

# Talon Robotics (FRC Team 2502) Code of Conduct

## FIRST Code of Conduct

The *FIRST* mission is to inspire a generation of science and technology leaders who are both gracious and professional. This *FIRST* Code of Conduct lists some of the basic behaviors mentors, coaches, volunteers, team members, affiliate partners, contractors, staff, and other participants should adhere to while participating in *FIRST* activities.

- Exhibit Gracious Professionalism<sup>®</sup> at all times. Gracious Professionalism is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With Gracious Professionalism, fierce competition and mutual gain are not separate notions.
- Ensure the safety of all participants in *FIRST* activities.
- Not engage in any form of bullying, harassment, use of profane or insulting language, or any actual or threatened violence.
- Adhere to all *FIRST* Youth Protection Program (YPP) policies.
- Report any unsafe behavior to event or local *FIRST* leadership.

Persons who do not comply with this Code of Conduct may be barred from participating in *FIRST* activities.

## Talon Robotics Code of Conduct

Talon Robotics expects all team members, alumni, parents, and mentors to follow the FIRST Code of Conduct listed above. Some additional guidelines are listed below. This list is not comprehensive but is representative of the conduct we expect participants to follow.

- Act in a courteous and cooperative manner.
- Be respectful of others and behave in a way that protects the health and safety of themselves and others.
- Be respectful of the facilities, tools and equipment and being used by the team.
- Shall not use profane, obscene, or vulgar language in written, gestured, or verbal form. Recognizing that different people have different boundaries regarding offensive language/gestures, a warning should be issued to establish a boundary for a given person.
- Shall not participate in stealing, intentional damage of property, or malicious use of technology including but not limited to computer hacking or unauthorized modification, alteration or change of information in any team documents or software.
- Be respectful during all team and sub-team meetings. Respectful behavior means students are not talking, working on projects, or using their phones or other electronic devices unless the activities of the meeting necessitate device use.

This Code of Conduct applies, but is not limited, to when students, alumni, parents, mentors are in the room, traveling with the team, at robotic events, working outside of the room or waiting for the room to open, or otherwise representing Talon Robotics.

## Student/Mentor Escalation Process

The below escalation process is to be followed to alert the mentor council of problems or potential violations of this Code of Conduct.

- If a student or adult notices a potential violation of this Code of Conduct, he/she is expected to bring his/her concerns to the mentor in the room. If not comfortable telling the mentor in the room, another mentor or parent(s) should be notified.
- The mentor receiving a report of problems MUST bring that report to the full mentor council in a timely manner. If a parent(s) has been notified, the parent(s) is encouraged to notify the full mentor council in a timely manner. The mentor council's email address is: [talon.council@team2502.com](mailto:talon.council@team2502.com).
- The mentor council will be responsible for notifying the Community Education Youth Programs Coordinator.
- If there is a conflict or dispute between two or more students and there can be no clear determination of who is at fault, the mentor will ask all involved parties to leave the room and report the incident as described above.

### **Rules of the Room / Events, where applicable**

- Students are not allowed in the Robotics room unless a mentor is present.
- Students should follow all mentor/staff direction.
- Safety glasses should be worn at all times (except during team meetings).
- No running or horseplay is allowed in the Robotics room.
- Students must be trained and signed off in order to use power tools. See a mentor/captain if you need to be signed off on a power tool.
- Prior to leaving Robotics room, students must:
  - Clean the room and put all items back in their proper location.
  - Move all Robotics related items into their proper storage areas, away from the general work area of the Art Class. If there is no Art Class scheduled, during our build season, projects can be left on the worktables (however, tools on tables should be put away and the floor should be clear).
  - Sweep and empty all garbage cans and recycle bins.
- We share the room with the Art program. Do not touch, or move, any of the Art work in the room. Often their projects are very fragile. Be respectful of their work.
- Access/use of the machine shop is subject to the rules set forth by the shop teacher and EPHS.
- Prior to leaving machine shop, students must clean their work area and put tools back in their proper location.
- Students should incorporate time for each of the cleaning items above into their scheduled time in the room. This means students should determine their departure time and then do the necessary cleaning prior to that departure time.
- Students are expected to read and understand all rules of competition, as well as, know our team's robot and competition strategy.
- Students are expected to ask for help. If you don't know what is going on, or are unsure how to accomplish a task assigned to you, ask an adult or experienced team member to help.

