

Issaquah Robotics Society

Student Handbook

Updated 2023-24



1. Club Mission and Values

The Issaquah Robotics Society (IRS) is designed to provide the students of Issaquah High School the opportunity to participate in a Science Technology Engineering Math (STEM) related program. The purposes of this organization are to foster learning and interest in STEM, achieve recognition in the greater community, organize students' time and efforts in order to build a robot and compete with it, and raise funds for the promotion of science and engineering. The team encourages graciously professional behavior, leadership, and personal growth.

2. Student Expectations and Requirements

Students are expected to represent themselves, the Issaquah Robotics Team, and Issaquah High School in a gracious and professional manner at all times by being responsible, courteous to everyone, and practicing safe behavior. All Issaquah School District policies apply to students of the club while at official club functions, including student conduct expectation as listed in the Student Handbook. Students who meet the requirements in sections 2.1 – 2.9 will be eligible to attend FRC competitions with the team.

2.1 Team Attendance

Students are expected to actively contribute their time and skills to the success of the team. It is

expected that students are focused on club related activities during meetings. To be successful on the team, members are expected to attend as many meetings as possible. Members must sign in whenever they attend a meeting. Meetings are held on a weekly basis at minimum.

2.2 School Attendance

If a student does not attend school during the day, for any reason not school-related or school-approved, they are not permitted to attend any robotics event that day.

2.3 Service/Outreach

Students are expected to participate in at least four hours of community outreach volunteering with the team per year.* There are multiple opportunities available throughout the year. Students working toward leadership positions or travel team eligibility are expected to participate more.

*First-year students are exempt from this requirement.

2.4 Academic Performance

Students are expected to have no failing grades and to be above a 2.0 GPA. If students drop below this requirement, they shall be placed on academic probation and cannot participate in club activities or travel until the grade requirements are again met unless cleared with the teacher. Grade checks will be conducted in December just before Build Season and February just prior to bag day. Grade checks will consist of an up-to-date Skyward account of their current grades turned in to the faculty advisor. In order to be eligible for the drive team, students must show they are meeting this grade requirement by submitting a copy of their Skyward grades by the day of their tryout.

2.5 Dues

Dues for the 2023-24 club year will total \$200.00. The first assessment will be in December for \$50.00. The second assessment of \$150.00 will be applied in February. This includes a uniform and traveling to local competitions, overnight traveling will be an additional cost. Dues need to be paid to the Issaquah High School ASB Bookkeeper in order to participate in the club. Each member must have purchased an ASB card.

2.6 Communication

Students are expected to stay up to date with club communications, which may be distributed via email and the communications platform Ryver.

2.7 Parent Support

There is a parent informational meeting held in the first semester. Both incoming and returning members are expected to have a parent or guardian to attend this meeting. Parent support is welcome in the form of transportation, organizing outreach events, assisting with fundraising, etc. Each family will be asked to provide at least two meals for the team during the build season or an arranged alternative.

2.8 Forms and Paperwork

The student and parent contract, informed consent form, and FIRST permission form must be turned in by their respective deadlines for continued participation in the club. All field trip forms must be turned in by their respective deadlines in order to attend club field trips; late forms will NOT be accepted.

2.9 Students and Dating

PDA amongst students will not be tolerated; your teammates and mentors should not be able to tell if anyone is dating. Please be respectful of those around you when considering this rule and the potential consequences.

3. Team Rules

It is not the intent of the club to consider every possible scenario that would require a rule. In short, students are expected to maintain mature, responsible behavior at all times. Students are expected to respect the tools and materials they have been given access to, including cleaning up after meals and projects, and the adults that donate their time to the club. No video games or other entertainment media are permitted at competitions or robotics meetings.

4. Safety

Working with tools and robots can be dangerous. It is important that each student reads, understands, and abides by all of the safety rules. Students are expected to maintain safe practices at all times. This includes:

- Wearing protective gear, including safety glasses and closed toe shoes, at all times
- Using equipment in a proper and safe manner
- Being trained in power tool use
- Respecting woodshop rules
- Being supervised by mentors while using power tools
- Seeking the help of a mentor in the emergency situations
- Talking to the Safety Captain or a mentor with safety related questions

Failure to comply with these rules will result in disciplinary action. Repeated safety violations will result in disciplinary action including possible club removal.

