

FORMING A DISTRICT

District Meet Dates
February 13 — March 28, 2014

District Divisions. Each district consists of **approximately seven** campuses, OR the equivalent thereof, in student participation, plus individual members and home schools. It is important for schools to indicate in which contests students will be expected to compete on the Membership/Participation form, in order that preparation may be made for each district. "A" schools consist of an average of 29 or fewer students per grade level, up to 232 students in grades 1-8; the "AA" classification will consist of schools with an average of 30 or more students per grade level, or 233 or more in grades 1-8. "A" classified schools may compete in "AA," but "AA" may only compete in the "AA" classification.

The District Chairperson. PSIA may ask a qualified person to serve as district director in the absence of volunteers to serve in these 24+ positions. Responsibilities of the District Chairperson are discussed on the pages that follow.

MEMBERSHIP DEADLINES. Schools joining PSIA with a check or purchase order by October 1 receive a 10% discount on their FIRST order of study materials. This is the first deadline for membership. From OCTOBER 1 through NOVEMBER 1 - memberships will continue to be accepted without penalty. Beginning November 1, a LATE FEE of \$25 will be assessed each school and homeschool registering late for the PSIA program.
DECEMBER 15 - MEMBERSHIPS CLOSE

The District Organizational Meeting—The District Executive Committee. Prior to December 1 (earlier if possible), when six or more campuses, or the equivalent thereof, are enrolled in a district, the District Director should call a meeting of representative members. This District Executive Committee should consist of either administrators or PSIA Campus Directors from each campus and any persons who will have a major responsibility in administering the district meet.

The District Director should:

a) Poll schools to find out which grade levels will compete and in which events schools expect competitors. Decide with the group of school representatives whether your campus will be able to allow more than the minimum entries per school in some contests. (Review contest rules for ENTRY requirements.)

- b) Dates for the tournament already have been set **between Friday, February 13 and Saturday, March 28.**
- c) Set date(s) for subsequent Executive Committee meetings, or phone conferences, to plan the meet further.
- d) Decide what kind of awards will be given (logo ribbons, or medals, trophies, plaques etc.).
- e) Decide who will purchase awards, and from what source (PSIA provides awards at no additional cost for the State Meets only.) PSIA logo ribbons (first through sixth place, District Qualifier, and first through third place grade level award ribbons are available for purchase. A special order form will be emailed to the District Director.
- f) Decide the amount of an entry fee per entry per school. This fee should cover the cost of awards, cleaning facilities, stipends, rentals, and the hiring of some judges. **Districts divide the cost of all expenses incurred to run the district meets, usually through entry fees of up to \$10, plus a divided cost technology fee.**
- g) Decide where and when the awards will be presented (in contest rooms or in an assembly). Awards will be distributed in individual rooms following verification periods at State Meet. **All districts are required to follow the Conflict Pattern, including Verification periods.**
- h) Assign a contest director and assistant director from two different schools for each contest. This should be a shared effort from all schools, and no single school should be asked to do all grading or judging for any contest.
- i) Determine who will select judges and contest directors. Remember that assistance is available from the state office for training through workshops or individual conferences. Training on each campus is essential.
- j) The basic entry form, including all contests at all grade levels, is found in the appendix and will be emailed to district directors in Microsoft Word.doc universal format in October. Use this form to organize student names before entering them into Academic Meet Companion.
- k) **Entry student names must be received by the district director from participating schools through Academic Meet Companion at least 30 days prior to the tournament. NO LATE ENTRIES ARE ACCEPTED.**
- l) Note restrictions on entries resulting from the required Conflict Pattern schedule. (See page iv) Students and parents should be made aware that they must chose contests that are not in conflict with the time schedule indicated on the Conflict Pattern.
- m) Adopt any rules or adaptations specific to the host campus and notify sponsors/teachers/administrators at all participating schools.
- n) Compile notes from the meeting, including approved modifications, and provide a copy (email preferred) to the PSIA Campus Director from each school.

PSIA CONTACT INFORMATION:

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Responsibilities of the PSIA District Director

Duties of the PSIA District Director in addition to the above include: (CHECKLIST on pages 3-4)

- a) Selecting the directors and assistant directors of the contests in accordance with individual contest plans. (A penalty deduction of 10 to 20 team points per occurrence must be assessed schools that fail to meet the minimum requirement of providing 1 worker position for every **2.25** student entries for administering the meet.)
 - Written objective answer type contests in which double position credit **may** be given to a school for a contest director who also serves as a grader and verifier are these only: **Art Memory, Calculator Applications, Music Memory, Number Sense, and Spelling.**
- b) Sending minutes of all meetings to all participating schools.
- c) Emailing an entry form and directions for its use, along with the web Academic Meet Companion resource, to your district participating schools at least eight weeks prior to the meet (entry form hard copy sample in appendix) All necessary District Meet forms, including Entry Form, Schedule Planning Form, Contest Results Form, Roster Form, and District Results Form, will be emailed to each District Director from the State office after October 1.
- d) Scheduling Verification Periods at the times indicated on the Conflict Pattern. Each Verification should be done exclusively for an individual contest in which the same test material was administered. No multi-test verifications outside the designated times are allowed.
- e) Distributing to contest directors, or providing guidelines of where to find information on the PSIA website, all contest materials furnished by the PSIA office, including the “Official Rules for All Participants” section of this handbook. (Campus directors should prepare workers.)
- f) Copying (or delegating the copying responsibility for) district contest materials.
- g) Typing the Preliminary District Results on the District Results Form and emailing these results to each participating school for a 24-hour review for accuracy, **OR preparing the Academic Meet Companion results online, as directed from the AMC creator.**
- h) **Certifying the District Results, completing the header and all portions of the “District Results Form” and emailing copies to the State Director and participating schools within 72 hours after the meet and/or completing the AMC Results as directed.**
- i) Billing member schools for **late** district fees, unless paid with entry, as requested. Schools failing to submit entry fees at least 30 days prior to the meet **may** be disqualified. **Feel free to assess monetary penalties for late fee.**
- k) Assisting in the collection of state entry fees, where needed.



Guidelines for Assessing– District Meet Fees

1. Tabulate **estimated** cost of a meet. If a meet has not been held on your campus in the past, check with a school that has held a meet and inquire about the cost, or estimate the cost using each of the following factors as guidelines.

Costs that should be considered in tabulation:

- paper/ •toner or cost designated by a leased copy machine agreement
- postage
- long distance calls
- custodial costs
- refreshments
- awards (\$.65 each if purchased from PSIA)
- concessions workers
- stipends (if decided on by meet administrators)

Sample cost configuration for a 7-campus, full 58 grade-level test meet-4 schools local and 3 out of town; no charge for use of facilities: Largest possible # of entries => **1218**; Est. # of copies = **15,000**; For **1000** entries, the estimated # of copies would be approximately **12,000**.

BASIC FEE TABLE EXAMPLE

Possible Meet Expenses	For 1242 Entries	For 1000 Entries
Cost per copy 11 cents each (stapled) =	\$1650.00	1380.00
Award Ribbons (including District Qualifier) =	\$800.00	520.00
Long Distance Calls and Faxes - 2 for each of 3 schools =	\$25.00	25.00
Refreshments for Tournament Officials =	\$250.00	200.00
Concessions Workers (2) at \$8 hr.x 6 hrs. =	\$96.00	96.00
Custodial Workers (2) at \$10 hr.x 4 hrs. =	\$40.00	40.00
Postage mailing tests/awards to schools =	\$35.00	20.00
Total Meet Cost Example:	\$2896.00	\$2281.00

When assessing fees, consider electricity, rentals, outside judges hired, and other factors, including fundraising for your state meet travel.

2. Methods of Assessing Fees Per School or Homeschool

Method A: (1) Divide the actual cost of the meet by the **number** of entries scheduled to attend the meet (**Assess fees only by the number of entries from the school, not by a flat division per school.**) (2) For each school, multiply the per entry per event cost by the number of entries from that school only to assess the reimbursement that school would owe to your school. (3) Entry fees should accompany the entries submitted **at least 30 days prior to the tournament**. Assess late fees to schools that do not submit fees prior to the required entry date. Send an invoice to each school if the entry fees do not arrive prior to the emailed District Entry Form. This method should also include utilities fees and possible rental fees for facilities

Method B: Assess each entry a fee up to **\$10, plus a technology fee**, payable at least 30 days prior to your meet. (Schools should be disqualified if fees are not paid by **20 days prior to the meet.**) Use additional funds to build your extracurricular academic program, pay stipends to YOUR teachers, purchase study materials, or help pay for travel to the State Meet. Also, use proceeds from concession sales to pay workers or add to your program needs. Some hosts may need extra funds for copying materials and utilities expenses.

