

2015

TRAINING HANDBOOK

ROBOTICS ACADEMY



HARMONY SCHOOL OF EXCELLENCE | Mrs. Toptas

ROBOTICS ACADEMY RULES & EXPECTATIONS

Students must read, agree, and abide by the following rules as well as new rules that may be created during the Academy by the advisors. Rules not explicitly stated within this document may be put into effect by advisors or officers if deemed necessary. We appreciate the cooperation of all students and their parents in adhering to these policies.

GENERAL RULES

1. Students must attend all meetings, events, and competitions. If a member fails to attend an Academy event, they are required to make up missing hours on weekdays. It is their responsibility to inform the teacher or coach at least one day prior to a missed event.
2. All students are required to stay under the supervision of a staff member at all times. This will include any room changes, pickup and drop off times, as well as trips to the restroom.
3. Internet usage during the camp will be restricted. Computers will be utilized for robotics projects only. Do not download anything or install programs on the computers without the expressed consent of a teacher or coach.
4. Consideration and responsible behavior is required of all students. Fighting, pushing, running, and rowdiness will not be tolerated. Please be respectful of other students, instructors, and visitors. Disruptive students will be removed from the program without refund. Parents/guardians will be notified if immediate pick up is required.
5. Students are responsible for keeping the robot box and parts container neat and organized. Put away tools and clean your area after you are done working.
6. If any items become damaged while you are utilizing them, you will be responsible for replacing the parts. Students must report any accidents or broken items to a coach immediately. Do not wait for us to discover that something is no longer functioning.
7. Chewing gum is not permitted. Students may bring snacks on condition that they are eaten away from the robotics equipment and that the area remains clean and neat.
8. No Heelys are permitted, as they are unsafe in our environment.
9. Stereo equipment, computer games, iPods, iPads, or other items that may disturb others are not permitted. Phones are an exception, however students are not allowed to play any games that might disrupt the learning environment.
10. Students may bring cameras to take pictures of their friends and projects; however, neither the team nor the school will be responsible for lost or stolen items.

CHECK-IN AND CHECK-OUT GUIDELINES

Robotics Academy sessions will be held from 9:00 – 1:00 p.m. every Saturday. Parents are required to provide transportation to and from meetings, events, and competitions. Students may be dropped off as early as 9:00 a.m. Late pick-ups will not be tolerated unless prior arrangements are made with the staff.

Students must be dropped off and picked up from the robotics room (Room 121). They may not be dropped off in the parking lot and allowed to walk through the school. Upon arrival, students will be signed in to their classroom as well as signed-out at the end of each day. Only parents/guardians and Authorized Adults (listed in Registration Form) with valid ID will be allowed to pick up Academy members.

ROBOTICS ACADEMY TRAINING DATES

Feb. 21, 2015	Building, Programming, Teamwork
Feb. 28, 2015	Building, Programming, Teamwork
March 7, 2015	Building, Programming, Teamwork
March 28, 2015	Building, Programming, Teamwork
April 4, 2015	Building, Programming, Teamwork

The dates may be changed if needed by informing students and parents. Please check the website before the day of training to make sure.