



## **John Burroughs High School Instrumental Music Association Acceptance Agreement 2022-2023**

*Please read, sign, and return this packet.*

September 1, 2022

Dear JBHS IMA parents/guardians,

Welcome to the **John Burroughs High School Instrumental Music Association (JBHS IMA)**! Congratulations on your decision to have your student participate in this amazing instrumental music program. The JBHS IMA is a 501(c)3 non-profit organization established to fundraise and support the band events, trips and competitions of John Burroughs High School.

As a non-profit organization, to cover the entirety of the cost of the program we depend not only on general fundraising but also on pledged contributions from families to cover certain related costs, and also the efforts of parents like you to cover year-round volunteer needs.

### **Volunteer Hours**

In order to be successful and maintain the high quality of our program and productions, we need parent volunteers. **Therefore, we are asking that each member's parent/guardian volunteer a minimum of five (5) hours during the school year.** There are many volunteer opportunities at events, show rehearsals, performances and with other operational needs. Please speak to any of your JBHS IMA Board member to learn more!

### **Contributions**

This program has associated costs that must be paid in order for us to fully participate in these events and competitions. These costs are paid by the JBHS IMA on behalf of the members. We rely on contributions and fundraising by families and the community in order to pay these costs.

A large portion of the expenses are incurred at the beginning of the school year when we must pay for music, instrument acquisition and repair, event entry fees, facility usage fees and other operational needs. No student will be denied participation due to lack of funds or inability to contribute. It is important to know that without sufficient contributions or fundraising, events may be cancelled. This is why we also offer many fundraising opportunities throughout the year that can substantially assist in the cost of the program.

You may make a contribution in full at this time. We accept cash, checks and via PayPal.

***Please make checks payable to JBHS IMA Booster Club and mail to:***

**JBHS IMA BOOSTER CLUB  
2219 W Olive Ave, PMB 298  
Burbank, CA 91506-1999**

*Please write your student's name on the memo line.*

The IMA makes every effort to provide fundraising opportunities for your family to help offset the cost of the program. Ralph's and Amazon Smile are very effective, and passive, fundraising programs. Other fundraising opportunities will be available at the beginning of the school year and throughout the rest of the year.

*All donations are non-refundable. Any direct contribution is tax deductible as a charitable donation.*

## CODE OF CONDUCT

### Purpose

To provide a positive experience for all JBHS IMA Program and Instrumental Music Association participants, this code of conduct has been established. All places where “Parents” are mentioned refer to parents, guardians, and/or caregivers; “Adults” refers to adult parent volunteers and/or parent chaperones.

“*Student officers*” refers to active student members of the band council.

### 3 Keys to Success

- Contribute to a PHYSICALLY SAFE environment.
- Contribute to an EMOTIONALLY SAFE environment.
- Respect JBHS equipment, facilities & members.

### General

- All students, parents, adults, and members of the JBHS IMA community MUST abide by the Code of Conduct and 3 Keys to Success
- All State of California, Burbank Unified School District, and Burroughs High School rules apply to all JBHS Instrumental Music Association program and JBHS IMA bands and ensembles during rehearsals, performances, field trips and fundraising events. Students are expected to maintain a high-grade point average. Students whose grades fall below a 2.0 GPA or have any D or F grades may be subject to probation or become ineligible for participation in the Instrumental Music Association program and/or the IMA.
- A mandatory parent/student meeting will be held prior to camps and major trips for questions and review of the Codes of Conduct / Travel Rules.
- Parents are financially responsible for any property damage or theft caused by their student at any Instrumental Music Association activity.
- All belongings are subject to search at any time.
- Criminal activities, while under the supervision of the JBHS IMA, will be reported to the proper authorities immediately. Per Ed Code 48900, the BUSD Administration will determine all disciplinary actions.

### Drug & Alcohol Policy

- JBHS IMA has a “zero tolerance” drug and alcohol policy. The possession or use of alcoholic beverages or drugs is not tolerated. Possession or use of alcoholic beverages or drugs (*other than as prescribed by a medical doctor*), or any similar controlled substances at any school event (*including but not limited to Instrumental Music Association events*) will result in the immediate and permanent expulsion of any student who violates the policy from the JBHS IMA program and its Instrumental Music Association activities. Additionally, a school administrator will be notified and the administrator will determine any further disciplinary and/or legal actions.
- Accordingly, the use of cigarettes or e-cigarettes is expressly prohibited. Please refer to the Annual Notification to Parents/Guardians from B.U.S.D., which refers to the Section 119405 of the Health and Safety Code, which prohibits the sale of e-cigarettes to minors, and means that students should not be in possession of any such devices. Being in possession of cigarettes or e-cigarettes may carry consequences up to and including losing performance eligibility for the year. Additionally, a school administrator will be notified, and the administrator will determine any further disciplinary and/or legal actions.
- The Instrumental Music Association Director and chaperone are to be notified in advance and in writing of any prescription/non- prescription medication the student may require.

