



Team Handbook

This team handbook of FIRST Team 2228, CougarTech, outlines team policies and practices. It is expected that each student comply with team policies and practices.

The HFL Student Handbook is the primary source for direction on maintaining eligibility. If the student is unable to maintain a passing average, he/she will be considered an inactive member until the required grade is met.

The HFL Code of Conduct will be followed at all times. An abridged version is attached for your reference.

Updates to this handbook may occur annually as needed, unless otherwise noted in specific sections within this document. The Leadership Team as described in this handbook will make final decisions regarding the content, each fall before the first official FIRST activity.

September 30, 2015

Honeoye Falls – Lima
Central School District
20 Church Street
Honeoye Falls, NY 14472

1 Overview

1.1 Purpose

This handbook is an information source and communication tool for the use of the CougarTech 2228 FIRST Robotics Team. It contains information regarding team roles and responsibilities, team events, travel information, safety instructions and other important information, which team members should reference. In addition, policies and procedures are outlined and explained, with the expectation that team members follow them. See the 'Student Contract' at the end of this handbook.

The CougarTech 2228 team is comprised of Honeoye Falls-Lima and Rush-Henrietta High School students, faculty advisors, mentors, parents and team alumni. The information contained within this handbook applies to all team members, unless otherwise specified.

1.2 History

Team 2228 began operations in 2006 after several years of preparation by community members. A core group spread the word about regional competition, LEGO Leagues, and engineering design. To raise interest, technology teachers filled a bus with students and administrators and attended the Finger Lakes Regional Competition at Rochester Institute of Technology.

Experiencing the spirit and energy of this competition energized the group. A steering committee, led by Paul Fleming was established and subsequently, Team 2228 formed immediately with a rookie team of 40 students and numerous mentors.



The robotics grassroots community formed a steering committee. Their first challenge was to solicit support from anyone for anything a robot or a team needed. The contributors stepped up to provide food, access to a lift truck, machined parts and registration fees. Our start-up contributor, Alstom Corporation, supported the cost of building the robot, competition registration, travel expenses, teacher stipends, and team shirts. After Alstom succeeded in establishing Team 2228, we gained support from Xerox Corporation, Mendon Foundation, Lee Garelick Family, Honeoye Falls-Lima Central School, Rush-Henrietta Central School, Sage Ruttly Financial Services, and Guida's Pizzeria.

Team 2228 hails from upstate New York State, a suburban community interested in education. Advanced mathematics, science, and introductory engineering are available in the high performing school district. Community based mentors teach software and website programming as well as offer application and integration of engineering and math learned at school. Team 2228 meets the needs of both academically capable and hands-on learners. Past team members comment on what they learn from involvement with FIRST:

- working with other people in a team
- how projects are organized
- how things are done in the real world
- problem solving
- accounting, fund-raising & marketing
- engineering & technology
- computer programming
- gracious professionalism

1.3 What is FIRST?

1.3.1 Vision

"To transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology heroes."

Dean Kamen, Founder

1.3.2 Mission

Our mission is to inspire young people to be science and technology leaders, by engaging them in exciting programs that build science, engineering and technology skills that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication and leadership.

1.3.3 Gracious Professionalism

Gracious Professionalism is part of the ethos of FIRST. It's 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. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended.

In the long run, Gracious Professionalism is part of pursuing a meaningful life. One can add to society and enjoy the satisfaction of knowing one has acted with integrity and sensitivity.

1.4 College and Career Opportunities

The goal of team 2228 is to have every student graduate from high school and pursue either advanced education or a career in STEM. In support of this goal every senior should apply for a FIRST scholarship, along with eligible juniors.

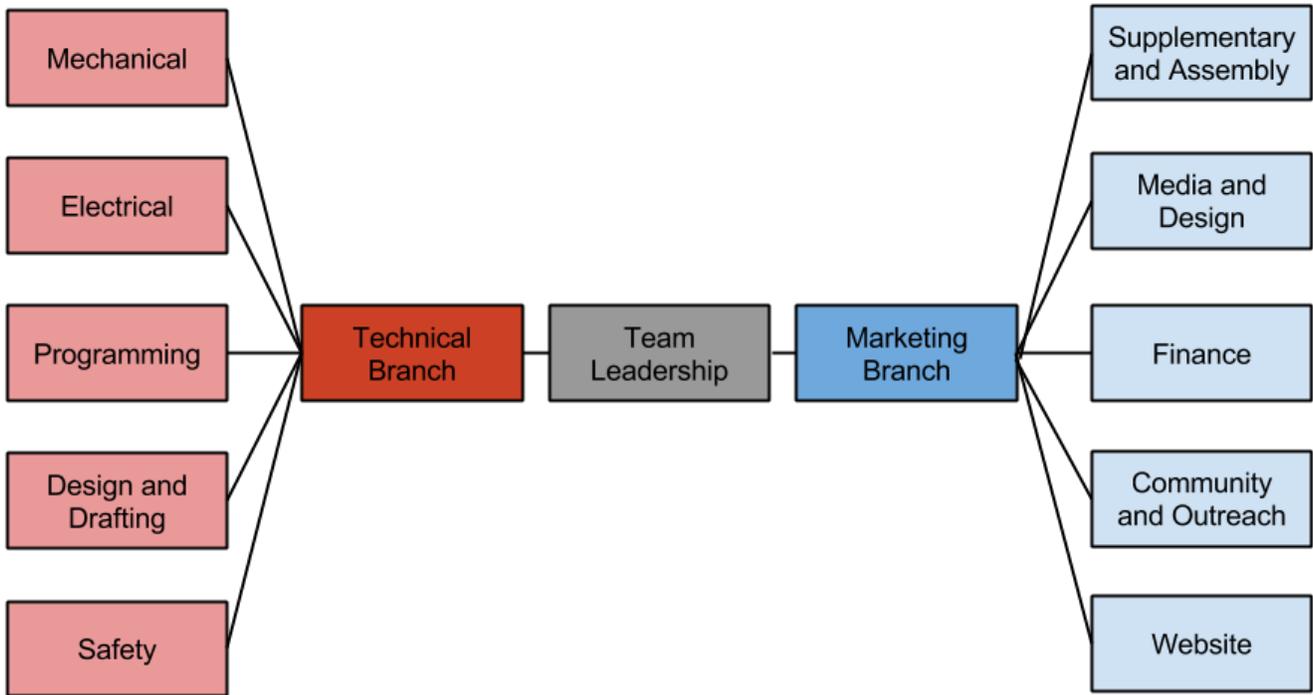
2 Roles, Responsibilities, and Team Organization

