

- 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 tabulated with Academic Meet Companion**, and the top three elementary and middle schools and the top individual home school 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.

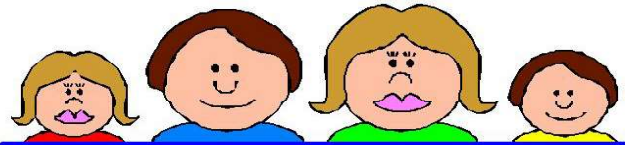
STATE ONE-ACT PLAY:

- 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 draped 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. **Plaques will be presented to the top 3 schools.** 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 Director. 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. Sign in early! Parking may be limited, so plan to arrive on campus perhaps one hour prior to the event. **Personnel name tags will be printed at each school beginning this year. Name tags MUST be worn to be counted present at assigned positions.**
- 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 POETRY, 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.psiaacademics.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. Going over the time allotted in speech contests;
 9. Disrupting noise/actions during contest or verification;
 10. 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 Spelling, 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.
- **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.
 - **NEWS ON THE WEB.** Find updates announcements, and corrections on the PSIA website under News / Calendar. If errors are found in curriculum materials, these will be posted in this location.
 - **OPTIONAL CONTESTS. Speech.** Schools may hold additional speech contests (ie. Duet Acting). **Additional Grade Levels.** 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 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 provide correct first / last names of those filling positions by 10 days prior to the tournament
2) failing to attend a required director meeting at the beginning of the tournament day;
3) Arriving late to a position;
4) Leaving early from a position without director permission;

- 5) Failing to return roster of results to the designated official in the tabulation room; and**

- 6) * 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. **(Note Penalties.)**

- **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 (MUST be a coach or individual from a different school other than director’s. Follows directions provided by the director and serves as **grader** and assistant in the Verification Period.

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

- 4) Hall Monitor (an adult receives “Quiet Please” sign **from Director** to hold 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, **who also serves as Hall Monitor in all Speech events**

- 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 in Writing /Drawing (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: • **Verified Contest Roster** • 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 17 and Saturday, April 1, 2017**.
- **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 **early** 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, as noted in the application rubric.
- **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 4:00 each day, plus most week-ends. Please do not hesitate to call if you should have questions or concerns. **817-416-9504**
(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.**
- **VIEWING PERIOD.** The contest director, with assistant(s), is required to set aside a quiet viewing period of 15 minutes for contestants and/or ONE adult from each school to review their own judged writings, drawings, and/or speech evaluations in • Creative Writing, • Ready Writing, • On-Site Drawing, • Impromptu Speaking, • Modern Oratory, • Prose/Poetry Interpretation, and • Storytelling prior to announcing official results. The Viewing Period will allow contestants time to ask questions and make sure that they have only their own evaluations for these events. Decisions for these events are final prior to the Viewing Period, UNLESS a posting error has occurred.
- **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 announcing 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 to the contest director, who will 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 & place to reassemble for a short verification must be announced to contestants. Consult with tab room officials for time and place availability, **OR check the Room Plan Schedule for open rooms during that approximate re-assembly time.** All components of the test papers (test, key, answer sheet, prompt, evaluation, & student writing) must be collected in an organized manner from each contestant if the contest is held on any tournament prior to the last District Meet on **April 1** OR the last State Meet on **May 6**. A contestant shall be disqualified if he/she or someone representing his/her school removes a contest paper prior to these posted release dates.

• **The rankings of contestants shall be final at the end of the Verification Period.**

- **VERIFICATION POSTING ERRORS:** If according to official tab room records, the announcement of rankings is found to be incorrect DURING the tournament day, this posting error must be corrected and reported on the posting board or appropriate place for all to view. After the tournament day has ended, an error in posting can no longer be validated.
- **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.