### Important Dates and Deadlines

#### Session I

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 4</td>
<td>Full payment of tuition due.</td>
</tr>
<tr>
<td>Friday, May 4</td>
<td>Last day to withdraw with full refund, less deposit.</td>
</tr>
<tr>
<td>Friday, May 18</td>
<td>Last day to withdraw with partial refund, less deposit.</td>
</tr>
<tr>
<td><strong>Sunday, June 10</strong></td>
<td>Opening day (all students report to campus by 5 pm)</td>
</tr>
<tr>
<td>Monday, June 11</td>
<td>First day of classes</td>
</tr>
<tr>
<td><strong>Friday, June 15</strong></td>
<td>Closing day (all students depart campus by 3 pm)</td>
</tr>
</tbody>
</table>

#### Session II

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 13</td>
<td>Full payment of tuition due.</td>
</tr>
<tr>
<td>Friday, April 13</td>
<td>Last day to withdraw with full refund, less deposit.</td>
</tr>
<tr>
<td>Friday, May 4</td>
<td>Last day to withdraw with partial refund, less deposit.</td>
</tr>
<tr>
<td><strong>Sunday, June 17</strong></td>
<td>Opening day (all students report to campus by 5 pm)</td>
</tr>
<tr>
<td>Monday, June 18</td>
<td>First day of classes</td>
</tr>
<tr>
<td><strong>Friday, June 29</strong></td>
<td>Closing day (all students depart campus by 12 pm)</td>
</tr>
</tbody>
</table>

#### Session III

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 13</td>
<td>Full payment of tuition due.</td>
</tr>
<tr>
<td>Friday, April 13</td>
<td>Last day to withdraw with full refund, less deposit.</td>
</tr>
<tr>
<td>Friday, May 4</td>
<td>Last day to withdraw with partial refund, less deposit.</td>
</tr>
<tr>
<td><strong>Sunday, July 8</strong></td>
<td>Opening day (all students report to campus by 5 pm)</td>
</tr>
<tr>
<td>Monday, July 9</td>
<td>First day of classes</td>
</tr>
<tr>
<td><strong>Friday, July 27</strong></td>
<td>Closing day (all students depart campus by 12 pm)</td>
</tr>
</tbody>
</table>
Important Numbers and Addresses

Parent communication is a priority at VSA. Our PTY office staff move to residential halls beginning the week of May 29, 2018. If you attempt to call the general PTY number (615) 322-8261 after May 29, a response may be delayed.

VSA Office Phone: (615) 498-7053
VSA Email: vsa.pty@vanderbilt.edu

After May 29, please email the above address or call the VSA phone for last minute inquiries or questions during your child’s stay.

**VSA Office Hours Vary Based on Programming Times:**

<table>
<thead>
<tr>
<th>Session</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 28 – June 8</td>
<td>8:30 a.m. – 4:30 p.m. M-F</td>
</tr>
<tr>
<td>Session 1: June 10 – 15</td>
<td>7:00 a.m. to 11:00 p.m.</td>
</tr>
<tr>
<td>Session 2: June 17-29</td>
<td>7:00 a.m. to 11:00 p.m.</td>
</tr>
<tr>
<td>June 30 – July 7</td>
<td>VSA Office Closed</td>
</tr>
<tr>
<td>Session 3: July 8-27</td>
<td>7:00 a.m. to 11:00 p.m.</td>
</tr>
</tbody>
</table>

*For information about contacting VSA staff, including for after-hour emergencies, see p. 37.*

Need to mail something to your child?

<table>
<thead>
<tr>
<th>For Mail via U.S. Postal Service:</th>
<th>For Mail via FedEx or UPS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name</td>
<td>Student’s Name</td>
</tr>
<tr>
<td>c/o Vanderbilt Summer Academy, Programs for Talented Youth</td>
<td>c/o Vanderbilt Summer Academy, Programs for Talented Youth</td>
</tr>
<tr>
<td>PMB #506</td>
<td>301 Wyatt Center</td>
</tr>
<tr>
<td>230 Appleton Place</td>
<td>1920 South Drive</td>
</tr>
<tr>
<td>Nashville, TN 37203-5721</td>
<td>Nashville, TN 37212</td>
</tr>
</tbody>
</table>

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Welcome to VSA!

From the staff at Vanderbilt University’s Programs for Talented Youth (PTY), welcome to Vanderbilt Summer Academy (VSA) 2018! We are glad that you have chosen to spend part of your summer at VSA. We want your experience in this unique community to be inspiring and exciting.

This handbook is designed to familiarize you and your family with the VSA experience and to prepare you to be an active participant in the VSA community from your very first moment on campus. **It is important that you read this handbook in its entirety because you and your parents/guardians have agreed to abide by the policies contained in this handbook when you completed your welcome documents.**

If you have any questions or concerns about your upcoming VSA experience, please contact the PTY office by phone at (615) 322-8261 or via an email to vsa.pty@vanderbilt.edu. We look forward to your arrival and to an unforgettable summer!

**The PTY Mission**

Our 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. Current PTY programs include:

- **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 401809, 2301 Vanderbilt Place, Nashville, TN 37240-1809. Telephone (615) 322-4705 (V/TDD); Fax (615) 343-4969.
The VSA Experience

The remainder of this Handbook addresses many important details that are critical to making your VSA experience a successful one. We ask you to keep in mind the big picture of VSA as you work your way through the details that follow.

At VSA you will have an unparalleled opportunity to be part of a unique community of peers who share your interest in academic discovery. VSA is divided into three House Groups: V-House, S-House and A-House. The House Group philosophy stems from a very old college and boarding school tradition of subdividing student bodies into smaller groups to create a more manageable number both for supervisory purposes and, most importantly, for effective fostering of community. We expect you to work to the best of your ability while at VSA and to honor the Vanderbilt University Honor Code.

