

***District 2,3 & 5 Orchestra Manual***  
***PMEA District Orchestra Festival Policies***  
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## **HOST DIRECTOR RESPONSIBILITIES**

### **I. Permission**

- A. Secure permission to host the festival from authorized school district officials by letter.
  - 1. Check calendar for facilities conflicts.
  - 2. Notify cafeteria staff.
  - 3. Notify faculty and custodial staff.
- B. Submit letter to District President.

### **II. Facilities and Services**

- A. Determine size of ensemble in consultation with District President.
- B. Secure facilities for rehearsals, auditions, banquet, recreation, registration, etc.
  - 1. Provide student and parent assistants as needed.
  - 2. Establish committees.
- C. Prepare Budget
- D. Secure Services
  - 1. Recording company to record at least one of the concerts.
  - 2. Photographer
  - 3. Banquet Meal for students, directors and school personnel before the final concert.
  - 4. Order Certificates, T-shirts, Medals, etc.
  - 5. Reception for the participating directors and the guest conductor and their guests.
  - 6. Schedule clinics, reading sessions or other workshops as they deem necessary.

### **III. Guest Conductor**

- A. Submit conductor's name to District President to verify approval.
- B. Upon approval, secure conductor by using guest conductor contract.
- C. The guest conductor will receive a negotiated stipend and travel expenses of mileage (at the prevailing IRS rate), round trip airfare at the lowest fare possible lodging, and any meals not provided to the students (excluding alcoholic beverages).

### **IV. Program Selection and Music**

- A. Collaborate with guest conductor and coordinator on program selections.
- B. Program Selection Criteria list reviewed and considered
- C. The music is purchased from a vendor of the host's choice, rented or borrowed from music libraries and organized into folders. The music should be numbered and match the folder number. Purchased music becomes the property of District 2, 3 and 5 and will be collected at the end of the concert. Schools not returning music will be billed for the music at replacement cost. Music will be mailed to each school.
- D. The host shall arrange for a representative from the host school administration to introduce each concert.

### **V. Distribution Of Student and Director Forms**

- A. Director preference list, student information, student medical forms should be distributed to all District 2, 3 & 5 schools.
- B. See master list or a current mailing list provided by district secretaries. Letters should state that all percussion applicants will audition of all percussion instruments and flautists will audition on piccolo.
- C. Applications must be received 10 weeks before the Festival.
- D. Directors will be informed of acceptance of applicants within a 3 week period.
- E. A letter of rejection should be sent to all schools that were not accepted.

### **VI. Fees**

- A. Festival fees must be received in full by the start of registration. If the school district has not remitted these fees before the festival, it will be the responsibility of the director to pay these fees by check.

B. The check will be held by the host for one week following the festival to allow time for the school check to arrive.

#### VII. Housing

A. Arrange for meals for participants.

B. Housing arrangements must be made with a minimum of two students per home.

1. Exceptions can be made under extraordinary circumstances.

2. These home-stays should be prepared to provide transportation, some meals, and clean sleeping arrangements for students they host. Host families will receive two complimentary tickets to one of the festival concerts.

VIII. Festival Report filed within two weeks of the conclusion of the festival with the state PMEA office and with the hosts District secretary.

#### DISTRICT ORCHESTRA COORDINATOR

##### JOB DESCRIPTION

A District 2,3,5 Orchestra coordinator will be named to a paid position of \$.50 per selected participant to be paid from ticket sales. Payment will be made at the end of the festival. The coordinator will not be involved with any disciplinary decisions by the District Presidents as they relate to students or directors.

##### DISTRICT ORCHESTRA COORDINATOR RESPONSIBILITIES

1. Distribute District Orchestra policy and information to each district president. Yearly updates will be included following the District Orchestra business meeting.

2. Act as a clearing house for all information relating to the District Orchestra. Assist with the Thursday morning business meeting at 10:00 a.m.

3. Assist the District President and Host Director with the logistics of hosting the festival.

4. Be present at the festival and assist with any administrative duties during the auditions and District business meeting.

5. Select and distribute the common audition excerpt for the winds and violins to the District Orchestra Host for inclusion in the student folders.