2.1 Team Organization

To be a member of CougarTech 2228 all students must register on STIMS on the FIRST website, and mentors must register on TIMS on the FIRST website. All required consent and release forms, school district permission slips, and travel permissions slips must be completed to participate with the team.

CougarTech 2228 is organized as defined in the team organizational chart. See below. The subsequent subsections outline the roles and responsibilities of the team.

Organization Chart for Team 2228 CougarTech



2.1.1 Team Captain/Team Leadership

FIRST requires one team member to be identified as the Team Captain. CougarTech Team 2228 identifies the Team Captain as the Team Lead. These titles may be used interchangeably throughout this handbook.

The Team Captain and the Team Vice Captain run for election as a pair, similar to the President and Vice-President of the United States of America. Both these positions are usually held by upper classmen with at least one year of experience on the team. The team captain must demonstrate technical, marketing, and strong communication skills. The student captain is responsible for the project management of the entire team. He/she will be required to manage the team schedule, activities and facilitate team meetings. The team captain will also be responsible to ensure the branch directors are fulfilling their

responsibilities effectively. At times, the team captain will delegate activities as necessary. The team captain is also responsible for escalating issues to the leadership team for resolution. The position of team captain requires time spent outside of scheduled meetings. The team captain is expected to attend 90% of team meetings.

2.1.2 Vice Team Captain/Team Leadership

The Vice Team Captain is an elected position selected by the team as a running mate of the Captain. The Vice Team Captain will be responsible for substituting for the Team Captain when he/she is unavailable, and will work closely with Team Captain to perform any duties necessary to keep the team functioning smoothly. The Vice Team Captain is expected to attend 90% of team meetings.

2.1.3 Branch Directors

There are two Branch Directors appointed by the team captains. The Technical Director will oversee the equipment, robot build, and performance. The Marketing and Operations Director will oversee team branding, financial stability, community outreach, and award submissions. The Branch Directors are expected to attend 90% of team meetings.

The Branch Directors coordinate efforts between their respective subteams. Each subteam will have a subteam lead and a back up. Each branch of the team is shown below:

Technical Branch Subteams:

- Mechanical
- Electrical
- Programming
- Design and Drafting
- Safety

Marketing and Operations Branch Subteams:

- Community Outreach and Service
- Finance
- Media and Design
- Website and Social Media
- Supplementary and Assembly

2.1.4 Subteam Leads

Subteam Leads run for election. The subteam leads will report to their respective branch director and will work closely with the subteam mentors. They are responsible for ensuring that the subteams plan and execute all duties and activities allocated to them. Subteam leads are also responsible for escalating any issues that cannot be resolved within the respective subteam. It is important to recognize that subteams cannot function in a vacuum and must work together with other subteams to accomplish cross-team activities. The level of commitment varies depending on subteam; however subteam leads are expected to attend 90% of their respective subteam meetings.

More information on the election process can be found in Amendment #2 in this handbook.

2.1.5 Team Members

Team members are the foundation of CougarTech 2228 and the team cannot function if its members are not committed. All current members are representatives of the team and shall act in a manner in accordance with the vision and mission of FIRST and will act with gracious professionalism at all times. Team members will be committed to the team as a

whole, as well as individual subteams, and will actively participate in any work that the team is currently engaged in. The leadership team may ask any team member to leave if they are not a productive member.

2.1.6 Mentors

Mentors are adult members of the team that provide guidance to student team members. Mentors may have a variety of levels of commitment to the team, all of which are welcomed. Mentors in support of a subteam must commit to the team throughout the year. This includes committing to attend and participate during the FIRST competitions. At any time, this commitment may require a mentor to pay for travel, food, and use personal vacation time.

Team 2228 Mentors listen, guide, care, are practical, provide insight, are accessible, criticize constructively, are supportive, and aim to be specific. Mentors are not only successful themselves, but foster success in others. Mentors are well respected in their own organizations and communities and are here to share industry with the students of Team 2228.

