

ATLANTA CHAMBER  
 MUSIC FESTIVAL

**Student Handbook**

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## General Information

### **FESTIVAL LOCATION:**

Agnes Scott College  
141 E College Ave  
Decatur, GA 30030

Parking garage is located on McDonough St. just south of College Ave. A campus map is included in this packet and is also available at: <https://www.agnesscott.edu/maps-directions.html>

### **CHECK-IN:**

Please report to the Presser Hall lobby between 3:00 and 4:30 on Sunday, June 16, to check in to the festival, where you will receive your schedule, dorm assignment, and chamber music assignment. After checking in, you may move your belongings into your dorm. We will gather for a welcome and orientation meeting at 5:00 in Gaines Chapel (Presser Hall Auditorium).

### **CHECK-OUT:**

Students will check out of their dormitories immediately after the final concert in the early afternoon on Saturday, June 22.

### **WIFI INFORMATION:**

GuestNet is accessible in McCain Library & Alston Campus Center. Limited access is also available in Science Center, Buttrick, Bradley, **Presser, Evans**, Alumni House, Woltz, and Dieckmann.

1. Connect to GUESTNET ssid or wireless network
2. Open a web browser like Internet Explorer or Safari
3. Enter any valid email address and you will be redirected to the internet

*Access is intended for ASC Guests only, and is limited to email and website. Access is available from 6 am to 10 pm. Total available bandwidth is 10 MB; the number of people online will determine speed. Guests will be prompted to re-authenticate after 4 hours of usage.*

**CONTACT INFORMATION:**

The festival directors are available to answer any questions you might have during the festival. The quickest and most efficient way to reach them is by email: [info@atlantachambermusicfestival.com](mailto:info@atlantachambermusicfestival.com).

**Should you have an emergency, please send a text message** to their cell phones (they may not be able to answer calls during classes, so voicemails will have a longer response time).

Jonathan Wright, Co-Director: (770) 598-7610

Jessica Sherer, Co-Director: (404) 433-5433

Amanda Macon, Director of Residence Life: (803) 609-1972

## Packing Checklist

- Folding music stand
- Instrument & instrument accessories
- Required forms, signed
- Any music you might want to practice in your free time
- Pencil
- Extra-long twin sheets & comforter
- Pillow
- Blanket
- Bath towels
- Toiletries
- Casual clothes for 7 days (light layers recommended)
- Rain jacket or poncho
- Snacks/drinks or snack money for recreation time (breakfast, lunch, and dinner are all provided)
- Concert clothes for Saturday
  - Black pants or ankle length skirt OR black dress
  - Black top (or ACMF t-shirt)
  - Black shoes

**Please label all instruments, music, music stands, and instrument accessories with your name.** It is recommended that you label as many of your other belongings as possible as well.

If you bring a mobile phone, please also make sure to label it with your name, and turn on Find My iPhone or any similar locating service.

## **Housing, Dining, and Residence Life**

### **ROOM ASSIGNMENTS:**

All students will be housed on campus in double occupancy dorm rooms. Housing assignments are based on age, sex, and roommate requests. In the case of roommate requests, both parties must make the request; we will not honor requests made by only one of the two parties. We do our best to accommodate requests, but the festival retains the right to make the final decision on all housing assignments.

### **KEYS:**

You will be given a key to your dorm room. Please keep it with you at all times. **Agnes Scott College charges \$60 for lost keys.**

### **TRASH:**

Trash cans should be placed outside your door each morning. Staff will empty trash, but will not enter rooms.

### **COUNSELORS:**

Each student will be assigned to a specific counselor, who will ensure their attendance at rehearsals, concerts, and meals, and their adherence to curfew. Counselors report to the **Director of Residence Life**, who oversees all activities and supervision of students. While students will be assigned to a specific counselor for attendance purposes, they should feel free to approach any counselor with any question or need that they may have during camp.

### **CURFEW:**

All students must return to the residence hall by 10:00 pm each evening.

### **VISITORS:**

No outside visitors are allowed in Residence Halls.

### **ROOM CHANGES:**

Room changes should be requested only in exceptional circumstances, and are subject to approval by the Director of Residence Life.

### **RECREATIONAL EQUIPMENT:**

A selection of recreational equipment is available in the Inman Hall common room for all students to use during recreational periods. Students must sign out the equipment with the counselors, and are responsible for returning all equipment to its proper location when they are finished using it.

