

ALABAMA INDEPENDENT SCHOOL ASSOCIATION

ACADEMIC HANDBOOK

(Revised July 2011)



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STATE BOARD PRESIDENT

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Note: **Blue font**-changes made during **2010-2011** school year
Red font-changes made/to be made during **2011-2012** school year

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AISA SCHOOLS ACCORDING TO BOARD DISTRICTS

DISTRICT I

**Cahawba Christian School
Marengo Academy
Pickens Academy
Southern Academy
Sumter Academy

DISTRICT II

**Cottage Hill Christian Academy
**Faith Academy
Clarke Preparatory Academy
Jackson Academy
**North Mobile Christian School
Patrician Academy
South Choctaw Academy
**Satsuma Christian School
**Central Christian School

DISTRICT III

Crenshaw Christian Academy
Escambia Academy
Fort Dale Academy
Monroe Academy
Sparta Academy
Wilcox Academy

DISTRICT IV

Abbeville Christian Academy
Ashford Academy
Dixie Academy
Enterprise Preparatory School
The Lakeside School
*****Northside Methodist Academy**
Pike Liberal Arts School
South Montgomery County Academy

DISTRICT V

Autauga Academy
Central Ellwood Christian Academy
East Memorial Christian Academy
*****Eastwood Christian School**
- Hooper Academy
Lowndes Academy
Meadowview Christian School
Morgan Academy
Evangel Christian Academy
Prattville Christian Academy

DISTRICT VI

Chambers Academy
Edgewood Academy
Glenwood School
Lee-Scott Academy
Lyman Ward Military Academy
Macon-East Montgomery Academy
Springwood School

DISTRICT VII

Bessemer Academy
**Central Park Christian School
**Coosa Christian School
Coosa Valley Academy
Cornerstone Christian School
Flint Hill Christian School
Kingwood Christian School
*Knollwood Christian School
Restoration Academy
**Riverhill School
**Sumiton Christian School
Tuscaloosa Academy
**Victory Christian School

*Candidate

**Associate Academic

***Candidate Associate Athletic

PREFACE

The Alabama Independent School Association (AISA) has a strong commitment to a traditional, challenging, and enriching curriculum in each school accredited by the Association. Out of this commitment, this handbook was written, and because of a continuing focus on excellence, revisions of the publication are made regularly. This **Academic Handbook** revision describes activities and competitions focused on maximizing the cognitive development and creativity of AISA students. The self concept and relationship skills of students also improve through participation in the programs of the Association. Competitions and other activities described in the **Academic Handbook** are designed to involve students, from kindergarten through grade twelve, in enriching experiences.

Academic competitions and arts festivals described in this Handbook are open only to schools that are accredited by the Alabama Independent School Association. Candidate schools are not eligible for participation.

INTRODUCTION

Each year the Alabama Independent School Association sponsors a variety of organized academic and fine arts events to recognize and reward student excellence in academic learning, creative activities, and noteworthy achievement. As a result of competing with their peers in academics, AISA students have experiences that broaden their intellect, strengthen their thinking skills, foster their creativity, and help them mature as individuals.

This handbook outlines a formal operating procedure to be followed in the organization and administration of all AISA State academic and arts events. To maintain consistency, it is recommended that each school conduct its competitions in the same manner in order that school winners will be totally knowledgeable of what is expected of them when they advance to district and state competition.

The AISA Academic Council, comprised of the executive and academic program directors and representatives from various schools, have worked diligently to develop a set of rules for each state academic event. Rules that can be understood and implemented correctly by those administering a particular event will result in a high degree of fairness for all of the participants.

The committee realizes that situations may arise prior to or during an event that are not totally covered or clearly defined in this Academic Handbook. If this should occur, the officials responsible for administering that particular event are requested to make every effort to resolve the problems in a professional manner. **Host Coordinators, heads of school and host schools are in charge of the district competitions. All district and state results are final. All problems and issues should be resolved at that level (district or state). Only experienced teachers should serve as the host coordinator of a district academic competition. Host teachers should be veteran teachers with firsthand knowledge of the event that they will serve as the host coordinator.**

Judges should be selected with care. Judges should be experts in the field being judged if possible. No connection should exist between a judge and the host school and/or students whose work is being judged.

In conclusion, the goal is for every AISA student to be encouraged to participate in these events, because the experience will result in a higher level of academic learning, creative expression, self-motivation, and self-esteem.

GENERAL INFORMATION

A. The AISA believes that its annual academic and arts events and activities serve a three-fold purpose for all member schools. Benefits include the following:

1. Provide an enriching experience for each participant
2. Add a special and important dimension to the curriculum
3. Build closer relationships between the faculty and students.

However, it is also felt that to achieve these purposes, it is the responsibility of each administrator, district subject coordinator, and the AISA to assure that each event is well organized and administered. Only by accomplishing this at each level of competition will students truly benefit from having participated in this phase of AISA educational programs.

B. LOCAL SCHOOL COMPETITION

Each administrator is responsible for appointing one or more faculty members to organize and conduct each of the AISA academic events the school plans to enter during the school year. Awards for student efforts are left to the discretion of the school. It is recommended that selected faculty member(s) plan to guide school winners as far as the students' capabilities will take them. This will give those students a sense of security, as well as the professional support they need in order to achieve at the highest possible level.

C. DISTRICT COMPETITION

Each year it is the responsibility of the elected district administrator to select the academic subject coordinators, the host schools, dates, and times for all academic events, in coordination with the school administrators in the district.

1. The district host for each academic event is responsible for the following:
 - a. Organize the event; obtain the judges and awards for the competition.
 - b. Follow AISA operating policies and procedures for each event in order to maintain consistency and avoid possible confusion at state level.
 - c. Ensure that the date of each district event is at least one week prior to State competition (see yearly AISA calendar).
 - d. At least thirty days prior to each event, send each school an information sheet showing faculty member in charge, details, and possible requirements. If for any reason the district host desires to deviate from handbook procedures, the AISA office should be advised by phone prior to the competition.

- e. Host schools should consider a workshop, especially for art and science, prior to the district events. The AISA feels that a work session would help work out final details and reduce problems at the event.
- f. District host schools should require that all individual school entries be accompanied by a faculty member. Also, parents and the president of each school's parent organization should be encouraged to attend.
- g. Each school in the district must pay district academic fees which will be used to pay for judges and awards. Plaques are awarded to state winners.
- h. Judges should be selected with care. Judges should be experts in the field being judged if possible. No connection should exist between a judge and the host school and/or students whose work is being judged. The state office has found that local colleges are most eager to help, as are retired teachers. As at the state level, judges will be in complete control of selecting winners, and their decisions will be final.

D. STATE COMPETITION

1. The number of state entries from each district will be in accordance with handbook procedures for each event.
2. Sample entry forms are located in the handbook. Please submit the district winners for state competition on copies of the handbook forms. Forms should be FAXED to the state office on the day of the district event.
3. Submitting entry forms to the AISA office is the responsibility of the member school hosting each district event. **District host schools are requested to FAX state entries to the AISA office instead of depending on mail service (as stated above).**
4. A faculty member from each school is to accompany the participants to all state events.
5. The AISA office will secure plaques and/or other awards, judges, and sites for all state events.
6. Each school will be notified of the time and location thirty days prior to the state event.
7. Judges are to be instructed that no contest will end in a tie for any one place. The judges are in complete control of selecting winners at all state events, and their decisions are final.
8. Host schools designated for state events are asked to furnish the facility and assist the AISA staff with the organization and administration of the event.

E. **PROCEDURE FOR REVISING POLICIES AND/OR GUIDELINES**

1. If a member of a school faculty wishes to suggest a change in any procedure in this publication, he/she should present the recommendation to the Headmaster and other appropriate faculty members at the school for discussion and consideration.
2. If the school wishes to pursue the suggested revision, the specific recommendation should be submitted by the Headmaster in writing to the AISA Executive Director or Director of Academic Programs.
3. Serious consideration will be given to each suggestion by the Directors. A committee may be appointed to study the request and/or member schools may be asked for input before a decision is made.
4. **Reminder: Rules as printed in this revision will hold until revised and circulated to member schools.**

AISA STATE READING CONTEST

A. GENERAL INFORMATION AND RULES

1. Students in Grades 3-8 are eligible to compete in the AISA Reading Contest at the state level. Reading divisions are grades 3-5 and 6-8.
2. **The student from your school that read the most pages during the current school year may be submitted for the state contest. The state winner for each division will be determined by the number pages read this year.**
3. All books read should be on student grade level or above.
4. Each school may conduct its own contest to establish a winning entry from each division which will be sent to the AISA for the state competition.
5. School competition will be conducted according to the AISA state format and procedures.
6. **Teachers or school sponsors are responsible for verifying that all books were read by the students submitted.**
7. **Entries which fail to comply with the rules will be disqualified.**
8. Entries must be in the AISA office by the 1st Thursday in April of the current school year. Winners will be notified by the AISA office and posted on the LINK.

B. AWARDS

1. Plaques will be presented for first place in each division.
2. Certificates will be awarded for 2nd and 3rd place in each division.

**ALABAMA INDEPENDENT SCHOOL ASSOCIATION
READING CONTEST**

STATE ENTRY FORM

**(Entries MUST be in the AISA office
by the first Thursday in April of the Current School Year.)**

**Each school will send the first place winner for each division grades 3-5 and
grades 6-8.**

SCHOOL _____

Grades 3-5

Student's Name _____

Total Pages Read: _____

Teacher/Sponsor _____ **Date** _____

Head of School: _____ **Date** _____

Grades 6-8

Student's Name _____

Total Pages Read: _____

Teacher/Sponsor _____ **Date** _____

Head of School: _____ **Date** _____

*** You must list all of the books read, the author and the
number of pages for each book on the form provided.**

AISA CREATIVE WRITING CONTEST

A. GENERAL INFORMATION AND RULES

1. Students in Grades 3-12 are eligible to compete in the AISA Creative Writing Contest at the state level. Writing divisions are grades 3-5, grades 6-8, and grades 9-12.
2. Each school may conduct its own contest to establish a winning entry from each division which will be sent to the AISA for the state competition.
3. School competition will be conducted according to the AISA state format and procedures.
4. All entries must use the opening line provided by the AISA, after that, entries may take any prose form. They may be short stories, essays, or journal entries. **A new opening line will be provided each year by the AISA office and this opening line will be published on the LINK for at least six weeks prior to the competition.**
5. Entries must be handwritten (**cursive only**), 250 words or fewer (not including the opening line provided by the AISA). Word count should be posted at the end of the entry.
6. Entries must be of good taste and not contain profanity or violent material.
7. **No** student or school names should appear anywhere on the entry. This information should be listed on the entry form provided. This form must be signed by the teacher or school sponsor. Entries will not be returned to the schools.
8. Entries which fail to comply with the rules will be disqualified.
9. Entries must be submitted to the AISA office according to the due date posted on the LINK. Winners will be notified by the AISA and posted on the LINK.
10. Judging will be based on the following criteria:
 - a. Creativity - 50%
 - b. Spelling and Grammar - 25%
 - c. Content - 25%Judging forms are worksheets for the judge's use only.

B. Awards

1. Plaques will be presented for first place in each division.
2. Certificates will be awarded for 2nd and 3rd place in each division.

ALABAMA INDEPENDENT SCHOOL ASSOCIATION

**CREATIVE WRITING CONTEST
STATE ENTRY FORM**

(Entry must be in the AISA office by the deadline as written on the LINK.)

Each school will send the first place winner for each division grades 3-5, grades 6-8, and grades 9-12.