District Director Checklist

Before the Meet

- _____ 1. Receive Membership/Participation Forms from the PSIA state office through December 15, unless your district is already closed to additional schools with a maximum of 7, or the equivalent thereof. (The first faxing of member forms will be the first week of October.)
- _____ 2. Schedule a district meeting of PSIA Campus Directors as soon as your district is closed to additional campus members, or near the membership deadline of December 15.
- _____ 3. Solicit positions from member schools: contest directors, assistant contest directors, graders, judges, hall monitors, concession workers, etc. (about 550) Seek the most qualified people from the school and community. High school students may be used. Make sure speech judges are not teachers or parents from the school, and that writing judges have no students in the contest.
- _____ 4. Email the District Entry Form to each school at least two months prior to your tournament. Make sure that the date due indicated on the entry form is 30 or more days prior to your meet. (Some may want to request entries in 45 days prior to their meet.)
- _____ 5. After Dec. 15, assign contest director/grader/judging positions that have not yet been filled (assign standby positions for those who may fail to appear)
- _____ 6. Meet with volunteers to provide training. Begin selecting State volunteers, as well.
- _____ 7. Assign room numbers to contests (Note that math events will likely need the largest room available.) Preliminary speech rounds may be done in smaller rooms. Consider the number of possible entries, according to the information you have on the Membership/Participation forms. Allow a couple of rooms or more, if possible, for grading, a room for tabulation, and a room for hospitality. Rooms for verification periods should be similar to the rooms in which the contest was held or larger. Mass verification at random times is not permitted. Assign a specific time in accordance to the Conflict Pattern.
- _____ 8. At least 8 weeks prior to the tournament, send a letter to each school campus director, providing information about procedures that should be followed when they arrive on the host campus. Include the schedule with room numbers.
 - A. Where to park
 - B. Where to enter building
 - C. Where students may congregate (if available)
 - D. Where students should report for contests (Contestants should go directly to their contest rooms for roll call)
 - E. Places that are off-limits to students
 - F. Restroom areas
 - G. Food availability on and off campus
 - H. Reminder about quiet in halls where contests will be held (clearing all halls, if possible)
 - I. Location for posting of results
- _____ 9. Receive your master set of contest materials from the State office approximately three (3) weeks prior to your tournament. Assign a person on your campus who has very little involvement with the students and no students in the tournament to photocopy the materials. Use the checklist that comes with the materials to indicate how many of each test should be copied and placed in sealed envelopes.
- _____ 10. Enter names on rosters as entries come in. Secretaries and students may assist in typing in the rosters, if necessary.

District Director Checklist

Before the Meet Continued

- _____ 10. Set up the tab room the day before or earlier, if possible.
- A. Provide places for contest directors to turn in **ALL** test materials **if meet is held prior to March 28**. Prepare for these materials to be placed in designated areas:
 - 1) Contest Roster **Completed in Pencil** along with Contest Results Form
(These are turned in to someone who can check them for accuracy before releasing the contest director.)
 - 2) Large envelopes or boxes for each school for tests/keys/answer sheets from each contest to be placed **if meet is held prior to March 28**.
 - 3) All left-over tests and materials **MUST** be turned in to a secure area **if prior to March 28**.
 - 4) Meet Evaluation Form, completed with absent workers' names listed
 - 5) Other materials as needed
 - B. Provide a place for Contest Directors to check in and pick up their contest packets (tests sealed/ materials unsealed) at least 30 minutes prior to the contest. **(Speech judges need separate packets. Do NOT give these to the contest director to distribute. Speech judges MUST check in in the tab room to receive packets.)**
 - C. A copy machine is needed in this area to copy Results Forms for posting and for other copying as needed.
 - D. A separate awards table would be helpful.

During the Meet

- _____ 1. Meet with all Contest Directors, except those administering grades 6- 8 Prose or Poetry Interpretation, Creative Writing, or On-Site Drawing. Go over procedures for returning materials in the tab room and completing forms. **(Remind District Contest Directors to collect all test materials at the end of the verification period if the contest is held prior to March 28.)**
- _____ 3. Issue awards to contest directors when they bring in their Contest Rosters to the tab room for review **BEFORE** they go to the Verification Period. **Make sure that objective contest rosters list the scores of ALL the contestants in the event.**
- _____ 4. Make note of individuals who did not attend their positions. Contest directors should have the "Meet Evaluation Form" on which they post the names and schools of those who were required to assist and failed to attend.
- _____ 5. Call the State office should any question arise regarding any contest procedure or content.
- _____ 6. After Verification, Contest Directors complete their Contest Results Forms in **BLACK** ink. Have someone make a copy of the Contest Results forms as they come in and post one copy in the official posting area. Keep the original copy for your records.
- _____ 7. You may tabulate points for the District Championship. If everything is in by 5:30 p.m., you might be able to announce the top scoring team by 6:00 p.m.
- _____ 8. If a computer is on hand, a student, parent, teacher or anyone could be typing in the full official results during the meet on the form that will be emailed to you with the entry form. Although a computer program may be used for tabulating results, the Final Results Form must also be completed on the Microsoft Word.doc form provided in email to all District Directors, **UNLESS AMC is in full use by that time.**

After the Meet

- _____ 1. Finish official results and email a copy to each school within 48 hours. Ask for corrections in spelling of names and verification of correct results. You may send out to your schools both your database tabulation and your Final Results Word.doc.
- _____ 2. After schools have had 24 hours to make corrections, email your final results to the State PSIA office: info@psiaacademics.org (approximately 72 hours after your meet)
- _____ 3. If corrections have been made in the results, email the Official results and a note of thanks to your gracious volunteers.



Responsibilities of the PSIA Campus Director

Duties of the Campus Director include:

- a) Communicating and collaborating with the principal/headmaster concerning coordination of the PSIA academic program.
- b) Ordering study materials from the PSIA state office.
- c) Ensuring that the contents of packages from PSIA are distributed to the appropriate persons, including parents.
- d) Providing a central location for filing and storage of PSIA materials.
- e) Distributing copies of emails and other communications from the state office to each participant and keeping abreast of information found on the PSIA website: www.psiaacademics.org.
- f) Asking new teachers, parents and students to become involved in coaching PSIA contests. Send out the parent fliers provided in the handbook appendix.
- g) Soliciting volunteers to meet the campus requirement of providing one work position for every **2.25** entries at both the district and state meets. This is a stated requirement for membership in this program. **Example:** If your campus has **160** entries in the meet, **71** positions should be filled by persons representing your campus.
- h) TRAINING WORKERS FOR DISTRICT AND STATE MEETS.**
- i) Arranging for intraschool and interschool competition prior to the district and state contests.
- j) Seeing that the district meet entry forms are submitted to the host site director at least **30** days prior to the district meet and that entry fees are submitted WITH the entry form, or postmarked on that same day of submission. (Sample forms are in the appendix. Forms will be emailed to each host school director in Microsoft Word.doc format and/or in a tab format for database construction.) **The District Director will complete the information on the form for the meet, and email it to your attention.**
- k) Writing articles and/or providing information to the local media regarding student participation in PSIA events and clipping and displaying articles published about events.
- l) Submitting similar articles and pictures to the *PSIA News* published periodically on the PSIA website.
- m) Providing the community and parents with information about the benefits and risks of competition and the role of rules in competition.
- n) Providing instruction to parents regarding how they may assist children in preparation for contests.

Director/Host Preparation for a District Meet

Hosting the District Meet. Although the District Director's school often hosts the meet, this is not mandatory. The essential element in planning and running a district meet is communication among all participating schools, parents and the individuals competing.

Duties Of The Host School. Host schools provide rooms, with each participating school in the district responsible for directing an equal number of contests and furnishing graders and judges in an equivalent ratio to the number of entries from the school, or about **1 position for every 2.25 entries**. **A penalty deduction of from 5 to 20 points per occurrence must be assessed schools that fail to meet the minimum requirements for administering the meet.**

Tasks of a host school might include:

- a) Scheduling rooms for contests.
- b) Furnishing contest directors who obtain and train judges and graders (only if the campus is experienced in hosting PSIA academic programs.)
- c) Providing an area for students to wait for contests to begin and a tally area where results are compiled and verified.
- d) Arranging an awards assembly or for awards to be presented immediately following the verification period in designated areas or rooms.
- e) Making arrangements for any necessary meals or refreshments.
- f) Securing timekeepers and monitors (check the "personnel" section of each contest to determine who will be needed to administer the contest.)

When to Hold a District Meet. PSIA supplies district tests that may be used from **Friday, February 13 through Saturday, March 28**. At the District Executive Committee Meeting, held shortly after the district enrollment deadline of Dec. 15, set the schedule for your meet. The PSIA Campus Director from each school should attend this important meeting.

Set the Schedule. The schedule should be set by the District Executive Committee, or the host school, under the direction of the committee. All schools, coaches, and participants should be notified of the schedule of events offered and any restrictions on entries as soon as these are set so all may plan accordingly. The **Official Conflict Pattern** for a one-day tournament for both elementary and middle schools is found on **page iv** of this handbook. This pattern must be followed at both the district and state meets, even if events are held on more than one day and at a different beginning time.

Selecting Judges. Coaches of events are best at determining proper qualifications for judging a contest. A PSIA Campus Director might assign the task of judge selection to knowledgeable teachers. Remember that no contest should have all judges from one school. Divide judging and grading among all schools participating in the district tournament. In many contests, coaches may grade contest papers and act as the director of the contest, as well.

Responsibility of Teachers Coaching a PSIA Event.

