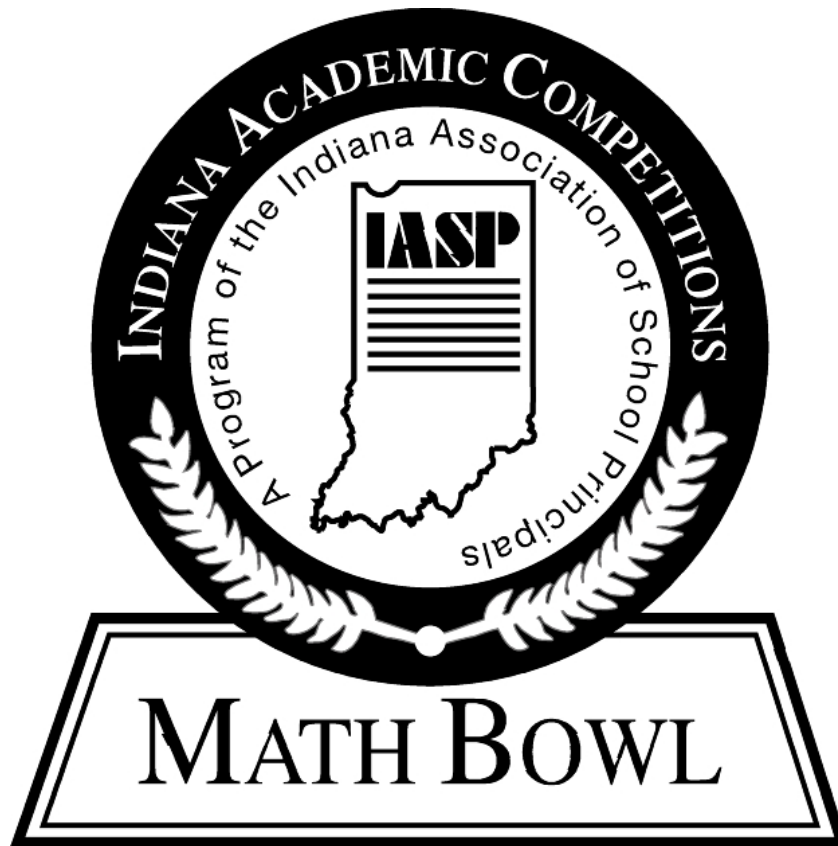


PURDUE
UNIVERSITY



**Coaches Handbook
2012**

Math Bowl Sponsor



7.0 MATH ACADEMIC TEAMS FOR HOOSIERS **2011-2012 RULES** *(Changes Italicized)*

7.1 Content:

- a) The elementary competition will be made up of four rounds with three different team members competing in each round. See section 7.8 & 7.19.
- b) 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.

7.2 Study Guidelines:

- a) The competition will be based on the 2000 Indiana Academic Standards for Mathematics. For additional information about the Indiana Standards see www.doe.state.in.us. To obtain the NCTM standards contact: National Council of Teachers of Mathematics, 1906 Association Dr., Reston, VA 20191-1502. These closely parallel the Indiana Standards.

This includes seven curriculum standards:

1. Number Sense
2. Computation
3. Algebra and Functions
4. Geometry
5. Measurement
6. Data Analysis and Probability
7. Problem Solving

THE FOUR TO BE UTILIZED IN 2011-2012 WILL BE NUMBERS 1, 2, 3, and 7

- b) An academic coaches conference/webinar will be held in the fall of each year and will have sessions to explain the various forms, rules/regulations, Indiana Standards, and addenda.
- c) *The standards to be utilized in future years will be: 2012-2013 (1, 2, 4, 5, and 7)
2013-2014 (1, 2, 6 and 7)*
- d) Question writers will provide resource items related to possible specific narrower topics at the fall coaches conference/webinar. That information will also be posted on www.iasp.org following the conference/webinar.

7.3 Expenses:

- a) An entry fee will be charged to participate in the Mathematics Academic Teams for Hoosiers. The entry fee must be received by *June 1, 2012*. This fee will help to defray the costs of writing and duplicating the questions, purchasing awards, and other expenses associated with the competition. Each school will be responsible for its own expenses, including any incurred while attending competitions.
- b) All schools choosing to participate in Elementary M.A.T.H. competition must be Department of Student Programs member schools. Please check with your administrator to ensure your school's membership is current.

