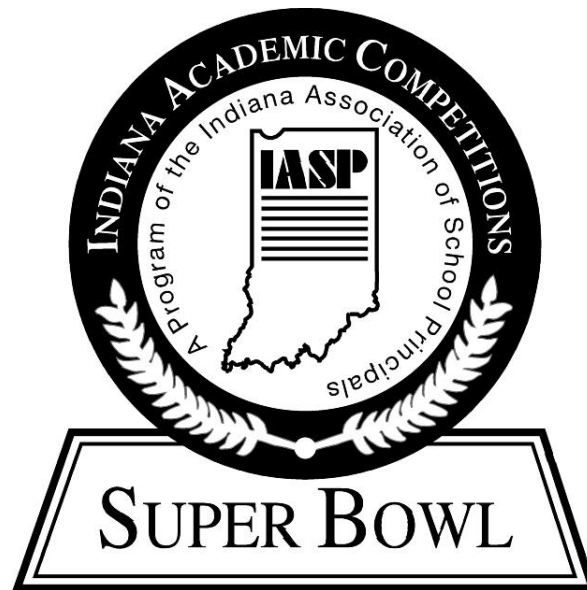


# **PURDUE**

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**U N I V E R S I T Y**

## **Indiana Academic Super Bowl**



# **COACHES HANDBOOK 2021**

*Should this event need to be transitioned to an online format because of concerns for contestants' health and safety, we will notify coaches by email as soon as possible with the details for the contest.*

**5.0 JUNIOR/SENIOR DIVISION - INDIANA ACADEMIC SUPER BOWL**  
**2020-2021 RULES - *CHANGES ITALICIZED***

**5.1 Content:**

- a) The high school (Senior Division) competition will be made up of five subject matter rounds (English, science, social studies, mathematics, and fine arts) and a sixth interdisciplinary round in which questions may come from any and all of the subject matter rounds. Some interdisciplinary questions will require knowledge of at least two subject areas.
- b) The middle/junior high school (Junior Division) competition will be made up of four subject matter rounds (English, science, social studies, and mathematics) and a fifth interdisciplinary round in which questions may come from any and all of the subject matter rounds. Some interdisciplinary questions will require knowledge of at least two subject areas.
- c) The IASP Board of Directors believes academic competitions are 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.

**5.2 Study Guide:**

- a) Academic Super Bowl Study Guides are developed by participating coaches and question writers. The study guide will consist of an outline of the material to be used in writing the questions and a list of possible sources of information. It is not the responsibility of IASP to provide copies of selected works, references, or books. Coaches will have the opportunity to provide comments, suggestions, and resource material ideas at the annual Coaches Conference and via email. Question writers will then more specifically develop the Study Guide from this input. Study guides will not be considered “official” until after questions have been written. Official Study Guides will be available at the Academic Coaches Conference. Ideas and suggestions may be sent via email to Jill Slinker (jslinker@iasp.org) or fax (317-454-0749).
- b) An academic coaches conference will be held in the fall of each year. The conference will have sessions to explain the various study guide outlines and to answer any questions coaches might have about the competition. *The 2020 Academic Coach Conference is September 30, 2020.*

**5.3 Expenses:**

- a) An entry fee will be charged to participate in the Indiana Academic Super Bowl. Schools must also be a current member of the Department of Student Programs (DSP). The DSP membership form/competition enrollment form can be found at [www.iasp.org](http://www.iasp.org). The entry fee must be received by the deadline on the Entry Form. A late entry fee will be assessed if the deadline is not met. These fees will help to defray the costs of writing and duplicating the questions, purchasing awards, and meeting other expenses associated with the competition. Each school will be responsible for its own expenses including any incurred while attending competitions.

**5.4 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 will be:

SENIOR CLASSIFICATIONS:	CLASS #1 = 1080 and up	CLASS #3 = 356 - 611
	CLASS #2 = 612 - 1079	CLASS #4 = up to 355

JUNIOR CLASSIFICATIONS:

	<u>7-8 enrollment</u>	<u>6-7-8 enrollment</u>
CLASS #1 = 480 and up		CLASS #1 = 720 and up
CLASS #2 = 300 - 479		CLASS #2 = 450 - 719
CLASS #3 = 171 - 299		CLASS #3 = 256 - 449
CLASS #4 = up to 170		CLASS #4 = up to 255

This enrollment number will be determined by the official school enrollment as of the date of completing the entry form.

