

BLAIR **CHILDREN'S**
Chorus

VANDERBILT  UNIVERSITY

Blair Children's Chorus Handbook

Mary Biddlecombe, Artistic Director

Lauryn Moody, Training Choir Assistant Director and
Accompanist

Matt Smyth, Young Men's Chorus Director

Barbara Santoro, Accompanist

Tucker Biddlecombe, Director of Choral Activities

Julie Claverie, Program Administrator

Vanderbilt University Pre-College Program

Pam Schneller, Associate Dean

TABLE OF CONTENTS

Blair Children’s Chorus Ensembles Chorale.....3 Concert Choir, Young Men’s Chorus	3
Blair Children’s Chorus Ensembles (cont’d)4 Choristers, Boychoir, Training Choir	4
Student Conduct Rules for Chorale, Concert Choir and Young Men’s Chorus.....5	5
Student Conduct Rules for Choristers and Boychoir.....6	6
Student Conduct Rules for Training Choir.....7	7
Letter to BCC Parents.....8	8
TENTATIVE Fall Calendar.....9	9
Extra concerts/rehearsals.....10	10
Fall Camp, Website.....11	11
Registration.....12	12
Tuition Scholarships.....13	13
Concert Attire.....14	14
Parking and Forms.....15	15
Tour Guidelines.....16	16
Chaperone Guidelines.....17	17
Students with Disabilities, Honor Code, Vanderbilt Protection of Minors Provision.....18	18

BLAIR CHILDREN'S CHORUS PROGRAM ENSEMBLES

The Blair Children's Chorus Tradition

The Blair Children's Chorus Program was established as part of the pre-college division of Blair School of Music, Vanderbilt University, in 1988. BCC has a distinguished history of sharing the love of music with hundreds of children, developing fine musicians and offering quality concerts to the Nashville community. Blair Children's Chorus graduates have earned scholarships in music at some of the nation's finest universities. Whatever their long-term pursuits may be, BCC graduates find that the poise, self-confidence and discipline learned in choir equips them well for the challenges ahead. The program is classically based, with strong emphases on healthy vocal production, music reading skills and performance. The singers, grades 1-12, come from all over the area. What brings these children together is a love of music, a desire to sing and make friends with other singers, and a dedication to achieving their musical goals.

BCC Chorale

Any treble voice BCC student who has completed at least 1 semester in grades 1-12

Rehearsals are in Choral Hall, Wednesdays, 4:45 – 6:15 p.m.

This choir is a small ensemble made up of auditioned BCC students. For admittance, students must demonstrate beautiful singing, good attendance in their primary choir, and a requisite understanding of solfege and handsigns. This choir is in addition to their primary choir, so students in Chorale are involved in the Blair Children's Chorus program twice/week. This group performs with the Nashville Symphony, on the BCC Fall and Spring concerts and many other opportunities around the Nashville community.

BCC Concert Choir

Girls, Grades 8-12

Rehearsals are in Choral Hall, Mondays, 4:45 - 6:15 p.m.

This select touring choir gives multiple concerts each year, tours each summer and attends a weekend fall camp. Concert Choir has performed numerous times with the Nashville Symphony Orchestra and other area arts organizations. Recent concert tours and festivals have taken the choir to Ireland, Costa Rica, Indiana, New Mexico and Oregon. Important Note: new members admitted in fall semester only. If a student is unable to travel with the choir, they are welcome to audition to sing with Choristers.

BCC Young Men's Chorus

Boys with changed/changing voices

Rehearsals are in room 2192, Thursdays, 6:10-7:30 p.m.

The Young Men's Chorus is for boys whose voices are in the process of changing or have already changed. We work on healthy vocal technique and new ways of using voices as they go through transition. Repertoire includes pieces for men's voices and ensemble pieces to sing with the other Blair Children's Choruses. There are several opportunities to perform each semester. Travel has taken them to several states and an international tour to Germany. This spring, they are singing at Carnegie Hall. A good sense of pitch, unforced sound and a willingness to explore new ways of singing are needed for this group.

