



**Middle Grades Knowledge Bowl<sup>®</sup>**  
Coordinated by Region 11  
Success Beyond the Classroom

**2018-2019  
Handbook**

*“Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.” –Abigail Adams*

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## Schedule & Cost

The Middle Grades Knowledge Bowl (MGKB) regular season competition runs from December through February. Each team competes in two season meets plus Regionals. Coaches submit date/location preference at time of registration. A final regular season schedule based on team availability and site capacity is emailed to coaches on November 12, 2018. Teams may also participate in an optional Kick-Off Meet and optional State Meet.

### **Optional Kick-Off Meet** *(each school attends one)*

Cost: \$40 per team (Buy One Get One from the same school!)

Tuesday, November 13, 2018 @ St. Anthony Middle School, St. Anthony Village

Thursday, November 15, 2018 @ Lake Harriet Upper School, Minneapolis

### **Regular Season (3 Meets)**

Cost: \$210 per team; \$120 per team for Metro ECSU member districts

#### **Meet #1** *(each school attends one)*

Tuesday, December 4, 2018 @ Anoka Middle School for the Arts, Anoka

Thursday, December 6, 2018 @ Pioneer Ridge Middle School, Chaska

Tuesday, December 11, 2018 @ St. Anthony Middle School, St. Anthony Village

#### **Meet #2** *(each school attends one)*

Tuesday, January 8, 2019 @ Minnetonka Middle School West, Minnetonka

Thursday, January 10, 2019 @ Oak View Middle School, Andover

Tuesday, January 15, 2019 @ John Glenn Middle School, Maplewood

#### **Meet #3 / Regionals** *(each school attends one)*

Tuesday, February 5, 2019 @ Northdale Middle School, Coon Rapids

Tuesday, February 12, 2019 @ South St. Paul Secondary, South St. Paul

### **Optional State Meet**

Cost: \$40/team

Saturday, February 23, 2019 @ Hastings Middle School, 9 a.m. – 1:30 p.m

**Register online:** [http://www.successbeyond.org/KB\\_middle.html](http://www.successbeyond.org/KB_middle.html)

Register for the Kick-Off by **October 26, 2018** (space may fill prior to deadline).

Register for the Regular Season by **November 9, 2018**.

Register for the State Meet by **February 8, 2019**.

## General Information

- During a Knowledge Bowl meet teams of students compete in one Written and three Oral Rounds by answering questions related to all areas of learning (math, science, social studies, history, current events, and language arts). Questions test students' recall, problem solving and critical thinking skills, and require teamwork.
- Every team participates in every round - no teams are eliminated.
- Every student has an opportunity to respond to every question.
- All teams are involved continually rather than waiting for their turn.
- A Knowledge Bowl Coach is generally a teacher in the school. A coach can also be a parent or school staff member. Coaches are expected to lead and organize practices, coordinate team competition schedule, and attend all meets.
  - At each meet, coaches participate as Readers and/or Judges.
  - For each school, **one coach and/or knowledgeable adult** (someone who understands the Reader and Judge rules and will act as an official in an Oral Round competition room) **per three teams is required to attend each meet** to act as an official (Reader and/or Judge)..

## Teams

- Middle Grades Knowledge Bowl teams consist of up to six members for the Written Round and up to five members for the Oral Rounds.
  - It is possible to field a team of more than 6 players. For example: if a school fields a team of 8 students, at any one meet 6 of 8 students could participate in the Written Round and 5 of the 8 students could participate in Oral Rounds and the remaining 2-3 students could rotate in throughout the meet for the remaining Oral Rounds.
  - In the event a school fields more than one team, at any one meet, students cannot be rotated in on more than one team. This means that a team member that competes on Team A during one round cannot later compete on Team B that same night. Team rosters may change *between* meets but not *during* a meet.
- Team selection can be conducted in various ways. There are very few hard-and-fast rules for this process.
  - Student sign-up
  - Teacher recommendation
  - Peer recommendation
  - Team try-outs
  - Using the results of a written exam, team members chosen based on score
- A member of each team is chosen as spokesperson. This person is required to give the answer for all questions.
  - Team members may feed the answers to the spokesperson, the team can quietly and quickly discuss the answer.
  - The spokesperson may defer to an alternate team member to answer the question if they so choose. *For additional information see Knowledge Bowl Rules – Team Members p. 9*

## Questions

- Minnesota Service Cooperative Knowledge Bowl™ secures pristine question sets for use in Middle Grades Knowledge Bowl.
- Each Meet includes one Written Round and three Oral Rounds.
- Questions test students' knowledge of math, science, social studies, history, current events, and language arts.