### **Hazing**

- JBHS IMA has a “zero tolerance” policy for hazing. Hazing is defined as any premeditated or pre-planned activity and/or “tradition” that inflicts physical or emotional distress or peer pressure on another member. Examples of hazing include, but are not limited to: discrimination, hair cutting, skin marking, physical pain, exclusion, pantsing, etc.
- Any activity that makes another member feel uneasy or unsafe will not be tolerated. We strive to create a team environment and any form of hazing must be reported immediately to an Instrumental Music Association board member or chairperson, the IMA President, or Instrumental Music Association Director.
- Participation in any form of hazing may result in suspension from school and/or the Instrumental Music Association program. Additionally, a school administrator will be notified and the administrator will determine any further disciplinary and/or legal action.

### **Attendance & Rehearsal**

- Students must be present at the last Instrumental Music Association evening rehearsal and last day of class prior to a competition/ performance in order to participate. Also, students who leave school due to illness will not be allowed to perform later that same day.
- Students must be on time to all performances and rehearsals. **EARLY IS ON TIME – ON TIME IS LATE.** Attendance exceptions must be approved by the Instrumental Music Program Director.
- Excessive absences and/or tardiness may carry consequences up to and including losing performance eligibility for the year.
- A student must attend at least four class periods, including Instrumental Music Program class, in order to participate in any performances scheduled for that day.
- Any potential rehearsal or performance conflicts with other extra-curricular activities or events must be communicated and approved by the Director at least 48 hours prior to the schedule conflict.
- Please schedule medical appointments around rehearsals and performances.
- Work and “lots of homework” will not be accepted as an excuse for missing rehearsal...plan ahead.
- Before ending rehearsal, all areas used by the Instrumental Music Program (*i.e., band room, practice rooms, dressing rooms, etc.*) must be clean before ANY Instrumental Music Program member leaves. Anyone leaving without permission from the adult(s) in charge will receive detention. **Student officers will do a final visual sweep to their “assigned rooms” and give the “all clear” before all are dismissed**
- Students MUST come prepared to rehearsal with all necessary items (*i.e.: reeds, instrument, sheet music, etc.*) Failure to bring materials may result in a tardy or absence depending on the frequency and severity.
- Students missing a portion of rehearsal or class may be taken out of all or part of the show at the discretion of the Director.

### **Performances & Competitions**

- As representatives of JBHS, all students and all adults are expected to behave with good manners and sportsmanship. All adults and students are to be treated with respect and courtesy. Failure to behave in an appropriate manner will be brought to the Instrumental Music Program Director’s attention and may result in the removal of the applicable student from competing as part of their Instrumental Music Program and possible further consequences upon return to the school as determined by the Instrumental Music Program Director.

## John Burroughs High School Instrumental Music Association Acceptance Agreement 2022-2023

- All students are expected to have all costumes and accessories complete and neatly packed prior to loading on the bus. Students that are not prepared may not participate in the competition.
- All students are expected to be on time for bus loading. Tardiness may result in missing that competition.
- Upon arrival at the competition, a central meeting place will be established in case of an emergency. All students and chaperones are to go to that location in case of an emergency.
- If a student must leave the group, the student must get permission from their chaperone. For safety concerns, students must go in groups of three or more.

### **Transportation**

- Students will follow driver & adults safety instructions. This includes but is not limited to: Remain seated at all times when the bus is moving; keep all extremities inside the vehicle at all times; keep the center aisle, rear window, and other emergency exits open and not blocked.
- The driver will determine if food, drink, or gum is allowed on the bus.
- Every student and adult are responsible for checking all seats in front of him/her upon exiting the bus. Students will be sent back to the bus to pick up trash or items left behind.
- Student officers will make a final check of the bus for trash and items left behind.
- Students will help load and unload the equipment truck.
- If a student breaks any of the transportation rules, the Instrumental Music Program Director will determine the consequences that could result in detention, being barred from specific performances or being dropped from Instrumental Music Program.
- All students will ride the bus to and from events. Parents must obtain written approval, in advance, from a school administrator to take a student early from an event, or competition. Per School District Guidelines, all students must leave and return to school on the bus unless the authorized administrators give prior written approval.
- All areas used by the Instrumental Music Program must be clean before ANY Instrumental Music Program member leaves. Anyone leaving without permission from the adult(s) in charge will receive detention.
- For shows & events at Burroughs only performers and event staff are allowed backstage or in the dressing rooms at rehearsals and performances. Instrumental Music Program members not participating are not allowed backstage or in dressing rooms.
- No food or drink (*other than water*) allowed in dressing areas, this includes the Instrumental Music Program room and Green Room. Students are allowed to eat in the quad.
- Girls must wear their bodysuit under costumes and while in all dressing room areas.
- Students are to remain in their assigned dressing room during shows, and are not permitted to visit other Instrumental Music Programs' dressing areas.
- Students may not watch any portion of a show from the balcony. Nor may they visit the concession, merchandise, or lobby areas during intermission.