BCC Choristers

Girls in grade 5 and up

Rehearsals are in Choral Hall, Mondays, 6:20 - 7:20 p.m.

This intermediate choir is made up of girls in grades 5 – 12 who are learning about singing with healthy vocal technique, furthering their development as musicians through solfege, Curwin handsigns, and repertoire appropriate for intermediate learners. Girls in this choir sing 2 - 4 concerts per year and attend camp each fall. They sometimes join other BCC choirs in performances in the Nashville area and have enjoyed weekend tours to several states.

BCC Boychoir

Boys in grade 3 and up, unchanged voices

Rehearsals are Choral Hall, Thursdays, 5:45 – 7:00p.m.

This chorus sings repertoire that boys have enjoyed for centuries and includes classical music, art songs, folk songs, and modern compositions written specifically for boys' voices. An integral part of the Boychoir rehearsal each week also includes time with the Young Men's Chorus where they learn SATB literature. Members of the Boychoir have performed with the Nashville Symphony, the Boston Camerata, Renaissance Center in Dickson, the Kentucky Symphony, Vanderbilt Community Chorus, at civic events, in local schools, churches and at Blair. Travel has taken them to several states and an international tour to Germany. For admission to this chorus, a child should demonstrate singing that is on pitch and in tune with a pleasant quality.

BCC Training Choir

Boys and girls in grades 1-4

Rehearsals are in room 2192, Thursdays, 4:30-5:30 p.m.

Our overarching goal is meeting the national music education standards and achieving musical literacy through choral singing and repertoire. Singing, kinesthetic music activities and fundamentals are the heart of this group's focus. These developing singer musicians will learn how to find the singing voice and produce it beautifully with an unforced yet energized approach. By learning the language of music, it is our hope that students increase their enjoyment of music. They begin recognizing musical concepts by looking at notated music. They sing mostly in unison while adventuring into part singing, rounds, canons and call and response. Students must be able to read words to be admitted into the group. This group will perform once a semester, but the focus is on learning and enjoyment.

STUDENT CONDUCT RULES: Concert Choir/Young Men's Chorus/Chorale
Each Choir Member Will:

1. Attend all rehearsals, camps, retreats, tours, and concerts.

- a. At least twenty-four hours notice must be given for any absence to be excused. This notice must be given by a parent/guardian via email or phone. Text messages or Facebook are not acceptable forms of communication.
- b. Students will not be excused from performances and/or dress rehearsals, except under extraordinary circumstances. Students who are absent for performances will be subject to suspension from the program for up to one semester.
- c. Attendance and participation for all tours is expected. This includes domestic and international touring. If a student decides not to tour with the ensemble, they should not expect to remain with the ensemble for that semester.
- d. Rehearsal attendance will be monitored. Three unexcused absences during a semester will result in a potential one semester suspension (student will not be allowed to perform, tour, etc.).
- e. Excessive excused absences may have to be addressed in a meeting with the Artistic Director, the student, and parent/guardian.

2. Treat your directors and administrators with respect and compliance.

- a. Noncompliance with directions from either directors or administrators will not be tolerated, either in rehearsals or on tours.
- b. Noncompliance in rehearsal or performances judged to be purposeful or belligerent may result in the immediate removal of the student from the program.
- c. Noncompliance during camp or tours judged to be purposeful or belligerent may result in the student being sent immediately home at the expense of the parent or guardian.

3. Treat your fellow chorus members as you would wish to be treated.

- a. Any rude or inconsiderate behavior toward your fellow chorus members will not be tolerated. Pejorative language or behavior will not be tolerated in rehearsals, camp or on tour.
- b. Any consistent mistreatment of fellow chorus members will result in a disciplinary meeting with the Director. Repeated instances will result in a disciplinary hearing with the Artistic Director, BCC Administrator, and parent/guardian present.

4. Come to rehearsal prepared, and on time.

- a. Concert Choir, Young Men's Chorus and Chorale members will be responsible to bring their music to each rehearsal. Promptness to rehearsal is expected.
- b. Students should be in their proper position by the start of physical warmups. The director will start on time. Repeated instances of tardiness may result in a meeting with the Artistic Director and parent/guardian.