Depending on your course, you may write papers, give presentations, or design and implement a project, and you will be evaluated on your work. We do not, however, give grades or credit so that you may experience the joy of learning without the fear of failure. You will find it easier to push your intellectual limits when you do not have to worry about creating a product that is designed to please a teacher just to get that coveted “A.” Instead, your Instructor will assess your learning and provide feedback to you in the form of a “report card.” This will be sent to you via email a couple weeks after the program conclusion. Your parents will also have the opportunity to meet your Instructor at the close of your session.

Your days will be busy with work and fun. Each weekday you will be in class in the morning and afternoon, with a break for lunch. You will also have hour-long study halls, guided by your TA, in which you can work on projects and finish readings. After the academic day, you’ll have an ACE class, which will allow you to explore a new and exciting hobby or activity. Time outside of class gives you ample opportunities to unwind, socialize with your new friends, and take advantage of opportunities on Vanderbilt’s campus and in the broader Nashville community.
The VSA and PTY Staff

VSA has a staff of professionals committed to making your experience an excellent one. The VSA staff are comprised of full time PTY staff and seasonal staff who work with us during the summer to ensure your experience on campus is one that is academically enriching, enjoyable, and safe. Here are some of the people with whom you will have contact during your VSA experience:

Summer Staff

- **VSA On-Site Director**: The VSA on-site Director is a full time PTY staff member. During summer, this individual resides in the residence hall and supervises all aspects of and personnel who manage VSA, including all members of the VSA leadership team, Proctors, PAs, RAs, and VSA students. The director works closely with university partners to ensure a safe and rewarding experience for VSA students and staff.

- **VSA Assistant Director**: The VSA Assistant Director supports all facets of VSA and steps in to support the director in the management of all aspects of VSA personnel, student support, activities, and bridging residential and academic aspects of the program. The VSA Assistant Director also lives in the residence hall during the summer.

- **Head of Student Support**—This position is responsible for assisting proctors and VSA students with any and all needs and concerns. As the primary contact for parents of VSA students, the Head of Student Support helps to address individual student problems in conjunction with the VSA Director if/when they arise. This position is a primary residential supervisor within the residence hall. There may be more than one Head of Student Support position.

- **Head of Academic Life**—Overseeing all academic facets of the VSA program is the Head of Academic Life, who manages communication with all faculty and TAs. The Head of Academic Life addresses academic concerns if/when they arise with a VSA student, and does so in conjunction/communication with other members of the VSA leadership team to bridge residential and academic life aspects.

- **Head of Residential Life**—This position is responsible for managing events, activities, and student life throughout the residential portion of VSA. The Head of Residential Life guides proctors and students through daily schedules, special events, VSA spirit, and is another primary residential supervisor within the residence hall. This position is staffed by a full time PTY staff member who lives in the residence hall.

- **Logistics Manager**—This position oversees all aspects of the VSA office and program operations. Keeping track of program inventory, handling travel arrangements, coordinating various staff schedules and other office logistics, both residential and academic are the key components of this role. Occasionally, the Logistics Manager will assume the responsibilities of a primary residential supervisor. This position is staffed by a full time PTY staff member who lives in the residence hall.

- **Academic Associate**—The Academic Associate works closely with the Head of Academic Life to help manage classroom logistics, communication, and materials/resources. As a liaison, the AA helps ensure smooth academic operations, linking necessary information between departments and staff.

- **Residential Associate**—This role helps to implement activities, events, and recreation that occurs outside of the classroom. The RA might also attend evening proctor group meetings, observe ACE classes, and take point on full-group outings.
- **Area Coordinators**—The area coordinators support and guide the proctor staff and oversee a small group of proctors, helping them to navigate the proctor role and day to day student concerns. During day-off rotations, Area Coordinators fill in for proctors, assuming their roles as substitutes.

- **Proctors**—Our carefully selected and trained proctors will be on hand to supervise the residence hall and to guide students in evening and weekend activities. Proctors, who are typically Vanderbilt undergraduate and graduate students, reside on each floor near their proctor groups of ten to fifteen students.

- **Program Assistants (PAs)**—The program assistants are crucial to the VSA office operations within the residence hall. They staff the desk, manage phone traffic and messaging, handle mail distribution, supply and equipment inventories and assist the residential leadership team. PAs also supervise the first-aid area and medication pick-up.

- **Residential Assistants**—In addition to the proctors, there will be 3-4 residential assistants on staff who will float when needed to various proctor groups. Fully trained and capable, the residential assistants may step in to serve as proctors when proctors have their day off. Residential assistants may also assist with staffing of evening activities and events.

- **Instructors**—Your Instructor will be a scholar who has been selected for his or her deep knowledge of a subject and abilities in the classroom. Your Instructor serves as your guide through engaging and challenging curricula.

- **Teaching Assistants (TAs)**—Each course will have a TA. He or she will assist the Instructor in preparing course materials, work with you in the classroom, and supervise your study hall time.

**PTY Executive Director**—The PTY Executive Director is also a faculty member at Vanderbilt University and oversees the academic and research components of PTY, including creating and realizing the vision of PTY and overseeing the structure of student programming for day and residential programs, professional development, special projects, research, development, and grants.
Opening Day Information

Opening Day Dates
Session I: Sunday, June 10, 2018
Session II: Sunday, June 17, 2018
Session III: Sunday, July 8, 2018

<table>
<thead>
<tr>
<th>Opening Day Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 pm – 5:00 pm</td>
<td>Registration in the lobby of Hank Ingram House</td>
</tr>
</tbody>
</table>
| 5:00 pm – 6:00 pm    | Meet your Proctor Group for Mini Campus Tour  
(Optional information session for VSA parents/guardians) |
| 6:00 pm              | Family Members Depart VSA campus |
| 6:00 pm – 6:45 pm    | Student Dinner with Proctor Groups |
| 7:00 pm              | Opening Ceremony |
| 7:30 pm – 9:00 pm    | Opening Night Activities |
| 9:00 pm – 9:30 pm    | House Meeting |
| 9:30 pm – 10:15 pm   | Proctor Group Meeting |

Arrival on Campus

Please see details for traveling to VSA by car or by air beginning on page 44.