## Written Round

- Each Middle Grades Knowledge Bowl competition consists of one Written Round of 40 multiple choice questions with a time limit of 35 minutes. One point is awarded for each correctly answered question; there is no penalty for an incorrect answer.
- During the Written Round a team of up to six players will work together to answer the questions with answers placed on a standard form.
  - This round allows students to work cooperatively and assesses their strengths when speed is less critical.
- In the event a team arrives late, after the Written Round has begun, they will have the remaining scheduled time to complete the test.

## Oral Rounds

- Forty-five questions are asked in each Oral Round.
- The Reader asks the question orally, and the teams press down on a pressure sensitive tape ("buzzers") attached to the Pocket Box when they think they can answer the question (see *Equipment on page 6*).
  - After buzzing in, team members discuss their answer with one another before providing the Reader and/or Judge with an answer. They have fifteen seconds to do so.
  - The appointed spokesperson answers, or designates an alternate who answers, prior to expiration of time.
  - Points are awarded for correctly answered questions; there is no penalty for incorrect answers.

## Competition Structure

- Competition starts with the Written Round. Up to six members per team compete during the Written Round; no player substitutions are allowed during the Written Round.
- While teams are in the Written Round, the Readers and Judges meet for the Question Review to go over the Oral Round questions.
- After the Written Round, teams compete in three Oral Rounds. Up to five members per team compete during the Oral Rounds; player substitutions are allowed before, and not during, any Oral Round.
  - In the event a school fields more than one team, team members are not allowed to jump from team to team in the course of one Meet.

- Each Oral Round competition room is set up with three team tables and one officials' table.
  - Only the pressure sensitive tapes, scratch paper and pencils are allowed on the team tables during the Oral Rounds.
  - The officials' table seats the Reader, Judge, and equipment.

### **Power Ranking**

- Power Ranking is used at all metro area meets and permits students to compete against teams of like ability thus maximizing the benefit for all participants.
  - Based on scores, teams are ranked after the Written Round and after each Oral Round. Team rank determines room assignments throughout the meet.
    - Following the Written Round, teams with the highest three scores (3 teams per room) are placed in Room A; teams with rankings four, five, and six go to Room B, and so on down the line.
  - Cumulative scores *after each round* place teams in their respective competition rooms (Room A, Room B, etc). Room position may change throughout the night.
  - This process continues through the length of the meet.

### **Strength of Schedule (SoS) Points**

- SoS points reward teams who have played against the stiffest competition during the duration of a meet (teams competing in the top three rooms, Room A, B, and C)
  - 1.5 SoS points/team for every Oral Round a team plays in the top room, Room A
  - 1.0 SoS points/team for every Oral Round a team plays in the second room, Room B
  - .5 SoS points/team for every Oral Round a team plays in the third room, Room C
- SoS points are awarded at the conclusion of the meet, *after* the Written Round and all Oral Round scores have been totaled. These points are added to a team's final score at the conclusion of the meet and therefore do not affect movement from one room to another during a Meet.
- Final standings for each Meet are awarded based on the total scores *after* SoS points have been added.

### **Tie-Breaker Rounds**

- If a tie exists following the Written Round, room placement for Oral Round 1 is determined by a random, computerized number draw.
- If a tie exists following any Oral Round, the team will be placed based on points scored in the Oral Round just completed (more points results in a higher rank).
  - When those scores are also tied, teams will be ranked in the same order that they were ranked before the Oral Round just completed.

## Awards

- Ribbons are awarded to team members placing first through fifth at each meet.
- Additional awards are presented at the Kick-Off, Regionals, and State Meet.

## Equipment

- The Pocket Box is a 4" x 8" mini-computer used to keep score at Knowledge Bowl meets and practices. It tells the Reader and Judge the order in which the teams buzzed in and how many seconds a team has to answer the question.
- The three pressure-sensitive Buzzer Strips plug into the front of the Pocket Box.
  - The pressure-sensitive, Buzzer Strips allow team members to press anywhere on the strip to buzz in.
    - The strips are fragile and should be handled with care. When not in use, the strips should be rolled loosely to prevent folding or breakage.
- Please visit [http://www.successbeyond.org/KB\\_middle.html](http://www.successbeyond.org/KB_middle.html) to order equipment.

## Knowledge Bowl Rules – Judge

### During the Written Round

- Attend the Question Review to review Oral Round questions with the group.
  - If any Reader or Judge disputes a question and/or answer, the group must decide to correct it or eliminate it and agree on which alternate question to use. All rooms must use the same questions.
  - Only answers approved in the question review may be accepted in competition.
- Identify yourself to the Reader with whom you will be working.