6. Ensure that procedures outlined in the District Orchestra Manual are followed and report any inconsistencies to the PMEA officers presiding over the event.

7. Send a copy of the policy manual to the host director and correspond and/or meet with them to review these policies prior to September 1.

8. Initiate the conference call during the District Orchestra Festival to select a tuba and timpani part for WRSO.

9. Assign the audition committees according to PMEA guidelines.

## **PMEA CALENDAR AND HOSTING PROCEDURES**

In the PMEA calendar, Districts 2,3 & 5 for the PMEA District Orchestra shall rotate location of the festival yearly.

2005-2006 District 5  
2006-2007 District 2  
2007-2008 District 3

Because of the small number of schools in District 3, if a host is not secured, then the other districts will provide the host.

If a letter of intent is not received by the president or his appointee in the host district, then the president of that district or his appointee must secure a host for the festival no later than the PMEA state conference of the preceding year.

All completed, required forms must be postmarked by the deadline set by the host. Exceptional cases will be determined by the host. If the deadline is not met, the schools students will not participate in that festival that year. motion passed '05

Prospective hosts should send a letter of intent to their district president prior to the PMEA conference of the preceding year.

Application letters will be sent to all schools in districts 2, 3 & 5 each year. A current address list shall be provided by the district presidents.

At the conclusion of the festival, the host district will send the appropriate District student fee to each of the other two district secretaries based on the number of participating instrumentalists from the district of 2, 3, and 5. (Jan. 2001)

The host director will mail a preference list form, student application form, medical form and information sheet regarding the festival to each member school in districts 2,3 and 5. The director of each participating school will submit a completed preference list to the host director by the date indicated on the materials received. A completed application and medical form for each student listed must accompany their preference list. It is the responsibility of each director to see that the application and medical forms are completed with all necessary signatures. Incomplete applications will render the student ineligible to be selected to the festival. The host director is not obligated to notify participation directors of incomplete applications, but may choose to exercise graciousness and make such notification.

The director must include proof of membership in PMEA with the preference list. Students are not eligible for selection if the director is not a member of PMEA. Membership can be faxed to the host school from the MENC national office at your request.

## SELECTION PROCEDURES

1. The selection committee shall consist of a member of the PMEA Executive Board of each district and one director from each district. It is highly recommended that if the host of the Region Orchestra festival is a member of district 2,3 or 5 that he/she be a member of the selection committee. The district president of each district will appoint the director to represent their district.
2. The district president of the host district will chair the selection committee. Each District President should be notified when and where the audition selection meeting will occur.
3. The selection committee meeting will be held within 10 days of receipt of the applications so acceptances can be mailed within three weeks from the time of the selections meeting.
4. The date, time and location of the meeting will be included with the initial application letter sent to each school. All participation directors are welcome and encouraged to attend the meeting as observers.
5. The selection committee shall be listed on the acceptance letters.
6. As a courtesy, rejection letters will be mailed to those schools that did not secure participants in the festival.
7. Selection procedure will be as follows: Schools that sponsor an orchestra that meets during the school day (not extra-curricular) and sends one or more string students to the festival will be an "A" school. Schools that do not have a string program that meets during the day but has string players will be a "B" school. Schools that do not have a string program and do not have string players involved in the festival will be a "C" school. The selection process will be a random selection per category. Motion passed '05.  
  
    ROUND 1   A schools only according to random selection order.  
    ROUND 2   A schools only according to random selection order  
    ROUND 3   B schools only finish with all players from A and B schools before proceeding to  
              the C schools, only according to random selection order (approved from February 6, 1997 minutes Sharon H.S.)
8. If the Violin I section is filled and there are still applicants for that section then perusal of credentials is recommended before filling the Violin II section. Any student attending Regional Orchestra the proceeding year should be considered as an automatic return only if the director has indicated them as such on the preference form and the proper forms have been submitted. The selection process will continue after all region students have been placed.
9. A statement signed by the principal of each school will be required to verify that existence of a string program which offers in-school rehearsal time. A school orchestra is one that meets and rehearses during school time not before or after the school day.
10. Students that have participated in Region Orchestra on a 2nd or lower string or wind part the previous year must audition on a higher part at their District festival.
11. The host school will not submit a preference list. The host determines the size of the Orchestra no less than 160 students. Courtesy appointments will be determined by the district presidents and the host at the selections meeting. The host may include up to 10%.
12. If a student cannot attend the District Festival then the host shall be contacted immediately. The District president/host can substitute the next eligible student recommended for the festival from the same District. If the vacancy cannot be filled from that District then the next student in line from the original selection process will fill the vacancy. Substitutions must be made one week prior to the festival.