7.4 Enrollment Classifications:

- a) For each Division, a classification of schools by enrollment size will be utilized – four classifications with approximately 25% of the schools in each class. Schools may elect to compete up in enrollment classification if they so desire.

The size classifications are based on the pool of total available students per grade in grade 4, grades 4 and 5, grades 5 and 6, and grades 4, 5, and 6.

Schools with 6th grade

Class 1 - 187 and up

Class 2- up to 186

Schools without 6th grade

Class 3 - 163 and up

Class 4 - up to 162

- SAMPLE:
1. A school with Grade 4 only, with an enrollment of 162 in Grade 4, will be in Class 4.
 2. A school with Grades 4 and 5, with a total enrollment in both grades of 178, will be in Class 3.
 3. A school with Grades 5 and 6, with a total enrollment in both grades of 109, will be in Class 2.
 4. A school with Grades 4, 5, and 6, with a total enrollment in all 3 grades of 253, will be in Class 1.

- b) This enrollment number will be determined by the official school enrollment as recorded to the Department of Education on Form #30A from the previous year.

7.5 Team Roster Form:

- a) On the afternoon of *January 20, 2012*, a team roster form will be posted on www.iasp.org. Each participating school must enter the names of their participating students, and electronically submit the form by midnight *February 19, 2012*. No additions will be allowed after the deadline.
- b) Each Elementary school may certify up to twenty (20) students on the team roster form. Students may be from grades 4, 5, or 6 (where appropriate) with an unlimited number from each grade level. A school may enter more than one team, but must pay the entry fee for each team.
- c) Competing team members will be verified by proctors at the beginning of each round at the competition site.

7.6 Site Assignments:

- a) Every attempt will be made to have schools, regardless of size, compete at the geographically closest Area Host Site. Occasionally, to balance total competitors among sites, a school may be asked to travel to a more distant site.

7.7 Eligibility:

- a) Any student enrolled in grades 4-6 is eligible to compete on that school's team. Schools may select their teams in any manner and with any additional criteria they choose.

7.8 Team Selection:

- a) Elementary teams are composed of twelve (12) members, plus up to eight (8) others who may be used as alternates. There is no limit of how many students may come from any one grade level. A student may participate in only one round.

7.9 Procedural Committee:

- a) A Procedural Committee of 4 site representatives will be appointed by the host coordinator. At the Area level of competition, this committee will be composed of at least one representative from each of the size classifications competing at the site. Each member of the Procedural Committee must have been appointed and in receipt of the M.A.T.H. rules and guidelines at least one week prior to the competition. One of the members of this committee will be designated the chairperson and will be responsible for calling the committee together to decide questions involving procedure, rules, and violations.

- b) When a proctor indicates by standing that there is a concern or question, the Procedural Chairperson will approach the table to determine the nature of the challenge. Based on the nature of the question, the Procedural Chairperson either settles the matter or convenes the whole Committee. If the question is raised by more than one class, then the entire committee will make the decision. The committee member whose class is raising the question is not included in the final decision-making. The Procedural Chairperson will explain the nature of the challenge and the resulting decision to the emcee, who will inform the competitors and spectators.
- c) Examples of situations that would be handled by the Procedural Committee include, but are not limited to:
 - How long to wait for a late arriving school.
 - Determination of what to do if a competitor becomes ill while at the competition table.
 - Deciding when alternate questions should be used.
 - Problems arising between proctors and team members.
 - Awareness of problems with sound systems, projectors, screen visibility, etc.
 - Awareness of teams consistently asking for question repeats.
 - Awareness of "obnoxious" coaches or team members.
 - What to do if answers are repeatedly marked on the wrong line of the answer sheet.
- d) The Procedural Committee at its discretion may disqualify a question, team member, and/or team.

7.10 Dress Code:

See the official Dress Code at the back of this packet.

7.11 Supervision:

- a) The host site will have an administrator present during the competition to handle any situations which may develop. The Procedural Official/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.
- 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 in an appropriate manner. A high level of sportsmanship will be expected of competitors, coaches, and fans. Failure of a coach to adequately supervise the team may result in the disqualification of the whole team.