Check-In

Upon arriving at the VSA campus, follow the signs directing you to Check-in in the lobby of Hank Ingram House. Please check-in as soon as you arrive. At check-in, you will register with VSA staff, receive your room key and meal card, be directed to the appropriate residential building and room and turn in non-rescue prescription medications to the VSA office, if applicable. Details about medication procedures are outlined on page 37-38.

Check-in opens at 3:00 pm (CDT). VSA recommends arriving as early for check-in as your travel schedule permits—though, please also note, access cannot be granted to the residence hall rooms before 3:00 pm because of liability issues. A timely arrival for registration will ensure a student has adequate time to check-in, to meet his or her Proctor or other residential staff, and to settle into the residence hall before the first Proctor Group meeting and campus tour commences at 5:00 pm.

If for any reason you need to arrive later than 5:00 pm on Opening Day, please contact the VSA Office by email (vsa.pty@vanderbilt.edu) no later than the one week prior to your scheduled arrival. If unexpected delays on the day of travel lead to a late arrival, contact our staff via phone (615-498-7053) as soon as possible.
Parent-Teacher Conferences & Classroom Open Houses

Parents and guardians of Session I students have an opportunity to meet with Instructors during the Classroom Open House on Closing Day.

Parents and guardians of Session II & III students are given the opportunity during check-in to sign-up for an optional conference with their students’ course Instructors on Closing Day. Phone conferences with a student’s Instructor are also available for those parents/guardians unable to come to campus on Closing Day. Please contact the VSA Office by phone (615-498-7053) or by email (vsa.pty@vanderbilt.edu) to request a phone conference—or if the time of a Parent-Teacher conference scheduled on check-in day needs to be subsequently adjusted. Please note that appointments cannot be changed within four days of check-out.

Finding Your Dorm Room

After giving students a VSA ID badge, an access/meal card, and a room key, staff at check-in will direct students to their residence hall room. Students should take some time to unpack and settle in once they have located their rooms. If a student discovers an item has been forgotten upon unpacking, parents/guardians may take the student to the nearby Walgreens, CVS, or Target before the first Proctor Group meeting at 5:00 pm.

Please notify VSA staff if you are taking your child off campus after you have checked in. You will be asked to sign your child out and back in again at the registration area. Students who leave do not have permission to return on their own and must be checked back in by a parent or guardian. Students may only be checked in or out by authorized caregivers as indicated on their welcome paperwork.

First Proctor Group Meetings

VSA students should say their good-byes to their families and be at their dorm rooms by 5:00 pm to meet their Proctor Groups and go on a Proctor-led mini campus tour. While parents and guardians may not participate in these tours, they are invited to attend the optional parent information session discussed below.

Optional Information Session for VSA Family Members

An optional information session for VSA parents and guardians will be held from 5:15-5:45 pm 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. Parents depart campus following this informational session.

VSA Opening Ceremony

After dinner, students and staff will proceed to the VSA Opening Ceremony which begins following dinner and marks the official beginning of a new VSA session. Let the fun begin!
Closing Day Information

Closing Day Dates
Session I: Friday, June 15, 2018
Session II: Friday, June 29, 2018
Session III: Friday, July 27, 2018

Closing Day Information for Session I
(Session 2 & 3 Information p. 14)

<table>
<thead>
<tr>
<th>Session I Closing Day Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening before Closing Day</td>
</tr>
<tr>
<td>8:00 am – 8:45 am</td>
</tr>
<tr>
<td>9:00 pm – 11:45 am</td>
</tr>
<tr>
<td>11:45 am</td>
</tr>
<tr>
<td>1:00 pm</td>
</tr>
<tr>
<td>1:00 pm – 2:30 pm</td>
</tr>
<tr>
<td>1:00 pm – 3:00 pm</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3:00 pm</td>
</tr>
</tbody>
</table>

Arrival of Family Members on Campus

Parents and guardians picking students up in-person on Closing Day should arrive on campus starting at (but no earlier than) 1:00 pm (CDT). Students will be released to a parent, guardian or designee who has been previously identified on the student’s welcome paperwork. Parents/guardians must sign their student out and show proper identification.

Classroom Open Houses

VSA Instructors and TAs hold classroom open houses from 1:00 to 2:30 pm on Closing Day. Parents may visit their student’s classroom to meet the Instructor and TA prior to checking out if they wish. Open houses are optional.
Check-Out in Hank Ingram House Lobby

Check-out begins at 1:00 pm (CDT) in the lobby of Hank Ingram House. Unless previously arranged, students will not be able to check out of the residence hall before 1:00 pm. Students must turn in their access/meal cards and room keys at check-out. Students will also be required to pay fees for any lost access/meal cards or room keys. Check-out ends at 3pm. All students must vacate the residence halls by 3pm. No exceptions. Please plan accordingly.

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 Transportation Information Form (included in the official VSA Welcome Packet) as authorized to pick-up the student.

Before leaving, please remember to retrieve any medications you turned in at check-in.

