

DVHS Robotics Club Safety Contract

The DVHS Robotics Club is a club that focuses on designing and building robots. This club is purely voluntary and the club members will be working with many potentially hazardous tools and machinery. Remember, safety is the #1 priority for everyone in the club. To ensure a safe environment, a list of general rules has been developed so please take some time to review it. We would not like to break our perfect safety record.

Attitude

- Horseplay will not be tolerated at all. This is evidence of a poor safety attitude.
- The safe way is always the best way.
- Your safety is everyone's responsibility.
- Others' safety is everyone's responsibility.
- Mistakes cause accidents.
- The number one cause of accidents is a poor attitude
- Keep your mind on your work.

Clothing and Protective Equipment

- Never wear jewelry or loose clothes while working with machines.
- Wear protective glasses/goggles at all times.
- Long hair should be tied back or worn under a cap to avoid getting it caught in the machinery.
- You should wear hard shoes or boots with rubber soles.

Working with Tools and Machines

- Don't use any equipment you are not familiar with. Ask for help.
- The most important reason to use the right tool for the job is safety.
- If a machine doesn't sound right, or if you can see that something is wrong, tell the leader immediately.
- Leave space for the person working on a machine or power tool.
- One person per machine or tool unless otherwise needed.
- If you have to leave a machine, turn it off and wait until it stops.
- Pull the plug, not the cord, when you unplug a power tool.
- Sharp or pointed tools must be carried with the point down.
- When you approach a machine, be sure it is off and not coasting.
- Never talk to a person while he/she is operating a machine.
- Wait until the blade stops before removing any scraps.
- Make all adjustments with the power off and the blade stopped.
- Machines should be allowed to reach full speed before starting to cut.
- Never distract the machine operator.
- Never place your hand or fingers in line with moving parts.
- When operating any machine, give it all of your attention.
- The cord must be disconnected from the power source before changing bits, belts, or blades.
- Damaging the cord of electrical hand-held tools may cause an electrical shock. Report to leader if any case arises.
- Never set a hand-held power tool down while it is running or coasting.
- Check blades, belts, and bits are installed properly before using.
- You must be able to measure before you can use most power equipment.
- Always secure your work with a clamp or vise.
- Do not overreach, keep your balance.

- Use only properly insulated or grounded tools.
- Take your time when working with tools.
- Plan your work; measure twice and cut once.
- Use only tools that are sharp and in good condition.
- Return all tools to their proper places when you are finished using them.
- Stand to one side when using power tools.
- Use the right tool for the job.
- Use a vacuum to clean up your mess when finished.

Health

- Lift with your legs, not your back.
- Get help to lift or move long or heavy objects or materials.
- If you do not feel well, tell one of the leaders. You are not forced to work everyday.
- If there is an accident, even a minor one, it should be reported immediately to the leader or mentor.
- If you have certain conditions that need to be explained, please notify the leader or mentor.

On behalf of leadership, we hope you all have a safe year here.

Agreement

I, _____ (member's name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to ensure my own safety, and that of my fellow members and peers. I will cooperate to the fullest extent with my leader and fellow members to maintain a safe working environment. I am aware that any violation of this safety contract that results in unsafe conduct in the shop or misbehavior on my part, may result in me being removed from the club and I will be liable for the damages caused to anyone and anything.

Student Signature

Date

Dear Parent or Guardian:

The DVHS Robotics Club feels that you should be informed regarding the club's effort to create and maintain a safe working/shop environment. With the cooperation of the mentors, parents, leaders and the club members, it can prevent and correct possible hazards.

You should be aware of the safety instructions your son/daughter will receive before engaging in any shop/building activities. Please read the list of safety rules above. No student will be permitted to perform hands-on activities unless this contract is signed by both the student and a parent/guardian and is on file with the club's records.

Your signature on this contract indicates that you have read this DVHS Robotics Safety Contract, are aware of the measures taken to insure the safety of your son/daughter in the shop, and will instruct your son/daughter to uphold his/her agreement to follow these procedures.

