IMPORTANT NUMBERS & ADDRESSES

VSA Summer Office Phone: (615) 369-9777
VSA Email: vsa.pty@vanderbilt.edu

VSA OFFICE HOURS

Parent communication is a priority at VSA. Our PTY office staff move to residential halls beginning the week of May 20, 2019. If you attempt to call the general PTY number of (615) 322-8261 between May 20 and August 1, a response may be delayed.

In addition to the hours listed below, PTY office staff are always available in the event of an emergency by calling (615) 369-9777 24-hours a day.

May 28–June 7
Arrival Sundays: June 9, June 16, July 7
Session I: June 10–13
Session II: June 17–27
Session Break: June 30–July 6
Session III: July 8–25
Closing Fridays: June 14, June 28, July 26

8:30 a.m.–4:30 p.m. (M–F)
11:00 a.m.–11:00 p.m.
7:30 a.m.–11:00 p.m.
7:30 a.m.–11:00 p.m.
9:00 a.m.–5:30 p.m.
7:30 a.m.–11:00 p.m.
7:30 a.m.–5:00 p.m.

MAILING INSTRUCTIONS

U.S. POSTAL SERVICE
Student’s Name
Student’s Session #
c/o Vanderbilt Summer Academy,
Programs for Talented Youth
PMB #506
230 Appleton Place
Nashville, TN 37203-5721

FEDEX OR UPS
Student’s Name
Student’s Session #
c/o Vanderbilt Summer Academy,
Programs for Talented Youth
301 Wyatt Center
1920 South Drive
Nashville, TN 37212

Packages that arrive on campus may not reach the residence hall for one or two additional days due to processing. Weekend deliveries are not accepted.

CONNECT WITH VSA

facebook.com/VanderbiltSummerAcademy

twitter.com/VanderbiltPTY

instagram.com/vanderbiltpty

instagram.com/vanderbiltsummeracademy

ptv.vanderbilt.edu/vsa/

#vs2019
A WELCOME FROM PTY

At VSA, you will have an opportunity to be part of a unique community of peers who share your interest in academic discovery. You will spend 6 hours a day in, what we hope to be, an exciting and challenging course led by a content expert. Depending on your course, you may write papers, visit labs, participate in research, give presentations or design and implement a project. Without the pressure of grades or credits, you are free to experience the joy of learning without the fear of failure. VSA courses immerse you in new content and experiences that strive to ignite your curiosity, expand your knowledge, and spur your passion in a current or newly-found area of interest!

After the academic day, you’ll have an After Class Exploration (ACE) class which will allow you to explore an exciting hobby or activity. ACE is followed by free time, dinner and diverse evening activities. These opportunities enable you to unwind, socialize with your new friends, and take advantage of opportunities on Vanderbilt’s campus and in the broader Nashville community.

One of the highlights of your VSA experience will be meeting and getting to know your Proctor Group. Your Proctor Group will consist of 8-12 students and will be led by your Proctor. Instead of pursuing internships, vacations, or summer courses, VSA Proctors, from a variety of backgrounds and interests, have chosen to spend their summer with you! Every evening before lights out, you will meet with your Proctor Group to reflect on the day within an intentional community of peers.

Most importantly, know that all of us on the VSA team are dedicated to the success of your VSA experience. Whether you are struggling with an academic concept, have questions about the residential life experience or just forgot to pack enough socks, we are always available to support, assist or just chat with you. We design VSA to be a place where you belong and you can always feel free to ask any of our staff for anything you may need. We are here for you!

From all of us on the PTY team, welcome to Vanderbilt Summer Academy!

It is important that you read this handbook in its entirety because it addresses many common questions from VSA families. Additionally, you and your parents/guardians have agreed to abide by the policies contained in this handbook when you completed your welcome documents.

MEET THE VSA ADMINISTRATIVE TEAM

MARK SHIVERS, PHD
VSA DIRECTOR
As a full-time member of the Programs for Talented Youth team and Director of Vanderbilt Summer Academy, Mark manages and oversees the academic, student support, operations, activities and residential life channels that form the unique VSA experience. With an extensive background in non-profit, higher education and tech education summer programs, Mark is especially passionate about recruiting remarkable and diverse summer staff that implement the mission and vision of VSA with students from around the world. Mark holds a M.Div. and Th.M. from Columbia Theological Seminary and a Ph.D. in Religion from Vanderbilt University in which he focused on the intersections of rhetorical invention, communication theory and post-structural hermeneutics.

MARISA FLORES, MED
VSA ASSISTANT DIRECTOR/DIRECTOR OF RESIDENTIAL LIFE
As a full-time member of the PTY team and Assistant Director of Vanderbilt Summer Academy & Director of Residential Life, Marisa oversees all residential staff and programming. Marisa earned a B.S. in Human Development & Family Studies from Texas Tech University, a Post-Bacc in Elementary Education from Lubbock Christian University and a M.Ed. from Vanderbilt University in Community Development & Action. With 10+ years of experience in youth programs, Marisa strives to develop a space that fosters connection, community and growth for students and staff.

ADDITIONAL PTY ADMINISTRATIVE SUPPORTS

SARAH DELISLE, EDD
DIRECTOR, PTY PROGRAMS AND OPERATIONS
Sarah is the Director or Programs for Talented Youth, Sarah holds an undergraduate degree in education from Vanderbilt University, with a double-major in Early Childhood Education and Child Studies. Her Master’s degree is in Learning and Instruction from Vanderbilt and her Doctorate is in Learning Organizations and Strategic Change from Lipscomb University. Sarah’s interests include working with educators to support gifted students and instructional strategy analysis, but she especially enjoys connecting with PTY students and parents.

TAMRA STAMBAUGH, PHD
PTY EXECUTIVE DIRECTOR
Tamra Stambaugh, Ph.D. is the Executive Director of Programs for Talented Youth and an Associate Research Professor of Special Education at Vanderbilt University. Stambaugh conducts research in gifted education with a focus on students living in rural settings, students of poverty, and curriculum and instructional interventions that promote gifted student learning. She frequently provides keynotes, professional development workshops, and consultation to school districts nationally and internationally and shares her work at refereed research conferences.
MEET THE VSA LEADERSHIP TEAM

HOLLY BULLARD, EDD
HEAD OF STUDENT SUPPORT
Holly has worked in the field of education for over 20 years, teaching students from Pre-K through adult learners. She currently teaches in the College of Education at Tarleton State University. She has 2 fantastic kids, Katy, age 16, and Riley, age 15. Holly holds a B.S. in Multidisciplinary Studies, M.S. in Special Education and Ed.D. in Special Education & Reading from Texas Tech University, and a M.A. in Women’s Studies & Gender Studies from Loyola University Chicago.

KEVIN FINN, BA
HEAD OF ACADEMICS
Kevin Finn serves as a middle school gifted facilitator for Rutherford County Schools. In 2017, he was named Christiana Middle School’s Teacher of the Year. Kevin has written curriculum with PTY Executive Director, Dr. Tamra Stambaugh and Dr. Eric Fecht, PTY Educational Consultant. He has also spent time as a museum and zoo educator, and an instructor and consultant at The University of the Arts, and an editor.

ALLIE MCHUGH, MED CANDIDATE
HEAD OF ACTIVITIES
Originally from Atlanta, Georgia, Allie is a graduate of Clemson University, where she worked in the Office of Student Involvement and Leadership. In the fall, she will begin her graduate studies at Vanderbilt and will work as a graduate assistant in the Office of Student Leadership Development. Allie loves to play soccer, read, sing along poorly to musicals, and interact with awesome students, like you! Having previously served as a Program Assistant at VSA, Allie brings extensive experience and contagious excitement to this role.

JOSH MERCED, PHD CANDIDATE
HEAD OF RESIDENTIAL STAFF
Raised in the beautiful Sunshine State of Florida, Josh currently resides in Greensboro, North Carolina. Josh holds a B.S. in International Affairs and M.S. in Geography from Florida State University, and is a Geology PhD Candidate at the University of North Carolina, Greensboro. A Geographer by trade, Josh is also a travel and culture enthusiast, and lifelong learner.

ELIZABETH WELLIVER, MTS CANDIDATE
HEAD OF OPERATIONS
Elizabeth Welliver is a graduate student in theology and community development at Vanderbilt Divinity School. Elizabeth has experience working in summer educational programs in Maryland, New Mexico, and Canada, and brings a passion for student leadership development, organizing systems and logistics, and building community with students, families, and staff members.

MEET THE PTY TEAM SUPPORTING VSA

PROGRAMS FOR TALENTED YOUTH
PTY’s mission is to develop talent in gifted students and those who work with them. VSA is one way PTY provides academic acceleration and challenge to academically talented youth from diverse educational, cultural, and economic backgrounds. Starting in 2000 as a summer residential academic program, PTY has expanded its mission and programming to provide engaging educational opportunities to precocious young students, and to offer support for parents and educators year-round through conferences, trainings, support groups and consultations. In addition to working with Mark Shivers and Marisa Flores, two of PTY’s year-round staff, you will likely see and meet some of the following year-round PTY staff during your time at VSA.

KAREN DANIELS, BS
ADMINISTRATIVE OFFICER
As the Administrative Officer for PTY, Karen Daniel manages the finance, hiring and other administrative functions for our department. She has 25 years of experience working with youth. She holds a Bachelor of Science in Business Administration – Accounting from the University of Tennessee – Knoxville, and is licensed as a CPA (inactive). She has served on the board of the Nashville Chapter of the Institute of Management Accountants for several years, and is a notary public for the State of Tennessee. She is also a Parent’s Choice award winner for her recent recording of children’s music.

FORREST EDENS, MS CANDIDATE
PTY TECHNOLOGY AND SYSTEMS COORDINATOR
Forrest Edens serves as the PTY Technology and Systems Coordinator and works primarily with the VSA and WAVU programs. She graduated from Vanderbilt University with a bachelor’s degree in Psychology. Before joining PTY full-time, Forrest worked as a Proctor with VSA for two summers. In her spare time she enjoys tap dancing, fencing, and spending time with her friends and family. She is currently pursuing a Master’s degree in Cyber Security from Johns Hopkins.

RACHEL MORGAN, MLAS CANDIDATE
PTY ENROLLMENT MANAGEMENT COORDINATOR
Rachel serves as the Enrollment Management Coordinator. Prior to working at Vanderbilt, Rachel received her B.A. in Psychology from The University of Tennessee, Martin. She is currently working on her Master’s degree here at Vanderbilt. She also serves on the Executive Board of the local 501c3 non-profit Lace Up With Love, which delivers backpacks filled with necessities for Nashville’s homeless community. When not working or in school, Rachel likes to travel, go to concerts and festivals, and play with her dogs, Layla and Wilfred, and cat, Alice Cooper.

ERIC FECHT, EDD
EDUCATIONAL CONSULTANT
Dr. Eric Fecht serves as Educational Consultant and Professional Development and Special Projects Coordinator. He received a B.A. in History and Secondary Education from Western Washington University, a M.A. from Johns Hopkins University, and an Ed.D. in Organizational Change and Leadership from the University of Southern California. Eric started his career in education as a classroom teacher in Baltimore City Public Schools as a member of Teach for America. Before joining the PTY team, Eric spent four years working with the Abu Dhabi Education Council where he helped implement a gifted and talented pilot program that was developed and supported by Peabody College at Vanderbilt.
THE VANDERBILT COMMUNITY

As you join the VSA community, you are also joining the broader Vanderbilt University community and continuing on a lifelong journey toward greater intellectual enlightenment and personal growth. Those who aspire to this purpose share an obligation to honor the principles that define Vanderbilt. The University’s enduring tradition of excellence is preserved when the community is united by a common set of values established in the Vanderbilt Community Creed and uphold the Vanderbilt Honor Code:

SCHOLARSHIP is the pursuit of knowledge in an environment of academic freedom. Members of our community engage in a partnership of learning in which the exploration of ideas is encouraged and protected.

