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**JUNE 2025**

**Information – COMMUTER CAMPERS**

**WEEK ONE: JUNE 15-20**

**OBOE, CLARINET, BASSOON, SAXOPHONE**

**HORN, LOW BRASS, PERCUSSION, PIANO, VOICE**

Welcome to the Iowa Summer Music Camps! Week One of the Iowa Summer Music Camps officially opens at **1:00PM on Sunday, June 15.** Upon arriving in Iowa City, please go to the [Voxman Music Building (VOX)](https://music.uiowa.edu/about/voxman-music-building-facilities) at 93 E. Burlington Street for registration and placement auditions. The Capitol Street Parking Ramp, which adjoins the University Capitol Center, is located directly across from Voxman to the north, and the Court Street Parking ramp is located about a block to the east of Voxman. Street parking, which is free on Sundays, is often available along Court Street just to the south of Voxman. Please do not park in the spaces in the loading dock area immediately behind Voxman as they are reserved for the apartment residents.

**2025 ISMC - WEEK ONE**

**Sunday, June 15**

1:00PM Registration begins in the Pearl West Lobby of Voxman – 2nd

Floor. **BASSOON, OBOE, HORN, PIANO, VOICE, LOW BRASS and SAXOPHONE** campers are encouraged to register beginning at 2:00PM, but you may register earlier if needed.

1:00-4:00PM **PERCUSSION** campers perform for the Percussion Camp faculty in the Percussion Suite (located on the 2nd floor near the registration area). This is not an audition but rather an opportunity for the camp teachers to get to know you as an individual player. Once you have performed, you have no commitments until the camp orientation at 4:00PM.

**CLARINET** campers perform for Professor Montilla in his studio - 5000 VOX (5th floor). Students will perform for Professor Montilla on a “first come, first served” basis.

Performances will not be scheduled. This is not an audition but rather an opportunity for the camp teachers to get to know you as an individual player. Once you have performed, you have no commitments until the orientation at 4:00PM.

3:00PM **SAXOPHONE** campers meet with Dr. Tse in VOX 2451 There is no audition. Please note that following registration and this meeting, there are no other commitments until the camp orientation at 4:00PM in the Recital Hall.

**PIANO** campers meet with Dr. Huckleberry for a camp overview in the Pearl West Lobby on the 2nd floor.

4:00PM Camp Orientation in the Recital Hall. (All campers)

Parents are welcome to attend the orientation, but they are not required to be present.

ISMC counselors will take the campers on a brief tour of the

Voxman Music Building following orientation.

**Once the tour of Voxman has concluded (by approximately 5:00PM), commuter campers are finished for the day.**

**Monday - Thursday, June 16-19**

9:00AM-4:30PM Classes meet. All classes meet in the Voxman Music Building. A detailed daily schedule will be provided at registration. The Voxman Music Building will be open before camp begins and after camp concludes each day. Lunch is from 11:30-1:00PM each day. Classes continue from 1:00-4:30PM.

**Friday, June 20**

9:00-11:30AM     Same schedule as the other camp days

11:30AM-2:00PM    Extended lunch/Change into concert clothes.

**Oboe, Bassoon and Clarinet Camps**

                                    2:00                Sound checks in Stark & Recital Hall

                                    3:00                Concerts

                                    4:00                Camps end

**Horn, Low Brass, Voice, and Percussion Camps**

                                    2:00-4:00       Classes

                                    4:00                Soud checks in Recital Hall, Stark, & Concert Hall

                                    5:00                Concerts

                                    6:00                Camps end

**Saxophone and Piano Camps**

                                    2:00-4:30       Classes

                                    4:30                Dinner break

                                    6:00                Sound checks in Concert Hall & Recital Hall

                                    7:00                Concerts

**Friday, June 20**  Camp Concerts  
Oboe & Bassoon 3:00PM, VOX Stark Opera Studio

Clarinet 3:00PM, VOX Recital Hall

Horn & Low Brass 5:00PM, VOX Recital Hall

Percussion 5:00PM, VOX Concert Hall

Voice 5:00PM, VOX Stark Opera Studio

Saxophone 7:00PM, VOX Concert Hall

Piano 7:00PM, VOX Recital Hall

**EVENING and SPECIAL ACTIVITIES**

**WEEK ONE Oboe, Clarinet, Bassoon, Saxophone, Horn,**

**Low Brass, Percussion, Piano, & Voice**

***Commuter campers are not required to attend evening activities (except their camp concert), but they are encouraged to attend.***

**Monday, June 16** - Movie Night (7:00PM, VOX Recital Hall - ISMC Campers only)

**Alternate recreational activities will be available to campers. All activities will be supervised by the ISMC counselors.**

**Tuesday, June 17** – Oboe, Clarinet, Bassoon, Horn, Low Brass Faculty Recital

(7:00PM, VOX Recital Hall – Commuter campers welcome!)

