

2017

Student/Parent
Handbook



LUTHERAN
SUMMER
MUSIC
ACADEMY & FESTIVAL

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Academy & Festival*
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June 25-July 23, 2017

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LSM 2017 STUDENT/PARENT HANDBOOK

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INTRODUCTION

This handbook is prepared to provide information and guidelines for both students and their parents for the 2017 Lutheran Summer Music Academy & Festival (LSM). Please read it carefully before arriving at the academy, and keep it available for reference throughout your time at LSM.

MISSION AND PURPOSE

Lutheran Summer Music Academy & Festival is a program of Lutheran Music Program, whose guiding principles are:

VISION: Churches and communities renewed through music and worship for the sake of the world.

MISSION: Lutheran Music Program transforms lives and connects people through faith and music.

VALUES: Lutheran Music Program's core values are:

- musical excellence
- Lutheran faith
- nurturing community

LSM features an outstanding faculty of artists and teachers who guide exceptional high school and college students from around the country through a month of intensive musical training and performance. Open to students of all faiths, LSM is committed to connecting youth to their gifts of music in a caring, worship-centered community.

WORSHIP LIFE

Spiritual life is under the leadership of the Chaplain, a Lutheran pastor. There are opportunities to read lessons, serve in the liturgical parts of worship and to provide music for worship, and be a member of the Chapel Choir. The Chaplain is available to serve the spiritual needs of individuals within the community.

Christian worship is at the heart of academy life. Our worship together is a learning experience that models the use of musical gifts within the liturgy. **Students are required to attend all services, which are part of the academy schedule:**

- **MORNING PRAYER** ~ Morning Prayer is a brief song and prayer that precedes daily announcements.
- **EVENING PRAYER** ~ The main gathering of the community for worship, Evening Prayer provides opportunity to pause and reflect at the end of the day. Most often, a brief *Abendmusik* (Evening Music – pre-service music by students, faculty, or staff) precedes the Order of Evening Prayer. The community celebrates with Holden Evening Prayer 2-3 times during LSM.
- **SUNDAY WORSHIP** ~ We worship together each Sunday. A Musical Offering called *Morgenmusik* (Morning Music) precedes the service.

RESPECT FOR FAITH COMMITMENTS ~ Lutheran Music Program is an independent organization, and Lutheran Summer Music Academy & Festival rejoices in its commitment to Lutheran traditions in worship and music. Nonetheless, in matters of faith and worship, each person's conscience and commitments are fully respected. All are welcome at the Lord's Table for Communion each Sunday. You may choose how to respond to this invitation, and your choice will be fully respected. At LSM, all faith backgrounds and beliefs are welcomed.

MUSICAL LIFE

The academy can be a time of tremendous musical growth, but only if you give it all you have! The faculty and staff want you to succeed in developing your God-given talents. They will collaborate with you to develop a plan for your study so that you will see musical growth during your four weeks at LSM.

INDIVIDUAL LESSONS ~ You will normally receive two 30-minute lessons per week on your primary instrument. In order to make maximum personal progress:

- You should equal or exceed the recommended two hours of daily practice to prepare for your lessons on each instrument or in voice.
- You must arrive on time for all lessons.
- If you miss a lesson, you must contact your teacher immediately for further instructions.
- You should be warmed up with your instrument assembled before the time of your lesson.

If serious medical problems or other conditions make lesson attendance difficult, please notify your counselor prior to your scheduled lesson time. They will communicate your absence to the Dean of Students. Lessons missed for such urgent reasons will be made up at the convenience of the instructor.

PERSONAL PRACTICE ~ Personal practice is absolutely necessary in order to properly prepare for lessons, rehearsals, and performances. The recommended preparation time is two hours per day. There is no restriction on the number of hours you may practice at the academy other than the number of hours available in your personal schedule. Students are encouraged to keep a daily record of hours practiced, which they should discuss along with healthy practice techniques with your teacher. Students are asked to be respectful of the practice needs of other students when using practice rooms.

PERSONAL MUSIC ~ You should bring music you have already prepared, along with your own basic music method materials (etudes, exercises, etc.), and other music you wish to play or study (including chamber music). You may be asked by your teacher to buy some solo music. The purchase of all music will be arranged by academy staff during the academy. Be sure to write your name on all of your music. Reproducing copyrighted music, in any form, is illegal. There are severe legal penalties for reproducing copyrighted music. Consult your teacher for legal exceptions to this policy.

REHEARSALS, LESSONS AND CLASSES ~ You will be a valuable member of at least one small and one large ensemble. Attendance is taken at all ensemble rehearsals; faithful and prompt attendance at all scheduled rehearsals is important to the success of the group. Private lessons are scheduled by faculty, and students are expected to be on time and well prepared for instruction. All musicianship and elective classes should be regarded in the same way. Being on time and prepared conveys both personal integrity and respect for the faculty member's time and preparation for your instruction.

MUSICIANSHIP PLACEMENT ASSESSMENT ~ This assessment will be administered online prior to your arrival at the Academy. An email with a link to the assessment will be sent on May 15th, 2017. This assessment **MUST** be completed before your arrival on campus on June 25th, 2017. While this test is not graded, the purpose is to assign students the best learning environment possible.