STUDENT CONDUCT RULES: Boychoir/Choristers

Each Choir Member Will:

1. Attend all rehearsals, camps, retreats, and concerts.

- a. Please give at least twenty-four hours notice if a student will be absent from rehearsal. This notice must be given by a parent/guardian via email or phone. Text messages or Facebook are not acceptable forms of communication.
- b. Students will not be excused from performances and/or dress rehearsals, except under extraordinary circumstances. Students who are absent for performances will need to meet with their guardian and the Artistic Director and will be subject to immediate removal from the program.
- c. Rehearsal attendance will be monitored. Three unexcused absences during a semester will result in a potential suspension (student will not be allowed to perform, tour, etc.).
- d. Excessive excused absences may have to be addressed in a meeting with the Artistic Director, the student, and parent/guardian

2. Treat your directors and administrators with respect and compliance.

- a. Noncompliance with directions from either directors or administrators will not be tolerated, either in rehearsals or on tours.
- b. Noncompliance in rehearsal or performances judged to be purposeful or belligerent may result in the immediate removal of the student from the program.
- c. Noncompliance during camp or tours judged to be purposeful or belligerent may result in the student being sent immediately home at the expense of the parent or guardian.

3. Treat your fellow choristers as you would wish to be treated.

- a. Any rude or inconsiderate behavior toward your fellow chorus members will not be tolerated. Pejorative language or behavior will not be tolerated in rehearsals, camp or on tour.
- b. Any consistent mistreatment of fellow chorus members will result in a disciplinary meeting with the Director. Repeated instances will result in a disciplinary hearing with the Executive Director, BCC Administrator, Artistic Director, and parent/guardian present.

4. Come to rehearsal prepared, and on time.

- a. Boychoir and Chorister members will be responsible for bringing their music to each rehearsal.
- b. Students should be in their proper position by the start of physical warmups. The director will start on time. Repeated instances of tardiness may result in a meeting with the Artistic Director and parent/guardian.

STUDENT CONDUCT RULES: Training Choir

Each Choir Member Will:

1. Come to rehearsal prepared and on time.

- a. Be in assigned seats by the time rehearsal begins.
- b. Read instructions on the board and follow them. If there are no instructions written, wait for instructions from the teacher.

2. Treat your directors and administrators with respect at all times.

- a. Purposeful noncompliance with directions from directors or administrators will not be tolerated.
- b. Any consistent mistreatment of directors or administrators will result in a disciplinary meeting with the student, parent and Artistic Director.
- c. Repeated instances will result in a disciplinary hearing with the student, Artistic Director, BCC Administrator, Director, and parent/guardian present.

3. Treat your fellow choristers as you would wish to be treated

- a. Please keep your hands to yourself at all times
- b. Please raise your hand to speak
- c. When other students are singing or speaking in turn, you are not.
- d. Be kind to those around you. Rude or inconsiderate behavior will not be tolerated.
- e. Any consistent mistreatment of fellow chorus members will result in a disciplinary meeting with the Director. Repeated instances will result in a disciplinary hearing with the Executive Director, BCC Administrator, Artistic Director, and parent/guardian present.

In return, we as a BCC staff will:

Choose engaging, varied, and appropriate repertoire; present quality performances to the community; cultivate an environment of dignity and respect; and responsibly attend to each student's educational needs.

To BCC Parents:

First, a thank you. Thank you for sharing your kids with us - and for sitting in traffic to get them here and back each week. Thank you for attending our concerts, extra rehearsals, and camps. Thanks for coming on tour with us, and putting music high on your list of parental priorities. Our staff will do all we can to give your kids an extraordinary musical experience, and teach them something about themselves in the process.

