

Robotics Coaches Guide TABLE OF CONTENTS 2024 – 2025 School Year

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Robotics coaches have a variety of responsibilities during the season. This guide is designed to describe processes and timelines to help coaches throughout the season. Your CTE Robotics Facilitator is available for questions and additional support and information.



Finalized on April 16, 2024

STUDENT MEMBERSHIP	
Robotics Team Membership	<p>COMPETITIVE MEMBERS:</p> <ul style="list-style-type: none"> Students who are enrolled in related CTE courses during the 2024-25 school year or were enrolled in a related CTE course in the prior year* are considered “COMPETITIVE MEMBERS”. (See chart on Page 11 for a breakdown of related CTE Courses) <p>**Excludes Elementary School</p> <p>Since CTE funds are used to pay for the Robotic costs related to membership and participation in competitive events, only students considered Competitive Members of the team are eligible for CTE-support for Robotics competitions.</p> <p>SOCIAL MEMBERS:</p> <ul style="list-style-type: none"> CTE does realize there may be students who wish to be part of the club who have neither taken nor are enrolled in a related CTE course. These students shall be considered Social Members and may participate in Team meetings and competitions but will not be CTE supported and must be funded through a combination of ASB and family contributions. <p>FUNDING:</p> <ul style="list-style-type: none"> Teams will receive CTE funding based on the percentage of students enrolled in applicable CTE courses. For example, if 60% of students are in a qualifying CTE Course, then 60% of applicable robotics expenditures will come from the CTE budget. Remaining budget will come from ASB funds, booster funds, grants, and family contributions as necessary. The final determination of student and mentor fees will be at the coach's discretion.
PRIMARY COACH DETAILS	
<ul style="list-style-type: none"> CTE will cover up to 1.0 FTE per robotics coach per team. The school will submit the name of the coach to HR to start the hiring process Once hired, with a district ID number, CTE can issue team equipment needed 	
ASSISTANT COACH DETAILS	
<ul style="list-style-type: none"> FIRST Robotics requires 1 additional assistant coach. <ul style="list-style-type: none"> CTE will work with each school to determine how these 2 coaches will support the team(s) at their school and if a primary coach or assistant coach contract will be issued Any variation to the number of coaches will have to be discussed with building administration for approval. 	
MENTORS	
<ul style="list-style-type: none"> FIRST Robotics encourages mentors <ul style="list-style-type: none"> Mentors can be FTC or FRC team member volunteers or adult volunteers Mentors are volunteers only and are not paid 	

FLL TEAM SUGGESTED ACTIVITIES	
SEASON	
<ul style="list-style-type: none"> Team established and practice begins: September <ul style="list-style-type: none"> FLL Qualifier: December Semi-Finals: January WA Championship: End of January/First week of February. Explore the FIRST website (https://www.firstinspires.org/) to review details of the FLL program and deadlines for your team. 	
AUGUST DETAILS	
<p>WASHINGTON FLL GRANT:</p> <ul style="list-style-type: none"> To be completed by CTE for your team at https://webportalapp.com/sp/login/firstwa_fll Funds will be distributed by CTE for registration and your office manager/treasurer for other purchases. <p>EQUIPMENT:</p> <ul style="list-style-type: none"> CTE will supply the competition robot, currently Spike Prime robots from Lego. Grant funds will be used to purchase the yearly challenge kits. The computers used for the program are the student Chromebooks. Support will be provided by CTE field tech (requests must be entered through the EPS Helpdesk) <p>TEAM PRACTICE:</p> <ul style="list-style-type: none"> Determine a schedule for practice and communicate with the building administration Determine a location for your team meetings and secure location for robotics supplies Weekly practice will prepare students for the FLL competition. 	
SEASON DETAILS	
<p>MEMBERSHIP:</p> <ul style="list-style-type: none"> Communicate with students about the application process and deadline. Review applications. Announce members of the team, 10 students per team. No more than 2 teams per school. <p>REGISTRATION:</p> <ul style="list-style-type: none"> Register students for your team on the FIRST website. Send a copy of the student registration to the Robotics CTE Coordinator Registration cost is funded by the WA FLL Grant; work with your building office manager or treasurer. <p>COMPETITION:</p> <ul style="list-style-type: none"> Teams will meet on a consistent basis (weekly) during the season to prepare for participation in a competition. Fall season requires participation in a FLL sponsored competition. 	