13. Directors will be sent a listing of the concert program selections so that they will know if their students have received all of their music including the title and portion of the audition excerpt.

### **AUDITION SCORING**

1. A scale of 1 to 10 will be used. Use the actual audition number of the student on the scoring sheet. Ties will be broken by the scores achieved in tone, rhythmic accuracy pitch and intonation, technique, musicianship then preparation. Scoring will at all times reflect district policy. See Judges Worksheet for definitions.

2. The audition committee will be responsible for adding scores, double checking numbers and listing ratings in order so as to facilitate the work of the tabulation committee. Calculators should be used.

3. All flute players audition at the same time on piccolo first and then flute . The highest average flute and piccolo score will go on to the WRSO festival. Piccolo is only 1/7 of the total score. The top piccolo score will be the soloist for the District Festival.

4. Ranking/Seating will be done at the first rehearsal after auditions. After the seating the master sheets will be posted for director perusal only.

## AUDITION PROCEDURES

1. Auditions will be held Wednesday evening, starting no later than 7:00 P.M. All auditions will be blind.

2. Each committee will consist of three directors. A director from each district should be represented and a member of PMEA. Every effort must be made to avoid directors auditioning their own students, their private students, or their own children. The judging committee cannot see the student half sheets. Only the tabulators are to have access to the student half sheets.

3. Rehearsal may be held concurrently with auditions if so desired.

4. All directors must be present for auditions, unless excused by the district president.

Directors should not audition their own students. Talking between the judges is to be kept to a minimum during auditions.

A qualified substitute, who is a PMEA member, may represent the director if approved by the president of the district. Student(s) of any director that is not present, will be sent home immediately, and will not be permitted to audition.

5. All students must audition. Prior to auditions, students will enter the audition room as a group. The mid and end points of the audition excerpts will be marked by each student. They will leave their folder in the audition room until auditions are over. Each student will use their own folder for their audition. Students will audition in a predetermined random order. Their audition number will be assigned to them at the audition room area. Student half sheets should be included in the packet that is received that evening. The percussion folder must contain ALL PARTS, including timpani parts. Percussion students must audition on "total" percussion. This will help determine the best percussionist to send to WRSO. Students parts will be assigned by the audition committee on Wednesday evening. All flute players must audition on piccolo first then on flute. There will be two additional folders available for each instrument part for use in the audition rooms by the judges.

Students may replay a passage a second time. Once a student has reached the midpoint of a passage, the restart will occur at the midpoint. Students will leave their folder in the room and return to the holding area or auditorium.

6. The tabulation committee must have a private room. The results will be available to the directors as soon as all tabulations are finished. The judges' master sheets will be posted prior to the first rehearsal following auditions. The directors may not see the master score sheets until 8:00 Thursday morning.

7. Only the top half of the string sections will be seated. The wind and percussion sections will be seated in their entirety.

8. Wind students will be sent to WRSO based on the highest score in the audition regardless of their chair or part.

9. A re-audition part will be placed in the violin folders. Students are to prepare this excerpt for a re-audition committee of three judges and one chairperson on Thursday. Violin I chairs 9, 10, 11 and 12 will re-audition with Violin II chairs 5, 6, 7 and 8. This re-audition will determine the Violin II positions 5, 6, 7 and 8 for WRSO. Only the first 8 Violin II chairs are guaranteed a place in the WRSO orchestra.

## **AUDITION MATERIAL**

1. A minimum of two and a maximum of three different compositions from the District Festival program will be used.
2. In addition, one common excerpt will be included in each wind and violin folder as part of the audition.

## **SELECTION TO WRSO**

1. Students should complete the audition form prior to auditions.
2. The District Host President will review with the students all “no” or incomplete responses at the earliest possible opportunity following tabulations, if a qualifying student has indicated that response. No WRSO results are official until FRIDAY noon.
3. Students must make a final decision to attend WRSO by the end of the first full day of rehearsal.