HONESTY is a commitment to refrain from lying, cheating, and stealing. Recognizing that dishonesty undermines community trust, stifles the spirit of scholarship, and threatens a safe environment, we expect ourselves to be truthful in academic endeavors, in relationships with others, and in pursuit of personal development.

CIVILITY is the genuine respect for the rights of others. We value constructive disagreement and are mindful of the potential impact of our words and actions.

ACCOUNTABILITY is taking responsibility for our actions and their consequences. We accept the duty to actively participate in the decisions that affect our academic and personal lives, and we honor our commitments to ourselves and to others.

CARING is the concern for the well-being and dignity of others. We are dedicated to supporting one another within our community. We make a lifelong commitment to channeling service, knowledge, and experience toward the betterment of humanity.

DISCOVERY is the exploration of the wonders of self in relation to a larger world. We embrace the opportunity to take risks, challenge assumptions, and understand disparate experiences at Vanderbilt and beyond.

CELEBRATION is the active appreciation of Vanderbilt University’s tradition of excellence. We support the endeavors and recognize the achievements of our community members. In celebrating the expressions of our differences, we delight in the spirit that unites individuals throughout our community.

We pledge to foster the values set forth in the Vanderbilt Community Creed and confront behavior that may weaken the spirit of our community. Conducting yourself with honesty and civility means, for example, extending respect to your fellow VSA students, VSA staff, and the many individuals in the broader Vanderbilt community with whom you may interact. Engaging in discovery extends not just to the classroom, but also to the many non-academic opportunities at VSA. Caring for those around you means that you do not engage in teasing, bullying or other activities injurious to members of the community nor do you encourage others in such activities. These are only a few examples of the practical implications of the Vanderbilt Community Creed.

VANDERBILT STATEMENT OF HONOR CODE

Vanderbilt University students pursue all academic endeavors with integrity. They conduct themselves honorably, professionally, and respectfully in all realms of their studies in order to promote and secure an atmosphere of dignity and trust. The cornerstone of the honor system is self-regulation, which requires cooperation and support from each member of the University community.

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FLYING TO VANDERBILT

VSA requires students who are traveling alone to fly into BNA and use VSA airport shuttle transportation to Vanderbilt. If traveling alone to Nashville by air, please be certain to indicate as such on the applicable Welcome Paperwork form.

Airport Information for Students Traveling By Air with Family/Guardians:
Families flying into Nashville, should fly into BNA airport. VSA does not provide shuttle services for families traveling from the airport to VSA. Families should arrange transportation to and from Vanderbilt campus. BNA airport is located approximately 20 minutes from Vanderbilt if there is no traffic.

Airport Information for Students Traveling Alone By Air:
Student flying into Nashville alone, should fly into BNA airport.

Shuttle Information To/From Campus:
For students traveling alone to Nashville by air, VSA requires students to take a VSA shuttle from the airport to VSA. The VSA shuttle from BNA to VSA is $25 for arrival. If students will be flying out of Nashville alone from VSA, they are required to also take the VSA shuttle for an additional $25, $50 round trip. BNA airport is located approximately 20 minutes from Vanderbilt if there is no traffic. A VSA staff member will be in touch prior to VSA to coordinate shuttle transportation.

Arrival: A VSA staff member will be present at BNA’s baggage claim area to greet all students to Nashville! Additional information, including logistics for meeting up with the VSA staff member, the name of the VSA staff who will be greeting the student, and contact information for day-of correspondence, will be emailed closer to the start of the program. Note that students will not receive the keys to their rooms until official check-in begins at 3:00 PM CST. Students arriving to campus by shuttle earlier that 3:00 PM CST will be fully supervised in a waiting area on campus with games and movies until check-in officially begins.

Departure: Students flying alone out of Nashville are required to take the VSA shuttle to BNA on check-out day during the set hours of the shuttle service. Please schedule your student’s departing flights within the following windows: For Session I: 1:00 p.m. to 4:00 p.m. CST. For Sessions II & III: 8:00 a.m. to 1:00 p.m. Please contact the VSA office (615.322.8261) before booking the flight if the departure time is outside of the windows listed.

“Unaccompanied Minor” (“UM”) status:
Airlines have varying policies and age-limits on this official status. Check with your airline to determine whether or not they will require “UM” status for your student. Fees and restrictions often apply and could cause delays at travel times if a required fee is unpaid. These fees are the responsibility of families. UM travelers should schedule their departing flight from Nashville as early in our check-out window as possible. According to airline policies, UM travelers SHOULD NOT book a final flight of the day. Please see the VSA handbook for more information about UM status.

Canceled/Delayed Flights: If flights have been delayed, missed, or canceled on the way to VSA, please notify the VSA office immediately of the change so that we can make the necessary arrangements. Once a student has signed out of VSA, it is understood that after arriving to the airport the student is presumed under the care of the parent or guardian and not under the care of VSA. However, we understand that flight disturbances can occur. Please contact the VSA summer office at (615) 369-9777 should your child experience a flight cancellation or significant delay when attempting to leave Nashville. We are happy to brainstorm alternative options to support your student.
DRIVING TO VANDERBILT

Driving to Vanderbilt:
Detailed directions and parking instructions will be sent to your parents before the beginning of the program. Please note that students are not permitted to drive themselves to campus. VSA is unable to provide parking spots for VSA students. Students are also not permitted to take ride share services without adult supervision to campus including, but not limited to, Uber and Lyft. Please note that VSA only permits a student to be checked in by an authorized adult.

Driving Home:
For the safety of all VSA students, please note that VSA requires anyone picking up a VSA student to show a driver’s License or other valid form of government issued ID—and that person (including parents) must have been previously identified on the Student Contact Information Form (included in the official VSA Welcome Paperwork) as authorized to pick-up the student.

PACKING LIST

CLOTHING
- Casual clothing for daily classes
  - i.e., jeans, khakis, shorts, t-shirts, or casual dresses
  - sweater, jacket, or sweatshirt (students may find some classrooms cool, layers are encouraged)
- Clothes for special occasions or religious services, if applicable
- Athletic clothing for recreational activities
- Pajamas and bathrobe
- Underwear and socks
- Shoes
  - Comfortable walking shoes and/or sandals; you’ll walk a lot!
  - Athletic/closed-toed shoes for labs
  - Flip flops for showering, if desired

LINENS
- Pillow and pillowcase
- Twin-size bed sheets (standard twin; 36”x78”)
- Egg crate or other mattress pad, if desired
- Light blanket or comforter
- Towels and wash cloths

(Session II/III)
- Laundry detergent and laundry bag
- Fabric softener, if desired
- Coins for washer/dryers; $1.50 per machine. Quarters only. VSA Office cannot make change for laundry.

OPTIONAL
- Books for leisure
- Camera + charger/memory card
- Small sports equipment (e.g. Frisbee, softball glove, etc.)
- Musical instruments
- Photos, posters or other mementos (in good taste only!), poster putty for room decoration. Note that only poster putty is permitted to affix such items to walls.
- Small radio and/or small speaker for iPod/other music player
- Non-perishable drinks/snacks
- Flashlight
- Clothing for themed dances and activities (see Activities page for more details)
PACKING LIST

OTHER BASICS

- Medication, if required
  - Must be turned in at Registration on opening day
  - See the Student Support section for additional info
- Water bottle
  - A VSA logo water bottle will also be provided on arrival day
- Cell phone and charger, if desired
- Spending money
- Prescription glasses/contacts & solutions, if required
- Sunglasses
- Means for waking up in the mornings, e.g. cell phone with alarm
  and/or alarm clock
- Clothes hangers
- School supplies: book bag/backpack, notebooks, pens, pencils and
  items required by student’s class (notice of such items will be sent
  via email prior to session; not applicable to all classes); VSA provides
  most class materials and books
- Toiletries (incl. shampoo, soap, toothpaste, toothbrush, etc.)
- Small caddy to carry toiletries to/from bathroom in residence hall, if
  desired
- Insect repellent
- Sunscreen

WHAT NOT TO BRING

VSA students may not possess any of the items listed below. Any such item(s)
found in a student’s possession will be confiscated by the VSA staff and held
until the conclusion of the session. The VSA staff also strongly discourages
students from bringing irreplaceable or valuable items to VSA.

- Electrical appliances such as refrigerators, hot pots, microwaves, or
  air conditioners
- Large stereo equipment
- Candles, halogen lamps, incense
- Bikes, scooters, skateboards, roller skates, roller blades, roller shoes,
  or any other item with wheels to ride on
- Televisions, desktop computers, video game consoles (e.g., PS4,
  Xbox, etc.), or other electronic games
- Energy drinks
- Pets
- Any illegal substances
RESIDENTIAL LIFE STAFF

JOSH MERCED, HEAD OF RESIDENTIAL STAFF

As Head of Residential Staff, Joshua ensures the overall residential success and safety of all students. He leads an experienced team of Area Coordinators and Proctors and lives in the residential halls. Make sure to get to know Joshua during your time at VSA!

AREA COORDINATORS

Area Coordinators are graduate students and professionals who have extensive residential program experience. Supervising clusters of Proctors, expect to see your Area Coordinator visiting your Proctor Group Meetings and even leading your group when your Proctor has an evening off.

PROCTORS

Proctors are residential counselors and will be involved in your daily experiences. They are specially trained undergraduate and graduate students who live in the residence hall with you and facilitate the residential, recreational, and social activities of VSA. Your Proctor will help you make the best of your VSA experience.

OPENING DAY

MOVE IN AND MEET YOUR ROOMMATE 3PM - 5PM

When you pull in to the beautiful Vanderbilt campus and make your way toward Hank Ingram House for check-in, you will be greeted by smiling and welcoming VSA staff! They will direct you in the right direction and be ready to answer any questions you may have. As you move through the registration process, you will pick-up your lanyard, room key, access card as well as turn in your medications.

GRAB YOUR VSA LANYARD

Your VSA lanyard is as important as your wallet, purse or phone during your stay at VSA. Please wear your lanyard around your neck any time you leave your room.

PICK UP YOUR ROOM KEY

You will receive a room key at registration. Please keep your residential room locked and the key in a safe place at all times. If you lose the key, you must pay to have a new key issued. The cost of a new key (and lock change) is $50. In the event that a lost key is later found, you will still be charged the lost key fee. Additionally, if you do not turn your key in at the end of the program, a $50 fee will be charged.

SECURE YOUR ACCESS CARD

You will be issued an access/meal card that will serve as an entry card to the residence hall, meals, the campus libraries, and other designated campus spaces. Carry your access/meal card on your lanyard at all times. Access to the residence hall is only obtainable with your access card through the card readers at each entrance. Do not punch holes into the card, write on the card, or make any other alterations to the card, as such actions constitute damage, and a charge will be assessed at the end of the program. A fee of $35 will be charged to replace a lost, missing or damaged card.