**Wednesday, June 18** - Piano, Voice, and Saxophone Faculty Recital

(7:00PM, VOX Recital Hall – Commuter campers welcome!)

**Thursday, June 19** – Percussion All-Stars Concert

(7:00PM, VOX Concert Hall – Commuter campers welcome!)

**Friday, June 20** - Camp Concerts  
Oboe & Bassoon 3:00PM, VOX Stark Opera Studio

Clarinet 3:00PM, VOX Recital Hall

Horn & Low Brass 5:00PM, VOX Recital Hall

Percussion 5:00PM, VOX Concert Hall

Voice 5:00PM, VOX Stark Opera Studio

Saxophone 7:00PM, VOX Concert Hall

Piano 7:00PM, VOX Recital Hall

*All camp recitals and concerts are free and open to the public.*

*Please note: Recordings will not be made of the camp concerts.*

**WEEK TWO: JUNE 22-27**

**JAZZ, FLUTE, TRUMPET, ORGAN**

Welcome to the Iowa Summer Music Camps! Week Two of the Iowa Summer Music Camps officially opens at **1:00PM on Sunday, June 22.** Upon arriving in Iowa City, please go to the [Voxman Music Building (VOX)](https://music.uiowa.edu/about/voxman-music-building-facilities) 93 E. Burlington Street, for registration and placement auditions. There is a parking ramp directly across from Voxman to the north and street parking is often available on Court Street to the south of Voxman. Please do not park in the spaces in the loading dock area immediately behind Voxman as they are reserved for the apartment residents.

### Sunday, June 22

1:00PM Registration begins in the Pearl West Family Lobby – 2nd

Floor of Voxman. After registration, the camp orientation is the next commitment for some campers.

1:00-4:00PM Placement Auditions for **JAZZ**

(See audition locations upon arrival)

Individual audition times are not scheduled but are on a “first come, first served” basis. Please do not wait until close to 4:00 to audition, and note that once you have auditioned, there are no other commitments until the Camp Orientation at 4:00PM.

**FLUTE, TRUMPET, and ORGAN** campers are encouraged to wait until 2:00PM or later to register but you are welcome to register earlier if needed.

3:00PM **ORGAN** campers meet with Dr. Hand at 3:00 in the Concert Hall for a tour of the organ camp facilities.

4:00PM Camp Orientation in the Recital Hall. (All campers)

Parents are welcome to attend the orientation, but they are not required to be present.

ISMC counselors will take the campers on a brief tour of the

Voxman Music Building following orientation.

**Once the tour of Voxman has concluded (approximately 5:00PM), commuter campers are finished for the day.**

**2025 ISMC - WEEK TWO**

### Monday - Thursday, June 22-26

9:00AM-4:30PM Classes meet. All classes meet in the Voxman Music Building. A detailed daily schedule will be provided at registration. The Voxman Music Building will be open before camp begins and after camp concludes each day. Lunch break will be from 11:30-1:00 each day. Classes continue from 1:00-4:30PM.

**Friday, June 27**

9:00-11:30AM     Same schedule as the other camp days

11:30AM-2:00PM    Extended lunch/Change into concert clothes for all

campers.

**Jazz Camp**

                                    2:00                Sound checks in Recital Hall

                                    3:00                Concert

                                    4:30                Camp ends

**Flute Camp**

                                    2:00-4:30       Classes

                                    4:30                Soud check in Recital Hall

                                    5:30                Concert

                                    6:00                Camp ends

**Trumpet and Organ Camps**

                                    2:00-4:30       Classes

                                    4:30                Dinner break

                                    6:00                Sound checks in Recital Hall & Concert Hall

                                    7:00                Concerts

                                    8:00           Camps end

**Friday, June 27 – Concert Schedule**

Jazz 3:00PM, VOX Recital Hall

Flute 5:30PM, VOX Recital Hall

Trumpet 7:00PM, VOX Recital Hall

Organ 7:00PM, VOX Concert Hall

**EVENING and SPECIAL ACTIVITIES**

**WEEK TWO – Jazz, Flute, Trumpet, Organ**

**Monday, June 23** - Movie Night (7:00PM, VOX Recital Hall – Commuters welcome!)

**Tuesday, June 24** – Jazz Camp Faculty Recital

(7:00PM, VOX Recital Hall – Commuter campers welcome!)