### **Camps & Overnight Trips**

- Before leaving, all baggage and personal belongings are subject to search.
- Rules of the facility must be followed.
- Students will be assigned set-up, serving and clean-up duties.
- Students will clean up room upon departure. They are to leave room cleaner than they found it. Chaperones will check.
- Students must attend all sessions and all meals. If someone is too ill to attend, a chaperone must be notified to make this determination and the Instrumental Music Program Director must be notified as soon as possible. Students will then go to the Nurse's room.
- Students are expected to follow instructions from any chaperone, not just from their assigned chaperone.
- All students and all adults are expected to behave with good manners and are to be treated with respect and courtesy.
- All students are to travel in groups of three or more.
- Curfew is lights out and in bed by 11:00pm. You may talk quietly until 11:30pm. At 11:30pm, silent camp until 6:30am.
- Students may bring personal I-pods players (*No speakers*). These electronic devices must be turned off at 11:00pm. Devices must be kept in dorm rooms/cabins during sessions. Bring any personal items at your own risk.
- At night, students may not go outside without a chaperone.
- Students may not leave their rooms prior to 6:30am.
- No one is to be in any room but his/her own after curfew. If a student is found outside his/her room after curfew without permission, parents will be called to pick up student, no matter what time it is, and may be dropped from Instrumental Music Program.
- No boys in girls' rooms and no girls in boys' rooms at any time. If a student is found in the room of the opposite sex, their parents will be called to pick them up; no matter what time it is and may be dropped from Instrumental Music Program.
- No hazing - anything that is inflicted on a person without their consent. (*i.e.: discrimination, hair cutting, skin marking, pantsing, etc.*). Consequence will be parents called to pick up student, no matter what time it is, and student may be dropped from Instrumental Music Program.
- No behavior that can cause physical injury or damage to property. Parents will be called to pick up student, no matter what time it is, and student may be dropped from Instrumental Music Program.
- **ABSOLUTELY NO FOOD IN YOUR ROOM.** There will be snacks available throughout the day.
- All functions of JBHS IMA may be subject to photographing and/or videotaping. Refer to the JBHS IMA Photo & Video Release for additional information.

***If ANY of the above rules are broken, it will be brought to the Instrumental Music Program Director's attention. Consequences will be clean-up detail and/or detention during free time or may result in parents called to pick up student.***

### **Emergencies**

- A central meeting place will be established at all camps. This is where we will gather if there is an emergency.
- Stick with your chaperone.
- If parents need to contact student during camp, a number will be provided in advance (*Please only use in case of an emergency*).
- Phones are not available for personal use. If there is an emergency, please see your chaperone.
- A "home" contact will be established for each camp. Parents may call this person with any questions while students are at camp.

### **Parents / Chaperones / Volunteers**

- All Parents will be asked to volunteer to help the Instrumental Music Program from time to time as chaperones, helping at events and supporting fundraising.
- All Parents will be asked to follow the Parent Code-of-Conduct.
- Unless a volunteer is assigned to a specific backstage area, parents, family members, and friends are not allowed backstage during rehearsals or at events. Only assigned chaperones are allowed in dressing room areas.
- Parents are expected to pick up students from events in a timely and prompt manner. You will be notified of approximate arrival/dismissal times. Please be considerate of the parent chaperone that has to stay until all students are picked up.
- Mandatory meetings will be held prior to major trips for questions and review of rules.
- Chaperones and volunteers are required to attend any chaperone/volunteer workshops sponsored by the JBHS IMA and/or BUSD.
- Those arriving or leaving JBHS later than 9:00pm are asked to show courtesy to those living next to the school by avoiding unnecessary noise (*yelling to friends across the street, honking car horns, loud music etc.*), keeping driveways open and the street free of trash.



