



Appendix C: Code of Conduct & Disciplinary Procedures

Spartan Robotics Team Handbook 2025-2026
FRC- Teams 971 & 9584
Mountain View High School

Purpose and Scope

This appendix establishes the Code of Conduct and disciplinary procedures for all members of Spartan Robotics. As a school-sponsored club operating under Mountain View High School, the team maintains behavioral expectations that align with both FIRST Robotics values and MVHS policies.

Scope of Application:

- All official team activities (meetings, workshops, build sessions, competitions, team events)
- All team-related communications (Slack, email, team social media contexts)
- Does not apply to student behavior outside team activities (handled through MVHS procedures)

This appendix should be read in conjunction with:

- **Appendix A:** Safety Manual & Training Procedures
- **Appendix B:** Youth Protection Policies

This appendix may be updated annually to reflect changes in process, timeline, or team structure without requiring changes to the main Spartan Robotics Team Handbook.



1. Code of Conduct

Each student receives a copy of this Code of Conduct to sign upon joining the team. The Code of Conduct may be updated as needed to reflect team values and operational requirements.

1.1. Student Agreement

As a member of Spartan Robotics I agree to:

1. **Be engaged:** during team time I will be engaged in the activities and participate to the best of my abilities.
2. **Treat my fellow team members and team mentors** in accordance with Spartan Robotics and FIRST's core values, including Gracious Professionalism, at all times.
3. **Do my utmost to create a safe, inclusive, and welcoming environment** for everyone.
4. **Follow instructions** from mentors, supervisors, chaperones, carpool drivers, and other responsible adults.
5. **Understand that selection for the travel team** is at the discretion of the lead mentors. Decision criteria will include, but is not limited to, attendance at team meetings, engagement with team activities, willingness to do required roles, ability to complete tasks independently, and commitment to the team and our shared values.
6. **Wear my safety glasses, enclosed-toed shoes and any other required Personal Protective Equipment (PPE)** at all times within the machine shop, assembly area, field, competition field, competition pits, and other required locations.
7. **Complete the appropriate OH&S training sessions.**
8. **Wear appropriate, unmodified team apparel** at team competitions and events.
9. **Maintain confidential information:** given the competitive nature of *FIRST* Robotics Competition, I agree to maintain the integrity of confidential team information.
10. **Check Slack**, the team's main communication method, at least once a day. I will respond to messages, including RSVPs in a timely manner.
11. **Participate in at least 10 hours worth of outreach activities** annually, and log my hours.

I understand that failure to comply with this code of conduct may result in disciplinary action including, but not limited to, suspension and expulsion from the team.

Student Signature Section:

Student Name (print)

Student Signature

Date



1.2. Parent/Guardian Agreement

As a parent/caregiver of a member of Spartan Robotics I agree:

1. That I have read, understand, and agree to the student code of conduct above.
2. To support club activities through meals for team meetings, supervision, chaperoning trips, and/or joining a parent committee.
3. Any feedback will be provided to the lead mentors of the team in accordance with FIRST's core values including Gracious Professionalism.

Parent/Guardian Signature Section:

Parent/Carer Name (print)

Parent/Carer Signature

Date



2. Disciplinary Procedures

Spartan Robotics uses a progressive discipline approach to address violations of the Code of Conduct. The team prioritizes education, mediation, and restorative practices while maintaining clear consequences for repeated or serious violations.

2.1. Categories of Violations

Disciplinary procedures address the following categories of behavior:

1. **Workshop/Lab Conduct:** Inappropriate behavior in work areas, misuse of tools or equipment, creating disruptions during build sessions, or wasteful use of resources
2. **Respect and Professionalism:** Violations of Gracious Professionalism, disrespectful communication, exclusionary behavior
3. **Not Following Instructions:** Failure to follow directions from mentors, supervisors, or other responsible adults
4. **Safety Violations:** Failure to wear required PPE, unsafe operation of tools or equipment, creating safety hazards

Note: For specific examples of workshop and lab expectations, refer to team safety posters and Appendix A.

2.2. Zero Tolerance Violations

The following behaviors constitute immediate and serious violations of the Code of Conduct and are subject to immediate referral to MVHS administration:

- Physical altercations
- Severe verbal abuse (cursing at others, name calling, profanities directed at team members)
- Bullying, harassment, or other inappropriate behavior as defined in Appendix B (Youth Protection Policies)
- Any behavior that violates MVHS student conduct policies

Minor incidents related to Youth Protection Policies may be handled by lead mentors or the club advisor through mediation, but any escalation or pattern will be referred to school administration.