LSM PROVIDED INSTRUMENTS ~ For students who play large instruments that are not easily transportable, LSM provides a loan of string bass, tubas etc. on a limited basis. All instrument requests are on a first-come/first-served basis. To request an instrument, please contact the Admissions staff by mid-April and LSM will try to accommodate requests.

CONCERTS AND RECITALS ~ Music performances are an important part of any music curriculum. Over the course of LSM, a wide array of outstanding performers will be featured in concerts and recitals. You are expected to take advantage of every opportunity to hear music performed by faculty and guest artists. No less important are the performances of your fellow students who need and appreciate the encouragement that your attendance provides. Unless you are otherwise informed by the Dean of Students, attendance at all concerts and recitals and appropriate recital dress (see "What to Bring" for details) is required.

STUDENT PERFORMANCES ~ Opportunities for solo and ensemble performance are an integral part of the academy experience. All student performances require full performance dress (see "What to Bring" for details). In order to gain maximum benefit from the opportunity:

- Prepare your music well through practice and concentration.
- Decide what it is that you want to communicate to the audience in your performance and focus on that goal.
- Avoid the needless distractions of last-minute rushing, unproductive worry, lack of rest or food, or unfamiliarity with the performance setting and instruments.
- Practice your entry and exit on and off the stage.
- Arrive well in advance of the beginning of the program and be prepared to perform promptly.
- Acknowledge applause with a bow to the audience and coordinate bowing with collaborators prior to performance.
- Graciously encourage your fellow performers.

INSTRUMENT MAINTENANCE ~ Please ensure that your instrument is in good repair before leaving home and bring extra reeds, valve oil, rosin, and other supplies you may need. Students will have the opportunity to purchase basic instrument supplies, but on a limited basis. If an instrument is in need of repair, report the problem to the Summer Academy Director, in the LSM Main Office, and every effort will be made to rectify the problem. All repair costs will be billed directly to you by LSM on the student statement. It is the responsibility of the student to communicate with parents regarding such repairs. Instruments that are on loan from Valparaiso University are the responsibility of the student borrowing that instrument. Any expenses incurred for repairs as a result of that usage will be the direct responsibility of the student. Additionally, it is important to take care of your instrument while traveling. When permitted, carry your instrument onto the plane rather than checking it as baggage with the airline.

COMMUNITY & STUDENT LIFE

Much of the academy days are spent making great music with great friends, but there will be time to enjoy a care package from home, hang out with friends, or choose from a variety of optional games and creative activities in the afternoon as well. While the community will be enjoying recitals most evenings, some evenings include student activities like a movie night, talent show, or dance.

CAMPUS FACILITY - LSM provides a fully accessible campus, consistent with ADA compliance law, at the host site of Valparaiso University for students and visitors with physical disabilities. Please inform the Admissions staff of any accommodations required for students with mobility issues.

STUDENT SPENDING MONEY ~ Many students at LSM are using debit and credit cards for purchases at the college, in Valparaiso, and from the LSM store. Parents and students find that using cards is convenient, secure, and a good way to track the purchase made while away from home. Here are a couple tips for this summer:

- We do not recommend that any student come to LSM with a lot of cash.
- Instead, plan to send your student with spending money in some combination of cash, debit card, or credit card. Cards are available at just about any bank or credit union.
- You may also consider gift cards (Visa, MasterCard etc.) that can be pre-loaded with a specific dollar amount. Many gift cards can be reloaded with additional funds by phone or online by the parents.
- Money management is the responsibility of each student. This is a great opportunity to begin to identify “wants” and “needs!”

There is a Centier Bank ATM machine for student use at Valparaiso University, located in the Harre Union. It is a member of the AllPoint Banking Network. Please verify that cards you purchase are compatible with these networks. Locations on campus that will accept cash, debit and credit cards include all college retailers and the LSM Logo Store, with exception to the Student Mail Center which takes cash only.

THE LSM LOGO STORE ~ The LSM Logo Store is the place where students may purchase Lutheran Summer Music Academy & Festival merchandise. The Logo Store will be open during regular hours that are announced once LSM students arrive on campus. The Valparaiso University Book Store, located in Dahl Centennial Union, has a limited selection of toiletries and supplies.

MUSICAL SUPPLIES ~ During the first week of the academy, students will have an opportunity to purchase music and supplies at a local music store. Music supplies can be ordered anytime for delivery during the academy in the LSM Main Office. Students should allow 2-4 days for the item for processing and delivery. Selected recordings by faculty and college ensembles will also be available. Items must be paid for at the time of pick up.

MEALS ~ Meals are served in the cafeteria, Founder’s Table, located in the main level of the Harre Union. All meals are included as a part of student tuition. No food is allowed in student residence rooms. Students with food intolerances or allergies will be accommodated by the food service staff and the Valparaiso staff nutritionist. (Note: all intolerances and allergies MUST be listed on the medical information form.) Though not required, advance notice of visitors' intention to eat in the cafeteria is appreciated.

WEHRENBURG HALL

RESIDENCE HALL ROOMS ~ You will be housed in an air-conditioned room in Wehrenberg Hall. All rooms are pre-assigned by Admissions staff in counseling groups made up of students generally the same grade/age. Because of the significant arrangements made with Valparaiso University for room reservations and key assignments, room changes cannot be accommodated. You are expected to keep your room neat and clean. The Dean of Students or counselors may carry out unannounced inspection of student rooms at any time.