**LEAVING CAMPUS:**

Students may not leave campus without the express permission of one of the festival directors. If given permission, students must be accompanied off campus by a parent or counselor.

**CHECK OUT:**

You must leave your room in the same condition in which you found it. Please take careful inventory of your room upon arrival, and report any damage to your counselor. Any damages to your room or furniture will be billed to you. Check out is mandatory. If you do not check out with your counselor and return your room key, a \$60 fee will be billed to you. You must be completely moved out of your room by the time specified on the festival schedule.

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**DINING:**

All meals will be provided in Evans Dining Hall, unless otherwise specified on the festival schedule. Dining hall hours are as listed on the festival schedule.

**MEDICATION:**

All medication must be handed in to the Director of Residence Life at the start of the festival, with clear instructions on dosage and timing. Counselors will distribute medication at the prescribed times.

***Agnes Scott College is a smoke free campus. Smoking is PROHIBITED on the entire campus.***

## Code of Conduct

*ACMF operates according to the following code of conduct to ensure that the rights of all individuals are protected while attending the camp and to establish the safest and best possible learning environment for all camp participants.*

### **Expectations:**

All students, parents, and staff are expected to treat one another with respect, to show equal respect to the property of others, and to behave in a way which does not endanger, intimidate, or interfere with the participation of others. Students are expected to follow the instructions given by ACMF faculty and staff.

**I agree to the following, with the understanding that failure to adhere to these policies may result in disciplinary action up to and including my immediate expulsion from ACMF with no refund of fees:**

1. I will not be in possession of cigarettes or any tobacco products, alcohol, non-prescribed drugs, weapons, pornographic material on campus at any time.
2. I will not use language which is intentionally offensive, sexist, or racist.
3. I will refrain from fighting, bullying, or other forms of aggressive behavior.
4. I will not leave campus boundaries without express permission from a festival director and parent or counselor supervision.
5. I will not behave in a manner which damages or vandalizes the property of others or the Agnes Scott campus.
6. I will not behave in a manner which is potentially dangerous to myself or others.
7. I will not allow a student of the opposite gender into my dorm room without a counselor present.
8. I will be in my residence hall by 10:00 p.m. each evening.

### **Other Policies:**

1. Students who drive themselves to camp must turn in car keys to staff upon arrival. Keys will be returned upon departure.
2. Any medication brought to campus by students must be turned in to camp staff with instructions for administration.

## **Discipline**

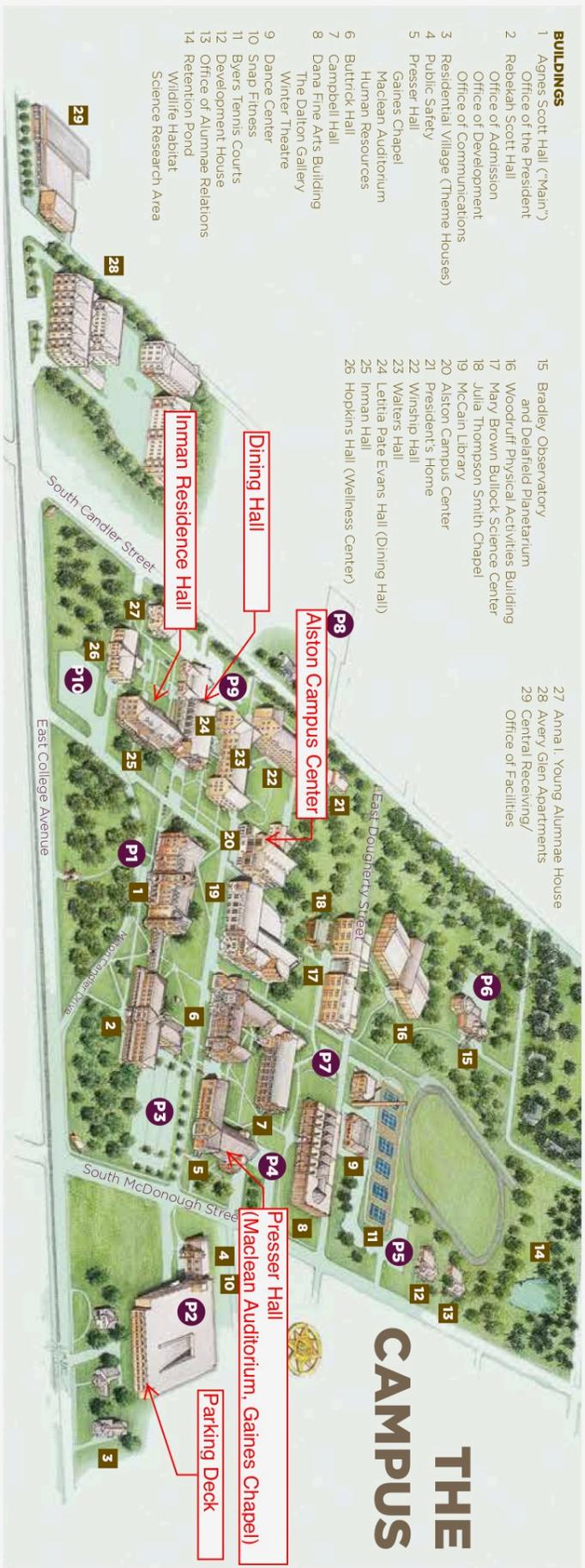
A committee formed of festival directors, counselors, and faculty will address allegations of misconduct by students. Allegations that may be reviewed include any violation of the code of conduct; any illegal act; any act or language that may be considered threatening or abusive; and any reports from faculty of conduct unbecoming of an ACMF student (i.e. failure to attend rehearsals or performances, inappropriate behavior towards fellow students or faculty, etc.).

