinary problems (such as detention, or suspension)
- Unfulfilled participation in fund raising
- Possession or use of controlled substances including alcohol, tobacco products, drug paraphernalia, or mood altering chemicals
- Conduct that deliberately interferes with the production process or violates accepted and ordinary standards of conduct is prohibited even though not specifically set forth herein
- Vandalism or accidental destruction of property with no restitution made
- Assault
- Theft
- Harassment
- Bullying

## **BULLYING POLICY**

Definition: "Bullying" is a form of harassment and shall be defined as a repeated pattern of behavior that is intended or that a reasonable person would know is likely to harm one or more students directly or indirectly. Bullying can take many forms including written, verbal, or non-verbal communication, physical acts, or electronic communication. Bullying can have many adverse effects, including:

- Substantially interfering with educational opportunities, benefits, or programs of one or more students.
- Adversely affecting the ability of a student to participate in or benefit from *FIRST* s programs or activities by placing the students in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a student's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the team.
- "Hazing" is any act, or coercing another, including the victim, to perform any act of initiation into any class, group, team, or organization that causes or creates a risk of causing physical or emotional harm

## **BUDDY RULE**

At team functions, the "buddy rule" is required to be followed at all times. Students will not be allowed to move about at a team event without another team member accompanying them. This is to ensure the safety of all team members. Students who are unable to follow this rule will be asked not to attend competitions, and may be asked to leave the team.

## **TIMELINESS**

All team members are expected to be on time for all functions. When traveling to competitions, the transportation **does not** wait for you. If you miss an event due to tardiness, you may forfeit participation in other competitions.

*Early is on time, on time is late, and late is unacceptable.*

## **MEETING ATTENDANCE**

It is expected that team members attend every mandatory meeting. Attendance and performance reports will be noted at all meetings. Late arrivals and early departures will also be noted. If you are going to miss a meeting, you must **text or contact Ellen Crain at 810-691-2810** before the meeting to explain the absence (leave a message if you are unable to reach her). Both excused and unexcused absences will be recorded. You must sign in the book when you arrive and sign out when you leave, also indicating what you worked on during the meeting.

**ATTENDANCE REQUIREMENTS:**

During build season (January through April) Big MO requires 80% attendance at team meetings and events. We meet:

- M-W-F            6:30 pm – 9:00 pm
  - Sat    10:00 am – 5:00 pm
  - Sun    1:00 pm – 7:00 pm
- Total Hours:    20.5            80% hours: 17

During off-season (May through December) Big MO requires 60% attendance at team meetings and events. We meet:

- M-W    6:30 pm – 8:30
- Total hours: 4                    60% hours: 2.5

**UNEXCUSED ABSENCES:** After **one** unexcused absence, students will receive a warning. After **two** unexcused absences, you may forfeit the opportunity to attend a competition, and/or be placed on probation. After **four** unexcused absences, you forfeit your team membership.

**EXCUSED ABSENCES:** After four excused absences, you may forfeit the opportunity to attend a competition, and/or be placed on probation. (Head Coach will evaluate absence and cause)

**TARDINESS:** Three unexcused tardies equal one unexcused absence. Six unexcused tardies and you may forfeit the opportunity to attend competition, and/or placed on probation.

**EARLY DEPARTURE:** All students must sign in and out when they arrive and leave. Early departures must be approved. If students leave without approval, they may forfeit the opportunity to attend competition.

**BEHAVIOR AND DRESS**

Electronic devices (with the exception of team devices) are not to be used during meeting, competitions, or functions without an advisor's permission. All persons shall demonstrate gracious professionalism: behaving in a courteous and respectful manner, showing good sportsmanship, teamwork, team unity, self-control, positive attitude, and support for others. Team members must refrain from language and actions that might bring discredit upon them, their school, their home, their friends, *FIRST*, or upon the Big MO team and their sponsors. Being in the willful companionship of someone who violates any portion of the Code of Conduct or failing to report any direct knowledge of a violation can result in the dismissal of the student from the team.

Horseplay **is not allowed**. Students must be mindful of their personal safety and the safety of those around them. There is a time and place for this.

Carman Ainsworth High School Dress Code will be enforced. Visit the CA website [www.carman.k12.mi.us](http://www.carman.k12.mi.us) for more details. For reasons of safety, the following additions will be included with the dress code:

- Closed toe shoes required at meetings and competitions at all times.
- Hair must be pulled back when working on machines
- Loose clothing, jewelry and watches may not be worn in the build room while working on machinery.
- **Students must wear their safety glasses at all times in the build room.**

Violation of the team dress code may result in dismissal from the team. Students must be trained before they use any machinery. Students may only use equipment designated by their Mentors. Adult students shall abide by the rules and regulations for a minor student.

