

IMPORTANT INFORMATION FOR STUDENTS AND PARENTS 2011-2012 SEASON

Mrs. Hall is in charge of administration. She will hand out and collect all paperwork. She is in charge of maintaining records and team ranking. If you have any questions concerning this, you may reach her by email at: anniem81949@yahoo.com or by telephone at 508-697-7003.

1. It is necessary for every student member to have access to email. This is the main way we correspond. It is important that you check your email ***daily*** for any current updates. If you do not have access to email at home, please see Mrs. Calef to make arrangements for an account that you can access at school.
2. Mrs. Hall will keep parents updated by email. Parents who do not have access to email may call Mrs. Hall to stay connected and informed.
3. TJ² is considered an activity. As a result, a one-time \$50 activity fee must be paid to the B-R district. This fee need only be paid once and it covers all activities that a student is involved with during the school year at B-R. This fee must be paid by **12/22** to be considered for the travel team.
4. There are “team” meetings and “group” meetings. They are not the same. Team meetings are held every other Friday, following the close of school in Mrs. Calef’s room, RM # H 106. These meetings are mandatory. If you are making a commitment to the team, then as part of this commitment, you are expected to make arrangements to be at these mandatory meetings. We understand that some of our most committed members are involved in other activities, which may include sports, etc. When there is a conflict, we would expect you to come briefly to the meeting, sign in, and pick up agenda, other necessary paperwork/notices, and stay as long as you can. In the event that you cannot attend a mandatory meeting, notification must be made to either Mrs. Calef, in her room, or Mrs. Hall, by email, **prior** to the meeting for your absence to be considered “excused”. If you have more than 3 un-excused absences, then your commitment to the team will be questioned and dealt with. It will be your responsibility to pick up a copy of the agenda, etc. on the next regular school day and to check on any important information you may have missed.

Note: When a team meeting Fri. date falls before a holiday weekend or vacation week, the meeting will be held on a Thurs., instead. These have been noted below. During the year, there may be other occasions for mandatory meetings that will be announced in advance.

The dates for team meetings are as follows:

9/1 (Thurs.), 9/30, 10/14, 10/28, 11/4, 11/18, 12/1 (Thurs; brief meeting & set up for auction), 12/9, 12/22 (Thurs.), 1/12 (Thurs.), 1/27, 2/10. March dates are tentative and

are dependent on regional dates: 3/9, 3/23. Dates for rest of year TBD, again, dependent on regional dates and if we qualify for the championship.

Other mandatory team meeting dates:

Wed., 9/14: 2011-2012 Student/Parent Information Night to kick-off season at 7 pm in the B-R auditorium

Sat., 1/7/2012: FIRST kick-off, 10 am, B-R 2nd floor lecture room

Sun., 1/8/2012: Design day at DePuy, Paramount Dr., Raynham, at 12 pm

Points for mandatory meetings go towards a student's ranking.

Points will be given as follows:

In attendance at meeting or participate in a team school function*: 50 points

Excused Absence**: 25 points

Unexcused Absence***: 0 points

*Student must have spoken to Mrs. Calef or Mrs. Hall previous to meeting, signed attendance sheet, picked up agenda, etc.

**Student must have notified Mrs. Calef or Mrs. Hall previous to meeting. Student is responsible for picking up agenda, etc.

***Mrs. Calef or Mrs. Hall have not been notified about student's absence from meeting. Student is responsible for picking up agenda, etc.

5. Group meetings are those that meet as on a regular basis during the week. These are our specialty groups. This is how students earn hours. Students do not receive hours for mandatory team meetings/gatherings. Students are to keep track of their hours using the Hours Form.

These hours forms will be turned in on the following dates: 11-4, 12-9, 1-12, 2-10 and 3-9.

A. **Art Group:** tie-dyes and designs our tee shirts and wristbands. They are also responsible for the outer appearance of our robot. They decide on what we will use for spirit items. Meeting time and day TBD. The start date TBD, based on when supplies arrive.

B. **Communication:** responsible for keeping the website current and interesting. This group will meet on Wed. at 4:30 pm (Sat. during build); beginning 9/28(subject to change).