FTC TEAM SUGGESTED ACTIVITIES

SEASON DETAILS

- FTC is a year-long program, starting with registration in May
- The competition season varies from region to region but can start as early as October and run as long as April for teams that advance
- The chart below details the different aspects of the season
 - **Registration opens:** May
 - **Pre-Season:** May – August
 - **Season Kickoff:** September
 - **Build and Practice Season:** September – January
 - **Qualifying Season:** October – March
 - **State/Regional Championships:** December – March
 - **World Championship:** April
- Explore the [FIRST website](#) to review details of the FLL program and deadlines for your team

MAY DETAILS

MEMBERSHIP:

- Communicate with students about the application process and deadline
- Review applications
- Announce members of the team, 15 students per team. No more than 2 teams per school

REGISTRATION:

- Register students for your team on the FIRST website.
- Send a copy of the student registration to the Robotics CTE Coordinator
- Registration cost is funded by the WA FTC Grant; work with your building office manager or treasurer to track funds spent
- Create a copy of [Robotics Team Student Roster Worksheet.xlsx](#), complete and share w/ CTE Robotics Facilitator

AUGUST - SEPTEMBER DETAILS

WASHINGTON FTC GRANT:

- To be completed by CTE for your team at https://webportalapp.com/sp/login/firstwa_ftc
- Funds will be distributed by CTE for registration and your office manager/treasurer for other purchases.

TEAM PRACTICE:

- Determine a schedule for practice and communicate with the building administration
- Determine a location for your team meetings and secure location for robotics supplies
- Weekly practice will prepare students for the FTC competition.

OCTOBER – MAY DETAILS

COMPETITION:

- Research competition dates on FIRST, determine your competitive events.
- Complete field trip forms required for these events EARLY.
 - Review field trip section for additional information.
 - Review expenses and funding section for additional information on funding sources.
- Review all technology and equipment needs and contact the CTE Robotics Facilitator to communicate your needs and determine the next steps.

OTHER CONSIDERATIONS:

- Create a budget and share with stakeholders.
- Determine fundraising opportunities, local grants, and sponsors to support your additional funds. Communicate with all stakeholders.
- Attend Boeing Family Day to build excitement and reach out to potential mentors.
- Create and/or staff a booster club to support your team.
- Promote FTC in the off season
- Look for opportunities to build ASB funds

FRC TEAM SUGGESTED ACTIVITIES	
SEASON DETAILS	
<ul style="list-style-type: none"> FRC is a year-long program, starting with registration in May The competition season varies from region to region but can start as early as October and run as long as April for teams that advance Explore the FIRST website (https://www.firstinspires.org/) to review details of the FRC program and deadlines The list below details the different aspects of the season: 	
<ul style="list-style-type: none"> Team Registration opens: May Pre-Season: May – August Season Kickoff: September 	<ul style="list-style-type: none"> State/Regional Championships: January - April World Championship: April
MAY DETAILS	
MEMBERSHIP: <ul style="list-style-type: none"> Communicate with students about the application process and deadline Review applications Announce members of the team – no more than 1 team per school 	
REGISTRATION: <ul style="list-style-type: none"> Register students for your team on the FIRST website. Send a copy of the student registration to the Robotics CTE Coordinator Team registration costs funded by the WA FRC Grant; work with your building office manager to track funds spent Create a copy of Robotics Team Student Roster Worksheet.xlsx, complete and share w/ CTE Robotics Facilitator 	
AUGUST - SEPTEMBER DETAILS	
WASHINGTON FRC GRANT: <ul style="list-style-type: none"> To be completed by CTE for your team at https://webportalapp.com/sp/login/firstwa_frc Funds will be distributed by CTE for registration and your office manager/treasurer for other purchases 	
TEAM PRACTICE: <ul style="list-style-type: none"> Determine a schedule for practice and communicate with the building administration Determine a location for your team meetings and secure location for robotics supplies 	
OTHER CONSIDERATIONS: <ul style="list-style-type: none"> Review all technology and equipment needs; contact the CTE Robotics Facilitator to communicate your needs and determine the next steps Create a budget and share with stakeholders Determine fundraising opportunities, local grants, and sponsors to support your additional funds and communicate with all stakeholders Attend Boeing Family Day to build excitement and reach out to potential mentors. Create and/or staff a booster club to support your team Support the FLL Qualifier in December when EPS hosts Work with a travel agent to help save costs for upcoming hotel expenses and/or airfare Look for additional opportunities to increase ASB funds 	
WINTER DETAILS	
PRE-SEASON: <ul style="list-style-type: none"> Kick-off in September Team set up, practice, and robot build occurs prior to competition season 	
COMPETITION: <ul style="list-style-type: none"> Competition is required; research competition dates on FIRST, determine your competitive events. Consider completing District field trip forms and travel authorization requests if the team qualifies. <ul style="list-style-type: none"> Review expenses and funding section for additional information on funding sources. Review the field trip section and travel authorization request sections for additional information. 	
SPRING DETAILS	
<ul style="list-style-type: none"> Teams meet consistently to prepare for competitions. Update field trip information as needed. Attend District competition if the team qualifies (review the field trip & travel authorization request sections below) Attend World competition if the team qualifies (review the field trip & travel authorization request sections below) 	

