

# STUDENT and PARENT HANDBOOK



October 2019

With grateful acknowledgement to multiple FRC teams for content and concept ideas

## Contact Information

You and your student are bound to have questions. We do our best to proactively communicate with students and parents.

**Important team communication is always sent to students and parents via email.**

Our website provides more information about FIRST and the team, an event calendar, and more: [team1058.com](http://team1058.com)

You can reach the Lead Mentors **and** Student Officers by email at [frcteam1058@gmail.com](mailto:frcteam1058@gmail.com)

Students communicate internally using a secure, private Slack team maintained by the Lead Mentors.

We share our story with the world on Facebook (pvcpirates), Twitter (@frcteam1058), and Instagram (@frcteam1058).

More info about FIRST and FRC: [firstinspires.org](http://firstinspires.org) and [firstinspires.org/robotics/frc](http://firstinspires.org/robotics/frc)

In case of emergency, contact the Lead Mentors:

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# Londonderry High School Robotics and FIRST Robotics Competition

Londonderry High School Robotics began in 2003. Over the years, the team has grown in size and responsibility, won numerous awards, and participated in local and world-wide competitions. Team members have gone on to higher education, careers in technology, and many have become mentors to FIRST teams, including LHS Robotics.

FIRST describes the FIRST Robotics Competition as “The varsity Sport for the mind.” Students build and program robots to participate in a global competition while challenged to raise funds, design a team brand, hone teamwork skills, and inspire and attract other students to STEM-related activities and education. Like all FRC teams, LHS Robotics is a **collective of mentors, parents, and students**.

## Why join the team?

A FIRST robotics team provides a wealth of real-world experience and opportunity for students committed to actively participating on a team, including:

- Teamwork with peers and adults.
- Learning to establish and work with a schedule, and finish a project on time for a deadline.
- Opportunity to work directly with professionals in engineering, finance, computer technology, and marketing. Most students are not exposed to this in school!
- Develop leadership, communication, and presentation skills.
- Being a team player, as well as an independent problem solver.
- Being a role model to elementary and middle school students by getting involved in other FIRST programs.
- The opportunity to share and gain more knowledge in STEM.
- The opportunity to access all facets of a program that designs, delivers, and uses a *real world product* (the robot) to perform specified operations to achieve certain goals - FIRST is the closest a student can get to experience actual engineering.
- Over \$50 million in FIRST college scholarships.
- A team bonding experience and friendships that last a lifetime.

## Mentors

Mentors are adult **volunteers** who manage the team. They donate a great deal of their time and energy to teach, lead, and help students on the team. Mentors provide team organization, technical understanding and guidance, and support students in all aspects of running an effective and successful robotics team. Serving a team as a FIRST Mentor requires dedication and a **significant** time commitment. Mentors work extensively with team members throughout the entire calendar year and especially during build season, designing, building, and fabricating a functional robot for Competition. Their expertise and experience is the catalyst for the team’s and students’ success.

Mentors **engage** and **inspire** students in ways far **beyond** science and technology. They enable both students and adults to appreciate the value of sportsmanship, teamwork, and Gracious Professionalism. Lead mentors are directly responsible for communication and interaction with FIRST, the town, the school district, and team parents, as well as the long-term sustainability of the team, and the safety and wellbeing of the team students.

All mentors must pass background checks and are fingerprinted as school district volunteers.

## Parents

Parents (or Legal Guardians) are asked to actively support the efforts of mentors and students. Parents are welcome and encouraged to volunteer their time.

Parents may be asked to:

- Chaperone and provide transportation to and from competitions
- Food contributions & food service at the events we host and during “build” season weekend meetings
- “Runners” for day-of event needs
- Setup & tear-down assistance at hosted events
- Assist with fundraising activities & community education / outreach events
- Provide engineering, programming, and/or construction skills during the season

**We need everyone’s support, both student and parents, to make the team a success.**

## Students

The student role is to gain knowledge from their mentors, participate actively in building the robot, learning about team and project management, promoting STEM, and giving back to the community. Students must be self-motivated, dedicated, responsible, and enthusiastic.