TURN IN MEDICATION

You must turn in all prescription medication, except rescue medications, to the designated VSA staff member for storage upon arrival. All prescription medications must arrive in appropriately labeled pharmacy containers, which include the student’s name, contents, and dosage information. You will be responsible for visiting the VSA office each time you need medication to self-administer. The only exceptions to the requirement that students turn-in all medications at registration is for urgent-need medications, such as insulin, asthma inhalers, epinephrine devices and birth control medications. Note that students who will carry such devices must still see the Head of Student Support and Nurse at check-in to formally verify that such medicines will be in the student’s possession. If it is necessary for a student to carry an urgent-need medication, the student must also carry the prescription bottle clearly labeled with the aforementioned information.

As described in the medical section of the Welcome Paperwork, a physician or other licensed prescriber must complete the Prescription Medication and Rescue Medication Health Care Provider Statement form. The Medication Authorization: Self-Administration of Rescue, Prescription and Non-Prescription Medicine forms require disclosure of all medication(s) a student will take while at VSA. Please ensure that you have enough medication to last through your VSA session, as it is often difficult to obtain refills without the signature of a parent or guardian.
OPENING DAY EVENING
5PM - 10PM

MEET YOUR PROCTOR GROUP
Your Proctor is your VSA leader, advocate, and first line of support throughout your session. Upon arriving to VSA, you will meet your Proctor and the 8-12 other VSA students with the same Proctor who will make up your Proctor Group and live on your floor. Each evening, your Proctor will lead you in Proctor Group Meetings to promote a successful and fun experience at VSA.

PARENT MEETING
An optional information session for VSA parents and guardians will be held from 5:00-6:00 p.m. on Opening Day. The location of this session will be available at check-in. These sessions will provide family members with an overview of the VSA student experience and introduction to the VSA team.

As available, a representative from Vanderbilt admissions office may also provide a brief lecture and question and answer session about the college experience and search during this time. If your parent or guardian is not able to travel to Vanderbilt with you, we will provide an opportunity for them to join the Parent Meeting virtually.

Parents/guardians must leave campus by 6:00 p.m.

DINNER
It’s time for your first meal at The Commons Center, the state of the art first-year dining experience at Vanderbilt. While at VSA you will eat the majority of your meals at The Commons Center. With a variety of options, your Proctor will ensure you are fully prepared to navigate The Ingram Commons dining experience.

OPENING CEREMONIES
Let the session officially begin! Meet the VSA Leadership Team for a preview of your session including an introduction to VSA traditions and community expectations.

HOUSE MEETINGS AND ACTIVITIES
Throughout each session of VSA, students are assigned into three Houses: V, S, or A House. During opening ceremonies, you will join your house and begin taking part in VSA’s long-standing tradition of friendly house competitions. Meet new friends and take pride in your house for the session!

OPENING DAY AT A GLANCE: ALL SESSIONS
3:00-5:00 PM Check-In, find your room!
5:00-6:00 PM Proctor Group Activity & Parent Meeting
6:00-7:00 PM Dinner at The Commons Center
7:00-8:15 PM Opening Ceremonies
8:15-9:20 PM House Activity
9:20-10:00 PM Proctor Group Meeting
10:00-10:30 PM Move to Room
10:30 PM Lights Out - Session I
11:00 PM Lights Out - Session II/III

CLOSING DAY
You will be responsible for packing your personal belongings and cleaning your residential space. During the evening before closing day and the morning of closing day, your Proctor will provide designated time to pack. Final residential hall and room inspections will take place on closing day prior to your dismissal.

Check-Out Process
• Students must turn in their access/meal cards.
• Students must turn in room keys.
• Students will be required to pay fees for any lost access/meal cards or room keys.
• Students/other authorized individuals will be given back medication stored at VSA.

SESSION I: FRIDAY, JUNE 14TH
PACKING AND LEAVING
Check-out begins at 1:00 p.m. (CDT) in the lobby of Hank Ingram House. Unless previously arranged, you will not be able to check-out of the residence hall prior to 1:00 pm.

AIRPORT SHUTTLES
Students flying alone out of Nashville are required to take the VSA shuttle to BNA. A VSA staff member accompanies students on the shuttle.

OPEN HOUSES - CLASSROOMS - 1:00-2:30 PM
VSA Instructors and TAs hold classroom open houses for your family in order to showcase and discuss the interesting topics you and your classmates have worked on throughout your session. Parents/guardian may visit your classroom to meet your Instructor and TA prior to checking out if they wish. Open house is optional for students and guardians.

RESIDENTIAL HALLS CLOSE - 3:00 PM
Check-out ends at 3:00 p.m. All students must vacate the residence halls by 3 p.m. No exceptions. Please plan accordingly.

CLOSING DAY AT A GLANCE: SESSION I
7:00-8:00 AM Wake Up, Final Floor Inspections
8:00-8:45 AM Breakfast
8:45-11:45 AM Final Class Period
11:45-12:45 PM Lunch
1:00 PM Check-Out Begins
1:00-2:30 PM Open House
3:00 PM Check-Out Ends, all students must vacate residence halls
SESSION II&III: FRIDAY, JUNE 28TH OR JULY 26TH

PACKING AND LEAVING
Check-out begins at 9:00 a.m. (CDT) in the lobby of Hank Ingram House. Unless previously arranged, you will not be able to check out of the residence hall before 9:00 a.m.

AIRPORT SHUTTLES
Students flying alone out of Nashville are required to prearrange and take the VSA shuttle to BNA. A VSA staff member accompanies students on the shuttle. See airport information in the Welcome Paperwork for more details.

INSTRUCTOR-PARENT MEETINGS - 9:00 AM-12:00 PM
Parents will be given the opportunity to meet with their student’s instructor on closing day. This 15 minute meeting can be scheduled during check-in on opening day or later in the session via email with the Academic Program Assistant. Additional information related to scheduling this meeting will be emailed out during the program. The times and locations of these conferences will be emailed before closing day and posted in the Hank Ingram House lobby.

RESIDENTIAL HALLS CLOSE - 12:00 PM
Check-out ends at 12 p.m. All students must vacate the residence halls by 12 p.m.

CLOSING DAY AT A GLANCE: SESSION II&III

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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:00-8:00 AM</td>
<td>Wake Up, Final Floor Inspections</td>
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<tr>
<td>8:00-8:45 AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Check-Out Begins</td>
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<tr>
<td>9:00-12:00 PM</td>
<td>Instructor-Parent Meetings</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>Check-Out Ends, all students must vacate residence halls</td>
</tr>
</tbody>
</table>

TYPICAL DAY SCHEDULE

Below you will find a typical weekday schedule for VSA. Please keep in mind that this is only a sample schedule and students should expect some schedule modifications, as necessary. Any schedule changes will be explained in Proctor meetings or classes.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-7:15 AM</td>
<td>Wake Up</td>
</tr>
<tr>
<td>8:00 – 8:45 AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:45 – 9:45 AM</td>
<td>Class</td>
</tr>
<tr>
<td>9:45 – 12:45 AM</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:45 – 3:45 PM</td>
<td>Class</td>
</tr>
<tr>
<td>4:00 – 5:00 PM</td>
<td>After Class Exploration (ACE)</td>
</tr>
<tr>
<td>5:00 – 6:00 PM</td>
<td>Free Time</td>
</tr>
<tr>
<td>6:00 – 6:50 PM</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00 – 9:00 PM</td>
<td>Activities</td>
</tr>
<tr>
<td>9:00 – 9:30 PM</td>
<td>Free Time in Residential Hall</td>
</tr>
<tr>
<td>9:30 – 10:00 PM</td>
<td>Proctor Group Meetings</td>
</tr>
<tr>
<td>10:30 PM</td>
<td>Lights Out - Session I°</td>
</tr>
<tr>
<td>11:00 PM</td>
<td>Lights Out - Session II/III°</td>
</tr>
</tbody>
</table>

*Room Curfew and Lights Out All Quiet times may be extended on weekends and occasionally adjusted during the week to accommodate special activities or events.

WHERE DO I LIVE?

The center of VSA residential life is Martha Rivers Ingram Commons at Vanderbilt. Each VSA student will be assigned to a room with a roommate. As a general rule, VSA assigns roommates at random. Living arrangements are gender separated by residence hall, with communal bathrooms on each floor. Proctors will reside on each floor near their Proctor Group of eight to twelve students. VSA occupies two residence halls for 2019; Hank Ingram will serve as the residence for female students and Stambaugh for male students.
RESIDENCE LIFE

WHO DO I LIVE WITH?

One of the goals of VSA is to provide a glimpse into college life. This includes living successfully in a residential community and with a roommate. Students with roommate issues that cannot be resolved on their own (other than those disclosed on the health form) may talk with their Proctor who will mediate the concerns and work with each individual to arrive at a mutually beneficial solution.

As in college, it is rare that students are moved because of disagreements. Instead students are encouraged to work together to come to an agreeable solution. Generally speaking, good roommate relationships begin with good communication. As you negotiate sharing living space with a roommate, VSA offers the following words of advice:

1. **Talk First Thing**—Perhaps you can only sleep in the absolute dark—or maybe you are not a morning person and need quiet when you are waking up. Whatever the case may be, your roommate will not intuitively know your preferences. Have a conversation early that covers information that will allow each of you to be a good roommate to the other. A roommate contract is a good idea to ensure both students have a clear understanding of each other’s needs and expectations.

2. **Stay Clean**—Keep your personal belongings clean and tidy, and be wary of your belongings encroaching upon the personal space of your roommate.

3. **Be Respectful**—Be respectful of your roommate by recognizing the shared nature of the space, observing lights out rules, and communicating concerns in a kind manner. Never use, touch, move or “borrow” your roommate’s belongings without permission.

4. **Practice Compromise**—Your desires and the desires of your roommate may not always be in sync. When such instances arise, practice the art of compromise and try to meet each other halfway.

Students with special circumstances which may inhibit living successfully with a roommate, either from the student’s or a potential roommate’s point of view, must indicate such concerns on the Student Residential Living and Social, Emotional, Behavioral, and Mental Health form found in the Welcome Paperwork. Such cases will be reviewed on a case-by-case basis to determine if special rooming arrangements are needed. All special circumstances must be included with the Welcome Paperwork information. Special considerations are not guaranteed.

Accommodation of requests may be delayed or not able to be made if VSA staff are notified within two weeks prior to the student’s arrival to campus. Any accommodation requests that may involve Student Support Services or the Office of Equal Opportunity and Disability need to be known as soon as possible so VSA can begin conversations with the necessary university offices.

CAN OTHER STUDENTS VISIT MY ROOM?

Students often want to socialize during free hours and VSA prides itself on the friendly and sociable atmosphere we enjoy in the residence halls. The only persons who should ever be in a room behind a closed door are the two roommates assigned to the room. Residence halls are separated by sex. Visitors of the opposite sex are not permitted on residential floors. Students are welcome to gather in the designated public spaces of the residence halls and/or adjacent lawns during designated hours. With the exception of move-in on Opening Day and move-out on Closing Day, visitors (including parents or guardians) are not permitted in classes, in the residence halls, or on any trips or activities of the program, without the prior consent of the VSA Office.

HOW SHOULD I TAKE CARE OF MY ROOM?

Each VSA student is responsible for the preservation and care of their own residential room, including the removal of trash on a regular basis (trash & recycling receptacles are located just outside of the building). Residential halls are not hotel rooms and do not receive daily housekeeping service. Therefore, VSA students are responsible for keeping their rooms tidy while they are in residence. Brooms/dustpans are available in the VSA office for student use if needed. Housekeeping staff service communal spaces, including bathrooms, on a daily basis.

VSA encourages students to bring small items to make their room feel like home. If you choose to bring wall decorations, please note that only poster putty is acceptable to affix any decorations within your residential hall or room to minimize potential for wall damage. Any items displayed within your room should be in good taste.