**Wednesday, June 25** - Flute, Trumpet, and Organ Faculty Recital

(7:00PM, VOX Concert Hall – Commuter campers welcome!)

**Thursday, June 26** – Camp Social Activity TBA

**Friday, June 27** - Camp Concerts

Jazz 3:00PM, VOX Recital Hall

Flute 5:30PM, VOX Recital Hall

Trumpet 7:00PM, VOX Recital Hall

Organ 7:00PM, VOX Concert Hall

*Camp concerts are free and open to the public.*

*Please note: Recordings will not be made of the camp concerts.*

**ISMC GENERAL INFORMATION and POLICIES**

**CAMP LOCATIONS AND TIMES**

All camps will meet in locations in the Voxman Music Building (93 E. Burlington Street). All camps begin at 9:00AM and end at 4:30PM daily. Lunch for all camps will be from 11:30AM-1:00PM. Some camp schedules may be adjusted on the final camp days - Friday, June 20 and Friday, June 27 to accommodate resident hall check out and camp recitals. Please be on time and see individual camp schedules for details (available at registration). There are no evening classes.

**ATTENDANCE**

Campers are expected to attend all classes, concerts, and special events. Exceptions include illness or emergency. In the event a camper must miss class, please contact Amanda Stout in the camp office (VOX 1400L, 319-335-1315, amanda-stout@uiowa.edu) as soon as possible.

If a camper is absent without prior notification a camp counselor or camp administrator will attempt to contact the camper’s primary contact regarding their absence.

**PLACEMENT AUDITIONS AND OTHER INFORMATION**

**JAZZ**

Your audition will take place on the first day of camp. The audition will help us place you in the group most appropriate for your level of ability. Prepare to do your best, as once placements have been determined there will be no amendments to combo assignments.

Jazz auditions will include:

* A prepared piece (preferably a piece in the jazz idiom as it will allow for accurate placement in groups). Students can use music or perform the piece from memory. *No accompaniment will be provided but performance of the piece at a steady tempo with appropriate style will be expected.*
* Sight-reading
* Improvisation demonstration (optional, not required)

**Drummers:** In addition to the above, you’ll be asked to demonstrate swing,

Latin and funk styles (grooves)

**Horn Players (Sax, Trumpet, Trombone, other wind instruments)**: In addition to your prepared piece, you’ll be asked to sight-read a short excerpt from a jazz standard or big band repertoire and improvise over an Bb or F Blues (if comfortable). Improvisation is optional, not required.

**Pianist, Guitarists, Bassists, Vibraphonists:** In addition to your prepared piece, you’ll be asked to sight-read short written excerpts (parts & chord symbols) in swing, Latin and funk styles and improvise over an Bb or F Blues (if comfortable). Improvisation is optional, not required.

The placement auditions are a NO PRESSURE experience! We are only interested in hearing what you do best as a musician.

**Suggested (not required) repertoire for the prepared piece:**

*Lead sheets for the repertoire below can be found on the ISMC website at:*

<https://iowasummermusiccamps.uiowa.edu/ismc-participants>

So What, Little Sunflower, Blue Bossa

C-Jam Blues, Blues In a Closet, Doxy

Lester Leaps In, Cantaloupe Island, Watermelon Man

If you have questions, please contact Curtis Taylor ([curtis-taylor@uiowa.edu](mailto:curtis-taylor@uiowa.edu)),

Jazz Camp Coordinator.

**PERCUSSION**

Students should prepare all 4 pieces of the audition material – Mallet 1, Mallet 2, Snare Drum 1, and Snare Drum 2. The audition pieces can be found on the ISMC website [HERE.](https://iowasummermusiccamps.uiowa.edu/sites/iowasummermusiccamps.uiowa.edu/files/2024-04/Percussion%20Camp.pdf) Sightreading may be given at the time of the audition. If you have questions, please contact Dr. Nick Miller, (nick-j-miller@uiowa.edu), Percussion Camp Coordinator.