### During the Oral Rounds

- Test equipment before the Oral Round begins, operate the equipment during the Oral Round, and keep score.
- Check-in teams and identify team spokespersons.
  - Wait a few minutes for late teams; if a team is still missing, send a student to find Katie Lewis in the Written Round testing area.
- Ask for “quiet” when unnecessary noise erupts from either teams or audience.
  - The Judge has control of consequences for unsportsmanlike behavior by team members and audience members. All audience members in the room (coaches, other team members, parents, friends, etc.) are required to remain absolutely silent. Oral, non-verbal or written communication with competing teams is not permitted.
    - Suggested guidelines: first time--official verbal warning; second time--team member is asked to leave the competition room and is disqualified from participation in the competition.
    - Let Katie Lewis know at the end of the Oral Round if any unsportsmanlike conduct occurred and if consequences were necessary.
- As a question is read, read silently along using your question packet confirming the correct reading of the question.
  - Stop the reading of a question if the Reader reads it in such a way that it is substantially altered.
    - A question read incorrectly should be discarded and an alternate used.
  - The question officially starts as soon as the Reader begins to pronounce the question number.
  - Any teams eliminated from a question due to an incorrect answer, will be excluded from alternate questions used due to procedural problems, on that same question.
- A dispute on a question or an answer can only be raised by competing team members through their team spokesperson and must be done at the time it occurs before the next question is read.
  - If a dispute arises the Reader and Judge confer as to whether the answer is acceptable.
  - Disputes must be settled as they occur, and Judges have the final say.
- Conduct score checks and check the classroom door for spectators waiting to enter after questions 15, 30, and 45.



## Knowledge Bowl Rules – Reader

### During the Written Round

- Attend the Question Review to review all Oral Round questions with the group.
  - If any Reader or Judge disputes a question and/or answer, the group must decide to correct it or eliminate it and agree on which alternate question to use. All rooms must use the same questions.
  - Only answers approved in the question review may be accepted in competition.

### During the Oral Rounds

- If no Judge is available, test the equipment. As teams arrive, check teams in and identify team spokespersons.
  - Wait a few minutes for late teams; if a team is still missing, send a student to find Katie Lewis in the Written Round testing area.
- Call out the question number you are reading. The question officially starts as soon as you begin to pronounce the question number.
- Stop reading *immediately* when a team buzzes in, a beep will be heard from the Pocket Box.
  - Identify the team that buzzed in first saying, “**Team [letter].**”
  - State “**correct**” or “**incorrect**” after a team’s answer is given. If incorrect, identify the next team that buzzed in.
    - If the team uses the full 15 seconds to discuss, say “**Answer...**” when time expires (a beep will be heard). The team needs to respond within 3 seconds. If the team does not respond within 3 seconds, the Reader says, “**No answer,**” and calls on the second team that buzzed in.
  - If a team does not respond in time or gives an incorrect answer, call on the next team that buzzed in.
  - If the next team does not respond in time or gives an incorrect answer, call on the 3<sup>rd</sup>/final team that buzzed in.
- If an incorrect answer is given by a team and other teams have NOT buzzed in yet, they will have 3 seconds to buzz in or the Reader will move on to the next question.
- Questions may only be read in their entirety once. If the first team that has buzzed in fails to answer the question which has not been read in its entirety and no other teams have buzzed in, the remaining two teams will have the question read in its entirety, starting at the beginning.
- If any discrepancy arises confer with the Judge as to whether the answer is acceptable.
  - If there is no Judge available, your decision is final.
- A question read incorrectly should be discarded and an alternate used.
- Any teams eliminated from a question due to an incorrect answer, will be excluded from alternate questions used.
- The spokesperson on a team is expected to give the answer. The alternate spokesperson must be designated prior to the expiration of time.
- A team may respond with one piece of relevant information in addition to the answer, which is related to that specific question. *See Quick Tips for Readers and Judges p. 12*
- When you come to a question marked “paper & pencil”, announce “**paper and pencil**” before you read the question.
- If you come to a word which may have a questionable pronunciation, please spell the word.
- In the case of unsportsmanlike conduct where there is no Judge present:
  - Ask for quiet when unnecessary noise erupts from either teams or audience.

## Knowledge Bowl Rules – Team Members

- Middle Grade teams consist of up to six members for the Written Round, and up to five members for Oral Rounds.
  - Members must remain on the same team at any competition.
  - Team members may only be substituted *between* rounds, at any Meet.
  - Alternates must stay in for the entire round.