2.1.7 Alumni Mentors

Former team members may become alumni mentors. They will be treated as an adult not a student. They will take on mentor responsibilities. At any time, this commitment may require an alumni mentor to pay for travel, food, and use personal vacation time.

2.1.8 Faculty Advisor(s)

Faculty advisors are necessary to maintain consistent communication between CougarTech 2228 and the school administration. It is necessary that they understand, reference, and provide copies of school policies that affect the team. Faculty Advisors are responsible for assuring active members remain academically eligible to participate in extra curricula activities. Faculty advisors will be responsible for scheduling and supervising all team meetings that are conducted within the boundaries of school property. They are also responsible for the conduct of the team members and administering disciplinary actions consistent with school policies. See Honeoye Falls – Lima Central School District 'Code of Conduct' in Figure 1 of this handbook.

2.1.9 Parents

Parents are strongly urged to support the team by helping in a variety of ways. Team 2228 needs assistance in identifying scholarships, coordinating food, making competition arrangements, coordinating fundraisers as well as helping to organize the team banquet. Each family is expected to provide at least one lunch on Saturday during build season. This effort is important because taking time to travel to eat disrupts work. It should be noted that parents will provide payment for student travel expenses.

2.1.10 Leadership Team known as 4-Square

The leadership team is comprised of the Team Captain, Vice Team Captain, Branch Directors, Faculty Advisors, and lead Mentors. The leadership team is empowered to make decisions that transcend the entire team. This leadership team exists to facilitate internal communication and provide opportunities to foster development of better leaders. The leadership team is responsible for setting the proposed budget for the team and subteams as necessary. The leadership team shall also resolve any disciplinary issues according to school policy.

2.2 Responsibilities of Branches and their Subteams

2.2.1 Technical Team

The technical side of Team 2228 has an appointed Technical Director as the head of that branch. The Technical Director is responsible for setting the goals of the technical groups. The director is responsible for communication down the branch, organization of work for the branch, assisting any subteam in the completion of work, reporting problems and success up to the leadership team, and maintaining gracious professionalism throughout the branch. The Technical Director collaborates with the technical branch mentor in determining the goals, and the order of work. The Technical Director is responsible for communicating problems related to achieving the goals to the lead mechanical mentor for resolution. The Technical Director is responsible to ensure that tasks are performed on schedule and within allocated budget using appropriate materials from the Kit Of Parts. During the competition, this person has added responsibilities.

2.2.1.1 Design and Drafting Subteam

This subteam is headed by an elected leader. The D&D Lead is responsible for training team members in useful skills, building and maintaining files for the computer aided design (CAD) activity of robot build including award submission files. This team lead works in collaboration with a CAD mentor.

2.2.1.2 Electrical Subteam

This subteam is headed by an elected leader. With the collaboration of the electrical mentor, the Electrical Lead is responsible for training team members in useful skills, building and repairing any electrical component on any robot, and developing wiring diagrams.

2.2.1.3 Mechanical Subteam

This subteam is headed by an elected leader. With the collaboration of a mechanical mentor, the Mechanical Lead is responsible for training team members in useful skills, building and repairing any mechanical component on any robot, monitoring the Kit of Parts, coordinating efforts with D&D, providing insight into the functioning of the robot to the drive team.

2.2.1.4 Programming Subteam

This subteam is headed by an elected leader. With the collaboration of a programming mentor, the Programming Lead is responsible for training team members in useful skills, writing code for any robot, and providing insight into the functioning of the robot to the mechanical and drive teams.

2.2.1.5 Safety Subteam

This subteam is headed by an elected leader. With the collaboration of a safety mentor, the Safety Lead is responsible for training Team 2228 members on safety rules, regulations and procedures. The Safety team monitors safe practices in the shop, dismissing from the shop and the pit area any person not practicing safety. Often referred to as the Safety Captain during competitions, this team maintains a safety handbook, works with pit design to incorporate safe practices, and may develop any number of imaginative methods to improve safety.

2.2.2 Marketing and Operations Team

The operations side of Team 2228 has an appointed Marketing and Operations Director as the head of the branch. The M&O Director is responsible for setting overall goals, communication down the branch, organization of work for the branch, assisting any subteam in the completion of work, reporting problems and successes up to the leadership team, and maintaining gracious professionalism throughout the branch. The M&O Director collaborates with M&O branch mentor in determining the goals, and the order of work. The M&O Director is responsible for communicating problems related to achieving goals to mentors for resolution. The M&O Lead maintains an inventory of materials, makes sure work is performed on schedule and within allocated budget. At competitions, this person has added responsibilities, including but not limited to: awards submissions and team promotion.

2.2.2.1 Community Outreach and Service Subteam

This subteam is headed by an elected leader. The CO Lead is responsible for recruitment of new members, coordinating community service events and fundraisers, and developing opportunities for recognition of FIRST. The CO Lead works closely with sponsorship mentor to prepare and present materials to potential sponsors. Working closely with the M&O Branch Director, the CO team will prepare Chairman's Award materials.

2.2.2.2 Media and Design Subteam

This subteam is headed by an elected leader. The MD Lead is responsible for the product packaging and the branding of the team. These activities include pit design, mascots, button production, T-shirt graphics and production, costumes, video production for Chairman's Award, submissions for Animation Award, newspaper articles, and content development for the team website.