## **CONCERT DRESS**

1. Participants will wear black and white formal attire to the concert and banquet. Black concert gowns for women are acceptable. Women must wear appropriate shoes and skirt length will be long.
2. No athletic footwear is permitted. Dark dress socks and shoes must be worn.

## **STUDENT GUIDELINES**

1. Students will report to the auditorium at the specified time to receive all information regarding audition procedures.
2. Guides will then take students to their individual audition room area.
3. Students will turn in all music to the audition committee.
4. Students will receive a tryout number prior to entering the audition room.
5. All students must complete audition sign-up sheets and all pertinent festival forms provided by the guides. Students must be certain of attending the WRSO festival when they complete their form on Wednesday evening. Directors will initial each of their students’ half sheet prior to auditions so that they are aware of their decision. Students are not permitted to change from a will not go on to WRSO to a will go on to WRSO decision

6. Students must be present for the entire festival. Exceptions may be granted by the District President only, according to PMEA state policy.
7. Students are not permitted to drive to the festival. Extreme circumstances that may necessitate an exception will be evaluated by the District President, the student's director and the host director.
8. Students will be expected to observe the guidelines for student behavior at the host school. Behavior problems will be reported to the District President who has the authority to dismiss the student from further participation in the festival. Any student dismissed forfeits the right to participate in any other PMEA Festivals that year. This includes behavior at the host home and during the banquet.
9. All students will eat all meals as planned by the host at the host school. No director will be permitted to take his students "out" when meals are scheduled. This is poor judgment and causes resentment with the other students. Special dietary considerations should be reported to the host on the application or medical form and brought to the attention of the host by personal phone call.
10. It is appropriate for the student to present the host family with a small gift.
11. Any unauthorized changes in host family assignments will result in the immediate dismissal of the offender from the festival.
12. The use of tobacco, alcohol, illegal drugs, or the possession of them is prohibited and can be grounds for immediate dismissal.
13. Vandalism of any kind will not be tolerated. The student, parents, and director will be responsible for the expenses to repair or replace the damaged item. The offender will be dismissed from the festival.
14. Disruptive behavior will be dealt with through the guidelines for dismissal.
15. No student may leave the school without permission from the host director.
16. Students should not apply to the festival if for any reason, including religious activities, sporting events, or SAT's, they plan to miss any portion of the festival. A student must participate and perform 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.

## **DISTRICT ORCHESTRA PERSONNEL LIST**

The top half of the Violin I, II, Viola, Cello and String Bass sections will be seated by chair according to audition scores. Seating of the orchestra will be done at the first rehearsal following auditions.

### **STRINGS: WINDS AND PERCUSSION**

24 Violin I	3 Flute I	3 Trumpet I
24 Violin II	3 Flute II	3 Trumpet II
14 Viola	2 Clarinet I	5 Percussion
12 Cello	2 Clarinet II	
10 String Bass	2 Bass Clarinet	
	2 Oboe I	
	2 Oboe II	
	2 Bassoon I	
	2 Bassoon II	

STRINGS: The following numbers within the sections will go on to WRSO.

- 8 Violin I
- 8 Violin II
- 7 Viola
- 6 Cello
- 4 String Bass

WINDS/PERCUSSION: Winds and Percussion will be sent to WRSO based on highest scores, not the part played.

- 2 Flutes
- 2 Oboes
- 2 Clarinets
- 2 Bassoons
- 4 Horns
- 3 Trumpets
- 3 Trombones
- 1 Percussion

The conference call will determine whether Tuba or Timpani advance to Region Orchestra. Two Tubas and one percussion will be selected to WRSO.

**District II, II, and V Program Selection Criteria February 6, 1997** by the following committee;

B. Myers, Alex Rupert, Tara Martz, Lorinda Troxler, Mary Lynn Peters, Shawn Halquist and Kim Thomas (current district coordinator).

This information should be presented to the District Orchestra Host, Conductor and Coordinator prior to the selection of music for the festival.