2.3. Progressive Discipline Framework

Level 1: Verbal Warning



Issued by: Any mentor, supervisor, or responsible adult

Documentation: Optional (at mentor's discretion for personal records)

Parent Notification: None

Purpose: Immediate correction of minor violations; educational opportunity

A verbal warning addresses the behavior, explains why it is problematic, and clarifies expectations for future conduct. Verbal warnings may be witnessed by others present during the incident.

Level 2: Written Warning

Issued by: Lead mentors (club advisor notified)

Documentation: Required via Slack and/or email, maintained by lead mentors

Parent Notification: Not immediate, but parents will be notified if a pattern emerges

Consequences:

- Written warnings remain active for the current season
- Multiple written warnings may impact competition eligibility (see Section 3.6)
- May serve as a tiebreaker when selecting competition travel team members

A written warning is issued when:

- Verbal warnings have not corrected the behavior
- A violation is more serious but does not warrant immediate suspension
- A pattern of minor violations emerges

The written warning will specify:

- The violation that occurred
- Reference to the relevant Code of Conduct provision
- Expected behavioral changes
- Potential consequences of continued violations

Level 3: Suspension

Decided by: Lead mentors and club advisor (in consultation with MVHS administrator)

Documentation: Required, following MVHS procedures

Parent Notification: As required by MVHS procedures

Consequences:

- Removal from team activities for a specified period
- Exclusion from competition team for the current competition or season
- Potential impact on future team participation

Suspension occurs when:



- Written warnings have not corrected the behavior
- A serious violation occurs that requires immediate removal from team activities
- A pattern of violations demonstrates lack of commitment to team values

Reinstatement Process: Following a suspension, the student must meet with lead mentors and/or club advisor to:

- Confirm understanding of the reasons for suspension
- Discuss expected behavioral changes
- If needed, create an improvement plan (owned by the student) to prevent repetition
- Receive clearance to return to team activities

Level 4: Removal/Expulsion

Decided by: MVHS administration (following school disciplinary procedures)

Process: Referral from lead mentors and club advisor

Removal from the team occurs when:

- Suspension has not corrected the behavior
- A severe violation of the Code of Conduct occurs
- A zero-tolerance violation occurs
- The student's continued presence poses a risk to safety or team environment

Note: Students may also be removed from the team roster for non-disciplinary reasons (e.g., extended absence without communication, voluntary withdrawal).

2.4. Safety Violations - Special Considerations

Given the serious nature of safety violations, the following additional procedures apply:

Immediate Intervention:

- Any mentor, supervisor, or lead student may immediately intervene to stop unsafe behavior
- The individual will be directed to correct the behavior immediately
- For serious safety violations, the individual may be removed from the work area for the remainder of that meeting

Progressive Response:

- First safety violation: Immediate correction, discussion of proper procedures (may include verbal warning)
- Failure to immediately follow safety instructions: Removal from work area for remainder of meeting, verbal or written warning



- Repeated safety violations: Written warning, potential impact on workshop access and competition eligibility
- Pattern of continued unsafe behavior: Suspension or removal from team

The involved adult (usually a supervisor) may document safety violations if deemed necessary, even if no formal disciplinary action is taken. An [incident report](#) form is available for this purpose. This documentation helps identify patterns and training needs.

2.5. Mediation Process

Spartan Robotics prioritizes mediation as the first response to interpersonal conflicts between team members, unless the situation involves zero-tolerance violations.

When Mediation is Used:

- Conflicts between team members
- Communication breakdowns affecting team dynamics
- Disputes about work assignments or collaboration
- Concerns about respect or inclusivity

Mediation Process:

1. **Timing:** Mediation should occur immediately or shortly after an incident is reported
2. **Facilitators:**
 - Lead mentors mediate to resolve general behavioral or interpersonal issues
 - Responsible area mentor may facilitate conflicts within their specific area
 - Club advisor is involved for broader attitude or team culture issues
3. **Goals:**
 - Allow all parties to express their perspectives
 - Identify mutually acceptable solutions
 - Reinforce team values and expectations
 - Prevent escalation of conflicts

If Mediation Fails: If mediation does not resolve the conflict or if the behavior continues, the situation will be:

- Escalated to written warning (if appropriate), or
- Referred to MVHS administration for additional support

2.6. Impact on Competition Eligibility

Disciplinary actions may affect a student's eligibility to travel with the competition team:



Written Warnings:

- May serve as a tiebreaker when selecting travel team members (all other factors being equal)
- Multiple written warnings during a season may result in exclusion from competition team

Suspension:

- Student is ineligible for competition team during suspension period
- Lead mentors may extend competition ineligibility beyond the suspension period based on the nature of the violation