5. Student Roles

- Three Team Captains: Develops master project schedules, makes team decisions, coordinates with advisors, manages logistics (including packing), and upholds the vision of the team. Captains will be chosen by election and serve a maximum of one term from June to June.
- Non-Competition Leads:

Roles may be added or removed at any time. Roles will be announced in September. Each lead is responsible for training.

 - Mechanical Lead: Manages designing and building the robot.
 - Electrical Lead: Manages building electronic systems on the robot.
 - CAD (Design) Lead: Manages the use of 3D modeling to design the robot.
 - Business Lead: Manages fundraising, corporate outreach, marketing, documentation, and awards submissions.
 - Robot Programming Lead: Manages writing code for the robot.
 - Scouting Lead: Works with the scouting system to develop appropriate applications for the season.
 - Community Outreach Lead: Organizes outreach and community events, especially during the summer off-season.
 - Safety Captain: Enforces the safety rules, teaches safety procedures, and maintains safety equipment. (Also a competition role.)
- Competition Roles:
 - Drive team: Generally 5 people (technician, coach, driver, co-driver, and human player) determined through tryouts and selected by advisors and mentors. Understands how to repair all robot systems. Must be able to attend every competition.
 - Mechanical Pit Lead: Must live and breathe tools, spares, batteries, and raw materials. Selects proper tools, etc. for the event pit. Rules pit with an iron hand. Attends all competitions.
 - Electrical Pit Lead: Knows the electrical system thoroughly and is able to repair it.
 - Lead Scout: Sets competition strategy with the drive team based on qualitative data and is team representative for alliance activities.
 - Scouting Data Analyst: Manages 6 team sheets and assists with qualitative data.
 - Scouting Manager: Manages the scouters in the stands, including the scheduling of the scouting team members.
 - Scouting Technician: Maintains the scouting system and keeps track of data collected.
 - Spirit Captain: Prepares and plans spirit activities, encouraging the team to participate with cheers and good humor.
 - Safety Captain: See non-competition role

6. Travel Rules and Qualifications

To be eligible to travel with the team, students must be registered with STIMS (FIRST registration), attain team membership, and meet all requirements outlined in section 2. All club and school district rules apply at competitions. Additional rules established by the competition organization must also be followed while at the competition.

Overnight travel team will be picked based on the following:

- Student has a defined role
- Meeting attendance
- Outreach and volunteering contribution within the last twelve months
- Cleaning sign up sheet
- Graciously Professional behavior (including participation in the GP Workshop)
- Adherence to deadlines

Overnight travel may incur additional fees.

7. Chaperones

Mentors and advisors will serve as chaperones at all competitions and travel events. Parents will be informed if more chaperones are needed, and will be offered the opportunity.

8. How to be involved

- Be self-motivated. Take initiative by actively offering support to Mentors and other students. They will appreciate your contributions.
- Pay attention to training from mentors and other students.
- When you take up a job, finish it. Don't just walk away when you get stuck or lose interest.
- Become familiar with resources such as our website, Ryver, and the captains' emails.

9. Discipline

Based on the Student Expectations [2], and Team Rules [3], IRS has a penalty system for unseemly behavior or any breach of these by-laws. The reprimands are to ensure that every team member remains safe and represents the club in an appropriate manner.

Any individual who, intentionally or otherwise, breaks a rule or expectation shall be subject to the reprimands below. Whether the offense is insignificant or is a major breach of the rules is to be determined by the witnessing mentor or advisor.

- The First Reprimand shall consist of a warning.
- The Second Reprimand shall be a meeting with the Advisor, another warning shall be issued and the student may be home from the meeting or competition.
- The Third Reprimand shall be a conference with the student, the student's parent or guardian, and the club Advisor. The result may be removal from the club.
- The Fourth Reprimand shall be removal from the club.

Parent Responsibilities

Parents are an integral part of the team. Parents are also a factor in the motivation and dedication of their student. Supporting their student in team involvement is key to them getting the most out of the program.

We ask that parents of team members:

- Provide timely transportation for their student and assure that they are at the events on time and ready to participate.
- Support their student in fundraising activities.
- Parents/guardians are responsible for providing a general contact phone number and a dependable email address to the team, to provide them with information about upcoming events, requirements and opportunities. Email is the primary and often the only method of contacting students of the team. Parents/guardians need to check their email often and respond when appropriate.