**CLARINET**

Students will be asked to perform 3 major scales of their choice. They should also play a portion of a clarinet solo or etude of their choice. If you have questions, please contact Jorge Montilla ([jorge-montillamoreno@uiowa.edu](mailto:jorge-montillamoreno@uiowa.edu)), Clarinet Camp Coordinator.

**PIANO**

There are no placement auditions for piano students, but students should bring 2-3 pieces (with scores) at the difficulty of at least the equivalent of Level “D” (according to IMTA syllabus). Of these pieces, at least one should be performance ready (memorized). Students will be required to practice each day. If you have questions, please contact Dr. Alan Huckleberry ([alan-huckleberry@uiowa.edu](mailto:alan-huckleberry@uiowa.edu)), Piano Camp Coordinator.

**SAXOPHONE**

There are no auditions for saxophone students, but students should bring at least 2 prepared pieces and the scores for master classes. Students will be required to practice each day. If you have questions, please contact Dr. Kenneth Tse ([kenneth-tse@uiowa.edu](mailto:kenneth-tse@uiowa.edu)), Saxophone Camp Coordinator.

There are no auditions for **FLUTE,** **BASSOON, OBOE, HORN, TRUMPET, LOW BRASS, VOICE and ORGAN.** If you have questions about these camps, please contact the appropriate camp coordinator:

Flute – Nicole Esposito ([nicole-esposito@uiowa.edu](mailto:nicole-esposito@uiowa.edu))

Oboe – David Cyzak ([david-cyzak@uiowa.edu](mailto:david-cyzak@uiowa.edu))

Bassoon – Benjamin Coelho ([benjamin-coelho@uiowa.edu](mailto:benjamin-coelho@uiowa.edu))

Horn – Katy Ambrose ([katy-ambrose@uiowa.edu](mailto:katy-ambrose@uiowa.edu))

Trumpet – Michael Gause ([michael-gause@uiowa.edu](mailto:michael-gause@uiowa.edu))

Low Brass – John Manning ([john-manning@uiowa.edu](mailto:john-manning@uiowa.edu))

Voice – Elise DesChamps ([elise-deschamps@uiowa.edu](mailto:elise-deschamps@uiowa.edu))

Organ – Gregory Hand ([gregory-hand@uiowa.edu](mailto:gregory-hand@uiowa.edu))

**CLOTHING, EQUIPMENT, MATERIALS**

**PERCUSSION:** Casual attire is acceptable for daily and evening activities, except for the final concert. Concert attire is “nice” casual (button shirts, **no shorts or jeans please**). Bring (1) a practice pad (Preferably a double-sided pad such as an Innovative Percussion RP-1, HQ Real Feel Pad, or other brand), and (2) mallets and sticks. All percussion instruments will be provided.

**JAZZ:** Casual attire is acceptable for daily and evening activities, except for the final concert. Concert attire is “nice” casual (button shirts, **no shorts or jeans please**). **Electric bass and guitar players must provide their own instruments, amps and patch cords.** String players must bring their own instruments. Please label all instruments with your name and address. A limited number of drum sets will be furnished but some drummers may be asked to bring their sets to use during the week. **All drummers must bring your own cymbals, if you own them. Do not purchase cymbals just for camp.**

**FLUTE, OBOE, CLARINET, BASSOON, SAXOPHONE, HORN, TRUMPET, LOW BRASS, ORGAN, PIANO:** Casual attire is acceptable for daily and evening activities, except for the final concert. Concert attire is “nice” casual (button shirts**, no shorts or jeans please**).

**BASSOON, CLARINET, OBOE, and SAXOPHONE** students are responsible for bringing a properly functioning instrument and enough working reeds for the duration of the camp. They should also bring all the necessary equipment and accessories for the proper maintenance of their clarinets. (cork grease, swabs, ligatures, screwdrivers, etc.).

**CLARINET** students are invited to bring bass clarinets and/or E-flat clarinets for the Clarinet Choir or just to receive additional personal instruction on these instruments.

**SAXOPHONE** students should bring an alto sax and whichever instrument they would like to use in the quartet. Students will be able to use a UI tenor or baritone saxophone if needed at no charge, but students need to provide their own reeds.