- Find out as early as possible from your campus administrator or your PSIA Campus Director which events for each grade level will be offered at the district meet and how many students may enter each contest division.
- Secure ALL information from the handbook that pertains to your event including Rules for All Contests.
- Post the State Meet Conflict Pattern for all students and teachers to view.
- **Send a copy of the conflict pattern and information about the contests to parents.**
- Work out a schedule for meeting with interested students to prepare for contest.
- Within curriculum guidelines, most contest curriculum may be a part of the daily classroom study. (See “Preparing Students for Contests” in this section.)

Entry Form REMINDER. The entry form for your meet should be emailed to schools from the District Director about two months before the tournament with instructions and a posted return date deadline of **at least 30 days** prior to the meet. Some districts may have an earlier deadline. In any case, **the deadline should be clearly indicated on the entry form.**

District Contest Materials. A master copy of all contest materials will be mailed to the District Director or to another person designated by the District Director approximately **three weeks** prior to the date of the district meet. The District Director or a designee will be responsible for reproducing all materials as needed for the district tournament. A list of test materials masters and supplies provided by PSIA for competition follows on this page.

Follow up. The completed “**District Results Form**” is to be emailed to the PSIA state office **within 72 hours** after the district meet, but not until AFTER a 24-hour verification review has been provided for participating schools. From this form, the PSIA State contest rosters will be constructed. It is important that entries be double-checked for accuracy. We ask that directors indicate in the space provided the number of entries competing in each contest, in order that these statistics may be used to help gauge contest growth or decline. This year, as a result of some contests posting fewer than 6 entries, this decline resulted in contest grade levels for these lowest participation contests to be combined, ensuring that we are allowing only the top students to advance to State.

District Contest Materials

(Masters provided by PSIA)

<i>Event / Grade Levels</i>	<i>Tests & Keys</i>	<i>Ballots & Evaluation Sheets</i>	<i>Topics / Prompts</i>
Art Memory 4/5 & 6-8 (+ answer blanks for Parts A and B)	•		
Calculator Applications 6-8	•		
Dictionary Skills 4/5 & 6-8 (+ answer blank)	•		
Listening 4/5 & 6-8 (+ contest tape, passage & answer blank)	•		
Maps, Graphs & Charts 4-5 +6-8 (+ answer blanks)	•		
Mathematics 2/3, 4, 5, 6, 7 & 8 (+ answer blank)	•		
Music Memory 3/4, 5/6 & 7/8 (+ test tape & answer blanks)	•		
Number Sense 4, 5, 6, 7 & 8	•		
Spelling Tests 2, 3, 4, 5, 6, & 7/8 (+ answer blanks)	•		
Science 6, 7 & 8 (+ answer blank for students)	•		
Vocabulary 5, 6 & 7/8 (+ answer blank for students)	•		
Creative Writing 1 & 2 (+ paper master for students)		•	•
Impromptu Speaking 7/8		•	•
Modern Oratory 7/8 (speech provided by student)		•	•
Ready Writing 3, 4, 5, 6, 7, & 8		•	•
PROSE Interpretation 4, 5, 6, & 7/8 (selection provided by student)		•	
Storytelling 1, 2 & 3 (+ 2 stories to be read to students)		•	
On-Site Drawing 6, 7 & 8		•	

INVITATIONAL MEETS

An **invitational meet** is hosted and governed by one school to which any school may be invited, regardless of size or membership in PSIA. Invitational materials may be comprised of tests from previous years' competitions, or schools may compose or purchase their own tests elsewhere. Speech events need no additional materials.

Invitational tournaments may be conducted exactly like district or state meets, or they may be administered like festivals, or in any way you wish to practice your curriculum and hone students' skills in the contest events in which they will compete at district and state. A meet that includes only selected events and selected grade levels may be offered. Speech invitational meets, for example, or all math/science meets might be conducted between only two or three schools, or you may wish to invite 20 schools. Charging an entry fee of from \$5 to **\$10** per entry can help you build your extracurricular academic program budget as you prepare students for the district and state PSIA tournaments. Funds may be used to provide travel and materials for your program. Additional sales of concessions during an invitational tournament can further build your academic activities fund, as well.

In addition, check within the instructional pages of each contest and on the PSIA website for listings of supplemental resource providers.

PREPARING and SELECTING STUDENTS FOR ACADEMIC COMPETITION

- a) Start early. Students are not as overwhelmed by the material if they receive increments of it beginning in August or September. By starting early, teachers are better able to incorporate material into the regular classroom studies and determine which students are best inclined to do well consistently.
- b) Event coaches should read the appropriate pages of the *PSIA Handbook* each year to know current contest rules and procedures. Most of the handbook pages are found on the PSIA website. **Two** complimentary handbook copies are sent to each school submitting membership/participation by October 1. Additional copies may be ordered on the PSIA order form.
- c) Check the News / Calendar section of the PSIA website for material updates and posted news.
- d) Attend or host an invitational meet.
- e) Use study materials available from the PSIA "Study Materials Order Form" or "Test Pack Order," found in the appendix and/or under "All PSIA Forms" on the PSIA website: www.psiacademics.org. The *PSIA Academic Materials Study Booklets* contain Dictionary Skills, Impromptu Speaking, previous years' district or state tests for Art Memory, Calculator Applications, Creative Writing,

Listening Skills, Maps, Graphs, & Charts, Mathematics, Number Sense, Ready Writing, Science, and Vocabulary contests, and will provide the information needed to get started. Order forms for other contest materials needed (such as art prints, atlases, dictionaries, etc.) are mailed to schools in the membership packets. Check with your PSIA campus director for these forms. (Find ordering information also within the contest information pages for each event.)

- f) Send practice material home with students, **and please send ALL information about the contest home to parents in order that they may assist their children.**

NOTE: Find in the appendix of this handbook a letter to parents containing a list of items they should receive concerning their child's participation in PSIA academic events.

- g) Academic materials that prepare students for contests can be worked into the regular curriculum because they complement skill areas. Higher level skills are tested in the PSIA events, and repeated challenging experiences in and out of the classroom make the difference in competition.

- h) **SELECTING STUDENTS FOR CONTESTS:** Teacher judgment is important in selecting students who have exhibited consistency in . . .

- 1) practice test scores (Never use just one test to make this decision. An average of several test scores for each student could be one determining factor.),
- 2) attendance at practice sessions,
- 3) citizenship, 4) testing under pressure, and
- 5) overall ability in the subject area.

THE STATE MEETS

DATES FOR 2014 STATE MEET

"AA" — *Saturday, April 25, 2015*

TCU, Fort Worth (tentative)

"A" Academic — *Saturday, May 2, 2015*

TCU, Fort Worth (tentative)

One-Act Play — *Saturday, May 9, 2015*

Brentwood Christian School, Austin

- a) The PSIA State Meet will be arranged by the state office and divided into "A" and "AA" classifications.
- b) The winners, as specified in each event, if minimal entry requirements have been met, (See Instructions for each contest) may optionally advance to the state level of competition from the district level.
- c) The State Meet will be run very similarly to the district meet—same rules, same procedures, same points awarded. Team options are not available at State.
- d) The "Meet Conflict Pattern" for scheduling will be used (see page iv). Contests will begin at 8:00 a.m. and end at approximately 5:00 p.m.
- e) Drape medals will be awarded to the top three individual winners in each of the 18 events in each of 58 grade-level individual and combined contests.
- f) The fourth through sixth place winners in each contest will also receive smaller award medals.

- g) All individual awards will be presented in the rooms in which the verification or viewing period takes place, not in a full assembly in an auditorium (except OAP).
- h) Points will be carefully tabulated by the state office, and the top three elementary and middle schools and the top individual homeschool will receive a championship trophy, presented at their campus at a time arranged by the principal and the State Director, or shipped to the school in time for a school awards presentation.

STATE ONE-ACT PLAY:

- a) Six One-Act Play casts will advance to state from area competitions, to be determined by the number of schools entering this contest.
- b) The top three plays will be announced and awarded 1st through 3rd place drape medals. Individual awards will be presented to the best actor and actress, plus up to 10 each "All Star Cast" and 10 "Honorable Mention All Star Cast" members. All other play members receive State Meet 4th place medals. The One-Act Play competition is separate from the other academic contests in determining district and state ranking. OAP at both the Area and State levels can only be held at host sites whereby someone other than the hosting school's drama coach serves as contest manager. A drama coach may serve, however, as the Area Director for a tournament. Area Directors may book facilities and facilitate the collection of entry fees from each school.

IMPORTANT State Meet Procedures:

- The State Director will meet informally on Friday between 4:00 and 5:30 p.m. with contest directors who will administer the State Meet. Contest directors may pick up information packets at this time and ask questions regarding contests and procedures. Details of where and when will be sent to schools prior to the tournament. All participants are welcome to come by and visit. **Speech judging packets must be picked up in the tab room on the day of the tournament.**
- Contest directors, judges, and graders will be assigned positions soon after the district meets. In order to ensure that the best and most qualified are enlisted, we are asking for volunteers **BEGINNING NOW**. All schools are required to provide a ratio of **one position for every 2.25 entries at both the district and state meets**. At least ONE in every THREE volunteers should be a teacher, or experienced individual, accustomed to working with large groups of students. Those judging speech and writing events will be assigned to sections other than those of their students. High school students may serve in ABCD type grading and assistant or runner positions only.
- All contest directors and speech judges check in inside the tab room. All graders and persons filling other designated positions **must check in outside the Tab Room and receive a "Contest Official" badge**. Sign in early! Parking may be limited, so plan to arrive on campus perhaps one hour prior to the event.
- All tests, keys and answer sheets are released **only** after the awards presentation at the last state meet. For the first state meet, all test materials will be placed by the contest directors and assistants in envelopes prepared for each school in the tab room.