Parent/Guardian Signature

Date

DONATIONS:

Donations are another valuable asset for the club to run successfully. We will use the donation money to to pay for tools and equipment, new parts for robots, tournament registration, and other necessary items/services. Our minimum requirement for the club per person will be \$250. This will be greatly appreciated. Remember, the club is driven by the students.

Donations can be made via the DVHS Webstore or check. To pay online via credit card, visit parents.dvhsrobotics.com to access the DVHS Webstore. If paying by check, please make checks payable to: **DVHS Robotics** and make sure your student's ID number is written in the memo line.

If you have any questions, please email them to contact@dvhsrobotics.com.



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT STUDENT CODE OF CONDUCT FOR SCHOOL TRIPS Grade 6-12

School-sponsored trips are planned with an educational objective. The success of these trips depends upon the conduct of all students who participate.

Participation in a school trip is a privilege. It should be noted that attendance is voluntary, not mandatory, and, as such, the student agrees to abide by the rules and regulations or forfeit his/her personal rights to participate in the trip. In order that everyone receives maximum benefit from their participation on this trip, the "Student Code of Conduct" must be adhered to at all times. There are standards for behavior that students are expected to uphold at all times. These include:

1. Respecting public and private property.
2. Obeying all policies of the San Ramon Valley Unified School District, school and organization in effect for the duration of the trip.
3. Conducting oneself in a courteous and respectful manner at all times.
4. Remaining in the presence of adult supervision at all times, unless explicit consent has been given by an adult supervisor.
5. Following directions and instructions of chaperones without fail.
6. Refraining from bringing, consuming, or being in the presence of drugs, alcohol or tobacco. Understanding that choosing to bring, consume, or be in the presence of others who are consuming will lead to suspension and/or expulsion, as well as immediate termination of the trip privilege. Consequences will be applied regardless of whether the student has brought or consumed alcohol, tobacco or drugs, or has associate with, or is in the presence of others who are consuming drugs, alcohol or tobacco.
7. Acquiring a physician's written orders to carry and take any prescription medication.
8. Adhering to the trip dress code.
9. Abiding by the curfew established.
10. Spending each night in the assigned room.
 - a. No student may leave his/her room for any reason after lights are out without a chaperone's permission and presence. The only exception to this rule is when all hotel guests are to respond immediately to a fire alarm or other emergency situation.
 - b. No student shall be in another student's room when the other student is of the opposite gender, unless a chaperone is present.
11. Consenting to a luggage check by appropriate school staff prior to leaving for the field trip and upon return.
12. Allowing to a search of the room and personal belongings at any time deemed necessary by the appropriate school staff based on reasonable suspicion.

STUDENT CODE OF CONDUCT FOR SCHOOL TRIPS

I agree that if or any reason I am in violation of the rules of the school trip, I may be brought before the appropriate school personnel for disciplinary action. I further agree to accept the penalty imposed on me, with the understanding that all such actions will be explained to me. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being sent home *immediately at my own expense or being arrested by law enforcement officers*.

Rule violations will be dealt with in the following manner:

1. The staff supervisors will take immediate action for any rule violation.
2. The staff supervisors will notify the principal of the violation and the action taken and make a recommendation for disciplinary action.
3. Violators will have the opportunity to state their version of what happened.
4. The principal or other SRVUSD administrator will make the formal decision as to the penalty imposed based on all evidence presented.
5. The penalties may include the following
 - a. Reprimand
 - b. Probationary period
 - c. Disqualification from future activities
 - d. Being sent home at own expense
 - e. Suspension and/or recommendation for expulsion from school

- ☐ I understand the behavior expectations and the consequences of violating the Student Code of Conduct. I have read this code and agree to comply with all of the rules and regulations as outlined by the staff supervisor.

Student Signature _____ Date _____

- ☐ I understand and support the behavior expectations and the consequences if my child Violates the Student Code of Conduct. My child has read this form and will comply with all of the rules and regulations as outlined by the staff supervisor.

Parent/Guardian signature _____ Date _____

- ☐ The above Student Code of Conduct has been explained to the school trip participant. I Have notified the participants as to the rules and regulations of this school trip. I will serve as the appropriate staff supervisor during the school trip by signing below.

Staff Supervisor signature _____ Date _____

Staff Supervisor signature _____ Date _____