1. Chairman's: a subgroup which works on the Chairmans Award submission and presentation, which may include a video, the Woodie Flower's Award submission, and spirit.
2. Media/Publicity: a subgroup, which works on written releases about the team (outside of the newsletter) and/or upcoming events, posters, and other methods of publicity. This group will meet as needed.

- C. **Build:** build the robot, robot crate, robot cart, program the robot, maintain the Build room.
1. Pre-build: a sub-group; learn skills that will be useful for build, such as fabrication, electronics training, design and decision-making training. This group will meet on Thurs., from 6 – 8 pm, starting on 9/22.
 2. CAD: learn how to use Autodesk Inventor, a 3-D printer, and make technical drawings. This group usually meets before VEX starts and following the Savage Soccer competition. This group will meet on Tues. at 2 pm, starting on 9/27.
 3. VEX: this group will meet in Oct. (date TBD) following the kick-off of Savage Soccer, a competition to be held at WPI on Nov. 12th. This group will meet on Tues. and Thurs. from 2 – 4 pm and will build mini-robots out of VEX equipment
 4. Autonomous Race with Lego Mindstorms: explore the magic of sensors by programming and racing autonomous robots against each other through a maze. This group will meet after the Savage Soccer competition; Tues., 6 – 8 pm, Nov. 15- Dec. 6 (subject to change).
- D. **Student Board:** this group is comprised of this year's officers. This group meets the day before a team meeting with Mrs. Calef.
- E. **Administration:** a subgroup that works with administrative duties as needed.

Note: Ten points are given for each hour of group service towards a student's ranking.

6. It is important that students maintain good grades and are in good standing with their teachers. We expect students to do homework and complete projects, etc. in a timely manner. Students should go back for extra help as necessary to maintain good grades. We do verify students' academic progress in the following ways: copies of progress reports and report cards, and teacher update forms. We uphold the same standards set by the MIAA for athletes and more. We feel that academics are of prime importance.

Use the following schedule for due dates:

10/14, copy of term 1 progress report; 12/1; copy of term 1 report card; 1/12, teacher update form; 2/10, copy of term 2 report card. Due dates for a copy of term 3 progress report and another teacher update form will be determined, based on team travel dates.

7. For any forms that must be turned in, **due dates** are **final dates**. Any paperwork can be turned in previous to these dates and we encourage students to do so. There will be penalties for paperwork turned in late. In some instances, selection to the travel team will be jeopardized as a result of paperwork either being turned in late or not at all. There is a drawer in Mrs. Calef's room (H 106) and also Ms. Jerome's (H 104), if Mrs. Calef's room door is locked, for depositing all paperwork.

Points will be given as follows:

Forms turned in on time: 50 points

Forms turned in up to 2 weeks late: 25 points

After 2 weeks late: 0 points

List of Mandatory Forms:

1. Registration Form
2. Medical Form
3. BRRSD Field Trip Form
4. Copies of report cards and progress reports
5. Teacher Update Forms
6. Hours Forms
7. Permission Form for Regionals and Nationals (**due by 12/22**)
8. FIRST Consent and Release Form (due date TBD, as information is provided by FIRST)
9. Two copies (color, if possible, and at least, clear copies) of photo ID

The registration form will be due immediately. We would appreciate any other forms that could be finalized the night of kick-off on Wednesday, 9-14. If extra time is needed, the final day for turning in any registration forms, medical forms, and the BRRSD field trip forms is at the team meeting on Friday, 9-30. This will also be the final day we will accept students on the team. Students are to get in 2 copies of an official photo ID (this could be a copy of your license, learner's permit, school ID, passport, etc. ASAP, but no later than **12-22**).

Note: No excuses will be accepted for late paperwork. We will uphold the point schedule as described above. Turn in paperwork early to avoid tardiness. If a student is absent on the final day a mandatory form is due, then student should send paperwork with a friend, or have a parent or relative drop it off.

8. Fund raising: a student is expected to raise a minimum of \$400 to be a member of the team and \$700 to be a member of the travel team by **12/22**. There will be many methods for students to raise this money completely, with no burden to the family. The following methods of fund raising will be used:

- A. Business sponsors: a business gives the student a money donation; a list of local businesses that have donated in the past will be kept in Mrs. McGuire's room (H 203). Students must sign up for local businesses so that a business is only contacted once. Please sign up for a business **before** contacting that business. If business is not listed, then Mrs. McGuire will add the business to our list.
- B. Canal Day: a student will get sponsors for each mile they walk, ride a bike, rollerblade, etc. along the Cape Cod Canal. A form for documenting sponsors has been included in your packet. A student may also get a straight donation.