## ONLINE COMMUNICATION & SOCIAL MEDIA POLICY

### Social Media / Online Behavior

As an organization, the JBHS Instrumental Music Program & JBHS IMA is committed to quality performing arts education and the safety of our student members, as well as the preservation of our outstanding reputation within the BUSD and the larger Instrumental Music Program community. Given these factors, our standards for appropriate online communication are necessarily high. While we respect the right of students, volunteers, alumni and other members of our JBHS IMA community to utilize the variety of online communication and social media options available, we must insist that the following standards be met by our members at all times, as well as by our volunteers and others who participate in JBHS-associated sites and activities whenever they are communicating with other members, parents, students and whenever they are communicating with anyone on behalf of JBHS IMA.

“Social Media” includes activity on the [jbhslma.org](http://jbhslma.org) website, Facebook (*including parent or student created groups*), Twitter, Instagram, Snapchat, Vine, Kik, Keek, LinkedIn, Pinterest, and any other social media/sharing site, as well as any BUSD, JBHS, Burbank community, and/or Instrumental Music Program community websites.

Participation and comments on JBHS IMA-sponsored and associated sites, pages and groups are welcome and encouraged. There are, however, a few basic things to keep in mind.

- **Have fun, but be smart.** The best advice is to approach online worlds in the same way we do the physical one – by using sound judgment and common sense.
- **When in doubt, do not post.** Standards of common courtesy, good manners, and responsible conduct should extend beyond Instrumental Music Program competitions, events and activities. Therefore, any disruptive, derogatory or malicious quotes, statements or similar materials posted by any student and/or Parent or volunteer on any social networking website (*e.g., Facebook, Twitter, etc.*) or blog, v-log, or any other public forum or website is not allowed. You are personally responsible for your words and actions, wherever they appear. Be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable.

Users are to engage with and communicate with mutual respect for others' opinions.

- **Know that the Internet is permanent.** Once information is published online, it is essentially part of a permanent record, even if you remove/delete the content later, or attempt to make it anonymous. For the privacy of users and their families, please assume that all of your postings to sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.
- JBHS IMA reserves the right to reject or remove comments from JBHS IMA-associated sites for any reason, including but not limited to our belief that the comments violate this Online Communication and Social Media Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed. The JBHS IMA also reserves the right to request the removal of posts referencing the JBHS IMA or any of its members, staff, or volunteers if such comments violate these guidelines. We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations, BUSD policy, or the law.

## John Burroughs High School Instrumental Music Association Acceptance Agreement 2022-2023

### **BHS IMA reserves the right to do any or all of the following:**

- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.
- For additional information regarding JBHS IMA's use of photos and video, please refer to the attached *Photo & Video Release* form.

### **Volunteer Use of Social Media**

Adult communication with students must remain professional at all times. Adults should remember that they are role models for students and their relationship with students is not that of "friend." JBHS Instrumental Music Program and volunteers should limit their public profile to information, comments, photos, etc. that are appropriate should students view them. Care should be exercised in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. We strongly encourage all volunteers to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

Volunteers shall refrain from any proactive one-on-one communications with Instrumental Music Program members on social networking sites, via text or email unless serving as co-chair of that Instrumental Music Program or acting on official Instrumental Music Program or JBHS IMA business. Responses to student-initiated communications should be limited to those that are JBHS IMA-related. Mass (*one-to-many*) communication is not prohibited provided that the content is appropriate and JBHS IMA-related. However, since each Instrumental Music Program Band contains two or three adult Co-Chairs as well as student officers, volunteers should utilize these liaisons to disseminate messages to specific band online communities before issuing any type of information online (*Social Media pages, message board posts, group messages*) themselves.

- Volunteers should not make statements that would violate any of the BUSD policies, including its policies concerning discrimination or harassment;
- Volunteers must uphold the JBHS IMA's value of respect for the individual and avoid making defamatory statements about the JBHS, the JBHS IMA, volunteers, students, or their families;
- Volunteers may not disclose any confidential information about the JBHS IMA program or confidential information obtained during the course of his/her employment or volunteer assignments, about any individuals, including students and/or their families.
- Co-chairs should serve as administrators on any Facebook / social media groups that are established for communication with their band. This group should be private and can only include students in that band and the co-chairs.

The JBHS Instrumental Music Program & JBHS IMA respects the right of adult volunteers to use social media and networking sites, as well as personal websites and blogs, but it is important that personal use of these sites does not damage the organization's reputation, its employees, its students or their families.

Additionally, volunteers should adhere to the following guidelines, which are consistent with the BUSD workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:



## John Burroughs High School Instrumental Music Association Acceptance Agreement 2022-2023

If the JBHS IMA believes that the activity of a volunteer on a social networking site, blog, or personal website may violate any of the above policies, the JBHS IMA may request that the volunteer cease such activity. Depending on the severity of the incident, the volunteer may not be able to further participate with the organization.