Competition Selection Criteria: As stated in the Code of Conduct, selection for the travel team is at the discretion of lead mentors and includes consideration of:

- Attendance at team meetings
- Engagement with team activities
- Willingness to fulfill required roles
- Ability to complete tasks independently
- Commitment to team values
- Disciplinary record (when applicable)

Further details on competition selection are provided in Appendix E: Competition Team Selection & Procedures



3. Appeals and Reinstatement

3.1. Appeals Process

Written Warnings:

- Students may appeal a written warning directly to the lead mentors
- Students must present their own case; parents/guardians may support but cannot appeal on the student's behalf
- The appeal should be submitted within 5 school days of receiving the written warning
- Lead mentors will review the appeal and respond within 5 school days

Suspensions and Removals:

- Appeals follow MVHS disciplinary procedures
- Students and parents/guardians should direct appeals to the appropriate MVHS administrator
- Lead mentors will provide necessary information to school administration

3.2. Duration of Disciplinary Records

- **Verbal warnings:** Not formally tracked; at mentor's discretion
- **Written warnings:** Remain active for the current season; maintained in team records for duration of student's team membership
- **Suspensions:** Follow MVHS record-keeping procedures
- **Removals:** Follow MVHS record-keeping procedures

3.3. Demonstrating Improvement

While written warnings remain on record for the duration of the season, students who demonstrate sustained improvement may find that prior warnings carry less weight in future decisions:

- Consistent adherence to Code of Conduct
- Positive contributions to team culture
- Leadership in modeling appropriate behavior
- Active participation in team activities

Lead mentors consider the overall pattern of behavior, not just isolated incidents, when making decisions about competition eligibility and team standing.



4. Confidentiality and Privacy

Disciplinary matters will be handled with as much confidentiality as is reasonable and appropriate:

General Principles:

- Disciplinary discussions involve only the student, relevant mentors, and administrators
- Parents/guardians are notified as outlined in Section 3
- Other team members are not routinely informed of individual disciplinary actions

Exceptions:

- Verbal warnings may occur in the presence of others and are typically more public
- Lead mentors may inform the broader team of an incident if it affected the team as a whole (in consultation with club advisor)
- Information may be shared with MVHS administration as necessary
- Safety violations may require wider communication to prevent similar incidents

Documentation:

- Written warnings are shared only with the student involved
 - Lead mentors maintain confidential records of written warnings and suspensions
 - Records are retained for the duration of the student's team membership to identify recurring behavior patterns if needed
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5. Relationship to MVHS Discipline

School Authority Supersedes Team Authority:

Spartan Robotics is a school-sponsored club operating under Mountain View High School. All team policies and procedures are subordinate to MVHS policies and procedures.

When School Discipline Applies:

- Any violation of MVHS student conduct policies (whether during team activities or not) is subject to school disciplinary procedures
- MVHS administration has final authority on all disciplinary matters
- Team-level discipline may occur in addition to school-level discipline

Coordination:

- Lead mentors will consult with MVHS administration before issuing suspensions
- Any removal from the team must be processed through MVHS administration
- Incidents that occur during team activities but violate MVHS policies will be reported to school administration
- Behavior outside team activities that violates MVHS policies will be handled entirely by school administration

Information Sharing:

- MVHS administration may inform lead mentors of disciplinary actions affecting team members (at administration's discretion)
 - Lead mentors will provide necessary information to support school disciplinary processes
 - Student privacy rights will be respected per FERPA and MVHS policies
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6. Questions and Resources

Students and parents/guardians with questions about the Code of Conduct, disciplinary procedures, or specific situations should contact:

First Point of Contact:

- Lead Mentors (for Code of Conduct questions, appeals of written warnings, general concerns, and team culture issues)
- Club Advisor (for parent concerns regarding how lead mentors are handling a situation, or when lead mentors are directly involved; serves as liaison between mentors/parents and school administration)

School Administration:

- For appeals of suspensions or removals
- For incidents involving MVHS policy violations
- For concerns requiring school-level intervention

Additional Resources:

- **Appendix A:** Safety Manual & Training Procedures
- **Appendix B:** Youth Protection Policies
- **Appendix E:** Competition Team Selection & Procedures
- **MVHS Student Handbook:** Complete MVHS disciplinary policies and procedures

This appendix was last updated: August 2026

Next scheduled review: April 2027

For the most current version of this appendix and all team policies, visit the Spartan Robotics team website or contact team leadership.

Spartan Robotics

Mountain View High School

FRC Teams 971 & 9584

<https://spartanrobotics.org>