Students travelling alone and departing VSA by air will be taken to the airport via the VSA shuttle service. Please be aware that students are taken to the airport in groups based on departure time, and, thus, students should be prepared for the possibility of some wait time at the airport. Information about airline transportation policies and procedures is included on the Transportation Information Form in the welcome paperwork.
### Closing Day Information for Sessions II & III

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening before Closing Day</td>
<td>Students pack belongings/clean rooms</td>
</tr>
<tr>
<td>8:00 am – 8:45 am</td>
<td>Final VSA student breakfast</td>
</tr>
<tr>
<td>9:00 am</td>
<td>Parents and guardians begin arriving on campus</td>
</tr>
</tbody>
</table>
| 9:00 am – 12:00 pm | Check-out in the lobby of Hank Ingram House  
|              | Optional parent-teacher conferences                                  |
|              | Shuttles to airport for students departing by air                     |
| 12:00 pm     | Residential Halls Close                                                |

### Arrival of Family Members on Campus

Parents and guardians picking students up in-person on Closing Day should arrive on campus starting at (but no earlier than) 9:00 am (CDT) for Sessions II & III. The driving directions on page 44 leave you at VSA Closing Day parking.

### Parent-Teacher Conferences

Parent-teacher conferences scheduled on Opening Day (or in coordination with the VSA Academic Associate) are held between 9:00 AM and 12:00 PM on Closing Day. The times and locations of these conferences will be posted in the Hank Ingram House lobby.

### Check-Out in Hank Ingram Lobby

Check-out begins at 9:00 AM (CDT) in the lobby of Hank Ingram House. Unless previously arranged, students will not be able to check out of the residence hall before 9:00 AM (Exception: VSA will arrange appropriate transport for students with early flights). Students must turn in their access/meal cards and room keys at check-out. Students will also be required to pay fees for any lost access/meal cards or room keys.

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 Transportation Information Form as an individual authorized to pick up the student.

Before leaving, please remember to retrieve any medications you turned in during check-in.

Check-out ends at 12:00 PM. All students must vacate the residential halls by noon on check-out day. No exceptions. Please plan accordingly.

Students departing VSA by air will be taken to the airport via the VSA shuttle service. Please be aware that students are taken to the airport in groups based on departure time, and, thus, students should be prepared for the possibility of some wait time at the airport. Information about airline transportation policies and procedures is included on the Transportation Information Form in the welcome paperwork.
VSA Student Life Information

Typical VSA Weekday Schedule

Below are typical weekday schedules for VSA. Please keep in mind, however, 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 class.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am – 8:45 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:45 am – 11:45 am</td>
<td>Class</td>
</tr>
<tr>
<td>11:45 am – 12:45 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:45 pm – 2:45 pm</td>
<td>Class</td>
</tr>
<tr>
<td>2:45 pm – 3:45 pm</td>
<td>Study Hall with TAs</td>
</tr>
<tr>
<td>4:00 pm – 5:00 pm</td>
<td>After Class Exploration (ACE)</td>
</tr>
<tr>
<td>5:00 pm – 6:00 pm</td>
<td>Free Time</td>
</tr>
<tr>
<td>6:00 pm – 6:50 pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00 pm – 9:00 pm</td>
<td>Recreational Activities</td>
</tr>
<tr>
<td>9:00 pm – 9:30 pm</td>
<td>Free Time within Residence Hall</td>
</tr>
<tr>
<td>9:30 pm – 10:00 pm</td>
<td>Nightly Proctor Group Meeting/Floor time</td>
</tr>
<tr>
<td>10:00 pm</td>
<td>Room Curfew / Call Parents</td>
</tr>
<tr>
<td>10:30 pm</td>
<td>Lights Out*</td>
</tr>
</tbody>
</table>

Session II Typical Weekday Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am – 8:45 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:45 am – 11:45 am</td>
<td>Class</td>
</tr>
<tr>
<td>11:45 am – 12:45 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:45 pm – 2:45 pm</td>
<td>Class</td>
</tr>
<tr>
<td>2:45 pm – 3:45 pm</td>
<td>Study Hall with TAs</td>
</tr>
<tr>
<td>4:00 pm – 5:00 pm</td>
<td>After Class Exploration (ACE)</td>
</tr>
<tr>
<td>5:00 pm – 6:00 pm</td>
<td>Free Time</td>
</tr>
<tr>
<td>6:00 pm – 6:50 pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00 pm – 9:00 pm</td>
<td>Recreational Activities</td>
</tr>
<tr>
<td>9:00 pm – 9:30 pm</td>
<td>Free Time within Residence Hall</td>
</tr>
<tr>
<td>9:30 pm – 10:00 pm</td>
<td>Nightly Proctor Group Meeting/Floor time</td>
</tr>
<tr>
<td>10:00 pm</td>
<td>Room Curfew / Call Parents</td>
</tr>
<tr>
<td>10:30 pm</td>
<td>Lights Out*</td>
</tr>
</tbody>
</table>
### Session III Typical Weekday Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am – 8:45 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:45 am – 11:45 am</td>
<td>Class</td>
</tr>
<tr>
<td>11:45 am – 12:45 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:45 pm – 2:45 pm</td>
<td>Class</td>
</tr>
<tr>
<td>2:45 pm – 3:45 pm</td>
<td>Study Hall with TAs</td>
</tr>
<tr>
<td>3:45 pm – 5:15 pm</td>
<td><em>After Class Exploration (ACE)</em></td>
</tr>
<tr>
<td>5:15 pm – 6:00 pm</td>
<td>Free Time</td>
</tr>
<tr>
<td>6:00 pm – 6:50 pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00pm – 9:30 pm</td>
<td>Recreational/Social activities (Designated evenings reserved as free-time)</td>
</tr>
<tr>
<td>9:30 pm – 10:30 pm</td>
<td>Proctor Meeting and Free Time on hall</td>
</tr>
<tr>
<td>10:30 pm</td>
<td>Room Curfew*</td>
</tr>
<tr>
<td>11:00 pm</td>
<td>All Quiet*</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.*
Residential Life

Stambaugh House and Crawford House

The center of VSA residential life is Vanderbilt’s Martha Ingram Commons. VSA occupies two residence halls for 2018; Stambaugh will serve as the residence for the female students and Crawford for male students. Each VSA student will be assigned to a dorm room with a roommate. As a general rule, VSA assigns roommates at random. Living arrangements are gender-separated by residence hall, with four communal bathrooms on each floor. Proctors will reside on each floor near their Proctor Group of ten to fifteen students.

