

Students are required to read and agree to the policies below.

Anti-Bullying Policy

Introduction and Definitions:

PMEA/NAfME is committed to providing a safe and positive learning environment for all students. PMEA/NAfME recognizes that bullying creates an atmosphere of fear and intimidation that detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, PMEA/NAfME strictly prohibits bullying.

- **Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting that is severe, persistent, or pervasive and has the effort of doing any of the following:
 - Substantial interference with a student's education
 - Creation of a threatening environment
 - Substantial disruption of the orderly operation of the event

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying as defined in this policy includes Cyberbullying via any form of electronic communication including, but not limited to phone, text messaging, Internet, websites, email, blog, chat rooms, instant messaging, and social media. Cyberbullying may also constitute the crime of cyber harassment and as such may be subject to criminal prosecution in addition to disciplinary consequences under this policy. Where appropriate, PMEA/NAfME directs that instances of bullying or cyberbullying be referred to law enforcement.

- **School setting** means at any PMEA/NAfME sponsored activity or event.
- **Authority:**
 - PMEA/NAfME encourages all students who have been bullied or are aware of bullying to promptly report such incidents to the designated chaperone or proper responsible adult. All incidents of bullying will be automatically reported to the participating NAfME music teacher of the student, Head Chaperone, ranking PMEA/NAfME Official and participating School.

Investigation Procedures:

Upon learning of a bullying incident, the incident must be reported immediately to the Host of the PMEA/NAfME Event and Ranking PMEA/NAfME Official. The ranking PMEA/NAfME Official will immediately contact the NAfME music teacher of the student and start a thorough investigation of the incident including all parties involved using the PMEA/NAfME Anti-Bullying Investigation Form and PMEA/NAfME Bullying Procedure Document.

Consequences for Violations:

Any student who violates this policy will be subject to appropriate disciplinary action consistent with the PMEA/NAfME Student Code of Conduct and School District Policies, which may include but are not limited to:

1. Removal from the PMEA/NAfME sponsored event
2. Search and seizure of property
3. Referral to law enforcement officials for investigation of possible criminal charges, including but not limited to cyber harassment

Retaliation:

Retaliation against students, school personnel, PMEA/NAfME Staff, or other persons who report bullying pursuant to this policy or who participates in any related proceeding is prohibited. PMEA/NAfME deems retaliatory acts as harmful as bullying acts and will be handled in the same manner as Bullying for students who retaliate against any student, school personnel, PMEA/NAfME Staff, or other persons who report alleged bullying or participates in related proceedings. Such action may include disciplinary action.

False Charges:

Students who knowingly make false charges of bullying or retaliation shall be subject to disciplinary action and referral to law enforcement officials for investigation of possible criminal charges. This policy shall be made available to all students, school districts, and NAfME Members and Staff by placing this policy on the PMEA Website at www.pmea.net and also by students when filling out Student Contracts.

Social Media Policy

The Pennsylvania Music Educators Association (PMEA) will adhere to the National Association for Music Education (NAfME) Social Media Policy which states:

- Act as a curator of music ed-related resources from internal and external sources in order to serve NAfME members and other constituents
- Communicate personally with the online music education community, and respond to feedback from all NAfME members and music education advocated
- Connect NAfME members to others within the profession, to those who serve music education, and to decision-makers
- Promote programs offered by NAfME and its partners in relation to all things music education, including advocacy, performance, professional development and items of general interest

The PMEA/NAfME staff will be responsible for posting relevant information on social media platforms, blogs, websites, etc. At all times, the PMEA/NAfME staff will adhere to the Employee Handbook and Code of Conduct when posting on the aforementioned platforms. When PMEA/NAfME staff members are posting on personal platforms, they will not post any sensitive or private information about the Association or otherwise use any media belonging to the Association without prior approval from the Executive Director. If any media belonging to the Association is being misused by any person and/or parties not belonging to PMEA/NAfME, the Association reserves the right to request its' removal and pursue any action necessary to keep the good name of the Association.

Any person involved in any PMEA/NAfME activity who uses a personal communication device with the intent to intimidate, harass, or coerce another student and/or member, or, to use vulgar, obscene, profane, lewd or lascivious language to communicate such harassment, or, to threaten an illegal or immoral act shall be subject to disciplinary procedures involving, but not limited to, PMEA/NAfME staff and the PMEA/NAfME Executive Committees. In any instance in which cyberbullying creates a climate of fear and/or causes a substantial disruption or impinges on the rights of other students and/or members, the person committing the act shall be subject to disciplinary procedures. Students, Directors, and Staff are required to report any incidents of cyberbullying to which they are aware. Reports may be made anonymously. PMEA/NAfME Staff will investigate all reports and recommend the next course of action to the appropriate authorities.