1. Consider the ability level, grade and festival experience of the perspective participants. The District secretary can provide this information to the district coordinator. This should include seniors indicated and score ranges of the participants of the previous year.
2. The program should provide adequate Wind and Percussion participation.
3. A balance of music from various time periods including contemporary.
4. The following categories must be included: Overture, Symphony (can be an arrangement or abridged), Light (Pop, Broadway or Jazz), String Selection and a Contemporary piece.
5. The program could be a theme or composer oriented.
6. Consider using music from the library to keep down costs.
7. The level of string competency is at a 4 to 5 level. The music should include nothing higher than VII position for the first violins and V position for the second violins. Also to be considered when selecting an excerpt.
8. Consideration to the key signature and the level of difficulty should balance. For example five flats and a difficult rhythm would be too challenging.
9. The conductor/host should consult the District Coordinator prior to the final selection of music.
10. If the Guest Conductor is one that is currently conducting a Youth Symphony that includes students from the festival, then the program selection should be one that will not duplicate work that the students have recently performed with that conductor or orchestra.



<b>Audition No.</b>  —
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District 3

**Pennsylvania Music Educators Association  
Student Audition Form**

Name \_\_\_\_\_  
Instrument \_\_\_\_\_ Part \_\_\_\_\_  
Date \_\_\_\_\_  
Present Grade \_\_\_\_\_  
School \_\_\_\_\_  
Director's Name \_\_\_\_\_

If selected **I will** attend the Region Orchestra Festival

If selected **I will not** attend the Region Orchestra Festival

**By our signatures, we are aware of the student's intent to attend or not attend the Region Orchestra Festival as designated above.**

Director's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_





## District 3 Percussion Audition Form

Judge No: \_\_\_\_\_ Judge's Name \_\_\_\_\_

Tieout Numbers		1	2	3	4	5	6	7	8	Comments
<b>SNARE</b>	Technique									
	Rhythmic Interpretation									
	Musicianship									
	Snare Total									
<b>KEYBOARD</b>	Technique									
	Rhythmic Interpretation									
	Musicianship									
	Tuning									
Keyboard Total										
<b>TYMPANI</b>	Technique									
	Rhythmic Interpretation									
	Musicianship									
	Tuning									
Tympani Total										
<b>AUX</b>	Technique									
	Rhythmic Interpretation									
	Musicianship									
	Aux. Total									
Tieout Numbers		1	2	3	4	5	6	7	8	Comments

Technique (10 points)	Poor	Below Avg.	Average	Good	Excellent
Consider: Proficient control of the sticks/mallets and instrument quality of sound	1-2	3-4	5-6	7-8	9-10
Rhythmic Interpretation (20 points)					
Consider: Accuracy and timing	1-4	5-8	9-12	13-16	17-20
Musicianship (20 points)					
Consider: Tempo/meter/pulse/dynamics/phrasing	1-4	5-8	9-12	13-16	17-20
Tuning (25 points)					
Consider: Accuracy of pitch	1-5	6-10	11-15	16-20	21-25

# PMEA DISTRICT 3 AUDITION TALLY SHEET

YEAR \_\_\_\_\_ EVENT \_\_\_\_\_ HOST SCHOOL \_\_\_\_\_

INSTRUMENT/VOICE PART \_\_\_\_\_ CHAIRMAN \_\_\_\_\_

The audition chairman should enter the totals from the individual judging sheets on the form below. After all scoring is entered, the chairman should enter the place results in the column headed finish order. This sheet should be placed on top of all individual sheets and turned in to the tabulations committee. It is the committee's responsibility to break ties before the sheets get to tabulations. All individual judges should sign their score sheets as well as this tally sheet. Please be careful to check addition.

Tryout Order	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Judge #1																									
Judge #2																									
Judge #3																									
Judge #4																									
Total Score																									
Finish Score																									
Tryout Order	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

Judge #1 Signature \_\_\_\_\_

Judge #2 Signature \_\_\_\_\_

Judge #3 Signature \_\_\_\_\_

Judge #4 Signature \_\_\_\_\_

**STUDENT MEDICAL INFORMATION FORM**

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION  
FORM REVIEWED/APPROVED BY PENNSYLVANIA HOSPITAL ASSOCIATION**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_

(Street)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Area Code/Phone Number)