ELEMENTARY EXPENSES AND FUNDING	
<i>Funding is based on grade level, not FIRST teams. CTE can only fund grades 7-12.</i>	
REGISTRATION - COMPETITION SUPPLIES/MATERIALS	
<ul style="list-style-type: none"> FLL grants will pay registration fees FLL grants will pay for challenge mat and kits; one set per team 	
TRAVEL	
<ul style="list-style-type: none"> All FIELD TRIPS must adhere to District Policies 2320P and 6213P Once the Travel is approved, please send approval confirmation to the CTE Administrative Assistant. View the Field Trip Planner for more details 	
COMPETITIONS	
Covered Expenses are listed below	
QUALIFYING EVENTS	
STEM grant funds will be used to fully cover the costs for teams to participate in qualifying competitions.	
Adult Supervisors 1 and 2 - Coach & Assistant Coach (1 only): <ul style="list-style-type: none"> Meals (not covered by event) Mileage 	Students: <ul style="list-style-type: none"> Transportation (see below)
Payments: <ul style="list-style-type: none"> All payments are made through the Building Office Manager or Treasurer Once payments are made the Building Office Manager or Treasurer complete the interfund transfer and send the paperwork to the CTE Admin Assistant for budget authority approval. 	
Chaperones (MUST be District approved.): <ul style="list-style-type: none"> It is recommended that a minimum of two (2) adults supervise a field trip CTE will only cover the expenses for two (2) adult supervisors (the recommended minimum for field trips) Chaperones do not receive additional compensation for duties performed outside their working hours 	
Transportation: <ul style="list-style-type: none"> Bus transportation to the event and shuttles needed while at the event Bus driver timesheet and hotel for the east side of the state (maximum \$5,000.00 dollars per trip). Bus driver accommodations will be made by the Robotics Coach. See Payments for the payment process. 	
SEMI-FINALS AND STATE CHAMPIONSHIP	
STEM/CTE grant funds will be used to fully cover the costs for teams to participate in qualifying competitions	
Adult Supervisors 1 and 2 - Coach & Assistant Coach (1 only): STEM/CTE grants <ul style="list-style-type: none"> Registration Hotel Meals (not covered by event) 	Students: STEM/CTE grants <ul style="list-style-type: none"> Registration Hotel All students must qualify for any competition above the initial competition.
Payments: <ul style="list-style-type: none"> All payments are made through the Building Office Manager or Treasurer. Once payments are made the Building Office Manager or Treasurer complete the interfund transfer and send the paperwork to the CTE Admin Assistant for budget authority approval. 	
Chaperones MUST be District approved: <ul style="list-style-type: none"> Non-staff chaperones (other adults including family members and industry mentors) expenses will not be covered by CTE and must come from ASB, Boosters, Grants or family contributions Overnight and Out-of-state field trips require at least two (2) adult supervisors (team coaches) and CTE WILL cover these expenses as outlined above Adult supervision should plan for students of all genders Chaperones do not receive additional compensation for duties performed outside their working hours. 	
Transportation: <ul style="list-style-type: none"> Bus transportation to the event and shuttles needed while at the event. Bus driver timesheet and hotel for the east side of the state (maximum \$5,000.00 dollars per trip). Bus driver accommodations will be made by the CTSO/CTE Club Advisor. See Payments for the payment process. 	
COMPETITION EXPENSES	
NOT covered by CTE Funds are listed below	
Coach and Assistant Coach (1 only): <ul style="list-style-type: none"> Theme Park Tickets or Excursions Rental Cars 	Students: qualifying competitive members only <ul style="list-style-type: none"> Airfare and baggage Theme Park Tickets or Excursions

