

# PURDUE

U N I V E R S I T Y

## Indiana Academic Decathlon



## Coaches Handbook 2011-12

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**INDIANA ACADEMIC DECATHLON**  
***RULES CHANGES ITALICIZED***

**4.1 Content:**

- a) The competition will be made up of ten events with objective tests in 7 areas as well as speech, interview, essay and oral super quiz.
- b) The IASP Department of Student Programs Advisory Board and the IASP Board of Directors believe that academic competition is an extra-curricular activity. Therefore, organized team practices for academic competitions shall not take place during any instructional part of the school day. In addition, special courses should not be designed or implemented for the primary purpose of preparing teams for academic competition.

All building principals are encouraged to review this position statement with academic coordinators and coaches to clarify that all organized team practices occur as an extra-curricular activity. However, non-instructional time such as lunch and recess could be used for organized team practices.

It is permissible for students to read and do online research during the school day, as long as there is not any organized practice, and research does not occur during school instructional time.

**4.2 Study Guide:**

- a) A study guide developed by USAD is available each spring for the following year from USAD. One copy for each participating school will be provided by IASP. The guide will provide an outline of material that will be used in writing the test questions.

**4.3 Expenses:**

- a) An entry fee will be charged to participate in the Indiana Academic Decathlon. This fee will help to defray the costs of duplicating the questions, purchasing awards, and other expenses associated with the competition. Each school will be responsible for its own expenses including cost of study materials and additional costs incurred while attending competitions.

**4.4 Enrollment Classifications:**

- a) A classification of schools into large and small school divisions will be utilized. Participating schools will be ranked by student enrollment and then divided into two equal divisions of large and small schools. Preliminary classifications will be set at the *November 3, 2011* Host Site Coordinators Meeting, but will not become official until after the *December 12th* Team Roster Form deadline. Any changes in enrolled schools during this period will affect the division of the large and small school divisions. In state and area competition, awards will be made in each size classification and teams will advance to the next level of competition based on performance by enrollment class.
- b) Classification will not be a factor in determining the representative to the United States Academic Decathlon finals. The team who has earned the greatest number of points at the state competition will advance. If USAD invites two schools to represent Indiana then both the large and small school state champion will represent Indiana at the national competition.

**4.5 Registration Form/Grade Verification:**

- a) On the IASP web site you can find a GPA Calculation Worksheet (an Excel form). Each participating school must complete a worksheet, and submit the form by email to the IASP office by *December 12, 2011*. An explanation of what courses should and should not be included in GPA calculations are also available online.
- b) Copies of transcripts for each student should be sent to the IASP office (11025 East 25th Street, Indianapolis, IN 46229) post-marked by *December 12, 2011*.
- c) Each school may certify up to nine (9) students on the registration form indicating whether they are Honor, Scholastic, or Varsity competitors. Each school may submit up to three additional students to be used as alternates. Alternates may be from any GPA level. The GPA will determine at which level (Honors, Scholastic, or Varsity) the student may be substituted. Students may compete in a higher level than the GPA, but may not move down levels.

#### **4.6 Site Assignments:**

- a) Every attempt will be made to have schools compete at the geographically closest regional host site. Occasionally, in order to balance the number of teams at each site, a school may be asked to travel to a more distant site.

#### **4.7 Eligibility:**

- a) All high school students, grades nine through twelve, are eligible for participation in Academic Decathlon. Coaches should refer to the Team Eligibility Guidelines printed in the USAD study guide and the GPA Computation form.

#### **4.8 Team Selection and Practice:**

- a) A competition team will consist of up to nine (9) members with three being designated as Honors (3.75-4.00) students, three Scholastic (3.00-3.74) students, and three Varsity (0-2.99) students. No names may be submitted on the roster forms after the posted date. Each school may submit only nine competing student names and three alternate names on the team roster form..
- b) Formal team participation begins with the commencement of the school year. Students may work on an informal basis through the spring and summer if they wish.