Any damage to property will be repaired at the expense of the parents/guardians of the student(s) that caused the damage. If we are unable to determine which roommate caused damage to a residential room, both roommates will be held responsible for the damages.

Please note that Vanderbilt University reports that a common cause of costly damage to property is the triggering of interior sprinklers as a result of horseplay or hanging objects from sprinkler heads. Students should be conscientious of avoiding actions or behaviors that may result in damage.

Damage, vandalism, littering, or theft of Vanderbilt University property, property of a University community member or campus visitor, or other property used during VSA may result in the offender(s) facing disciplinary action. The parent(s) and/or legal guardian(s) of the offender(s) may also be held responsible for any losses incurred in connection therewith, including any reasonable attorney’s fees.
WHERE DO I EAT? WHAT ABOUT FOOD ALLERGIES?

All meals will be provided. Most meals will be served in campus dining halls. These meals are served cafeteria-style and offer a wide variety of foods, usually including a daily salad bar and grill selection. Students participating in field trips will be provided boxed lunches. The first meal offered will be dinner on Opening Day for each session. The last meal offered for Session I will be lunch on Closing Day. The last meal offered for Sessions II & III will be breakfast on Closing Day.

Students who have food allergies or have other dietary restrictions should mark the appropriate information on the General Health form and/or Allergy form in the VSA Welcome Paperwork so that Dining Services can accommodate their needs. Advanced notice of health or religious-based dietary restrictions is required to ensure that appropriate accommodations can be made. VSA staff will contact parents or guardians of all students who give notice of allergies before the start of the program. Roommates may bring food to which students are allergic. Indicate severe allergies in the Welcome Paperwork.

WHAT SHOULD I WEAR?

VSA is an academic environment that requires a casual but appropriate dress code. We ask that students use good judgment in packing for the session. Nashville is hot outside in the summer but indoor spaces are often cool with ample air conditioning. Be comfortable and bring layers! Plan for the occasional rainy day by bringing a poncho or raincoat, and rainproof shoes.

Students should bring adequate clothing to participate in recreational and athletic activities (shorts, t-shirts, and closed-toe shoes). Shoes are required outside of the residence hall. Tops and bottoms must meet and be worn at all times. All shirts must have two straps or sleeves. While we may have water game activities at VSA, it is not necessary to bring a swimsuit as we will not be swimming.

Students are prohibited from wearing clothing that displays profanity, offensive slogans or graphics, or advertises products or services that are illegal or illegal for minors. Students should refrain from wearing clothing that is unsafe for program activities, exposes undergarments, or is otherwise revealing.

Shorts or skirts must be an appropriate length. Unsure about your favorite shorts or skirt? When standing with arms hanging at your sides, make a fist. Skirts and shorts even with or longer than where the bottom of where your fist meets your thigh would likely be a good fit for your time in this active environment.

If staff determine that a student is not meeting these expectations, the student will be asked to change their attire.

HOW SHOULD I TAKE CARE OF MYSELF AT VSA?

Many illnesses, especially in close quarters, can be prevented by good hygiene practices, including bathing, brushing teeth, laundering clothes regularly, and frequent hand washing. Families should help prepare students to care for themselves and their belongings, including preparing Session II and III students to do their own laundry while at VSA. Staff members will monitor general room and personal cleanliness and may, if necessary, remind students to wash and tidy themselves and/or their belongings.

HOW CAN I TAKE STEPS FOR SAFETY?

The safety of VSA students is of the utmost concern. VSA works with the Vanderbilt Police Department to encourage safety. To ensure that all students are safe throughout the duration of VSA, you must adhere to the following guidelines:

- Session I students are always accompanied by a VSA staff member.
- Session II/III students must always travel in groups of three or more and otherwise observe all rules regarding campus and extended campus boundaries.
- Students must walk along well-lit streets and paths. Students are not allowed to rent bikes, vehicles, scooters or the like.
- Students must not talk with any strangers and immediately report any incidents to a VSA staff member.
- Students should locate and be aware of University Police call boxes—often with a blue light on top—which may be used in case of an emergency.
- Students should be aware that Nashville is a vibrant and growing city, and Vanderbilt is an open campus. Students must follow all safety instructions given by VSA staff.

To ensure that the residence hall remains a safe place, you must adhere to the following guidelines:

- Always lock the door when leaving your residential room, even when going to the bathroom down the hall. Remember to take the key (on your lanyard) with you when leaving, and keep it in a safe place at all times.
- Do not prop open any outside, hall, or fire doors of the residence hall.
- Report any strangers in the residence hall to VSA staff immediately. Anyone not part of VSA (or an authorized Vanderbilt staff member) must call the VSA Office for access to the building.
- Do not open the building doors for anyone without VSA identification.

ARE THERE ROOM INSPECTIONS?

The University recognizes and respects the desire for privacy. Designated staff members are authorized by the University to enter any University premises. Authorization for entry includes, but is not limited to, custodial services, maintenance and repair services, and inspections. Staff conduct inspections for a variety of reasons that include—but are not limited to—fire and safety issues, health and welfare issues, maintenance or damage issues, and closing for breaks at the end of an academic session. Inspections are usually announced, but some circumstances may dictate an unannounced inspection. VSA will inform students of any announced inspections. A search of a student, a student’s possessions, or a student’s premises may be authorized by the PTY Executive Director, PTY Director of Programs, VSA Director, or other PTY full-time staff, if there is reasonable cause to believe that a violation of University, legal and/or VSA policy is occurring or has occurred. VSA staff are required to report state or federal law violations to campus police.

CAN I BRING MY MUSICAL INSTRUMENT OR OTHER HOBBY/INTEREST ITEMS?

Students who play a musical instrument may consider bringing it to VSA. Small instruments (e.g., clarinet, trumpet, violin) that can be easily stored in a residential room are permitted. We discourage students from bringing large instruments (drums, harps, etc.) or those instruments that create excessive noise and are difficult to store in a residence hall room. Students are also reminded that VSA discourages bringing any item—including musical instruments—that are irreplaceable or very valuable. Stambaugh House and Hank Ingram House have access to music practice rooms. While practice time may be available on certain days, students should not expect to have regular practice time during the session. To be respectful of other students, students may not play instruments after lights out or all quiet hours. VSA, PTY, and Vanderbilt University are not responsible for lost, damaged, or stolen items.
WHEN ARE LIGHTS OUTS?
For Sessions I & II, lights out and quiet hours begin at 10:30 p.m. and end at 7:00 a.m. For Session III, lights out and quiet hours begin at 11:00 p.m. and end at 7:00 a.m. During this time, all students must be in their assigned rooms. Quiet hours are set to help promote an environment conducive to sleep. Speaking loudly, playing loud music, or other activity that disturbs others is prohibited during this time.

CAN I DO LAUNDRY?
Laundry facilities are available for student use in both residence halls. Session I students may wish to pack sufficient clothing and personal linens to avoid needing to do laundry during their brief S-night stay at VSA. Session II and III students will be expected to do their own laundry. Students will need to have their own detergent, fabric softener (if desired), and quarters for the operation of the washers and dryers. Washers and dryers are coin-operated (quarters only) and cost $1.50 each per wash; $1.50 per dry. VSA staff will be available to familiarize students with the use of the laundry facilities. Families, however, should also prepare students in advance of their arrival at VSA to be able to do their own laundry while away from home. Note that the VSA office does not keep petty cash on hand to make change for laundry.

WHAT’S YOUR POLICY ON PDA?
Romances sometimes occur during VSA. However, VSA students are strongly discouraged from engaging in public displays of affection including cuddling, kissing, stroking, sitting in laps, etc. Staff will ask students to separate. Sexual activity is strictly prohibited.

WHAT IS YOUR SOCIAL MEDIA POLICY?
VSA has Facebook, Twitter, and Instagram accounts which any student or parent may follow. During the summer, VSA may also host student competitions on social media platforms. VSA is not responsible for online postings made by students. Students are expected to be mindful of their posts and follow all VSA guidelines for building and participating in a respectful community whether online or in person. Under no circumstances should students post inappropriate material, photos, or comments concerning other VSA community members. Additionally, obscene, malicious, illegal or inappropriate gestures, language, jokes, comments, photos, innuendos or other information that could be construed as such—whether with malicious intent or not—are subject to disciplinary action, including immediate dismissal. This includes postings on public access websites, social media, apps, small group chat rooms, group apps, and the like.

Vanderbilt policy discourages staff members from accepting social media friend requests from persons under the age of 18. Thus, students should not request staff members as friends on social media sites.

WHAT IS YOUR POLICY ON ABSENCES?
Vanderbilt Summer Academy is a residential academic community. Students are expected to be in residence during the entirety of the program and to be active community members. Students may not spend the night off-campus, except in the case of an immediate family emergency. In case of such an emergency, parents/guardians should immediately be in touch with VSA staff via the numbers in this handbook to make arrangements for the student’s absence from the program. Students are expected to regularly and punctually attend all courses in which they are enrolled in addition to all programs, meals, events and meetings throughout VSA.

CAN I BRING MY CELL PHONE, COMPUTER AND/OR TABLET?
VSA is a fast-paced and relatively short program in length. Accordingly, VSA discourages excessive personal Wi-Fi use by VSA students. Additionally, inappropriate use of the internet by a VSA student will result in a loss of computing privileges and potentially further consequences, as determined in accordance with the Discipline Guidelines and Procedures (p. 46).

VSA wishes to maintain a positive and safe learning environment for all students that is free of distraction. Phones may be accessed during breaks and lunch, but should not be used during any planned class or other activity time unless otherwise specified and given explicit permission.

VSA does not prohibit students from bringing cell phones or laptop computers to VSA (please note that desktop computers are prohibited). We do, however, ask students and families to consider the following factors when deciding whether to bring such items:

- A student’s time at VSA is limited, and students often remark that the time goes by more quickly than they expect. Electronic devices may pose a temptation to spend time communicating with friends from home rather than getting to know fellow VSA students.
- A laptop computer is not required for coursework. Students have opportunities to work in computer labs and otherwise use the internet on Vanderbilt University computers.
- Though VSA prioritizes safety and security, VSA, PTY, and Vanderbilt University are not responsible for lost, damaged, or stolen items.
- During Session III, cell phones may be used as a primary tool of communication for Sign Out Free Time (SOFT) evening activities. Students may sign out on designated nights to explore within the extended campus boundary in groups of 3 with at least one student within the group carrying a working cell phone.
  - If cell phones are brought to campus, ensure that students are aware of data plan uses as to not incur excessive charges as VSA is not responsible for such charges.

If a student chooses to bring a cell phone and/or laptop computer to VSA, students must observe the following guidelines:

- Cell phones, laptop computers, and other electronic communication devices can be both a distraction and an obstacle to community building. Cell phones are not to be used within the classroom setting unless otherwise specified by an instructor for educational purposes.
- Excessive use of cell phones and violations of these guidelines will result in confiscation of the device for the duration of VSA.
- In addition to class time, students should be proactive and turn off and stow their electronic devices when they are asked to do so and specifically during the following times:
  - During ACE
  - During organized VSA recreational activities
  - During field trips and excursions
  - During Proctor Group Meetings
  - Throughout Lights Out/Quiet Hours

Students will have access to Vanderbilt University computing resources in accordance with their academic needs.
ACTIVITIES

ALLISON MCHUGH, HEAD OF ACTIVITIES

As Head of Activities, Allie is responsible for overseeing and coordinating the majority of your time outside of the classroom. From ACE to free time to evening and weekend programming, Allie leads an energetic team of Resident Assistants to ensure you have the opportunity to make new friends while trying new things. While Allie is always on the move, she loves meeting students. Take time to say hey during your session!