If a volunteer chooses to maintain a personal virtual presence and see something on a Instrumental Music Program member's profile that is immoral and/or illegal, it is the responsibility of the adult to notify the Instrumental Music Program director, JBHS IMA President (s) and/or a JBHS school administrator. Representatives of the JBHS IMA have a legal and moral obligation to protect students and serve their best interests. Acts of omission, in this case, are considered far more detrimental than acts of commission.

### **In posting material on JBHS IMA-associated sites, you agree not to:**

- Post material that the JBHS IMA determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, staff, volunteers or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of the JBHS IMA or any individual or entity, including privacy, intellectual property, or publication rights.
- Distribute "spam" via JBHS IMA-sponsored sites.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person's name.

### **Student Use of Social Media**

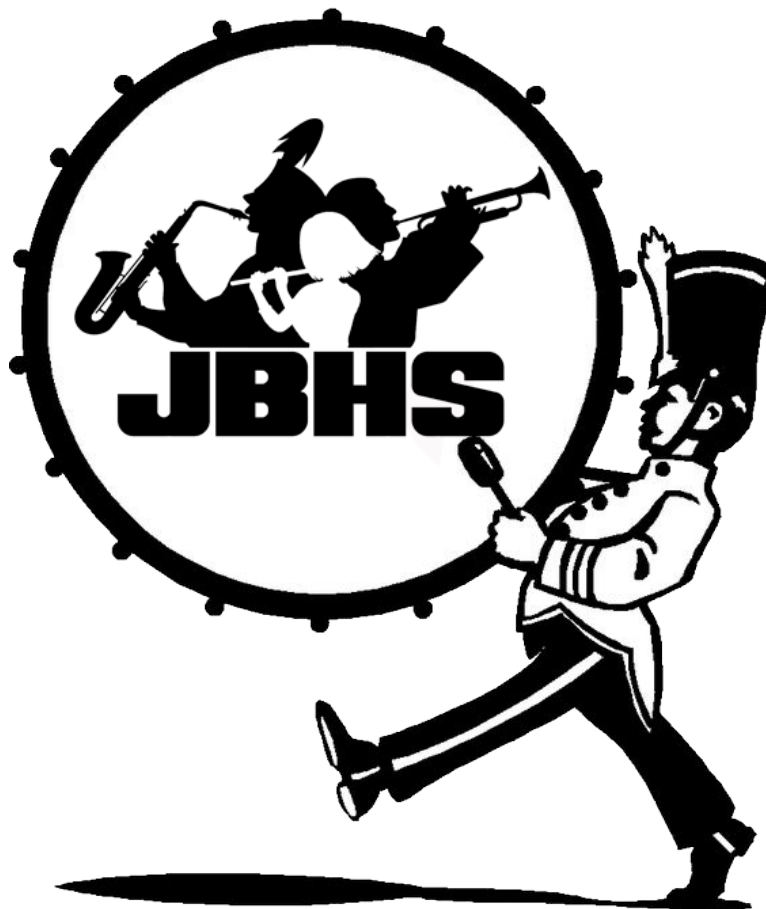
#### **Students are expected to abide by the following:**

- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon JBHS or the JBHS Instrumental Music Program/JBHS IMA.
- Posting material online (*pictures, comments or video*) portraying sexual activity, alcohol or use of controlled substances is not allowed.
- Students may not use social media sites to publish disparaging or harassing remarks about fellow or former JBHS Instrumental Music Program /JBHS IMA members, or members of competitive performing arts programs, etc.
- Any messages posted by students about other students that include slurs based on race, ethnicity, religion, gender, or sexual orientation will be considered discrimination and may result in a suspension.
- Any physical altercation between students, resulting from any social media post including text messages may result in a suspension, for those who fight and those who incite the violence.
- Any such statement or act that meets the criteria of "bullying" resulting from any social media post, including text messages, is in violation of school district policy and will be reported to a school administrator and may result in disciplinary and/or legal action.
- To protect the privacy of JBHS Instrumental Music Program /JBHS IMA students and staff, JBHS IMA may not, under any circumstances, create inappropriate or defamatory digital video recordings of JBHS IMA members either on campus or at off-campus events for online publication or distribution. Please refer to the attached *Photo & Video Release Form* for more information.