### Written Round Rules

- Teams will have 35 minutes to answer 40 questions. All backpacks, phones, calculators, etc. must be under the table during the Written Round.
- Answers are filled in on a score sheet; teams may confer and discuss together as they answer Written Round questions.
- Teams will raise their hands when they've finished the Written Round and someone will come and collect their score sheet and all pages of the test.
- Teams must remain seated until the Written Round has concluded.
- Any teams seen using a cell phone or other electronic device will receive a zero on the test.

### Oral Round Rules

- Identify a team spokesperson. The spokesperson is expected to give the answers.
  - If the spokesperson chooses to defer, that person must be designated prior to the expiration of time by saying, “**I defer to [name].**”
- The Reader will call out the question number and will begin to read the question to the teams. The question officially starts as soon as the Reader begins to pronounce the question number.
- If a team chooses to answer, any team member touches the pressure sensitive strip to buzz in on the equipment.
  - The Reader will stop reading the question as soon as a team buzzes in and will immediately address that team.
- The Reader indicates when the team's discussion time is up by saying “*Answer...*” You must give your answer immediately.
  - If the team does not respond within 3 seconds, the Reader says, “*No answer,*” and will address the next team that buzzed in.
  - Once the question is read in its entirety, if no team has buzzed in, the teams have 3 seconds to buzz in.
    - If the wrong answer is given by a team, the other teams who have not buzzed in have 3 seconds to buzz in or the Reader will move on to the next question.
  - If no team buzzes in after 3 seconds, the Reader will go to the next question.
- Questions may be read in their entirety once. If the first team buzzed in fails to answer the question which has not been read in its entirety, and no other teams have buzzed in, the Reader will automatically read the question again, in its entirety, starting at the beginning.
- The articles that begin titles (“a,” “an,” “the”) can be excluded from the answer.
- A team may respond with one piece of correct and relevant information in addition to the answer.
- Any teams eliminated from a question due to an incorrect answer, will be excluded from alternate questions used due to procedural problems, on that same question.
- The spokesperson is the only person who may request a clarification on disputed questions.
  - This can only be done at the time it occurs and before the next question is read.
  - If a disagreement about an answer occurs, the Judge has the final say.

## Knowledge Bowl Code of Ethical Coach Conduct

Knowledge Bowl in Minnesota is unique in that team coaches also serve as competition officials. Because other sports and activities often don't employ their coaches in this dual role, this Code of Ethical Coach Conduct is presented to help coaches determine what conduct is acceptable at Knowledge Bowl competitions and what conduct is not acceptable.

We hope that no coach would ever do these things, but we feel the need to state them anyway. Hopefully for new coaches this will help clarify their role; for experienced coaches it will remind them of the responsibility they have, and for the students it will help maintain the fairness of the competition.

- **Coaches will not use knowledge gained at the Question Review to help their team.**

*Examples include but are not limited to:*

- Telling team members answers to specific questions
- Telling team members what specific questions will be asked
- Telling team members about the general topics (science, literature, etc.) or difficulty of specific questions
- Telling team members that a specific round or the meet in general will have specific types of questions (e.g. lots of math in Round 2, lots of easy questions in Round 3)
- Using knowledge about the questions to make player assignments (e.g. putting geography expert in Round 2 where there are a lot of geography questions)

- **Coaches who are acting as Readers and/or Judges will not make decisions based on the effect they will have on their own or competing teams.**

*Examples include but are not limited to:*

- Ruling one's own team correct when the answer was not correct
- Ruling a competing team incorrect when the answer was correct
- Enforcement of rules (timing, deferring, protests, etc.) differently for own team than for other teams

- **Coaches will not communicate with their team members during a round of play (between Question #1 and #45, including score checks)**

*Examples include but are not limited to:*

- Communicating answers to teams, either verbally or non-verbally
- Communicating strategies (e.g. buzz faster, protest that, listen to Tim on geography questions, etc.)
- Communicating encouragement (e.g. take your time, relax, good job, etc.)

## Terms & Conditions

Success Beyond the Classroom provides the following activities or services for those schools participating in Middle Grades Knowledge Bowl (MGKB).

### Success Beyond the Classroom will:

- Communicate with MGKB coaches about regional procedures and meets.
- Provide ongoing support to schools and coaches.
- Provide online access to 25+ sets of practice questions to all MGKB coaches.
- Publish a Coach Handbook with competition rules.
- Publish a directory of all MGKB schools in the metro region.
- Facilitate a coach mentoring program for all interested coaches.
- Conduct two Kick-Off Meets (participation optional).
- Conduct six regular season meets (each team attends two).
- Conduct two Regional Meets (each team attends one).
- Conduct one State Meet (participation optional).
- Facilitate a metro area MGKB advisory group to assist with program goals and objectives.