**FLUTE, HORN, TRUMPET**, and **LOW BRASS** students should bring a properly functioning instrument and all necessary accessories and supplies you may need for camp.

**LUNCH OPTIONS**

Commuter campers have several options for lunch:

Option A: Commuter campers may bring a bag lunch to eat on campus in the Voxman Music Building.

Option B: Commuter campers may purchase a meal ticket ($12.00 per lunch) to eat lunch with the resident campers in the Burge Market Place (buffet-style). Website: <https://dining.uiowa.edu/catlett-market-place>. Please be advised that the Market Place dining hall is “cashless,” so credit or debit cards must be used to purchase lunch. Checks can be used to purchase lunch meal tickets during camp registration.

Option C: Commuter campers may eat off campus. If a commuter wishes to eat off campus, a parent or guardian must have granted permission for them to do so on the registration form or by signed meal waiver at registration. If a meal waiver is not on file, commuter campers must eat (a) in the Catlett MarketPlace with the resident campers, (b) in the food court at the University Capitol Center (located across the street from Voxman), or (c) in the Voxman Music Building.

If meal tickets were purchased as part of the online registration process, the tickets will be included in the student’s camp packet. Additional meal tickets may be purchased on registration day.

**DEPARTURE**

Each camp closes with the camp concert each week.

**LOCKERS**

Lockers for instruments will be pre-assigned to campers at no charge. The combination for the lock will be on the reverse side of their ISMC credential.

**SUPERVISION**

A group of experienced counselors will provide most of the supervision during the summer music camps. Of course, the UI School of Music faculty and staff that are directly involved with camp also supervise the students during classes and special activities.

Music campers will be accompanied by camp counselors during meal breaks and evening camp activities. Resident campers will be escorted by counselors to and from the Voxman Music Building. Catlett Hall is a pleasant 15-minute walk from Voxman across the beautiful UI campus.

In the event of severe weather, campers will not be permitted outside until the severe weather has passed. The Cambus transportation system may be used to transport campers if necessary.

**MEDICAL POLICY/PROTOCOL**

The ISMC has a full-time health counselor on staff who is trained and certified in First Aid, CPR, and Bloodborne Pathogens. In the event of an illness or minor injury, the health counselor will evaluate the camper. Our health counselor will not diagnose participants but rather recommend an initial course of action. In the event of a medical emergency, the parent/guardian will be contacted immediately, and the camper will be taken to UI Quick Care or the UIHC Emergency Room for treatment.

The University of Iowa does not offer short-term health or accident insurance for the Iowa Summer Music Camps. Therefore, any costs associated with the treatment of injuries or hospitalization will be the responsibility of the parent or guardian of the participant. Any insurance carried by the parent or guardian may be used to defray medical and hospital costs.

Summer youth camp/conference participants and staff of youth living in the residence halls who become ill, or think they may have symptoms of a contagious illness should:

1. immediately report their symptoms to an ISMC counselor, faculty, or the Camp Director. The Head Camp Counselor, Health Counselor or Camp Director will then contact the parent/guardian and report the information to Housing and Dining.
2. plan to check out of the residence halls as soon as possible upon confirmation of the illness.

University Housing & Dining summer staff do not have medically trained staff to care for children that are ill. For years the standard protocol from the UI Youth Programs manual is: if a camper is sick, they should go home.

**MENTAL HEALTH PROTOCOL**

As part of the ISMC registration process, parents/guardians are required to provide health information about medical issues/concerns and prescription medications their child takes.

Prior to the start of camp, a database of health-related information is created and shared with the Health Counselor and Camp Director for reference throughout the program. During the on-site registration process on the first day of each camp week, the Health Counselor visits with each parent/guardian and their child to confirm the health information they provided is current and accurate. They also ask if there are other health concerns (including mental health) that are not accounted for on the health information they provided. This information is kept confidential unless it is determined it is in the best interest of the safety of the student and other campers that other ISMC counselors and faculty be informed.

All ISMC counselors and faculty will be asked to review the mental health information and resources available at: <https://mentalhealth.uiowa.edu/ui-support-and-crisis-line>.

If a student is identified as potentially struggling with a mental health issue, the Director will meet with the student and if necessary, contact the student’s parents to inform them of the situation and to seek guidance for a course of action. In the event of an emergency, the student will be taken to UI QuickCare or the UIHC Emergency Department for assessment. No member of the ISMC camp faculty or staff will attempt to provide the student with a diagnosis or counseling/care beyond that required to arrange for professional assistance.

