



2023/2024
Student Handbook

We will also follow Brimley Area Schools handbook policies.

1 About FIRST

FIRST, For Inspiration and Recognition of Science and Technology, is a non-profit organization dedicated to inspiring young people to be leaders and innovators in science and technology. Through programs such as FIRST Robotics Competition and FIRST Lego League, students are encouraged to excel in the areas of science, technology, engineering, and mathematics. FIRST was founded in 1989 by Dean Kamen (inventor of the Segway and the insulin pump) and has since become an international organization that has reached hundreds of thousands of students from elementary school through high school. For more information, visit <https://www.firstinspires.org/>.

1.1 About FRC

FIRST Robotics Competition (FRC) is FIRST's oldest robotics program. It is designed to provide a rigorous engineering challenge to high school students as well as teach leadership, collaboration, and project management. Over three thousand teams have anywhere from fewer than ten to over one hundred students with guidance and support from adult mentors. Each year, every FRC team builds a robot to compete in a game released in early January.

2 About the Team

FIRST Team 4392 the Deceivers is an FRC Team established in 2012. The team consists of 9th-12th grade students and adult mentors. Since we have a small space, we limit the team to 20 students. If we do not fill the available spots with 9th-12th grade students, we will look to fill them with 7th and 8th graders. The middle schoolers will be chosen by the mentors based on academics, no referrals, and teacher input.

2.1 Executive Summary/Mission

To maintain a steadily growing team while fostering inclusivity, and stewardship while exploring the fields of STEM in a cooperative yet challenging manner. Team 4392 is a participant in the annual FIRST Robotics Competition. Each year, our team reaches out to the surrounding community with hopes of not only finding new participants, but also to develop and maintain relationships with area businesses and organizations to support our operational efforts and inspire them with the fields of science and technology, while also creating stronger relationships with local businesses and organizations. We aim to foster a friendly environment that bonds members together, encourages them to grow together while working toward a common cause and building our robot for the current season while managing resources to achieve sustainability.

2.2 Team Goals

The goals and objective of the Brimley Robotics Team, the Deceivers, FIRST Team 4392 are:

- To inspire students to study science, technology, engineering, art and mathematic(STEAM)
- Apply real-world application of science, engineering, computer science, mathematics, and competition in a new and different way.
- Learn business management skills
- Develop people skills, problem-solving skills, and teamwork.
- Develop technical skills that cross over into college and industry.

2.3 Sub-Groups of the Team

- Mechanical Team
- Electronics team
- Programming Team
- Design Team
- Media Team
- Impact/Awards Team
- Drive Team
 - To be considered for the drive team, students have no grades lower than a C. The reason for this is they will have to spend extra time practicing.

3.0 Sponsorship and Finances

FIRST Robotics is a very expensive endeavor requiring corporate sponsorship and student fundraising efforts. The team needs to raise about \$35,000 a year. This covers registration for the team, robot parts, new tools and equipment, team uniforms, buttons and giveaways, as well as food, gas, and lodging for 2-11 nights.

Ingrained in every action of the Brimley Robotics Team should be awareness to recruit, maintain, and express gratitude to sponsors of the program. Participating students should be prepared to participate in fundraising. Our goal for the team will be to raise funds for the full amount - to cover all the expenses for every student, so they do not have to pay to play. It is our expectation for all students to participate in each fundraiser to make this happen.

3.1 Student Fundraising Requirements

We ask that all students participate in the team's fundraisers. If a student will not be participating in fundraisers, he/she will be required to pay \$100 by the end of January to fully participate in robotics competition events.

4.0 Student Expectations

In order to remain a member of Team 4392-The Deceivers, all students are expected to follow the listed student expectations:

- Forms
 - Submit all required forms by the first official team meeting; the first Saturday in January. This includes Deceivers registration, field trip form, and parents sign handbook. The registration process can be found on www.deceivers.org.
 - FIRST registration online with STIMS. This includes the FIRST Consent and Release form, which is separate from the team's.
- Academic Eligibility
 - All robotics student's grades will be checked **every** Thursday at 11am.
 - If a student has 1 or more failing grades at grade check, they will be ineligible (beginning 8 AM Monday and continuing through Sunday evening).
 - An ineligible student must attend Brimley's After School Tutoring before coming to build meetings. During ineligibility, students will also not be able to participate in Coffee Wednesdays, or travel with us to competitions. Also, if competition is at LSSU, students should not miss school to attend competition.
 - Grade ineligibility will be discussed with the student, and an email will be sent to parents/guardians to inform them.
 - Eligibility for fall robotics will be determined by the final marking period grades from the previous school year.
 - Students with three Es on their report card for the semester will be put on a semester academic suspension.
 - If competition falls between quarters or semesters and there are no grades in Skyward, the previous marking grades will be used to determine eligibility.
- Outreach Requirements
 - Students are required to volunteer for outreach activities during each season. Students must volunteer for a minimum of 6 different activities but more may be needed. Activities include 2 concessions, VFW Fish Fry's, Craft Show set up and take down, Soo Locks Engineers Day, demonstrations, Coffee Wednesdays, summer camp, LSSU competition set up, roadside clean up, and more.
- Robotics Cords
 - Students will have the opportunity to earn cords to wear at graduation. Students must be on the robotics team a minimum of two years, have a 3.0 GPA at graduation time, and have a minimum of 15 hours of volunteer service each year the student is on the team.

4.1 Attendance

- School Attendance
 - An absence by a student on the day we leave for competition will cause that student to be ineligible to participate in the competition or meeting on the day he/she is absent.
 - Students must be in attendance the day we leave for competition. In addition, he/she must be in attendance for at least one-half of a day to attend a meeting and that absence must be excused.
- Attendance is taken at every team meeting by a mentor. If you are unable to make a meeting, please try to notify us on Discord. The build season is especially intensive and requires a significant commitment from January through the end of April.
 - High school students should have a minimum of 10 hours per week and middle school should have a minimum of 5 hours per week, during build season, in order to attend competitions.
- These are the following criteria for attendance:
 - Present
 - Being physically present is not enough—students must be attentive and productive during meeting time to be marked “present.” Present markings will count positively towards your attendance percentage.
 - Unproductive
 - If you are not sufficiently productive or are distracting others during a meeting, the subteam lead may mark you “unproductive.” You will be given warnings when you are marked unproductive so you know what behavior was at fault and should not be repeated. Being marked “unproductive” will count negatively towards your attendance percentage. You will be asked to leave the room.

4.1.2 Monthly Team Member Evaluations

- At the end of each month, the team members will be re-evaluated to ensure that only those who are committed will remain as members of the team. In general, students who are below the needed 10 hours or 5 hours per week will be considered for re-evaluation. If a student is below their minimum hours, they may be able to make them up. However, if they are too far behind, making the hours up may be difficult. All students below the required hours per week threshold for the current month will be notified by a member of leadership, as a warning. Dismissal from the team will also take into consideration issues outside of attendance.
- Dismissal for reasons other than attendance will be handled using the procedure outlined in Section 4.6 Consequences. Reason for dismissal may include, but is not limited to:

- Behavior in and outside of team meetings
- School referrals
- Initiative
- Work ethic

A mentor will talk to students that are not meeting the requirements necessary to stay on the team or have exhibited behavior that puts them at risk of being removed from the team. If it is found that a student should be removed from the team at the end of the month, the student and their parents will receive an email explaining the reason for the removal and will be removed from the team Discord.

4.2 Codes of Conduct

- Student behavior is subject to all local, state, and federal regulations, including those of the Brimley High School, with regard to bullying, harassment, discrimination, or other behavior that creates an unsafe or hostile team environment. These include actions at school, during team meetings, competitions, or in online forums used by team members regardless of whether they are team-sanctioned communication platforms or not. In addition, team members are subject to the following team-specific expectations.

4.2.1 Everywhere

- When you wear the Deceivers logo, you are representing our team, school, community, sponsors, and yourself wherever you are. You should treat others with respect and kindness because your behavior impacts everyone that you represent. At competition, what you say to another team member and how you say it may be overheard by a judge, potential sponsor, or member of another team. Any invited guests must understand this and behave accordingly. All your actions as a team member reflect directly on the team's image.

4.2.2 During Team Meetings

- Team members are not to use their phones at team meetings or functions unless it is necessary for the work they are doing for their subteam or otherwise directed by student leads or mentors.
- Unacceptable behavior includes but is not limited to: playing games, using social media, or other distracting and unproductive tasks. Students who continue to exhibit unacceptable behaviors during a team meeting may be sent home.
- Treat others how you want to be treated—to help sustain our professional and respectful working environment. To create a professional working environment conducive to new ideas and change, our team has a strict no bullying or harassment policy. This includes

physical, online, or verbal bullying. In addition to these guidelines, see the districts' general policy.

- Students are expected to take initiative during team meetings. If students have nothing to do, students should be seeking out tasks from their peers or mentors on the team.
- There is always something to do. There are always items that need to be put away. If a student refuses to work on a task, they will be asked to leave.