This year Canal Day is scheduled for **Sunday, 10/16**. Many students are able to complete their fund raising through this one event.

- C. Dinner/Auction: each student is required to turn in a minimum of one donation to our auction that has a value of at least \$25. There is no maximum number of items that a student may turn in. Students will earn 100 points towards ranking for the one mandatory item and 100 points for up to 5 additional auction items valued at \$25 or more. Students will earn dollar credit for silent auction items, based on the actual amount the item sells for. Students will receive \$1 credit for Chinese auction items, based on the number of raffle tickets turned in for that item....\$1/raffle ticket. Students will be required to sell a minimum of 2 tickets to the dinner/auction to adults (21 and over) and will receive a bonus of \$5 credit for each ticket sold after that. This will go towards their fund raising. Many students use this fund raising event to raise most if not all of their money. ***We do stress quality over quantity.*** This year's event will be held on Friday, December 2nd, at the Knights of Columbus Hall in Bridgewater.

Auction items can be items donated by businesses, craft items, services, vacation homes, etc. Theme baskets have been very popular as well as tickets to sporting events and sports memorabilia. More information on the auction will follow.

****Note: Only a core number of students (10) will be selected to attend the dinner/auction as helpers. The first 3 students will be the officer leaders. The other 7 will be selected on a first come first serve basis. Other students may attend the event if there is space available, but will have to pay \$7/person. We will have a special menu for students. Students will not earn fund raising credit for these tickets.***

- D. Donations in kind: if there is a parent that has a business that can donate an item or a service that the team would have to pay for, then the credit will go towards a student's fundraising. For example, if your family owned a pizza shop and donated \$200 in pizzas for a TJ² event, then the student would receive \$200 credit towards fund raising.
- E. We often will offer something like sales of products from at home shows like "Tastefully Simple", "Avon", "Tupperware", etc. This year we have scheduled a Pampered Chef fundraiser. If the team sells \$1000 or more, each student will earn 25% of their sales towards fundraising. The highest selling student in each grade level will receive a bonus; the highest selling student over-all, will receive a bonus. This fundraiser will go from **11/4 – 11/18**.

Do not drop off any money to Mrs. Calef. Mrs. McGuire will be in charge of fundraising. All monies are to be given to her in Rm. H 203. You should turn in money as soon as you have collected it. All monies from Canal Day should be turned in by **10/28** at the latest. **All fundraising is to be completed by 12/22.**

We are offering numerous ways to fundraise. Students are not to wait until it is too late to ask for help. Updates on ranking and totals will be posted frequently so that students know where they stand. If there is family financial hardship, please see Mrs. Calef. This will be handled with strict confidentiality. If a student has not fully funded his/her \$700 by 12/22, then a family check of \$300 will need to be turned in for a student to be considered for the travel team. If a student is not traveling, he/she must still raise a minimum of \$400 by 12/22, to be a member of TJ². All money, including checks, is to be turned into Mrs. McGuire in Rm. 203, in an envelope with the name of the student clearly marked. Please indicate what the money is from; for example, “business donation”, “candy money”, “Canal Day money”, etc. Mrs. McGuire will give you a receipt for each envelope turned in.

Note: *All checks are to be made out to **BRRSD**, not TJ². Business checks will be accepted for any amount. The district will only accept personal checks up to \$100. Any amounts over \$100, must be bank checks.*

Eligibility Requirements for Team and Travel

	Team	Travel
All mandatory forms turned in and complete	X	X
Attendance at mandatory team meetings	X	X
In good academic standing as determined by student's teachers	X	X
\$400 fundraising completed by 12/22	X	
\$700 fundraising completed by 12/22		X
Hours by 12/22: 30 hrs. for veterans; 20 hrs. for new members	X	X
Sale of 2 tickets to auction	X	X
Auction item	X	X

*** A maximum of 40 ranked, eligible students will be included for the travel team.**