In our time here at Vanderbilt, we've learned how special and unique the Blair Children's Chorus is. Our greatest strength is the ability to address every significant developmental level of a student's musical growth, and we will continue to structure our program for full inclusion and maximum quality. A few words about our priorities as we move in to this year:

1. Our students will be presented with several performance opportunities this year. The Boychoir, Young Men's Chorus and Training Choir will perform at the Precollege Festival, The Chorale and the Boychoir will perform Leonard Bernstein's *Kaddish* symphony with the Nashville Symphony Orchestra and Chorus, and the Concert Choir and Chorale will perform Carl Orff's *Carmina Burana* with the Nashville Symphony Orchestra and Chorus.
2. The Young Men's Chorus will travel to New York City to perform Morten Lauridsen's *Lux Aeterna* at Carnegie Hall under the direction of Dr. Tucker Biddlecombe, director of choral studies here at Vanderbilt. The Concert Choir will be traveling to Budapest and Prague to perform *Carmina Burana* with the Nashville Symphony Chorus and the Wichita Symphony Chorus.
3. Mrs. Claverie and I will continue to work to streamline communication with our families. Please be sure to read any communication you receive from us carefully!

As always, thank you for your continued involvement in the BCC, and the Blair pre-college program.



Mary Biddlecombe
Artistic Director
Blair Children's Chorus
Vanderbilt University

TENTATIVE CALENDAR (SPRING 2019)

For the most complete and up-to-date information, including times of rehearsals and concerts, please see our website: <http://blair.vanderbilt.edu/bcc>

JANUARY

- 7 CC, CH rehearsals begin
- 9 CR rehearsals begin
- 10 TC, BC, YMC rehearsals begin
- 21 CC NO REHEARSAL – MLK Holiday

FEBRUARY

- 14-18 YMC Carnegie Hall
- 27-28 NO REHEARSAL – National ACDA conference Kansas City, MO

MARCH

- 3-7 NO REHEARSALS– Vandy Spring break
- 18-21 NO REHEARSALS– Metro Spring break

APRIL

- 1-6 BC, CR – Kaddish with NSO

MAY

- 10 Dress rehearsal for Spring Concert ALL CHOIRS
- 12 2:00PM BCC Spring Concert Ingram Hall
- 18 Fall Auditions
- 20 Fall Auditions
- 27-31 CC, CR – Carmina Burana with NSO

JUNE

- 1-3 CC, CR – Carmina Burana with NSO
- 10 CC Tour rehearsal
- 11 CC Tour rehearsal and parent meeting
- 12-19 CC Tour to Budapest and Prague

LOOKING AHEAD...

AUGUST

- 3 BCC Auditions
- 5 BCC Auditions
- 14 CR rehearsals resume
- 15 TC, BC, YMC rehearsals resume
- 19 CC, CH rehearsals resume

KEY: CR = Chorale; CC = Concert Choir; CH = Choristers; TC = Training Choir; BC = Boychoir; YMC = Young Men's Chorus

EXTRA CONCERTS OR REHEARSALS

The BCC is often asked to perform outside of our traditional concerts already on our schedule. Any extra rehearsals or concerts other than what is already in this handbook will be announced as soon as it is known so that plenty of notice is given. These will also be posted immediately on the BCC website calendar.

FALL CHORAL CAMP (2018)

Who: Mandatory for all members of the Choristers, Concert Choir, Boychoir, and Young Men's Chorus.

Who else: Parents are essential for the success of the Fall Camp. We need moms who can stay in cabins for the girls' camp and DADS who can stay with the boys. Parents can stay one or both nights as long as we have enough parents in the cabins each night. It takes a minimum of 8 parents per night for a successful camp. Cabins have two rooms and kids stay in one side while the parents stay on the other side with connecting bathrooms.

Where: **Girls**
Camp Marymount
1318 Fairview Blvd
Fairview, TN 37062
<http://www.campmarymount.com>

Boys
Hillmont Camp
975 Hillmont Camp Road
White Bluff, TN 37187
<http://hillmontcamp.com>

When: Sept. 7 – 9 for Choristers and Concert Choir
Sept. 14 - 16 for Boychoir and Young Men's Chorus
Registration begins at 5:00 on Friday
Camp is over after the parent meeting and concert at 2:00 on Sunday, approximately 3:15

Cost: \$130 for students, includes lodging for two nights, all meals, and tuition and materials
\$65 for parents (both nights), \$40 (one night)

Transportation is NOT provided, but carpools can be arranged if requested.