## John Burroughs High School Instrumental Music Association Acceptance Agreement 2022-2023

- Students may not post material that the JBHS IMA determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Students may not post phone numbers, email addresses or other confidential information of students, staff, volunteers or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Students may not post material that infringes on the rights of the JBHS IMA or any individual or entity, including privacy, intellectual property, or publication rights.
- Students may not distribute “spam” via JBHS IMA-sponsored sites.
- Students may not allow any other individual or entity to use your identification for posting or viewing comments.
- Students may not post comments under multiple names or using another person’s name.
- First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the JBHS Instrumental Music Program and IMA community and beyond. Students who participate in online interactions must remember that their posts reflect on the JBHS Instrumental Music Program, JBHS IMA, and larger JBHS community and, as such, are subject to the same behavioral standards set forth in the JBHS Student Code of Conduct and the JBHS IMA / Instrumental Music Program Code of Conduct.

Failure to abide by this Policy, as with other JBHS IMA policies, may result in disciplinary action including removal from the JBHS IMA. Additionally, the JBHS Administration will be notified and may take additional disciplinary actions in accordance with BUSD policies.



**JBHS IMA EXPECTATIONS**

Members of the John Burroughs High School Instrumental Music Association believe that the primary focus of the band program is the act of music education, participation and the enjoyment of instrumental music. It is expected that every individual connected with the JBHS IMA will adhere to codes of performance standards, sportsmanship and ethical conduct, develop and maintain pride and loyalty in the Band and school, demonstrate courtesy to chaperones, other bands, and focus primarily on the success of the group as a whole rather than individual successes. Students and parents that display acts of disruption to the process will be subject to the consequences listed below.

**Parent Expectations:**

- As parents/guardians, we will encourage our student(s) to participate by following all student guidelines and expectations set forth by the director in the Parent Packet.
- As parents/guardians, we will assist in our students' achievement of the commitment they have made to each activity they choose to participate in (*marching, concert, symphonic, wind ensemble, etc.*). This includes attendance at, and completion of, all scheduled rehearsals and events set forth by the director, instructors, and section leaders. As parents we will encourage hard work and honest effort that will lead to improved performance and participation.
- As parents, we will respect the director and their authority during all practices and performances. We will understand practice requirements and expectations set for the students.
- We will refrain from criticizing the director, instructors, and/or other students to my student and other families.
- We will not question, discuss or confront a director before, during, or after a practice or performance. If we have an issue that needs to be discussed, we will contact the director via email or phone to set up a meeting. We also understand that if we do have a question/concern we will communicate it first to the band director.
- As parents, we will conduct ourselves in a positive manner that sets a good example for students at practices and performances by respecting the director, other band members and other parents. We will also show our appreciation and respect for all volunteers.
- As parents, we will be required to participate as active members of our Band Booster program. This could include volunteering to become officers of the Band Booster Board, chaperone events, assist in fundraisers, drive equipment, care for uniforms, etc.
- As parents, when it comes to social media, we agree that we will not post in a negative or defamatory way about the band, students, directors, staff, or any affiliated organizations including opposing teams/programs/schools.
- As parents, we will place the emotional and physical well-being of my student ahead of my personal goals and desires. I will remember band is for the students and not the parents.
- The Band Room is off limits to parents unless a meeting has been scheduled. Only Chaperones, Board Members and Volunteers with a specific purpose should be in the band room or present in rehearsal spaces.
- As parents, we realize that a lack of encouragement or ability to follow expectations set forth by the director or instructors will have a significant effect on every student's achievement. Such actions may cause future participation in performances to be suspended or terminated with possible effects on the students' grade.
- The inability to achieve attendance and completion of all schedule events; we, as parents, realize that students who do not achieve attendance and completion of all scheduled events will have a SEVERE adverse effect on the group's ability to achieve quality performances. Failure to communicate students will likely be suspended or terminated from participation indefinitely and may have their grade affected as a result.
- Future participation and roles within the program may be limited due to the lack of reliability of the parent and student performer. By signing below, you understand the above policies and the resultant consequences.

## John Burroughs High School Instrumental Music Association Acceptance Agreement 2022-2023

**By signing this agreement your family is agreeing to:**

- Voluntarily participate in the Instrumental Music Program for which your student is eligible.
- Parents/guardians making a good faith effort to volunteer a minimum of five hours per school year.
- Acknowledge the above associated costs with the John Burroughs High School Instrumental Music Association program and the need for contributions and fundraising to fund the program.
- Give permission for monthly statements to be emailed to your family.
- Agree to abide by the Code of Conduct.