- At least one person from each school should remain on the host campus until the end of the tournament day to pick up tests and/or awards left behind by their students or secured until the last meet date.
- **REQUIRED CONTEST DIRECTOR MEETING at 7:55 to 8:45 a.m.** on tournament day. **While 6th, 7th and 8th grade PROSE, Number Sense, and On-Site Drawing contests are directed by experienced persons during the first hour, all other contest directors, EXCEPT those with at least 2 years of state directing experience, meet in a designated room to check in and go over procedures.**



Official Rules for ALL Participants

The following pages provide information, rules and guidelines that must be followed at both the District and State meets. about each elementary and middle school contest.

NOTE: These pages, along with pages that provide "INSTRUCTIONS FOR THE CONTESTANT" and "ADDITIONAL INFORMATION FOR COACHES/ CONTEST DIRECTORS" should be made available and discussed with students, contest directors, coaches and interested parents well in advance of the contest.

ALPHABETICAL TOPICS REGARDING CONTEST ADMINISTRATION /RULES

- **ADVANCING TO STATE.** In all contests, except Creative Writing, One-Act Play, and Storytelling, a minimum of four students from at least two different schools must compete in the grade level OR combined grade levels of the event in order for two students to advance to State. If only three compete (from one or more schools), only one may advance to State. In the event that only one or two students compete, neither student advances to State. **In Creative Writing and Storytelling only ONE advances from each grade level if at least four compete.** Grade levels may be combined to meet minimum entries. If grades are combined, students will compete with the higher grade at all levels of competition. For contests that are officially combined for competition, the top two scoring students advance, regardless of grade level. No teams, other than One-Act Play, may advance to the State Meet. Students **MUST** actually compete in a District contest in order to be counted among those to meet minimal requirements for contestants to advance to State from that event. If contestants tie for 2nd place in an objective contest, both advance to State.

- **ALTERNATES TO STATE:** The first alternate ONLY from each of the **58** grade level contests will be eligible to compete at State in the absence of a first or second place qualifying contestant from their own district. If contestants tie for 2nd place, there is no first alternate to advance in the absence of a 1st or 2nd place qualifier. An official list of qualified alternates, derived from the official results from each District Meet, will be provided for each contest director. There will be no first alternate when tied 2nd place individuals advance to State. In the case of a 3rd place tie, both 3rd place students serve as 1st alternates, and both advance to state should either the 1st or 2nd place student drop out of the competition.
- **ALTERNATES TO STATE NOTIFICATION PROCEDURE:** If a first or second place contestant who is eligible to advance to State is unable to attend the State Meet, the alternate school's PSIA campus director should be notified in writing (by email preferably) as soon as possible by the eligible contestant's PSIA campus director. The State office must also be notified. **One email addressed to the alternate's PSIA school director AND to PSIA** would take care of this responsibility. Look on the PSIA website(www.psiacademics.org) under Districts and Areas to find the alternate school's email address and other information. When an alternate school and the state office receive notification that a student will be unable to compete at State, a reply message will serve as the school's verification that the message has been delivered. In sending the message, include the following: Student's name who will not be attending, district number, event, and grade level. The message should read something like this:
"Sarah Smart, District 2AA 2nd place winner in Spelling 7, will not be attending the State Meet."
 The state office already has the name of the eligible alternate; therefore, it is not necessary to state the alternate's name. The district number is a critical piece of information in this notification. From the District Results from that district, we will be able to determine the school name and all other information.
If an alternate notification is received within 10 days following the district meet, the alternate's school is then responsible for the state entry fee.
- **ANNOUNCEMENT OF WINNERS/AWARDS PRESENTATION.** AFTER the verification period has ended, invite persons wishing to attend the presentation of awards to come into the room. Contest Directors should provide about a five-minute period for entry and seating (if available) for interested parties. Announce individual winners through sixth place, beginning with participation ribbons, if these are provided, then sixth place, then fifth, etc. If the team component is used at the district level, announce team places through third place. **Awards will be presented at the end of the verification period at the State Meet in the same room in which the Verification has taken place, unless otherwise indicated.** Follow the District Director instructions concerning announcement of winners and awards at the District Meet.
- **AUDIENCES IN SPEECH.** **Audiences are required** in All PSIA speech events (Prose/Poetry, Impromptu Speaking, Modern Oratory, and Storytelling.) Audiences may be limited due to capacity of room. Audience members are required to maintain silence, turn off all cell phones and pagers, and remain in the contest room throughout the contest. No late entry or early exit is allowed, **except** with written permission from the district or state director.
- **CHAMPIONSHIPS.** Academic district champions may be named, and trophies may be awarded to the winning elementary and/or middle schools, at the discretion of the District Executive Committee. **A school campus must place in at least three different events to win a first or second place championship at both the district and state levels.** Overall school championship trophies will be awarded at the state level to the "A" and "AA" elementary school (grade levels from 1 through 5) and to the middle school grade levels from 6 through 8), and to the top overall homeschool. Second and third place trophies will also be awarded in the elementary and middle school divisions.
- **CODE OF CONDUCT.** All Administrators, students, teachers, coaches, parents, and volunteers must abide by the PSIA Code of Conduct at all times when conducting PSIA business and when attending PSIA academic competition. This mandate specifically includes prompt and courteous acceptance of the decisions of contest officials and the executives and staff of PSIA. PSIA reserves the right to adjudicate, determine and communicate all rules, all decisions, and all activities of PSIA. Participants will --
 1. Participate in contests in the spirit of fairness and sportsmanship, observing rules-both in letter and spirit;
 2. Sponsor and advise individuals and teams without resorting to unethical tactics, attempting to skirt the rules, or any other unfair tactics which detract from sound educational principles;
 3. Accept decisions of officials and judges without protest and extend protection and courtesy to officials;
 4. Accept decisions of officials in matters not related directly to competition;
 5. Regard opponents as guests or hosts while placing personal and/or team integrity above victory at any cost. Maintain grace and poise in victory or defeat;
 6. At all times, ensure that competition is relative to a more important overall educational effort, using competition as a tool in the preparation of students for citizenship and successful adulthood.
 7. **Comply with all stipulated actions and deadlines, including applying, ordering, paying of invoices or fees, providing volunteers (names), attendance at district and state meet related meetings, reading and understanding contest rules prior to contest, so that all members have equal opportunity to participate and have a fulfilling experience on a level playing field.**
- **CODE VIOLATION REMEDIES.** **PSIA is a non-profit Texas corporation that reserves the right to withhold, withdraw, or suspend membership and/or participation for any reason. In the event**

where there is direct observation or written documentation of a code violation, PSIA will decide on the appropriate action, which may include temporary or permanent withdrawal or suspension of membership in the Association. Formal, written documentation may be given, asking the school, individual or other entity to remedy and cure the violation. In the event of repeated or continued violation, a second written notice may be given, informing the school, individual or other entity that failure to remedy may result in immediate withdrawal of membership and/or participation privileges. Any appeal, explanation or clarification may be presented in writing to the state PSIA Executive Director during this period. If further action is required, there will be no appeal process, and the decisions of PSIA will be final.

- **COMPETING ABOVE GRADE LEVEL.** Students may compete as many as **two grade levels above** their grade or age level in any contest. No student may compete below grade or age level.
- **COMPLAINT PROCEDURE** – In all PSIA contests, the complaint procedure should follow a hierarchy in order that all may be informed and the best outcome may be provided for all involved.
 - 1) If a concern emerges prior to a contest, or during the progress of a contest, the first person to be consulted is the PSIA Coach for the event from the individual’s school.
 - 2) If the coach is unable to clarify the concern, the Campus Director from the individual’s school should be consulted.
 - 3) If the Campus Director is unable to fully address the issue, the District Director (Contest Manager for One-Act Play) should be consulted.
 - 4) If further clarification is needed and/or a ruling is necessary, the State office should be called and the State Director will then make the final decision.
 - If a parent, coach, or interested individual is attending a Verification Period for a contest, and a question arises, the Contest Director is the first person to be addressed. If the Contest Director is unable to answer the question or does not answer to the satisfaction of the complainant, the District Director should be contacted. Because time is limited in the Verification Period, the District Director may seek out and make a ruling in accordance to the PSIA rules, or the State office may be called for a final ruling.
 - Only in the case when a response or ruling from the District Director cannot be obtained in a timely manner, an individual may call the State office. A ruling will then only be made with the participation and knowledge of the District Director and other parties involved.
 - Anyone may write to the State office to express a concern or make a proposal, but there shall be no overturn of decisions made at a tournament following the Verification Period and presentation of awards, **except in the case of a posting error.** Proposals

will be reviewed by the State Advisory Board in June, and the input of all interested parties is always welcomed.