Students at camp are required to bring their own medications, and it has been the tradition that the Health Counselor collect and administer the medications during each week of camp.

During each camp orientation session, campers will be reminded that they should seek help if they experience mental health difficulties or if they observe a fellow camper struggling with a possible mental health issue.

Students who are ill and request to remain in their rooms will be assessed by an appropriate medical expert. Supervision of the ill student will be arranged by the camp director.

Camp staff who witness campers exhibiting behaviors of concern will report the behavior in one of two ways.

Call the UI Police dispatch number at (319) 335-5022; or contact the

university’s Threat Assessment and Care Team at (319) 384-2955 or   
 uitat@uiowa.edu or hr.uiowa.edu/tat.

To make an anonymous report go to: uiowa.me/threat-assessment.

Behaviors of concern may include:

• Unusual communication or threat to harm others

• Desperation, hopelessness, or suicidal thoughts

• Unusual fixation on stressful events or losses

• Inappropriate interest in weapons, mass attacks, or violence

• Suggestion of violence as a solution to a problem

**RULES and DISCIPLINE PROTOCOL**

The safety and welfare of the ISMC campers is our primary concern, so it is important that each person complies with the following the camp rules and procedures.

1. Every effort is made to ensure that campers are properly supervised by an ISMC staff member throughout the daily operational hours of camp, at lunch in the Market Place cafeteria, and at night in Catlett Hall for the resident campers. Commuter campers are also supervised during the daily camp classes and activities from 9:00AM-4:30PM. However, any commuter camper who arrives before 9:00AM and departs after 4:30PM may be without direct supervision. Similarly, while all Summer Camp buildings will be open throughout the day, commuters who chose to bring their lunch or eat apart from the resident campers in Catlett, may be without direct supervision. Any time a commuter or resident camper must leave camp, they must check out through a camp counselor and/or through Amanda Stout (319.335-1315) in the Main Camp Office 1400L, located in the administrative suite located on the first floor of the Voxman Music Building.
2. Resident and commuter campers are to provide their cell phone numbers on their application form, and this number may be used in the event the student needs to be reached by an ISMC staff member.
3. Resident campers who drive to camp are to surrender their car keys to the head counselor at the first resident hall meeting.
4. Commuters may use their cars only for commuting between home and camp during camp hours. They cannot give rides to other campers.
5. Resident campers are to keep up with room keys and meal cards. There is a cost to replace them.
6. All campers are required to wear their ISMC credential around their neck during all camp activities.
7. Campers should always wear something on their feet – no bare feet!
8. No one should be in Catlett Hall during the day except for lunch time unless you are chaperoned by a counselor. If you are ill, notify the Health Counselor. No one can just stay in bed. You will need to see the Health Counselor for evaluation or go to class.
9. Do not use skateboards, roller blades, scooters, etc.
10. Attendance is required at all rehearsals, classes and concert events. Be punctual. Commuters sign in/out in the Main office (VOX 1400L) or with a camp counselor if needed. Commuters are invited, welcome and encouraged to attend evening special events. Resident campers are required to attend all evening events.

Please note the following information regarding serious rules infractions and consequences.

**Level 1**: Underage smoking, unauthorized riding in cars or giving rides, commuters on the residence hall floor, attendance problems.

1. Early check-in/adjusted schedule/assigned to direct supervision of a

Counselor

2. Notify parents (commuters)

3. Dismissal from camp. STUDENT IS SENT HOME AT THEIR OWN

EXPENSE.

**Level 2**: Students on the floor or in the room of a student of the opposite gender, leaving room after curfew, leaving campus without permission.

1. Notify parents. Immediate dismissal. STUDENT IS SENT HOME AT THEIR OWN EXPENSE.

**Level 3**: Possession of or under the influence of alcoholic beverages or drugs, violence, sexual assault, harassment, bullying, or hazing of any type.

1. Notify parents. Mandatory reporting to the authorities including UI Police. Immediate dismissal. STUDENT IS SENT HOME AT THEIR OWN EXPENSE.

