



PMEA Student Policy Information

Anti-Bullying, Social Media, Hotel Policies, Code of Conduct & COVID-19 Acknowledgement

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

PMEA Anti-Bullying Policy

Introduction and Definitions

PMEA is committed to providing a safe and positive learning environment for all students. PMEA 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 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 directs that instances of bullying or cyberbullying be referred to law enforcement.

- **School setting** means at any PMEA sponsored activity or event sanctioned by the school district.
- **Authority:**
 - PMEA 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 PMEA Music Teacher of the student, Head Chaperone, ranking PMEA Official and participating School District.

Investigation Procedures

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

Consequences for Violations

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

1. Removal from the PMEA 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 Staff, or other persons who report bullying pursuant to this policy or who participates in any related proceeding is prohibited. PMEA 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 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 PMEA Members and Staff by placing this policy on the PMEA Website at www.pmea.net and also by students when filling out Student Contracts.

PMEA 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 staff will be responsible for posting relevant information on social media platforms, blogs, websites, etc. At all times, the PMEA staff will adhere to the Employee Handbook and Code of Conduct when posting on the aforementioned platforms. When PMEA 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, 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 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 staff and the PMEA Executive Committee. 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 Staff will investigate all reports and recommend the next course of action to the appropriate authorities.

PMEA Hotel Guidelines & Policies *(not applicable to commuter festivals and fests)*

PMEA festivals primarily use hotels to house student participants. The following rules are to be followed, if applicable:

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 that 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 host director). 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 PMEA official (District President or Region Coordinator), regardless of severity.
9. Students may not change their room assignments without the consent of the host director.
10. Students will be notified how to contact their chaperones in case of any emergency. (Examples of contact include providing the students with the chaperone's cell phone number or informing students to call the front desk to 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 PMEA eligibility (including All-State).

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

PMEA Code of Conduct

I hereby acknowledge and accept the following rules regarding the 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 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. Adhere to all PMEA and host school rules.
2. Behavior and appearance should positively reflect you, your school and PMEA. Participants will wear appropriate clothing including shirts covering the midriff and be at least three fingers wide on top and bottoms sitting at or just below the waist and fingertip length for all shorts & skirts. No sleepwear may be worn. No unnecessary items should be on stage during rehearsal including items such as cell phones, pillows, blankets, stuffed animals, etc.
3. Prepare assigned music prior to arriving on site.
4. Conduct myself courteously and appropriately at all times.
5. Abide by the PMEA Code of Conduct and all rules, guidelines and policies.
6. Neither purchase, use, nor have in my possession, at any time alcoholic beverages, cigarettes of any kind, illegal drugs, or substances.
7. Not to smoke or use electronic cigarettes (ejuice) during the entire festival beginning with onsite registration & concluding with the concert.
8. Not participate in pranks or vandalism of any kind. (If I damage any property, my parents and/or I will assume full financial responsibility).
9. Possession of weapons is strictly prohibited
10. 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 the All-State Host or by any other administrative official.
11. Wear a proper identification badge at all times.
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 including All-State.
13. Students may not leave assigned areas for the duration of the festival.
14. Cooperate fully with chaperones, host director and all PMEA officials.
15. Protect and promptly return all music materials after the festival.
16. 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, 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.
17. Abide by time schedule, including evening curfew.
18. The use of personal cellular phones during rehearsals is prohibited.
19. Participation in the festival signifies consent to be photographed/video-recorded during the festival.
20. Students sent home for disciplinary reasons forfeit their participation in future PMEA festivals.
21. PMEA authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a PMEA policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline at PMEA festivals, promote the educational environment, and protect the safety and welfare of students. PMEA 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, ejuice, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are at PMEA 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.
22. I agree NOT to use, copy or disseminate the PMEA logo and/or name on any form of social media without the express prior written consent of PMEA. I acknowledge that failure to do so could result in civil and or criminal prosecution.
23. Students are expected to report any observed violations of the PMEA Code of Conduct to a chaperone and/or PMEA representative immediately. Confidentiality will be maintained to the fullest extent possible.