#### **4.9 Procedural Committee:**

- a) A Procedural Committee will be appointed by the host coordinator. At the Regional level of competition, the committee will be composed of at least one representative from each of the two classifications, large and small school. Each member of the Procedural Committee must have been appointed and have been in receipt of Academic Decathlon rules and guidelines at least one week prior to the competition.
- b) At the State competition, the Procedural Committee will be composed of coaches each from small/large schools and the IASP Program Director.

#### **4.10 Dress Code:**

- a) During the speech and interview phases of the competition, the contestants are not allowed to wear any clothing which would identify their school, i.e. school letter jackets or sweaters. Teams are encouraged to wear such items for the Oral Super Quiz phase.
- b) Refer to Dress Code (located in the back of this handbook) for all other general dress and appearance guidelines. Students must read and sign a statement acknowledging that they have read the dress code and agree to abide by it.

#### **4.11 Supervision:**

- a) The host site will have an administrator or designated individual present during the competition to handle any situations which may develop. The Procedural Committee may bring disruptive or questionable behavior on the part of coaches, competitors, or spectators to the host administrator's attention so that the situation may be addressed in accordance with the IASP/DSP Code of Conduct (located in this handbook).
- b) Each team is to be supervised by a coach designated by the school principal. This coach will be responsible for seeing that all team members follow all rules and behave appropriately. A high level of sportsmanship will be expected of competitors, coaches, and fans.

#### **4.12 Format:**

- a) Contestants are identified through their computer number during all phases of the competition.
- b) Contestants are charged with the responsibility of being in the proper test room at the time each test begins. If a contestant is tardy, he/she will not be allowed to make up lost time.
- c) If a contestant must leave the testing room for any reason, he/she must first secure the permission of the Proctor, and the lost time may not be made up.
- d) All test materials necessary for taking the various written tests will be supplied by the Homeroom Proctor. Contestants are not permitted to bring additional material or equipment other than a calculator which meets USAD guidelines into the testing room.
- e) All seven objective tests are 30 minutes in length.
- f) **Essay** - Students will write an essay based on prompts provided by IASP. Fifty minutes will be allotted for writing the essay.

Prompts will come from the literature and the Super Quiz topics.

- g) **Speech** - Each student will give a 3 1/2 - 4 minute prepared speech on a topic of his/her choice. Upon completion of the prepared speech, students will choose an impromptu topic from three provided prompts. Impromptu speeches are 1 1/2 to 2 minutes in length.
- h) **Interview** - Students will be interviewed by a panel of judges for 7 minutes. Two questions will be the same for all participants. Contestants/schools must use the IASP prescribed format for Extra-curricular forms, which can be found in this handbook.
- i) **Super Quiz** - Students will take the first portion of Super Quiz as a 30-minute objective test. The second portion of Super Quiz is the oral competition at the end of the day. The two parts complete one section equal to all other test parts. During the oral portion, students will not be allowed to have books or notes with them on the competition floor. Coaches will not be allowed to associate with their students. All Varsity students will be tested at the same time with the ten questions. All Scholastic students will be tested at the same time with a different set of 10 questions. All Honors students will be tested last with a third set of 10 questions. Each student will be given a special answer sheet to record their individual answers. After the questions have been read, students will have seven seconds to record their response. Answers will be immediately scored by a proctor.

#### **4.13 Question Selection:**

- a) All questions for Invitational, Area, and State competition objective tests and Super Quiz are provided by USAD. Security and release to the various sites is the responsibility of the IASP Program Director.
- b) Prompts for Essay, Interview and Speech Impromptus will be distributed by the IASP office.

#### **4.14 Time Limits:**

- a) See information for individual test areas under 4.12 Format section.

#### **4.15 Consultation:**

- a) There is no communication among students during the actual testing periods.
- b) If a contestant is involved in any unauthorized communication or using unauthorized materials, the proctor must report the incident to the procedural official or the host site coordinator. The decision of the procedural committee is final and irrevocable.

#### **4.16 Legibility/Answer Form:**

- a) All essays must be printed or written legibly in English. The judges will be responsible for their own interpretation if there is any doubt as to the word.
- b) If a Scantron sheet is incorrectly filled out, the score will stand. Each student is responsible for checking his/her Scantron as they are collected.