The committee may impose penalties up to and including expulsion without a refund. Any disciplinary action taken will be reported to the student's parents immediately. The decisions of the committee are final.

## **Financial Aid & Work Study**

All students receiving financial aid will receive a work-study assignment proportionate to the amount of aid received. Generally, these duties will include monitoring the desk in Presser Hall, stage crew and ushering duties for faculty and student concerts, set-up/clean-up at social events, or light office work.

# THE CAMPUS



- BUILDINGS**
- 1 Agnes Scott Hall ("Main")  
Office of the President
  - 2 Rebelah Scott Hall  
Office of Admission
  - 3 Office of Development  
Office of Communications
  - 4 Residential Village (Theme Houses)
  - 5 Public Safety  
Presser Hall
  - 6 Gaines Chapel  
Maclean Auditorium
  - 7 Human Resources  
Buttrick Hall
  - 8 Dana Fine Arts Building  
The Dalton Gallery  
Winter Theatre
  - 9 Dance Center
  - 10 Snap Fitness
  - 11 Byers Tennis Courts
  - 12 Development House
  - 13 Office of Alumnae Relations
  - 14 Retention Pond  
Wildlife Habitat  
Science Research Area

- 15 Bradley Observatory  
and Delaird Planetarium
- 16 Woodruff Physical Activities Building
- 17 Mary Brown Bullock Science Center
- 18 Julia Thompson Smith Chapel
- 19 McCain Library
- 20 Alston Campus Center
- 21 President's Home
- 22 Winship Hall
- 23 Walters Hall
- 24 Letitia Pate Evans Hall (Dining Hall)
- 25 Inman Hall
- 26 Hopkins Hall (Wellness Center)

- 27 Anna I. Young Alumnae House
- 28 Avery Glen Apartments
- 29 Central Receiving/  
Office of Facilities

THE BEACH | ATLANTA  
 4250 miles, 4 hours | 6 miles, 15 minutes

141 E. College Ave. | Decatur, GA 30030-3770 | agnesscott.edu



**AGNES SCOTT**  
 COLLEGE  
 THE WORLD. FOR WOMEN.

**Our Mission**  
 Agnes Scott College educates women to think deeply, live honorably and engage the intellectual and social challenges of their times.



**Arboretum Tour**  
 Take a tree tour of campus and reflect on the connections between trees and humans. Look for QR codes near trees around campus or visit [arboretum.agnesscott.edu](http://arboretum.agnesscott.edu).



- PARKING**
- P1 "Main Loop" Milton Candler Drive (Visitors only)
  - P2 West Parking (Visitors)
  - P3 Rebelah Parking
  - P4 Presser Parking
  - P5 South Parking, Tennis Courts
  - P6 Observatory Parking
  - P7 Central Parking, Science Center
  - P8 East Parking
  - P9 Walters Parking
  - P10 Hopkins Parking