4.2.3 Online

When representing our team online, please remember Gracious Professionalism. Just like at competition or in public, you are representing our team, and must remember to be humble, professional, and considerate. All posts and thread replies must be reviewed by a member of Student Leadership or a mentor before being shared.

4.2.4 Competition

Before competition, students must go to their teachers and get the work that they will be missing while they are gone.

- He/she will need to have their teacher fill out a homework sheet and give a copy to Mrs. Pomeroy.
- During districts and state events, those not on the drive team will have a ½ hour of homework time every night we are gone. Drive team will not have a ½ hour.
- During Worlds, there will be 1 hour of homework time every night we are gone, for all students.

Plan to attend for the duration of the competition and stay with the team until the competition is over.

- If you are leaving a competition at any time with a parent/guardian, a paper must be signed that says Brimley Area School is not responsible for you during the time you are gone. If you are returning, there will be a curfew of 9 pm. Once you return, you will have to work on homework.
- Always be respectful to other teams, event volunteers, and parents.
- Stay with the group. If you need to go anywhere, let the appropriate mentor know and find a reasonable time to do so. If you are needed and you are not present, it will reflect poorly on you.
- Stay on task and fulfill your role at competition. Making friends with students from other teams is highly encouraged, but when you are scouting or performing other tasks during competition, refrain from excessive socialization.
- All mentors and students are expected to be in the stands when our team is on the field.

4.3 PDA Policy

All members and mentors are expected to maintain professional behavior, both in public and at team meetings. Professionalism can be upheld by establishing and adhering to a standard of behavior, shown through a student's attitude, attire, and communication. Additionally, all relationships on the team must remain professional, especially with any potential for public displays of affection (PDAs). PDAs are acts of romantic physical intimacy visible to others, not to be confused with platonic acts of friendship. Robotics meetings and events are places for students to work and be focused, and PDAs can be distracting not only to those involved but also to those who witness it. If engaging in a PDA, students create an unprofessional image and an impaired working environment for the team, whether during a team meeting, competition, or other event. Therefore, all forms of PDA are considered inappropriate and are prohibited at any team event. If you are in a relationship, do not let it interfere with robotics.

- Unacceptable PDA includes but is not limited to:
 - Intimate touching
 - Caressing/stroking/fondling
 - Kissing
 - Cuddling
 - Sitting in another person's lap
 - Rubbing or massaging
 - Hugging in a romantic manner

We expect mentors to apply these guidelines to themselves with the maturity of an adult mentor. Additionally, student and mentor relationships must always remain strictly platonic and professional. See FIRST's Youth Protection Policy for more detail. Failure of a student to adhere to this code will result in initial warnings from the captains, and possibly involvement from mentors. If an inappropriate situation arises in which Core Leadership feels it is necessary to intervene in the moment, they will do so. We also follow Brimley Area Schools PDA policy, available online <https://drive.google.com/file/d/1jbgENsj5W---igwSrolYsv-ntinX-VyP/view>

4.4 Team Dress Code

All students must adhere to the Brimley High School dress code, available online <https://drive.google.com/file/d/1jbgENsj5W---igwSrolYsv-ntinX-VyP/view>

- This includes but is not limited to:
 - Students must wear clothing that covers one's undergarments and private parts.
 - Students must NOT wear clothing that depicts violence, obscenities, pornography, nudity or sexual acts in any manner.
 - Students must NOT wear clothing that displays hate speech targeting groups based on their race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected group.
- In addition:
 - Long hair must be tied back.

- Jewelry is not acceptable if it can entangle into robot parts or into machinery, and is generally discouraged.
- Closed-toe shoes must be worn at ALL times.

4.4.1 Team Apparel

If you are wearing a team shirt or any piece of team apparel, you are representing the team everywhere you go. Do NOT behave inappropriately while wearing team apparel. Shirts and other team apparel may NOT be noticeably modified—for example, a leftover large shirt given to a petite student may be tailored, but cutting off sleeves, lowering the neckline, or any damage to any logos is not allowed. Team apparel should not be sold to anyone outside of our team, regardless of the circumstances. It can be traded to other FRC members, but should NEVER be sold to them.

4.4.2 At Competition and Other Events

It is important for the team to maintain a unified image. As such, we require all team members who are attending competitions, fundraisers, demonstrations, or off season events to wear Deceivers' attire.