7.12 Format:

- a) The competition will consist of four (4) rounds.
- b) A squad may consist of no more than three students competing at a time. The alternates (maximum of eight) will be available for substitution. A squad may participate with fewer than three students.
- c) All students competing must be listed on the team roster form that has been given to the proctor to verify at the beginning of the round when the student signs in.
- d) The competing team members will be seated at the desk/table facing the projection screen. Tables will be arranged with the students' backs to the audience and so that each table has an unobstructed view of the screen.
- e) Each round shall consist of seven multiple-choice questions which will be read to the students and projected on the screen simultaneously. If there are any discrepancies between what is read and what you see on the screen, the screen supersedes what is spoken. After consulting with the other team members at the table, the team captain will answer each question by circling the chosen response on the answer sheet. At the conclusion of the allotted time, the proctor will grade each response before the next question is read. (The paper answer sheet serves as the only official source for scoring.) Questions involving graphs, diagrams, etc. may have hard copies (paper copies) given to each squad for better viewing.
- f) If a member of the team does not clearly hear a question, the team member must raise a hand immediately. The question will be repeated. Other teams may alter their answer during this time. No more than two repeats per question will be allowed unless the Procedural Committee rules there are extenuating circumstances. Questions with hard copies will be repeated no more than once. If the emcee fails to see the raised hand, the proctor should stand and obtain the attention of the emcee. Before the emcee says, "begin" he/she will pause and scan the teams to insure that no repeats are necessary. No repeats will be allowed after the word "begin." If acoustics is a problem, the Procedural Committee will attempt to rectify the situation. (NOTE: Explanations of the question will NOT be given.)
- g) The intent of repeats and/or challenges is to give students a chance to correct a mistake in procedure that they feel has been made in the reading of a question. Repeats and challenges should not be used to "buy" time or as a coaching strategy whenever a question is missed.

7.13 Questions:

- a) A team of educators is convened during the summer to generate questions keyed to the study guidelines for the M.A.T.H. competition. Standards for question writing have been developed and disseminated to those participating in the question writing session.
- b) Every effort will be made to maintain the integrity of the questions and to keep them from being seen except by the question reader and the PowerPoint technician. Question Readers should be given the questions about seventy-two (72) hours ahead of time to check pronunciation and the meaning of any symbols used. These readers should be warned of the confidentiality of the questions and reminded to make sure no one else sees the questions.

7.14 Time Limits:

- a) After the reader finishes the question, each squad will have from 30 to 60 seconds to determine an answer and mark it on the answer sheet. A bell (or other warning) will ring to indicate that five seconds remain to write down a final answer. A buzzer (or other predetermined signal) will indicate that time is up for that question. The answer should be marked and the pencil raised from the paper when the buzzer sounds. A captain is permitted to change an answer on the answer sheet if it is completed within the time limit.
- b) The question writers will determine the time limit for each question. The time limit for each question will be announced the night of the competition. A longer time period will be announced for questions that require mathematical calculation.
- c) Students are encouraged to wait until the emcee says "begin" before writing. However, there is no penalty for beginning early.

7.15 Consultation:

- a) Competing students may not orally confer with other squad members until the reader says "begin." Only oral communication is prohibited before the word "begin". If an infraction of this rule occurs, the proctor will warn the squad captain and remind the squad of the rule. If the squad continues to confer vocally before the word "begin", the proctor shall notify the Procedural Committee which may disqualify the squad's answer for that question.
- b) No notes, formulas, etc. may be written by any member of the squad until the reader begins the first question.
- c) No written material, mascots, stuffed animals, balloons, etc. of any kind may be brought to the competition table. Any such material will be removed from the table. No clothing may be worn which has any information on it that could be of assistance in answering the questions. Any team or member wearing such apparel should be brought to the attention of the Procedural Committee which will disqualify the offending party or parties. Pencils and scratch paper will be provided by the host school, but graph paper will not be allowed. Efforts to hide written material, notes, etc. will be construed as being a conscious attempt to cheat and the squad will be disqualified from the round.

7.16 Calculators:

- a) Students may use almost any algebraic functioning calculator except the following: "hand-held" minicomputers, cell phones or laptop computers; pocket organizers; calculators with typewriter-style keypads; calculators with paper tape or printers; calculators that talk or make other noise; any device with internet access, or calculators that require an external power source, such as an electrical outlet. Any calculator with a memory must have the memory cleared before the competition. Solar-powered calculators with a battery back-up will be acceptable. Solar-powered calculators without battery back-up may be used at the student's own risk since lighting may be dim to allow better visibility of the screens. Students are expected to bring their own calculators. Fraction capable calculators are recommended. An official will be designated by the host coordinator to check all calculators before they are used in the competition. All calculators will then remain on the table until the end of the competition. If a calculator is removed from the table, it cannot be used later in the competition. Unacceptable calculators will be held by this official until the end of the competition.