RESIDENCE HALL COMMON SPACES ~ Wehrenberg Hall has a large lounge area on the first floor and smaller lounge space on each floor. All LSM students share these spaces, so personal items may not be stored there and furniture may not be moved. As we live in community, when space is used it should be left clean and tidy out of respect for others who share the space.

LAUNDRY FACILITIES ~ Laundry facilities are available in Wehrenberg Hall. Please bring your own soap or other laundry supplies, or be prepared to purchase them at the Valparaiso University Book Store. Please purchase detergent with the “HE” symbol, as these machines are high efficiency machines. Please note: students are responsible for washing their own sheets and towels weekly. Please see the packing list on page 13 for a list of provided linens, sheets, etc.

SECURITY OF PROPERTY ~ Residence rooms should be locked at all times and the care and security of your personal possessions rests with you. When possible, mark your possessions in a way that will aid identification in the event that they are misplaced. Neither the Lutheran Music Program nor Valparaiso University can assume financial responsibility for lost, stolen, or damaged personal property. Parents may wish to insure a student's property, particularly musical instruments. Instrument lockers are available and will be assigned. Instruments are not allowed in the dormitories at any time. The charge for a lost padlock is \$15. Neither Lutheran Music Program nor Valparaiso University are responsible for caring for articles left on campus after July 23.

PROPERTY DAMAGE ~ It is important that all students respect the campus and building use extended to LSM. If you are responsible for damaging Valparaiso University property or other property which is not your own (either collectively or individually), an appropriate charge by Valparaiso University will be passed on to you and charged to your statement. In addition, damage to property could result in disciplinary action.

DEAN OF STUDENTS, INTERNS, AND STUDENT LIFE STAFF

DEAN OF STUDENTS ~ The Dean of Students oversees all the functions of the student residence and supervises the counseling staff. He/She works closely with the Admissions staff throughout the academy to ensure the safety and wellbeing of all LSM students.

COUNSELORS ~ Residence hall activities and policies are under the direction and supervision of the Dean of Students and counselors. Academy counselors are adult mentors and experienced musicians who are committed to your personal safety, wellbeing and musical growth. Each student will be part of a small group led by a counselor. Counselors plan for both small group and large group activities, designed to help students experience intentional community.

COLLEGE INTERNS ~ Interns are students who are currently enrolled in a college or university. They are housed in Wehrenberg Hall and assigned to assist the music faculty and summer staff. They are available to help students and to offer special assistance to the whole community at the direction of staff or faculty.

LSM NURSE / HEALTH & WELLNESS ~ The safety and health of all students is important to us. All prescription and non-prescription/over-the-counter medications, including vitamins, must be turned in at registration. All medications and vitamins are dispensed by the LSM Nurse during mealtimes and bedtimes. The LSM Nurse will distribute prescribed medications at those times and will post Infirmary hours for students to consult with him/her about any medical concerns. After registration day, students found in possession of any over-the-counter or prescription medications without prior permission from the LSM Nurse will be subject to immediate disciplinary action by the Executive Director. It is the parent/guardian's responsibility to send enough prescription medication to last the duration of the academy and provide written instructions for the administration of prescription medication on the medical information form. The LSM Nurse may assist in administering medication only with written instructions and explicit permission from a parent or guardian as outlined on the medical information form. The LSM Nurse lives in the student residence hall and is available "on-call" for any medical needs or emergencies. If parents have concerns, they may call the Admissions staff who will assist them and coordinate with the nurse. Because of the number of students the LSM Nurse attends to daily, non-urgent/routine clinic appointments cannot be accommodated during the academy.

If students become ill during the academy, students are required to inform his/her counselor or the Dean of Students immediately so that any absences from lessons, ensemble rehearsals, worship and any other required program elements can be communicated to faculty and staff.

ACTIVITIES

ALL HALL MEETINGS & DORM COUNCIL ~ Attendance at weekly "All Hall" meetings is required for all students. Led by the Dean of Students, these meetings will provide information about upcoming events and activities. Student leadership is important at LSM. The Dorm Council, made up of elected student representatives from each floor, meets weekly with the Dean of Students to plan all-community social activities and other student events.

DAILY RECREATION ~ You are encouraged, though not required, to participate in physical and creative recreational activities for which time has been set aside in the afternoon schedule. Counselors plan daily activities that will range from a hike to the waterfall, or a game of ultimate Frisbee, to a "learning to knit" class. These activities are designed to provide balance to your musical studies. Valparaiso's outdoor track will be available for student use during designated times. You may bring Frisbees, baseball gloves, etc.

SERVICE GROUPS ~ All students are placed in a service group and serve approximately three hours per week assisting faculty and/or staff members. Tasks are related to LSM activities, such as concerts, recitals, rehearsals, and worship. Please refer to the personal information and preferences form to designate your service preferences. You will receive your service group assignment at registration.

COLLEGIATE PARTNERSHIP ~ There are two dozen colleges that are enrolled in LSM’s Collegiate Partnership and have scholarships ranging in value from \$500 to \$6,000 for alumni of LSM. A detailed list of our current Collegiate Partners will be distributed to the students and will be available at the Hospitality Table during Festival week. We will also email this list to parents after the conclusion of the academy.

THANKING SPONSORS ~ The actual per student program cost is over \$6,000. This cost has been offset by the generous gifts of supporters of Lutheran Music Program. In addition, many students receive financial aid in the form of church/community matching grants from local sponsors. We will come together as a community to write thank you notes in gratitude to these very generous donors. While not included on the donor lists to LSM, students are strongly encouraged to thank their churches and local contributors personally.