COVID-19 Acknowledgement & Waiver

The student participant and their parent/guardian hereby acknowledge that they fully understand the highly contagious nature of Coronavirus/COVID-19, particularly with respect to currently circulating variants of the virus. This risk of transmission and infection is higher in enclosed indoor facilities, and there are no safety precautions which may be taken which may entirely eliminate the risk of infection. Although PMEA and the festival location may have in place preventative measures based on current CDC and governmental guidance in order to reduce the possible spread of Coronavirus/COVID-19, I understand and acknowledge that PMEA cannot guarantee that these preventative measures will prevent the transmission of the virus, infection and/or illness. Further, I understand that certain medical conditions may be at high risk for the disease, which may result in serious illness or death, particularly with respect to unvaccinated individuals.

By attending this PMEA festival and any of its ancillary events, I agree to comply with all COVID-19 health and safety guidelines adopted by PMEA as well as those guidelines that have been recommended by the CDC, applicable state and local health officials, and each event venue.

Liability Waiver: I agree and acknowledge that I am undertaking participation in PMEA events and activities as my own free and intentional act, and I am fully aware that possible physical injury might occur to me as a result of my participation in these events, including specifically injury from being exposed to, contracting, and/or spreading COVID-19. I have read about and understand the risks and warnings concerning COVID-19 and I nevertheless expressly assume all such risks. I give this acknowledgment freely and knowingly and agree that I am, as a result, able to participate in PMEA events and that I expressly choose to participate in PMEA's events with a full understanding of the risks of doing so. I also agree not to allow any other individual to participate in my place. I agree to release and discharge PMEA and its affiliates, directors, officers, employees, volunteers and/or agents from any and all liabilities, damages, causes of action, claims, losses, expenses, and judgments as a result of injury or loss in connection with my participation in this PMEA event.

PMEA Instrument Responsibility Policy *(only applicable to instrumental festivals and fests)* *For All Instruments Used in any Festival/Fest Event*

The Pennsylvania Music Educators Association is very aware of the need for the utmost in care of musical instruments. Because of the format of the Festival/Fest, there will be movement of students and instruments between rehearsal areas. This does place the students' instruments at some risk of damage. It is the belief of PMEA that expensive instruments should always be placed in hard cases (or similar protective materials) when not in use. Although great care will continue to be taken to protect these valuable instruments, PMEA cannot afford the cost of repairing or replacing any instruments inadvertently harmed at any time during the Festival/Fest.



PMEA Student Policy Acceptance, Special Dietary Needs, & Instrument Responsibility Form

Student Name: _____

Address: _____
STREET CITY STATE ZIP

Grade: _____

School: _____

Director: _____

Student Phone: _____

Student Email: _____

Parent Phone: _____

Parent Email: _____

Special Dietary Needs

Please check all that may apply

- | | |
|--|---|
| <input type="checkbox"/> NONE | <input type="checkbox"/> Kosher |
| <input type="checkbox"/> Vegetarian (can eat dairy products) | <input type="checkbox"/> Lactose Intolerant |
| <input type="checkbox"/> Vegan (no dairy products) | <input type="checkbox"/> Food Allergies |
| <input type="checkbox"/> Gluten-Free | |

Please list food allergies below (Please be specific when listing- i.e. variety of nuts, fish, fruits, peanut butter).
If none, please write N/A.

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Do you use an Epi-pen? (If yes, a Medication Administration Form **must** be completed and submitted to PMEA.)

- Yes No

Additional Dietary Information

Instrument Responsibility (Instrumental Events Only)

Please review PMEA Instrument Responsibility Policy before signing - By signing this statement, you agree to hold harmless PMEA and its volunteers from responsibility for any damages occurring to instruments during the Festival/Fest. Failure to sign this form could be considered a sufficient reason to preclude a student from participating in the Fest.

Make/Type of Instrument _____ Serial # _____ Approx. Value _____

PMEA Student Policy Information Agreement (please review PMEA Student Policy Information document before signing)

I understand that participation in a PMEA festival or fest is a privilege and that membership may be forfeited if I fail to comply with any of the stated policies. I understand that violation of the stated policies will give administrative officials the right to exclude me from participation. If such violation(s) occurs, I understand that my parent/guardian will be immediately notified, and they will be expected to provide my immediate transportation home.

PARENT SIGNATURE

DATE

STUDENT SIGNATURE

DATE