7.17 Challenges:

- a) Specific questions or answers may not be challenged during the competition. All questions and answers are considered to be official as presented and will stand. A written challenge to questions or answers should be sent to the IASP office for an investigation and a response at a later date. This written challenge should contain documentation proving the answer or question is wrong. No adjustment in scores will be made, but the question writers and proof readers will be notified of the problem.

- b) Procedural questions and challenges may be raised during the course of the competition to correct a procedural error for the balance of the competition, or to make a correction on the previous question. Such a challenge must be made by the squad captain participating in the competition at that time and must be made before the next question is asked. Coaches, spectators, or non-participating team members may not make a challenge. To make a challenge, the captain should bring the question to the attention of the proctor at that table and the proctor will immediately stand to gain the attention of the Procedural Chairperson before the next question is asked.
- c) Any challenge of the Procedural Chairperson and/or Committee's decision, or of the final score or placement, must be made to the IASP office within 48 hours of the end of the competition. A determination of the validity of the challenge and of the proper response will then be made.

7.18 Alternate Questions:

- a) Two extra questions for each standard used will be provided. They are to be used when a question's validity is destroyed. The Procedural Chairperson/Committee will make all decisions concerning when to use an alternate question. Examples of situations when an alternate question is needed would be: if a member of the audience shouts out an answer before the buzzer sounds or if the overhead projector operator shows the question early (for example, during substitution period). The use of the alternate questions will be left up to the Procedural Chairperson and/or Committee.
- b) If the Question Reader inadvertently calls time at the warning bell instead of the buzzer and gives the answer to a question before all squads have had the opportunity to mark their response, the Procedural Chairperson and/or Committee will make a ruling. Those squads that marked the correct answer before the error was made should be credited. All other squads will be given an alternate question and have it scored accordingly.
- c) If the Procedural Chairperson and/or Committee rules that an alternate question should be substituted for a previously read and answered question, only the team(s) that missed the question will have the chance to answer the new question.
- d) An alternate question cannot be used for what is perceived to be a "bad" question or a question with a wrong answer. All questions will stand as written and challenges should be sent directly to the state director (see 7.17-Challenges).

7.19 Substitutions:

- a) At the end of the fourth question, one or two members of the squad may substitute for students at the table. These substitutes must be listed on the team roster form and certified for this squad. The captain must remain at the table for the whole round. The substitutes may replace any other squad member and may not be used in any subsequent round.
- b) Squads that begin the round with fewer than three (3) members may add additional registered members of that squad during the round between questions until the squad is complete with three members. This is only possible for squads that begin the round with fewer than three members present at the table (for instance, because of a late arrival or illness.) Substitutes may replace another squad member at the table only between question 4 and 5 of each round.

7.20 Decorum:

- a) Every effort will be made during competition to allow contestants to concentrate. No unnecessary talking or gestures should be made to, or around, contestants in competition. This is particularly important for judges, proctors, scorekeepers, timers, emcees, and coaches to note.
- b) See Code of Conduct at the back of this handbook.

7.21 Proctors/Student Assistants:

- a) Each school competing will be responsible for furnishing an adult proctor. Proctor assignments will be made by the host coordinator. Proctors will be assigned to proctor a school not in the proctor's school size classification if at all possible. This is to avoid a charge that a proctor tried to benefit his own school's position by his conduct with a competing school.
- b) Each school must provide a student assistant who will work as a team with the proctor and will be assigned to the same school as the proctor.
- c) The proctor will sit at the end of the squad's table. Before the round begins, the proctor will fill in the school name and then have the squad members fill in their names on the lines provided at the top of the answer sheet. The proctor will cross-check the names on the answer sheet with the names on the team roster form, and report discrepancies to the procedural judges immediately. If all are correct, the proctor will initial the names on the team roster form.