### **GRADES:**

Team members also have a responsibility to their school as well as the team. Periodically during the year, and before all competitions, students will be asked to submit a school progress report. This will ensure that schoolwork is being kept up and that grades are not damaged by commitment to the team. Students will become ineligible to participate in team activities if they fail to maintain a current minimum 2.75 GPA. Receive a grade below C (75%), and/or have missing assignments. Students with grades below the minimum or missing assignments will be given two weeks to turn in the missing assignments and/or raise their grade to a level of compliance. If a student is unable to raise their grade above a C (75%), member may be asked to leave the team.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

In order to ensure a professional environment on the team, the team will not allow any form of PDA while a team member is representing the team. Handholding, kissing, and sitting with arms around each other are all examples of PDA. We intend to keep the robotics program a professional one and this will not be tolerated. NOTE: This includes when a team member is in uniform away from the team. A team member represents the team while in uniform and must conduct themselves as professional.

### **COMPETITIONS:**

Team members attending competition are required to attend the whole competition. While at competition, students are expected to perform their assigned duties. Team members are required to remain with the team throughout the entire competition. Failure to do so will result in ineligibility to attend future competitions. Students are required to ride to and from competition with the team. Exceptions may be granted due to emergencies or with prior consent given by the coach or mentors. If a student is leaving a competition with a parent, a release must be signed before leaving.

Students at school-sponsored, off-campus events shall be governed by CA's rules and regulations and are subject to the authority of school district officials. School rules and regulations apply at any school-sponsored event held on campus as well as any school-sponsored event held off campus and at all times on any school property whether during school hours or not. Offenses committed off school property during non-school hours but which have a sufficient connection with the Carman-Ainsworth Community Schools may result in disciplinary sanctions.

The following are expected of all team members:

- Students shall keep their adult Mentors informed of their specific activities and whereabouts at all times
- Students may not use their own cars or ride in cars belonging to other students during the competition unless the Head Coach gives prior permission.
- Uniforms must be worn at all times during the competition as instructed
- Safety glasses must be worn at all times by all team members and their guests while in the pit area
- Card playing, personal entertainment devices, and other such activities **are not allowed** at competition, but **are allowed** while traveling and at hotels
- While the team is competing, all students not on the drive team, pit crew, or strategy, (including volunteers) should be in the stands showing their team spirit and supporting their teammates.

Students will be required to meet specific guidelines in order to travel with the team. Students must also meet these requirements in order to be considered to represent the team at competitions.

### **HOTEL BEHAVIOR/CURFEWS**

Team members are guests while using the facilities, and special care should be taken not to deface or destroy any property. Individuals, who inflict damage to the hotel rooms or the building, will be held liable for any costs incurred for repair and will be sent home at the student's expense.

Curfew regulations shall be interpreted to mean that each person shall be in his/her hotel room by the published or stated curfew. Each student shall remain in his/her room until the predetermined time the next morning. Room checks will be made nightly by Mentors. Once a room check is made, students may not leave their room. If these guidelines are not followed, they could be dealt with on either an individual or team basis and the student(s) may be sent **home at their own expense**. Each student will be given the room number and phone number of the advisor(s) to call in case a problem arises during the night.

Students of opposite gender are **NOT ALLOWED** to enter each other's room. When possible, we will have a designated room where students can socialize, play cards, or watch movies together, while being supervised by an advisor or adult chaperone. Only people who are on the official Big MO team travel roster may be in a Big MO hotel room. Students from other teams, friends, etc. may not be in a Big MO hotel room after curfew.

It is agreed that upon violation of the Code of Conduct, the violators may be asked to vacate their hotel rooms and withdraw from the competition activities **at their expense**.

## **DISCLAIMER**

No alcoholic beverages, illegal drugs, or tobacco in any form shall be possessed or used at any time or under any circumstances on public or private properties. Use or possession of such substances may subject the student to criminal prosecution and dismissal from the team. Possession of a weapon or use of an object in an unsafe or dangerous manner capable of causing bodily harm or fear of life, defacing or stealing any public or private property will result in dismissal from the team and will be reported to the proper authorities.

Serious misconduct will be reported to Mentors, parents, and if necessary, the proper authorities. **Mentors** are responsible for the supervision of conduct. Students who disregard the Code of Conduct will be subject to disciplinary actions, and may be sent **home at their own expense** and **will** be disqualified from competitive awards. Parents and school district officials will be notified. Any further disciplinary action will be determined by the Head Coach and may result in student dismissal from the team.

These examples are not the only acts or conditions for which suspension or expulsion may be warranted, nor do they in any way limit disciplinary action for any student behavior that is determined to be unbecoming as a team member. All alleged violations will be reviewed before any action is taken and the Head Coach will ensure that all causes will be taken under consideration.