

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION DISTRICT & REGION/STATE FESTIVALS

STUDENT CODE OF CONDUCT AND RULES

By signing the student contract you have agreed to adhere to all rules and the student code of conduct. Any individual who disregards the Student Code of Conduct and Rules will be subject to disciplinary action and may be sent home from the festivals. Legal action may be taken if appropriate. Above all, the host director and all PMEA members want to ensure a musical, educational and enjoyable event. Your cooperation will help to achieve that goal.

CODE OF CONDUCT

- o Behavior and appearance should positively reflect you, your school and PMEA
- o You must adhere to all PMEA and host school rules.
- o While attending this PMEA Festival, you are not permitted to purchase, possess, consume or be under the influence of alcohol, drugs or any illegal substances. (except for authorized prescription drugs) at any time.
- o Conduct is the responsibility of each student. Use common sense and good judgment at all times
- o If you are found responsible for stealing or vandalism, you and / or your parents will assume full financial responsibility.
- o Tobacco products are not allowed by law.
- o Any accidents, injuries or illnesses should be reported to the host director during the day and to your host family throughout the night.
- o You are required to be on time, and to remain, for all scheduled events during the festival.
- o Possession of weapons is strictly prohibited
- o You are expected to be musically prepared and to accept the results of your audition(s) with grace and professionalism.
- o There can be no use of any device that can be perceived to give aid to a student once the audition process has begun. Students having these devices in their possession during the audition risk dismissal from the festival and forfeiture of advancement.***

Remember, the impression from this festival is the only one others have of you, your school and PMEA. Make it a positive one!

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION DISTRICT FESTIVALS

CONTRACT

Please **print or type** all sections on both sides of this CONTRACT
and return with MEDICAL FORM and PAYMENT to:

Festival Host Director
School Street
City, State & Zip Code

SECTION 1: To be completed and endorsed by student.

Student Last Name		Student First Name	Instrument / Voice Part	Age
Grade	Sex	Height in Inches (Choir Only)	Home Phone Number	
Home Street Address (Apt. Number)		City	State	Zip Code

Name of School District	Name of High School	School Address
School Phone Number		

CONTRACT AGREEMENT:

I hereby acknowledge and accept the following rules regarding the PMEA Festival in which I am participating. I agree to abide by these rules and by all policies which have been adopted or which may be adopted in the future by PMEA regarding this event. I understand that PMEA has sole discretion to make all decisions, including but not limited to, decisions regarding disciplinary matters and the final approval of students selected to perform. I also agree to:

1. Prepare assigned music prior to arriving at the Festival.
2. Conduct myself courteously and appropriately at all times.
3. Abide by the Student Code of Conduct and Rules.
4. Neither use nor have in my possession at any time alcoholic beverages, illegal drugs or substances.
5. Not to smoke during the entire Festival beginning with on site registration & concluding with the concert.
6. Not participate in pranks or vandalism of any kind. (If I damage any property, my parents and/or I will assume full financial responsibility).
7. Abide by all decisions made by appropriate PMEA officials and obey all regulations listed above as well as any other regulations which may be implemented in the future by the host director or other administrative official.
8. Wear proper identification badge at all times.
9. Cooperate fully with host director & all PMEA officials.
10. Protect and promptly return all music materials after the concert, if requested.
11. Attend all rehearsals and concert(s) on time. (Students should not apply to participate in festivals if, for any reason, including religious activities, they plan to miss part of the affair. A student must participate in the complete festival program commencing with registration and concluding with the final concert, except in case of illness that must be verified in writing by a physician within 5 days of the festival. Students must rehearse and perform all musical compositions selected for the concert.)
12. There can be no use of any device that can be perceived to give aid to a student once the audition process has begun. Students having these devices in their possession during the audition risk dismissal from the festival and forfeiture of advancement.

In signing this contract, I understand that membership in any PMEA Festival is a privilege and that membership may be forfeited if I fail to follow any of the above rules. I understand that violation of the above rules will give administrative officials the right to exclude me from participation. If such violation(s) occur, I understand that my parents/guardian will be immediately notified, and that they will be expected to provide my immediate transportation home.

Student Signature

32

Date

(over)

SECTION 2: To be completed and endorsed by parent or guardian.