Student responsibilities:

- Act at all times as **ambassadors** of FIRST, Team 1058, and Londonderry High School
- Be **committed to learning** from mentors, parents, and other students
- Be **open** to new ideas and experiences
- **Always treat other team members, mentors, LHS faculty, parents, FIRST volunteers, and STEM supporters (including sponsors) with respect and courtesy** - Gracious Professionalism
- Be ready and willing to **commit to the work that needs to be done** to make the team a success

## Student Leadership

Each year, 4 students are selected to serve as team officers. These students have demonstrated a clear desire and ability to provide leadership, understanding of all aspects of FIRST, and a willingness to dedicate significantly extra time and energy into the success and long-term sustainability of the team.

- Captain: Overall guidance of all team activities
- Engineering Coordinator: Supports the Captain with regard to the design and construction of the competition robot
- Inspiration Coordinator: Supports the Captain with regard to fostering the growth of the team and creating more opportunities for students of all ages to become directly involved in FIRST programs
- Operations Coordinator: Supports the Captain by keeping the team running smoothly throughout the year

To be eligible for a leadership role, students **must have completed at least two (2) of the following in the previous season:**

- Attended at least two (2) regional, district, or championship competitions
- Participated in at least 75% of team build sessions and team meetings during school year
- Active participation (beyond the standard) in Fundraising and Outreach events
- Provided content (written or audio/video) for marketing, outreach, or FIRST awards

# Leadership Responsibilities

Students, parents and mentors understand that this is a learning environment. Because the team is also a competitive team, **not every idea, design, or thought by a student/mentor/parent may be realized**. The team will listen and respect all ideas presented, but not all will be put into practice.

Based on time and funding constraints, as well as the dynamics of the challenge, some decisions may have to be made by the Officers and Mentors to ensure the team can build a robot - in six weeks - that successfully plays the game!

**At all times, the Lead Mentors and Mentors are responsible for ensuring that all decisions** (including but not limited to: robot design, student participation levels, work group makeup) **are made in the best interest of the majority of students and the team as a whole.**

# Fundraising and Financials

Each year, the Lead Mentors prepare a team budget, which must be adhered to. Team finances are handled through a Londonderry High School activity account specifically for LHS Robotics, as such we must follow Londonderry School District procedures for expenses and reimbursement requests.

Before any purchase made by a Mentor or student on behalf of the team, the purchase must be approved by a Mentor, and then by the Lead Mentors.

**The team will not reimburse any purchase made that does not follow this procedure.**

The team attempts to use donation and fundraising income to help offset all team costs, to keep student and parent contributions to a minimum. However, each year's funding is variable. Some costs may be partially or fully borne by students and their families:

- Team attire (shirts, sweatshirts, generally \$15-\$30/shirt)
- Travel, meals at local competitions (generally up to \$20/student)
- Travel, meals, lodging at overnight competition/event (generally about \$150/student)
- Travel, meals, lodging at World Championship or outside New England competitions (generally about \$650/student)

Remember, attendance at competitions is not mandatory, except for those students in (or interested in) team leadership positions, and those students in critical competition roles (drivers, awards, scouting).

If event attendance cost is too expensive for a team member, we will do our best to provide financial support. Contact a Lead Mentor.

**All team members are required to participate in team fundraising activities throughout the year.** This is an important obligation. To travel to any competition, **a team member must participate in a minimum of fundraising activities** (participation involves being present with the team and actively helping the team at the event).

# Member and Team Expectations

Team membership is open to any student attending Londonderry High School, other High Schools in the community, and homeschool students of the age as defined by FIRST.