RESIDENT ASSISTANTS

Resident Assistants serve as the VSA Activities Team. When you’re at a dance or having fun singing karaoke, know it was RAs who provided the logistical support to make those activities happen. Take some time to get to know the RAs this week and learn more about their passion for curating unforgettable experiences!

ACE INSTRUCTORS

After Class Exploration (ACE) instructors will lead you in fun out of class activities to help you decompress from a full day of academic challenge and immersion. From spoken word poetry to running group, book club to yoga, ACE Instructors will facilitate an hour of elective classes where you can make new friends and learn new skills.
ACTIVITIES AT VSA

While Vanderbilt Summer Academy is academically focused, recreational programming offers organized activities to provide opportunities for you to connect with other students and explore the Vanderbilt and Nashville community. In addition to free time, you'll have numerous opportunities to choose from a number of pre-arranged activities to fill your afternoons, evenings and Session II and III weekends. Although there is never a dull moment at VSA, we also understand that different individuals need varying amounts of high or low energy activities and experiences. We design our activities with this in mind so that you can select the activities that fit your needs. Typically, events range from casual get-togethers to structured events both on and off campus.

EVENING & WEEKEND ACTIVITIES

EVENING ACTIVITIES AND OPTIONS

Each of our VSA sessions has a slightly different blend of evening activities depending on the age of the students and length of stay. Sessions I and II feature a more structured blend of post-dinner options, while Session III offers more flexibility and independence. Regardless of session or grade level, VSA strives to offer a variety of low-, medium-, and high-energy activities so that you may select the activity that best matches your interest and curiosity.

ABC NIGHTS

Activity by Choice (ABC) Nights offer you a choice of activities designed and facilitated by VSA Proctors. From carnival to karaoke, spa night to basketball, ABC Nights are opportunities to choose your own adventure while connecting with your peers and Proctors.

DID SOMEBODY SAY, DANCE?

Each session culminates with a closing ceremony and a themed dance. Often, students and VSA staff choose to bring something special to wear to dress up for their dance theme. Please be mindful that community and dress codes still apply. Be ready for an energetic night full of music and dance and plenty of photo ops!

Session I: Back to the EIGHTIES! A party to celebrate the totally rad!

Session II: Glow in the Dark! Wear your brightest NEON and let's light up the night!

Session III: Two dances, twice the fun! Kick off the fun with a Nashville themed dance to celebrate a special Nashville Day. Then, dress it up for a Vanderbilt BLACK AND GOLD theme as it will be paired with a very special Capstone Dinner.

SESSION II & III ACTIVITIES

WHAT IS THE SESSION III CAPSTONE DINNER?

On the final evening of Session III, we invite you to dress up for a Vanderbilt BLACK AND GOLD themed Capstone Dinner followed by a concluding dance. This capstone event will be a celebration of your extraordinary three week accomplishments at VSA. We encourage you to dress up (business casual to semi-formal) as we honor your accomplishments! Get ready for a night of celebration, laughter, photos and memories!

WEEKEND ACTIVITIES

Session II and III students have the chance to explore additional opportunities that Nashville has to offer through weekend activities. Activities could include movie nights at Vanderbilt campus cinema, trips to local museums, bowling a strike or skating around the rink. While some activities are for the entire group, others allow you to sign up according to your preference. Session III students will have an additional chance to explore the rich diversity and culture of Music City through a unique Nashville Day experience. All outings and activities are included in the tuition costs. Students may wish to bring spending money to purchase souvenirs/snacks.

Session II and III students will also have a Heroes & Villains themed event. We encourage you to bring your (dress-code appropriate) costume. Don't have a costume? Don't worry! Costumes to any event or dance are not required.

PROCTOR GROUP NIGHTS OUT

Proctor Group Nights Out (PGNO) are one of the most popular Sessions II and III traditions at VSA. These nights are an opportunity for your Proctor Group to eat together in a restaurant within walking distance from campus and enjoy unique experiences of meaningful community. Your Proctor will share more about PGNO options during your nightly Proctor Group Meetings.

SOFT NIGHTS

Session III students will be able to explore the immediate area around Vanderbilt in groups of three on special Sign Out Free Time (SOFT) nights. With clearly marked boundaries and extensive VSA staff presence, students will be able to walk down to Hillsboro Village for ice cream, walk to the VU Bookstore or journey up 21st for a variety of evening snacks and sweets options.
**ACTIVITY FAQs**

**WILL I HAVE FREE TIME?**

After a structured day, VSA students have about an hour of free time before dinner. This is a great chance to meet up with friends, do laundry, or enjoy some quiet time on the patio. New to VSA? Hoping to meet new friends? Don’t worry! Our residential staff are present during free time and host low-key, drop-in activities for anyone looking to join a casual group craft time or a board game. You will be free to step in and out of activities that appeal to your interests.

After a full day of class and events, students will have time to wind down most nights with a stretch of free time. This half-hour to an hour of free time occurs at the end of the designated activity hours on most nights. During this time, you must remain in the residence hall, but may visit with friends on various floors in the public areas of the residence hall if you so choose.

**WHAT HAPPENS AFTER EVENING FREE TIME?**

At the end of this free time, Proctors will signal that all students must return to your respective floors for nightly Proctor Group Meetings. Following the Proctor Group Meeting, you must remain on their respective floors and may have time to wrap up any last-minute socializing with your floor-mates before reporting to your room for lights out.

**WHAT IS A PROCTOR GROUP MEETING?**

Proctor Group Meetings allow for a daily check-in and reflection about each student’s experience at VSA. During this time you will also learn important information for the days ahead.

**WHAT IS ACE?**

After Class Exploration (ACE) options are offered to students throughout each session. Once your VSA course has ended for the day, you will return to the residence hall and participate in a structured activity which encourages exploration through creative, athletic, and/or gaming options. These classes are designed to engage you in a manner complementary to your classroom experience. ACE options could include painting, chess, yoga, dance, spoken word, strategy card games, and more! Each summer VSA is thrilled to bring back some favorites, while offering a set of new choices to balance the available options. You will provide your preferences based upon the recreational class offerings for each session and will take part in that activity for one week’s time. Each week you will sign up for a new ACE option.

**ARE THERE OPPORTUNITIES FOR RELIGIOUS OBSERVANCE?**

Services for many faith traditions are available near campus. Students who wish to attend services should let their Proctors know as the weekend or other designated religious observance day approaches. While we cannot provide transportation/supervision to all possible services, we do try to offer a variety of options for students who wish to attend a religious service. Please notify the VSA staff of specific observances that may require special accommodations at least two weeks prior to arrival on campus. Please contact the VSA office at (615) 322-8261 or vsa.pry@vanderbilt.edu with specific questions.

**WILL I HAVE OPPORTUNITIES TO WORK OUT?**

Please note that students will have limited access to recreational facilities and should not expect to maintain intensive athletic training regimens. Access to recreational facilities depends on the availability of staff and facilities and is not guaranteed.

Some ACE or evening choices may include active or athletic options, such as yoga, running club, kickball, frisbee, volleyball, etc. Students should bring any basic equipment that they might want to use (athletic shoes, baseball gloves, etc.).

Session II and III students have the opportunity to utilize the small workout facility at The Commons Center most weekday mornings from 7:00 a.m.-7:30 a.m. Students wishing to take advantage of these morning sessions must be dressed and ready in their respective residential halls at 7:00 a.m. sharp. VSA Proctors will escort and stay with the students in The Commons Center gym. These students may also have time available during daily free time from 5:00 p.m.-6:00 p.m. to visit The Commons Center gym. Access to recreational facilities can only take place during scheduled times, and VSA staff must be present at all times.

Session II and II students can expect weekly opportunities to sign up for evening activities at the Vanderbilt Recreation and Wellness Center. Space in these activities is limited and not guaranteed. Activities could include access to the climbing wall, basketball courts, and general fitness equipment. Access to recreational facilities can only take place during scheduled times, and VSA staff must be present at all times.

**SHOULD I BRING SPENDING MONEY?**

Students in each session participate in organized group activities, and the tuition for VSA covers the cost for such activities. However, there are certain optional activities that you may want to have your own spending money. For example, students in previous summers have used their free time or special Proctor Group outings to visit the local Starbucks, enjoy ice cream at Ben & Jerry’s, or purchase VU souvenirs at the VU Bookstore.

$40-45 of additional spending money per week of stay at VSA is typically sufficient for most VSA students. As tastes and budgets differ greatly, decisions about spending money are left to students and their families. Please keep in mind that VSA students are solely responsible for any personal pocket money brought to VSA, and care should be taken at all times to be mindful of such money. VSA, PTY, and Vanderbilt University are not responsible for lost or stolen pocket money.

Session II and III students should also bring coins for laundry. Laundry facilities are available for student use in both residence halls. Washers and dryers are coin-operated (quarters only) and cost $1.50 each per wash; $1.50 per dry. Note that the VSA office does not keep petty cash on hand to make change for laundry.
WHAT ARE THE CAMPUS BOUNDARIES?

Proctors will review campus and extended campus boundaries with students upon arrival. These boundaries and related rules have been established to uphold the safety and well-being of students while at VSA, and students must be familiar with them.

As the ages of our students vary by session, the following session specific rules apply with respect to campus and extended campus boundaries: VSA Staff are available at the perimeter or vicinity of the boundaries.

- **Session I**: Students must be supervised by VSA staff at all times.
- **Session II**: Students must be in groups of three or more any time they leave the residence hall/adjacent lawn vicinity but remain within Peabody campus boundaries (pictured to the right). Times when Peabody campus boundaries are permitted will be communicated clearly to students and staff. Outside of Peabody campus boundaries, a VSA staff member must accompany Session II students.
WHAT ARE THE S.O.F.T. NIGHT BOUNDARIES?

- **Session III**: Students are permitted to leave campus boundaries only during specified sign-out free times (SOFT). During such times, students must be in groups of three or more, must have a working cell phone in the group, and must stay within designated extended campus boundaries (pictured to the right). Before leaving the campus boundaries, each individual must sign out and leave their cell phone number with the Proctor on-duty on that student’s floor. Session III students may not travel outside of extended campus boundaries without a VSA staff member.
ACADEMIC STAFF

KEVIN FINN, HEAD OF ACADEMICS
As Head of Academics, Kevin brings unparalleled experience in gifted education to ensure your time inside the classroom is challenging and productive. Expect to see Kevin dropping by your class from time to time and be sure to show him what you are learning about when he does!

ALLISON HARDY, ACADEMIC PROGRAM ASSISTANT
VSA’s Academic Program Assistant, Allison Hardy, manages all logistics and communication for Instructors and Teaching Assistants. From field trip scheduling to material requests, Allison ensures classrooms are fully ready for you during your session.

INSTRUCTORS
Vanderbilt Summer Academy Instructors are drawn from the wealth of talented Instructors and scholars from within the Vanderbilt University and Nashville communities and include many distinguished professors, graduate students, scientists, and researchers. All instructors are carefully selected not only for achievements in their fields, but also for their commitment to excellence in classroom teaching. Our outstanding VSA instructors serve as academic role models, providing instruction and insights into their areas of study.