### **5.5 Registration Form:**

- a) On the afternoon of *February 10, 2021*, a Team Roster submission form will be posted on [www.iasp.org](http://www.iasp.org). Each participating school must enter the names of their participating students, and electronically submit the form by midnight *March 28, 2021* (senior)/ *April 11, 2021* (junior). No additions will be allowed after the deadline.
- b) Each school may certify up to thirty students on the Team Roster form and then designate the members competing on each subject squad when the team registers at the host site on competition day.
- c) The competition copy of the Team Roster form must be turned in to the registration official by the beginning of the coaches' meeting or as soon as the team arrives if the meeting has already started when the team arrives.
- d) A coach will be allowed to register a squad member who is not present if the coach has knowledge of a conflict or problem which will make the student late (such as participating in a track meet and then coming later to the Super Bowl, etc.). No changes can be made in the registration form after it is turned in to the registration official at the competition site. This is also acceptable if a Senior Division student has to miss the Area competition but would be available for the State Finals if the squad qualifies for it. However, this student must be registered and marked as a member of each subject squad on which he/she will participate.
- e) The captain of a squad is designated when the squad arrives at their competition table.

### **5.6 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 the sites, a school may be asked to travel to a more distant site. Generally, Senior Area competitions will begin at 5 p.m. local time (Junior Area at 9 a.m.). However host sites may adjust the start time slightly to accommodate local needs.

### **5.7 Eligibility:**

- a) Any student enrolled full-time in grades 9-12 is eligible to compete on a high school team. Any full-time student in grades 7 and 8 is eligible to compete on a junior division team. Sixth grade students may participate if they are housed in the same building with the 7th and 8th graders as a middle school. Ninth graders housed in a middle school must either compete with the team from the high school which they will attend or they may compose a team of their own and compete in the high school division. Within these constraints, schools may select their teams in any manner and with any additional criteria they choose.

### **5.8 Team Selection:**

- a) Senior Division teams may include up to six squads. Each of the five subject area squads will consist of no more than five students. The interdisciplinary squad may consist of seven students. Any given student may compete on a maximum of two subject area squads and may also compete on the interdisciplinary squad (three squads total).
- b) Junior division teams may include up to five squads. Each of the four subject area squads may have a maximum of five students. The interdisciplinary squad may consist of seven students. Any given student may compete on a maximum of two subject area squads and may also compete on the interdisciplinary squad (three squads total).

### **5.9 Procedural Committee:**

- a) A Procedural Committee of 4 site representatives and a Procedural Official 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 involved in at least one previous Super Bowl competition and should have been appointed and in receipt of the Super Bowl rules and guidelines at least one week prior to the competition. The Procedural Official will be designated the chairperson and will be responsible for calling the committee together to decide questions involving procedure and rules violations.
- b) When a proctor or competitor indicates by standing that there is a problem or question, the Procedural Official will approach that table to determine the nature of the challenge. Based on the nature of the question, the Procedural Official either settles the matter or convenes the whole committee. If the question is raised by schools from more than one class, then the entire committee will make the decision. (A committee member whose school is raising the question is not included in the final decision-making.) The Procedural Official will explain the nature of the challenge and the resulting decision to the emcee, who will then 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 squad members.
  - Awareness of problems with sound system, projectors, screen visibility, tables, equipment etc.
  - Awareness of "obnoxious" coaches or squad members.
  - What to do if a captain repeatedly marks the answer on the wrong line of the answer sheet.
- d) The Procedural Committee, at its discretion, may disqualify a question, squad member, squad, or team.

#### **5.10 Dress Code:**

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

#### **5.11 Supervision:**

- a) The host site will have an administrator 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.
- 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.

#### **5.12 Format:**

- a) A **subject** squad may compete with 1 - 5 students, but **no more than three students will be competing at a time**. The **interdisciplinary** squad may compete with 1 – 7 students, but **no more than four students will be competing at a time**. For the purpose of making students eligible to advance to Senior Division State Finals, teams may indicate 6 students for each subject area round, and 8 students for the interdisciplinary round as eligible.
- b) All students competing in a subject round must be marked on the team registration form for that subject. Proctor should verify upon check-in. Call Procedural chairperson if the student is not registered for that squad. If a proctor notes a student competing who is not marked on the registration form, that student will immediately be removed from the competition table (if not done before the first question) and the team will forfeit any points scored while the uncertified student was at the table.
- c) The competing members of a squad will be seated at a 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(s).
- d) Each round shall consist of 25 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. For electronic scoring, the proctor will enter the team's answer when the team captain shows it to him/her. Questions involving maps, graphs, or diagrams may have hard copies (paper copies) given to each squad for better viewing.