I have read this official PMEA Festival document, discussed its contents with my son/daughter, agree to its contents, and agree to support its enforcement. I understand that the school will arrange transportation with my cooperation and understanding to the festival. (Students are not permitted to drive during a PMEA Festival) I also understand that my son/daughter will be housed with a host family or in a hotel while a participant in the PMEA Festival. My son/daughter has my permission to participate and I understand that his/her participation in this festival is solely at his/her own wish and that I will not hold PMEA and its officers, directors, employees or volunteer officials responsible for any injuries or damage my son/daughter may suffer in any way related to this event.

Parent/Guardian Printed Name (____)_____
Home Phone (____)_____
Work Phone

Parent/Guardian Signature Date

SECTION 3: To be completed and endorsed by School Personnel

Student Name (____)_____
School Phone Number

We, the undersigned, have read this official PMEA Festival document, discussed its contents with the student and agree to support its enforcement. We understand that the school will arrange transportation with parent/s/guardian's cooperation and understanding to this event. (Students are not permitted to drive during a PMEA Festival) We endorse this student as an outstanding musician and student worthy of PMEA Festival Membership. We will assist him/her in preparing the music selected for the program.

Music Teacher Printed Name MENC/PMEA I.D. Number Expiration Date

Music Teacher Signature Date

School Principal Signature Date

Please list below the name and title of the PMEA member/director from your school district who will be attending this PMEA Festival and will assume responsibility for this student and accompany the student to the On-Site Registration and serve on the Audition Committee. Every student is required to have a PMEA Member accompany him/her to registration.

Name Title

Cell Phone Email address Home phone

SECTION 4: To be completed and endorsed by parent or guardian and student

If selected to advance to the next festival level _____
(Name of festival Date Location)

_____ will _____ will not _____ attend.)
(Student's Name)

(Parent or Guardian's Signature)

Return both sides of this CONTRACT, MEDICAL FORM and PAYMENT to:
PMEA Host Director:
Street Address
City, State & Zip
DEADLINE: mm/dd/yyyy

Keep a Copy for your records. PMEA USE ONLY: Check # _____ Date _____ Amount _____

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
REGION FESTIVALS
CONTRACT**

Please **print or type** all sections on both sides of this CONTRACT
and return with MEDICAL FORM and PAYMENT to:

Festival Host Director
School Street
City, State & Zip Code

SECTION 1: To be completed and endorsed by student.

Student Last Name		Student First Name		Instrument / Voice Part		Age	
Grade	Sex	Height in Inches (Choir Only)		Home Phone Number			
Home Street Address (Apt. Number)		City		State		Zip Code	
Name of School District			Name of High School		School Address		
School Phone Number							

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2. Conduct myself courteously and appropriately at all times.
3. Abide by the Student Code of Conduct and Rules.
4. Neither use nor have in my possession at any time alcoholic beverages, illegal drugs or substances.
5. Not to smoke during the entire Festival beginning with on site registration & concluding with the concert.
6. Not participate in pranks or vandalism of any kind. (If I damage any property, my parents and/or I will assume full financial responsibility).
7. Abide by all decisions made by appropriate PMEA officials and obey all regulations listed above as well as any other regulations which may be implemented in the future by the host director or other administrative official.
8. Wear proper identification badge at all times.
9. Cooperate fully with host director & all PMEA officials.
10. Protect and promptly return all music materials after the concert, if requested.
11. Attend all rehearsals and concert(s) on time. (Students should not apply to participate in festivals if, for any reason, including religious activities, they plan to miss part of the affair. A student must participate in the complete festival program commencing with registration and concluding with the final concert, except in case of illness that must be verified in writing by a physician within 5 days of the festival. Students must rehearse and perform all musical compositions selected for the concert.)
12. There can be no use of any device that can be perceived to give aid to a student once the audition process has begun. Students having these devices in their possession during the audition risk dismissal from the festival and forfeiture of advancement.

In signing this contract, I understand that membership in any PMEA Festival is a privilege and that membership may be forfeited if I fail to follow any of the above rules. I understand that violation of the above rules will give administrative officials the right to exclude me from participation. If such violation(s) occur, I understand that my parents/guardian will be immediately notified, and that they will be expected to provide my immediate transportation home.