2.2.2.3 Social Media & Website Subteam

This subteam is headed by an elected leader. The SM&W promotes Team 2228 in a positive manner through social media and the team website. The team lead and the website mentor train members in useful skills to build and maintain a website.

2.2.2.4 Supplementary & Assembly Subteam

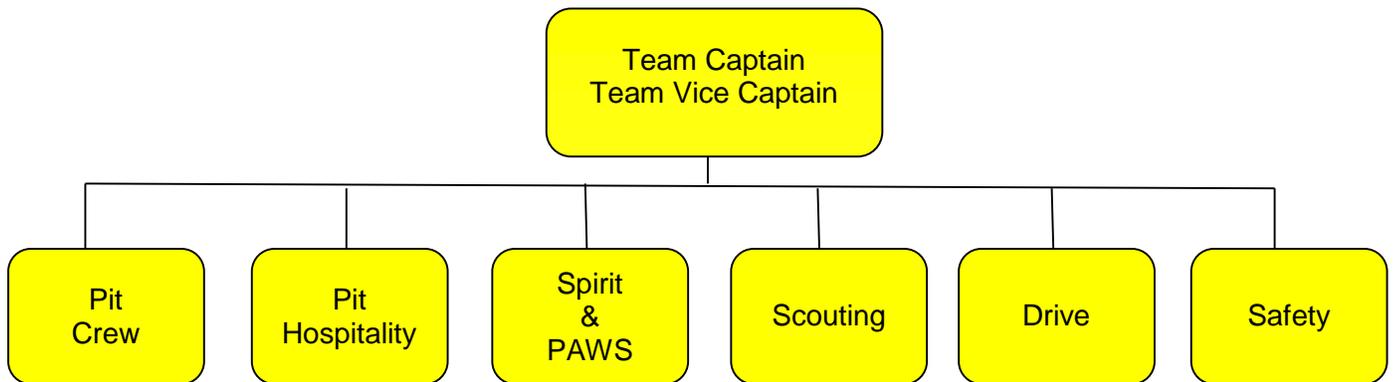
This subteam is headed by an elected leader. S&A maintains the storage closet and has a firm grasp of inventory. Working within budget and time constraints, S&A designs procures, fabricates robot bumpers and game field elements. S&A designs and builds team-to-team awards. This group may assist in pit improvement projects.

2.2.2.5 Finance Subteam

This subteam is headed by an elected leader. Since mentors are responsible for ordering materials, performing banking, and payment services, the Finance team works closely with several mentors to maintain the budget, and the bill of robot materials. The Finance Lead will collaborate with sponsorship mentor, execute the business plan, and prepare materials for the Entrepreneurship Award submission.

2.3 Competition Team

During competitions, Team 2228 requires a set of temporary teams under the direction of Team Captain and Vice Captain. These team members as well as the associated mentors must commit to attending the competition and being available to perform their assigned duties. During the build and off season, members of these teams will have other responsibilities.



2.3.1 Team Captain and Vice Captain must know the design of the robot well enough to describe to a judge. They must know registration, award scheduling, team award submissions, and how alliance selection is completed for the competition venue.

2.3.2 Pit Crew maintains the robot for competition. This team usually consists of mechanical mentor, a programmer, electrician, mechanic, and driver.

2.3.3 Pit Hospitality Team sets up the pit area displays, meets with judges and other team representatives to display Team 2228 in the best possible light.

2.3.4 Spirit Team sells Team 2228's image by cheering and dancing, supports other teams, displays gracious professionalism, and engages in positive interaction with other teams. **PAWS** is an acronym for Pit Assistance With a Smile. During competition the PAWS team moves through the pit area lending help and materials to other teams.

2.3.5 Scouting Team designs the data collection format, collects the data during the first day of competition, organizes the data into reports, and presents the facts about other teams for use in alliance selection.

2.3.6 Drive Team gets the competition robot into and out of the arena, establishes start-up and shut-down procedures, and controls the robot on the competition floor.

2.3.7 Safety Team escorts the competition robot to and from the competition floor, and maintains safety rules and procedures for all people entering the pit area.

3 Participation

Participation on Team 2228 requires students to be interested in activities of this group and to have time to commit to team activities. Team members must be willing to develop their skills, demonstrate effort, and be willing collaborators with other team members.

3.1 Team Member Expectations

- Team members are expected to attend all scheduled full-team meetings, to arrive at the proper start time of the meeting and to leave at the proper end time.
- During the school year, meetings are held every Wednesday evening at 7pm for approximately two hours. During build season, a Saturday session from 9am to 4pm is added to the regularly scheduled meeting. Every effort should be made to attend meetings. Additional weekly subteam meetings may be required.
- If a team member cannot attend a meeting he/she must contact his/her subteam lead or the team captain via e-mail or phone **PRIOR TO THE MISSED MEETING**. They must outline the work that needs to be done and who will now complete the team task.
- Team members are expected to keep current with team activities deadlines and requirements. Team members can do this by attending all meetings.
- Team members are expected to actively participate in meeting activities.
- Team members are expected to take initiative to determine what tasks need to be completed in support of the team. Some downtime (lack of having a team task to work on) is expected. Excessive downtime will not be tolerated.
- The HFL student handbook is the primary source for direction on maintaining eligibility. If the student is unable to maintain a passing average, they will be considered an inactive member until the required grade is met.
- FIRST robotics is a unique opportunity to learn from professionals and to accomplish formidable tasks. It is not a social club. We do expect social interactions to occur as we build a true team, however our team meetings and events are not the place for excessive socializing or displays of affection.
- Team members are expected to promote FIRST and technology education in their communities and schools; this entails participation in presentations about FIRST Robotics.
- **HAVE FUN!!!** Being an active member of this team takes much work, but the rewards far outweigh the efforts. Take advantage of this unique opportunity.