SCHOOL _____

Grades 3-5

Student's Name _____

Grades 6-8

Student's Name _____

Grades 9-12

Student's Name _____

Teacher/School Sponsor _____ **Date** _____

AISA ORATORICAL CONTEST

A. GENERAL INFORMATION

1. Students in Grades 9-12 are eligible to compete in the AISA Oratorical contests at district and state levels.
2. Each school may conduct its own competition on either an individual basis or as a classroom project. In either case, it must be supervised by a teacher of English, Speech, Social Studies, or Drama. The AISA encourages each school to require maximum participation in order to improve the communication skills of students in grades 9-12.
3. At each level (local, district, and state), there will be **one** overall contest. There will **not** be separate contests for boys and girls.
4. At both local and district levels, competition should be conducted in a location providing a quiet environment with quality acoustics. Every effort should be made to schedule the oratorical contest so that the school bell system does not interrupt a speech. This will allow each contestant the opportunity to concentrate on the topic without interruptions.
5. At district and state levels, judging should be done by three qualified instructors from local colleges or retired instructors. **They must be selected on an impartial basis and not associated with either the participating school or students. Judges will follow the state format for selecting the best speaker in each division.**
6. District competition will be conducted according to the AISA state format and procedures.
7. Schools may send only their first place winner and runner-up to the district competition. Each district will send only the first place winner and runner-up to the state competition. If the winner or runner-up for some reason (i.e., illness, family problems) cannot participate at the State level, the district can send the third place individual. However, it is the responsibility of the District Coordinator to notify the AISA office of the change **before** contest day.
8. District winners and runner-ups should be accompanied to the state contest by a salaried employee of the winner's school in each division. Parents are also encouraged to attend this competition.
9. District winners are reminded to be in proper attire for their presentations. Dresses, skirts and blouses, or suits are appropriate for the ladies; and boys will wear a shirt, tie, and coat with proper slacks or a suit.

B. ORATORICAL COMPETITION - STATE LEVEL

1. A new topic will be selected each year by the AISA office and this topic will be published in the LINK for at least six weeks prior to the competition.
2. **Contestants will speak at least six, but not more than eight minutes. Contestants failing to meet time limits will be disqualified.** A stop watch will be used to time speeches.
3. Contestants may use white note cards, measuring no more than **5 x 7 inches**. A podium or lectern will be provided as the only prop for the contestants.
4. During the competition, contestants will be a part of the audience, except when presenting. There will be no balcony seating and the audience is to remain quiet throughout the competition.
5. Contestants will stand facing the audience during their presentations.
6. Judging will be based on the following criteria:
 - a. **Delivery - 40%:** Judges will consider appearance, voice, gestures, and eye contact. Contestants are reminded that the Oratorical Contest is a speaking contest, not a dramatic presentation.
 - b. **Content - 40%:** Judges will consider originality, speech development (introduction, body, and conclusion), and substance or content. Contestants are reminded of the importance of addressing the assigned topic fully, but succinctly.
 - c. **Overall Effectiveness - 20 %.**
 - d. The final placing is left to the **judges' total discretion** to place an overall evaluation on each presentation, considering all evaluation factors. Judging forms are worksheets for the judge's use only.

C. AWARDS

1. At both local and district levels, appropriate awards for first and second place should be given.
2. At state, each participant will receive a certificate of merit. Plaques will be presented to the 1st, 2nd, and 3rd place winners.

ALABAMA INDEPENDENT SCHOOL ASSOCIATION

ORATORICAL CONTEST

STATE ENTRY FORM

(Please FAX--334-833-4086--to AISA on the day of the District Competition.)

Each district will send the first place winner and the runner-up to the State Competition.

ADMINISTRATOR CHAIRPERSON

DISTRICT

ORATORICAL CONTEST COORDINATOR

ORATORICAL CONTEST

DISTRICT FIRST PLACE WINNER

SCHOOL

DISTRICT RUNNER-UP

SCHOOL

ALABAMA INDEPENDENT SCHOOL ASSOCIATION

STATE ORATORICAL CONTEST

JUDGE'S WORKSHEET

CONTESTANT # _____

TOPIC: _____

DELIVERY - Appearance, Poise, Voice, Gestures, Eye Contact _____ (40%)

CONTENT - Originality, Speech Development (Introduction, Body, Conclusion), Content (Substance) _____ (40%)

OVERALL EFFECTIVENESS _____ (20%)

TOTAL SCORE _____

Special notes to judges:

1. The AISA Oratorical Contest is a speaking contest, not a contest that calls for dramatic intensity.
2. It is important for each speaker to address the assigned topic fully, but succinctly.
3. This Judge's Worksheet is provided to you as a guide to determine the 1st, 2nd, and 3rd places.

Comments:

AISA STATE DRAMA FESTIVAL

A. GENERAL INFORMATION

1. This program consists of four categories of drama presentations: Solo Acting, Duet Acting, Ensemble, and Musical Drama.
2. There will be one overall contest for grades 7-12.
3. Each school may conduct its own competition on an individual basis or as a classroom project. In either case, all local competition must be under the supervision of a faculty member(s).
4. There is no district competition in this program. At the local and state levels, boys may compete against girls in each category. Either two boys, two girls, or a boy and girl may compete as a duet acting team.
5. Each school may send a maximum of one (1) entry (individual or representative team) in each category at the state level. Students may compete in more than one category. (Example: The same student may be the school's entry in Solo Acting and in Duet Acting and also be a member of the Ensemble.)
6. At each school, competition should be conducted under the same conditions as recommended for the AISA Oratorical Program; A.4., page 13. It is recommended that each school conduct its program of presentations according to the state format and procedures.
7. The criteria for the judges at the local level should also be the same as for the speech competition. At the state level, the judges will be selected from area college and university drama departments, from retired speech/drama teachers, and/or from appropriate State Department of Education personnel. It is advisable to obtain the services of at least one faculty member of a local college or university drama department to judge students at the local level.
8. **IMPORTANT! ALL ENTRIES IN THE STATE DRAMA FESTIVAL MUST HAVE BEEN PRESENTED SUCCESSFULLY TO AT LEAST ONE AUDIENCE BEYOND THE CLASSROOM LEVEL BEFORE BEING BROUGHT TO THE STATE COMPETITION. EVERY EFFORT MUST BE MADE TO ENSURE THAT EXTENSIVE REHEARSALS AND "POLISHING" OF PRESENTATIONS HAVE PRECEDED ENTRY IN THE STATE FESTIVAL.**
9. The students selected from each school to compete at the state level should be accompanied by a full-time faculty member. Parents are encouraged to attend

the competition.

10. Schools may enter as many of the categories as they desire in the competition. Therefore, the attached form must be completed and submitted to the AISA office **at least ten days prior to the scheduled day of the State Competition**. Planning and scheduling will be facilitated by this time frame.
11. Appropriate dress for State drama competition is comfortable, loose-fitting clothing that is in good taste. Clothing should not detract from attention being paid to the student's work. There should be no advertisements that are inappropriate.

B. **DRAMA PRESENTATION COMPETITION**

1. At the state level, all junior and senior high students will be assigned order of presentation in their respective categories as registrations are received by the AISA office.
2. Time schedule will be based on the number of entries for each category.
3. The categories for competition and time limits will be the following:
 - a. Solo Acting - Monologues - One (1) student will present a scene by presenting a monologue. (2-4 minutes)
 - b. Duet Acting - Two (2) students will present a scene. (4-7 minutes)
 - c. Ensemble Acting - More than two (2) students will present a skit or cutting from a play. (4-7 minutes)
 - d. Musical Drama - This is a short dramatic piece which includes and is enhanced by music. Vocals may have live or taped accompaniment. This is the only category that allows music (taped or live). (4-7 minutes)

Important Note: Time limit will be enforced. The presentation must terminate immediately, and the time problem will be considered by the judges; however, disqualification does not result. AISA encourages quality, not quantity, with the presentations.
4. The scenes selected may be humorous or dramatic. Contemporary, classical, or original material may be used.
5. Inappropriate language, content, or theme will result in the termination and disqualification of a presentation. Profanity, vulgarity, disrespect, slang, sexually-oriented themes, and simulated use of alcohol, drugs, or tobacco are examples of unacceptable material. Students are urged to choose appropriate material to avoid embarrassment to them, the teacher, and the school. **THE SIGNATURES OF THE ADMINISTRATOR AND DRAMA SPONSOR ON THE ENTRY FORM SIGNIFIES THAT THIS STANDARD HAS BEEN MET.** Note: The AISA staff

member present at the event has the right to halt and disqualify an entry if the presentation fails to meet standards cited here.

6. As each student/group is called to compete, he/she will state the name of the selection, author of the material, the name of the character he/she is portraying and any necessary/BRIEF background information. At the end of the presentation, the student or group should introduce each member of the group.
7. Sets/props will be limited to no more than 3 chairs and a small table. Makeup, costuming, etc. will not be used. Remember, the judges are interested in evaluating the student's acting ability, not props, sets, etc.
8. Contestants will be allowed to watch all of the competitive events. However, courtesy dictates that the audience must remain quiet during all of the presentations.

C. **AWARDS**

1. At the state level, a plaque will be awarded to the first place winning entry in each category. Second and third place winners in each category will receive smaller plaques. Each participant will receive an Outstanding Student Award Certificate. Judges must avoid awarding "ties" for 1st, 2nd, or 3rd places.
2. An "All State Cast" will be chosen. Medallions will be awarded to those selected as members of the All State Cast.
3. Best actor and actress will be chosen from the state competition and plaques will be awarded. Judges are requested to avoid awarding "ties" for the Best Actor and Best Actress Awards.
4. Judging forms are worksheets for the Judges' use only.

**AISA STATE DRAMA PROGRAM
STATE ENTRY FORM**

Note: This form must be completed (with all requested information) and it must be received at the AISA office at least 10 days prior to the state competition. You are encouraged to FAX the completed form to AISA. The AISA FAX number is: 334-833-4086.

School _____

Administrator(Signature) _____

"ALL ENTRIES IN THE STATE DRAMA FESTIVAL HAVE BEEN PRESENTED SUCCESSFULLY TO AT LEAST ONE AUDIENCE BEYOND THE CLASSROOM LEVEL BEFORE BEING BROUGHT TO THE STATE COMPETITION"

Faculty Representative Accompanying Group to Competition:

Drama Team Sponsor(Signature) _____

**CATEGORIES
Entries**

1. **Solo Acting** - (2-4 minutes)

Student _____

Title of Presentation _____

Time (minutes and seconds) _____

2. **Duet Acting** - (4-7 minutes)

Students _____

Title of Presentation _____

Time (minutes and seconds) _____

3. **Ensemble** - (4-7 minutes)

Students _____

Title of Presentation _____

Time (minutes and seconds) _____

4. **Musical Drama** - (4-7 minutes)

Students _____

Title of Presentation _____

Time (minutes and seconds) _____

AISA

DRAMA
JUDGE'S SCORE WORKSHEET

Judge # _____

Category: Circle One: Solo (2-4 min)
 Duet (4-7 min)
 Ensemble (4-7 min)
 Musical Drama (4-7 min)

Entry # _____

Title of Presentation: _____

RATING SCALE

Factors and Possible Points	Points Earned
1. Voice/Delivery (20 possible points with a maximum of 10 per sub-heading) A. Volume _____ B. Articulation _____ Notes: _____ _____	_____ (out of 20)
2. Body Language/Gestures (20 possible points) Notes: _____ _____	_____ (out of 20)
3. Sensitivity/Appropriateness of Interpretation (20 possible points) Notes: _____ _____	_____ (out of 20)
4. Characterization (15 possible points) Notes: _____ _____	_____ (out of 15)
5. Rate/Pacing/Adequacy of Preparation (15 possible points) Notes: _____ _____	_____ (out of 15)
6. Appropriateness of Material (10 possible points) Notes: _____ _____	_____ (out of 10)

Additional Notes: _____

Total
Points
Earned _____
 (out of 100)

AISA STATE SPELLING BEE

A. GENERAL INFORMATION

1. Students competing in the AISA District and State Spelling Bee must qualify under two basic requirements:
 - a. They cannot compete at the same grade level for two consecutive years.
 - b. They must not have passed beyond the grade in which they are competing at the time of their district finals.

2. Each district will send 5 winners to the State Competition:

One from the 4th grade
One from the 5th grade
One from the 6th grade
One from the 7th grade
One from the 8th grade

Note: The State entry form must be sent (FAXED) to the AISA on the day of the District Spelling Bee.

3. At each level (local, district, and state), contests will be conducted in oral spelling. In preparation for the classroom elimination, teachers may use a combination of written and oral spelling. But beginning with the school contest, the AISA recommends ORAL SPELLING ONLY. District and state contests will be conducted orally, with elimination on "miss-and-out" basis in the traditional Spelling Bee manner.
4. At local and district levels, Spelling Bee contests should be held in an area conducive to concentration. A regular classroom or a library with a no-entry sign on the door is recommended. It would be most helpful to the participants if the contests could be conducted at times when the school bell will not cause interruptions.
5. At each level contestants will draw for order of competition immediately prior to the start of the contest.
6. Each school should bring a copy of the official rules of the Spelling Bee. The words are presented in Valerie's Spelling Bee Supplement in an abbreviated format that is helpful to students who are preparing for competition (school, district, or state). The Supplement can be ordered from Hexco, Inc., Phone: 1-800-725-2627, www.hexco.com.