COMMUNICATION

THE ACADEMY & ADMISSIONS OFFICE ~ The office is normally open from 9:00 a.m. – 5 p.m. Monday through Friday and 9 a.m. – 12 p.m. on Saturday. Admissions staff oversee all areas of student life and welcome your emails and/or phone calls.

STUDENT MAIL ~ You will be able to receive both regular mail and packages while at the academy. Students should ensure that parents know this information once assigned. The mail center is used by faculty and staff for on-campus communication. You are encouraged to check your box at least once daily. Mail and packages should be addressed as follows:

[Student Name]
c/o Lutheran Summer Music Academy
Valparaiso University
1509 Chapel Drive, Room 145
Valparaiso, IN 46383

WEEKLY PARENT E-NEWS ~ Each week, the Admissions staff will be sending a weekly e-newsletter to all LSM parents that will include highlights of the week, as well as upcoming events. These emails will have important links to the online daily journal, off campus request forms, and more, connecting parents to the LSM community.

THE ONLINE DAILY JOURNAL ~ We feature a daily blog, the Online Daily Journal (ODJ) on our website. Beginning with registration day and ending with Festival Worship, we plan to have daily journal entries written by the LSM community. The can be found on website, www.Lutheransummermusic.org, at the start of the academy by clicking on the “News & Events” button. Check back often for a few words about the days’ activities and pictures of students in action. Maybe you will catch a glimpse of your own student assisting in worship, practicing on the lawn, or having fun with new friends!

GUIDELINES

After carefully reviewing these guidelines, please return the enclosed community participation covenant, signed by you and your parent or guardian.

COMMUNITY LIFE COVENANT

- Expect the best of others, and give my best in our activities together.
- Expect to make new friends, to be a friend to others, and to have fun.
- Gladly help others, and gladly receive help, when it is needed.
- Participate in activities, as led by the faculty, counselors and academy staff.
- Abide by the safety rules, guidelines, and academy schedule.
- Respect the academy and campus property and the property of other students and staff.
- Make every effort to complete the full academy experience.
- Treat others with dignity and respect. We are an inclusive community.

PROHIBITED ACTIVITIES

The covenant will ask you to agree to the following guidelines:

- Not to possess or use alcoholic beverages, tobacco, unauthorized drugs or weapons, nor to engage in sexual activity while a student at the academy.
- No deductions or refunds of the program fee and/or other fees will be made for late arrival or early departure due to any circumstance, including for disciplinary or personal reasons.
- Not to leave the boundaries of the campus without presenting written permission by parent or guardian to the Dean of Students and receiving written permission from the Dean of Students; further, that no absence from campus will be permitted during scheduled activities, and then only with a parent or legal guardian (exceptions only for emergencies).
- Bullying and harassment in any form is prohibited, and is grounds for immediate dismissal. Harassment can result from a broad range of actions that include, but are not limited to: verbal, physical, or visual harassment; derogatory ethnic jokes; unwelcomed sexual advances; racial insults; religious discrimination or slurs; and/or requests for sexual favors. Should bullying or harassment be alleged, a due process review will determine an appropriate response by the Executive Director and the Admissions Staff.

CLOSED CAMPUS/CAMPUS FACILITY USAGE ~ You may not leave the campus boundaries (as identified by the Dean of Students and your counselor) or be excused from any academy activity at any time without submission of an "Off Campus Request" form, which can be found on our website. The Admissions staff must approve this form 48 hours in advance of departure and will communicate the leave to the Dean of Students. Occasionally, groups of students will participate in LSM sponsored off-campus activities, all of which are supervised by academy staff. **IMPORTANT: You may leave campus ONLY with a parent, legal guardian, or authorized academy staff member.** Please see p. 10 for off campus request procedures and guidelines. As Valparaiso University hosts many summer camps and groups, students are prohibited from the use of the tennis courts, track area etc. except during LSM scheduled usage as coordinated by the Dean of Students.

VEHICLES ~ Automobiles and motorcycles are not to be operated or occupied by students during the academy. They must be parked in a designated lot and all keys turned in to the Dean of Students at registration. Scooters, skateboards, in-line skates, and bicycles are prohibited.

PERSONAL WELLNESS ~ The demanding schedule followed by students, faculty, and staff requires that everyone has enough time for undisturbed sleep in order to function effectively and responsibly. In order to respect individual sleep requirements, "lights out" (10:30 p.m.) will be enforced in Wehrenberg Hall except in special instances as announced by the Dean of Students.

In order that everyone may have quiet for rest and study in the residence hall, you may not practice music in Wehrenberg Hall at any time. Earphones are required for the use of iPods or any other electronic device. Music played in residence halls should not be heard outside the room.

PERSONAL APPEARANCE ~ Modest, neat, and clean summer clothes are considered appropriate for all academy activities. Shorts should be of an appropriate length. When packing t-shirts, etc. please be sensitive to other students who may be offended or intimidated by certain messages or images. When the message is determined to be offensive, academy staff may ask you to change into clothing more appropriate for the program. Appropriate dress for daily activity does NOT include: strapless shirts or exposed midriffs. Even if you are not performing, it is expected that you will dress appropriately for evening concerts, recitals, and Sunday worship services. Appropriate dress for women includes skirts or dresses with fingertip-length hems, even when worn with leggings, and full-length dress pants. For men, dress pants and dress shirt or polo shirt are appropriate. See the suggested packing list.