MIDDLE SCHOOL EXPENSES AND FUNDING

See additional membership requirements listed above for a Competitive or Social Member.

Teams will receive funding based on percentage of students enrolled in applicable CTE courses. For example, if 60% of students are in a qualifying CTE Course, then 60% of applicable robotics expenditures will come from the CTE budget, with the remaining coming from ASB funds, Booster funds, grants, and family contributions as necessary. The final determination of student and mentor fees will be at the coach's discretion.

REGISTRATION

- FTC grants will pay for team registration fee.

COMPETITION SUPPLIES/MATERIALS

- FTC is not a co-curricular CTSO, thus to be in compliance, equipment and materials are NOT associated with Robotics Tech I & II and may not be purchased with CTE funds. The co-curricular CTSO for Robotics Tech is VEX.
- All materials, supplies and equipment needed to build robots must be paid for by a combination of FTC grants, ASB and/or family contributions.
- If equipment, materials, and/or supplies can be used in the course AND the team robot, a CTE purchase can be requested via the CTE order form.
- We encourage all teams to plan ahead and ensure that PCard limit increase requests are submitted with enough lead time to cover team purchases.
- Limit reimbursements to personal funds as much as possible and keep transactions under \$200

TRAVEL

FOR TIMELINES SEE: [Field Trip Planner – CTSO/CTE Club](#)

- All field trips must adhere to District Policies [2320P](#) and [6213P](#)
- Overnight travel must be by the Superintendent's Office prior to completing registrations or making any reservations.
 - Once the Travel is approved, please send approval confirmation to the [CTE Administrative Assistant](#).
 - SEE the TRAVEL ARRANGEMENT section on page 10 for specific details.

COMPETITIONS

Covered Expenses are listed below

Qualifying Events

CTE funds will be used to fully cover **competitive member** qualifying event competition participation costs

Adult Supervisors 1 and 2 - Coach and Assistant Coach (1 only):

- Meals (not covered by event)
- Milage
- Substitute coverage
- Transportation (see below)

Students: qualifying **competitive members only**

- Transportation (see below)

Payments:

- All payments are made through the Building Office Manager or Treasurer.
- Once payments are made the Building Office Manager or Treasurer complete the inter funds transfer and send the paperwork to the CTE Admin Assistant for budget authority approval.

Chaperones (MUST be District approved. Excludes mentors and parents):

- It is recommended that a minimum of two (2) adults supervise a field trip.
- CTE will **only cover** the expenses for two (2) adult supervisors.
- Chaperones do not receive additional compensation for duties performed outside their working hours.

Transportation:

- Bus transportation to the event and shuttles needed while at the event.
- Bus driver timesheet and hotel for the east side of the state (**maximum \$5,000.00 dollars per trip**).
- Bus driver accommodations will be made by the Robotics Coach. See **Payments** for the payment process.

DISTRICT

Both family contributions & CTE funds will be used to cover **competitive member** district competition participation costs

Adult Supervisors 1 and 2 - Coach and Assistant Coach (1 only):

- Hotel
- Meals (not covered by event)
- Milage
- Substitute coverage
- Transportation (see below)

Students:

- Hotel
 - Transportation (see below)
- ★ **All students must qualify for any competition above the initial competition.**

Payments:

- All payments are made through the Building Office Manager or Treasurer.
- Once payments are made the Building Office Manager or Treasurer complete the inter funds transfer and send the paperwork to the CTE Admin Assistant for budget authority approval.

Chaperones **MUST** be District approved:

- Non-staff chaperones (other adults including family members and industry mentors) expenses will not be covered by CTE and must come from ASB, Boosters, Grants or family contributions.
- Overnight and Out-of-state field trips require at least two (2) adult supervisors (team coaches) and CTE **WILL** cover these expenses as outlined below.
- Adult supervision should plan for students of all genders.
- Chaperones do not receive additional compensation for duties performed outside their working hours.