Code of Conduct

I hereby acknowledge and accept the following rules regarding the NAfME/PMEA Festival. I agree to abide by these rules and by all policies which have been adopted or which may be adopted in the future by NAfME/PMEA regarding this event. I understand that NAfME/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. Behavior and appearance should positively reflect you, your school and NAfME. You must adhere to all PMEA/NAfME rules.
2. Prepare assigned music prior to arriving on site.
3. Conduct myself courteously and appropriately at all times.
4. Abide by the PMEA/NAfME Code of Conduct and all rules, guidelines and policies.
5. Neither purchase, use, nor have in my possession, at any time alcoholic beverages, illegal drugs, or substances.
6. Not to smoke during the entire festival beginning with onsite registration & concluding with the concert.
7. Not participate in pranks or vandalism of any kind. (If I damage any property, my parents and/or I will assume full financial responsibility).
8. Possession of weapons is strictly prohibited
9. Abide by all decisions made by the appropriate officials and obey all regulations listed above as well as any other regulations which may be implemented in the future by an administrative official.
10. Wear proper identification badge at all times.
11. Students may not leave assigned areas for the duration of the festival.
12. Cooperate fully with chaperones, host director and all PMEA/NAfME officials.
13. Protect and promptly return all music materials after the festival.
14. Attend all rehearsals and the concert 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. Students must rehearse and perform all musical compositions selected for the concert.
15. Abide by time schedule, including evening curfew.
16. The use of personal cellular phones during rehearsals is prohibited.
17. Participation in the festival signifies consent to be photographed/video-recorded during the festival.
18. Students sent home for disciplinary reasons forfeit their participation in future PMEA/NAfME festivals.
19. PMEA/NAfME authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a PMEA/NAfME policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline at PMEA/NAfME festivals, promote the educational environment, and protect the safety and welfare of students. PMEA/NAfME authorities may seize any illegal, unauthorized or contraband

materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are at PME/NAfME festivals. Possession of such items will be grounds for disciplinary action including expulsion from the festival and may be reported to local law enforcement officials.

20. I agree NOT to use, copy or disseminate the PME/NAfME logos and/or name on any form of social media without the express prior written consent of PME/NAfME. I acknowledge that failure to do so could result in civil and or criminal prosecution.
21. Students are expected to report any observed violations of the PME/NAfME Code of Conduct to a chaperone and/or PME/NAfME representative immediately. Confidentiality will be maintained to the fullest extent possible.

PME/NAfME Hotel Guidelines & Policies

The NAfME Eastern Division Honors Ensembles Festival uses hotels to house student participants. The following rules are to be followed:

1. Students MAY NOT leave the hotel building for any reason while they are scheduled to be at the hotel. Students are ONLY permitted to be in their assigned rooms.
2. At NO TIME should there be members of the opposite sex in an assigned room.
3. Upon check-in, a damage-report sheet should be filled out with a chaperone. Any damage found in the room should be noted on the check-in sheet. Any damage reported to the room that was not noted on the check-in sheet will be the responsibility of the students assigned to that room.
4. Each night, a chaperoning teacher will visually verify that each student assigned to the room is present. If a student cannot be visually verified (i.e., in the bathroom), the teacher will wait until a time when the student can be visually accounted for.
5. Once a room check has been given, students are to remain in their rooms until the designated time (set by the ensemble manager). Students are not to leave their room for any reason EXCEPT an emergency. A late-night trip to the vending machine could result in expulsion from the festival and forfeiture of any All-State eligibility.
6. Upon checking out of the hotel, students must have their assigned chaperone give the final clearance to leave the room.
7. Students are not to open the door at night for anyone without proper identification.
8. All disciplinary incidents must be reported to the host director and the presiding PME/NAfME official regardless of severity.
9. Students may not change their room assignments without the consent of the ensemble manager.
10. Students will be notified how to contact their chaperones in case of any emergency. (Examples of contact include providing the students the chaperone's cell phone number or informing students to call the front desk and ask for their chaperone.)
11. Failure to comply with any hotel regulation may result in a student's expulsion from the festival, and forfeiture of any future PME/NAfME eligibility.

*Students should NOT leave personal items of value in the hotel room during the day.