

KVB Orchestra Camp Handbook

Rules and regulations for A Successful Camp Experience

You are encouraged to conduct yourself in a manner that respects the rights of others, including fellow staff, campers, other faculty at the host site, and the public who attend the concert during the camp session. The following 11 rules (listed in BOLD CAPS TYPE) are the KVB Orchestra Camp code of conduct.

Having read and understood the KVB Orchestra Camp Handbook is required on your camp registration.

The Handbook has been provided to clearly detail our camp policies and expectations. Our policies and expectations have been developed over many years of the camp's existence, and they are designed for your safe, successful, and musical growth during camp. The balance of your well-being, safety, summer fun, freedom, and musical growth is of significant importance to us. We pledge to provide you with more than adequate time for rehearsals, breaks, and the establishment of positive friendships and relationships with your fellow campers, instructors, and staff.

PLEASE READ THE FOLLOWING RULES VERY CAREFULLY. UNLESS OTHERWISE STATED, BREAKING ANY RULE LISTED BELOW WILL RESULT IN IMMEDIATE EXPULSION FROM CAMP WITH NO REFUND OF FEES.

1. I AGREE TO CONDUCT MYSELF IN A MANNER THAT WILL BE A CREDIT TO ME, MY COMMUNITY, MY SCHOOL, AND FAMILY. I WILL: UNDERSTAND AND OBEY ANY AND ALL RULES AND REGULATIONS ISSUED BY THE CAMP DIRECTOR AND THE HOST SCHOOL.

Campers who demonstrate behavior deemed unacceptable by the camp administration will be immediately dismissed from camp.

2. DEMONSTRATE COOPERATION AND RESPECT TO CAMP STAFF, PARTICIPANTS AND SCHOOL EMPLOYEES, STUDENTS AND VISITORS.

3. SHOW RESPECT FOR THE RIGHTS, PRIVACY AND PROPERTY OF OTHERS. THIS INCLUDES REFRAINING FROM HARASSMENT-UNWELCOME OR UNSOLICITED SPEECH OR CONDUCT OF ALL PERSONS ON CAMPUS REGARDLESS OF THEIR RACE, RELIGION, COLOR, CREED, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, OR DISABILITY.

There will be no stealing. There will be no vandalism. Campers that are disruptive or abusive at any point in the duration of camp will be asked to leave and not return. There will be no refund of KVB Orchestra Camp fees if this occurs.

4. ONLY DESIGNATED ENTRANCES, EXITS, CLASSROOMS, RESTROOMS, STAIRWAYS AND ELEVATORS MAY BE USED BY CAMP STAFF AND STUDENTS. During supervised breaks, no students shall be alone or in an unsupervised area.

5. STAFF AND STUDENTS MAY NOT POSSESS OR USE ANY ALCOHOL, TOBACCO, VAPING, OR DRUGS DURING THE CAMP (UNLESS PRESCRIBED BY A PHYSICIAN) OR POSSESS A WEAPON.

Prohibited items include tobacco or vaping products, any type of non over-the-counter, non-prescription or illegal drug, alcohol, weapons, explosives, and incendiaries. Weapons include items that are seemingly harmless but may be used as weapons—the so-called "dual use" items. (i.e. pen/utility knives, box cutters, knives of any length or size, sabers, swords or metal scissors with pointed tips). If you bring a prohibited item to camp you may be dismissed from camp and held criminally liable by KVB Orchestra camp and the host school), or at the least, asked to rid yourself of the item depending on the severity of the prohibited item. A camp official and/or school staff will make this decision, depending on what the item is and the circumstances. Bringing a prohibited item to camp—even accidentally—is dangerous to all staff and campers in addition to violation of camp and school policy. In order to ensure the health and well-being of all campers and camp personnel, if a staff member observes a camper exhibiting behavior that leads them to believe that the camper is in possession of or has used any prohibited substances, the staff member will:

- Contact Camp Director and/or
- Call the host school administration and advise them of the situation and/or
- Call 911 for a medical emergency and
- Call the parent(s)/guardians(s)

6. COMPLY WITH THE SCHEDULE OF ALL CAMP/CONFERENCE FUNCTIONS, INCLUDING EVENTS, RESTROOM BREAKS, AND SNACK BREAKS. During supervised breaks, no students shall be alone or in an unsupervised area.

7. ATTENDANCE. In order to receive the maximum benefits from camp, you must attend all classes. You cannot learn if you are not in class. Class attendance is checked and absences reported to the camp director. Repeated absences can result in exclusion from end-of-camp performance with no refund of fees. Otherwise, attendance at the end-of-camp concerts is required.

8. CONCERT ETIQUETTE AND PARTICIPATION. Parents are invited to the camp concert, free of charge. Proper concert etiquette, both as a performer and an audience member, is expected at all concerts the camp attends. It is at these events that the camp is on its most "public" display. Set a good example for all those in attendance.

9. DROP OFF AND PICK UP: For everyone's safety: All campers (regardless of age) must be dropped off at the designated drop-off location. (Information will be sent in your confirmation email, once registration is complete.) All campers need to arrive at the camp promptly with enough time to unpack and tune prior to the 8:30 start time. (Arrival at 8:20 is recommended). All campers must be picked up **promptly** at the conclusion of camp (12:30pm). Any student who is not picked up by 1:00pm will be charged a \$20.00 fee which must be paid to camp staff before the camper may return to camp.

10. INSTRUMENT USE: Parents/guardians are responsible for providing an instrument for their child to bring to camp. Campers should bring their instruments to camp every day, including the first day.

11. STAFF AND CAMPERS TAKE RESPONSIBILITY FOR THEIR PERSONAL PROPERTY. PERSONAL ITEMS SHOULD NOT BE LEFT AT CAMP AT THE CONCLUSION OF THE CAMP DAY. ANY ITEMS LEFT ARE NOT THE RESPONSIBILITY OF KVB ORCHESTRA CAMP.

12. I UNDERSTAND THAT ALL FACILITIES NOT USED BY CAMP ARE STRICTLY OFF LIMITS, AND THAT I AM NOT ALLOWED TO LEAVE CAMP WITHOUT PERMISSION AND SUPERVISION BY THE CAMP STAFF. If a camper needs to leave camp early, written or typed notice signed by a parent or legal guardian must be given to the camp director or group teacher prior to leaving.

13. ALL STUDENTS NEED PERMISSION TO LEAVE REHEARSAL SPACE FOR ANY REASON. Each rehearsal space will have a sign-in and sign-out sheet students need to complete when exiting the room for restroom, early dismissal, or any other reason not scheduled by the camp or director.

14. I UNDERSTAND THAT IF I DO NOT FOLLOW THE RULES, REGULATIONS, AND CODE OF CONDUCT FOR THIS CAMP, MY PARENT/GUARDIAN WILL BE CONTACTED, AND I MAY BE DISMISSED FROM CAMP WITH NO REFUND.

15. THERE WILL BE NO REFUNDS FOR CANCELLATION RECEIVED AFTER MAY 31, 2025

16. ALL CANCELLATIONS MUST BE IN WRITING AND REFUNDS WILL INCUR A \$25 ADMINISTRATIVE FEE THAT IS DEDUCTED FROM THE INITIAL ENROLLMENT FEE.

By initialing and checking the appropriate box on your registration page, you and your parent(s)/guardian(s) acknowledge that you have read and understand this handbook/document.