For more information contact Julie Claverie, BCC administrator, at Julie.claverie@vanderbilt.edu

WEBSITE

All things BCC can be found at <http://blair.vanderbilt.edu/bcc>. Please check the site frequently for information about everything from rehearsals to forms you will need throughout the year.

REGISTRATION

Blair requires students to be registered prior to receiving instruction. You must be a registered pre-collegiate student at Vanderbilt in order to participate in the Blair Children's Chorus or any other pre-collegiate program at Blair. Students who are not registered at the time of the first rehearsal will be invited to sit in the back of the rehearsal hall and observe the rehearsal.

Registration each semester can be completed by clicking on [this link](#).

Parents may choose to pay in full at registration or may defer the payment and make monthly payments, and have until November 25 in the fall semester and April 25 in the spring to complete tuition payment. If you have questions regarding registration, please contact Rachel Hobbs at Rachel.hobbs@vanderbilt.edu or at (615) 322-7659.

TUITION SCHOLARSHIPS

PLEASE NOTE: Training Choir students are ineligible for scholarship money. First semester BCC students must have a school music teacher recommendation to be eligible.

The Scholarship Application Form is located on the Children's Chorus website. Scholarships are awarded based on need, available money and dedication to the BCC (attendance, work ethic, discipline, ensemble director recommendation) Once a student is awarded that scholarship, he/she must be in compliance with the following guidelines in order to maintain their scholarship:

- Stay within the stated attendance guidelines
- Be actively involved in the rehearsal process
- Exhibit high standards of leadership and decorum

Because of the limited funds available, we are not able to award full scholarships. In addition, an application for tuition scholarship will be considered only for those students who are registered for the semester by August 24th.

In anticipation of assistance, scholarship applicants should opt for the deferred payment on the registration form until it is clear if the student qualifies for scholarship and how much scholarship can be offered. After scholarship is awarded, it is the responsibility of the parent to make sure that the remaining tuition is paid. All remaining fees for tuition from the previous semester must be paid, and all agreed payments for past tours must be paid before scholarship for tuition for the new semester will be considered.

All registrations and scholarship applications must be in by Monday, August 28. No applications will be accepted after that date. For the second semester, it is not necessary to fill out another scholarship application, but if circumstances have changed and there is no longer the need for assistance, please inform the BCC director or administrator.

It is necessary to register each semester. Failure to register within the first three weeks of the second semester will mean a forfeit of the scholarship for second semester. Please note that the Blair pre-college office (Rachel Hobbs) records the tuition payments and the BCC director (Mary Biddlecombe) and the BCC administrator (Julie Claverie) record the payments for the camps and tours. Notice of scholarship amounts will be sent shortly after the deadline of August 28, 2018. If you have questions about tuition, please ask the Blair pre-college registrar, Rachel Hobbs at rachel.hobbs@vanderbilt.edu. If you have questions about tour payments, please ask BCC administrator, Julie Claverie at Julie.claverie@vanderbilt.edu If you have questions about scholarships, please ask BCC Artistic Director, Mary Biddlecombe at mary.biddlecombe@vanderbilt.edu.

CONCERT ATTIRE 2018 - 2019

Boychoir/Young Men:

\$100 (all new items with no trade in) to BCC

BCC PROVIDED: pants (\$30), shirt (\$20), vest (\$25), bow tie (\$5) and embroidered BCC polo with new logo

- Used pants, shirt, and vests are 1/2 price with no trade in, plus \$20 for an embroidered BCC polo with new logo
- Used pants, shirt, and vests may be traded for new items at 1/2 price plus \$20 for an embroidered BCC polo with new logo.
- Used pants, shirt, and vests may be traded for used items at no charge, plus \$20 for an embroidered BCC polo with new logo.