7. Each school representative bringing a student to the district or state contest should be thoroughly familiar with all rules, especially the rule regarding **protests**. Any school representative has not only the **RIGHT**, but the **DUTY**, to attempt to correct anything which appears to be wrong or about which there is a question, even if it turns out to be right. Such correction or protest, however, must be done according to **Rule B-13**.
8. At district and state levels, the designated coordinator should re-read the official Spelling Bee rules to all the participants and school representatives prior to starting competition. This will act as a reminder and allow for last minute questions in the presence of the judges.
9. At each level, at least two judges and a pronouncer are required. These individuals must be selected on an impartial basis and must not be associated with either participating students or schools. They will be in complete control of the Spelling Bee at each level and their decisions will be final on all questions and/or protests. It is recommended that the individual selected as "pronouncer" be given a copy of the current Hexco's Spelling Bee Organizer at least one month prior to the district contest. This will allow the pronouncer ample time to identify the list of words to be used for the contest and become familiar with same.
10. In district and state competition, words will be taken from the current year practice speller, Valeries' Spelling Bee Supplement. A list of words chosen at random will be prepared before the contest from the practice speller. These words will be pronounced in a pre-planned sequence and will not be in alphabetical order. The order for calling words in AISA Spelling Bees (District and State) will follow the plan established by Hexco's Natalie's Spelling Bee Organizer. Each topical list is divided into three approximately equal parts: **Novice Words** (beginning); **Junior Varsity Words** (intermediate); and **Varsity Words** (advanced).
 - a. In grades 4, 5, and 6, contest words will consist of five rounds of **Novice Words**, ten rounds of **Junior Varsity Words**, and then, **Varsity Words**. Note: Each round starts with participant number one and is over when the pronouncer returns to participant number one.
 - b. In grades 7 and 8, contest words will consist of two rounds of **Novice Words**, five rounds of **Junior Varsity Words**, and then, **Varsity Words**.
11. At each level the contestants will be allowed one practice or "ice-breaker" round. Each contestant will be given two basic words to spell, and then the pronouncer will move to the next contestant. Once the practice round is completed the official contest will begin.
12. Contestants should stand facing the pronouncer and judges with the audience to their backs during the competition. Once a contestant is eliminated, he/she will sit down.

13. Ordering Information:

Valerie's Spelling Bee Supplement

Hexco, Inc.

Spelling Sisters

P.O. Box 199

Hunt, TX 78024-0199

FAX: (830) 238-4964

Phone: 1-800-725-2627

14. The AISA State Spelling Bee has no connection with county and state contests; however, a student from an AISA school may enter the county contest. To be eligible for the State and National Championship through the county competition, the student must contact the local county officials in charge of the program.

B. STATE RULES AND PROCEDURES

1. To be consistent with AISA rules and procedures at the state level, it is recommended that the local and district spelling bee competition be conducted according to the same format.
2. Words shall be pronounced according to the diacritical markings in Webster's Third New International Dictionary (this will be the final authority in the District and State finals) and/or Hexco's Natalie's Spelling Bee Organizer, from which in every case the pronouncer shall select the definition or definitions that he/she gives. With the approval of the judges, he/she may give a fuller explanation of the meaning of the word to supplement the dictionary definition or definitions quoted.
3. In competition, after the pronouncer gives the contestants a word, the contestant may pronounce the word before spelling, after spelling, or if he/she chooses, not at all. However, it is recommended that the contestant pronounce the word both BEFORE and AFTER spelling. This will leave no doubt that the contestant understands the word.
4. The contestant may request the pronouncer to re-pronounce the word, define it, or use it in a sentence. The pronouncer shall grant the request until the judges agree that the word has been made reasonably clear to the contestant. **JUDGES MAY DISQUALIFY A CONTESTANT WHO IGNORES A REQUEST TO START SPELLING.**
5. Having started to spell a word, a contestant shall not be permitted to change letters already pronounced. He/she may retrace from the beginning of the word, provided letters and their sequence are not changed in retracing. If there is any change in the original letters and/or their sequence, the speller will be disqualified.

6. Upon the missing of a word, the contestant immediately drops out of the contest. The next word on the pronouncer's list is then given to the next contestant.
7. If none of the contestants remaining in the Bee at the start of a round spells a word correctly during the round, all shall remain in the competition.
8. Webster's Third New International Dictionary shall serve as the final authority for the spelling of words in the District and State finals. If a word has two or more accepted spellings, only the spelling(s) set in boldface type and separated by the word or, and in some cases the word **also**, at the beginning of the descriptive matter will be accepted as correct. Words having the labels archaic and obsolete (abbreviated obs) and regional labels (like North, Midland, South, Brit(ish), Irish) will not be accepted as correct.
9. When a contestant is given a homonym and the homonym is properly defined, he/she must correctly spell the word defined. If, however, the pronouncer fails to give a definition of a homonym, the spelling of either word shall be accepted as correct.
10. When the contestants are reduced to two, the elimination procedure changes. At that point, when one contestant misspells a word, the other contestant shall be given an opportunity to spell that same word. If the second contestant spells that word correctly, plus the next word on the pronouncer's list, then the second contestant shall be declared the champion.
11. If one of the last two spellers misses and the other, after correcting the error, misspells the new word submitted to him/her, the misspelled new word shall be referred to the first speller. If the first speller succeeds in correcting the error and correctly spells the next word on the pronouncer's list, then he/she shall be declared the champion.
12. If both spellers misspell the same word, both shall continue in the contest, and the one who first misspelled the word shall be given a new word to spell. The contest shall continue under Rules 10 and 11.

Winner must spell a misspelled word and a new word!

13. Any question relating to the spelling of a word should be referred to the judges immediately. The deadline for making a protest is before the contestant affected would have received his next word had he/she stayed in the contest. **NO PROTEST WILL BE ENTERTAINED AFTER THAT WORD HAS BEEN GIVEN TO ANOTHER SPELLER.** When only two spellers remain, a protest must be made immediately, that is, before the second speller has started to spell the word given him/her, or if both have missed the same word, before the correct spelling is given to the audience.

14. If a protest should be voiced, the contest shall be halted until such a protest has been cleared up. If, because of a protest, it should be found that a contestant, having been told he/she missed a word, shall be found to have been correct, that contestant shall be permitted to continue in the contest. But, if it is found after the protest that a word was misspelled as originally stated, the contestant must drop out of the contest. The decision of the judges on any point, however, **SHALL BE FINAL**. No contest, for any reason, once it has been held and a champion selected, can be held over.

C. **TIE BREAKER PROCEDURES**

If two or more contestants at any grade level tie for five consecutive rounds (words), then the following procedure is used one time (only). The pronouncer will start over with five rounds of **Junior Varsity Words** that have not been used at this grade level.

If a tie still exists, then **Varsity Words** will be called until a winner is declared. Local and District Spelling Bees are urged to follow the same procedure.

D. **AWARDS**

1. At district level, it is recommended that the winner and runner-up at each grade level receive appropriate awards.
2. At state level, the state champion and runner-up at each grade level will receive plaques. Each participant will receive an Outstanding Student Award Certificate.

AISA STATE SPELLING BEE

ENTRY FORM

(District Coordinator is expected to FAX, 334-833-4086, this form to the AISA office on the day of the District Spelling Bee.)

DISTRICT

ADMINISTRATOR

SUBJECT AREA COORDINATOR

4TH GRADE WINNER

SCHOOL

5TH GRADE WINNER

SCHOOL

6TH GRADE WINNER

SCHOOL

7TH GRADE WINNER

SCHOOL

8TH GRADE WINNER

SCHOOL

AISA STATE MATH CONTEST

A. GENERAL INFORMATION

1. Students in Grades 9-12 are eligible to compete in the high school state contest. Students in Grades 6-8 are eligible to compete in the middle school state contest.
2. Each district may enter its winning school team and the highest individual scorer who is not a member of the winning team. There are no team member substitutions from the district to the state level. If only four team members compete at the district level, a school team may add the 5th member for state. Five (5) team members take the written test, but only the top four (4) scores are counted. Four team members will be selected by the teacher sponsor to compete in the ciphering contest.
3. The contest is comprised of two parts: written exam and ciphering.
No Ciphering for middle school contest.
4. The contest will begin on time. Late arrivals will not be allowed to participate. This information will be made available to all AISA schools.
5. Students are expected to bring two (2) number 2 pencils to the contest. Calculators may be used in the written math contest for high school only. (**Note:** Calculators cannot be shared during the competition.) The calculators must be of the small, hand held, battery or solar powered type. Calculators acceptable for use on the ACT and/or SAT are acceptable for use in the math contest. Four function, scientific, or graphing calculators are acceptable if they have none of the features listed below. **No calculators may be used for middle school contest.** You may NOT use a calculator that has any of the following features:
 - a. pocket organizers
 - b. handheld or laptop computers
 - c. electronic wiring pads or pen-input devices
 - d. models with QWERTY (typewriter) keypad
 - e. models with paper tapes
 - f. models that make noise
 - g. models that can communicate (transfer data or information) wirelessly with other calculators
 - h. models that require a power cord.

B. INSTRUCTIONS FOR TEST MAKER(S)

1. List all acceptable answers for each question on the key.
2. Write questions so that units of measure must be used.
3. Write questions so that no "set braces" are needed.
Example: Find solution or solve . . .

C. STATE AND DISTRICT TESTS

1. The AISA will provide each district host school with a copy of the written exam, key, copy of ciphering questions, answers, and hints.
2. The AISA will provide all of the testing material for the State AISA Math Contest.

D. ADMINISTRATIVE PROCEDURES

1. Written exam: The written exam will consist of fifty (50) multiple choice items. **There will be a ninety minute time limit.** Participants will be assigned a number by the administrator, and only the number will appear on the answer sheet (not the participant's name). The written test will be given and scored prior to the ciphering.
2. Ciphering: These questions will be supplied by the AISA on individual transparencies. Each team member will participate in the order selected by the team sponsor. Each question will have a 90 second time limit. Only school teams compete in ciphering.
3. Prior to the beginning of the competition, each participant will be given four (4) or more sheets of paper on which to record his/her name and district. These sheets are to be used to record the circled answers. All ciphering questions must be answered specifically; nothing can be left to assumption. The answers must be given in correct measure as specified by the question.
4. Answer keys: All answers on the prepared keys (written and ciphering) will be acceptable, unless an error is noted by the majority of the sponsors present. Problems will be handled and resolved professionally.

E. HIGH INDIVIDUAL SCORER

1. The person accumulating the most points on the written exam grade will be declared the high individual scorer.
2. Individual high scorers from each district and members of teams representing districts compete for this honor.
3. Tie Breaker: Questions will be randomly selecting from the written test prior to taking the test. The randomly selected test questions will be compared, from least to greatest, until a winner is determined.

F. JUDGES

1. Sponsors from each district will serve as judges for administrative and scoring purposes.
2. Written examination: One or more judges will be present at all times during the written examination.
3. Ciphering examination (high school only): There will be one judge per participant to collect answer sheets and record the earned points on back. Judges will stand in back of participants and view the time keeper for possible point(s) award. The time keeper will have three fingers raised during the first 30 seconds, two fingers raised during the second 30 seconds (30 - 60 seconds) and one finger raised during the final 30 seconds of the allotted 90 second time frame.

G. SCORING

1. The written exam will count one (1) point for each question. There will be no penalty for wrong answers. Each written exam answer sheet must be checked and initialed by at least three judges.
2. For the ciphering questions, scoring will be as follows:
 - a. Three points will be awarded for all correct answers turned in during the 1 - 30 second time period.
 - b. Two points will be awarded for all correct answers turned in during the 30 - 60 second time period.
 - c. One point will be awarded for all correct answers turned in during the 60 - 90 second time period.
3. Each written exam answer sheet must be checked and initialed by at least three judges.
 - a. Questionable ciphering answers will be discussed after the ciphering competition is completed.
 - b. Ciphering scorekeeper will announce awarded points after each question.
4. Tie Breaker for Team Score: Highest total score of all five participants (number of total points earned by team) written exam. (includes dropped 5th score)

H. AWARDS

1. Plaques will be awarded to the 1st, 2nd, and 3rd place teams and to the high individual scorer. Each individual participant on the 1st, 2nd, and 3rd place teams will receive a special certificate.
2. All participants will receive certificates of merit.