TEACHING ASSISTANTS
In addition to the Instructors, a Teaching Assistant (TA) with demonstrated experience in the content area or pedagogy supports each class. The TA serves as a resource to the Instructor and to the class—sharing their perspective on the subject matter while helping to promote a learning environment that encourages academic risk-taking and relationship building.
ACADEMIC LIFE

ACADEMIC PHILOSOPHY

Vanderbilt Summer Academy offers a challenging introduction to the academic rigors of college life. You will enjoy the excitement of in-depth, accelerated study of a fascinating subject within a community of your intellectual peers. Our courses include wide-ranging, interdisciplinary topics such as nanotechnology, religious studies, philosophy, history, and medicine. Regardless of where your interests take you, the course you will be taking at VSA is designed to provoke ongoing discussion and learning. Above all, Vanderbilt Summer Academy hopes to uniquely challenge and foster your abilities in a supportive and engaging environment. We encourage you to make the most of your VSA academic experience through taking intellectual risks, engaging in rigorous critical thinking, and imaginatively exploring emerging research and theory in a community of peers.

WHEN WILL I BE IN MY CLASS?

Students will typically be in class Monday through Friday from 8:45-11:45 a.m. and 12:45-3:45 p.m. with the exception of closing day Fridays.

Session II and III students will also experience classroom time on Saturday mornings, 9:45-11:45 a.m.

Depending on your course placement, your classroom may include field work, laboratory experiences, lectures, discussions, experiments, small group work, projects, presentations and more!

WILL I GET GRADES?

Academic life at Vanderbilt Summer Academy encourages gifted and advanced learners to think like scholars in a fast-paced, challenging, and highly collaborative environment. With six hours a day devoted to one academic course, students are encouraged to think critically and come to a better understanding of just how far their minds can take them. There are no grades or homework at VSA. While our Instructors will provide a checklist rating and written feedback for you once the session ends; academic success is not measured in numbers or grades. Success at VSA is about facing new and exciting challenges, creative problem solving, and taking intellectual risks. Course feedback is usually emailed within two to three weeks after the VSA session ends. If at any time an instructor is concerned about the performance of a student in a course, the instructor may schedule a conversation regarding performance with you and/or your student’s parent(s) and/or guardian(s).

WHAT SHOULD I KNOW ABOUT ACADEMIC INTEGRITY?

Vanderbilt University upholds an Honor Code to preserve and promote academic integrity. All VSA students are, similarly, expected to conduct themselves with academic integrity at VSA.

WILL I HAVE HOMEWORK?

There’s no homework at VSA! Classes are intense and immersive. When you finish class for the day, you are fully free to focus on connecting with friends, exploring your interest and having fun. If you want resources for further exploration into your course subject, your Instructor will be very happy to provide those at the end of the course.

DO I NEED TO BRING BOOKS OR SUPPLIES?

Any academic supplies needed for VSA courses are included in the cost of tuition and will be distributed to students on the first day of class. Students should bring to VSA basic school supplies (e.g., a book bag or backpack, notebooks, pens, and pencils).
STUDENT SUPPORT STAFF

HOLLY BULLARD, HEAD OF STUDENT SUPPORT
As Head of Student Support, Holly leads the holistic network of resources and support services available to VSA students to support their academic and personal success. As an experienced professor and facilitator, Holly looks forward to meeting you during your session!

BRYANT BEST, ASSISTANT HEAD OF STUDENT SUPPORT
As the VSA Assistant Head of Student Support, Bryant brings extensive experience working with students as well as a sincere passion for student success to the VSA team.

LEAD NURSE
The VSA Lead Nurse oversees all medication and medical needs. The Nurse will be present at check-in to log your medications and to talk further about any medical needs or concerns.
STUDENT SUPPORT

WHAT CAN THE STUDENT SUPPORT TEAM HELP ME WITH?

The Student Support Team is dedicated to supporting your needs. If you are having a difficult time adjusting to residential life at VSA or just need a listening ear, VSA’s Support Team is here for you.

WHEN CAN I MEET WITH THE STUDENT SUPPORT TEAM?

The Head of Student Support has open office hours during the afternoon and late evening free time. The Support Team’s office is located near the main VSA office on the ground level of Hank Ingram house. In addition, please let your Proctor or Teaching Assistant know that you would like to speak with the Head of Student Support at any other time throughout the day and they will work with our office team to schedule a conversation.

WHAT IF I FEEL SICK AND NEED TO SEE THE NURSE?

If you feel sick, please immediately inform your Proctor or Teaching Assistant. They will work with VSA office to take the next appropriate steps to ensure the health and wellness of all students. A full time nurse is not employed at VSA.

VSA DISCIPLINE GUIDE

The VSA Director (and his/her designees) may establish additional rules/consequences as behavior warrants. PTY reserves the right to suspend disciplinary review meeting procedures and designate immediate dismissal in situations that compromise student safety or involve illegal activity.

GENERAL DISCIPLINARY POLICIES

1. Students will receive a verbal warning for minor offenses listed under Group A of the VSA Discipline Guide. This warning and all other infractions will be documented by VSA staff, which will be placed on file with the VSA Leadership Team. Students may have some loss of privileges such as free time, certain evening activities, or electronic usage, depending upon the infraction.
2. Infractions listed under Groups B or C of the VSA Discipline Guide may result in a more thorough evaluation of the student’s ability to continue participation in VSA.
3. In the event of a disciplinary infraction, appropriate PTY and VSA staff members will determine consequences, in accordance with the VSA Discipline Guide and the effect the infraction has upon the student and community.

GROUP A

- General disruption
- Violation of classroom and/or residence hall rules established by VSA staff
- Violation of the VSA Dress Code
- PDA

Minimum: Warning and discussion of appropriate behavior

Maximum: Loss of privileges; Opportunity to make amends; and/or parental notification

GROUP B

- Violation of the Vanderbilt Community Creed
- Violation of the Cell Phone & Computer Policy
- Ongoing minor disruptions to the VSA community, its students, staff, or overall purpose
- Violation of the VSA Policy on the Use of Electronic Resources
- Failure to comply with previous disciplinary measures

Minimum: Warning and discussion of appropriate behavior; Loss of privileges

Maximum: Loss of privileges; Immediate dismissal; Disciplinary review meeting which could result in the removal of student from VSA; and/or parental notification
GROUP C

The following activities and/or behaviors pose significant risks to VSA students and the broader community, and are strictly prohibited. Students who engage in these prohibited activities and/or behaviors may be subject to immediate dismissal from the program without refund, in accordance with the Discipline Guidelines and Procedures, and PTY leadership discretion.

- Academic dishonesty
- Insubordination
- Repeated occurrences of Group A or B behavior
- Violating the rights of others, including bullying/harassment (physical, verbal, cyber/social media or any means that negatively affects or could affect the student/group/community)
- Violation of the rules related to campus and extended campus boundaries
- Leaving one’s group during VSA field trips or off-campus excursions or leaving campus without permission
- Unexcused absences from program activities
- Bringing a vehicle to campus or riding in one other than with VSA staff
- Renting prohibited wheeled transportation (including, but not limited to scooters, bikes, cars)
- Damage, vandalism, littering, or theft of Vanderbilt University property, property of a University community member or campus visitor, or other property used during VSA
- Pranks and practical jokes with malicious intent or that pose a threat to student physical or emotional well being
- Gambling
- Possession, use, manufacture or distribution of matches, lighters, fireworks, explosives, or other incendiary devices
- Tampering with fire alarms or other emergency equipment
- Misuse or distribution of prescription or over-the-counter medications/drugs
- Possession, use, manufacture or distribution of tobacco, alcohol, or controlled substances
- Possession, use, or distribution of firearms, ammunition, or other weapons or replicas of any description
- Violence of any kind, including, without limitation, fighting, assault, physical or verbal intimidation, and sexual harassment
- Sexual activity
- Sexual misconduct
- Violation of federal, state, or local laws
- Other behaviors that negatively impact or endanger the VSA/ Vanderbilt Community or student and personal safety and wellbeing

Minimum: Loss of privileges and Parental notification; Disciplinary review meeting, which could result in the removal of student from VSA*

Maximum: Immediate dismissal from the program *

* Any disciplinary review meeting could result in a student’s immediate dismissal from VSA.

DISCIPLINE GUIDELINES

These Discipline Guidelines and Procedures are not intended to be unduly punitive. Their detailed nature arises from a two-fold concern: one, that VSA staff may efficiently and fairly address any behavioral issues that arise, and, two, that students are aware of the consequences that may result from inappropriate—and potentially dangerous—behaviors. In general, however, we find VSA students to be intuitively aware of the conduct expected of members of a scholarly community and fully capable of self-monitoring and regulation.

VSA endeavors to be student-focused in addressing infractions of VSA rules. First-time offenses of most VSA rules are routinely addressed by a student’s Instructor, TA, or Proctor, as appropriate, in accordance with the disciplinary procedures outlined below. Students who commit a serious offense or numerous lesser offenses will be required to participate in a disciplinary review meeting with VSA leadership discussed in detail below.

Please note that the PTY Executive Director, PTY Director of Programs, VSA Director or his/her designee reserves the right to dismiss students immediately from the program for conduct that, in Vanderbilt’s view, poses a threat to the health and safety of the VSA and/or Vanderbilt community, involves illegal activity, or creates ongoing disruptions that negatively impact VSA participants, staff and its core values. In such cases, students may be subject to immediate dismissal without a disciplinary review meeting. Parents and guardians are expected to respect and support decisions of VSA and PTY staff in addressing student infractions of VSA rules.

DISCIPLINARY REVIEW MEETING

If a disciplinary review meeting is required, the following procedures will be followed:

1. The VSA Director and at least one other leadership team member will call a meeting with the student to learn more about the incident in question. The student will have the opportunity to discuss the infraction and present their point of view regarding the situation.

2. The VSA Director, in consultation with PTY administration, will determine whether or not the infraction is one that is clearly a cause for immediate dismissal or one that requires a disciplinary review hearing. If immediate dismissal is determined, parents will be notified (see #6). Otherwise, the VSA Director will convene a meeting with other VSA leadership team members and relevant university personnel. The student may be asked to once again discuss his or her point of view with the disciplinary review team.

3. The disciplinary review team, after discussion and evaluation, will notify the student of the decision of the team, which may include a specific consequence or the student’s dismissal from the program.

4. The student and a member of the VSA leadership staff will notify the student’s parent/guardian of the findings and decision of the disciplinary review meeting. Note: Parents may be contacted at different times throughout the disciplinary review process depending upon the timing, nature and severity of the infraction.

In the event that a student is dismissed from VSA, the student’s parents/guardians will be asked to make arrangements for the student’s return home within 24 hours. Students will remain with VSA until a parent or guardian picks them up but will not be permitted to participate in any VSA activities while arrangements are made for their departure. No part of the program tuition shall be refunded and VSA is not responsible for any fees resulting from rescheduled travel arrangements or other losses as a result of the student’s early departure from the program.
STUDENT HEALTH

An intensive program like VSA places rigorous demands on the mind and the body. Accordingly, students should be in good physical and mental health upon arrival at VSA and be conscientious during the program of maintaining good health.

HEALTH INFORMATION FORMS

All VSA students must complete the Welcome Paperwork sent to them shortly after admission by the deadline indicated. A vital part of this paperwork is a number of medical/mental health forms.

These health information forms are essential tools in responding to any health-related situations that may arise in the course of VSA. If a student needs medical attention, these forms are taken to the clinic or hospital as a guide for the health care provider. If any information changes following the completion and submission of these forms, it is critical that you contact VSA with the updated information.

Health information disclosed on these forms is treated respectfully and will be known to those individuals who work with the student on a regular basis and who would benefit from knowing the student’s health information in order to provide the most enriching environment for them. Staff are trained in the appropriate use and protection of student information.