- All team mentors and members must register with FIRST (Students under 18 must also have a registered Parent or Legal Guardian)
- All team members (and parents if under 18) and mentors must sign a release agreement with FIRST and NEFIRST
- All team mentors and members must complete Safety Training and pass a Shop Safety exam.
- All team members must meet the participation, academic standing, and behavior requirements
- **All team mentors and members and parents must sign the Team Membership Contract (at the end of this Handbook) annually**

## Enjoy this experience

FIRST is described as “the hardest fun you will ever have”. LHS Robotics is a competition team, and we know how to have fun! **Be sure to stay within the law, Londonderry School District policies, Londonderry High School code of conduct, FIRST guidelines, and the rules of this team** (described in this handbook), it’s all good! This team is about experiencing technology and teamwork in a positive environment.

## Academic standing

Academic performance is mandatory for all team members, and essential to team success. We follow the same rules as for Londonderry High School athletics, as specified in the LHS Student Handbook. **Students must have a 2.5 GPA or higher to join the team.** Any grade lower than C in any class will place the student on team probation until the grade is raised to C or better. Team members are encouraged to provide tutoring assistance to other team members.

## Student behavior

**Students must at all times conduct themselves in a manner consistent with the Londonderry High School Code of Conduct,** and Londonderry School District policies and procedures.

In addition to FIRST and our school, team members also represent our team's financial sponsors. **We require all students, parents and mentors to behave in a way that is acceptable and expected of professional business standards.** At all times, students are expected to be respectful of other students, adults, and the facility.

**Students are expected to be respectful of their mentors and peers at all team activities.** Side group conversations and cell phone use are not acceptable when a leader or mentor is talking and you will risk having your device taken away for the remainder of the meeting or being asked to leave. Repeated instances of disrespectful behavior will negatively impact a student’s ability to travel.

**Safety is the team’s top priority,** especially at the build site. Students are expected to be responsible for themselves, especially while using the team’s property, tools and computers. Students are also responsible for knowing how to operate the tools and/or use team property appropriately with the guidance of a Mentor.

**Closed-toe shoes and safety glasses must be worn** in shop areas and in competition pit areas at all times. Long hair must be tied back.

**Students are not allowed to drive themselves or other students** to any team event without completing and signing (student and parents) the District Transportation Permission form for each event and providing that form to the Lead Mentors prior to the event.

**Demonstrate Gracious Professionalism at all times**, both within the team, and outside. This also applies to all Internet sites and blogs including Facebook, Twitter and Chief Delphi. When you speak as a member of LHS Robotics, you must speak respectfully.

**If you are sick, please be considerate** of the other team members, and do not attend meetings or events. If you become ill during a meeting or event, let a mentor know right away, and make arrangements for transportation home.

**Bullying, intimidation, mocking, gossip, and other forms of negative behavior are contrary to FIRST and will not be tolerated.**

## Participation and attendance

Team members should plan on participating in all team activities. Our goal is to provide an atmosphere of teamwork and dedication to the team. The competitions and the outreach/fundraising events are essential for students to learn what FIRST is and continue to grow with those learning experiences. Team members should feel that they have done something meaningful for the robot/building process or the outreach/fundraising process every time they attend a meeting.

Students must maintain good standing on the team in order to attend competitions, off-season events, and other activities.

Each student will sign in at all meetings and events. We understand that other obligations may compete for your time. Remember, however, that a student's standing is determined by their participation when they are present. The Lead Mentors must be informed of any commitments that would have a substantial impact on participation at the start of the school year and ahead of the build season. It is highly recommended that all team members attend every meeting.

**Build and competition season** (January - April): The team meets Monday-Friday evenings and Saturdays during the six-week FRC Build Season starting with the FRC Kickoff event (first Saturday in January), and every Wednesday evening thereafter. If you only plan to come one or two days a week during build season you will not be able to keep up & understand how the robot was constructed.