#### **4.17 Challenges/Appeal Procedure:**

- a) Recognizing that in a contest situation the student should make the best decision given the facts of the case before him/her, and recognizing that students who made the best decision will be penalized if a challenge is allowed; no challenge shall be upheld without clear evidence that a clear error has occurred. Any questions should be directed toward the host site coordinator or the procedural official.
- b) Answers to any questions are not challengeable.
- c) Relationship of an item to the Study Guide is not challengeable.
- d) Judges' scores in Speech, Interview, and Essay are final.
- e) Any concern on procedure(s), a procedural official, or the host site coordinator's decision(s) must be filed with the IASP office within 48 hours of the day or evening of the competition (postmarked if by mail, sent by fax, or hand-carried.)
- f) A committee of five *IASP* Board members will be assembled within 48 hours of receiving the concern to review the written concern and to hear the concerned coach(es) and Program Director, if necessary. A decision will be made at the time with the decision of the Appeals Committee to be final.

- g) Although winners will be disclosed and awards presented at the competition site, the results will be unofficial until any possible appeal is reviewed and a decision is handed down.

**4.18 Calculator Policy:** Both Area and State Academic Decathlon will follow the current USAD Calculator policy. This policy is available at [www.usad.org](http://www.usad.org).

**4.19 Substitutions/Alternates:**

- a) No names may be substituted or submitted on the team roster form after the posted date. Each school may submit only up to nine competing student names and three alternate student names.

**4.20 Decorum:**

- a) Every effort will be made during the competition to allow the contestants to concentrate. No unnecessary talking or gestures should be made by or around contestants in competition.
- b) See Code of Conduct at the back of this handbook.

**4.21 Proctors — Judges — Student Assistants:**

- a) Each school is responsible for furnishing a Testing proctor, an Oral Super Quiz proctor, and a Rotation Official. A coach may assume one of these positions.
- b) Each school is responsible for providing an essay judge or paying a \$50 fine.
- c) The Host Site is responsible for providing all speech and interview judges as well as student assistants to help with timing and to act as guides.
- d) It is the proctor's responsibility in the testing room to maintain the appropriate time schedule and to follow directions on the instruction sheets. Proctors are responsible for picking up and returning tests to the Test Distribution Room.
- e) In the Oral Super Quiz it is the proctor's responsibility to sit at the assigned table and to score the answers of the contestants with a "+" if they are correct and a "0" if they are incorrect. Proctors total the scores and record them at the end of each round.
- f) Additional responsibilities are outlined on the Proctor Sheet and the Oral Super Quiz Proctor Sheet (which will be mailed to each participating school in November).
- g) All non-competing participants are asked to comply with the same Dress Code expectations as the students.

**4.22 Scoring:**

- a) In each of the ten categories of competition, awards will be given to the top three places in the Honors, Scholastic and Varsity areas for small and large schools. Honors students will compete only with other Honors students in either small or large school division. Scholastic students compete with only Scholastic students in either the small school or large school division. Varsity students compete with only Varsity students in either the small school or large school division.
- b) Total points in each of the ten areas will be 1000 points.
- c) As stated in 4.22b Super Quiz will be worth a total of 1000 points. However, 600 points will accumulate from the written portion and the remaining 400 points from the oral competition.
- d) Overall team score will be calculated after all phases of testing are completed. The top two (2) cumulative scores in each division, Honors, Scholastic, and Varsity, will be used to determine the overall team score. Note: Host sites may post scores throughout the competition; however, these intermediate results may not reflect the final composition of the team's top six (6) students (2 Honors, 2 Scholastic, and 2 Varsity students.)

#### **4.23 Breaking Ties:**

- a) There are no tie breakers in Academic Decathlon. All ties will stand.

#### **4.24 Qualifying for Advancement:**

- a) The top 10 large schools and the top 10 small schools will be invited to participate in the State Finals. A State Champion from both large and small schools will be determined and the school earning the most points regardless of size will represent Indiana at the National United States Academic Decathlon.