IDENTIFICATION ~ Your student ID must be worn around your neck and visible at all times. This badge serves as your identification on the Valparaiso campus and provides admission to concerts and special events. If lost or damaged beyond repair, a replacement ID will be issued at a cost of \$30.

KEYS ~ You are individually responsible for your own room key, meal card, and instrument locker combination (if applicable). Valparaiso University charges \$50 to replace lost keys and \$30 to replace lost meal cards and key cards.

ENFORCEMENT OF GUIDELINES ~ Counselors, the Dean of Students, Admissions staff, Summer Academy Director, and the Executive Director are ready at all times to help you and other students. In addition, the Chaplain is available for the personal and spiritual care of the whole community.

Rules and regulations are enforced consistently and fairly. If disciplinary action is taken, you are entitled to a clear explanation of the problem and any disciplinary decisions that may follow. Both your welfare and that of the entire community are considered. Parents or guardians will be notified in cases of serious concern.

Once the academy is in session, if it is determined that it is no longer in your or the academy's best interest to remain at LSM, dismissal may follow. The decision of dismissal is made in conjunction with the Executive Director and all decisions are final. Further, Lutheran Music Program is not responsible for additional transportation expenses that arise from early dismissal.

If you feel that another student, intern, counselor, staff, or faculty member has acted inappropriately, report the matter to your counselor, the Dean of Students, or the Chaplain. If necessary, your counselor, the Dean of Students, or the Chaplain may attempt to resolve the issue in consultation with the involved parties and/or the Admissions staff and Executive Director.

STUDENT STATEMENTS AND REFUNDS

REFUNDS - Any questions regarding refunds should be directed to LSM's Director of Finance and Operations.

MATCH ELIGIBLE FUNDS – If you were awarded match funds, as outlined on your Financial Award Letter, they are applied to the student statement at the time they are received in our offices from the local church/organization. ***All match-eligible funds are due by May 15, 2017.*** Funds received in our offices after that date will not be matched. As we have many students with many different funding sources, it is most helpful to us for you to contact your local church/organization FIRST to confirm that the check has been sent to our offices.

WITHDRAWN STUDENT REFUNDS: In the event that a student decides to withdraw at anytime, the application fee of \$25 and initial deposit of \$350 are non-refundable. If the student withdraws:

- On or before May 1, 2017: 50% of all non-match eligible payments received, less the deposit and application fee will be refunded.
- On or before June 1, 2017: 25% of all non-match eligible payments received, less the deposit and application fee will be refunded.
- On or before June 25, 2017: Match eligible funds are refundable to churches and organizations only. No other refunds will be provided.

If you are dismissed after the start of the LSM or you decide to withdraw for a non-emergency reason, fees will not be refunded. It will be your responsibility to repay or otherwise keep good faith with congregations or other persons who contributed financial support directly to you. Lutheran Music Program is not responsible for repayment or refund of any funds which were not awarded directly by the Lutheran Summer Music Academy & Festival.



ARRIVAL & FIRST DAY

AIRPORT SHUTTLE

Students arriving by air will be met by LSM staff at either the Chicago O'Hare Airport (ORD) or Midway Airport (MDW), who will be at both airports **beginning at 12 noon on Sunday, June 25**. These students will need to reserve a seat on the shuttle on the Transportation Form in this packet. **The shuttle leaves O'Hare Airport (ORD) at 3pm, travels to Midway Airport (MDW) and loads there at 3:30pm (CST) on Sunday, June 25. ALL flights should be scheduled accordingly**, as we will be on a tight schedule to ensure that students arrive on campus in time for student orientation and campus tours. The shuttle charge for transportation from the airports to Valparaiso University is \$50 one way. Should you need any assistance during your travel, please call us toll-free at 888-635-6583.

CAR ARRIVAL

If you are arriving by car, please plan to arrive at Valparaiso University between 12 noon to 3:00 p.m. on Sunday, June 25. **Registration begins at 12 p.m.** in the VUCA (Center for the Arts). This will give you sufficient time to register, unpack, audition, and become settled prior to the evening meal from 5:00 to 6:15 p.m. with the counseling staff (watch for LSM signs in the cafeteria). Student residence hall orientation and campus tours begin at 6:30 p.m. with the counseling staff. Evening worship at 9:00 p.m. officially opens the 2017 academy.

STEP 1: GO TO REGISTRATION

Registration is located in the lobby of the **VUCA**, the Valparaiso University Center for the Arts, **beginning at 12 p.m.** (see campus map on the back cover of the handbook).

- **At registration you will receive your student ID, room key, and information packet with elective pre-registration.** You will have the opportunity to change your electives after registration with a "drop-add" form. *Note: All elective changes must be approved by signature from the faculty on the "drop-add" form and turned into the Admissions staff. No changes will be made after 4 p.m. on Thursday, June 29, which ends the "drop-add" period.*
- **At registration, you will also turn in all prescription and non-prescription/over-the-counter medications, including vitamins, to the LSM Nurse.** For the safety of all students, medications and vitamin supplements must be administered and recorded by the LSM Nurse. After registration day, students found in possession of any over-the-counter or prescription medications, without prior permission from the LSM Nurse, will be subject to immediate disciplinary action by the Dean of Students and Executive Director.
- **Be prepared to pay any outstanding tuition balance by check or credit/debit card at the registration table.** You may not begin classes, rehearsals, or lessons until all tuition and fees are paid. While monthly statements are sent to students' homes prior to the academy, we provide a current statement at registration. After the "drop-add" period all parents will be sent a statement that will include any charges, resulting in elective changes.