**AISA STATE MATH CONTEST
ENTRY FORM**

(Please FAX—334-833-4086--to AISA office on the day of the District Contest.)

CIRCLE LEVEL OF CONTEST:
HIGH SCHOOL MATH **MIDDLE SCHOOL MATH**

_____ **DISTRICT**

_____ **ADMINISTRATOR CHAIRMAN**

_____ **SUBJECT AREA REPRESENTATIVE**

(District Winner) SCHOOL: _____

School's Math Team Sponsor _____

TEAM MEMBERS:

1. _____ **Grade** _____

2. _____ **Grade** _____

3. _____ **Grade** _____

4. _____ **Grade** _____

5. _____ **Grade** _____

HIGH INDIVIDUAL SCORER: _____ **Grade** _____

(Who is not a member of the winning team.)

SCHOOL: _____

AISA SCIENCE FAIR

A. GENERAL INFORMATION

1. Grade Divisions for competition

- A. Elementary (3-6)
- B. Junior High (7-8)
- C. Senior High (9-12)

2. AISA Science Fair Objectives:

AISA suggested objectives for each school and science student.

The purpose of the science fair is:

- a. To help students develop an appreciation for scientific discovery.
- b. To help students achieve the joy of discovery through the use of scientific methods.
- c. To give students the maximum latitude to exercise their own natural creativity and originality.
- d. To help students experience the discipline of tackling a worthwhile project and carrying it to a valid conclusion.
- e. To ensure that the students learn the scientific principles involved in their projects.
- f. To allow students to communicate their research in written form, and their valid conclusions in display and/or oral form.
- g. To better prepare the student to meet our technical environment as a college student and as an adult.
- h. To elevate our science curriculum to a higher learner level.
- i. To provide increased opportunities for community awareness of the school's academic standards and achievement.

AISA policy and procedures will be followed in organizing and operating all science fairs at the local, district, and state levels. This should eliminate problems at district and state and above all, assist students in doing their research, performing their experiments, and preparing their projects. There is a local and district option concerning the requirement of research papers at the local and district levels.

3. Member schools should conduct their own local fair as close to the scheduled date of their district fair as possible. Districts should hold their competition no later than one week prior to the State Fair. The specific date is given on the AISA State Calendar. Students should be encouraged to improve their projects between levels of competition.
4. Each district coordinator is required to complete the attached State entry form and FAX it to the AISA office on the day of the district fair. Entries by phone will not be accepted. It is recommended that districts follow the same policy with their schools.
5. Each project must be the work of the individual student. A student can enter only one project each year in AISA competition. Group projects are not authorized at any level.
6. Each student must plan and prepare his/her own project. A student is encouraged to seek advice, but not actual "hands on" assistance from teachers or professionally and/or technically trained individuals.
7. A research paper and a one page abstract must accompany each project entered in the state AISA Science Fair in grades 7-12. These documents are optional in grades 3-6 in local, district, and state competition. The research paper is optional in grades 7-12 at the local and district levels.
 - (A) The research paper should include the following:
 - (1) Title.
 - (2) Explanation of research procedures.
 - (3) A discussion of the problem and hypothesis investigated.
 - (4) A summary of related research (with documentation) and background information.
 - (5) A summary of the experimental research (experimentation) of the project.
 - (6) Bibliography.
 - (7) All typed paper will be double spaced.
 - (B) The abstract is a one page summary (typewritten) of the project. The title, hypothesis, findings, and conclusion are summarized.

- (C) The teacher is expected to ensure that the student has followed AISA rules in doing the project, writing the paper, and writing the abstract. However, the paper and abstract may be typed by someone else.
8. Projects must be confined to floor or table space not to exceed four feet from side to side and 36 inches front to back. Projects over 9 feet high, floor to top, will be disqualified, as well as those exceeding width and depth requirements. Students must provide their own tables.
 9. Projects must be self-supporting and durably constructed. Use of wall space for posters, charts, etc., is prohibited. Each participant is expected to supply the table for his/her project at the State Fair.
 10. All projects shall remain anonymous until after judging is completed. No names (student, teacher, or school) or other personal identification may appear on project or papers that are displayed. The required Science Fair Form statement must be placed on the back of the project.
 11. All wiring, switches, and metal parts that carry large electrical current or high voltage must be located out of reach of observers. Open knife switches or doorbell push buttons may not be used in 120 volt circuits. Electrical apparatus must be constructed according to standard electrical safety laws. If in doubt, consult a competent electrician.
 12. Specific guidelines related to display and safety regulations follow. These guidelines are followed at the International Science Fair, and they are essential for the protection of students, teachers, AISA schools, and the AISA organization. Students are encouraged to make pictures, do charts, construct graphs, and engage in many other scientific procedures as they collect and present data (without displaying bacteria, plants, water, dirt, chemicals, and/or other potentially dangerous components of exhibits).
 13. **DISPLAY AND SAFETY REGULATIONS**
 - (A) **UNACCEPTABLE FOR DISPLAY**
 - (1) living organisms (e.g., plants, animals, microbes)
 - (2) dried plant materials
 - (3) taxidermy specimens or parts
 - (4) preserved vertebrate or invertebrate animals (includes embryos)
 - (5) human or animal food

- (6) human/animal parts (Exceptions: teeth, hair, nails, dried animal bones, histological dry mount sections, and wet mount tissue slide)
 - (7) soil or waste samples
 - (8) chemicals, including water
 - (9) poisons, drugs, controlled substances, hazardous substances or devices (i.e., firearms, weapons, ammunition, reloading devices)
 - (10) dry ice or other sublimating solids (i.e., solids which vaporize to a gas without passing through a liquid phase)
 - (11) sharp items (i.e., syringes, needles, pipettes)
 - (12) flames or highly flammable display materials
 - (13) empty tanks that previously contained combustible liquids or gases, UNLESS purged with carbon dioxide
 - (14) batteries with open top cells
 - (15) awards, medals, business cards, flags, etc.
 - (16) hand-outs to judges must be limited to one page narratives related to the essentials of this year's project. Personal photographs, accomplishments, acknowledgments, addresses, and phone and fax numbers are not permitted
 - (17) photographs or other visual presentations depicting vertebrate animals in other-than-normal conditions (i.e., surgical techniques, dissection, necropsies, or other lab techniques)
 - (18) If photographs are used to present data, NO faces of people can be shown. (If a person is in the photograph, the face must be covered in the exhibit.)
- (B) **ACCEPTABLE FOR DISPLAY ONLY** (cannot be operated)
- (1) projects with unshielded belts, pulleys, chains, and moving parts with tension or pinch points
 - (2) class III and IV lasers
 - (3) any device requiring voltage over 120 volts

(C) **ACCEPTABLE FOR DISPLAY AND OPERATION** (with restrictions)

- (1) Class II lasers
 - (a) must be student-operated
 - (b) posted sign must read "Laser Radiation: Do Not Stare Into Beam"
 - (c) must have protective housing that prevents access to beam
 - (d) must be disconnected when not operating
- (2) Large vacuum tubes or dangerous ray-generating devices must be properly shielded.
- (3) Pressurized tanks that contained noncombustible may be allowed if properly secured.
- (4) Any apparatus producing temperatures that will cause physical burns must be insulated adequately.
- (5) High-voltage equipment must be shielded with a grounded metal box or cage to prevent accidental contact.
- (6) High-voltage wiring, switches, and metal parts must have adequate insulation and overload safety factors, and must be inaccessible to others.
- (7) Electric circuits for 120-volt AC must have a nine-foot (minimum) cord. The cord must have sufficient load-carrying capacity and be approved by Underwriters Laboratories.
- (8) Electric connections in 120-volt circuits must be soldered or made with approved connectors. Connecting wires must be insulated. Voltage greater than 120 volts is not permitted.
- (9) Bare wire and exposed knife switches may be used only in circuits of 12 volts or less; otherwise, standard enclosed switches are required.

(D) **SIZE OF DISPLAY**

- (1) 91 cm (36 in) deep
- (2) 122 cm (48 in) wide
- (3) 274 cm (108 in) high including table

B. CATEGORIES

1. There will be two basic categories for all three grade division.
 - (A) Biological Sciences: To include Botany, Zoology, Health and medicine, Microbiology and Protists, Behavioral and Social Sciences, Taxonomy and Bio-chemistry.
 - (B) Physical Sciences: To include Physics, Engineering, Chemistry, Mathematics, Earth and Space Sciences, Computer Science, and Bio-chemistry.
2. For local and district level competition, a degree of flexibility may be exercised in the senior high division, but no other divisions. In the senior high division, the coordinator may desire to categorize entries in the specific areas of Math, Physics, and Chemistry. If those entries are then selected at district level for the State Fair, they must be properly relabeled either Biological science project or Physical science project, in accordance with AISA policy, regardless of how they are categorized at the local and district fairs.
3. All elementary and junior high projects must also be correctly categorized and labeled either biological science project or physical science project at the local level and not changed as they advance to District and state competition. Again, senior high projects need only to be properly categorized if they advance to the State Fair.
4. Each teacher who has students who enter the district science fair, and/or the state competition must work carefully with the students in determining the category/classification of projects. The district coordinator must follow the same procedure, because the following statement is to be attached to the back of each science project in state competition. If this statement is attached, **projects will be judged in the state competition in the classification that the teacher and the district coordinator have approved.**

The following statement is to be completed and attached to the back of all projects in the State Science Fair.

AISA SCIENCE FAIR FORM

NAME: _____

SCHOOL: _____

PROJECT TITLE: _____

Nothing in the conduct of this display was unsafe or hazardous, nor is the display hazardous to others.

All AISA Display and Safety Regulations have been met.

The classification of this project as to level and category has been established by the student and approved by the teacher and the district science fair coordinator.

The basis for this classification is

Teacher's Signature: _____

Student's Signature: _____

Parent or Guardian's Signature: _____

C. STATE SCIENCE FAIR POLICY

1. AISA recommends that the district host schools follow state policy in conducting their fairs.
2. Each district will select the six (6) best projects (no more) from each grade division to go the State Fair. Each of the State Fair entries in elementary, junior high, and senior high should be labeled biological or physical science. (See Items A-4 and B-3.)
3. All projects must be set up and ready for judging by 10:00 a.m.
4. Students must be accompanied by a faculty member of their school. Parents are also encouraged to attend.

5. No one will be allowed in the exhibit area while judging is taking place except those students whose projects are being judged.
6. Each student with a project in the State Fair must be present and remain with the project if so requested by the judges.
7. Each participant must bring his/her own table, electrical cords, and all other equipment needed.
8. Each participant is responsible for removal of his/her project after the fair. No project may be removed from the fair until 30 minutes after the winners are announced. This will allow all the students, faculty members, and parents the opportunity to view all the projects, especially those of the winners.
9. The faculty member from each school must ensure that all projects from the school are removed at the end of the State Fair.

D. JUDGING CRITERIA

1. There should be a minimum of two judges at each level of competition, qualified in the field of either biological and/or physical sciences. Judges must not be associated with either the students or participating schools.
2. For judging purposes, it is helpful for the coordinator to brief the judges on the AISA policies and procedures for the science fair. The coordinator should also allow the judges time to become familiar with the projects prior to beginning the judging process.
3. Local schools and district host schools are reminded that quality professional judging is essential if the best and most qualified projects are to advance to the State Fair.
4. Projects in elementary, junior high, and senior high will be grouped in the following order for judging for each grade division:

Biological Science Projects

Physical Science Projects

5. Projects will be evaluated in the following manner:
 - a. Scientific Thought: 50% - Includes completeness; theory; analysis; synthesis; cause and effect; reasoning; reporting; conclusion
 - b. Creative Ability: 30% - Includes originality; ingenuity; individuality; communication; expression

- c. Technical Skill: 20%- Includes sturdiness; craftsmanship; neatness
6. A sample judging worksheet and a diagram for setting up a science fair are included at the end of this section. Judges' worksheets are for the judges' use only.