*The 2012 National contest will be held April 25 - 28, 2012 in Albuquerque, New Mexico.* The Online National competitions will be held during the same time period using the school's own computer facilities. The essay competition for all three contests will take place approximately three weeks prior to those dates, as announced by USAD. USAD has defined "Small School" as up to 650 students in grades 9 - 12, and "Medium School" as up to 1,300 students in grades 9 - 12.

At the Indiana State Finals, national competition representatives will be named in the following manner:

1. The highest scoring team, regardless of size, will be named the National Competition representative to attend the national competition.
2. Scores will then be analyzed in descending order. The next highest score fitting the USAD definition of either "small school" or "medium school" (regardless of their enrollment class designation for the Indiana State Finals) will be named as the appropriate national online competition representative.
3. Remaining scores will then be analyzed in descending order. The next highest score fitting the USAD definition of the remaining online classification will be named as that national online representative.

#### **4.25 Awards:**

- a) Area
  1. Certificates will be awarded to all team members.
  2. Medals will be awarded to students who finish in the first three places in the honors, scholastic, and varsity areas in the following subject areas for both large and small schools (Language/Literature, Math, Interview, Science, Speech, Essay, Music, Art, Economics.)
  3. Plaques will be awarded to the over-all large and small school winner at each site.
  4. Certificates will be awarded to the top three teams in the oral super quiz without regard to small/large school.
- b) State
  1. Certificates will be awarded to all team members.
  2. Medals will be awarded to students who finish in the first three places in the honors, scholastic, and varsity areas in each subject area for both large and small schools.
  3. Plaques will be awarded to the top team in each subject area for both large and small schools.
  4. Ribbons will be awarded to the top three teams in the oral super quiz without regard to small/large school.
  5. Plaques will be awarded to the top three teams (plaque-school, plaque-coaches, and plaque-students) in the small and large school divisions. i.e. 3<sup>rd</sup> place, runner-up and state champion.
  6. Plaques will be awarded to the three individuals (1 honors, 1 scholastic, 1 varsity regardless of enrollment class) who have the most increase in their score between the area contest and state finals.
  7. Plaques will be given to the three teams representing Indiana at a USAD National contest or Online National contest.



# Code of Conduct

The Indiana Association of School Principals (IASP) sponsors various programs that benefit all students in Indiana. The IASP Department of Student Programs organizes academic competitions for elementary, junior high/middle, and high school students. By the nature of academic competitions, the atmosphere at each competition should be challenging and intense, but sportsmanship, common sense, decency, fairness, and respect should prevail at all times. These virtues should be taught to students by adults, then adhered to by students and coaches at all competition sites.

The majority of coaches and students conduct themselves in an exemplary manner and are commended for displaying positive attitudes and behavior.

The IASP Board of Directors reminds principals of their responsibility to make certain that all personnel and students conduct themselves in the proper manner at all school functions. Therefore, the board expects that all principals require coaches and students to display appropriate behavior and sportsmanship at all academic competitions. The board strongly suggests that principals share the IASP/DSP Position Statement, Philosophy, Objectives, and Potential Outcomes of the Program with academic coaches and, in turn, the students.

If inappropriate conduct occurs at academic competitions, an incident referral form will be submitted to the IASP Program Director within 48 hours of the competition. The IASP Program Director will contact the principal with a warning (unless the situation is serious, then step two will be followed immediately.) If inappropriate behavior occurs a second time, then the principal and coach(es) will be expected to appear before a panel of IASP Department of Student Programs Advisory Board members and IASP Board of Directors members to explain the reason for the continued inappropriate behavior. Depending on circumstances, the school and/or involved parties could be placed on probation or even lose the privilege of participating in further academic competition(s).