#### **5.13 Questions:**

- a) A team of college professors, retired teachers and/or teachers who are not academic coaches are convened during the summer to generate questions keyed to the study guides and theme for the Academic Super Bowl. Standards for question writing have been developed and disseminated to those participating in the question writing session. Questions are subject to further validation and evaluation by a second group to assure authenticity and a degree of consistency among subject areas.
- b) Every effort will be made to maintain the integrity of the questions and to keep them from being seen except by the question readers and those responsible for making slides, and the powerpoint operator. Question Readers should be given the questions 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 except themselves sees the questions.
- c) Interdisciplinary Round questions will come from each of the various disciplines. Individual questions will not necessarily be cross-disciplinary.

#### **5.14 Time Limits:**

- a) After the reader finishes the question, each squad will have 20 seconds to determine an answer and mark it on the answer sheet. A warning will sound 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) A time period of up to 40 seconds may be allowed when the question writers determine it is necessary. Question writers will consider the type of question, the amount of necessary calculation, and the time required to read the question when determining which questions will be allowed up to 40 seconds (this may occur in the mathematics, science, or interdisciplinary rounds).
- c) When a slide is utilized for a Fine Arts question, the slide will be projected before the question is shown and read. The teams will then be given a viewing period during which squad members may approach the screen for a better look. **There is to be no talking during this period.** Squad members will then be instructed to resume their seats and the question will be read and projected. Then the timer will start the clock. Thirty seconds is recommended for the viewing period, but this may be altered to fit local circumstances. The art piece will remain visible on the question slide as well.
- d) When audio samples are used, they will be played after the question is read and shown. At the conclusion of the audio selection, the reader says "begin," the timer will start the clock. There is to be no talking during the audio selection.

#### **5.15 Consultation:**

- a) No notes, formulas, etc. may be written on any paper or entered into a calculator by any member of the squad until the reader begins the first question. If a practice question is used at the beginning of a round, the students may begin writing or entering notes when the practice question is read. Once a round has begun (either with a regular or practice question), students may write down or enter any information at any time for the remainder of the round. At the Area Competition, a practice question will ONLY be used prior to the first round. At State Finals, a practice question will be used at the beginning of EVERY round.
- b) Competing students may not orally confer with other squad members until the reader says "begin." Only written communication is allowed 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.
- c) No smartphones, smart watches or other electronic messaging devices, written material, mascots, stuffed animals, balloons, etc. of any kind may be brought to the competition table. Any such material will be seized by the Proctor. 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 electronic devices, written material, notes, etc. will be construed as being a conscious attempt to cheat and the squad will be disqualified from the round.

#### **5.16 Calculators:**

a. SENIOR Division: The only calculators allowed in the Academic Super Bowl Senior Division are the "TI-30Xa" and the "TI-30X IIS". Senior Division calculators will NOT need to be checked in, or cleared, before the contest. At the beginning of the Math, Science, and Interdisciplinary rounds, the emcee will ask proctors to check that all calculators are one of the 2 approved models. Although this will obviously create some additional cost for participating teams, the calculators are available for a very reasonable cost at a variety of retailers. Schools should view this as a one-time expense for their Math teams who traditionally do not have any equipment or text book expenses. Many schools already have some of these particular calculators in their building. Having a common calculator for all participants allows the question writers to know specifically which features are available to students and design the questions to test the student's math knowledge (as opposed to their knowledge of the calculator buttons).

b. Junior Division: The only calculators allowed in the Academic Super Bowl Junior Division are the "TI-30Xa" and the "TI-30X IIS". Junior Division calculators will NOT need to be checked in, or cleared, before the contest. At the beginning of the Math, Science, and Interdisciplinary rounds, the emcee will ask proctors to check that all calculators are one of the 2 approved models. Although this will obviously create some additional cost for participating teams, the calculators are available for a very reasonable cost at a variety of retailers. Schools should view this as a one-time expense for their Math

teams who traditionally do not have any equipment or text book expenses. Many schools already have some of these particular calculators in their building. Having a common calculator for all participants allows the question writers to know specifically which features are available to students and design the questions to test the student's math knowledge (as opposed to their knowledge of the calculator buttons).