MEDICAL INSURANCE REQUIREMENT

Each VSA student is required to have medical insurance coverage for the duration of the program. A photocopy of the student’s current insurance ID card (front and back) with the insurance company name, policy, and group number must be submitted with the Welcome Paperwork. If a student does not have medical insurance, the student will not be allowed to attend the program. If a student needs health insurance for his or her time at VSA, please contact the health insurance provider of your choice. The parents/guardians of a student are responsible for the cost of any medical treatment the student receives during the course of VSA.

STUDENT ILLNESS OR INJURY

In the event of non-life threatening student illness or accident, the following procedures will be followed:

1. VSA students must notify a VSA staff of any illness or ailment, even if the student believes it to be a minor ailment or injury that does not require immediate attention.
2. If medical care is needed, VSA staff will contact the VSA Nurse and as necessary, accompany the student to seek medical services at the Pediatric Primary Care Clinic, Vanderbilt Children’s Hospital (VCH) emergency room, or the nearby CVS or other recognized walk-in clinics. The VSA staff members must accompany a VSA student to medical services. Typically, the Assistant Head of Student Support is one of the staff members accompanying the student. Staff will also attempt to contact the student’s parents/guardians to inform them that medical services are being sought.
3. If the medical personnel on duty at the clinic determines that treatment is required, a physician and/or a VSA staff member will as soon as possible contact the student’s parents/guardians—or if unavailable—the student’s emergency contact(s) designated on the Student Contact Information form of the Welcome Paperwork.
4. Upon return from the walk-in clinic, Primary Care Clinic or the VUMC/VCH emergency room, VSA staff will complete and sign a documentation form indicating that the student received medical attention and include any instructions for ongoing monitoring provided. This document will be shared with VSA staff who work with the student and need to know the medical plan for monitoring purposes or the student’s safety.

VSA staff may revise these procedures—such as first contacting the Vanderbilt University Police Department, calling 911, or seeking emergency care immediately—as such staff determines is necessary for student safety.

PRIMARY HEALTH CARE AT VSA

For general use, the Primary Care Clinic at Children’s Hospital has a physician available by phone, 24 hours a day, at (615) 936-2555. Many illnesses may be evaluated the following day in the Primary Care Clinic. For emergencies, you will be asked to go to the Emergency Department. Clinic hours are M-F 8:00 a.m. to 5:30 p.m. and 9:00 a.m. to 1:00 p.m. on Saturdays. Vanderbilt University Medical Center (VUMC)/Vanderbilt Children’s Hospital (VCH) The Department of Emergency Medicine at VUMC/VCH is the provider of any emergency care or after-hours care required during VSA. The Emergency Room is located directly across 21st Avenue from the VSA campus.

WALK IN CLINIC

A variety of walk-in clinics such as CVS or other recognized walk in clinics may be utilized for minor concerns during the day or after doctor’s office business hours. VSA staff members will accompany a student to a walk-in clinic, as needed.

EMERGENCY PROCEDURES FOR STUDENT SAFETY

In the event of a medical or other emergency, students should first notify a VSA staff member or campus security. The Vanderbilt Police Department operates on a 24-hour basis. Also, emergency phones are located throughout campus. These “blue light” phones are clearly labeled “EMERGENCY.” Use these phones only in the case of an emergency.
CONTINUING TREATMENT OR UNEXPECTED ILLNESS

VSA students with chronic illnesses (such as asthma or diabetes) should be aware that continuous 24-hour medical care is not available from the same physician or medical provider. Vanderbilt University Medical Center is not able to assume responsibility for the overall continuity of care of individual students.

Ongoing student medical concerns are addressed on a case-by-case basis. VSA partners with Vanderbilt’s Student Access Services Office to determine whether an accommodation for a student is reasonable, and if so, what the details of such an accommodation would be. If you’d like to discuss accommodations further, please call our office. See the Welcome Paperwork medical information for more details about accommodation requests.

Because medical concerns are often case-by-case and may be intermittent or unexpected, it is possible that following deliberation and consultation with other Vanderbilt offices, a student’s medical concern/condition must take priority over participation in Vanderbilt Summer Academy. All decisions of this nature will be made in conversation with the student’s parents/guardians, and appropriate Vanderbilt support offices, as necessary. If it is determined that the student must depart Vanderbilt’s campus because of a mental or physical health concern or incident(s), all program fees and travel expenses are the sole responsibility of student’s family or sponsoring program.

STUDENT MEDICATION

VSA families are asked to take special note of the following items with respect to medication: VSA staff will NOT administer any medications to VSA students. Each VSA student is solely responsible for coming to the VSA Office to pick-up and to take any of such student’s medication(s) in the appropriate dosages at the appropriate times.

Vanderbilt Summer Academy is not responsible for missed or incorrect doses. We are a repository for the safe-keeping of medication only. Each student must be self-sufficient in his/her medication routine and able to self-administer any and all doses.

VSA highly recommends that students who take medications during the school year continue to do so while at VSA, pending physician advice. VSA does not encourage students to “take a break” from their medications while participating in the program, as doing so may affect a student’s ability to fully participate in the program. Parents and guardians are asked to remind students of the importance of maintaining and monitoring their own medication schedules, even during the summer. A student taking medications for psychiatric reasons should be on a stable medication regimen, ideally having been on the same medication(s) for at least three months prior to that student’s arrival at VSA.

VSA MEDICATION POLICIES

Vanderbilt Summer Academy is unable to administer medications or injections; students must be self-sufficient regarding all ongoing medical care.

For the health and safety of our students, all prescription medications, with the exception of rescue medications and birth control, must be checked in with VSA staff and will be stored in a secure cabinet or refrigerator in the VSA office.

Upon arrival at VSA, all prescription medications (excluding rescue medications and birth control), should be turned into the VSA office. Upon program conclusions medications will be given back to the student or other authorized individuats. All medications must arrive in appropriately labeled and original containers. Students must bring enough of each medication to last the entire session.

All medications should be described in the Welcome Paperwork. The self-administration of any prescription medication during VSA requires the written authorization of a licensed health care provider and the student’s parent/legal guardian.

The self-administration or provision of any nonprescription/over the counter (OTC) medication during VSA requires written authorization from a student’s parent/legal guardian as indicated on the Non-prescription Medication Parent/Guardian Statement in the Welcome Paperwork. VSA stocks a variety of OTC medications.

It is the responsibility of the student to come to the VSA office at the correct time to obtain his or her medications, as prescribed. VSA does not monitor or administer medication.

When a student comes to the office to take their medication, a VSA staff member, will hand the student their medication bag from a locked cabinet. It is the student’s responsibility to check that they have been given the correct medication and to deliver the correct doses of their medication. VSA staff members will not administer or monitor the student taking the medication. The student will hand the medication back to the VSA staff member, and the staff member, along with the student will log the medication that the student took. If the student is planning to be on a field trip when medication is needed, the student should check in with the office before leaving for the field trip to make arrangements for a staff member on the trip to carry the medication. The student will then go to the staff member at the correct time. The staff member will log the medication that the student took while on the trip.

It is not VSA staff member’s responsibility to follow up with students who do not come to the office to self-administer their own medication.

Emergency rescue medications, such as inhalers and EpiPens, are to be kept with the student. Students may also keep on their person any OTC medications they need or take on a regular basis (i.e., Ibuprofen, Claritin as well as birth control medication) with the understanding that they do not share the medicine with others and with parent signature that the child understands and can safely self-administer medication in appropriate dosage. Parents may request that OTC/birth control medications be kept in the VSA office on the “Non-Prescription Medication Parent/Guardian Statement.”

Students taking medications for psychiatric reasons should be on a stable medication regime, ideally having been on the same medication(s) at the same dose for the three months prior to a student’s arrival to VSA.

If students were taking medications during the school year so they may thrive in a learning environment (i.e., Ritalin) it is suggested that they remain on the same medications during VSA, pending physician recommendations.
OPERATIONS STAFF

ELIZABETH WELLIVER, HEAD OF OPERATIONS

As Head of Operations, Elizabeth leads a team of Program Assistants that ensure the efficiency of the VSA office. With a background in a wide range of operational and logistics focused roles, Elizabeth strategically spearheads VSA internal and external communications, as well as shuttles to and from the airport.

PROGRAM ASSISTANTS

VSA Program Assistants are the friendly and expert team you will get to know in the VSA office. Whether you need to take medicine or you have a package to pick up from home, PAs are ready to help you with anything you need. You may even see a PA join you for a weekend trip! Be sure to get to know these remarkable staff that connect VSA Residential and Academic life.
IMPORTANT NUMBERS & ADDRESSES

VSA Summer Office Phone: (615) 369-9777
VSA Email: vsa.pty@vanderbilt.edu

VSA OFFICE HOURS

Parent communication is a priority at VSA. Our PTY office staff move to residential halls beginning the week of May 20, 2019. If you attempt to call the general PTY number (615) 322-8261 between May 20 and August 1, a response may be delayed.

In addition to the hours listed below, PTY office staff are always available in the event of an emergency by calling (615) 369-9777 24-hours a day.

- May 28–June 7: 8:30 a.m.–4:30 p.m. (M–F)
- Arrival Sundays: June 9, June 16, July 7: 11:00 a.m.–11:00 p.m.
- Session I: June 10–13: 7:30 a.m.–11:00 p.m.
- Session II: June 17–27: 7:30 a.m.–11:00 p.m.
- Session Break: June 30–July 6: 9:00 a.m.–5:30 p.m.
- Session III: July 8–25: 7:30 a.m.–11:00 p.m.
- Closing Fridays: June 14, June 28, July 26: 7:30 a.m.–5:00 p.m.

Students may bring a cell phone to stay in touch with family and friends while at VSA. For students who do not have a cell phone, or choose not to bring their cell phone to VSA, arrangements for periodic calls home can be made in the VSA office.

MAILING INSTRUCTIONS

Students wishing to write letters during VSA should pack stationary and stamps. Students may drop stamped mail in the VSA office for deposit in the U.S. mail.

To ensure mail reaches VSA Session I students, family and friends may want to send letters and cards before the program begins.

Letters or packages for VSA students should be addressed as follows:

U.S. POSTAL SERVICE
Student’s Name
Student’s Session #
c/o Vanderbilt Summer Academy,
Programs for Talented Youth
PMB #506
230 Appleton Place
Nashville, TN 37203-5721

FEDEX OR UPS
Student’s Name
Student’s Session #
c/o Vanderbilt Summer Academy,
Programs for Talented Youth
301 Wyatt Center
1920 South Drive
Nashville, TN 37212

Packages that arrive on campus may not reach the residence hall for one or two additional days due to processing. Weekend deliveries are not accepted.

VANDERBILT UNIVERSITY POLICY ON COMPUTER PRIVILEGES/RESPONSIBILITIES

The mission of Vanderbilt University is to be a center of scholarly research, informed and creative teaching, and service to the community and society at large. The university upholds the highest standards and is a leader in the quest for new knowledge through scholarship, dissemination of knowledge through teaching and outreach, and creative experimentation of ideas and concepts. In pursuit of these goals, Vanderbilt values most highly intellectual freedom that supports open inquiry, and equality, compassion, and excellence in all endeavors.

To achieve its mission, the university applies substantial financial and personnel assets toward operating a reliable, available, and secure network-computing infrastructure. The mass adoption of digital technologies in the everyday lives of members of our community requires that Vanderbilt establish clear policies that guide how community members may use the university’s information technology resources. This Acceptable Use Policy (AUP) communicates the respective policies associated with our role in the Vanderbilt community as students, instructors, staff or other authorized users.