3.2 Team Rules

To maintain membership in good standing with CougarTech 2228, each student team member must obey the team rules. Failure to do so may result in consequences up to dismissal from the team. Team members and mentors are to practice gracious professionalism at all times, which means that we act in a manner that makes our grandmothers proud.

3.3 Professionalism and Respect

- We treat each other, as well as other teams, with courtesy and respect.
- Team members must be an active member of the team.
- Mentors represent the community and their professions. They are volunteers, sharing with the team their time and expertise. They should be treated as professional partners.
- Team members must dress appropriately at all times. Appropriate dress is defined in the HF-L handbook. When working in the shop, open toed shoes, loose clothing, and jewelry cannot be worn. Long hair should be styled so as to avoid safety hazard. The safety captain has the final say in what is acceptable.
- Team members are to abide by all safety rules at all times.

3.4 HFL Code of Conduct

All students will abide by the Honeoye Falls-Lima Code of Conduct at all times. An abridged version is attached for your reference. See **Attachment #1**.

3.5 Student Contract

All students and parents will sign the **Student Contract at the end of this document**. After reading this handbook, please sign and return the contract.

4 Calendar

Team 2228 operates year round. The following outlines the team activities throughout the school year. Listed are typical events the team attends, activities they participate in, and a typical schedule for each month. Each year the calendar may change due to scheduling of events by FIRST, HFL School District, Team 2228 and our Community Partners.

4.1 September – Full team meetings every Wednesday night.

Mendon Station Festival (Weekend)	Community Service (Mendon Foundation)
Lego Team assistance (Wednesdays)	Parent Meeting
Recruitment, Activities Fair, Open House	Safety Training

4.2 October – Full Team meetings every Wednesday night, Saturdays as needed.

Ruckus (Saturday)	Team Fundraiser
Lego Team assistance (Wednesdays)	Safety Training

4.3 November – Full Team meetings every Wednesday night.

Lego Team assistance (Wednesdays)
 Team Fundraiser
 Sponsor Visits

4.4 December – Full Team meetings every Wednesday night.

Lego Team assistance (Wednesdays)
 Lego Competition at U of R (Volunteer)
 Sponsor Visits

4.5 January - Full Team meetings every Wednesday night and Saturdays.
 Build Season - Subteam meetings 2-3 other nights of the week.
 FIRST Kick off (First Saturday of the month)
 Scholarships Applications Due

4.6 February - Full Team meetings every Wednesday night and Saturdays.
 Build Season - Subteam meetings 2-3 other nights of the week.
 Rochester Rally
 Meetings over Winter Recess

Bag and Tag
 Awards Submissions due

4.7 March –Full Team meetings every Wednesday night and Saturdays.
 FIRST Competition at RIT
 Build season schedule continues

Out of town Regional Competition
 Parent Meeting about Travel

4.8 April –Full Team meetings every Wednesday night.
 Build Parade Robot
 Team Elections

Banquet Planning
 Cougar Creations (anytime March-May)

4.9 May –Full Team meetings every Wednesday night.
 Year End Banquet
 Mendon Fireman’s Carnival
 Mendon Fireman’s Parade

Fundraiser
 Juniors apply for FIRST internship opportunities

4.10 June –Full Team meetings every Wednesday night.
 Community Service (Tour de Cure)

4.11 July –Full Team meetings every Wednesday night.
 Camp Invention
 Computer Science 4 High School Teacher (RIT)
 Skills Trainings
 Rochester Museum and Science Center

4.12 August –Full Team meetings every Wednesday night.
 Lima Cross Roads Festival
 Red Wings Baseball Game
 Yearly Planning

Skills Trainings
 Community Service

5 Partnerships

Team 2228 cannot exist without support of the community. FIRST teams are designed to build a coalition of corporate and educational support in mentorship, and monetary sponsorship. CougarTech reaches out every year in many ways to our partners in creating a positive STEM experience.

5.1 Sponsors

Team 2228 is an extracurricular club of Honeoye Falls-Lima High School. HFL provides space for meetings, robot build, materials storage, trailer storage, bus to regional, kickoff and Ruckus. HFL frequently provides funding for an advisor.

Team 2228 retains not-for-profit status through the Mendon Foundation.

The major portion of funds to run the team comes from corporate sponsors. Each year, the sponsorship mentor contacts all current sponsors to secure their continued support. The students may be involved in making presentations to potential and existing sponsors. This corporate sponsorship method is approved by the school district and is a hallmark of the FIRST method of team funding. Corporate sponsors are a combination of national firms such as Xerox, and local firms such as Southco.

Another source of funding is the parents of team members. The parents pay for food, hotel, and transportation when the team is traveling. The parents provide food on Saturdays during build season.

Finally, several local businesses may provide services or food. One year, Dynak milled parts for us, another year Southco made parts. Guida's Pizzeria provides Wednesday evening build season pizza. Kirkwood Oil provided robot transportation in our first years. The involvement of local businesses is a team goal.