Parent Roundtables

Arrival Day

Sunday, June 25, 2:00 or 4:00 p.m.

Information about the 2017 academy, Q&A, and meet other LSM parents.

All roundtables take place in the Duesenberg Recital Hall, in the VUCA.

Plan to join us!

No reservations needed. All new and returning parents are WELCOME!

STEP 2: UNLOAD LUGGAGE IN YOUR RESIDENCE ROOM

Just drop off your luggage for now. There will be time to unpack later.

STEP 3: AUDITION FOR YOUR TEACHERS AND ENSEMBLE CONDUCTORS

Auditions are in the VUCA (Center for the Arts) on **Sunday, June 25, from 2-5 p.m. and Monday, June 26 from 10:00-11:30 a.m. (for airport shuttle arrivals only)**. The auditions help your instructors get acquainted with you and place you properly in both chamber and large ensembles. There is no need to be nervous about these auditions! Please be prepared with a classical solo piece or hymn to perform for faculty. Accompaniment will not be provided for these auditions.

STEP 4: EVENING SCHEDULE BEGINS

Enjoy the Evening Meal ~ The first meal included in your program fee is dinner on Sunday evening, June 25, and is served in Founder's Table in the Harre Union from 5-6:15 p.m. **Parents and friends should say their goodbyes prior to the start of dinner.** Counselors and their student groups will eat together for this meal. Watch for the LSM signs in Founder's!

Orientation and Campus Tours ~ At 6:30 p.m., meet your counselor in the Wehrenberg Hall 1st floor lounge for an orientation. Evening Prayer begins at 9:00 p.m. in the Chapel of the Resurrection and officially opens the 2017 Lutheran Summer Music Academy & Festival. The following morning at the Opening Assembly in the Chapel, all faculty and staff are introduced to the community.

VISITORS

While we encourage parents to visit the Lutheran Summer Music Academy & Festival, we ask that they do not distract students from giving proper attention to their musical activities. Please thoughtfully limit the time you spend with your son/daughter so as to permit them to complete their full LSM experience effectively. No visitors are allowed in ensemble rehearsals, lessons, classes, or electives at any time. Parents should be aware that at LSM your son/daughter is experiencing intentional community made up of students from across the country and weekends are less structured times for students to relax together and build deeper relationships with each other. The academy also provides an opportunity for your son/daughter to build independence for college.

Here are a few things to note when planning a visit:

- **On Campus Visits:** For visits that are planned where your son/daughter stays on campus, please let the Admissions staff know your arrival and departure times, so that we can provide you with a parent nametag.
- **Off Campus Visits:** If parents wish to take their son/daughter off campus June 26-July 19, they must first fill out an online “Off-Campus Request” form found on our website at least 48 hours in advance of the leave. Students should not miss required elements of the program for off-campus activities. Once the “Off Campus Request” form has been received, the Admissions staff reviews the request and will email the requestor with permission for the leave. The form is then forwarded to the Dean of Students who communicates with the student’s counselor, who meets the parent/guardian with the student at the time of pick-up. **All student pick-ups are done in Wehrenberg Hall in the ground floor lobby. Students may not leave campus without a parent or guardian at any time, no exceptions.** Upon return, all students must check-in with their counselor or the Dean of Students. Because of the very intense schedule, off-campus requests may be denied and are at the full discretion of the Admissions staff per above. No “Off Campus Requested” form is needed July 20-24; see below for special Festival Week guidelines.
- **Festival Week Visits: TAKING YOUR SON/DAUGHTER OFF CAMPUS JULY 20-24** ~ It is a challenging task to track all LSM students during Festival Week. If you wish to take your student off campus, you must sign them out at the Hospitality Table, located in the ground floor lobby of Wehrenberg Hall. Advance notification is not necessary, but off-campus permissions will be at the full discretion of the Admissions staff. Parents should be aware that students and faculty are preparing for final recitals and concerts. Students may need to be available for expanded rehearsals and private practice time leading up to these performances. In the spirit of our community, we encourage students to support their fellow musicians during these final days and attend as many recitals as they can. Per the policies of Lutheran Music Program, **no students are allowed off-campus without a parent or legal guardian.**

HOUSING ~ Visitors are not permitted to remain overnight in the student residence hall. Visitor housing is available at Valparaiso area hotels. A list of Valparaiso area accommodations is included in this handbook and on our website. Parents are encouraged to book hotels for Festival Week early, as housing fills quickly. Note: there is no visitor housing available on the campus of Valparaiso University, as there is ample housing in the local area.

FESTIVAL WEEK

The close of LSM 2017 will feature a series of culminating recitals, concerts, programs, and worship. This is a great time for you to see what the Lutheran Summer Music Academy & Festival is all about! Recitals are scheduled the fourth week of the academy and begin on Wednesday, July 19. The full Festival Week concert schedule can be found on our website. Large ensemble concerts are in the Chapel of the Resurrection and planned as follows:

Hymn Festival: Wednesday, July 19, 7 p.m.