#### **5.17 Challenges:**

- a) Procedural questions and challenges may be raised during the course of the competition to correct a procedural error. Such a challenge must be made by a squad member participating in the competition at that time. Coaches, spectators, or non-participating team members may not make a challenge. To make a challenge, the student should bring the question to the attention of their proctor, and the proctor will stand to gain the attention of the Procedural Official. Challenges may be made at any point before the score sheet is signed at the end of the round.
- b) Specific questions or answers may not be challenged during the competition. All questions and answers are considered to be official as presented. If a coach believes a question was incorrect, the IASP office should be notified of a challenge to questions or answers by phone before 10:00 am EST the day after the competition. The IASP office may request written documentation proving the answer or question is wrong. If a challenge is made, IASP may delay posting of the statewide scores for that round. The IASP staff will work with question writers and officials to determine the validity of the challenge, and the proper response. If the challenge is upheld, no adjustment to Area Competition placement results will be made, however the IASP staff may adjust scores before posting State Finals qualifying squads, and will communicate the decisions to all coaches. At State Finals, specific questions or answers may not be challenged.

#### **5.18 Alternate Questions:**

- a) Extra questions for each subject area will be provided. They are to be used when a question's validity is destroyed. These extra questions will be provided in separate subject area power points. In the Interdisciplinary round, if an alternate question is required, it should be replaced by an alternate question from the same subject area. The Procedural Official 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 the substitution period). The use of the alternate questions will be left up to the Procedural Official 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 Official 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 Official 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. For teams who are given an alternate question, the alternate will replace the original question for all scorekeeping purposes, including tie-breakers.
- 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 5.17-Challenges).

#### **5.19 Substitutions:**

- a) At the end of the twelfth question, one or two members of the subject squad may substitute for students at the table. These substitutes must be listed on the registration form and certified for this squad. The captain must remain at the table for the whole round. The substitutions may replace any of the other squad members.
- b) Squads that begin the round with fewer than the allowed number of members may add additional registered members of that squad during the round between questions until the squad is complete. 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 not replace another squad member at the table until after the twelfth question.

### 5.20 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 packet.

### 5.21 Proctors:

- 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) 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 subject for that round. The proctor will instruct the students to 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 registration form, and report discrepancies to the *procedural judges before the first question is read. If all are correct, the proctor will initial the names on the registration form.*
- c) 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.
- d) The squad captain will show the answer to the proctor who will record it on the electronic scoresheet. When the reader reveals the answer, it will automatically be graded on the scoresheet, but the proctor should also score it on the paper sheet as a back-up.
- e) After a correct response is given by the question reader, the proctor will draw a line through the entire line of response of a wrong answer. If an answer is correct, the proctor will mark a "+" to the left of the question number and signal the student assistant to add one point on the score chart. If students insist on talking before the word "begin," the infraction should be reported to the procedural judges. 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, record the squad's regular score in the appropriate box on the bottom of the answer sheet, and record the squad's tie breaker scores in the appropriate boxes. Those scores will be calculated automatically by the electronic scoresheet. 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) The coach is responsible for the preliminary training of his/her proctors. In the event a proctor fails to follow through with his/her responsibilities as described in the study guide, a letter of censure may be sent to both the coach and the building principal.
- h) At state competition, this score entering procedure is reversed. The students will enter the answers electronically, and the proctor will mark the paper copy.

### 5.22 Scoring:

- a) Every question that a squad answers correctly will be worth one point. Each subject round is scored separately and the score does not accumulate from round to round.
- b) At the Area and Invitational competitions, scores may be displayed on flip charts or on an electronic scoreboard. If using flip charts, each competing school will be responsible for having a student to keep the flip chart current. The student will operate the flip chart for the same school that the proctor from his/her school is proctoring. The proctor will signal the student assistant each time that team scores a point. The student assistant will then turn a page on the flip chart to indicate that the point was scored. If the squad's answer was incorrect, no point is scored, but no penalty is deducted from the existing score. 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. If electronic score displays are used, every effort by the host will be made to make those scores are visible to the audience as well as the contestants.
- e) At area and state levels, an electronic scoring system will be utilized. *In the event that the host school also decides to use an electronic score display, schools will not have to furnish a score chart flipper. However, flip charts will be available as a back-up in case of technical difficulties with the electronic system. If this occurs, the proctors will be responsible for flipping the chart and keeping the score current.*

- f) 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.