The guiding purpose of the AUP is to ensure that the university’s information technology resources are used to promote the core mission of Vanderbilt in education, research and scholarship, patient care, and service, either directly or through the various administrative entities and services that enable Vanderbilt’s core mission. To that end, the policy has the following goals:

- First and foremost, that information technology resources are used for their intended purposes;
- That the use of information technology resources is consistent with the principles and values that govern use of other university facilities and services; and
- That the integrity, reliability, availability and performance of information technology resources are protected.

This policy applies to all Vanderbilt University students, Instructors and staff and to all others granted use of Vanderbilt’s information technology (IT) resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and communication facilities owned, leased, operated, or contracted for by Vanderbilt University. Information technology resources include but are not limited to Vanderbilt’s Internet 1, Internet 2, private networks, telephone, fax, voice mail, electronic mail, instant messaging, electronic collaboration, content management, or other applications that attach, utilize, or otherwise interface with Vanderbilt’s data and voice network computing infrastructure. Electronic communications include but are not limited to any information—data, text, graphics, audio, video, or other artifact—that can be sent or received via an electronic system or manipulated or transferred via the network computing infrastructure or an attached device or peripheral.

VANDERBILT UNIVERSITY ELECTRONIC ACCEPTABLE USE POLICY

Student use of the electronic resources of Vanderbilt University—including computers and Internet—is subject to the Vanderbilt University policy on Computer Privileges and Responsibilities. VSA students will be supervised when using Vanderbilt computers and technology during class time. Students should familiarize themselves with this policy as it relates to VSA participants. Students are asked to sign a fair computer use agreement upon check as required by VU policies. Students may have opportunities during VSA to use Vanderbilt University computers and other electronic resources during free time. This is not supervised but students are expected to follow all VSA and VU policies regarding use. The Policy on Use of Electronic Resources set forth herein governs such use. Access to these resources is a privilege—not a right—and students who violate this policy will be subject to the Discipline Guidelines and Procedures.
PRIVACY, INTEGRITY AND OPERATIONAL SECURITY

The privacy of all users and the integrity and operational security of Vanderbilt's information technology system must be respected by all. Vanderbilt's IT resources must not be used by anyone to gain or attempt to gain unauthorized access to private information, even if that information is not securely protected or is otherwise available. The fact that an individual account and its data may be unprotected does not confer either an ethical or legal right to access it.

1. Investigations of misuse, unauthorized use, or illegal activity, compliance with federal, state or local laws or regulations, as well as routine or emergency maintenance of the IT system, may require observation of electronic information by appropriate and authorized university officials, employees, or their authorized agents. Such activities are not in violation of this principle so long as these activities are conducted by authorized individuals on behalf of Vanderbilt University and are governed by professional IT forensic protocols. Vanderbilt uses automated systems to monitor data transmissions entering and leaving the Vanderbilt networks to detect the presence of viruses, malicious software, or privileged information.

2. Unauthorized access to private information constitutes a violation of this policy, and may result in disciplinary actions under the Instructors Manual, Student Handbook, HR policies, or other applicable policy statements. Violation of this principle may also constitute a violation of state or federal law.

USE

Use of Vanderbilt's network computing and electronic communications infrastructure comes with certain responsibilities and obligations.

- **Unlawful Use.** Tennessee and federal laws provide for civil and criminal penalties for violations of the law of systems use. Examples of unlawful actions include, but are not limited to, defamatory remarks, destruction of Vanderbilt University data or equipment, unauthorized copying of copyrighted material, and the transportation of obscene materials across state lines. Any use of Vanderbilt network computing assets by anyone in the organization that violates state, federal, or local laws is prohibited.
- **Violation of Institutional Policies.** Vanderbilt University's academic departments, clinical operations, and administrative areas maintain policies that govern and inform our day-to-day lives in the conduct of our Vanderbilt experience. Any use of Vanderbilt network computing assets that violates applicable institutional policies is prohibited.
- **Violation of Student Honor and Conduct Codes.** Vanderbilt University maintains high standards for its students and various codes and policies govern and inform a student's day-to-day life in the conduct of his or her Vanderbilt experience. Students are prohibited from using the Vanderbilt network computing assets for activities that violate the conduct code, the honor code, or other policies and regulations delineated by The Student Handbook.

SANCTIONS

Violations of this policy may be grounds for discipline. Discipline may include loss of computing privileges or other sanctions as provided by disciplinary provisions applicable to students, Instructors, or staff. In addition, Tennessee and federal law provide for civil and criminal penalties for violations of the law by means of computer use. Examples of unlawful actions include defamatory remarks, destruction of data or equipment belonging to the university or to others, unauthorized copying of copyrighted material, and the transportation of obscene materials across state lines.
WILL I GET TO MEET MY STUDENT’S INSTRUCTOR?
Yes, if you wish. Optional parent/teacher conferences (Sessions II and III) or classroom open houses (Session I) will be available to parents and guardians on checkout days. Phone-in options are available for Sessions II and III for students who are flying.

WHO WILL SUPERVISE MY STUDENT IN THE RESIDENCE HALL?
The VSA residential staff is led by a leadership team composed of both seasonal and year-round PTY staff, including the VSA Director and Assistant Director. The VSA Director and Assistant Director are full-time PTY staff members who move into the residential halls to support VSA students each summer. The VSA residential leadership team features a Head of Residential Staff, Head of Student Support, Head of Operations, Head of Activities, and Head of Academics who work together with the VSA Director and Assistant Director to help promote a safe and positive experience for each student. VSA also includes a well-trained staff of 20-25 residential counselors (VSA Proctors) led by 6 area coordinators who live on residential floors near their student groups to provide support and guidance. All VSA staff complete a multi-step screening and interview process, including a background check. Staff are carefully selected and trained so they are able to help provide the best experience for your student. PTY’s full-time executive director and Director of Programs support VSA as well, and are known to join in the fun on weekend outings and VSA evening events.

CAN I VISIT MY STUDENT DURING VSA?
Other than check-in and check-out days, we respectfully request that families remain off campus while VSA is in session. However, during sessions that include weekends, families may sign their students out on Sunday mornings. More information about Sunday check-out will be provided prior to your arrival.

DOES MY STUDENT NEED TO BRING SPENDING MONEY?
We recommend about $40-$45 per week for incidentals and occasional optional outings, as well as snacks or souvenirs from the VU bookstore.

Session II and III students should also bring coins for laundry. Laundry facilities are available for student use in both residence halls. Washers and dryers are coin-operated (quarters only) and cost $1.50 each per wash; $1.50 per dry. Note that the VSA office does not keep petty cash on hand to make change for laundry.

HOW CAN I COMMUNICATE WITH MY STUDENT DURING THE PROGRAM?
Hearing from our families and partnering with parents to support student learning and residential life is important to us. During program times, we encourage families to email us as that is the best way to communicate for nonemergency situations. An on-duty VSA leadership team member will be available after hours for emergency contact purposes only.

While we do our best to respond to all inquiries immediately, some non-urgent calls and emails received after 5 p.m. may be returned the following day. Please note that the VSA office phone number is different than the general Programs for Talented Youth (PTY) number that you may have called during the school year. The PTY office is not consistently staffed during the summer as the majority of our staff have moved to the residence halls. If you call the general PTY number, (615) 322-8261, and leave a message, return calls may be delayed or not received until after the program session has concluded.

Our email is: vsa.pty@vanderbilt.edu. If you prefer to call, please call during VSA at (615) 369-9777 during office hours unless a stated emergency that requires waking a staff member.

EMERGENCY PROCEDURES FOR PARENTS AND GUARDIANS
In the event of an emergency or an urgent matter, families should call the VSA Summer Office phone at (615) 369-9777. VSA office hours are 7 a.m. to 8 p.m. After hours, an on-duty PTY Administrator will be available for overnight emergencies. Please do not call the VSA office between the hours of 8 p.m. to 7 a.m. unless it is an emergency.

An emergency situation is defined as:
- A family matter that would significantly impact the student (i.e., severe illness or death in the family); or
- A situation in which there is an imminent danger or risk to the VSA student(s).

In the rare event of a medical emergency, students will be taken to the closest hospital, which in most instances is the Monroe Carell Jr. Children’s Hospital at Vanderbilt.

The hospital number is also listed below. VSA staff will contact families of emergency situations as soon as possible after the situation has stabilized.

VSA Summer Program Office Phone: (615) 369-9777
Monroe Carell Jr. Children’s Hospital: (615) 936-1000

CAN I CHECK-OUT MY STUDENT EARLY ON THE CLOSING DAY?
If you need to check-out your student early on the closing day of a session, please call the VSA office at least two days before the closing date to make arrangements. Outside of significant extenuating circumstances, we respectfully ask all parents/guardians to honor the designated check-out hours.

VSA INCLEMENT WEATHER PLAN
Weather cancellations are unfortunate for all involved, but the safety of our students and families is top priority. Should it be in the best interest of our students and families that we delay or cancel our program due to inclement weather, we will issue a timely statement to our participants via email and also on our website. If a program cancellation is announced, tuition paid may be applied to a future program of the family’s choosing, or if preferred, a tuition reimbursement may be issued. If, however, the program commences as planned, we are unable to offer a refund to individual students who do not attend. As is our policy, the application fee is nonrefundable. No matter the official program decision, it is always most important that each family make the safest travel decisions in regard to their own situation and program attendance.

ARE THERE OTHER PTY PROGRAMS THROUGHOUT THE SCHOOL YEAR FOR MY STUDENT?
Weekend Academy at Vanderbilt University (WAVU) is an intensive Saturday day Program which offers career-focused courses. Fall and Spring options for advanced learners are available for students in grades 7-10.

Please visit the Programs for Talented Youth website for more information: https://pty.vanderbilt.edu/pty/students/wavu/
PTY PROGRAMS

- **Vanderbilt Summer Academy (VSA)** Residential Program – for students entering grades 7-12, VSA offers accelerated courses in 1-3 week summer sessions. Students live on campus and take advanced level courses taught by university faculty and graduate students in a challenging yet supportive environment.

- **Weekend Academy at Vanderbilt University (WAVU)** Day Program – an intensive Saturday of career-focused courses in a hands-on laboratory environment. Fall and spring options for advanced learners in grades 7-10.

- **Saturday/Summer Academy at Vanderbilt for the Young (SAVY)** offers weekend and summer accelerated academic courses for students in Kindergarten through 6th grade.

- **Career Connections at SAVY** allows rising 7th grade students to experience a career exploration week (or more) in a day program format during the month of July.

- **Parent Support Groups** for parents of gifted students.

- **Gifted Education Institute (GEI)** provides professional development workshops for educators each fall, spring and summer, including the Tennessee Employment Standard; Curriculum development and instructional strategy support; Research grants.

In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, Vanderbilt University does not discriminate against individuals on the basis of their race, sex, religion, color, national or ethnic origin, age, disability, military service, or genetic information in its administration of educational policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other university-administered programs; or employment. In addition, the university does not discriminate against individuals on the basis of their sexual orientation, gender identity, or gender expression consistent with the university’s nondiscrimination policy. Inquiries or complaints should be directed to the Equal Opportunity, Affirmative Action, and Disability Services Department, Baker Building, PMB 401805, 2301 Vanderbilt Place, Nashville, TN 37240-1809. Telephone (615) 322-4705 (V/TDD); Fax (615) 343-4969.