Student Signature

Date

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
DISTRICT & REGION/STATE FESTIVALS
Host Family Agreement**

Please complete this agreement as soon as possible and return it to your PMEA music director. We hope that you understand our need to provide safe and secure accommodations for our students. PMEA is very appreciative of your willingness to volunteer to open your home to our students.

Name of Host Family: _____

Address: _____

Phone Number: _____ - _____

Please list the names of all adults residing in the house.

Please list the names and ages of all children residing in the house.

Please circle the number of students you are willing to house.

2 3 4 5 6 7 8

Would you prefer to house boys or girls? _____

How many full (with tub and/or shower) bathrooms are available in the home? _____

In case of student allergies we need to know: Is your home non-smoking? _____

Do you have pets? _____ dogs _____ cats _____ birds _____ Other

If other, Please indicate: _____

Please review the following agreement and sign:

I understand that the PMEA Host Director will provide me with the following information: visiting student(s) name, home phone number, home school, home director name and a phone number where the Host Director can be reached twenty-four hours a day.

I agree to notify the host director if any disturbance should occur during the student(s) visit.

I understand that PMEA may screen this application with the local law enforcement authorities.

I agree never to transport the student after having drunk alcohol or used any illegal substance.

I agree that all firearms present on the premises will be placed in a locked cabinet

I agree not to serve the student(s) any alcohol or other illegal substance during their stay.

I will make the necessary arrangements to see to it that the student(s) staying with me will be at all scheduled PMEA Festival functions on time.

Signature(s) of responsible adult party/parties:

(Signature)

Date

(Signature)

Date

Again, thank you very much for agreeing to host a student (s) during the upcoming PMEA Festival. We are very grateful for your support of music education and our students.

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION DISTRICT & REGION/STATE FESTIVALS

Host Director, Student Housing Guidelines

1. The host director shall obtain a list of participant names and phone numbers, as well as the parents/guardian's names, of those who will require housing while participating in a District or Region/State Festival.
2. The host director shall request volunteer families to house these students for the duration of the festival.
 - a. Host housing applications will be given to volunteers.
PMEA Application will clearly state requirements of host families.
 - b. Families shall be accepted in the following order:
 1. Families of current band/orchestra/choir members
 2. Known families of band/orchestra/choir member alumni
 3. Families known to PTA/PTO organizations within the school district
 4. Other families which are well known to host director and/or host school authorities.
 5. Families not known to host director and/or other host school administrators will be required to have references from two families who are known to the host director and/or administrator.
3. In the event enough housing is not secured:
 - a. Students will be housed on the basis of geographic location (i.e. those living farthest from the school will be accommodated first)
 - b. Accommodations could be sought in local hotels with directors or their designees serving as chaperones and providing transportation.
 - c. Arrangements could be made by their director for a mini-bus from their home school district to transport them daily.
 - d. Host could accept a completed Housing Waiver Form. Participating students could stay at home on the condition that their parents will be responsible for seeing to it that their son/daughter **will be present and on time for all scheduled festival functions.**
4. Host family applications should be reviewed jointly by the host director and host principal or administrator.
 - a. Applications should be screened by this panel for any known problems.
 - b. Applicants should only house same sex students.
 - c. If Host Director has any concerns, the list of potential host families could be shown to

local law enforcement authorities requesting that they alert festival personnel regarding any known problems.

d. Host families should be prepared to house at least two students.

5. The following information should be made available to host families prior to the festival.
 - a. Student information (student names, home phone numbers, parents /guardians' names, home school and director name)
 - b. Host school information (phone numbers where host director and housing coordinator can be reached 24 hours a day).
 - c. Written thank you letter from the host director after the festival as well as tickets to a concert with initial information.

6. Directors should receive one week before the festival:
 - a. Host family's name, address and phone number. This information should be left with their parent/guardian in case of emergency.
 - b. Host school information (phone number, address, names of director, administrator and PMEA Official(s) who will be responsible on site.)
 - c. Host director and/or PMEA official phone number which can be reached 24 hours a day.

This information should be kept with the student throughout the festival.

7. A PMEA Official or host director should speak with the students frankly regarding their housing experiences on a daily basis. Students should be asked to report any improprieties or problems. They should be encouraged to speak with a PMEA official ASAP if any of these situations take place, even if it is the middle of the night.