## **Indiana Association of School Principals Academic Competition Dress Code**

Academic competitions are not forums for personal statements, but rather are gatherings of talented students all with the primary objective of academic excellence. Principals and academic coaches have a shared responsibility to require and enforce standards of apparel deemed acceptable to represent their school and community. The Indiana Association of School Principals has approved the following rules for attire for students and coaches wishing to participate in academic competitions:

1. All clothing must be neat and clean.
2. If desired, team shirts or matching attire is encouraged.
3. Also encouraged are dress shirts, ties, jackets, sweaters, slacks, or dress shorts for boys; skirts, dress pants, dress shorts, blouses, jackets, or dresses for girls.
4. Jeans and shorts are acceptable for area Spell Bowl, area Super Bowl, and M.A.T.H Bowl.  
**Jeans and shorts are NOT acceptable for Academic Decathlon Area Competition, Academic Decathlon State Finals, Spell Bowl State Finals, or Academic Super Bowl State Finals.**

Immediately before or during the event and awards ceremony, the procedural committee at each site will disqualify students if it determines they are wearing the following unacceptable attire:

1. Hats, bandanas, and sunglasses.
2. Clothing that advertises drugs, alcohol, tobacco, or contains explicit, suggestive, and/or offensive language or graphics.
3. Unclean or torn clothing or shoes.
4. Shirts or adornment that contain potentially pertinent information to the contest.
5. Shorts or tops that are revealing and/or not of dressed up nature.

Competing at the state finals level necessitates additional attention to apparel. Students and coaches must adhere to the aforementioned rules or face disqualification by the state procedural committee. Since these events are videotaped, publicized, and have larger audiences of a more diverse nature, principals and coaches must be especially diligent in monitoring student dress.

Specifically, Academic Decathlon finalists must wear dress clothing with no school insignia for the essay, interview, and speech phases. Dress or team apparel is required for Super Quiz and the awards ceremony. Spell Bowl State Finalists and Academic Super Bowl State Finalists must also maintain the correct team or dress clothing throughout the event and awards ceremony. Shorts and jeans are not acceptable at any IASP state final competitions.

Academic competitions are an extra-curricular extension of each school's program to develop students' academic and social standards. Therefore, these dress standards are vital to the success of the school mission and to all IASP academic events.

PLEASE NOTE: Disqualification can occur at any point for any participant during a competition or awards ceremony. Most schools comply with the Dress Code. For those few who don't follow the rules the following is suggested:

When an individual or team is disqualified due to violation of Dress Code the following steps will occur:

1. The Procedural Official and Site Coordinator will verbally inform the coach of the reason immediately.
2. The Procedural Official and Site Coordinator will prepare a written explanation of the reason(s) for disqualification that is to be faxed to IASP at the same time as the team scores.
3. IASP will send a letter to the school's principal stating the reasons for disqualification. It will also state that should a second infraction occur within one year of receipt of the letter, the school will be ineligible to compete for one year.

## Dress Code Sign-Off Form

I have read, understand, and will abide (have my son or daughter abide) by the Academic Competitions Dress Code.

Student: \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Parent: \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

**Note: This will be kept on file by the academic coach at each school.**

**ACADEMIC DECATHLON**  
**EXTRA- CURRICULAR ACTIVITIES** (Three Copies per Student)

Contestant's Number \_\_\_\_\_  
(Official will verify)

Name \_\_\_\_\_

Grade \_\_\_\_\_

This information will be used as background material by the Academic Decathlon Interview Judges. PLEASE TYPE. Be complete. Have your counselor or school administrator sign the form.

Include all outside activities in which you participated, grades 9 - 12. The amount of extra-curricular activities will not affect your final score.

**A. SCHOOL ACTIVITIES**

(1) School Clubs and Activities (Examples: French Club, Speech Club, Drama, etc.)

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(2) Student Government (List all offices held, committees worked on, etc.)

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(3) Honors and Awards

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(4) Athletic Participation

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(5) Other

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**B. OUT OF SCHOOL ACTIVITIES**

(1) Organizations (Social, Community, Religious, etc. and include offices held, etc.)

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(2) Church/Synagogue Activities

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(3) Individual Activities and Awards (Hobbies, Projects, etc.)