E. AWARDS

1. At local and district fairs there is no limit as to the number of awards that may be presented to contestants in each category and grade division.
2. The AISA recommends that each school give special recognition to the six best projects selected by the judges in each grade division. These six projects will advance to district competition. Subsequently, the district host school should follow the same procedure for their six entries in each grade division nominated for the State Fair.
3. Judges at local and district levels should be advised that their primary task is to select the six best projects in each grade division for advancement to the next level of competition. Judges' worksheets are for the judges' use only.
4. Districts are reminded that it is standard procedure for appropriate awards to be given to winners in each grade division. Plaques are presented at state.
5. At the State Fair, plaques will be awarded to the first, second, and third place projects in biological and physical sciences in the elementary, junior high, and senior high divisions.

SPECIAL NOTES:

1. **PROJECTS NOT IN TOTAL COMPLIANCE WITH AISA RULES AS STATED IN THIS ACADEMIC HANDBOOK WILL BE DISQUALIFIED.**
2. **All projects entering local, District, and State Science Fairs must include the AISA Science Fair Form. Teachers are to use the ISEF Handbook as a resource.**

**AISA STATE SCIENCE FAIR ENTRY FORM
(PLEASE TYPE OR PRINT CLEARLY)**

DISTRICT

ADMINISTRATOR

DISTRICT HOST SCHOOL

HOST INSTRUCTOR

Elementary Division (Grades 3-6)

Check One

Student's Name	School	Science Teacher	Bio	Phy
1.				
2.				
3.				
4.				
5.				
6.				

Junior High Division (Grades 7-8)

Check One

Student's Name	School	Science Teacher	Bio	Phy
1.				
2.				
3.				
4.				
5.				
6.				

Senior High Division (Grades 9-12)

Check One

Student's Name	School	Science Teacher	Bio	Phy
1.				
2.				
3.				
4.				
5.				
6.				

**AISA STATE SCIENCE FAIR
SAMPLE JUDGING WORKSHEETS**

Evaluation of projects will be based on the following criteria:

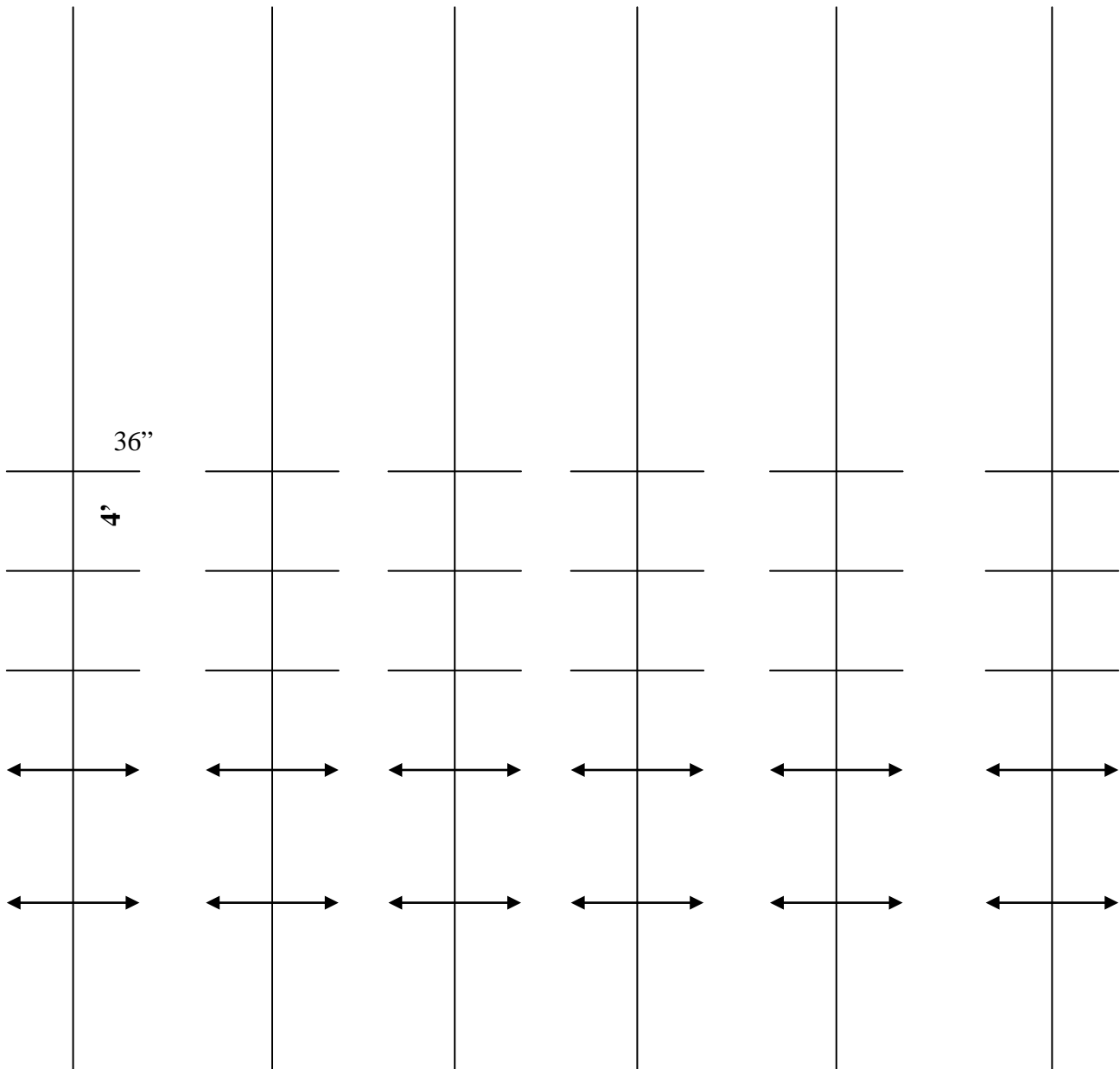
1. Scientific Thought - 50% - Completeness, Theory, Analysis, Synthesis, Cause and Effect, Reasoning, Reporting and Conclusion.
2. Creative Ability - 30% - Originality, Ingenuity, Individuality, Communication, and Expression.
3. Technical Skill - 20% - Sturdiness, Craftsmanship, and Neatness.

Project No. And/or Title	Grade Division	Biological Or Physical	Scientific Thought 50%	Creative Ability 30%	Technical Skill 20%	Total

SUGGESTED SCIENCE FAIR LAYOUT

(Note: Each square should be numbered and each project should be assigned to a number. This information should be recorded for reference purposes.)

MAXIMUM DIMENSIONS: 4' from left to right; 36" from front to back; and 9' floor to top.



AISA CHORUS FESTIVAL

A. GENERAL INFORMATION

1. The choral directors will organize an annual elementary and a secondary State Choral Festival, inviting all members to attend.
 - a. Choral directors will select chairpersons annually at the Spring Festival for the Elementary Choral Festival, Secondary Choral Festival and Honors Chorus.
 - b. The two classifications of choral groups are the following:
 1. Elementary (1-6)
 2. Secondary (middle school/junior high and/or senior high)(6-12)
 - c. At both choral festivals, each choral group will select and perform two songs for a panel of three judges. Each group must bring three copies of each song with measures numbered for the judges. The judges will use the appropriate form which follows for this competition. This form will be given to each director following the competition. NOTE: Sight-reading will not be included in judging.
 - d. All AISA member schools' choral programs may participate; however, if a group received an overall rating of lower than "III" at the festival the previous year, the Headmaster must co-sign the application to signify that the group has been observed and is ready to represent the school at an acceptable level of performance.
 - e. When groups are in the formative stage or are having a "down year," the conductor is encouraged to participate "For Comments Only".
 - f. Festival fees will be reviewed and determined annually, based on current income and expenses.
2. **Minimum criteria for an AISA school's chorus to participate in the State Elementary or Secondary Choral Festival follow:**
 - a. There must have been at least 15 hours of organized practice by the group during the school year prior to the AISA Choral Festival.
 - b. The group must be ready to perform from memory the two selections to be sung in the Festival.

3. Each chorus will be graded by a panel of three judges selected by choral directors and approved by the AISA office. A separate panel of judges will be selected to judge the elementary choruses. The clinician and accompanist for Honor Chorus will be selected in the same manner as the judges.
4. Each director and choral group (elementary and secondary) will perform in uniforms (if available) or in "Sunday clothes."
5. Fundamental chorus principles (only) will be evaluated. Appropriate levels of expectation will be stressed with the judges. The fact that AISA choruses at both elementary and secondary levels are considered "enrichment" and not taught on a daily basis in most schools must be considered and understood by the judges. Accomplishments and strengths are to be celebrated at the AISA Festival! Each of the six principles cited on the rating sheet is to be graded A, B, C, or D, and the final rating for a chorus is to be one of the following:

- I - Superior
- II - Excellent
- III - Good

Judges sheets will be reviewed by choral directors annually and changed as needed.

6. **AISA Chorus Fees** (Fees are non-refundable 10 days prior to competition.)

Elementary Chorus - \$100.00
 Secondary Chorus - \$150.00
 Honor Chorus - \$15.00 per participant

7. **PAYMENTS FOR ADJUDICATORS:**

- a. **PAYMENTS FOR ADJUDICATORS OF THE SECONDARY CHORAL FESTIVAL** (2 adjudicators will work with the Clinician):

\$100.00--adjudication fee
 48 50 cents per mile traveled to and from the Festival.
 \$25.00 for food (typically two meals).

- b. **PAYMENTS FOR ADJUDICATORS OF ELEMENTARY CHORAL FESTIVAL:**

Three judges will work with Elementary Festival. Each will receive \$100.00 plus 48 50 cents per mile (round trip) and \$25.00 for food.

8. **PAYMENT FOR CLINICIAN OF THE HONOR CHORUS:**

\$325.00 for services as clinician and adjudicator
 48 50 cents per mile traveled to and from the festival/honor chorus site.
 The cost of housing and meals while serving as judge and clinician

9. **PAYMENT FOR ACCOMPANIST FOR HONOR CHORUS**--\$150.00
honorarium plus motel, food, and mileage.
10. **PAYMENT FOR FACILITATOR** (from host school/college)--\$200.00 If the
Facilitator incurs expenses, these will be paid from Music Fees.
11. **CHORAL AWARDS**
 - a. Small plaque to each chorus that participates in the AISA Choral Festival
 - b. Medals to all students in the Honor Chorus
 - c. Plaque to Outstanding Secondary Male Student
 - d. Plaque to Outstanding Secondary Female Student
12. **OUTSTANDING CHORAL STUDENT COMPETITION**
 - a. A school may enter 2 students in this competition (2 girls; or 2 boys; or 1
girl and 1 boy)
 - b. A student is not eligible to win this honor two consecutive years.
 - c. Judging will be based on the following
 - 90% performance
 - 10% supportive data

ELEMENTARY CHORAL FESTIVAL REGISTRATION
(Registration deadline is March 1st)

REMINDER: THIS REGISTRATION FORM AND APPROPRIATE MUSIC FEE, MADE PAYABLE TO AISA, IS TO BE SUBMITTED BY MARCH 1st TO:

Alabama Independent School Association
Academic Programs Director
1500 East Fairview Avenue
Montgomery, AL 36106

FEE: Elementary Chorus \$100.00 (Fees are non-refundable 10 days prior to competition.)

THIS FORM IS TO BE SENT TO THE AISA OFFICE ALONG WITH FESTIVAL FEE.

PARTICIPATING SCHOOL _____

ADDRESS _____

ELEMENTARY CHORAL DIRECTOR _____

ELEMENTARY PERFORMING GROUP

NAME OF THE GROUP _____ **NUMBER IN THE GROUP** _____

PERFORMANCE TIME REQUESTED:

(PLEASE INDICATE 1ST, 2ND, AND 3RD CHOICES. YOU WILL BE NOTIFIED OF YOUR PERFORMANCE TIME. TIMES WILL BE ASSIGNED ON A FIRST COME/FIRST SERVED BASIS.) **THE ACADEMIC DIRECTOR WILL DETERMINE THE PERFORMANCE ORDER.**

9:00 _____	10:45 _____	12:30 _____
9:15 _____	11:00 _____	12:45 _____
9:30 _____	11:15 _____	1:00 _____
9:45 _____	11:30 _____	1:15 _____
10:00 _____	11:45 _____	1:30 _____
10:15 _____	12:00 _____	
10:30 _____	12:15 _____	

THE ELEMENTARY CHORAL FESTIVAL CHAIRPERSON WILL SEND OUT INFORMATION REGARDING THE CHORAL FESTIVAL AT LEAST SIX WEEKS PRIOR TO THE FESTIVAL.