Director's Name \_\_\_\_\_ School \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Work Phone \_\_\_\_\_ Hours \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Work Phone \_\_\_\_\_ Hours \_\_\_\_\_

Stepparent/Guardian's Full Name \_\_\_\_\_

Work Phone \_\_\_\_\_ Hours \_\_\_\_\_

Is the student currently under medical treatment? Yes No

If yes, give the nature of the treatment and the doctor's name and phone:

Is the student currently taking any medications? Yes No

If yes, give the name of the medication, reason it is given, doctor's name and phone number:

List any ailments of which the band nurse or medical personnel should be made aware  
(allergies, diabetes, heart conditions, etc.):

Is your child allergic to: \_\_\_ Pets \_\_\_ Cigarette/Pipe Smoke \_\_\_ Food (list specific food(s) on line above)

Date of last tetanus shot: \_\_\_\_\_

Name of health insurance: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Name of Guarantor \_\_\_\_\_ Agreement # \_\_\_\_\_

Name of employer (if group insurance) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Group # \_\_\_\_\_

OVER

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION**  
**FIRST AID/EMERGENCY TREATMENT AUTHORIZATION**

If the school or festival host cannot contact either parent/guardian, please list two relatives or friends who would have the authority to advise us regarding your child:

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

If none of the above can be reached by phone, WHAT DO YOU WISH THE SCHOOL OR FESTIVAL HOST TO DO in case the child is sick or injured?

\_\_\_\_\_

If EMERGENCY TREATMENT is required, may the school authorities, festival host, or designee use their own judgement in sending the child to the hospital or doctor most easily accessible before the parent/guardian can be reached? YES NO

If NO, name preferred hospital \_\_\_\_\_

Preferred doctor \_\_\_\_\_

It is understood that in the final disposition of an emergency case, the judgement of the school authorities will prevail. The recommendation of the parent/guardian, as indicated above, will be respected as far as possible. If at any time the above information must be changed, I will notify my child's music director/or festival host director in writing. It is understood and agreed that the child and his/her parent/guardian shall hold harmless Pennsylvania Music Educators Association, the host school district, and any registered nurse employed by PMEA, from any and all lawsuits, claims, demands, expenses, or costs arising out of the administration of or failure to administer first aid or emergency treatment to the child while in attendance at a PMEA-sponsored musical program or festival, including practice sessions.

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)

The host school nurse has my permission to administer (Circle as allowed): Tylenol, Pepto Bismol,

Other (be specific) \_\_\_\_\_ to my son/daughter.

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)

Do you grant permission to have this medical form provided to the host family and/or nurse on call?  
\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE STUDENT SIGNATURE

Revised, January 2003

# **Festivals and Festival Clinics**

## **A Statement of Principles Governing Participation in PMEA Festivals**

Adopted by PMEA State Executive Council on June 16, 1984

The system of band, chorus, and orchestra festivals at district, regional, and all-state levels is organized and maintained by PMEA as one of its principal vehicles for implementation of its goals to further music education and encourage the development of music programs in the schools. PMEA members who are the directors of bands, choruses, or orchestras in their schools have the privilege of sponsoring students from their organization to participate in the various festivals, subject to the regulatory policies of the State Executive Board, the individual District, and whatever powers the individual District delegates to the collective body of participating directors to establish procedures.

PMEA is a private association of individual professionals, and as such, “may restrict participation in its activities and may impose restraints providing they do not violate the 1964 Civil Rights Act, i.e. restrictions based on race, creed or sex.” PMEA adopts officially the MENC policy from their legal advisors relative to the exclusion of students of nonmember from participation in events sponsored by MENC, and in so adopting, we substitute “PMEA” for “MENC”. The statement therefore reads: “Since PMEA, rather than the school systems, is the sponsor of these events, we assume that there would be some financial and other support given to the event by PMEA. This would appear to us to establish a “rational justification” for the exclusion. If there is this rational justification, the exclusion would not violate the federal civil rights law. The Supreme Court has distinguished two kinds of classifications: so-called suspect classifications, like race or alienage; and other classifications. The classification of students based on whether or not their teachers are PMEA members is obviously not a suspect classification. Accordingly, to sustain the legality of such a classification, we need only show that it has a rational justification and, as indicated above, the PMEA sponsorship and support appears to us to be sufficient for this purpose.”