- **CONFIDENTIALITY OF CONTEST MATERIAL** Coaches, contest directors, school administrators and contestants are responsible for maintaining confidentiality of district contest materials through **the date of the last district tournament.**
- **CONFLICT PATTERN.** Must be followed at District and State, inclusive of time slots for Verification periods. (See page iv of the *PSIA Academic Handbook*)
- **CONTEST CORRECTIONS /CHANGING ANSWER KEYS.** Faulty test items may be corrected by the District Director or Contest Director. **First**, call the PSIA state office to discuss and confirm the needed change. If there is a consensus among the graders, judges and coaches that an answer on the answer key is incorrect, the contest director is authorized to correct the answer key. These decisions must be made before the official results are announced. Posting errors must be published to all participating schools in the district within 24 hours of the tournament. A posting error would be the listing on a final results form of a name, town, or school that does not correspond correctly with the roster on which all results are posted. The roster serves as the verified results for a contest. Review of results by each school PSIA director is important.
- **CONTEST SUPPLIES.** Contestants are responsible for providing their own supplies, inclusive of paper, pen, pencil, erasers, etc. for their contests. Contest directors **must not** provide these items for students who have forgotten (or did not know) to bring them. **EXCEPTIONS:** Paper is provided for Creative Writing students, and pencils may be provided by the hosting school. Standard drawing paper is provided for On-Site Drawing.
- **COPYRIGHT INFRINGEMENT.** No copyrighted play script, book, speech, poem, test, or passage may be photocopied or typed out without the written permission of the publisher. This “law” includes copyrighted material found on the internet. (Exception: Published poems or prose pieces may be typed out for use of a student in competition, unless otherwise prohibited.) PSIA is legally obligated to report all such copyright infractions to the publisher. No PSIA tests or handbook material, other than items already posted, may be placed on the internet.
- **DIRECTING CONTESTS.** The step-by-step checklists that follow provide a quick guide to follow for less experienced contest directors for both objective and subjective contests. Directors of contests should be experienced in working with large groups of students.
- **DISQUALIFICATIONS.** A contestant in ANY event may be disqualified for the following infractions:
 1. Having items in his/her possession that are not allowed in the contest or verification room. These include . . . cell phones, cameras, pagers, all electronic devices, except those approved for the handicapped.

(Parents or school representatives may have cameras and cell phones, but these must **not** be used while test papers are being verified. These may be used after verification during the awards period. **An infraction by an adult representing the school may cause a student to be disqualified.**);

2. Writing on any body part, on erasers, or any materials, other than those specified for the contest;
 3. Possessing extra papers or materials, **including props (anything held or touched) in speech**, that are not expressly called for in the rules during testing time;
 4. Talking without permission during testing time;
 5. Looking on another person's test paper (cheating);
 6. Using profanity in speech or writing;
 7. Failing to adhere to start or stop signal in contest;
 8. Disrupting noise/actions during contest or verification;
 9. Taking the test from contest room or the verification period prior to the release date.
- **DRESS CODE:** All contestants should wear their nicer, but comfortable clothing when participating in a PSIA tournament. Contestants may wear their school uniforms and/or t-shirts that identify their school in all events, EXCEPT these speech events: Impromptu Speaking, Modern Oratory, Poetry/Prose Interpretation, and Storytelling. Young men may wear a suit and tie, if they wish, or just nice clothing (not shorts), and young ladies may wear dresses of tasteful length, or nice pant suits to present their orations.
 - **DUAL ENTRIES.** A contestant entered in a **speech** contest **only** may also compete in an objective or writing contest held at the same time **or at an overlapping time period, as identified on the Conflict Pattern.** **submitting names of students to be entered in contests at the District Meet, dual entry notification must accompany these entries at least 30 days prior to the meet. For the State Meet, dual entry notification must be received in the state office prior to 14 days before the tournament.** Arrangements for the contestant to speak first (or early) or last (late) in the round will be made only for those who submitted notification to the meet director in writing (email preferred) **at least 30 days prior to the meet.** Contestants will NOT be given additional time if contests in which they have been entered in conflict with SPEECH have started when they enter the room.
 - **FEES.** District entry fees of **up to \$10** must be paid prior to students competing in the District Meet. Fees MUST be submitted to the district director at least 30 days prior to the meet. Contestants' schools that fail to pay the **\$15** per entry State fee at least SEVEN days prior to the tournament WILL be disqualified from competition. Campus program fees of **\$295** ("A") and **\$345** ("AA") (**\$50** Home school) for membership and **\$50** for participation (**\$50** Home school) in each contest that are paid to the state office **are separate from the District entry fees.**
 - **GRADING/ JUDGING CHECKLISTS.** Checklists on the pages to follow this section will assist graders and judges in understanding the procedures to follow should they be asked to grade or judge an event.
 - **GRADING OBJECTIVE CONTESTS.** The scoring of **objective** contests, **except** Art Memory, Calculator Applications, Music Memory, Number Sense and Spell-

ing, is standardized as follows: For each correct answer, add 5 points; for each incorrect answer, subtract 2 points. No deductions are taken for skipping (leaving an answer blank), except in Calculator Applications and Number Sense. For Art Memory, Music Memory, and Spelling, 5 points should be added for each correct answer. Nothing is deducted otherwise. 3 points are added for a partially correct answers in Art and Music Memory. (Important: See full information for each contest in the alphabetical instructions within this handbook.) Each grader is to use a different color of ink or pencil to score tests, and each should initial the contestants' answer sheets with this same color. Each test should be scored by at least two different graders. Test papers ranking in the top ten should be scored by a third person who has not yet scored the tests.

- **GRADING WITH X BOX FOR SKIPPING.** This procedure is no longer in use for PSIA contests.
- **INVENTORYING SHIPMENTS.** Schools and individuals ordering PSIA merchandise and study materials **MUST** inventory packages received from the state office within **14 days** of the shipment date, in order for discrepancies to be corrected. The USPS sometimes delays library rate orders.
- **LATE ENTRIES.** District entry names **MUST** be submitted to the district director, or designated host school director, at least **30 days** prior to the tournament. Entries submitted after the 30-day deadline will not be accepted. Late entries defined:
 - i. *Late Entry of an Entry Form.* Submitting a district meet entry form after the deadline constitutes a late entry.
 - ii. *Late Entry of an Event.* Entry in an event not entered by a school prior to the deadline.
 - iii. *Late Entry of an Individual.* Entry of an individual to fill a place left vacant on the district meet entry form after the deadline constitutes a late entry.
- **OPTIONAL CONTESTS. Speech.** Schools may hold additional speech contests (ie. Duet Acting). **Additional Grade Levels.** With the approval of the District Executive Committee, additional grade levels may be tested in a contest at district level only. **Other Contests.** Districts may pilot contests that are not described in the *PSIA Academic Handbook*. **Contestants in optional contests do not advance to PSIA State competition.**
- **PARENT COMMITMENT LETTER.** A letter similar to that found in the appendix of the current year *PSIA Academic Handbook* should go out to parents when complete information is sent home regarding the student's participation in the PSIA program. Included in the letter are expectations to follow the PSIA Code of Conduct, read all the rules for the contests in which their child will be participating, and read and comply with other guidelines provided by the school. This signed letter should come back to the PSIA campus director, indicating that the parent has read and understands the rules and procedures for participating in PSIA

- **PARTICIPATION LIMITATIONS.** Participant elementary and middle schools and individuals may not conduct or sponsor PSIA contests on Sunday. Individuals are not prohibited from preparing for an event on Sunday. Schools may conduct meets on all other days of the week. No “special consideration” testing may be conducted apart from the regularly scheduled contest times in accordance to the Conflict Pattern. No contests, such as Ready Writing, may be held at the individual campus and sent somewhere for judging. All contestants **MUST** compete together in the same contest room in a grade-level event. Grade levels may be combined at the district level if there are **FEWER** than 3 entries in a grade. Grade levels should not be combined if at least 3 contestants are entered at a grade level.

- **PARTICIPATION REQUIREMENTS:**
 - The “A” is determined by enrollment of an average of **29** or fewer per grade level competing; and “AA” classifications will be determined by an average enrollment of **30** or more, considering only grades 1-8. **Schools should request to participate in a district when each registers.**

- Individual families may enroll to compete if their private school has not chosen to compete as a campus. If more than 5 families from a private school compete, the school must be classified as a campus. Individual participants from “AA” non-participating schools must compete in the “AA” classification. **“A” classified schools or individuals may compete in either the “A” or the “AA” classification.**

- **For every 2.25 entries** at the district or state level of competition, schools and individuals will be required to provide at least one adult or knowledgeable high school or college student to assist with the administration of the tournament.

PENALTIES (TEAM POINTS). • Failure to provide required positions will be cause for penalty of 20 points per occurrence, probation for one year for 2 or more occurrences, and dismissal from the program if all positions are not filled the following year.

- Home Schools with only one or two entries will also be required to provide assistance at the meets.

- **10 points will be deducted from team score for**

- 1) failing to attend a required director meeting at the beginning of the tournament day;
- 2) Arriving late to a position;
- 3) Leaving early from a position without director permission;
- 4) Failing to return roster of results to the designated official in the tabulation room; and
- 5) * Failing to follow Director Checklist instructions or directions provided for assigned position.