**INCIDENT/ACCIDENT REPORTING POLICY**

The Iowa Summer Music Camps strictly adheres to the University of Iowa zero tolerance policies regarding substance abuse (possession or use of alcohol, drugs), sexual harassment (verbal or physical), bullying, hazing, vandalism, or violence of any type. In the event of a summer program violation, students will be reported to the camp administrator, who will then report the incident to the director of the School of Music, the appropriate university Vice President, and the Director of Youth Programs. The student may be expelled from the camp and sent home immediately (at their own expense).

In the event of a violation of a local, state, or federal law, the camp administrator will contact UI Police. The student may be expelled from the camp and sent home immediately (at their own expense).

Medical incidents and mental health interventions will be reported to the Office of Risk Management.

Accidents will be reported to the camp administrator, who will then inform the Director of the School of Music. Other offices that may notified include the

Office of Risk Management and Facilities Management as appropriate.

**CAMPUS EMERGENCIES**

The University of Iowa takes a layered approach to share information with campus and the community during an emergency. You may learn about a campus emergency via one of the following notification systems:

* **Emergency Notifications:** Hawk Alert is the campus emergency notification system. Hawk Alerts notify the campus community of immediate threats to health or physical safety using phone call, email, text message, and Alertus Desktop.
* **Outdoor Emergency Notification System:**This system includes outdoor sirens and a public address system that may be used for campus-wide critical incidents, such as a tornado or applicable severe thunderstorm warning.
* **Fire:** In the event of a fire, all participants and staff should remain calm, move quickly to a safe exit, and assemble at a designated location outside.
* **Hawk Alert/Active Shooter:** Remain calm. Participants and staff will comply with all University Public Safety orders. Close communication will be maintained between ISMC administration, staff, and participants.
* **Missing Student:** Attendance will be taken during each camp day and in the residence hall. If it is discovered a student is missing, a member of the ISMC administration/staff will investigate to determine the last time the student was seen, who the student was last seen with, the last thing the student was seen doing, and what the student was wearing. The absence should be reported to the Head Counselor or Camp Director, who will call all available phone numbers to locate the missing student. If that is not successful, the Director will notify UI Police and the parents/guardians.

**SEVERE WEATHER**

In the event of severe weather, students will seek appropriate shelter according to The University of severe weather policy. We still have classes when it’s raining!

* Take shelter in the lowest level of your building, in the inner most room or portion of your building.
  + Move to an interior hallway or room and assume a safe position low to the ground.
  + Stay away from windows, above grade exterior walls, and areas with broad-spanned roofs.
* Monitor emergency notifications, local media reports.
* If you are outside and shelter is not available/there is no time to get indoors, lie in a ditch or low-lying area and protect your head with your arms.

**RESIDENCE HALL REGULATIONS**

**Commuters are not allowed on resident hall floors. Any camper caught in a room of a member of the opposite gender will be expelled from camp immediately.**

**EVENING ACTIVITIES**

Activities are scheduled during the evenings and are designed for resident and commuter campers. A schedule of these activities will be available at registration, and resident campers are required to participate.

**CELL PHONES**

Personal cell phones must be turned off during classes, rehearsals, and events. Campers are expected to be respectful and courteous during camp classes.

**USE OF AUTOMOBILES**

It is advised that resident campers not drive cars to campus due to limited parking options. Any resident camper driving to campus will be expected to surrender their car keys to the head counselor until the conclusion of camp. Parking is not provided to campers that drive to camp.

**MONEY**

There will be opportunities for campers to purchase snacks at area convenience stores (accompanied by ISMC counselors), UI items from the campus bookstore, etc. However, most university vendors are cashless, so campers should avoid bringing large sums of money to camp.

**ACCOMMODATIONS**

Please notify Amanda Stout in the ISMC office (319-335-1315) as soon as possible if you will require any special accommodations during summer music camp.

**CONTACT INFORMATION**

The ISMCoffice is located at 1400L in the main administration suite in the Voxman Music Building. In the event of an emergency, information will be made available through the camp office as well as posted on the ISMC web site located at: <https://iowasummermusiccamps.uiowa.edu>.

Jose Medrano, Head Counselor 336-266-3046

Eric Luminais, Health Counselor 331-771-3877

Amanda Stout, ISMC Main Office 319-335-1315

Dr. Mark Heidel, ISMC Director 319-335-1635

Catlett Hall Front Desk 319-335-1249

Paul Bellus, Youth Programs Director 319-353-1969

Office of the UI Executive Vice President & Provost 319-335-3565