### **Students are expected to follow all FIRST, Eden Prairie School District, Eden Prairie High School and Minnesota State High School League guidelines**

The complete handbook for the Minnesota State High School League is located at the following website: <http://www.mshsl.org/>

The complete handbook for Eden Prairie High School is located at the following website:  
<https://www.edenpr.org/Page/1562>

The Rules & Expectations for FIRST Robotics Competition Events is located at the following website:  
<https://www.firstinspires.org/resource-library/frc/event-experience>

## **Guidelines for Disciplinary Action**

Violation of the Code of Conduct or Rules of the Room and the first step in any disciplinary actions will be determined by the Mentor Council and the Community Education Youth Programs Coordinator.

Based on the severity of the offense and the facts and circumstances of the events, the Mentor Council reserves the right to enforce the school's student management guidelines.

The student will be informed of the details of his/her violation and will be kept informed of the status of the subsequent review throughout the process.

**First violation:** A mentor will ask the student to leave the robotics room for the day. If at an event, the student may be restricted to a specified area, where a chaperone is present, for the day. The Mentor Council and the Community Education Youth Programs Coordinator will be notified of the violation via the mentor council email ([talon.council@team2502.com](mailto:talon.council@team2502.com)). A representative of the Mentor Council is expected to notify the student's parent/guardian of the first violation. A person violating the Code of Conduct may be asked to leave the pit area.

**Second violation:** A mentor will ask the student to leave the robotics room/event for the day. The Mentor Council will be notified of the violation. The student will not be allowed to participate in Talon Robotics activities for one week. The student's parent/guardian will be notified of the second violation and of the suspension from Talon activities. The student's parent/guardian will also be asked to attend a meeting with the student and Mentor Council to discuss any changes the student would be asked to make. A person violating the Code of Conduct will be asked to meet with the Mentor Council and/or the Community Education Youth Programs Coordinator and/or possibly school personnel.

**Third Violation:** A mentor will ask the student to leave the robotics room/event for the day. The Mentor Council will be notified of the violation. The student will not be allowed to participate in Talon Robotics activities for one week and may be removed from the team after a review by the Mentor Council. If the student holds a position on the team, the student may be removed from that position. The student's parent/guardian will be notified of the third violation and of the suspension from Talon activities, loss of position, or removal from the team.

## **Enforcement / Disciplinary Committee**

- The full Mentor Council is expected to enforce this Code of Conduct.
- The Mentor Council will make a recommendation of discipline, subject to approval by the Community Education Youth Programs Coordinator.
- Any discipline that involves a conflict of interest, for example a relative, for a member of the Mentor Council, the council member must recuse him or herself from any disciplinary decisions. The full Mentor Council should discuss any other potential conflicts of interest and further recusal of Mentor Council members from the discipline.
- Should it be necessary to avoid a conflict of interest, a Disciplinary Committee will be formed in a timely manner to replace the recused member(s) of the Mentor Council to maintain a minimum

of five members. This committee is expected to be made of up mentors and potentially district employees.

- No prior Code of Conduct or prior team precedence will supercede the current Code of Conduct.
- Any disputes of the violations or discipline must be conveyed to the Community Education Youth Programs Coordinator.

**I have received, read and understand the Talon Robotics Code of Conduct. By signing below, I am agreeing that I will abide by this policy.**

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Parent/Guardian signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Parent/Guardian signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

## Eden Prairie High School Student Discipline Policy Excerpts:

Every student and employee of Eden Prairie High School is entitled to learn and work in a safe school environment. To ensure this, the district and school have established clear student discipline policies, consequences appropriate for the behavior, and practices to consistently apply the policies. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the discipline policy. Any behaviors prohibited by policy may result in a referral to a pre-assessment team. The school district may take into account the student's disciplinary records while enrolled in EPHS. Where applicable, the student will be declared ineligible for participation in activities governed by the Minnesota State High School League. Students are expected to behave in accordance with federal, state and local laws and rules, district and school policies and regulations, and in a way that respects the rights and safety of others. Students violating the law will be referred to the police. The following are school discipline policies. **These discipline policies and the potential consequences apply at any time a student is present at a school location or at a school-sponsored event.** Listed are the violations and the recommended consequences for first, second and third offenses. The school district in its sole discretion may impose more severe consequences (i.e. expulsion) beyond those set forth in this policy based on the particular misconduct.