*** This infraction penalty may vary from a 5-point to 15-point deduction.**

A SCHOOL THAT FAILS TO PROVIDE AT LEAST 50% OF THE POSITIONS REQUIRED OF THAT CAMPUS WILL BE PLACED ON PROBATION FOR ONE YEAR AND

DISMISSED FROM THE PROGRAM THE FOLLOWING YEAR IF ALL POSITIONS ARE NOT FILLED. Example: If a school is given two positions and is absent for one of those positions at the tournament, the school is then on probation for one full year.

- Fewer points may be deducted for infractions where such is deemed appropriate by the administration.

- Each school must provide a waiver of liability for travel and participation in the program. Individual campus directors must keep on file their participants’ waivers, along with the signed “Parent Commitment Letter.”
- All entry fees, **plus past due invoices**, must be paid prior to the meet.

- **PERSONNEL FOR MEET ADMINISTRATION.**

Each participating school shall be required to provide at least one adult or senior high school position for every **2.25 entries** in the tournament at both the District and State levels of competition. Persons may serve in more than one position, but they must be prepared to complete the task of one position prior to departing to begin the other.

- **PERSONNEL NEEDED IN ADMINISTERING ALL OBJECTIVE CONTESTS.**

- 1) Contest Director (may be experienced coach) Follows Objective Director Checklist and the Rules for the contest

- 2) Assistant Director (should be a coach from a different school other than director’s. Follows directions provided by the director and serves as assistant in the Verification Period, as well

- 3) Graders (3 for every 10 to 15 papers - may be from participating schools)

- 4) Hall Monitor (an adult who is given a “Quiet Please” sign to hold out in the hall at the contest room and serves to keep the hall clear and quiet)

- **PERSONNEL NEEDED IN ADMINISTERING ALL SUBJECTIVE CONTESTS.**

- 1) Contest Director (should be a experienced coach) Follows Subjective Director Checklist and the Rules for the contest

- 2) Assistant Director (should be a knowledgeable coach from a different school other than director’s. No assistant is needed in speech contests, but may be helpful in Storytelling.

- 3) Judges (an odd number, preferably 3 - none should know any students in the contest). If judging writing, additional judges should be provided to expedite preliminary judgment of writings.

- 4) Hall Monitor (same as above)

- **PHOTOGRAPHY & VIDEOTAPING.** Neither are allowed during any contest, verification period or performance of One Act Play. Additionally, all cell phones, pagers, radios, **and any other sound or picture-taking devices, etc. should be turned OFF and put away by audience members attending an event OR a Verification Period.** Disruption could be cause for dismissal from the room. Repeated

disruption shall be cause for disqualification of that school's contestant. Picture taking is prohibited during verification periods, but welcomed during the awards presentation.

- **POINTS.** See "PSIA Point System" in the appendix to determine correct point awards for each individual and team contest. Individual contest points are 1st=15 ; 2nd=12; 3rd=10; 4th=8; 5th=6; 6th=4

Exception: For Music Memory 5/6, both the grade 5 and grade 6 points are awarded to elementary.

- **PROFANITY.** In both writing and speech contests, neither expletive references to any deity nor "curse words" are allowed. All such references must be removed from presentations, or the contestant(s) must be disqualified from competition.

- **READY WRITING AND CREATIVE WRITING FIRST PLACE PAPERS.** Unless the parents express in writing that they wish their child's paper not to be considered for publication in the *Ready Writing and Creative Writing Handbook for Elementary and Middle Schools*, published every two years, directors at the District and State meets should hold the original 1st place papers, with the original judges' evaluation form, and submit these writings to the state office after the tournament. Contestants should receive a complete photocopy of their papers and their evaluations to take home.

- **RETURNING MATERIALS TO TAB ROOM.** Event contest directors should return each of the following items to the meet director **immediately** after scoring the contest: • Meet Evaluation Form, with a list of no-show persons/schools who were scheduled to work in the contest, plus pertinent comments or suggestions for improving the contest. • Contest Roster on which **ALL contestants' scores are posted in PENCIL**. Following the Verification and Awards Period, return the following to the Tab Room: • Completed Contest Results Form in **BLACK** ink; • Labeled awards that were not presented at the awards ceremony.

- If contest is held prior to release date, place identified tests, keys and answer sheets in designated areas in the tabulation room. Place unissued awards in designated area of the tab room.

- **SCHEDULING.** District meets may be held at the discretion of the participating schools in a district on any date(s) between **Friday, February 13 and Saturday, March 28, 2015**.

- **SCHOLARSHIP PROGRAM.** Eighth graders who have competed in PSIA for at least 3 years and have won at least one gold medal at state may vie for one of 7 or 8 scholarships offered each year in May. All member schools receive a Scholarship Application in email shortly after Dec. 15. A panel of 3 impartial adults judge applications on leadership and service to the community, as well as academic success.

- **SEXUAL ABUSE/BULLYING POLICY.** PSIA follows a zero tolerance sexual abuse and bullying policy. Sexual abuse includes sexual molestation,

sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment. No individual or group, no matter the title or position, has the authority to commit or allow sexual abuse. Sexual abuse in any PSIA related activity is criminal behavior and is not tolerated. A violation of this policy will be reported to appropriate law enforcement agencies and regulatory agencies.

- **SPECIAL ACCOMMODATIONS FOR NON-PSIA ACTIVITIES.** No special accommodations shall be made for attendees at any PSIA tournament for any purpose that is not directly related to the tournament. There shall be no solicitation and no non-related meetings or activities conducted by PSIA participants on the host premises during a tournament. The exception to this rule will be for sales of food and promotional items for the purpose of raising funds for PSIA activities.

- **SPECIAL NEEDS ADAPTATIONS.** Arrangements **MUST** be made through the state PSIA state office for adaptations to be made for special needs (ie. hearing impaired) students to compete. Submit to the state executive director requests in writing, along with ARD or other medical documentation, **at least 5 weeks prior to the tournament for approval**. Emailed (info@psiaacademics.org) or faxed (817-421-0929) documentation with attachments is acceptable. Letters of approval and the description of the special needs adaptation to be made, if approved, will be faxed on PSIA letterhead to the requesting school and to the District Director. The District Director will then provide the information to the Contest Director to ensure that the adaptation is carried out as approved. Since a student's entry into a contest may be dependent on the approval of the special needs adaptation, submission at the earliest possible date is recommended. **NO REQUEST WILL BE APPROVED IF SUBMITTED AFTER THE 5-WEEK DEADLINE PRIOR TO THE DISTRICT MEET.**

- **SUBSTITUTIONS.** Substitutions may be made at the district level for contestants who are unable to compete for whatever reason deemed appropriate by the school. A name must be entered on the entry form in order for a substitution to be made. Substitutions may be made up until time for the contest to begin, as long as the transaction is posted with the Contest Director when roll is called, and the contestant knows whose place he/she is taking.

- **SUMMER / FALL WORKSHOPS.** For discussion and review of all the items in this section, plus new rules for contests, PSIA provides 6 or more **CPE accredited** workshops throughout the state in August, September and October. **The District Director is requested to attend a workshop or send a representative (no cost).** WORKSHOP HOSTS may have up to 15 key teachers and/or parents attend the workshop with all benefits at no

cost to their school. For those who are unable to attend a workshop, the PSIA office is open from 8:00 to 5:00 each day, plus most weekends. Please do not hesitate to call if you should have questions or concerns.

(info@psiaacademics.org)

- **TEAM OPTION.** Districts may elect to combine the scores of students from a school to constitute a team score and award additional points for the top three teams competing at the District Meet at each level of this contest. A school must have three entries to be eligible to receive the additional team ranking points. Team award points are 8 for 1st place, 6 for 2nd place, and 4 for 3rd place.
- **TIES.** In contests in which a tie cannot be broken, tied individuals or teams split the total points equally for the two or more places in which a tie exists. Each tied contestant receives the same award for the tied place. If there is a tie for 1st place, there is no second place; if there is a tie for 2nd place, there is no 3rd place; if there are multiple ties for a place (for example: in a three-way tie for 2nd place, places 2, 3 and 4 all receive 2nd place ranking, then the next place awarded is 5th.) **There can be no ties in any subjective contests. ALL speech, writing, and drawing events are subjective contests.**
- **VERIFICATION PERIOD.** The contest director, with assistant(s), is required to set aside a quiet verification period of 15 minutes for contestants and/or ONE adult from each school to review their own tests WITH keys prior to the announcement of official results. No pens, pencils, papers, cell phones, cameras **or any other items, other than those specified for the contest (example: dictionary or atlas)** may be in contestants' hands or in the area of the contest papers throughout this quiet period. By raising hand, questions should be directed during this 15-minute period to the contest director, who contact the district director, who will contact the state office for a ruling, if necessary. Anyone may call the state office if a concern is not being addressed. If an error is found in the test, key, or scoring, all papers affected by the error shall be rescored. Contestants must remain quietly in the verification room until dismissed by the contest director. If tests must be rescored, a time and place to reassemble for a directors should notify the meet director who will verify the perfect score and fax the form provided in the contest materials to the state office within a week of completion of the meet: 817 421-0929.