***I would like to contribute the following amount and I give permission to receive monthly email donation reminders (check one):***

I will donate a one time amount of \$750

I will contribute \$\_\_\_\_\_

*(In order to cover our anticipated costs, we ask that each family contribute \$750)*

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Parent/Guardian Name (printed)	Parent Signature	Date
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Student Name	Student Signature	BAND/ENSEMBLE
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***Please complete and email this signature page the Director.  
The information portion of this agreement is for you to keep for your records.***

### NON-PRESCRIPTION MEDICAL AUTHORIZATION 2022-2023

If you would like your student to be able to take non-prescription medications, please fill out the section below and return this form. Please make sure that any non-prescription medications authorized for your student have been taken before hand so that there is no possibility of an adverse reaction. **Please note that if you do not authorize the use of any over-the-counter medication, we cannot administer anything to your child.**

Student Name: \_\_\_\_\_ Band/Ensemble: \_\_\_\_\_

I authorize the administration of ANY non-prescription medications, including but not limited to ibuprofen, acetaminophen, antacids, Benadryl, meclizine (for motion sickness), etc.

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

#### Exceptions:

*All prescription medications and non-prescription medications **MUST** be given to the **IMA Nurse** in the morning on the day of departure in the original prescription bottle with instructions and in a plastic bag with the student's name on it and listed on the **Burbank Unified School District Form**.*

**\*\*PRESCRIPTION MEDICATION and/or DIETARY ALLERGIES: See Burbank Unified School District Field Trip Permission and Medication Authorization Form\*\***

\_\_\_\_\_  
Parent/Guardian: (please print) Phone # where you can be reached during event

\_\_\_\_\_  
Parent/Guardian: (signature) Date:

\_\_\_\_\_  
Student Name received a tetanus booster on \_\_\_\_\_  
(month/year of booster shot)

Please provide a photocopy of both the FRONT and BACK of your Medical Insurance Card using the template below OR provide a separate sheet.

<b>FRONT</b>	<b>BACK</b>
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**2022-2023 JBHS IMA Volunteer Questionnaire**

Please list any additional skills or requests at the bottom of this form.

To be successful and maintain the high quality of our program and productions, we need parent volunteers. Volunteering is a fun and rewarding way to help, and we are asking that **each member's parent/guardian volunteer a minimum of five (5) hours during the school year.**

Parent Name: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ ZIP: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_ Band: \_\_\_\_\_

**Volunteer Opportunities:** Check all that you are interested in and write any other skills at the bottom of this form.

- Catering/Food Service**
- Financial**
- Event/Rehearsal Supervision:** Supervise students at events/rehearsals.
- Box Office:** Sell tickets and/or scan tickets upon entry.
- Community Grant Writing:** Assist with writing grant requests to donors on behalf of **JBHS IMA.**
- Concessions/Floral/Merchandise:** Set-up, sales, and breakdown of concessions/floral/merchandise.
- Chaperone:** Supervise at off-campus events or overnight trips (overnight chaperones need **LiveScan**).
- Fundraising:** Organize, assemble, ticket sales of baskets in raffle.
- Rehearsal Meals:** Ordering, serving, clean-up of meals served at rehearsals.
- Security/Traffic/Parking:** Manning security posts & supervise traffic & parking at events.
- Set Building/Design/Props:** Designing, building, decorating and breaking down sets.
- Sponsorship and Donation Requests:** Soliciting, tracking, and collection of donations and sponsorships.
- Truck Drivers:** Driving/Loading/Unloading of U Haul type truck.
- Volunteer at Home:** Misc. opportunities to volunteer from home and not on location.
- Wardrobe/Costume:** Organizing, mending, cleaning of clothing. (Sewing Skills needed)
- On-Call Volunteer:** Not sure? Be on the on-call list for filling in where needed. **Volunteer by Donating:** Donating needed items is a wonderful way to volunteer for the JBHS IMA

**Other Ways I Will Volunteer:**

- Have a corporate giving or matching program at work.
- Have access to high-speed copy machines & lots of white and colored paper.
- Have new or recent computers, printers, flat screen TVs, and/or production equipment to donate.
- Have access to lumber and building supplies or tools.
- Have access to the clothing marts, fabric shops, or flower marts downtown.
- Own a bakery or have access to resale food items for concessions.
- Have, or know of, a business that can donate items to our raffle baskets? (Hair and Nail Salons, Airlines, Restaurants, Vacation Rentals, Memorabilia, Collectibles, Store Cards/Merchandise, Tickets (Theme Park, Sports, Plays, Concerts, Talk Shows, Special Events, Comedy Shows etc.)
- Other:

\_\_\_\_\_  
\_\_\_\_\_

## **Photo / Video / Artwork Release Form**

Dear Parent / Guardian,

On occasion, representatives from the media, Burbank Unified School District, or the JBHS IMA, wish to use student photos, videotape, artwork, and / or interview students in connection with school programs or news events or non-profit activities to raise funds for the Instrumental Music Association. Educating the public and promoting our program are some of our objectives. The entire community benefits from knowing about the needs and abilities of our students and about the programs and events we offer to our students, families and our community.