Transportation:

- Bus transportation to the event and shuttles needed while at the event.
- Bus driver timesheet and hotel for the east side of the state (**maximum \$5,000.00 dollars per trip**).
- Bus driver accommodations will be made by the CTSO/CTE Club Advisor. See **Payments** for the payment process.

WORLD

A combination of family contributions and ASB funds will be used to cover World competition costs for qualifying **competitive members**. It is expected that Robotics teams wishing to participate in national or international competitions will fundraise to cover associated student costs.

Adult Supervisors 1 and 2 - Coach and Assistant Coach (1 only): CTE funds

- Airfare
- Baggage
- Hotel
- Meals (not covered by event)
- Mileage
- Substitute coverage

Students: ASB

funds/Family/Fundraising

- Advisor and Chaperone expenses are covered only if students qualify via competitive events.

Payments:

- All payments are made through the Building Office Manager or Treasurer.
- Once payments are made the Building Office Manager or Treasurer complete the inter funds transfer and send the paperwork to the CTE Admin Assistant for budget authority approval.

Chaperones (**MUST** be District approved. **Excludes mentors and parents**):

- Overnight and Out-of-state field trips require at least two (2) adult supervisors. A male and female adult supervisor is preferred if there are students of all genders.
- CTE will **only cover** the expenses for two (2) adult supervisors.
- Chaperones do not receive additional compensation for duties performed outside their working hours.

COMPETITION EXPENSES

Not covered by CTE Funds are listed below

Adult Supervisors 1 and 2 - Coach and Assistant Coach (1 only):

- Theme Park Tickets
- Excursions

Students:

- Airfare and baggage
- Hotel
- Meals
- Theme Park Tickets
- Excursions

HIGH SCHOOL EXPENSES AND FUNDING

See additional membership requirements listed above for a Competitive or Social Member.
Teams will receive funding based on percentage of students enrolled in applicable CTE courses. For example, if 60% of students are in a qualifying CTE Course, then 60% of applicable robotics expenditures will come from the CTE budget, with the remaining coming from ASB funds, Booster funds, grants, and family contributions as necessary. The final determination of student and mentor fees will be at the coach's discretion.

REGISTRATION

- CTE funds will pay the FRC team registration fee for:
- District Registration
- World Registration

COMPETITION SUPPLIES/MATERIALS

- FRC is not a co-curricular CTSO, thus to be in compliance, equipment and materials are NOT associated with the Robotics Tech or Robotics & Mechatronics courses and may not be purchased with CTE funds.
- All materials, supplies and equipment needed to build Robots must be paid for by a combination of FRC grants, ASB and/or family contributions.
 - If equipment, materials, and/or supplies can be used in the course AND the team robot, a CTE purchase can be requested via the

TRAVEL

FOR TIMELINES SEE: [Field Trip Planner – CTSO/CTE Club](#)

- **All field trips** must adhere to District Policies [2320P](#) and [6213P](#)
- **All overnight travel** must be approved by the Superintendent's Office prior to completing registrations or making any reservations.
- Once the Travel is approved, please send approval confirmation to the [CTE Administrative Assistant](#).
- See the Travel Arrangement section below for specific details.

COMPETITIONS

Covered Expenses are listed below

Qualifying Events

CTE funds will be used to fully cover the costs for **competitive members** only to participate in qualifying competitions.

Adult Supervisors 1 & 2 - Coach and Assistant Coach (1 only):

- Meals (not covered by event)
- Milage
- Substitute coverage
- Transportation (see below)

Students: competitive members only

- Transportation (see below)

Payments:

- We encourage all teams to plan ahead and ensure that PCard limit increase requests are submitted with enough lead time to cover team purchases. Coaches should limit using personal funds as much as possible.
- If you know you will need make a time sensitive purchase on a weekend or during vacation, be sure to plan ahead with your office manager or treasurer and your CTE facilitator.
- All payments are made through the building office manager or treasurer.
- Once payments are made the building office manager or treasurer, complete the inter- funds transfer and send the paperwork to the CTE Admin Assistant for budget authority approval.