Band: Thursday, July 20, 7 p.m.

Choir: Friday, July 21, 7 p.m.

Orchestra: Saturday, July 22, 7 p.m.

Pre-Service Music & Festival Worship:

Sunday, July 23, 9 to 11 a.m.

FESTIVAL WEEK ARRIVAL AT THE ACADEMY ~ Upon arrival parents and guests should make their first stop the **hospitality table** in the first floor lobby of Wehrenberg Hall. There you can:

- Receive a parent nametag. (*optional*)
- Find information about Decorah area accommodations, dining, and attractions (reserve in advance, as rooms fill quickly).
- Find complete Festival Week and recital schedules.
- Enjoy cool beverages.
- Find the off-campus sign-out sheet (details below).

PARENT CHECK IN & HOSPITALITY TABLE HOURS

The table is located in the lobby of the VUCA

Wednesday, July 19, 2 p.m.-5 p.m.

Thursday, July 20, 11 a.m.-5 p.m.

Friday, July 21, 9 a.m.-5 p.m.

Saturday, July 22, 9 a.m.-5 p.m.

CONCERTS AND RECITALS ~ Thanks to the generosity of our many supporters, admission to all student and faculty concerts and recitals is free and open to the public. Check the LSM website, Lutheransummermusic.org, or call our office for the full concert and recital calendar.

CONCERT ETIQUETTE ~ Please observe concert etiquette during performances. If you must enter the performance after it has started, please enter the room only between selections. Cellular phones, pagers, or similar devices disturb the performance and **must** be turned off before entering any concert or recital.

CAMERAS AND RECORDINGS ~ No tape recorders, cameras, video cameras, or cell phone recorders/cameras, except those contracted by the Lutheran Summer Music Academy & Festival, are allowed at any performance. CD-quality audio recordings will be available for purchase a few weeks after the conclusion of LSM, with order forms available at all Festival Week large ensemble performances.

FESTIVAL WORSHIP ~ The final worship service will take place on Sunday, July 23. **As it is the culmination of the full academy community, all students are required to participate in this worship service.** Your travel plans must allow your student to attend this service, which concludes at approximately 11 a.m. Unless your student is taking the airport shuttle, you are invited to join your student at lunch (on a cash basis) following worship. The 2017 Lutheran Summer Music Academy & Festival is officially closed at 3 p.m. on Sunday, July 23.

Parent Roundtable

Festival Weekend
Saturday, July 22, 3:45 p.m.
2017 wrap-up, check out information, and discussion

All Roundtables take place in the Duesenberg Recital hall, located in the VUCA.

Plan to join us!
No reservations needed. All new and returning parents are WELCOME!



FINAL CHECKOUT

Before departing from the campus all students must go through the final checkout process. You will receive a checkout form one week before the end of the academy. The completed checkout form is turned in to a designated LSM staff member at the final checkout on Sunday, July 23, in Wehrenberg Hall (see below). Although we realize that you may need to leave for home immediately, please understand that this procedure has been implemented to protect you from inappropriate charges. If there is a balance on your account, a final copy of your financial statement will be available for review and settlement at the time of checkout. Once you have checked out with LSM, Valparaiso University staff will collect all student keys issued.

INSTRUMENT LOCKERS ~ Clean out your locker completely. All lockers not cleaned out will incur a \$15 fee.

BORROWED MUSIC ~ Completely erase all markings on borrowed music and return it to the source, per the instruction provided by faculty, academy staff, or interns.

RESIDENCE HALL CHECKOUT ~ Clean up your residence room completely. A counselor will make a first check of your room on Saturday, July 22. One of the counselors will make a final inspection and personally check you out of your room on Sunday, July 23. Return residence hall keys to an authorized person in Wehrenberg Hall at final checkout (see below). Again, there is a \$50 charge for lost room keys. Any applicable lost key or room damage charges will be added to your financial statement.

FINAL CHECKOUT ~ The Dean of Students will approve your final checkout form (after all signatures have been secured) on Sunday, July 23, after the close of worship until 3 p.m. in Wehrenberg Hall. Students departing on the airport shuttle will be required to complete the checkout process **before** closing worship. All other students are required to complete the checkout process **after** closing worship (approx.. 11:30 a.m.).

SHUTTLE TRANSPORTATION ~ All shuttle transportation for your departure is pre-arranged on the transportation information form prior to the academy. The shuttle charge for transportation from Valparaiso University to either O'Hare International Airport (ORD) or Midway Airport (MDW) is \$50 one way. There will be one shuttle departing from Valparaiso on Sunday, July 23, promptly at 11:30 a.m. Students will receive a box lunch to eat on the shuttle. The trip to the airport takes 1-2 hours, depending on traffic. To give you time to check luggage and go through security, we suggest that **ALL DEPARTING FLIGHTS BE BOOKED FOR DEPARTURES BETWEEN 3-6 P.M. CENTRAL STANDARD TIME.** Academy chaperones will remain at the airport until 6 p.m.

LOST AND FOUND ~ The lost and found is in the LSM Main Office (see campus map). Valparaiso University will not store lost and found items after July 23. Your best chance to retain ownership of your property is to check to make sure that you have all of your belongings before you leave.