REMINDER: EACH GROUP WILL BE SCORED ON THE TWO SELECTIONS IT PERFORMS FROM MEMORY. EACH GROUP WILL SUBMIT THREE COPIES OF THE SELECTIONS WITH EACH MEASURE BEING NUMBERED TO THE FESTIVAL CHAIRPERSON PRIOR TO THE FESTIVAL

SECONDARY CHORAL FESTIVAL REGISTRATION
(Registration deadline is February 1st)

REMINDER: THIS REGISTRATION FORM AND APPROPRIATE MUSIC FEE, MADE PAYABLE TO AISA, IS TO BE SUBMITTED BY FEBRUARY 1st TO:

Alabama Independent School Association
Academic Programs Director
1500 East Fairview Avenue
Montgomery, AL 36106

FEE: High School Chorus \$150.00 (Fees are non-refundable 10 days prior to competition.)

PARTICIPATING SCHOOL _____

SECONDARY CHORAL DIRECTOR _____

HIGH SCHOOL PERFORMING GROUP

NAME OF GROUP _____ **NUMBER IN GROUP** _____

PERFORMANCE TIME REQUESTED: (PLEASE INDICATE 1ST, 2ND, AND 3RD CHOICES. YOU WILL BE NOTIFIED OF YOUR PERFORMANCE TIME. TIMES WILL BE ASSIGNED ON A FIRST COME/FIRST SERVED BASIS.) **THE ACADEMIC DIRECTOR WILL DETERMINE THE PERFORMANCE ORDER.**

9:00 _____	11:00 _____	1:00 _____
9:25 _____	11:25 _____	1:20 _____
9:40 _____	11:40 _____	1:40 _____
10:00 _____	12:00 _____	
10:20 _____	12:20 _____	
10:40 _____	12:40 _____	

THE SECONDARY CHORAL FESTIVAL CHAIRPERSON WILL SEND OUT INFORMATION REGARDING THE CHORAL FESTIVAL AT LEAST SIX WEEKS PRIOR TO THE FESTIVAL.

REMINDER: EACH GROUP WILL BE SCORED ON THE TWO SELECTIONS IT PERFORMS FROM MEMORY. EACH GROUP WILL SUBMIT THREE COPIES OF THE SELECTIONS WITH EACH MEASURE BEING NUMBERED TO THE FESTIVAL CHAIRPERSON PRIOR TO THE FESTIVAL

**ALABAMA INDEPENDENT SCHOOL ASSOCIATION
HONOR CHORUS GUIDELINES AND REGISTRATION**
(Registration deadline is February 1st)

PARTICIPATING SCHOOL _____

DIRECTOR _____

SCHOOL TELEPHONE _____ **HOME TELEPHONE** _____

GUIDELINES:

1. **Ensure that this registration form and appropriate fee has been paid. (Send to AISA)** Enclose **\$15.00** per student participating. The fee must be paid to participate in the Honor Chorus program. (Fees are non-refundable 10 days prior to competition.)
2. Students are selected by their director for participation. These students should be familiar with the music to be performed, capable of singing on pitch and contributing to the overall performance, attentive enough to follow the clinician's instructions, and mature enough not to talk and be a distraction.
3. The clinician should be named early so he/she can have honor chorus music selected by Professional Development Day. There should be no more than 10 pieces.
4. Honor Chorus is open to students in grades 7-12.
5. Each school is responsible for securing its own music. Remember, photocopying is illegal. Students should be familiar with the music before arrival at State Festival. The clinician is to hold a choral music clinic, not waste time teaching notes that should already be known.
6. Schedule will be determined by Honor Chorus Chairperson and Choral directors.

List students below as you want their names to appear on the program. Please print or type. Use additional paper as necessary.

Soprano _____

Tenor _____

Alto _____

Bass _____

***Forward a copy of this form and any other required materials to the Honors Chorus Chairperson.**

**ALABAMA INDEPENDENT SCHOOL ASSOCIATION
MOST OUTSTANDING CHORAL STUDENT ENTRY FORM
(Registration deadline is February 1st)**

STUDENTS NAME _____ **Check one: Male () Female ()**

SCHOOL _____

ADDRESS _____

SCHOOL TELEPHONE _____

CHORAL DIRECTOR _____

STUDENT'S GRADE 7 8 9 10 11 12 STUDENT'S GRADE POINT AVERAGE _____

HOW MANY YEARS HAVE YOU BEEN A MEMBER OF A JUNIOR HIGH OR HIGH SCHOOL CHORUS? _____

PLEASE FORWARD A COPY OF THIS FORM AND THE FOLLOWING TO THE CHAIRPERSON:

1. Three copies of musical score (for judges).
2. A list of all high school music activities/honors (separate sheet)
3. A list of church and community activities
4. A letter of recommendation from your school choral director.

SEND THIS FORM, ALONG WITH \$10.00 PER ENTRY, TO THE AISA OFFICE (FORWARD A COPY OF THIS FORM AND ANY OTHER REQUIRED MATERIALS TO CHAIRPERSON)
(Fees are non-refundable 10 days prior to competition.)

OUTSTANDING STUDENT ENTRY GUIDELINES:

1. Each participating school may enter two students: two females; or two males; or one male and one female into the competition.
2. One female and one male MOCS will be selected by a panel of three judges on the basis of:
 - A. The musical presentation performed by the student.
 - B. In the event of a deadlock, the judges will consider the attached material submitted by the students.
3. Live accompaniment, acappella, or taped musical accompaniment will be permitted.
4. A student may not be named MOCS two consecutive years.
5. Written judges' comments are encouraged. If submitted by the judges, these will be given to the students.
6. The Chairperson will determine order of performance auditions.
7. This form must be submitted by March 1 with a \$10.00 per student registration fee.

IMPORTANT NOTE: Judging will be based on the following:

- 90% - vocal performance
- 10% - supportive data

AISA STATE SCHOLARS' BOWL COMPETITION

A. GENERAL INFORMATION

1. SCHOLARS' BOWL is a question and answer competition between two teams of four participants each who are in grades 6-8 (for Middle School Contest) and 9-12 (for High School Contest).
 - a. Round Robin style tournament will be used at district level competition. If only two teams are competing, the winner is the best two (2) out of three (3).
 - b. The State Competition will be played in traditional Double Elimination format.
2. Points are scored by correct answers to questions asked by the Moderator.
3. There are two types of questions: "Toss-ups", worth ten (10) points each; and "Bonuses", each worth twenty (20) points.
4. The questions, as provided, consist of 25 Toss-ups and 25 Bonuses per round. A round will consist of twenty-five (25) Toss-up questions and as many Bonus questions as are needed.
5. If a team (four participants and coach) is not present within five (5) minutes of the starting time, a forfeit will be declared. A factor will be applied to the points of the opposing team to lessen the impact of the forfeiture.

At the end of competition, the points will be totaled for each team member of the non-forfeiting team and the totals will be multiplied by a factor of 5/4ths. This will add the average points per round for each player as the factor to offset the loss in points resulting in a forfeiture situation.
6. If the score is tied at the end of a round in district or state competition, the tie is broken by a sudden death playoff of Toss-up questions. The first correct answer scores ten (10) points and wins the game. The points are not counted toward an individual player's total points. The host school will determine if this rule is to be used in local competition.
7. At the end of the initial rounds of competition, the team with the most rounds won is the winner. In the event of a tie, the total points will be evaluated and the team with the largest number of points will be the winner. If there is still a tie, previous direct competition between the tied teams will break the tie. If a tie still exists, then a sudden death playoff of Toss-up questions will be the determinant.
8. The answers provided on the game cards are the official answers. If a Moderator finds that an answer is incorrect and finds the correct answer, the correct answer should be shown on the answer card before the competition; otherwise, the answer on the card will be the answer that will be accepted.

9. If an active participant or coach wishes to protest, the protest must be lodged and resolved before the next question, toss-up or bonus, is started. The Moderator will have final judgment and his/her word stands as official.
10. Tape recording, video taping, or note taking is not permitted in the competition.

B. THE TEAM

1. There can be only one (1) official team from each participating high school.
2. Each team will be limited to four participants and two alternates. Each team must be accompanied by its coach or sponsor. Alternate(s) may be substituted only before a match or between rounds.
3. Before a match begins, each team will designate a captain, who will answer Bonus questions for the team or designate the person to answer.
4. Team members must be full-time students in grades 6-8 for the Middle School Contest and in grades 9-12 for the High School Contest, and must not have earned a high school diploma.
5. Participants will not be allowed to have books or other aids during the contest. Paper and pencil will be provided.
6. A team member or an entire team may be disqualified for unsportsmanlike conduct.

C. GAME OFFICIALS

1. Moderator

- a. The Moderator enforces all the rules of the competition in a fair and judicious manner. He/she runs the competition. The other officials are there to back him/her up and to intervene only when the Moderator cannot handle a situation alone.
- b. The Moderator must be able to see and hear all the action of the competition, participants, announcers, visual props, scoreboard, and clock. The Moderator must tell the teams the form of Toss-up recognition to be used, before each round.
- c. The Moderator enforces the five (5) second rule on Toss-ups (ten [10] second rule for math problem toss-ups) and the twenty (20) second rule on Bonus questions. When a participant or team takes too long to answer, the moderator enforces the time limit.

- d. The Moderator is thoroughly familiar with the questions and answers, and ready to rule, upon request, on the acceptability of an answer. The Moderator may disallow an answer to any question if there is some prompting from the audience.

2. **Scorekeeper**

- a. The Scorekeeper keeps the official team scores and individuals' scores and makes certain they are accurately transferred to the score center.

3. **Timer**

- a. The Timer is responsible for the signal to indicate the start and end of each round, and for monitoring the time of each Toss-up and Bonus question.
- b. In the case of clue questions, the Timer will suspend (not erase) the timing while each clue is being read.

D. **THE QUESTIONS**

1. **Toss-up questions**

- a. Team members may not confer, verbally or non-verbally, on Toss-up questions.
- b. If a participant answers a Toss-up question correctly, his/her team scores ten (10) points and is given a chance at a Bonus question.
- c. Participants will be given five (5) seconds to signal from the time the Moderator stops reading the questions (10 seconds for math problem toss-ups). Once the participant is recognized, he/she must immediately begin the answer. If the answer is incorrect, the Moderator will ask the opposing team for an answer. A participant on the opposing team must signal, be recognized, and begin the answer immediately.
- d. If a signal comes after the five (5) second time limit (10 seconds for math items) has been called, it does not count.
- e. If a participant believes he/she knows the answer to a Toss-up question before it has been completed, he/she may interrupt the Moderator by signaling. If the answer is correct, the team scores ten (10) points. If the answer is incorrect, the entire question is repeated for the other team, and they are given five (5) seconds (10 seconds if math) to signal.

- f. If a participant signals he/she knows the answer and is recognized by the Moderator and another teammate answers the question, correctly or incorrectly, the question is given to the other team.
- g. If a participant confers with a teammate, the answer is disqualified and the opposing team is permitted to signal, be recognized, and begin immediately to give an answer.
- h. On a Toss-up, the first response given is the one that counts. Sometimes a participant will attempt to give more than one piece of information in his/her answer.

There are instances when such a response is acceptable. The Moderator must distinguish whether the participant has in fact pinpointed the answer or is just rattling off a list of facts on a given subject. This situation is particularly likely to occur on an interruption. The Moderator must be alert. This is a judgment call.

- i. If, after team A misses the answer to a Toss-up, the Moderator inadvertently gives the answer before turning the question over to team B, the Moderator selects a Toss-up question from the emergency questions and gives team B a chance to answer.
- j. If someone in the audience shouts out an answer before either team has a chance to answer, or after team A has attempted and failed to answer correctly and the Moderator has not had a chance to turn the question over to team B, the Moderator discards the question and selects a Toss-up from the emergency questions. (The five [5] second rule still applies.)