- **100% CERTIFICATE.** If a contestant scores 100% in ANY contest at the District or State level, the contest director should contact the meet director, who will then notify the State director of the 100% by completing a 100% certificate request. A parchment certificate (or other decorative certificate) will be sent to the school for the district 100% student, and a special certificate will be presented to the student for a State 100% paper.

PSIA “Objective” Contest Director Check List

Contest	Gr. Levels	Test Time	Contest	Gr. Levels	Test Time
Art Memory	4 – 8	15 /15 min	Music Memory	3 – 8	10 / 20 min
Calculator	6 – 8	30 min	Number Sense	4 – 8	10 min
Dictionary Skills	4 – 8	30 min	Science	6 – 8	30 min
Listening Skills	4 – 8	5 /10 min	Spelling	2 – 8	10-30 min
Maps, Graphs	4 – 8	30 min	Vocabulary	5 – 8	30 min
Mathematics	2 – 8	30 min			

QUESTIONS? CALL: _____

Before Contest: (If contest requires CD player, check one out from the Tab Room)

- _____ Open and **Review** “Materials” packet. (**Contents:** Roster, Contest Instructions, “Quiet Please” sign, answer sheets (if app), pens (red, blue, green, black w tape), pencil, paper clips, Meet Evaluation Form)
- _____ Open sealed test packet with Assistant Director a few minutes prior to contest. **Check for errors.**

At Contest Time:

- _____ ANNOUNCE “test time” allotted and the time and location for the 15-minute verification and awards.
- _____ ANNOUNCE: **No cell phones, or any other electronic devices are allowed in the contest room.**
- _____ Clear the room of all but contestants. Give “Quiet Please” sign to door monitor Or tape on door.
- _____ Use roster to call roll and seat contestants as far apart as possible from others from their school.
- _____ Seat substitutes who are taking the place of an absent entry from their school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)
- _____ ASK contestants to clear desks while you shut the door. No other contestants may enter after door is shut without written permission from the meet director. Distribute answer sheets (if applicable).
- _____ Assign numbers to contestants (numbers listed on roster are the contestants’ ID numbers), instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet.
- _____ ANNOUNCE: “No talking or questions are allowed once the test begins.” **Disqualification** may result.
- _____ Distribute tests with the cover sheet FACE UP. Contestants write their ID#, school, and grade level in spaces provided. For multiple choice tests with a separate answer sheet ONLY, have students write their names and their schools’ names and cities on their test cover sheet in spaces provided.
- _____ ANNOUNCE **if a multiple choice test:** “All answers must be in **PRINTED CAPITAL** letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in the room until time is up.”
- _____ Art, Music Mem (**Part 1 only**), Spelling-ANNOUNCE: “You may write or print answers in spaces provided.”
- _____ Ask for questions regarding clarification. **Contest rules will not be read to contestants.**
- _____ ANNOUNCE: “Start,” and make a note of time. (Note test times above / consult contest rules to clarify.)
- _____ ANNOUNCE: “Stop. Pencils down. You will be **disqualified** for not following this directive.”
- _____ Collect student answer sheets **separately** from tests and other materials.

After Contest:

- _____ Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.
- _____ Complete the Contest Roster with **ALL scores posted in PENCIL.**
- _____ Paperclip graded contestant answer sheets to tests/keys, whereby most have provided name & school.
- _____ On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Monitor, Grade, or Hall Patrol in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. **Assistant directors serve in Verification.**
- _____ Determine how many awards will be necessary, and pick these up in the Tab Room. Have tab room official check your contest roster and assist you in collecting your awards for presentation. • Do not write on ribbons.

Verification and Awards: (Follow sequential order/maintain **absolute QUIET**. Disqualify repeat offenders)

- _____ Meet contestants and ONE coach, parent OR adult from each school to review test with answer key. No pens, pencils, electronic devices, or any other items should be in students’ area during verification.
- _____ Address all questions and resolve all issues. **Collect all tests and answer keys, UNLESS** the tournament is held on the final day for district meets (**March 28**), or unless it is the **last State Meet (May 2)**.
- _____ Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)
- _____ Present awards by **presenting qualifier ribbons first, then 6th to 1st place** (Drape medals at State.)
- _____ In tab room, receive and complete Contest Results Form in **BLACK ink**. **Turn in to the Meet Director:** **1)** Contest Evaluation Form, indicating absent workers and other concerns; **2)** Rosters; **3)** Contest Results Form; **4)** Labeled unissued awards with student name, school name, city; **5)** Return all materials, packets, etc. to designated persons and places in the Tab Room. **Thank you for your service!**

PSIA “Subjective” Contest Director Check List

Contest	Gr. Levels	Test Time	Contest	Gr. Levels	Test Time
Creative Writing	1 & 2	30 min.	Impromptu Speaking	7 / 8	5 min.
Modern Oratory	7 / 8	6 min.	On-Site Drawing	6 – 8	45 min.
PROSE Interpretation	4 - 8	6 min.	Ready Writing	3 – 8	45 to 90 min.
Storytelling	1 - 3	6 min. (approx.-no penalty for going over 6 minutes)			

Before Contest:

QUESTIONS?? CALL: _____

- _____ Read and practice the rules and procedures for each specific contest. Subjective contests are unique from each other; therefore, these guidelines should be coupled with the official rules for each contest.
- _____ Open and review “materials” packet (roster, instructions for contest, “Quiet Please” sign, pencil, etc.)
- _____ In the contest room, check in your hall monitor and judges. **Judges of speech events receive separate packets containing their ballot, instructions, and evaluation sheets, issued in the tab room.**

At Contest Time:

- _____ In ALL speech events, audiences **MUST** be permitted, but only to the capacity of the room.
- _____ Announce “test time” allotted and the time and location for evaluation viewing and awards.
- _____ ANNOUNCE: **“All cell phones and electronic devices must be turned off at this time.” In Speech:** “All audience members should remain quiet throughout the contest time, including in between speeches. No one may enter or exit the room except in the case of an emergency during contest. No head or hand signals, or any other communication, may be directed from audience members to performing students. Anyone who disrupts in any way during presentations may be required to leave the room. Infractions could cause contestant from offender’s school to be disqualified.”
- _____ Give “Quiet Please” sign to hall monitor or tape to door (STATE: blue tape is around the black pen.)
- _____ Use roster to call roll. Enter substitutions at District. (Substitutions do not need to be on any list from the school.) At State, verify and seat alternates whose names are listed on the Alternate Roster found under the competitor list provided. (In **Prose** Interpretation, check documentation **now**. Shut the door. No other contestants may enter after door is shut without written permission from the meet director.
- _____ Allow all contestants to present. Contestants are disqualified without printed or book proof of type of literature, and no additional time will be given to secure documentation.)
- _____ SPEECH: Have students present speeches (prose/poetry/story/speech) **in the order designated on the roster** before the judge or panel of three judges. **Remind judges that their rankings are independent.** Prose, Poetry, Impromptu Speaking, and Modern Oratory - Hold up “30 Seconds Left” card when 30 seconds are left in timing the presentation (check for time allotment in rules of each contest).

WRITING and ON-SITE DRAWING EVENTS:

- _____ If Creative Writing, distribute 5 sheets of contest paper. (**Contestants provide their own pencils.**)
- _____ Distribute one sheet of drawing paper in On-Site Drawing. Extra sheets **MAY** be distributed, but only as needed. All other contestants in subjective events should have their own writing materials.
- _____ Assign numbers to all contestants (**Contestant’s ID numbers are on the roster.**), instructing them to write these numbers in the upper right-hand corner of each page of writing or **on back of drawing paper**. Have contestants place their grade levels in the upper **LEFT**-hand corner of each page of writing or **on the back of drawing paper in On-Site Drawing**. **On the writing prompt pages**, have contestants place their ID #, name, and school name in the spaces provided. Remind Creative and Ready Writers to place their ID number on **EVERY** page of their writing and to number each page after 1.
- _____ Ask for questions regarding clarification for any reason. **No talking** or questions after test begins.
- _____ Announce “Start,” and make a note of time. (Contest time lengths vary. See contest rules.)
- _____ Announce “Stop.” Collect **all** remaining writing papers. Ready Writing contestants may turn in their essays and **QUIETLY** exit the room at **any** time during the allotted time for the contest.

After the Contest: (Please follow this sequential order)

- _____ SPEECH: Receive judge(s)’ ballot(s) indicating ranking of each contestant by number & all evaluations
- _____ Assist Tab Room officials in tabulating panel results using the “Ranking Procedure” guide in handbook.
- _____ On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to assist, monitor, grade, or hall monitor in this event, but **DID NOT** show, or left prior to completion of the duty, without being dismissed by the director. Turn in this form to the Meet Director.
- _____ Pick up “Qualifier” awards (if provided) and all other awards in the tab room or designated place.
- _____ Meet contestants and ONE coach, parent, OR adult to review and verify evaluations as to accuracy of student number and evaluation to paper or speech topic. **Release ALL speech evaluations to students.**
- _____ Present qualifier awards first, then in speech announce those advancing and time/location of **FINALS**.
- _____ Present writing awards after viewing and taking up papers. (**Release only if March 28 OR May 2**).
- _____ Present final speech awards in this order: **6th to 1st place** (Drape medals at State.)
- _____ **Turn in to the Meet Speech Director:** **1)** Contest Evaluation Form, indicating absent workers and other concerns; **2)** Rosters & Ballots; **3)** Contest Results Form; **4)** Labeled unissued awards with student name, school name, city; **5)** Return all materials, packets, etc. to designated persons and places in the Tab Room

Thank you for your service!