Attendance at Kickoff is mandatory and it is highly suggested that students interested in traveling with the team attend the next few crucial strategic meetings. Your attendance is of utmost importance and will affect your privilege to travel with the team. Attendance does not mean that students show up and loiter; we want you to be engaged in the discussions and projects.

**Off-season** (May - December): Our team meets every Wednesday evening. Missing multiple meetings will disqualify students from traveling to competitions. We host several events during the fall which students are expected to participate in, in addition to their fundraising and outreach requirements.

Students will arrive on time and stay for the entirety of the meeting. **If you want to attend competitions, off-season events, and other activities, you will need to follow the guidelines outlined above and be an active participant within the team.**

We understand that school and family come first. If you have a conflict, PLEASE let the Lead Mentors know in advance.

**Lead Mentors will only sign merit-based applications (e.g. National Honor Society, NMSP, FIRST scholarships, college recommendations) if the team member has been a regular and active participant in many aspects of the team.**

To be eligible for travel to any competition, students must meet both the minimum Fundraising and Outreach requirements, as well as their academic, attendance, behavioral, and participation guidelines. Mentors keep track of these factors and maintain a list of eligible students throughout the year.

**Good Standing:** Students are expected to attend a majority of team meetings. Students must also be eligible through the school in both academic and disciplinary areas. Participation does not simply mean showing up; it requires engagement with the material and your enthusiasm, and actively helping the team!

**Fundraising:** Each student must participate in a minimum of 2 fundraising events.



Outreach: Each student must participate in a minimum of 2 of our team's outreach events.

Travel Paperwork & Payments: All team members must have their permission slips, travel paperwork, and payments submitted by the assigned due dates. If a due date passes and the requirements are not met, the student forfeits their space on the trip and still owes the fee.

## Self-motivation

FIRST Robotics is a self-motivated program - mentors will not tell students what needs to be done. Not sure what to do? Talk to a Mentor or Officer. These team leaders are there to make sure you are given a chance to help the team. Students who actively participate gain the experience to take on future leadership opportunities. The more dedication and time spent learning, the more opportunities you will find! **You get out of this program what you put into it.**

## Communication

All important communication with team members and parents will be sent via email. Students and parents must have an active email address that they check daily. All emails you receive from the team should be opened and read thoroughly.

An event calendar is always available at [team1058.com](http://team1058.com). In addition, all team members are given access to our team Slack workspace, which provides secure, private instant messaging and collaboration. Slack is available for web, iOS, Android, Mac, and Windows. Be sure to install Slack, and check daily.

There is a lot of team communication over the course of the year, especially during build season. This communication opens up many opportunities for all team members. **It's important that each team member check Slack and email on a daily basis.**

**If these expectations are not met, Lead Mentors reserve the right to dismiss the student from the team, or to bar them from competition attendance during the season.**

# Parent Involvement and Expectations

Parental involvement is a requirement for student participation. We need every family to lend a hand and we welcome your support. Being involved is both fun and rewarding! **We expect every parent to volunteer, attend, or help run at least one team event per year.** Some simple ways to help out are outlined below.

For team members without driver's licenses, **travel to and from events is arranged in advance.** We expect students and parents to arrive on-time for events at the designated meeting location. Frequent violations may result in restrict event attendance.

**At competitions and other away events, students are required to travel to and from the event in accordance with the arranged travel plans for that event.** Parents wishing to drop off or pick up their child separately, must notify Lead Mentors in advance, and **personally check-in and check-out the child with a Mentor.** There are no exceptions to this policy, for the safety of all team members.

**Always be on-time for drop-off and pickup.** If you're late for a drop-off, you will likely miss transport to the event. Our mentors have typically already put in 10-20 hours each at a typical event, and you need to be respectful of their time. If you might be late, contact a Lead Mentor as soon as possible. Drop-off and pickup times will be provided well in advance.

If your child is sick, do not send your child to a meeting or event. Your child will be sent home if they arrive sick.