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(4) Employment Experience (School and vacation time)

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(5) Other Activities (Those not mentioned elsewhere)

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COUNSELOR/SCHOOL ADMINISTRATOR

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TITLE

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DATE

-  
**Academic Decathlon Coaches should have each student carry 3 copies to his/her interview.  
If a school wants to recreate this form, they must use same the format (do not delete any item).**

REGULAR TEAM MEMBERS: H1 H2 H3 S4 S5 S6 V7 V8 V9 ALT

**ACADEMIC DECATHLON  
PARENT PERMISSION FORM**

I, (print or type the name of student) \_\_\_\_\_  
FIRST MIDDLE LAST

a student at \_\_\_\_\_  
SCHOOL NAME

in grade \_\_\_\_\_ and living at \_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY ZIP TELEPHONE NUMBER

hereby request participation in the Academic Decathlon Competition to be on *January 21, 2012*. My parent or guardian, whose signature is shown below, and I hereby agree to follow the Competition rules and will accept the interpretations and decisions made by the Competition Chairperson. In consideration of my participation in the Academic Decathlon, my parent/guardian and I hereby grant to the United States Academic Decathlon Association, its state and local affiliates, and their respective licensees, successors, and assigns (collectively "the Grantees"), the right to publish, use, and copyright my name, voice, portrait, picture, photograph, biographical material, and educational information, including without limitation my test results, in all media in connection with the promotion and publicity for the Academic Decathlon, or for other educational purposes in the discretion of the Grantees. We hereby release and agree to indemnify the Grantees from and against any and all liability arising out of the exercise of the rights granted by this release. ATTACH OFFICIAL SCHOOL TRANSCRIPT AND GPA COMPUTATION SHEET TO THIS FORM

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

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As the Counselor or Administrator at \_\_\_\_\_ High School, I hereby indicate that the above named student meets the Academic Decathlon requirement for the following category: (See GPA Computation Sheet and Transcript)

HONOR \_\_\_\_\_ SCHOLASTIC \_\_\_\_\_ VARSITY \_\_\_\_\_

\_\_\_\_\_  
Counselor/Administrator Signature Title

\_\_\_\_\_  
Printed or Typed Name of the Above Date

Coach: Please reproduce this form for each team member.

MAIL TO HOST SCHOOL POSTMARKED BY: **DECEMBER 12, 2011**

# Indiana Academic Decathlon TEAM ROSTER FORM



Our school will be participating in the Indiana Academic Decathlon on January 21, 2012. Keep a copy of this form. Mail a copy to the IASP Office and a copy to your area host site with a copy of the Parent Permission Form, student transcripts, and the Grade Computation Form for each student by December 12, 2011.

Each school is responsible for providing a proctor, rotation official, and an essay evaluator on the contest day. A \$50 fine will be assessed if a school does not provide an adult to fill each of these positions.

## Type or Clearly Print All Information

School Name and Phone # \_\_\_\_\_

<u>Grade Level</u>	<u>Category</u>	<u>Name (Last name first)</u>	<u>Adjusted G.P.A.</u>
_____	Honors 1	_____	_____
_____	Honors 2	_____	_____
_____	Honors 3	_____	_____
_____	Scholastic 4	_____	_____
_____	Scholastic 5	_____	_____
_____	Scholastic 6	_____	_____
_____	Varsity 7	_____	_____
_____	Varsity 8	_____	_____
_____	Varsity 9	_____	_____
_____	Alternate 1	_____	_____
_____	Alternate 2	_____	_____
_____	Alternate 3	_____	_____

Principal \_\_\_\_\_ Signature \_\_\_\_\_

Coach \_\_\_\_\_ Signature \_\_\_\_\_

Coach e-mail address and home phone # \_\_\_\_\_

Signatures indicate your agreement to abide by the established rules and guidelines, published in the 2011-12 Academic Decathlon Coaches Handbook, accept the decisions of the Procedural Committee, and adhere to the Code of Conduct and Dress Code.

**NOTE:** This registration form is a firm roster and only students from your alternate list can be added.  
 All nine students may compete at the Area and State Site but only the top cumulative scores of the two Honors, two Scholastic and two Varsity will count toward the team score. You may compete with as few as 6 (2 H, 2 S, 2 V) or as many as 9 (3 H, 3 S, 3 V).

Return a copy of this form to the IASP Office,  
postmarked by December 12, 2011