### Student Management Guidelines

The following are possible offenses for which students may be disciplined. The following guidelines do not include all possible student offenses. See Eden Prairie School District Policy 503.7R. These are guidelines only. The School District retains the right to suspend or expel a student or impose other disciplinary action at their discretion, based on the severity of behavior, the facts, circumstances, and nature of a student offense and the student's disciplinary record.

#### 1. Abuse, Verbal or Written

The use of language or actions that are obscene, threatening, intimidating or that degrades other people or incites other people is prohibited.

##### Guidelines for Potential Consequences:

- **First Offense:** 1 to 3 day suspension, mediation and anger management.
- **Second Offense:** 3 to 5 day suspension.
- **Third Offense:** Suspension pending recommendation for expulsion.

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#### 10. Bullying/Cyberbullying

- **Bullying:** Intimidating, threatening, abusive, or harming conduct that is objectively offensive and : a) There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or b) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, service, or privileges.
- **Cyberbullying:** bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. This includes use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

##### Guidelines for Potential Consequences:

- **First Offense:** Up to 3 day suspension; Report filed at District Office; Referral to outside agency; Intervention plan.
- **Second Offense:** Up to 5 day suspension, Report filed at District Office, Referral to outside agency, Intervention plan.
- **Third Offense:** Suspension, pending recommendation for expulsion.

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#### 23. Harassment

Any person who believes he or she has been the victim of sexual, racial, religious, sexual orientation harassment or violence or any other form of harassment, offensive behavior or hazing by any staff member or student in the school district should report it to the principal or responsible adult in the building, such as a teacher, counselor, security monitor, dean, or advisor, who will then notify the building principal or designee of the allegation.

##### 23a. Abuse, Verbal or Written

- The Eden Prairie School District seeks to maintain a learning environment free from sexual, racial, religious and sexual orientation harassment and violence.
- Sexual harassment is unwelcome sexual advances, indecent exposure, request or pressure for sexual activities, and/or other inappropriate verbal or physical contact of a sexual nature.

- Any vocabulary or action that degrades or is intimidating to one's sexual orientation is prohibited.
- Racial harassment is physical or verbal conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive academic environment; has the purpose or effect of interfering with an individual's academic performance; or otherwise adversely affects an individual's academic opportunities.
- Religious harassment is physical or verbal conduct relating to an individual's religion when the conduct has the purpose or effect of interfering with an individual's academic opportunities.

**Guidelines for Potential Consequences:**

- **First Offense:** Up to 3 day suspension, Student Activities contacted, referral to outside support, and harassment report form filed with the district.
- **Second Offense:** Minimum of 3 to 5 day suspension, Student Activities contacted, referral to outside support, and harassment report form filed with the district.
- **Third Offense:** Suspension pending recommendation for expulsion, Student Activities contacted, and harassment report form filed with the district.

**23b. Violence--Sexual, Sexual Orientation, Racial, Religious**

- Sexual violence is a physical act of aggression or force that includes touching another's intimate body parts or forcing a person to touch another's intimate body parts.
- Sexual orientation violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation.
- Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- Religious violence is a physical act of aggression upon another because of, or in a manner reasonably related to, religion.
- Indecent exposure.

**Guidelines for Potential Consequences:**

- **First Offense:** Minimum 5 day suspension, recommendation for expulsion, police report, and harassment report form filed with the district.
- **Second Offense:** Suspension pending recommendation for expulsion, police referral, and harassment report form filed with the district.

**35. Misuse of School Issued Technology**

See i-Learn Expectation Section of Handbook

**Guidelines for Potential Consequences:** Violations of these expectations could result in any of the following: removal of technology usage, disciplinary action (restricted study or suspension, legal action, police referral.\* Consequences for severe or multiple infractions may result in a recommendation for expulsion.

- **First Offense:** Up to one day suspension, possible legal action and police referral.\*
- **Second Offense:** 1 to 3 day suspension, possible legal action and police referral.\*
- **Third Offense:** 3 to 5 day suspension, possible legal action and police referral.\*

\*Consequences for severe or multiple infractions of computer use may result in a recommendation for expulsion.

**39. Trespassing**

Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the staff of that building. Any student on suspension who goes to a school location without permission is subject to additional suspension time/expulsion.

**Guidelines for Potential Consequences:**

- **First Offense:** Police referral and trespassing papers filed.
- **Second Offense:** Up to 1 day suspension and police referral
- **Third Offense:** Up to 3 day suspension and police referral.