Living with a Roommate

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:

- **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 insure both students have a clear understanding of each other’s needs and expectations.

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

- **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.

- **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 Health History 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 and accommodation of requests may be delayed 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 we can begin conversations with the necessary university offices.
Care of Dorm Rooms

Each VSA student is responsible for the preservation and care of his or her dorm room, including the removal of trash on a regular basis (trash & recycling receptacles are located just outside of the building). Dorm rooms are not hotel rooms. They do not receive daily housekeeping service; therefore, VSA students are responsible for keeping their rooms tidied 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. 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 dorm room, both roommates will be held responsible for the damages.

Laundry Facilities

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 5-night stay at VSA. Session II and III students will be expected to do their own laundry. For doing laundry, students will need to have their own detergent, fabric softener (if desired), and cash for the operation of the washers and dryers. Washers and dryers are coin-operated (quarters only) and cost $1.25 each per wash; $1.25 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 the VSA office does not keep petty cash on hand to make change for laundry.

Residence Hall Rules

During the House and Proctor Group meetings on Opening Day, residence hall regulations will be reviewed in detail. These meetings will cover rules and community expectations, for example, regarding visiting the rooms of other students, quiet hours, free time guidelines, and the use of floor lounges. Students are expected to abide by the established residence hall rules.

Room Entry

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.

Searches

A search of a student, a student’s possessions, or a student’s premises may be authorized by the PTY Executive Director, VSA Director, or 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 report state or federal law violations to campus police.

**VSA Lanyard**

Your VSA lanyard is as important as your wallet, purse or phone during your stay at VSA. Treat your lanyard with the respect it deserves and always keep it with you and around your neck. Loss of your lanyard and its contents (key, VSA ID, and meal card) creates problems and stress for you and for VSA staff, so exercise diligence in keeping track of your lanyard. The easiest way to do this is to wear your lanyard around your neck any time you leave your room. Loss of your key or meal card also incurs replacement fees (see below). Your lanyard is like your VSA passport.

**Room Keys**

You will receive a room key at registration on Opening Day. Please keep your dorm room locked and the key in a safe place at all times. You are ultimately responsible for keeping track of your key. 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 after VSA, the student will still be charged the lost key. If a key is not turned in at the end of the program, the $50 fee will be charged. Any charges resulting from lost keys will be billed at the end of the program.

**Access/Meal Cards**

At registration on Opening Day, students are 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. **A fee of $35 will be charged to replace a lost, missing or damaged card.** 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.
Campus Life

Dining Services
All meals will be provided through a Vanderbilt meal plan, and will be served in campus dining halls. The 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, and 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 are vegetarians and/or have other dietary restrictions should mark the appropriate information on the Health History form so that Dining Services can accommodate their needs. Advanced notice of health or religious-based dietary restrictions is required to insure that appropriate accommodations can be made.

Recreational Facilities
Some of Vanderbilt’s recreational facilities may be available to VSA students during designated times. Students should bring any basic equipment that they might want to use (athletic shoes, baseball gloves, etc.). Please note that students will have limited access to recreational facilities and should not expect to maintain intensive athletic training regimens. Access to the pool and other facilities at the Recreation Center depends on the availability of staff and is not guaranteed.

Computer Facilities
Students will have access to Vanderbilt University computing resources in accordance with their academic needs. Such access is governed by the VSA Policy on Use of Electronic Resources beginning on page 39.

Libraries
Vanderbilt University has eight libraries on campus. Because of University policy, VSA students will be unable to check out books at any of these libraries. All library facilities have unfiltered Internet access, and, therefore, VSA may require that staff members accompany students to libraries. Libraries are used for academic purposes and are not available during recreational time.
Staying in Touch with Family and Friends

Letters and Packages

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

Mail addressed to VSA students will be distributed each evening. Letters or packages to VSA students should be addressed as follows:

<table>
<thead>
<tr>
<th>For Mail via U.S. Postal Service:</th>
<th>For Mail via FedEx or UPS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name</td>
<td>Student’s Name</td>
</tr>
<tr>
<td>c/o Vanderbilt Summer Academy,</td>
<td>c/o Vanderbilt Summer Academy,</td>
</tr>
<tr>
<td>Programs for Talented Youth</td>
<td>Programs for Talented Youth</td>
</tr>
<tr>
<td>PMB #506</td>
<td>301 Wyatt Center</td>
</tr>
<tr>
<td>230 Appleton Place</td>
<td>1920 South Drive</td>
</tr>
<tr>
<td>Nashville, TN  37203-5721</td>
<td>Nashville, TN  37212</td>
</tr>
</tbody>
</table>

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

Once a package arrives on campus it may take one to two days for campus processing and delivery to the VSA residence halls. Please plan accordingly. Packages are not accepted on weekends as offices that accept deliveries are closed.

Calling Home and Cell Phones

Students may bring a cell phone to stay in touch with friends and family while at VSA (please see the Cell Phone & Computer Policy on p. 39). For students who do not have a cell phone, arrangements for periodic calls home can be made in the VSA office.

Communicating with VSA Staff 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. Our email is: vsa.pty@vanderbilt.edu

If you prefer to call, please call VSA at (615) 498-7053 during office hours unless there is a stated emergency that requires waking a staff member. An on-duty VSA leadership team member will have the phone after hours for emergency contact purposes only. Emergency procedures are outlined in more detail on p. 37.