STUDENT PROVIDED: black shoes (any kind) and black socks

Choristers/Concert Choir

BCC PROVIDED:

\$85 to purchase new dress and embroidered BCC polo with new logo

- \$32.50 to get a new dress with a dress to trade in (for example, if you are moving up from Choristers [red dress] to Concert Choir [black dress], bring in your red dress to trade for a new black dress) plus \$20 for the embroidered BCC polo with new logo
- \$32.50 to get a used dress with no trade in plus \$20 for an embroidered BCC polo with new logo
- No charge to trade a used dress for a used dress (or if you already have a dress) plus \$20 for an embroidered BCC polo with new logo
- \$5 pearls (Note: all CC and CH are now required to purchase pearls from BCC. Also, we do NOT loan pearls to students who forget them at the concert. You will be required to pay \$5 for pearls at the concert, even if you turn them back in.)

STUDENT PROVIDED:

Black character shoes with 1 ½" heel (can be purchased at Spell's dancewear in Green Hills if you wish), nude colored hose. (NO black or white tights) We sometimes have used shoes that you may have for free if they fit. Substitutions for the character shoes are NOT allowed without prior approval from your director.

Students are responsible for having their dresses hemmed to the proper length.

All CC and CH dresses must be hemmed 3.5" from the floor with the character shoes on. If your dress is too short, you are required to purchase a new dress, which can be hemmed to the proper length.

Training Choir

BCC PROVIDED:

\$10 black BCC t-shirt with the new logo (Optional: you may purchase a \$20 BCC polo with the embroidered logo instead of the black t-shirt)

STUDENT PROVIDED:

Khaki pants or skirt, and any type of shoes

GENERAL NOTE: We do not buy back concert attire if the student is not returning to BCC, although we will take it as a donation.

PARKING POLICIES IN BLAIR SCHOOL LOTS

To comply with university policy, Blair School has revised the parking policy for Blair lots 103 and 104. Only families with enrolled students ages 5 and younger (born 2008 or later) will be issued a permit for the designated permit spots in Lot 103, the lot nearest to 25th Avenue. These spots will be marked with "Blair Permit only." Parking is *not* guaranteed. There are several other parking options below, and most patrons should be able to find a convenient spot nearby.

After 4:00 p.m. on weekdays and anytime on weekends, *free parking* is available in the West Garage. The garage entrance on Children's Way, directly across the street from the Blair School, must be used.

Pre-College & Adult student parking is also available after 3:30 p.m. daily at Harris Hillman School (across Blakemore Avenue).

Visitor parking is available (for a nominal fee) in South Parking Garage, at the corner of Children's Way and 24th Avenue.

A Blair parking pass may be used interchangeably among family vehicles. The pass will be distributed in person or by mail at the time of registration. Only parking spots marked "Blair Permit only" may be used. All other spots in Lot 103 and all spots in Lot 104 are university property.

Vehicles parked in Blair lots without a valid permit will be ticketed and towed.

Vehicles parked in the Fire Lane or in areas not marked for parking will be ticketed and towed.

Parking passes issued are registered with Vanderbilt's Office of Traffic and Parking. Please note: Parking may be adversely affected by Vanderbilt home football games. Families are advised to check the schedule and make alternate plans if necessary. Parking is limited and is not guaranteed. Prime usage times (most congested) are Mondays & Tuesdays from 3-9:30 p.m.

FORMS

All BCC forms can be found at the website, <http://blair.vanderbilt.edu/bcc>.

Tour Guidelines for BCC Chorus Members

The most important purpose of our tour is to further our musical skills. This tour will also give us the opportunity to make new friends and to bond with your fellow chorus members. Tours give us the opportunity to travel, see new places, meet new people and their cultures, and learn about other musical traditions. Concert tours are an important part of our program where we can share our work as well as continue to learn from others.

We care about the health and safety of our chorus members. On our tours, we are particularly concerned about the health of voices. Some of the guidelines below are to help all our students protect their voices and have a happy and healthy tour experience.

BUS RULES

1. Remain seated and facing forward when the bus is moving.
2. When an adult is giving instructions (usually over the bus intercom) remove all devices from ears, do not talk. LISTEN!
3. No shouting on the bus. No singing on the bus.