### Participating schools will:

- Register team(s) for the regular season no later than November 9, 2018.
  - If after the November 9<sup>th</sup> registration deadline the number of teams changes, the number of registered teams can be decreased up until November 30, 2018 to receive a full refund.
  - If space allows, teams can be added throughout the season at a pro-rated fee.
- Submit signed contract by November 30, 2018 to Success Beyond the Classroom.
- Submit payment by November 30, 2018 to Success Beyond the Classroom.
- Assign a coach to lead and organize practices.
- Ensure that coach accompanies teams to all meets and acts as meet official (Reader and/or Judge).
- Ensure that one coach and/or knowledgeable adult per three teams attends each meet to act as an official. A knowledgeable adult is someone who understands the Reader and Judge rules and will act as an official in an Oral Round competition room.
- Agree that on behalf of the school and school district which has students and other representative(s) attending Knowledge Bowl meets, participating school will hold harmless Success Beyond the Classroom, its officers, employees, agents, and representatives from and against all claims, actions, damages, judgments, fines, liabilities, and expenses arising from participation in the Knowledge Bowl program, a program of Success Beyond the Classroom, except for sole negligence on the part of Success Beyond the Classroom.
- Purchase one set of KB equipment (not required but highly recommended).

## Quick Tips for Readers & Judges

### Reading Questions

- If only one team buzzes in and answers incorrectly, begin reading again at the beginning of the question.
  - Once you complete the question it may not be read again, even if a team has not buzzed in.
- If a dispute arises, the easiest resolution is generally to throw out that question and use an alternate question.
  - If a procedural error occurs after some team has already been judged incorrect, that team (or teams) is/are ineligible for the alternate.

### Answering Questions

- Teams are allowed to give one additional piece of relevant information (as long as it is correct) in their response besides the actual answer to the question.
- Information included in the question itself does not count toward that one piece, even if it has not been read.
  - Example:  
Q: *"Call me Ishmael" is the first line in what book?*  
A: *Moby Dick*  
A team may buzz in after "Ishmael", answer *"Moby Dick by Herman Melville"* and be correct.
  - Example:  
Q: *"According to ancient Greeks, the four elements were earth, fire, air and what?"*  
A: *water*  
A team may buzz in after "elements", answer *"fire, air, water and earth"* and be correct.
- A spokesperson may defer to another player to answer a question by saying *"I defer to [name]"* or similar language BUT they must indicate they are deferring before the pocket score timer sounds.
  - After the timer sounds, the spokesperson must give the answer.
- Answers to math questions must include units to be correct, unless the question specifically gives units for the answer.
  - Example:  
Q: *A bug walks 15 feet one day and 10 feet the next day. How far did the bug move?*  
A: *25 feet* (must say "feet")
  - Example:  
Q: *A bug walks 15 feet one day and 10 feet the next day. How many feet did the bug move?*  
A: *25* ("feet" is optional)
- Pronunciations do not have to be exact. A plausible or phonetic pronunciation is usually acceptable unless it demonstrates a fundamental lack of understanding about the correct answer (e.g. Malcom the Tenth is not acceptable for Malcolm X).

## Scoring Form

The following Scoring Form is used during the Oral Rounds.

Please follow these directions when filling out a Scoring Form:

- 1) Write the number of the Oral Round in the corresponding box (1, 2, or 3).
- 2) Write the room letter in the corresponding box (A, B, C, etc.)
- 3) Write the name of the Reader and Judge in the corresponding boxes.
- 4) As teams arrive to the Oral Round room, write their team names in the corresponding A, B, and C boxes.
- 5) As the Oral Round is played, keep track of which team answered correctly in the appropriate grid by writing an X when a correct answer is given in the column of the corresponding team.
- 6) At the top of each column, add the total correct answers per team of the previous 15 questions.
- 7) At the end of the 45 questions, check the Scoring Form against the Judge's question packet and the Pocket Box. Make sure the Reader and Judge agree on the scores reflected in the Scoring Form.
- 8) Bring the Scoring Form to Katie Lewis at the headquarters table.



# Knowledge Bowl Scoring Form



Mark X for correct

A B C

1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Total 1-15			
---------------	--	--	--

Total  
1-15

--	--	--

A B C

16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Total 1-30			
---------------	--	--	--

Total  
1-30

--	--	--

A B C

31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			

	School	Team Name	Final Scores
A			
B			
C			

Oral Round

Room (A, B, etc.)

Reader Name

Judge Name (if different)

*Please turn in score sheet immediately following conclusion of each oral round.*