- d) If the squad captain inadvertently marks the answer on the wrong line, the proctor will warn the captain of the error and allow the same answer to be placed on the correct line. Similar subsequent errors should be referred to the Procedural Official who will on the second offense warn the captain and allow the same answer to be placed on the correct line, and on the third and any subsequent offenses disqualify the squad's answer.
- e) After a correct response is given by the question reader, the proctor will mark a "+" to the left of each question number that is correctly answered, and draw a line through the entire line of the response for each incorrect answer. If an answer is correct, the proctor will signal the student assistant to add one point on the score chart. The proctor will make sure the students lift pencils from the answer sheet when the buzzer sounds and will refrain from talking to the students once each round begins.
- f) At the end of each round, the proctor will total the score for the page by adding the number of pluses, record the squad's regular score in the appropriate box on the bottom of the answer sheet, and record the squad's tiebreaker scores in the appropriate boxes. The proctor will have the squad captain validate the accuracy of the score for the round by signing his/her name on the designated line. The proctor should then sign the answer sheet to make it official.
- g) Proctors should transfer student response data to the tiebreaker worksheet before the student answer sheets are collected.

7.22 Scoring:

- a) Every question a contestant answers correctly will be worth one point. There will be a potential of 28 points (4 rounds of 7 questions), each with four (4) tie-breakers (question #7 in each round will be a regular and a tie-breaker question). The rounds are scored cumulatively.
- b) At the Area and invitational competitions, scores will be displayed on flip charts. Each school will be responsible for having a student assistant to keep the flip chart current. The student will operate the flip chart for the same school that the proctor is from. The flip chart will be updated to show that team's score after each round has been completed. The proctor will signal the student assistant how many points were scored during the round by the contestant, and that number of points will be added to the team's score displayed on the flip chart. The score charts will be turned toward the audience throughout the competition. This has the effect of heightening their enthusiasm and support of their team.

7.23 Breaking Ties:

- a) In the event there is a tie score at the end of the competition, the first tie-breaker (TB-1) will be the cumulative team score of the four tie-breaker questions. Maximum score will be four (4).
- b) If a tie remains after utilizing the first tie-breaker method, the second tie-breaking procedure (TB-2) will be the number of rounds of questions with a perfect score. Maximum score will be four (4).
- c) If a tie still exists after using the first two tie-breaker methods, the third tie-breaker (TB-3) will be the number of rounds of questions with only one miss. (Perfect scores are not to be used in TB-3).
- d) If the tie for all rounds is not broken after using the three tie-breaker methods, the fourth tie-breaker (TB-4) will be the greatest number of all team questions, 1 through 28, answered correctly in succession. (Example: Question #3 is missed in the first round, but students in rounds #2-4 answer all questions correctly "in succession." Score=25.)
- e) If the tie for all rounds is not broken after using the four tie-breaker methods, the score will stand. Alphabetic order will decide who gets the awards at this time and duplicate awards will be ordered for the other squad(s). There is no "sudden death" elimination. The schools who rank below the tie will not move up in rank; i.e. schools A and B tie for first, school C finishes third, school C does not move up to second. No second place award is given.
- f) Because of the importance of question #7 in the tie-breaker process, every effort will be made to ensure these are the most challenging. A perfect score would be 28-4-4-0-28.
- g) The scorekeeper for the competition will be responsible for recording and figuring all tie-breaker scores.

7.24 Awards:

a) Area

1. Certificates will be awarded to all team members.
2. Ribbons (blue, red & white) will be awarded to members of the top three teams in each enrollment classification.
3. Participant ribbons will be awarded to the members of each team that finishes in fourth place and below in each enrollment classification.

b) State

1. Medals will be awarded to members of the top three teams in each enrollment classification. Medals are available for each team member up to 20 and one coach (or two if the team has two coaches). There will be no distinction for enrollment classification printed on the medals. (The first place winner in Class 1 will receive an identical medal to the first place team in Classes 2, 3, and 4).
2. Certificates will be awarded to each school that finishes in fourth place through tenth in each enrollment classification.
3. Plaques will be awarded to the top three teams in each enrollment classification, i.e., Champion, State Runner-Up, and Third Place.

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 IACE 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.

Indiana Association of School Principals / Department of Student Programs

Dress Code Sign-Off Form

I have read, understand, and will abide (have my son or daughter abide) by the IASP/Department of Student Programs Dress Code.

Student:

Printed Name

Signature

Parent:

Printed Name

Signature

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