4.5 Behavior Violations at Competitions

For most competitions, the team is away from home. Behavior violations at competition are particularly serious since they may involve issues that result in immediate safety concerns or have a negative effect on team cohesion and performance. As a result, students may be asked to leave the competition, which may require them to be picked up by a parent or guardian, or have a parent or guardian arrange for transportation home; This transportation will be at the expense of the student and their parent or guardian. The determination to have a student sent home is at the discretion of the mentors. In some cases, the behavior will be addressed following the competition by the high school principal or superintendent.

4.6 Substance Use Policy

Use or possession of tobacco (even if you are 18 years of age or older), Vaporizers (with or without nicotine), alcohol, or illicit drugs is strictly prohibited. Use of these substances not only affects the physical fitness of the user, but also has a negative effect on the mental attitude of the student and his or her teammates. Use, possession, concealment, distribution, sale, or being under the influence of any of the following is prohibited.

- Tobacco, tobacco products, or nicotine in any form (even if you are 18 years of age or older)
- Vaporizers (with or without nicotine)
- Alcohol or alcoholic beverages in any form
- Marijuana or any derivative of

- Illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to federal and/or state statute, and including inhaling fumes of glue
- Drug paraphernalia in any form
- Steroids, human growth hormones, or other performance enhancing drugs
- Substances purported to be illegal, abusive, or performance enhancing, i.e. “look alike” drugs
- Prescription drugs not prescribed to the individual
- Non-prescription drugs used in an inappropriate manner

It shall not be a violation of the Student Code of Conduct for a student to use or possess a prescription or patent drug when taken pursuant to legal prescription issued by a licensed physical for which permission to use in school has been granted pursuant to board policy. A student shall notify his or her coach if he or she is taking a prescription medicine, which could alter the student’s behavior or affect the student’s ability to participate in a physical activity. Any student who voluntarily seeks substance use treatment before a violation is reported and facing possible code violations and subsequent penalties will not face any disciplinary measures for seeking treatment. Subsequent violations will result in athletic code violations.

Disciplinary Procedure

- If a student is accused of violating the substance abuse policy, the coach will notify the student of the alleged violation. The student’s parents/guardians will be notified by the robotics coach and/or the principal. This notice will state the alleged violation and the penalty to be imposed.
- Appeal Process
 - A student and his/her parents/guardians may appeal the action taken by the athletic director within five (5) school days of the action. An appeal must be in writing to the principal. The principal may uphold or modify the penalty imposed within three (3) school days. Should the student not be satisfied with the action of the principal, the student may appeal to the superintendent of schools who may uphold the action taken or modify the penalty. The student reserves the right to appeal the decision of the superintendent to the Board of Education. The Board of Education will not take action until the above process has been followed. During the appeals process, the student will remain on suspension.
- Violations of the Substance Use Policy
 - First Violation- After a complete investigation and evaluation of the facts, the student will be informed of the following two options that he/she must choose from:
 - Option 1 – The student will be suspended from 25% of the total regularly scheduled robotics contests the student will be or is presently participating in. The penalty will become effective immediately upon notification and will be served in a consecutive manner until complete. (Fractions will round up at .5 or above and down at anything below .5.)
 - Option 2 – The student will be suspended for 15% of the total regularly scheduled robotics competitions the student will be or is presently

- participating in. They will also complete NFHS course(s) assigned by the high school principal within three (3) days of being assigned.
- Second Violation- A second violation of the substance use policy will result in the student selecting one of the following two options.
 - Option 1 – The student will be suspended for 50% of the total regularly scheduled robotics competitions the student will be or is presently participating in. The penalty will become effective immediately upon notification and will be served in a consecutive manner until completed.
 - Option 2 – The student will be suspended for 25% of the total regular scheduled robotics competitions the student will be or is presently participating in. The student also must enroll in and successfully complete a substance abuse program. Failure to complete the substance abuse program will be considered as a third violation of the substance abuse policy with the penalty of that level applicable.
 - Third Violation- A third violation of the substance abuse policy will result in the student being suspended from participating in any interscholastic athletics for one calendar year.
 - If the first or second violations occur at the end of the season in which the student is participating where there is less than 25% or 50% respectively (whichever is applicable) of the contests remaining, the student will be suspended from the remainder of that sport and a portion of the next sport season in which the student participates. The number of events will be determined by the season in which the violation occurred. The student must complete the season in order to count that season for suspension. If a student is participating in a sport at the time of the violation, the student must continue to practice in that sport. If an student is participating in dual sports, the punishment will apply to both sports. Additionally, if a student comes forward and self admits to his/her coach or Principal within a 72-hour period from the occurrence of any violations described in this section and before it is reported by another source to appropriate school personnel, the student may be subject to a reduced consequence of no more than 50% of the specified sanction. Furthermore, any suspensions that are a result of a rules violation do not begin until the student is academically eligible. All violations are on a sliding calendar year scale. The calendar restarts with each new infraction. After a year without a violation, the student will go down a level. Example: A student who is on their first offense fulfills a year violation free will be at zero. A student who is on their second offense fulfills a year violation free will go down a level to one, which means if they were to violate the code during the subsequent year, they will be on their second violation.