SUGGESTED "WHAT TO BRING" LIST

Necessary Items:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Your musical instrument(s) and accessories (reeds, strings, rosin, valve oil, etc.) <input type="checkbox"/> Music you wish to study <input type="checkbox"/> Notebook, music staff paper, pencil, pen, eraser <input type="checkbox"/> Concert dress (see below) <input type="checkbox"/> Shoes (one sturdy pair, one dress pair, tennis shoes) <input type="checkbox"/> Underwear <input type="checkbox"/> Sleepwear <input type="checkbox"/> Shorts, slacks, jeans <input type="checkbox"/> Recital Dress: Plenty of dress clothes for nightly recitals and worship (see below) <input type="checkbox"/> Sportswear for athletics and recreation AND swimsuit <input type="checkbox"/> T-shirts | <ul style="list-style-type: none"> <input type="checkbox"/> Sweaters/jacket (evenings can be cool) <input type="checkbox"/> Shower clogs/flip-flops <input type="checkbox"/> Personal articles (toothbrush, toothpaste, dental floss, soap, deodorant, shampoo, razor, comb, brush, tissues, pads/tampons, etc.) <input type="checkbox"/> Laundry bag and "HE" detergent <input type="checkbox"/> Clothes hangers <input type="checkbox"/> Organ shoes (leather soles and heels), organ students only – does not apply to Intro to the Organ elective <input type="checkbox"/> Alarm clock <input type="checkbox"/> Sunscreen <input type="checkbox"/> Pillow <input type="checkbox"/> Necessary medications* (see below) |
|---|---|

**Please bring an adequate supply of any prescription medicines you take and list these along with any over-the-counter medications on the health information form. You must bring enough to last the duration of the academy. You will turn these in at registration to the LSM Nurse. See medical treatment authorization form.*

Recital Dress:

Appropriate dress for women includes skirts or dresses with fingertip-length hems, even when worn with leggings, and full-length dress pants. For men, dress pants and dress shirt or polo shirt is appropriate, and the shirt must be tucked in.

Service Group* and Concert Dress

**When asked to serve as usher, stage crew, or as assigned*

Women:

- White blouse (spaghetti straps, bare midriffs, sheer, low cut or sleeveless tops are not acceptable)
- Simple, long black skirt (mid-calf length or longer) or full length black dress slacks - NO Cropped/Capri Pants
- Black, closed toe, comfortable flat shoes or low heels (sandals or flip-flops are not acceptable)

Men:

- White button down shirt (long or short sleeve)
 - Dark long tie – no bright colors
 - Black dress slacks w/ belt
 - Black shoes and black socks
- Note: No tuxedos, please

Optional Items:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Bathrobe <input type="checkbox"/> Umbrella and raincoat <input type="checkbox"/> Camera <input type="checkbox"/> Paperback book to read and exchange <input type="checkbox"/> Sunglasses <input type="checkbox"/> Bedding** | <ul style="list-style-type: none"> <input type="checkbox"/> Hair dryer <input type="checkbox"/> Sunscreen <input type="checkbox"/> Insect repellent <input type="checkbox"/> Metronome (if you have one, bring it!) <input type="checkbox"/> Water bottle <input type="checkbox"/> Small clamp-on reading lamp <input type="checkbox"/> Cell phone and charger |
|---|---|

** LSM provides a linen package that includes two flat sheets, pillowcase, towel, washcloth and a light blanket. There will NOT be any linen exchanges. Students are responsible for washing their own sheets, bedding, etc.

Leave at Home:

- Laptop computers, iPads, tablets, video games, and e-readers**
- Irreplaceable or expensive jewelry**
- Skateboards, rollerblades, scooters, and bicycles**
- Amplifiers, stereos, radios without headphones**

Experienced students "travel light" and do not bring too many items or unnecessary valuable possessions to LSM.

DIRECTIONS TO VALPARAISO UNIVERSITY

Valparaiso University is located in Valparaiso, Indiana, 1 hour southeast of Chicago and 2.5 hours north of Indianapolis. Follow the signs to Valparaiso. For more directions, visit <http://www.valpo.edu/about/maps-directions/driving-directions/>

From Chicago O'Hare International Airport, take I-190 E to I-294 S and I-80 E. Take exit 15A from I-80E and follow IN-51 to Walnut St. in Valparaiso. Follow signs to the university. Approximate travel time: 1-2 hours.

From Indianapolis, take Interstate I-65 North to IN-2 E in Eagle Creek Township. Take exit 240 from I-65 N. Follow IN-2 E to Walnut Street in Valparaiso. Follow signs to the university. Approximate travel time: 2-3 hours.



AREA INFORMATION & LODGING

Valparaiso Accommodations

Lutheran Summer Music has reserved a block of rooms for parents and LSM guests to stay during Festival Week. You are responsible for your own reservations and payment. We suggest making reservations as early as possible. There are rooms available at the following hotels:

Country Inn & Suites

2020 La Porte Avenue
Valparaiso, IN 46383
219-476-0000
\$89/room
Make reservation no later than: June 17, 2017.

Quality Inn & Suites

2301 E Morthland Drive
Valparaiso, IN 46383
219-465-1700
\$94/room
Make reservations no later than: July 1, 2017.

Valparaiso Chamber of Commerce

219-462-1105
info@valpochamber.org

For a list of area hotels, please visit this website:
<http://web.valpochamber.org/HOTELSLODGING>