5.2 Community Involvement

Team 2228 is more than a robotics team. We believe that the message of FIRST extends beyond the robotics competition and the team. We owe the community for all of its support for this program, and here at Team 2228 it has become our obligation to give back whatever and wherever we can.

Community involvement includes participation in any event that is team designed or developed by other community groups. Examples of activities include manning water stations at the Tour de Cure, walking in Relay for Life, sponsoring Breakfast with Santa, demonstrations at middle school science classes, or working with Team Sparx to offer robot driving to visually impaired young adults. There is no rule for the type of activity. Community involvement means spreading the word of FIRST and STEMs Education, providing Community Service, supporting our sponsors and partners, as well as promoting Team 2228. The goal is to make the team easily recognizable as a force for innovation and increased awareness of science, technology, engineering and math in our culture.

6 Travel

The following section explains the expected travel of Team 2228 each year and the expectations of team members during these travels. Student eligibility, financial responsibility, and expected conduct are outlined below.

6.1 Regional Competition

6.1.1 Finger Lakes Regional

We will attend Finger Lakes Regional every year, and a second regional if financially feasible. Team members attending competition are expected to either participate on one of the competition teams or actively participate in presenting CougarTech as an exemplary team. Spirit, interaction with other teams, and promotion of FIRST should be obvious to any bystander.

The primary cost of attending a local regional expenses is the cost of lunches. These costs are the responsibility of the student. The team may order prepared food from the venue's food services.

6.1.2 A Second Regional

The second regional is selected based on school calendar and travel time. Team members attending competition are expected to either participate on one of the competition teams or actively participate in presenting CougarTech as an exemplary team. Spirit, interaction with other teams, and promotion of FIRST should be obvious to any bystander.

The cost of the regional is the responsibility of the parents and the students. Travel methods, hotels, and meal plans will be selected based on cost and availability.

6.2 FIRST International Competition

Each year there is the possibility that the team will qualify for an invitational or the FIRST World Championships. When the team qualifies, fundraisers to reduce the cost of travel and lodging will be held. All students traveling to international competition will be required to actively participate in raising money for the team. Fundraisers are held throughout the year as a contribution to team sustainability. Additional fundraisers will be needed for international competition attendance.

The cost of the International Competition is the responsibility of the parents and the students. Travel methods, hotels, and meal plans will be selected based on cost and availability.

6.3 Participation Policy

All members of Team 2228 may participate in any competition event. That opportunity is forfeited by the student if eligibility and behavioral requirements are not met.

6.3.1 Eligibility

The HFL student handbook is the primary source for direction on maintaining eligibility. If the student is unable to maintain a passing average, s/he will be considered an inactive member until the required grade is met. No member of the team may attend a regional event if s/he does not meet the eligibility requirements. Money paid for events is forfeited if the team member becomes ineligible.

6.3.2 Behavior

Behavior at a regional must be exceptional. There is no personal time away from the group. There is no personal time to engage in behaviors unacceptable to the group or inappropriate for the environment. CougarTech uses the buddy system at all times. No one travels alone, even within the competition site. Additionally, no trips outside the competition venue or hotel can be made without a mentor. Failure to meet these standards is cause for dismissal from the event or the team as outlined in the HF-L Student Handbook. There is no appeal process.

6.3.3 Team Uniform

Dress at a regional includes the team shirt, safety glasses, and khaki (desert sand) pants (from dickies.com). This outfit will be worn any time a team member is in public. Any subteam requiring a special costume or identifying insignia must obtain approval from the Leadership Team and verify compliance with FIRST and event competition rules. The next review of this team uniform policy may not occur before June of 2020.

6.4 Travel Rules

Traveling with the team is a group process designed to reinforce the concept teamwork.

6.4.1 Transportation

Student team members must travel with the team unless traveling with their parent or guardian. Traveling with the team means using the team provided transportation and staying with the team at the team hotel at the team rate. No one under 21 years of age that is not a team member can travel with the team unless accompanied by their parent or guardian.

6.4.2 Hotel

Hotel arrangements will be made by a mentor. Every effort will be made to accommodate special needs. However, a room to oneself is unlikely. Team members will be expected to room with one to five people depending on accommodations available. Mentors will room together and will share supervisory responsibilities with the advisors. Trips to visit relatives during duty time at the competition are ill advised.

Students will abide by a rigid itinerary in a respectful manner. Each morning, each student will check in with a mentor. Each evening, each student will check in with a mentor. Hotel rooms are for sleeping and preparing for the next day. We will respect the hotel's quiet hours, pool hours, and each other's needs.

Hotel room phones will not be used. If a student has a cell phone, s/he will share the phone number with the advisor.

6.4.3 Commitment Deadlines

Students and parents need to commit to completion dates for field trip permission forms, and payment. All pricing of transportation and housing while traveling is based on the number of travelers. Individuals making a decision to travel or not travel after all prices have been established is very difficult for the team. Team advisors will provide a range of costs based on the estimated number of attendees, but the parents and students must then decide. Late decisions cannot be honored and may result in the loss of a down payment or inability to travel.

6.5 Participation and Travel Documents

All students traveling with Team 2228 to any event must complete and submit, in a timely manner, the following documents where necessary: Parent Permission Slip, Overnight Permission Slip, any forms required by FIRST (i.e. Consent and Release Form), Run-Around Sheet, if required by either school.