### **5.23 Breaking Ties:**

- a) In the event there is a tie score at the end of the competition, the first tie-breaker will be the number of correct answers given to the last five (5) questions asked (questions #21-22-23-24-25). A perfect score on the first tie-breaker would be 5.
- b) If a tie still exists after using the first two tie-breaker methods, the second tie-breaker will be the number of correct answers for the last three (3) questions asked (questions #23-24-25).
- c) If a tie remains after utilizing the first tie-breaker method, the third tie-breaker will be the greatest number of questions answered correctly in succession, regardless of where in the round the succession began. For example, if a squad missed the first two questions and answered all the rest correctly, they would have a third tie-breaker score of 23.
- d) If the tie is not broken after using the three tie-breaker methods, the score will stand. Alphabetic order will decide who gets the award 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.
- e) Because of the importance of the last five (5) questions in each subject round, every effort will be made to insure questions 21 through 25 will be the most challenging. A perfect score for the round would appear on the answer sheet as: 25 - 5 - 3 - 25.

### **5.24 Senior Division - Qualifying for Advancement:**

- a) Subject matter or Interdisciplinary squads, not entire teams, advance through the levels of competition toward the state finals. A school might advance only one squad on to the next level. All students marked at the Area competition as eligible for an advancing squad (up to 6 students per subject squad, up to 8 students per interdisciplinary squad) will be eligible to compete with that squad at the State Finals regardless of whether or not they actually participated at the Area contest.
- b) A predetermined number of spots will be permitted for the State Finals based on space available at the facility. Those spots will then be allocated based on the percentage of schools entered in the competition from each size classification. The squads with the highest points from each size classification from all sites around the state will then fill the positions. For example, if there are twenty-four spots available, seven might go to class 1 squads, five to class 2 squads, six to class 3 squads, and six to class 4 squads.
- c) Scores will be posted on [www.iasp.org](http://www.iasp.org) the day after the contest, with highlighted state finalist schools. State finalist coaches will also receive an email notifying them of their qualification. Coaches must confirm their participation in the State Finals by fax or by email by noon the day after notification. If a school is unable to attend or does not respond to the email, the next qualifying school will be invited to attend.
- d) If a scheduling conflict arises with a school involved in both the Indiana Academic Super Bowl and the United States Academic Decathlon National Finals, the IASP staff will make accommodations to allow participation in both events.

### **5.25 Awards:** **SENIOR DIVISION**

- a) Area
  - 1. Certificates will be awarded to all team members.
  - 2. Ribbons will be awarded to the members of the top three teams in each subject and interdisciplinary area.
  - 3. IASP will mail a certificate to the top 10 schools in each enrollment class based on the cumulative scores of all six rounds. This award will not affect participation in the State Finals, but is a separate way to recognize academic achievement.
- b) State
  - 1. Certificates will be awarded to all team members.
  - 2. Medals will be awarded in each subject area to teams by enrollment classification as follows:
    - a. Gold, silver, & bronze to the members of the top three teams.
    - b. Plaques will be awarded to each team.



### JUNIOR DIVISION

- a) Area
1. Certificates will be awarded to all participating students.
  2. Ribbons will be awarded to the members of the top three teams in each subject and interdisciplinary area in each class.
- b) State
1. Plaques will be awarded to the top three teams by subject in each enrollment classification, i.e. Science - Class 1 - champion, runner-up, and third place.
  2. Certificates will be awarded to each school that finishes in fourth place through tenth in each enrollment classification.
  3. Medals will be mailed to the members of the top three teams in each subject (6 medals per team) and interdisciplinary area (8 medals per team).

# Code of Conduct

The Indiana Association of School Principals (IASP) sponsors various programs that benefit all students in Indiana. One of these programs, Department of Student Programs (DSP), 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 all personnel and students conduct themselves in the proper manner at all school functions. Therefore, the board expects all principals to require coaches and students to display appropriate behavior and sportsmanship at all academic competitions. The board strongly suggests that principals share the 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 Program Director within 48 hours of the competition. Then, the 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 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).

## 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 State Final Competitions.**

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 a dressed up nature.

Competing at the state 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, State Spell Bowl and Super Bowl qualifiers must maintain the correct team or dress clothing throughout the event and awards ceremony. Shorts and jeans are not acceptable at any State Finals 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.**