Chaperones **MUST** be District approved.:

- Non-staff chaperones (other adults including family members and industry mentors) expenses will not be covered by CTE and must come from ASB, Boosters, Grants or family contributions.
- Overnight and Out-of-state field trips require at least two (2) adult supervisors (team coaches) and CTE **WILL** cover these expenses as outlined below.
- Adult supervision should plan for students of all genders.
- Chaperones do not receive additional compensation for duties performed outside their working hours.

Transportation:

- Bus transportation to the event and shuttles needed while at the event.
- Bus driver timesheet and hotel for the east side of the state (**maximum \$5,000.00 dollars per trip**).
- Bus driver accommodations will be made by the Robotics Coach. See **Payments** for the payment process.

DISTRICT

A combination of family contributions, ASB funds and CTE funds will be used to cover district competition participation costs. It is expected that Robotics teams wishing to participate in District competition will fundraise to cover all student costs for social members and additional competitive member costs.

Adult Supervisors 1 & 2- Coach and Assistant Coach (1 only):

- Hotel
- Meals (not covered by event)
- Milage
- Substitute coverage
- Transportation (see below)

Students: Competitive members only

- Hotel
- Transportation (see below)

Payments:

- All payments are made through the Building Office Manager or Treasurer.
- Once payments are made the Building Office Manager or Treasurer complete the inter funds transfer and send the paperwork to the CTE Admin Assistant for budget authority approval.

Chaperones (MUST be District approved. Excludes mentors and parents):

- Overnight and Out-of-state field trips require at least two (2) adult supervisor. Adult supervision should plan for students of all genders.
- CTE will **only cover** the expenses for two (2) adult supervisors.
- Chaperones do not receive additional compensation for duties performed outside their working hours.

Transportation:

- Bus transportation to the event and shuttles needed while at the event.
- Bus driver timesheet and hotel for the east side of the state (**maximum \$5,000.00 dollars per trip**).
- Bus driver accommodations will be made by the CTSO/CTE Club Advisor. See **Payments** for the payment process.

WORLD

A combination of family contributions, ASB funds and CTE funds will be used to cover World competition costs. It is expected that Robotics teams wishing to participate in World competition will fundraise to cover all student costs for social members and additional costs for competitive members.

Coach and Assistant Coach: CTE Funds

- Airfare
- Baggage
- Hotel
- Meals (not covered by event)
- Mileage
- Substitute coverage

Students: ASB funds/Family/Fundraising

- Advisor and Chaperone expenses are covered only if students qualify via competitive events.

Payments:

- All payments are made through the Building Office Manager or Treasurer.
- Once payments are made the Building Office Manager or Treasurer complete the inter funds transfer and send the paperwork to the CTE Admin Assistant for budget authority approval.

Chaperones (MUST be District approved. Excludes mentors and parents):

- Overnight and Out-of-state field trips require at least two (2) adult supervisors. A male and female adult supervisor is preferred if there are students of all genders.
- CTE will **only cover** the expenses for two (2) adult supervisors.
- Chaperones do not receive additional compensation for duties performed outside their working hours.

COMPETITION EXPENSES NOT covered by CTE Funds are listed below

Coach and Assistant Coach:

- Theme Park Tickets
- Excursions

Students:

- Airfare and baggage
- Hotel
- Meals
- Theme Park Tickets
- Excursions

RELATED CTE COURSES to qualify for competitive membership by grade level	
ELEMENTARY TEAMS	<ul style="list-style-type: none"> • Does not apply
MIDDLE SCHOOL TEAMS	<ul style="list-style-type: none"> • Exploring Robotics • Exploring Industrial Tech • Robotic Tech I & II • Integrated Tech I & II • Digital Manufacturing • Intro to Graphic Arts • Science 6-7-8
HIGH SCHOOL TEAMS	<ul style="list-style-type: none"> • Robotic Tech • Robotics & Mechatronics • Foundations of Manufacturing • Engineer Your World • Astronomy & Aerospace Engineering • Intro to Programming I & II • AP Computer Science A • AP Computer Science Principles • Social Media Marketing • Web Design • Biology and the Environment • Physics in the Universe • AP Physics 1 • Automotive Maintenance • Automotive Technology <p>Other course alignment may be applicable</p>