Events requiring parental support and involvement:

- RoboExpo (typically a Friday night and Saturday in September in Nashua)
- Londonderry FLL Qualifier (Typically a Friday night and Saturday in November, at Londonderry Middle School)
- District Championship (typically 2-3 days, late March, some location in New England)
- World Championship (typically 4 days, late April, during school vacation, in Detroit)

## Ways to help with competitions

Parent support for events and competitions helps alleviate the work-load on mentors. Here are some of the ways you can help with events and competitions:

- **Donating bottled water** - At each event, we consume a case (24 bottles) of water per day. Consider donating a case per day for each event.
- **Team meals and coordination** - Most events offer concessions, typically expensive low-quality venue food. Parents can help by coordinating day-of logistics for meals.
- **Chaperoning** - For both travel (overnight) events, and local one-day events, we need additional adults at competitions (which can include week-days). Parent support lets us be fully operational!
- **Show team support** - Competitions are stressful - for students and mentors! It can be a real boost for students to have parents visit for a few matches.
- **Logistics planning for travel events** - We rely on parents to manage and coordinate all overnight travel.
- **Team social gatherings** - Hosting team gatherings for the students, encouraging team activities, and assisting in team camaraderie are great ways to boost teamwork!
- **Field element assembly** - Annually we need assistance building the game pieces we use to test the robots.

# LHS Robotics Student and Parent Team Membership Contract

Students and parents must sign and submit this contract annually.

For email addresses, use the **same email address as for FIRST registration**. Student registration must be completed on firstinspires.org by calendar year end for full eligibility in the following competition season.

**As a participant** on the LHS Robotics team, I certify that I have fully read this Student and Parent Handbook, understand and agree with all team requirements and expectations, and will abide by all the rules/regulations/releases therein. I also agree to submit the Consent and Release Form(s) available through my firstinspires.org account.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Print) \_\_\_\_\_

Student Email (Print) \_\_\_\_\_ (same as FIRST registration)

Student Mobile Phone \_\_\_\_\_

**As the parent/guardian(s) of the above participant** on the LHS Robotics team, I certify that I have fully read this Student and Parent Handbook, understand and agree with all team requirements and expectations, and will abide by all the rules/regulations/releases therein. I also agree to submit the Consent and Release Form(s) available through my firstinspires.org account (when applicable).

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Email (Print) \_\_\_\_\_ (same as FIRST registration)

Parent/Guardian Home/Office Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Does the student need to take any medication during team activities? NO YES

Does the student have any allergies? NO YES If YES, explain: \_\_\_\_\_

# 1058 Student Transportation to Off-Site Meeting Space

Off-Site Meeting Address:  
20 West Road  
Hudson, NH 03051

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_

I, \_\_\_\_\_, allow my child to ride as a passenger in a legally registered and inspected vehicle driven by a Londonderry High School registered and authorized team mentor. I understand that attendance and use of the off-site space is restricted, and additional training is required.

I give permission for the following transportation frequency:

- I allow my child to be transported to and from the off-site space on a per-instance basis, with my prior and written permission.
- I allow my child to be transported to and from the off-site space on a per-instance basis, with my oral permission.
- I allow my child to be transported at his or her discretion, as they and the team mentors see fit.

I, \_\_\_\_\_, grant permission for my child, to be transported to and from this event. The transportation will take place under the guidance and direction of volunteers and/or the group leaders and chaperones. An appropriate number of chaperones are required to ensure the safety of your child. I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend Londonderry School District, its board, employees, volunteers, chaperones, or representatives associated with the event, arising from or in connection with my child's transportation as outlined above.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I have carefully read and freely signed this Transportation Agreement Form. I understand and agree that no oral or written representations can or will alter the contents of this document. I agree on behalf of myself, or my heirs, successors, and assigns, to hold harmless and defend Londonderry School District, its board, employees, volunteers, chaperones, or representatives associated with the event, arising from or in connection with my transportation as outlined above.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_