2. **Bonus Questions**

- a. Team members may confer on Bonus questions. All team members are encouraged to participate as much as possible. However, the moderator will ask the team captain for the team's official answer or for the captain of the team to designate someone to answer the Bonus question.
- b. The team will be allowed fifteen (15) seconds to discuss the Bonus questions. The timekeeper will call "5" and the team captain must begin the answer within five (5) seconds, giving a total of twenty (20) seconds to begin the answer. If the Bonus question is asked to be repeated, this is included in the twenty (20) seconds. Time is called at the end of twenty (20) seconds if an answer has not begun.
- c. If a Bonus question has multiple parts, the question will be read in its entirety and the team will have twenty (20) seconds to begin its answer. Partial credit will be given in the case of multiple part Bonus questions.

- d. On all Bonuses some delay in response can be anticipated because of conference or the pressure of giving multiple answers. Allow the answer to come naturally, but remember, no stalling.
- e. If someone in the audience shouts out an answer, the moderator throws out the entire question and selects another Bonus question from a stack of spare questions.

E. PARTICIPATION

1. Eight teams will be allowed to participate in the State Competition. The seven District school winners will be entered, and the runner-up team with the highest score of the seven Districts will be the eighth team entered in the state competition.

The ranking and seeding will be based on the following:

- a. The top eight (8) teams with the highest average number of points scored per game in District Competition will be seeded in order from highest to lowest.

Note! If a District Competition is not held and there is a proposed entry from that district, then entry and seed qualifications will be based on their average number of points scored per game during the year.

- b. If a tie exists - the team with the highest won - lost percentage record in District Competition would be awarded the position effected by the tie. Continue this tiebreaker if applicable for seeding the rest of the bracket.
- c. If still tied then the concerned team(s) will be seeded on their total won-lost percentage record for the year.

2. The State Competition will be played in traditional Double Elimination format. Teams will be seeded by their average scored points at district level competition.
3. Round Robin style tournament will be used at district level competition.

F. AWARDS

1. Plaques will be awarded to the 1st **and runner up** teams and to the high individual scorer. Each individual participant on the 1st **and runner up** teams will receive certificates of merit. The high individual scorer is determined by the average of all games played. The high individual scorer must participate in at least four games. *(Updated 8-5-10)*
2. All participants on the eight district teams will receive certificates of merit.

PLEASE PRINT LEGIBLY

AISA STATE SCHOLARS' BOWL

(Please FAX to AISA (334) 833-4086 on the day of the District Competition.)

CIRCLE LEVEL OF CONTEST:

HIGH SCHOOL (grades 9-12)

MIDDLE SCHOOL (grades 6-8)

DISTRICT _____

SCHOOL _____

ADMINISTRATOR _____

WINNING SCHOOL _____

TEAM MEMBERS: _____ GRADE: _____

ALTERNATES: _____

SPONSOR: _____

DISTRICT WINNER'S SCORES:
(Please list all of the scores by Rounds.)

DISTRICT RUNNER-UP'S SCORES:
(Please list all of the scores by Rounds.)

RUNNER-UP SCHOOL _____

SPONSOR'S NAME _____

Round 1 _____

Round 1 _____

Round 2 _____

Round 2 _____

Round 3 _____

Round 3 _____

Round 4 _____

Round 4 _____

Round 5 _____

Round 5 _____

Round 6 _____

Round 6 _____

Round 7 _____

Round 7 _____

AISA TECHNOLOGY FAIR

I. GRADE LEVELS

- A. Level I - Grades 3-6
- B. Level II - Grades 7-9
- C. Level III - Grades 10-12

Each school may enter a total of three students per category per level. Each student may enter any number of categories of competition at his/her level. Each student may enter only one project in any one category.

There is a limit of three (3) students per school per level in each category: Individual Programming; Applications; Multimedia; Web Pages - hypertext; and Computer Graphics.

Documentation is necessary for all categories. This should include student's name, project name, software used, description of project, and how it was created.

II. CATEGORIES OF COMPETITION (with Levels noted)

- A. Individual Programming (Levels III – 9 -12th grade allowed)
- B. Applications (Levels I, II, III)
- C. Multimedia (Levels I, II, III)
- D. Web Pages - hypertext (Levels I, II, III)
- E. Computer Graphics (Levels I, II, III)

III. JUDGING (Categories IIA - IIE)

- A. Instructors from nearby colleges
- B. Representatives from business and/or industry who have expertise in area(s) of judging
- C. Retired teachers with expertise in Computers

IV. HARDWARE and SOFTWARE

- A. The participants should expect to furnish his/her own hardware.
- B. Students are expected to bring the necessary software to run their projects.

V. AWARDS IN COMPUTER COMPETITION

- A. In each category of computer competition, at each level, three (3) ribbons will be awarded (if judges agree that there are three (3) entries worthy of special recognition).
 - 1. First Place
 - 2. Second Place
 - 3. Third Place

- B. A plaque will be awarded to the overall (school) winner in each level, based on the following:
 - 1. Three points for a first place win
 - 2. Two points for a second place win
 - 3. One point for a third place win
- C. For a school to earn 1st, 2nd, or 3rd place at a level, that school must have entered at least 3 of the categories at that level.
- D. There must be at least three (3) schools competing in a category at a given level for awards to be made in the state competition.
- E. Judges must select specific winners of 1st, 2nd, and 3rd places in each category. (This may require additional judges for some projects.)
- F. The Tie Breaker for Overall School Winners (1st, 2nd, and 3rd places) will be the number of categories entered at that level.
- G. A participation certificate will be awarded for each entry in the Fair.

VI. DESCRIPTION OF CATEGORIES

A. INDIVIDUAL PROGRAMMING

Programming projects must use a recognized programming language that generates code and is self-executing. All parts and sections of the program must be the author's own original design and coding. Some examples of acceptable program compilers/languages are the various versions of BASIC, FORTRAN, C, Pascal, Logo, etc. Scripting languages alone, such as Java or HTML, or software such as FrontPage, which generates HTML, do not qualify for this category. They may be entered in General Applications, Multimedia, or Web Pages (as appropriate for the resulting project).

Programs must be presented with documentation, a source listing of the program which includes internal documentation, any printed or screen generated output from the program, and a narrative description of the program in a notebook or project board. The program must be identifiable in one of the following three (3) areas:

- 1. Computer aided instruction or educational/learning games
- 2. Business or commercial applications
- 3. Personal applications which, with minor alteration, could be marketed for larger commercial appeal. The student will need to explain what design changes would need to be made to create a product for a wider audience.

Programs will be judged on originality and creativity, application of structured concepts, complexity, and overall value. Students will be required to run their programs for the judges and to explain them orally.

B. APPLICATIONS (or GENERAL APPLICATIONS)

Entries will be developed from applications programs that, although presented on-screen, can be printed so that the final printed product does not lose any of the intrinsic integrity of the on-screen project. For example, a project using Power Point that does not include any audio (other than a sound-effect) or motion (animation, video, etc.) should be entered here. Such a presentation could be printed so that each screen can show the full body of information, in order to qualify as a general application project. If the only "motion" the project has is text moving "line-by-line", or if it uses screen dissolves to enhance the presentation, it still qualifies within this category, not in multimedia.

If sound, such as speech or long-playing sound, or motion(animation/video), is incorporated, the final project should be entered under the Multimedia category.

C. MULTIMEDIA

These projects may be interactive or directed by the student presenter. Multimedia is defined as a presentation combining sound and/or motion with text. Sound may include voice, music, or natural or man-made sounds and effects that are part of software, found on the Internet, or created and imported by the student. Videos may be created from video cameras or prerecorded tapes, imported from other sources, or taken from still images and manipulated into moving objects by other programs. Digital animation also belongs in this category. Multimedia projects are computer-based reports or creative presentations. Some examples of suitable software are Astound, Kid Pix, KidWorks Deluxe, Storybook Weaver, HyperStudio, later versions of PowerPoint, Word Perfect Presentation, Claris Works, etc. Such presentations could be saved on videotape and shown on a TV/VCR, but they would lose their "multimedia" effects if they were printed.

Projects that deal solely with sound or music, and those for which the final product may be produced on an audio tape or compact disc should be entered under multimedia. Music projects are those in which sound or music is recorded, mixed, synthesized, and reproduced for a final aural output; however, producing the tape is not a requirement.

D. WEB PAGES - HYPERTEXT

Hypertext and hyper graphics are those words or pictures that may be selected by a reader and cause another document, picture, video, or sound element to be retrieved or displayed. Web pages and similarly designed information projects fall into this category, provided they are intended for interaction over a distance such as an open or closed network. Software such as Web Whacker may be used in showing the project for the judges. A notebook or project board with printed "screen shots" taken from interactive sessions and suitable written explanations of the project, its intent, and how it was created are also needed.

E. COMPUTER GRAPHICS

The category, Computer Graphics, includes single or multiple pictures generated on the computer. These will not fit into any other category. The graphics are to be original art work designed by the student. The picture (graphic) may be generated by software packages, such as basic paint and/or drawing programs, or through a programming language. Pictures drawn on paper and scanned into the computer do not qualify for this category. Photo editing does not qualify for this category.

JUDGES' SHEETS AND ENTRY FORMS FOR AISA TECHNOLOGY FAIR

1. Criteria and Rating Scales for Judges to use for all Computer Categories will be developed and/or approved at the meeting of Computer Teachers each year at the Technology Fair. The Technology Fair Chairperson will lead this meeting.
2. Criteria and rating scales for judges to use for all computer categories will be available on the AISA website. AISA State Technology Fair Entry Forms will also be available on the AISA website.
3. The Technology Fair Chairperson will organize, select judges, and conduct the fair.
4. The Academic Programs Director will supervise this event and obtain all awards and payments for judges.

AISA ART SHOW

A. GENERAL INFORMATION

Art Teachers will organize a State Art Festival inviting all members to attend.

Annually, at Professional Development Day meeting, Art Teachers will determine the Host School and Coordinator for the State Art Show and any changes to the art guidelines that follow. The Art Show's Host Coordinator will organize, select judges, and conduct the Art Show. The Host Coordinator will send specific details including, school directions, check-in procedures, etc. to all AISA schools at least three weeks before the State Art Show date.

1. Grade Divisions
 - a. Kindergarten (5 years old) and Grade One
 - b. Grades 2-3
 - c. Grades 4-6
 - d. Junior, Grades 7-9
 - e. Senior, Grades 10-12
2. Each member school which plans to enter its district show should conduct its own local show at least one week prior to the district show. The list of local winners should be sent immediately to the District Coordinator. This list should be prepared carefully, since it will serve as an official check-in list for those students bringing work to the District show.
3. Each local school may enter only the winners of first and second place awards from the local show into district competition. This year first and second place district winners will advance to the AISA State Show for the 10-12th division ONLY.

**For all other divisions, ONLY FIRST PLACE district winners will advance to the state show.
4. Each District Coordinator is to submit (FAX) the list of district winners to the Host School and Coordinator and AISA office on the day of the District Show. The forms at the end of this section must be used for this purpose. (ENTRIES WILL NOT BE ACCEPTED BY PHONE. (FAX - do not phone!) A participation entry fee is required as follows:

\$10 fee for 1 art entry
\$20 fee for 2 art entries
\$30 fee for 3 or more art entries

The AISA office will bill each school participant for the State Art Show entry fee.