In non-emergency situations, email VSA or call during the listed office hours from 7 a.m. to 11 p.m. during program inception. A VSA staff member will attempt to contact you during the same day you
called or emailed. 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.

**Musical Instruments**

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 dorm 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 to VSA any item—including musical instruments—that are irreplaceable or very valuable. VSA, PTY, and Vanderbilt University are not responsible for lost, damaged, or stolen items.

Stambaugh House and Crawford 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.

**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 one week prior to arrival on campus. Please contact the VSA office at (615) 322-8261 with specific questions.
## Suggested Packing List

<table>
<thead>
<tr>
<th>Clothing:</th>
<th>Other Basics:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual clothing for daily classes, such as jeans, khakis, shorts, t-shirts, or casual dresses</td>
<td>Medication, if required. Must be turned in at Registration on opening day. See Student Health section (p. 35) for additional info.</td>
</tr>
<tr>
<td>Sweater, jacket, or sweatshirt <em>(students may find some classrooms cool)</em></td>
<td>Water bottle (a VSA logo water bottle will also be provided the first evening of the program)</td>
</tr>
<tr>
<td>Appropriate clothes for special occasions or religious services</td>
<td>Cell phone, if desired</td>
</tr>
<tr>
<td></td>
<td><em>(See the Cell Phone and Computer Policy, p. 39)</em></td>
</tr>
<tr>
<td>Athletic clothing for recreational activities</td>
<td>Spending money. See Money Matters section for more info.</td>
</tr>
<tr>
<td>Pajamas</td>
<td>Prescription glasses/contacts &amp; solutions, if required</td>
</tr>
<tr>
<td>Bathrobe</td>
<td>Sunglasses</td>
</tr>
<tr>
<td>Rain gear (e.g., poncho, umbrella)</td>
<td>Means for waking up in the mornings, e.g. cell phone with alarm and/or alarm clock</td>
</tr>
<tr>
<td>Underwear and socks</td>
<td>Clothes hangers</td>
</tr>
<tr>
<td>Shoes <em>(COMFORTABLE WALKING SHOES; you’ll walk A LOT at VSA. Flip flops for showering, if desired etc.)</em></td>
<td>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</td>
</tr>
<tr>
<td>Linens: <em>(linens are not provided)</em></td>
<td>Toiletries (incl. shampoo, soap, toothpaste, toothbrush, etc.)</td>
</tr>
<tr>
<td>Pillow/pillowcase</td>
<td>Small caddy to carry toiletries to/from bathroom in residence hall.</td>
</tr>
<tr>
<td>Twin-size bed sheets (standard twin; 36”x78”)</td>
<td>Insect repellent</td>
</tr>
<tr>
<td>Egg crate or other mattress pad, if desired</td>
<td>Sunscreen</td>
</tr>
<tr>
<td>Light blanket or comforter</td>
<td>Optional:</td>
</tr>
<tr>
<td>Towels/wash cloths</td>
<td>Books for leisure</td>
</tr>
<tr>
<td>Session II &amp; III Students:</td>
<td>Camera + charger/memory card</td>
</tr>
<tr>
<td>Laundry detergent</td>
<td>Small sports equipment e.g. Frisbee, softball glove, etc.</td>
</tr>
<tr>
<td>Fabric softener if desired</td>
<td>Musical Instruments</td>
</tr>
<tr>
<td><strong>Coins for washer/dryers:</strong> $1.25 per machine. Quad &amp; only. VSA Office cannot make change for laundry.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Small radio and/or small speaker for iPod /other music player</td>
</tr>
<tr>
<td></td>
<td>Non-perishable drinks/snacks</td>
</tr>
</tbody>
</table>

**Other Packing Notes:**

- Campus buildings are air conditioned.
- Vanderbilt is conveniently located near CVS, Target and other stores. Families can pick up forgotten items after check in and before 5pm proctor group meeting if needed.
- VSA, PTY and Vanderbilt University are not responsible for lost, damaged or stolen items.
To ensure that VSA is a positive experience for all students, students must abide by the following guidelines and rules while at VSA.

**The Vanderbilt Community Creed**

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:

- **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.

You will see this creed’s eight values posted throughout the Vanderbilt campus. We encourage you to reflect on the many practical implications of the Vanderbilt Community Creed. 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. Undoubtedly you will think of many more examples as you put this creed into action.
Academic Expectations

Coursework
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.

Faculty
At Programs for Talented Youth, we seek Vanderbilt scholars to design and teach courses in their areas of expertise. The vast majority of our classes are taught by Vanderbilt professors and Ph.D. students, which means our students are delving into academic fields not often presented until college.

Assessment
There are no grades or homework at VSA. While our instructors will provide a checklist rating and written feedback for the student 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 the student and/or the student’s parents(s) and/or guardian(s).

Books and Other Supplies
Books 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). In addition, students enrolled in courses that require any additional supplies (e.g., a calculator) will be notified by e-mail to bring these items.

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. The Vanderbilt Honor Code notes, among other things, that the following activities breach academic integrity:

• Falsifying or cheating on a report, paper, exercise, problem, test or examination, tape, film, or computer program submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids (such as crib sheets, answer keys, discarded computer programs, the aid of another person on a take-home exam, etc.); copying from another student's work;
unauthorized use of books, notes, or other outside materials during “closed book” exams; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.

- Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work or ideas of another without properly indicating that source.

- Submission of work prepared for another course without specific prior authorization of the instructors in both courses.

- Use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents and submitted as a student's own work.

- Falsification of results of study and research.