Every participant, student and adult, must be registered online with FIRST to participate. The students will register during a meeting. Parents will receive a request for confirmation after student registers. Completion of this entire process makes record keeping much easier. Students must reregister every year.

Advisors and mentors will be responsible for all communication with both schools to make sure that all eligible students are granted excused release time for competitions.

7 Communications

Communications to parents and mentors come primarily from one of the mentors. It may be an advisor, or it may be another mentor. Communication from FIRST will come from the advisor registered with FIRST. Communication to the student team members comes from the team captain or vice-captain. The preferred method of communication is email. If a child does not have a personal email account, parents should arrange a method to relay messages to the student team members.

Team Captain will send out a weekly email including a brief agenda for the upcoming meeting. Team Advisor will maintain a list of parent email for use in scheduling parent meetings.

Mentor meetings will include one summer training meeting with Honeoye Falls-Lima School District, and mentor scheduled meetings when needed. If a mentor would like to call a meeting, it may be informal (i.e. problem solving meeting during build season,) or formal (i.e. strategic direction meeting during off-season.) The fastest way to get any of these meetings scheduled would be to ask advisor or lead mentors for assistance.

Attachment #1

Honeoye Falls - Lima Central School District



CODE OF CONDUCT (Abridged)

2015-2016

(Approved by the BOE on June 9, 2015)



**Honeoye Falls - Lima
Central School District**

20 Church Street
Honeoye Falls, NY 14472
(585) 624-7000

Our Mission...

The Honeoye Falls-Lima School Community is committed to producing graduates who value themselves and others, attain their highest level of achievement, contribute to the community and succeed in a changing world. To achieve this goal, all members of the community are expected to learn and exhibit the following characteristics

Respect

- Respecting self and others
- Respecting diversity
- Respecting school property & the property of others

Responsibility

- Contributing to a productive learning environment
- Putting forth best effort in whatever one attempts
- Taking ownership for one's own actions
- Communicating needs that relate to learning
- Maintaining a healthy lifestyle
- Exhibit fairness and positive sportsmanship

Safety

- Contributing to a safe and orderly environment
- Communicating needs that relate to the safety of all

The code of conduct applies to all people at any school function, on or off school property, including on the school bus

Security and Safety

The security and safety of students and staff must remain a priority at all times and is the responsibility of all members of the HF-L community. Any threats, actions, potential actions, or events which may jeopardize student or staff safety or security must be reported immediately to administration. Administrators will take all reasonable steps to prevent or respond to situations which may jeopardize safety and/or security. The Superintendent will be notified of all such situations at the earliest possible time.

Essential Partners and PBIS

HF-L employs strategies from the PBIS (Positive Behavioral Interventions and Supports) model when implementing its Code of Conduct. Each school reviews discipline data regularly and develops plans to both acknowledge and maintain appropriate behaviors while creating interventions for inappropriate behaviors.

All district staff are expected to contribute to a positive learning environment, in part by maintaining a climate of respect and dignity, which strengthens student's self-concept and promotes the confidence to learn. Teachers are responsible for communicating regularly with students and parents.

Parents, teachers, principals and all other employees of the school district are essential partners in providing an ideal learning environment and in helping students achieve academic success.

Student Rights and Responsibilities

Students are expected to read and understand the Code of Conduct and to take responsibility for their behavior. The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

- Attend school and take part in all district activities on an equal basis regardless of actual or perceived race, color, weight, creed, national origin, religion, religious practice, gender, gender identity, sexual orientation, disability, or genetic predisposition.
- Present their version of events to school personnel authorized to impose a disciplinary penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.

All students also have the responsibility to promote a positive learning environment. Those responsibilities include: respecting others; attending school on-time and ready to learn; working to the best of their ability; dressing appropriately for school; maintaining a healthy life-style; and working toward district and state standards.

Appropriate Student Conduct

Appropriate conduct is that which respects, protects, and enhances the district's educational mission and procedures, the authority and dignity of school personnel, and the rights of all persons associated with the district to a safe, secure, and productive environment.

The Board of Education encourages and expects all persons to exhibit appropriate conduct. Personal or issue-related differences of opinion are welcome; however, they are to be resolved through respectful, reasoned dialogue and/or through established channels for addressing complaints or resolving disputes. Parents bear the additional responsibility of helping to guide their children toward appropriate conduct in school.

Prohibited Conduct

No person, or group of people, shall:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy school district property or the personal property of others.
- Disrupt the orderly conduct of classes, school programs, athletic events, or other school activities.
- Distribute, display, or wear materials that are obscene or disruptive to the school program.
- Intimidate, harass, bully, haze or discriminate against any person for any reason or make false or malicious complaints of harassment. This includes the misuse of technology for similar misconduct, often referred to as cyberbullying.
- Coerce or force an individual or group to participate in any activity that is demeaning, dangerous, or prohibited by this code. This conduct is considered hazing.
- Enter any portion of the school premises without authorization.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Possess, on school grounds or school buses, any item that is prohibited by this Code, including tobacco, electronic cigarettes, nicotine delivery devices, alcoholic beverages, controlled substances, or be under the influence on school property or at a school function
- Possess or use weapons on school property or in one's vehicle on school grounds.
- Loiter on or about school property.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of a school district employee.
- Violate any state or federal statute, local ordinance or Board policy while on school property.