5. All pieces of art must have been prepared and completed since the State Art Show of the previous year. Pieces of art entered in a previous year's show cannot be shown again at any level of AISA competition.
6. All work must be totally original and done by the student (only). Only advice, support, and/or encouragement can be given by a parent or other adult.
 - a. Art work entered in the local, district, and state art show must be approved by the art teacher and Headmaster of the school. Good taste, and appropriate presentation for elementary and secondary students to view (Example: no nudity or near nudity; no vulgarity, etc.) are criteria that must be met.
 - b. No commercial molds may be used for ceramics.
 - c. No commercial kits may be used for any type of art work.
 - d. No commercial designs or patterns may be used.
7. All art work entered at each level will be judged primarily on originality of design and technique/skill. If there is a question as to category, technique will be the basis for determination.
8. Students entering work at the state show may furnish a table top easel for display purposes, but this is not required. Group Work entries may use a floor easel. **Please send basic-style easels. NO LARGE ornate easels will be accepted. No frames are allowed. It is recommended that the district show follow the same policy.
9. Names must NOT be visible until the judging is completed. This procedure is required at both the district and state shows.
10. At the state level, a special label showing ONLY the division, the category, and the entry number of the piece will be affixed to each piece of work when the student registers for the show. In addition, another sticky label will be included for listing the student's name and school. This name sticker should remain under the grade/category sticker. AFTER judging has concluded, the host school will reveal the names. **Host School helpers will be available for any questions concerning these changes to the check-in procedure. (Districts may use the same procedure if they desire.)
11. At the state level, set up begins at 8:00am and ends at 10:00 a.m. Only a teacher and 1 - 2 designated helpers may participate in set up and take down. **ABSOLUTELY NO OTHER PEOPLE WILL BE ALLOWED DURING SET-UP TIME.**

12. Doors will open for public viewing promptly at 1:00pm and close at 2:00pm. During this public viewing time no rewards or artwork should be removed. Artwork pickup will be announced via loudspeaker at 2:00. Only then should the teacher/student pickup and check out artwork. **We will be strictly adhering to this policy in order to provide an opportunity for all to enjoy the artwork. Please communicate these changes to parents and students so they may plan their trip appropriately.
13. Students who participate in district and state shows must be accompanied by a faculty member from the home school. This is essential if questions should arise at either level concerning the students' works.
14. Teachers/faculty sponsors are expected to be present during the public viewing time. They are expected to help preserve the artwork. Ex. No touching is permitted with the exception of students taking pictures with their artwork. It is the responsibility of each school to assure that students from that school have a way home when they return from the state show. The faculty member from each school must ensure that all art work from his/her school is collected after the show.
15. Required attachments to projects:

a. Beginning with the local show, each piece of art work must be labeled on the back, showing the following information:

1. District _____
2. School _____
3. Student _____
4. Division _____
5. Category _____
6. Medium _____

**We have removed the parent signature label. However, we expect all teachers to confirm the authenticity of the artwork before entering the artwork at the local/district levels.

b. In addition, if the category classification is in question, the following attachment may be added to the back of the artwork.

The classification of this project as to level and category has been established by the student and approved by the teacher and the district art show coordinator. The basis for this classification is

B. JUDGING CRITERIA

1. At all competition levels, judges should be qualified in the field of art. When possible, select them from a local college or university. Artists, art dealers, and retired art teachers should make excellent judges. As in all areas of AISA competition, judges should not be associated with the participating students or schools.
2. The Host coordinator should have a brief meeting with the judges and walk through the display prior to the beginning of the judging. At that time the judges should be informed of the following policies:
 - a. Each piece of art is to be required to be properly categorized before the show begins.
 - b. Art entries on the district level are to be reviewed by the art staff/teacher(s) to determine the correctness of the categories. (This will not be necessary at the State Show.)
 - c. Category placement cannot be changed at any level of competition once awards have been given.
 - d. Judges and coordinators of show have the right to eliminate all questionable pieces of work at any level of competition. If this is done at the local level, it will aid the students and the teachers and will save any embarrassment should that piece, by chance, win and advance to the next level of competition where it would be disqualified.
 - e. Once a student enters a winning piece of art in a specific category for the district or state shows, he/she is not allowed to change the category listed on the entry form. See "c" above.
 - f. All work will be judged on originality of design and technique. The key to winner selection at every level must be objectivity.
 - g. The AISA office will pay each [State](#) Art Show judge an honorarium of \$50.00.

C. CATEGORIES:

- a. All 13 categories apply to all 5 grade divisions (k5-1, 2-3, 4-6,7-9, and 10-12).
- b. No frames are allowed
- c. Size maximums are as follows:

3-Dimensional	Maximum 4' x 4' x 4'
Group Work	Maximum 3' x 4'
All other categories	Maximum 2' x 3'

- d. New entry forms have been included to reflect the category changes. Please make a note of this as these NEW FORMS will be required when faxing your district winners.

1. Painting (on surfaces made to hang) Size max. 2' x 3'
 - a. Oils
 - b. Acrylics
 - c. Flat glass work
 - d. Liquid crayons and/or liquefied pastels

2. Water base (excluding acrylics) Size max. 2' x 3'
 - a. Watercolor
 - b. Tempera
 - c. Finger Paints
 - d. Water Color pencil

3. Graphics (no Computer Graphics) Size max. 2' x 3'
 - a. Print-making (wood block, linoleum block, potato prints, thumb prints, nature prints, paper projects)
 - b. Controlled drawing (architectural or mechanical renderings)
 - c. Silk Screen
 - d. Etchings (art by scratching the surface, not by applying color)
 - e. Wood burning

4. Drawing Non-Color (dry media only) Size max. 2' x 3'
 - (1) Charcoal
 - (2) Graphite
 - (3) Pen and Ink
 - (4) Pencil
 - (5) Black felt tip

5. Drawing Color (dry media only) Size max. 2' x 3'
 - (1) Colored pencils
 - (2) Pastel chalk
 - (3) Crayon
 - (4) Colored markers

6. Three dimensional (free-standing or free-hanging) (viewable from all sides as sculpture would be viewed) Size max. 4' x 4' x 4'

- a. Sculpture
- b. Ceramics and pottery
- c. Mobiles
- d. Free-hanging macramé
- e. Wire Art*
- f. String Art*
- g. Tin punch*
- h. Masks*
- i. Wreaths*
- j. Cut and pierce*

* Usually these pieces have a flat side for hanging on a flat surface; however, since they are 3-D, they are entered in the Three-Dimensional category.

7. Group work *Size max. 3' x 4'

- a. Any piece of work executed by two or more students
- b. Any category of work by two or more will be displayed in this section.
- c. Maximum dimension exceptions: **Any group work exceeding size limits must be folded in order to meet size specifications.**

8. Commercial art (No Computer Graphics) Size max. 2' x 3'

- a. Fashion Illustration
- b. Calligraphy
- c. Advertising
 - 1. For an original product
 - 2. A new concept or ad for an existing product
 - 3. Program designs
 - 4. Posters for advertising purposes, not for classroom subject matter

9. Photography: Black and White Size max. 2' x 3'

- a. Camera produced work must be done by student
- b. Student is not required to develop the film; however, **NO ALTERING OF PHOTOS IS ALLOWED.**
- c. Entries must be single photographs.
- d. Composite studies will not be accepted.
- e. Entries may be 5 x 7 or 4 x 6 (regular photo)
- f. No framing allowed.
- g. Entries should be matted using any color choice. If matting is not available, plain white paper backing must be used.

10. Photography Color Size max. 2' x 3'
- a. Camera produced work must be done by student
 - b. Student is not required to develop the film; however, NO ALTERING OF PHOTOS IS ALLOWED.
 - c. Entries must be single photographs.
 - d. Composite studies will not be accepted.
 - e. Entries may be 5 x 7 or 4 x 6 (regular photo)
 - f. No framing allowed.
 - g. Entries should be matted using any color choice. If matting is not available, plain white paper backing must be used.
11. Collage Size max. 2' x 3'
- a. Designs using a variety of materials, cut or torn, and pasted in place with emphasis on assemblage.
 - b. Designs using primarily paper, but not limited to paper where assemblage is required.
12. Mixed media Size max. 2' x 3'
- a. Utilization of two or more art media as one art project entry.
 - b. Mixed media is any combination of wet and/or dry medium.
 - c. Examples: Pen and ink over watercolor; crayon and tempera; etc
13. Fabric/ Textile Art Size max. 2' x 3' *Exceptions: may fold entries to meet size specifications.
- a. Artwork in which fabric and/or textile are essential to the design concept.
 - b. Batik (max. display space 2'x 3' - fold if necessary)
 - c. Weaving (max. display space 2'x 3' - fold if necessary)
 - d. Appliqué (max. display space 2'x 3' - fold if necessary)
 - e. Painting done on fabric

D. ENTRY FORMS

1. Schools entering district competition may use the forms at the end of this section and make appropriate adjustment in the wording.
2. Please give a proper identification to all pieces by using a title or a name of the object portrayed and by explaining the media being used.

E. AWARDS

1. At the State Show, all participants receive certificates of Merit for their work. First, second, and third place winners are presented ribbons in each category of

each division. AISA judges are not required to give a first and/or second place award in a two-entry category unless the work is suitable, in their opinion, for State recognition. If the judges deem the pieces worthy of awards, then ribbons will be awarded at the State level. The AISA office will furnish all awards for the State Art Show and pay all expenses.

2. At the State Art Show, one project, from each of the five levels of competition, will be selected from among the blue ribbon winners to receive the **AISA Best of Show Plaque**. (This means that 5 Best of Show Plaques will be awarded.)
3. Local and district shows must follow the same awards procedure, with the following deviations being allowed:
 - a. Additional awards may be used to recognize overall winners for each of the five divisions of competition. These, too, should be based on the first place winners.
 - b. More than one third place ribbon may be given in each category if both the judges and the chairman agree that this may be done.
 - c. Ties cannot be awarded at any level of competition.
 - d. Special awards such as "best use of green" "best people," "best 'whatever'" may be given in order to add variety; however, these pieces do not advance without having been given a first place award.
 - e. Remember: Only first place district winners advance to state for K5-1, 2-3, 4-6, & 7-9. First and second district winners advance to state for 10-12. *Revisions regarding advancement will be made yearly as needed.

**AISA STATE ART SHOW
ENTRY FORM**

Circle Division Level: **Level K5-1** **Level 2-3** **Level 4-6** **Level 7-9**

District _____ Host School _____

Host School Sponsor _____

	NAME	SCHOOL	ENTRY
A. Painting:	1. _____	_____	_____
B. Water Base	1. _____	_____	_____
C. Graphic	1. _____	_____	_____
D. Drawing Non-Color	1. _____	_____	_____
E. Drawing Color	1. _____	_____	_____
F. 3-D	1. _____	_____	_____
G. Commercial	1. _____	_____	_____
H. Photography Black & White	1. _____	_____	_____
I. Photography Color	1. _____	_____	_____
J. Collage	1. _____	_____	_____
K. Mixed Media	1. _____	_____	_____
L. Fabric/Textile	1. _____	_____	_____
M. Group Work	1. _____	_____	_____

**AISA STATE ART SHOW
ENTRY FORM**

Division Level 10-12

District _____ Host School _____

Host School Sponsor _____

	NAME	SCHOOL	ENTRY
A. Painting:	1. _____	_____	_____
	2. _____	_____	_____
B. Water Base	1. _____	_____	_____
	2. _____	_____	_____
C. Graphic	1. _____	_____	_____
	2. _____	_____	_____
D. Drawing Non-Color	1. _____	_____	_____
	2. _____	_____	_____
E. Drawing Color	1. _____	_____	_____
	2. _____	_____	_____
F. 3-D	1. _____	_____	_____
	2. _____	_____	_____

Division Level 10-12 Continued

G. Commercial 1. _____

2. _____

H. Photography 1. _____
Black & White

2. _____

I. Photography 1. _____
Color

2. _____

J. Collage 1. _____

2. _____

K. Mixed Media 1. _____

2. _____

L. Fabric/Textile 1. _____

2. _____

M. Group Work 1. _____

2. _____

AISA STUDENT APPEARANCE POLICY

The AISA State dress and appearance policy will apply to ALL AISA Academic and Athletic activities and events.

I. Body Art

- A. Students may not participate in AISA state level events and/or activities with exposed permanent body art (tattoos).
- B. Students may not participate in AISA state level events and/or activities with exposed temporary body art which is insensitive, derogatory, and/or deemed inappropriate by state officials. Face painting is not allowed by athletes.

II. Body Decorations/Piercing

- A. Students may not participate in AISA state level events and/or activities with exposed body decorations (piercing). Exemption: Females may wear no more than one earring per ear. *Note! No jewelry or body decorations are allowed at any level in AISA athletics.

III. Facial Hair / Hair Styles etc.

- A. Students may not participate in AISA state level events and/or activities with:
 - 1). Facial hair below the lobe of the ear and/or below the nose.
 - 2). Spiked and/or other non-traditional hairstyles deemed inappropriate by state officials.
 - 3). Unnatural and/or non-traditional coloration of the hair.

AISA state officials (state events) or the host school head of school (interscholastic events held at a host school) will be the final authority to determine acceptable dress and appearance at AISA events and/or activities. Schools will be fined \$250.00 for failure to follow this policy. The host school's head of school is responsible for reporting the incident in writing to the AISA office with supporting evidence.

Failure to comply at state events may result in student and/or school disqualification by the AISA directors.

Note! The direct responsibility to enforce compliance with the above stated policy is delegated to the school's head of school.