TOUR RULES

1. Be respectful of all tour staff, BCC leaders, chaperones, and fellow chorus members.
2. Go to bed on time.
3. Be on time for all events.
4. Stay in the room after the stated time.
5. Clean up after yourselves.
6. Turn off cell phones in rehearsal.
7. Leave your hand-held gaming devices at home.
- 8. NO GUM EVER!**
9. Do not touch the musical instruments.

CONSEQUENCES:

1st offence: verbal warning

2nd offence: loss of recreation/free time privileges

3rd offence: meeting with Mrs. Biddlecombe; parent contacted

4th offence: student will be sent home at parent's expense.

These guidelines apply to all chorus members. Chaperones are expected to follow them and help the chorus members follow them as well.

CHAPERONE GUIDELINES

The first duty of the chaperone is to help the members of Blair Children's Chorus have a safe and enjoyable experience. All of the rules are all based on that basic principle. Chaperones are asked and expected to remind students of the rules and help them comply with them.

Adult chaperones are to guide students by word and example. All adult chaperones are required to complete a Blair Adult Release form and to complete a full Vanderbilt background check before traveling with the group.

A chaperone may prevent, halt, or correct misbehavior, but may not impose a sanction for misbehavior. It is rare that a sanction needs to be imposed, but if it becomes necessary it can be imposed only by a leader employed by the Blair School of Music: Mary Biddlecombe, Artistic Director; Tucker Biddlecombe, Director of Choral Activities or Julie Claverie, Program Administrator. Mrs. Biddlecombe is the final authority in any situation or dispute.

Medical release waivers for each student and chaperone shall be carried for all camps and tours. In case of an accident or illness, the medical release waivers, medical forms and copies of insurance card need to be presented to the treating facility.

Chaperones are required to report any illness to Mrs. Biddlecombe or Julie Claverie immediately. Overnight chaperones should not retire for the evening until all students are in their rooms, settled and secure at the required lights out time.

Adult chaperones may not be housed in the same room with a child chorus member under age 18 except their own child. If there is a problem in the night (homesickness or illness for example) and one of the children you are chaperoning contacts you, do your best to comfort the child. Do not take the child to your room or stay in the room with the child for longer than a few minutes. If there is a problem that cannot quickly be taken care of, the chaperone must contact Mrs. Claverie or Mrs. Biddlecombe. Mrs. Biddlecombe must be informed if a child is ill and further action is necessary.

If the choir is housed in a large area such as a dormitory, the adults may be housed with the students. At least two adults must be present.

Each adult chaperone should possess and carry a charged cell phone. The cell phone numbers of all adults on tour or camp will be given out to the parents at home.

Finally, we **love** having you on tour us, and will encourage your involvement whenever possible. However, there will be times when the choir's tour itinerary may not be convenient to individual or family desires. Because of this, we ask: if you are on tour with us, consider yourself a temporary staff member of the BCC. Decisions regarding itinerary and discipline will be made within the hierarchy of the BCC administrative tree, and we ask that you respect that authority when traveling with us.

STUDENTS WITH DISABILITIES

If you need disability related accommodations for this course; if you have emergency medical information to share with me; or if you need special arrangements in case the building must be evacuated, please make an appointment to speak with me as soon as possible.

HONOR CODE

All students are expected to follow the Honor Code of Vanderbilt University. The Honor System is only one of the elements provided to Vanderbilt students with which each may develop creative thinking, intellectual maturity, personal accountability, and respect for honesty, integrity, and truth. The goal of the Honor System is to have all students leave Vanderbilt not only as graduates, but also as men and women of integrity. More information can be found at: http://www.vanderbilt.edu/student_handbook/the-honor-system

Vanderbilt Protection of Minors Provision

Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children's Service. In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor participating in a Vanderbilt University program, please consult the program director, or Risk Management (615-936-0660), or report via the Vanderbilt hotline at 866-783-2287. The Tennessee Child Abuse reporting hotline number is 877-237-000