(See “Dues” Section C re sabbatical substitute teachers)

PMEA holds that participation by a student in a PMEA festival is a privilege granted by, and authorized through, the membership and active participation of the individual teacher/member who is the director of the given organization in the student’s school. It rejects the concepts of institutional membership; of membership by a school administrator who is not the director of the school musical organization (intended as a method of qualifying students for festivals); or of sponsorship of a student by another PMEA member who is not the director of the specific school performing group in that student’s school.

Exceptions, due to legitimate, specific, extenuating circumstances will be detailed later in this document.

# Terms of an Individual Student's Eligibility to Participate

All Districts must use an application form which contains the following statement:

“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. (Amended, April 14, 1999)

All student participants are to be required to sign this application. It is also recommended that the application be signed by the student's parent, director, and school principal. The guidelines for exceptions and the appeal process which follow are to be listed in the correspondence to each director.

## Guidelines for Granting an Exception

- 1) The conflict must have developed after the date on which the student was selected for the festival.
- 2) The nature of the conflict must be unique (a “once-in-a-lifetime” opportunity).
- 3) Maximum rehearsal time missed may be no more than four (4) hours.
- 4) The student may not miss a concert.

Procedure for Requesting an Exception and Appealing an Exception Denial

<b>Procedure</b>		<b>Possible Action</b>
	<b>Step One</b>	
Student's Director confers with Host Director		None
	<b>Step Two</b>	
Host Director confers with District President		2 Yes Votes = Exception Granted 2 No votes = Exception denied Split vote = Confer with the District Immediate Past President
	<b>Step Three</b>	
	Appeal Procedure (OR Procedure for Regional Questions --Step One)	
District President confers with other District Presidents of Region		2 Yes Votes = Denial overruled 2 No Votes = Denial approved Split vote = Confer with State President
	<b>Final Appeal</b>	
PMEA State President		Final Decision

Once selected, if the student cannot participate in the festival, it is the responsibility of the student's director to contact the host before the registration deadline of the event in order that an alternate may be selected.

In consideration of the unique characteristics of each district, in order to insure a quality performing organization and educational experience for all students involved, PMEA gives authority to each District to determine the grade level eligibility for all district level events. Participation in Regional and All-State events will be restricted to grades ten, eleven, and twelve.

A student sent home for disciplinary action will not participate in any subsequent PMEA festival for the remainder of the current school term, but may be eligible to participate in the following year.

Students must participate in their own school organization in order to be eligible to participate in any PMEA or MENC festival (band for band, orchestra for orchestra, and chorus for chorus). The only exception to this rule may come if the high school lacks said organization. (The original intent of this provision was to disqualify a winds or percussion student from participating in an orchestra festival, when, although continuing membership in the school band, the choice is made not to participate in an active orchestra in the home school. PMEA feels that to do otherwise would tend to undercut the efforts of the director/member in the home school program. If there is an orchestra in the school, the orchestra director must be the sponsoring director/member; if there is no orchestra, the director of the band may sponsor students for an orchestra festival, subject to the rules of the individual district.

Although the most common exception granted has pertained to orchestra, it is possible that a situation warranting consideration of an exception might arise for band or chorus participation. Authority for granting exceptions found to be compatible with PMEA goals will reside with the State Board. A written petition to the appropriate District President must be initiated by a certified music teacher who is a PMEA member prior to a meeting of the Board which, in turn, precedes the selection process for the festival. The District President would be responsible for investigating the validity of the request and for preparing copies of a written brief on the situation for the Board. The District President would then present the report to the Board with his recommendations. (Board members could add discussion notes to their own copies, and following formal action, could file the document for reference in the future regarding established precedent.)

### **Miscellaneous**

In designing concert programs, festival hosts/all-state chairmen should avoid the use of the phrase "public schools." Either Music in Public and Private Schools, or Music in the Schools of Pennsylvania is preferable.

### **Participation by Home Schooled Students**

Home schooled students will be eligible to participate in PMEA festivals if they are sponsored by their local school district and the appropriate member-director. Private School students will continue to be accepted as per current policy.

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Opinion written by Attorney John Killian