- Parents/guardians are encouraged to attend events and provide support for the team. These events may be competitions, team gatherings, or public events.
- Parents are invited to stop in and see what the club is working on from time to time.
- Parents are invited to become mentors. While engineering experience is helpful, it is not required. There are non-technical portions of the club as well.
- Parents are expected to attend any Parent Meeting held throughout the year. If you are unable to attend, you need to make arrangements in advance, with one of the advisors, to get the information.
- Due to the long days for students, when combining robotics and school, parents are expected to contribute a meal a couple of times in our build and competition season. A schedule will be provided by a parent coordinator or advisor for available dates. It will be the responsibility of the parent and family to coordinate getting food to the club meetings on that day. Arrangements to trade or change the schedule should be made by the student or parent by contacting other parents.
- It may be required at times, to meet off the Issaquah High School campus. Some of these may be official school field trips, under which school district policy will apply. Others may be unofficial trips.
- Parents will be notified when both types of trips are expected to happen. On unofficial trips, participants will be operating under their own liability. In the case of an accident, parents will be notified as quickly as possible. However, other team students, parents, team advisors and mentors, Issaquah School District or its employees shall not be held responsible should such an event occur.
- Students participating in overnight competitions may incur fees beyond the club dues. These costs will be communicated to families prior to asking for commitments. They will be used for hotels, food and transportation costs.
- Dues for the 2023-24 club year will total \$200.00. The first assessment will be in December for \$50.00. The second assessment of \$150.00 will be applied in February, when the student has completed all of the requirements for full membership and has demonstrated continued participation in the club. Dues do not guarantee a spot on the overnight travel team (see travel team qualifications). They provide for a club uniform, training and bus transportation to local events.

Membership Contract

The following contract is designed to ensure that every student and parent fully understands the expectations of the Issaquah Robotics Society.

Student Contract

1. I have read and will abide by the entire manual, in particular, the Student Expectations, and I understand and accept my obligations as a student of the team.
2. I understand and will abide by the safety rules that must be followed during the process of building, designing, and operating a robot.
3. I understand the consequences of any prohibited behavior.
4. I will comply with academic performance standards.
5. I understand the responsibilities of the students in leadership roles and will respect their authority.
6. I will be responsible for keeping current with email communications and will respond promptly.
7. I will support the values and goals of the Issaquah Robotics Society.
8. I understand that it is my responsibility to turn in required papers, signatures, grade reports, etc. on time, and that due dates are posted in many locations. It is my responsibility to know those due dates.
9. I understand that there are dues associated with being a member, which go towards uniforms, transportation, and miscellaneous compensations. 2023-24 dues are \$200, (\$50 are assessed for fall dues, and \$150 will be assessed before the first competition).
10. I must have purchased an ASB card.

Parent Contract

1. I have read the entire manual, and I understand the obligations of my student as a member of the team.
2. I understand the consequences of any prohibited behavior for my student and the reprimand system.
3. I will be responsible for keeping current with email communications and will respond promptly.
4. I will support the values and goals of the Issaquah Robotics Society.
5. I understand and accept that some risk is involved in club activities. When on school campus and on official trips, school district policy and agreements will take precedence.
6. I understand that on unofficial trips, my student will be operating under his/her own liability and I will not hold the school, school district, or others liable for any accidents that may occur.
7. I understand my commitment as a parent, and will contribute my share to the club efforts.
8. I understand that there are dues associated with being a member, which go towards uniforms, transportation, and miscellaneous compensations. 2023-24 dues are \$200, (\$50 are assessed for fall dues, and \$150 will be assessed before the first competition).
9. I understand that my student must purchase an ASB card.

I have read and agree to all guidelines and expectations set forth in the manual, Student Contract, and Parent Contract.

<p>Parent or Guardian Name: _____</p> <p>E-Mail Address: _____</p> <p>Cell Phone Number: _____</p> <p>Home Phone Number: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>(Additional parent contact information may be listed on the back, for questions or concerns, please email or talk to our advisor Jacob Blaskie blaskiej@issaquah.wednet.edu)</p>	<p>Student Name: _____</p> <p>Grade: 9 / 10 / 11 / 12</p> <p>E-Mail Address: _____</p> <p>Cell Phone Number: _____</p> <p>Home Phone Number: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>(For questions or concerns, please email or talk to our advisor Mr. Blaskie blaskiej@issaquah.wednet.edu)</p>
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