VSA staff members monitor the academic performance of students during VSA. A student who breaches academic integrity will be subject to the Discipline Guidelines and Procedures beginning on page 32.
Student Safety

The safety of VSA students is of the utmost concern. Students and staff members will review safety procedures in detail during residential staff training. To ensure that all students are safe throughout the duration of VSA, students must adhere to the following guidelines:

- Students must always travel in groups of three or more and otherwise observe all rules regarding Campus and Town Boundaries (see below).
- Students must walk along well-lit streets and paths.
- 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.

Residence Hall Safety

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

- **Always lock the door** when leaving your dorm 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.

Campus and Town Boundaries

Proctors will review campus and town boundaries with students. 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. Students who fail to adhere to the rules set forth regarding campus and town boundaries will be subject to the Discipline Guidelines and Procedures beginning on page 32.

As the ages of our students vary by session, the following session specific rules apply with respect to campus and town boundaries:

- **Session I:** Session I students must be supervised by VSA staff at all times.
- **Session II:** 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. 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.
- **Session III:** Session III students are permitted to leave campus boundaries only during specified sign-out free times (SOFT). During such times, students must be with at least two other VSA students, must have working cell phones in the group, and must stay within designated town boundaries. Before leaving the campus boundaries, each individual must sign out and leave his/her cell phone number with the proctor on-duty on that student’s floor. Session III students may not travel outside of town boundaries without a VSA staff member.
**Prohibited Activities and/or Behaviors**

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 leadership discretion.

- Academic dishonesty
- Insubordination
- Violating the rights of others, including bullying (physical, verbal, cyber such as through social media, texting apps or otherwise)
- Minor but ongoing disruptions to the VSA community
- Violation of the rules related to Campus and Town Boundaries
- Leaving one’s group during VSA fields trips or off-campus excursions
- Violations of technology, social media or honor codes
- Unexcused absences from program activities
- Bringing a vehicle to campus or riding in one other than with VSA staff
- 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 safety
- Gambling
- Violations of VSA rules established during the program
- Possession, use, manufacture, or distribution of matches, lighters, fireworks, explosives, or other incendiary devices
- Tampering with fire alarms or other emergency equipment
- Sexual activity
- Putting self or others at undue risk for emotional or physical harm
- Sexual misconduct
- Misuse or distribution of prescription or over-the-counter medications/drugs
- Possession, use, manufacture, or distribution of tobacco, alcohol, or chemical 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
- Violation of federal or state laws
Additional Prohibited Items

In addition to the prohibited possession of items outlined in the section immediately above, VSA students may not possess any of the following items:

- Electrical appliances such as refrigerators, hot pots, microwaves, and air conditioners
- Large stereo equipment
- Candles
- Halogen lamps
- 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., PS3, Xbox, etc.), or other electronic games
- Energy drinks
- Pets

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 any irreplaceable or very valuable items to VSA.

Visitor Policy

In order to allow students to fully engage in the program, VSA discourages visits or excessive phone calls from parents, relatives, or friends during the short time that students are at VSA.

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.

Student 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 on the inside, front-cover of this handbook to make arrangements for the student’s absence from the program.
Vanderbilt is an academic environment that requires a casual but appropriate dress code. We ask that students use good judgment in packing for the session. If clothing is distracting students will be asked to change. Nashville is hot outside in the summer, but inside is often cool with ample air conditioning. Be comfortable and bring layers!

**General Guidelines**

- Clothing must be worn at all times.
- Tops and bottoms must meet—no stomachs showing.
- Clothing should not be revealing.
- Underwear must be covered.
- Shorts or skirts must be an appropriate length (good rule of thumb for skirt/shorts lengths: when standing with arms hanging at your sides, make a fist. Skirts and shorts ideally should be even with or longer than where the bottom of your fist meets your thigh).
- All shirts must have two straps or sleeves. Shirts should not be low-cut.
- Clothing must not display profanity or offensive or controversial slogans/symbols.
- Shoes are required outside of the residence hall.
- Shoes must not have wheels.

**Cleanliness and Hygiene**

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 (see p. 18 for more information on laundry facilities). Staff members will monitor general room and personal cleanliness and may, if necessary, remind students to wash and tidy themselves and/or their belongings.

**Damage to Property**

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.

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.

See also p. 18 regarding damage to dorm rooms and loss of keys and p. 19 regarding loss of or damage to access/meal cards.
Visitation Among VSA Students Within the Residence Hall

Friendships form fast during VSA. 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 gender. Visitors of the opposite gender are not permitted on residential floors. Students are welcome to gather in the designated public spaces of the residence halls and/or adjacent lawns.

End-of-the-Day Procedures

Students are expected to abide by the lights out procedures designated for their session. On an average weeknight, students can expect evening activity and recreation time to occur after dinner each evening between approximately 7-9pm. Most nights, there is a half-hour to an hour of free time within the residence hall at the end of the designated activity hours. During this time, students must remain in the residence hall, but may visit with friends on various floors in the public areas of the residence hall if they so choose. At the end of this free time, proctors on duty will signal that all students must return their respective floors for their nightly proctor group meetings. Following the proctor group meeting, students must remain on their respective floors and will have about a half an hour to wrap up any last-minute socializing with their floor-mates before reporting to their rooms. Students are expected to monitor themselves and adjust quickly to the stated end of the day routine for their respective sessions. Students who consistently fail to abide by the stated end-of-day procedures will be subject to the Discipline Guidelines and Procedures described beginning on page 32.

Public Display of Affection

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.
Discipline Guidelines and Procedures

Opening Note on Discipline Guidelines and Procedures

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 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.

General VSA Disciplinary Procedures

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.
Disciplinary Review Procedures

If a discipline 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 his or her point of view regarding the situation.