“Objective” Contest Graders Checklist

QUESTIONS? CALL: _____

General guidelines for use in grading or scoring Art Memory, Calculator, Dictionary Skills, Listening Skills, Maps, Graphs & Charts, Mathematics, Music Memory, Number Sense, Science, Spelling and Vocabulary contests.

Before Contest:

_____ Check with Meet Contest Director and/or Assistant to determine time and location for grading. Ask for clarification on procedures. Review checklist and schedule. Bring extra red, blue, green, and black ink pens, if available. **This sheet should not take the place of reading the contest scoring instructions.**

At Contest Time:

_____ You have **no** responsibility pertaining to the administration of this contest during testing time.

After Contest:

_____ Meet with Director/Assistant at predetermined time and location printed on the meet schedule. Bring a handheld calculator to assist with the scoring of the test papers.

_____ The Contest Director/Assistant will distribute contestant answer sheets, divided equally to all graders. However, if you have students in the contest, please advise the Director and make every effort to exclude yourself from grading your students' papers. Graders will grade in pairs.

_____ Score the answer sheets by comparing to answer key. Each grader should use a different color ink pen (black, red, green or blue), included in the Director's packet. (Please bring extra pens, as needed.)

_____ Calculate the total for each answer sheet. Each correct answer shall be awarded 5 points. 2 points will be deducted for each incorrect answer, marked through answer, or erased answer not resulting in a correct answer, **except in Art Memory, Music Memory, and Spelling.** IN THESE 3 CONTESTS ONLY, no points are deducted for wrong, skipped or unanswered items. In Number Sense and Calculator Applications, 2 points are deducted for skipping down to the last test item attempted. Erasures and mark-outs are permitted in all contests, **except Number Sense.** Please see detailed Number Sense and Calculator Applications instructions. All answer sheets will be independently scored by two graders, using different colors of ink pens, so all answer sheets must be exchanged between graders.

_____ After all answer sheets have been scored by two graders, an initial assessment of the top ten test papers can be made by arranging the sheets accordingly. The top ten must then be scored by a “third” grader (one who has not previously scored these particular answer sheets).

_____ After all grading is complete, use the roster to assist the Director/Assistant, as needed, in placing the answer sheets with the students' tests, on which their ID#, school, and name have already been placed.

_____ You may assist the Director/Assistant in transferring **ALL** final scores from answer sheets to the roster in PENCIL, and then recording the ranking of the top ten scores (1-10). Ties will be recorded as a tie. If a tie exists for first place there is no second place, etc. If a tie exists for second, there is no third place.

_____ Assist the Director/Assistant to make sure **all scores are recorded** and all answer sheets and keys are retained by Director/Assistant to be turned in to the Meet Director after verification and awards.

Thank you for your diligence and assistance!

“Subjective” Contest Judges’ Checklist

QUESTIONS? CALL: _____

General guidelines for judging Creative Writing, Impromptu Speaking, Modern Oratory, On-Site Drawing, Poetry/Prose Interpretation, Ready Writing and Storytelling.

Before Contest:

_____ Check in with Meet Director/Assistant to determine time and location of contest you are judging. Ask for clarification on procedures. Review checklist. Bring an extra pencil.

At Contest Time:

_____ Because each of these contests are unique, a judge must review the instructions in the **PSIA Academic Handbook** for each specific contest. For example, a judge must be present in the contest room at the time of the contest for Impromptu Speaking, Modern Oratory, Poetry/Prose Interpretation and Storytelling. Judges for the Writing and Drawing contests need not be present until the “judging” period after the contest is complete.

_____ Using preprinted forms, which are specifically designed for each contest, evaluate each contestant according to the criteria included. For example, in all speech contests (spoken presentations), there are individual evaluation sheets outlining the standards for evaluation and giving appropriate “weighting” for the different elements.

_____ **SPEECH:** Contestants may use gestures that are only an outgrowth of the literary work. Although speech contestants **do not have the liberty to walk around the room**, they may take two or three steps, as appropriate, during their presentations. Movement should be a “natural” outgrowth of the presentation. **Speech judging is to be independent, and no collaboration among judges is allowed.**

_____ Give constructive comments to the contestants. This is a very important part of judging in PSIA. One of the major tenets is to inspire our students. Judges should make the effort to review the *Handbook* instructions and be creative at the time of evaluation. The *Ready Writing/Creative Writing Handbook* also provides multiple examples of prompts, essays and judge’s comments.

After Contest:

_____ Using the evaluation sheets and the ballot sheets, rank the contestants. Do not change the order of the numbers or the contestants listed on the roster. This IS the speaking order. Make sure each evaluation sheet provides the contestant number.

_____ **Give your contestant evaluations and ballot sheets (the whole packet) to the Contest Director or Assistant and be available for questions and clarification, if possible.**

Hall Monitor Checklist

_____ Check in with the Contest Director in the room number where your position is scheduled in order that you may receive a “QUIET PLEASE” (purple color at State) sign and be counted present.

_____ Keep the halls quiet while the contest is going on. (There may be some faculty members and university students in the hall, as well as PSIA students who are coming to different events and perhaps entering the contest room late.)

_____ Ask your director if anyone is scheduled to arrive late, if you have not already been directed regarding late arrivals. It is NOT necessary to keep everybody out of the halls, but just to hold up that “QUIET PLEASE” sign and ask for silence once the contest director has closed the door indicating the beginning of the contest.

_____ Ask those who are not maintaining quiet to exit the hallway for the sake of the contestants. If you have any trouble, or something transpires that needs immediate attention, please call the Tab Room:

Thank you for your diligence and help!

One-Act Play RULES Checklist for PSIA Drama Directors

- ____ Notify the State Director by **November 1** of your school's intent to participate in the One-Act Play Contest: info@psiaacademics.org. Include your email address on the PSIA Membership Form. Check the appropriate box on the PSIA Membership Form to indicate intent to participate in OAP.
- ____ Review list of Disqualifiers (p. iv in the *PSIA Middle School One-Act Play Handbook* OR in the alphabetical listing of contest pages found in the *PSIA Academic Handbook*).
- ____ Sign the “**One-Act Play Disqualifications**” document and submit it with the “Play Title Registration Form” by **DECEMBER 21**. **A school is NOT registered to compete in One-Act Play until the “Play Title Registration Form” has been received and approved by the State office.**
- ____ Read carefully the current year's *PSIA Middle School One-Act Play Handbook*
- ____ Select a play from the “Approved List” found in the OAP handbook or on-line in the NEWS section **OR**
- ____ Select a play not on the list **OR**
- ____ Assist student(s) in writing an original play to be performed by your group
- ____ **By December 1**, submit to the State office an original (not photocopied) play script, modified for your production, **if the play selected is not on the Approved List.**
- ____ Modify play script, if necessary, to be performed within the 40-minute time limit;
- ____ Mark as “deleted” or “modified” all profanity and scenes that may be objectionable to children/parent audiences;
- ____ Provide permission in writing from the publisher for play modifications.
- ____ Read carefully in the *OAP Handbook* the specifications of “Basic Set” pieces,”“Additions... Not Requiring Approval” and “Additions ... Requiring Approval”
- ____ **By January 15**, if desiring to use additions to the basic set requiring approval, submit a written request to the State office and include the following:
- ____ • A scale drawing of the complete ground plan of the proposed set
 - ____ • A scale drawing of each proposed addition to the basic set
 - ____ • A full description of materials to be used in construction of each proposed additions
 - ____ • A full description and justification of the intended use of each proposed addition to the basic set (Additions do NOT include stage properties)
- ____ **By December 21**, submit the “Play Title Registration Form” to the State office (**Fax: 817 421-0929**) OR mail to **arrive by** Dec. 21 to P.O. Box 2481, Grapevine, TX 76099), providing all information, with the possible exception of the actors' names. **NO PLAY MAY BE REGISTERED AFTER THIS DATE.**
- ____ **At least FOUR weeks prior to your Area Meet or State Meet**, submit to the Area Director or specified State Director each of the following items:
- ____ • A completed **updated** copy of the” OAP Registration Form,” including student actors' names and the names of two adult assistants, if applicable;
 - ____ • Royalty paid receipts, where applicable, indicating payment for all performances;
 - ____ • Letters of approval from the state office for an original play, or play not on the list, and for additions to the basic set requiring approval (Approvals will have been faxed to the Area Director from the state office, but drama directors should keep copies also.);
 - ____ • List of basic set pieces needed for your performance;
 - ____ • A modified copy of your play script to be given to the judge for perusal;
 - ____ • Contest Director/Area Director may also ask for a diagram of the stage set (opt);
 - ____ • **ENTRY FEES** for the tournament.
- ____ **January 1** is the deadline for dropping out of competition without having to pay the full divided cost.
- ____ Two weeks before contest, submit names of volunteer door, box office, or other ushers for your Area or State Meet, as directed by your Area or State Director
- ____ Review once more rules regarding time elements, stage elements, actors and director(s) responsibilities, and criteria for judging plays