Disciplinary Action

Discipline is most effective when it deals directly with the problem at the time and place it occurs. Disciplinary action will be firm, fair and consistent. Penalties are based on the nature of the offense and the circumstances that led to the offense. School personnel are authorized to impose a penalty in accordance with the student's right to due process. Students who are found to have violated the district's Code of Conduct may be subject to the following either alone or in combination:

- Oral or written warning
- Written notification to parents
- Detention
- Suspension from transportation
- Suspension from athletic activities
- Suspension from social or extracurricular activities
- In-school suspension
- Removal from classroom
- Short-term or long term suspension
- Permanent suspension from school
- Restorative Discipline Model

Discipline will generally be progressive. A student's first violation will usually merit a lighter penalty than subsequent violations. A Restorative Discipline Model may be used in conjunction with any of these penalties.

Minimum Periods of Suspension

For the safety of students and school personnel, some actions call for a minimum period of suspension, regardless of the circumstances. The following acts fall into this category:

- Severe or Continued Harassment
- Substantial disruption of the educational process
- Possession of tobacco, alcohol or other drugs
- Committing a violent act
- Bringing a weapon onto school property

The student and parent will both be notified of the disciplinary action and given an opportunity for an informal conference for short-term suspensions or a hearing for long-term suspensions.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel will exemplify and reinforce acceptable student dress.

A student's dress, grooming and appearance shall:

- be safe, appropriately modest and not interfere with the educational process.
- fully cover all skin and undergarments between the upper chest and mid-thigh. Revealing clothing such as tube tops, spaghetti straps, etc. are prohibited.
- include footwear at all times.

Clothing should be respectful of others in our learning community. It should not display words, messages or images that:

- are vulgar, obscene or discriminating toward others.
- promote the use of alcohol, tobacco or illegal drugs.
- encourage other illegal or violent activities.

For more information about HF-L's Code of Conduct, please talk to a teacher or principal. You are encouraged to review the full Code of Conduct which is available in the office of your school. It is also available on our website, www.hflcsd.org.

Every school in the HF-L District has school personnel trained to serve as Dignity Act Coordinators. Any student, parent, or staff member who has a concern about bullying is encouraged to contact the following designated staff members for assistance:

High School: 624-7050

- Jim Nelson and Patrice Tate

Middle School: 624-7100

- Matt Weider and Erin Sullivan

Manor School: 624-7160

- Jeanine Lupisella and Joelle Weaver

Lima Primary School: 624-7140

- Lisa Moosbrugger and Debbie Reichenstein

Attachment #2

Team 2228 Election Process

Existing Team Captain announces that elections will be held to determine leadership for the coming school year. This election will take place after competition season is over, and before school closes for the summer. The best timing would have the entire election process complete before the end-of-the-year team banquet. Team Captain will select the exact month and dates for elections, and will communicate this information to the team.

Team Captain will make a presentation to the team describing all the positions to be filled in the coming weeks. He/she will describe the duties and responsibilities of each position.

Team 2228 uses an application for all interested parties. The application must be complete and turned in several weeks before the elections. This information helps the existing team leadership identify areas that are not drawing interested parties. It also prevents walk-on candidates that through procrastination or coercion are completing applications while others are delivering election speeches.

The first elections are for Captain and Vice-Captain. These two students run for election as a pair. On the day of the election, all candidates will deliver a short speech describing why they are the best candidates for the position. Candidates will answer questions before election. Any team member, student or adult, may ask a question. Any team member, student or adult, in attendance at the meeting may vote by paper ballot, or show of hands. The existing Team Captain and Vice-Captain will count the votes.

During the next few weeks, the newly elected Captain and Vice-Captain will appoint the Technical Director and the Marketing & Operations Director. These decisions must be made in a timely manner in order that the election process may be completed as desired. Also, during this time, all persons desiring a subteam lead position will complete the application process. The applications may be turned in at a team meeting or to the team advisor during the school day. After all the applications are completed and turned in, the newly elected Captain and Vice-Captain will announce the date and time election of subteam leads will be held. On the day of the election, all candidates for subteam lead will make a speech describing why s/he wants this particular position and will also answer questions from the team members in attendance at the election meeting. Any team member, student or adult, may ask a question. Any team member, student or adult, in attendance at the meeting may vote by paper ballot, or show of hands.

The desired end result is to fill every subteam position. Every effort will be made to ensure that no one holds more than one leadership position at the same time. Since Team 2228 has a goal to develop leadership skills, as many team members as possible should have an opportunity for leadership. However, If no one has volunteered to run for a subteam lead position and the position is still open by the beginning of school in September, the Leadership Team will appoint someone to the open position. In this case, someone may have more than one area of responsibility.

Attachment #3



Student Contract

I _____ (print name), agree, as a member of Cougar Tech 2228 FIRST Robotics team have read and agree to the contents of the team handbook.

Specifically I agree to:

- 1 – Follow the Team Rules as communicated by the team captain and as defined in the team handbook.
- 2 – Meet all of the Team expectations as documented in the team handbook.
- 3 – Conduct myself in a safe manner in all situations where I am acting as a member of this team.

By not adhering to this contract, I realize that my behavior may result I consequences up to an including termination of my team membership.

By: _____ Date: _____
(Student Signature)

_____ Date _____
(Parent/Guardian Signature)