5 Workspace Rules

- If you wish to borrow a piece of team equipment outside of a meeting, ask a mentor.

- Follow all safety guidelines and protocols. Use of team tools is a privilege, not a right, and safety is paramount. Do not use a machine or tool unless you have been trained to use the equipment.
- Return all tools and equipment to their given places.
- If a student leaves before a meeting is over, he/she must also help clean up before leaving.
- Do not download or install programs onto the programming, CAD, or business/media computers without permission.
- At the end of each meeting, the last 15 minutes will be dedicated to cleaning, at which time every member in attendance will help clean up the space that was used. If students are staying later than the official meeting time, clean up will still happen at the end of the official meeting time, and any students staying later will be expected to leave their workspace clean.

6 Parent Volunteering

Parents who wish to get involved may help mentor or help in the ways listed below.

6.1 Food

During build season, we ask parents to provide Saturday lunch for the team, since they have a long work day. We also ask parents to donate snack items and water during build season, so the kids have a snack after school before the meeting.

For competitions, I will share a google doc of items needed for the trip such as: snacks, lunch, and dinner items that parents/guardians can sign up for. We may also ask for certain items needed for fundraisers.

6.2 Volunteers

We highly encourage parents to participate as parent volunteers as they are necessary for our team to run smoothly. Parent volunteers may help with organizing events, fundraising, and volunteering at events.

7 Contact and Final Notes

Here is the contact information for the current mentors:

Mentor	Phone Number	Email
Vicki Pomeroy	906 322 7473	vpomeroy@eupschools.org
Kris Zakfeld		kzakfeld@gmail.com
Cole Brehm	906 440 8805	cdbre@pm.me

Philp Brown

906 322 1899

philipb321@gmail.com

Derek Postma

dspostma898@gmail.com

Michael Pomeroy

mapomeroy@charter.net

Braedon Kemp

braedonkemp@gmail.com

All team members are expected to follow and understand all rules and policies in this handbook. The teams mentors reserve the right to set consequences for major violations and consider confidential information in decisions. Also, mentors may change the handbook during the season. If this occurs, the team will be notified of the modifications promptly.

Brimley Robotics Parent/Guardian Consent Form

By signing this form, we acknowledge and consent to the following:

- We have received and read the Brimley High School FIRST Robotics Team Handbook and agreed with all the terms and conditions.
- We will abide by all the Team Rules and meet all the Expectations of Students and Parents.
- We understand that there is a minimum time commitment at different times of the year that needs to be met for the student to be on the team.
- We agree to pay required participation fees necessary for team operation and travel.
- We understand that due to the nature of robotics activities, even with proper instructions, precautions and supervisions, the risk of serious injury cannot be totally eliminated. We recognize this risk and choose to participate in the Robotics Team activities. We agree to release and forever discharge all the adult volunteers, mentors and sponsor companies from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature, and particularly on account of all injuries, both to person or property, at any time or any place relating to participation in Robotics Team activities.
- The student understands and will follow the safety rules in the Team Handbook as well as all safety rules at all the locations that our team meets.
- We understand that transportation will be provided for the competitions and other team events during competition season and give permission for my student to ride with any adult mentor, parent, or volunteer that the team has agreed to – otherwise, parents will provide transportation for their student.
- We give permission for our student to participate in all fundraisers done by the team to give financial support to the team.
- We authorize adult mentors of the Brimley Robotics Team to have students emails for electronic communications for robotics events (**you may opt out of this below**).
- We authorize that photographs and/or video of the student may be posted on the team website or in publicity publications. We understand that photos will not be labeled with names (**you may opt out of this below**).

Student Name (Please print)	Student Signature	Date
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Parent Name (Please print)	Parent Signature	Date
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Special Options:

- We do not authorize adult members of the Brimley Robotics Team to have email information for electronic communications for robotics events.

- We do not authorize that photographs and/or video of the student be posted on the team website or in publicity publications.