In order to release student photos, video footage, artwork and / or comments, we need written permission. To give your consent, please complete the form below.

I, \_\_\_\_\_ parent / guardian of \_\_\_\_\_ give my permission for my child to be photographed, videotaped and / or interviewed by representatives from the media, Burbank Unified School District, or the JBHS IMA, or for artwork to be used for raising funds for the Instrumental Music Association. I waive the right to the finished product and the soundtrack, script or printed matter that may be used in conjunction with them.

Signature of parent / guardian \_\_\_\_\_ Date \_\_\_\_\_

Or

I am 18 years of age or older and I give my consent without reservations to the foregoing on my own behalf.

Signature of subject \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Burbank Unified School District  
1900 W. Olive Avenue  
Burbank, CA 91506

JBHS IMA  
1920 W. Clark Avenue  
Burbank, CA 91506

Burbank Unified School District

PUPIL FIELD TRIP PERMISSION SLIP AND MEDICAL AUTHORIZATION

(To be completed by parent, guardian or caregiver)

Please complete and return this form to the supervising teacher of the field trip/activity. No pupil will be permitted to participate in this activity without this form on file.

Pupil's Name (print), Date of Birth, Pupil at John Burroughs High School, School, 2022-2023, School Year

has my permission to participate in the following: Activity: All IMA Camps, Competitions and trips
Destination: various band events and IMA events
Method of Transportation: Bus, private vehicle\*, walking
Departure Date & Time: various
Return Date & Time: various
Departure Location: John Burroughs High School
Return Location: John Burroughs High School

\* Private vehicle drivers will have provided all appropriate documentation including driver registration information, vehicle information, insurance information, driver statement, and will have been approved by the District. This permission slip enables only school district approved adult drivers to transport students. Students are not allowed to be transported to choir events by other students.

MEDICAL AUTHORIZATION

We (I) are (am) aware and acknowledge that any activity covered by this permission slip, by its very nature, poses the potential risk of injury/illness to the individuals who participate. For and in consideration of the opportunity for our (my) child/ward to participate in the activities covered by this permission slip, we (I) do hereby agree as follows:

- 1. All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion.
2. In the event of illness or injury, we (I) consent to all routine and/or emergency medical treatments and/or services prescribed by the attending physician, surgeon, or dentist, and to the administration and performance of all examinations, treatments, anesthetics, operations, and other procedures which are deemed necessary or advisable by the attending physician at the scene and/or at the hospital or other medical facility.
3. That we (I) are (am) solely financially responsible for any cost and/or indebtedness incurred as a result of any emergency and/or routine medical and/or surgical treatments and services prescribed by the attending physician for my child/ward, including all charges not covered by insurance.
4. To indemnify and hold harmless the Burbank Unified School District, its officers, employees, agents, representatives, and volunteers from each and every claim or demand made, and each and every liability, action, loss, debt, or damage which may arise by or in connection with, or result from, any routine and/or emergency medical services, or participation of our (my) child/ward in any activities covered by this permission slip.
5. Our (My) child/ward has a special medical condition and/or physical disability diagnosed by a physician. A description of that medical condition and/or physical disability is attached hereto.

A special note to Parent/Guardian/Caregiver:

- 1. All medications taken by your child/ward while participating in the activities covered by this permission slip must be prescribed by a physician and registered on this form.
2. All medications prescribed by a physician for your child/ward must be kept and administered by District staff.
3. List any medication that your child/ward must take while participating in the activities covered by this permission slip and for each medication listed provide the dosage and reason for the medication:

Table with 3 columns: Name of medication, Dosage, Reasons(s)

- 1. My child/ward is allergic to the following medications:
2. My child/ward is allergic to the following foods, materials, etc.:
3. We (I) fully understand that all persons making the field trip or excursion are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in the individual being sent home at the expense of his/her parent/guardian.

I acknowledge that I have carefully read this Pupil Field Trip Permission Slip and Medical Authorization Form and I understand and agree to its terms.

Address: Phone No: (where I can be reached during this activity)

Emergency/contact if I cannot be reached Their Name Their Phone No.

Pupil's Medical Insurance Carrier Policy Number Address

Parent/Guardian/Caregiver (please print) Signature Date

Note: This form must be kept with the teacher during the entire activity, and a copy must be kept on file at the school site.



## NOTES