2. The VSA Director will determine whether or not the infraction is one that is clearly a cause for immediate dismissal or one that requires a disciplinary review meeting. If immediate dismissal is determined, parents will be notified (see #4). 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.
# VSA Discipline Guide

<table>
<thead>
<tr>
<th>BEHAVIOR</th>
<th>INTERVENTION</th>
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<td><strong>Group A</strong></td>
<td>Intervention (dependent upon severity and number of occurrences)</td>
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<tr>
<td>• General disruption</td>
<td>Minimum: Warning and discussion of appropriate behavior</td>
</tr>
<tr>
<td>• Violation of classroom and/or residence hall rules established by VSA staff</td>
<td>Maximum: Loss of privileges; Opportunity to make amends; and/or parental notification</td>
</tr>
<tr>
<td>• Violation of the VSA Dress Code</td>
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| **Group B**                                                             |                                                                               |
| • Violation of the Vanderbilt Community Creed                           | Minimum: Warning and discussion of appropriate behavior; Loss of privileges   |
| • Violation of the Cell Phone & Computer Policy                         | Maximum: Loss of privileges; Immediate dismissal; Disciplinary review meeting which could result in the removal of student from VSA; and/or Parental notification |
| • 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                 |                                                                               |

| **Group C**                                                             |                                                                               |
| • Academic dishonesty                                                   | Minimum: Loss of privileges and Parental notification; Disciplinary review meeting, which could result in the removal of student from VSA* |
| • Insubordination                                                       | Maximum: Immediate dismissal from the program *                              |
| • 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 Town 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 |                                                                               |
| • 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 |                                                                               |

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

**NOTE:** 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 in situations that compromise student safety or involve illegal activity.
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 concerns 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 completed Health History form. 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 While Attending VSA**

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 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. A VSA staff member must accompany a VSA student to medical services. 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 Health History form.

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 Healthcare Providers for VSA**

For general use, the *Primary Care Clinic at Children’s Hospital* has a physician available by phone, 24 hours a day, at *(615) 936-2505*. 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 AM to 5:00 PM, and the general number during business hours is *(615) 936-2555*.

**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 Clinics**

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.
Emergency Procedures

Emergency Procedures for Students

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.*

Emergency Procedures for Parents and Guardians

In the event of an emergency or an urgent matter, families should call the VSA office. VSA office hours are 7 a.m. to 11 p.m. After hours, an on-duty PTY Administrator will keep the office phone with them for overnight emergencies. Please do not call the VSA office between the hours of 11 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 Carrell 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) 498-7053
Monroe Carrell Jr. Children’s Hospital: (615) 936-1000

Student Medications

The Health History and Prescriber forms require disclosure of all medication(s) a student will take while at VSA. **All prescription student medication, except rescue medications, must be turned in at registration on Opening Day to the designated VSA staff member for storage.**

**All prescription medications must arrive in appropriately labeled pharmacy containers, which include the student’s name, contents, and dosage information.**

The only exceptions to the requirement that students turn-in all medications at registration is for urgent-need medications, such as insulin, asthma inhalers, or epinephrine devices. Note that students who will carry such devices must still see the Head of Student Support 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 information guide.
Please ensure that a student has enough medication to last through his or her VSA session, as it is often difficult to obtain refills without the signature of a parent or guardian.

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 will have basic, non-prescription medicine on hand. Be sure to complete the relevant sections of the Welcome Paperwork indicating any medications to which the student is allergic.

**Continuing Treatment of Chronic or Intermittent and Unexpected Illnesses**

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. VUMC 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 Support 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, that 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.
VSA Policy on Use of Social Media, Online Forums, Apps, Cell Phones, & Other Electronic Resources

Use of Computers and Smartphones

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.

VSA wishes to maintain a positive and safe learning environment for all students that is free of distraction. Though instructor policies may vary, in general students should expect to be cell phone free during class time. 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.

Cell Phone & Computer Policy

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.
- Cell phones may be used as a primary way for proctor groups to communicate with each other. 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:

1. 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.
2. Excessive use of cell phones and violations of these guidelines will result in confiscation of the device for the duration of VSA.
3. 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:
   a. During ACE
   b. During organized VSA recreational activities
   c. During fieldtrips and excursions
   d. During proctor group meetings
   e. After Lights Out
Social Media

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.

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.

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, innuendoes 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 University 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 electronics 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.

Vanderbilt University Policy on Computer Privileges/Responsibilities

Introduction

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, faculty, 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, faculty 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.

**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 Faculty 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, faculty, 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.
Money Matters

Remaining Tuition Balance
If a student’s tuition has not been paid in full by Opening Day—or other payment arrangements have not previously been made with VSA administration—the student will be unable to check-in.

Spending Money
Students in each session participate in organized group activities, and the tuition for VSA covers the cost for such activities. However, certain optional activities present themselves during VSA where a student needs his or her own spending money. Students in the past, for example, have during student free time or during special proctor-group outings, visited the local Starbucks, enjoyed ice cream at Ben & Jerry’s, purchased VU souvenirs at the VU Bookstore, etc.

$40-45 of additional spending money per week of stay at VSA is typically sufficient for most VSA students. Nonetheless, as tastes and budgets differ greatly, decisions about spending money are left to students and their families. Please do 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.
The VSA Welcome Paperwork includes a Transportation Information form. This form provides VSA staff essential information about a student’s arrival and departure and must be returned to the VSA office. Please refer to the Welcome Paperwork for driving directions and other relevant travel information.

VSA offers transportation to and from Nashville International Airport for students who are traveling alone. If this shuttle service is needed, please be certain to indicate such on the applicable Welcome Paperwork form.

As stated in the travel policy and VSA welcome paperwork, Vanderbilt does not assume responsibility nor provide housing, meals, transportation, or supervision for students arriving before or departing after the listed program dates and established arrival and departure times.

If travel plans change or are delayed it is imperative to contact the VSA office immediately. Additional information about check-in and check-out can be found on p. 10.