



THE SONGBOOK ACADEMY 2025 – STUDENTS’ CODE OF CONDUCT

As a Songbook Academy student, you are part of a community that values artistic growth, mutual respect, kindness, and professionalism. We expect each student to show up with a willingness to learn, a heart open to collaboration, and a commitment to treating others with empathy and integrity—on stage, off stage, and everywhere in between. The Students’ Code of Conduct serves as a guide to help students make the right decisions, ensuring that we operate ethically and provide a safe and secure environment for all. This commitment to ethical decision-making is integral to our principles and values.

GENERAL GUIDELINES AND EXPECTATIONS:

1. The Songbook Academy is an exciting time filled with new experiences, so be prepared to be your best each day. Always have your music and materials organized, keep paper and pencil handy for note taking, bring a bottle of water with you, eat well, and get enough rest at night so you remain at the top of your game throughout the week.
2. During the Academy Week, students will interact with a variety of staff members, chaperones, teaching mentors, bus drivers, volunteers, and audience members. It is expected that all of these people will be treated with equal respect and consideration by The Songbook Academy students. Do not be rude. If you have a problem, approach a staff member or your designated chaperone.
3. At The Songbook Academy, we recognize that growth comes from curiosity, courage, and sometimes making mistakes. This is a space where questions are welcome, and where we learn from one another with generosity and grace. We ask that you bring your whole self to this experience—ready to listen, explore, and grow.
4. We expect that every singer accepted for the program will show kindness, consideration, and unwavering support of all other students of The Songbook Academy, both on and offstage. Keep in mind that your fellow students may communicate or express themselves differently than you. Practice listening first, and assume good intentions. We are all here to learn from each other.



5. The Songbook Academy is a safe and inclusive space for all students, mentors, and staff. We welcome and celebrate diversity of thought, background, and identity—including differences in political, religious, and personal beliefs. While you may not always agree with those around you, respectful communication and empathy are absolutely required. This is not a space for personal debate, but one for respectful discussion, collaboration, learning, and artistic growth. Bullying, harassment, or exclusion of any kind—whether verbal, physical, digital, or emotional—will not be tolerated. Behavior that targets others based on their beliefs, identity, or lived experience will be considered grounds for immediate review and may result in dismissal from the program. Our shared goal is to build one another up, learn from one another, and grow together as artists and individuals.
6. Respectful behavior extends to all forms of communication, including social media, messaging apps, and group chats. Any use of digital platforms to harass, exclude, or target others will be treated as a serious violation of this Code of Conduct.
7. While we know it can be exciting to connect with faculty and guest mentors, please do not initiate private texts, social media messages, or friend requests with faculty or staff during the program. We'll stay connected through official channels of The Songbook Academy, and you're always welcome to reach out with questions or ideas through those spaces.
8. Allied Solutions Center for the Performing Arts is a beautiful, state-of-the-art facility. Treat venues, rehearsal spaces, and all equipment with great care and respect. While in the Payne & Mencias Palladium, students must follow any instructions given by members of the production staff.
9. Many of our teaching mentors are high profile artists and professional performers. They are also normal people. While you will no doubt be excited to meet them, please maintain appropriate decorum when interacting with them throughout the week.
10. Out of respect for your fellow performers and mentors, phones must remain silenced and out of sight during rehearsals, workshops, and coaching sessions unless otherwise instructed. An exception may be made if you are recording your part during a vocal rehearsal or capturing mentor/faculty feedback in a masterclass setting. Always confirm with the guest mentor or your instructor before recording.



11. Adhere to all departure and start times which are provided to you. Lateness is not permissible. The Songbook Academy is a pre-professional training program; professional performers and musicians go to great lengths to be available at times when they are called. Your behavior during the Academy Week should reflect what you believe would be the conduct of a professional in this field.
12. Students are personally responsible for loading and unloading their luggage and personal items, and are responsible for the safety and security of their belongings for the duration of the Academy Week. Tampering with the belongings of other students, faculty or mentors is strictly prohibited.
13. Students are expected to follow all instructions provided by chaperones during their time on Butler University's campus. The Songbook Academy contracts housing through Butler, and students are required to treat dorm rooms and common areas with respect, helping to keep spaces clean and orderly. Fines may be issued for significant damage, or for failure to return linens and keys at checkout.
14. If, for any reason, you need to leave your assigned room after the nightly check-in time, you **MUST CALL YOUR CHAPERONE**. They will meet you at your room promptly to assist you.
15. While traveling, always be respectful of the driver so your personal safety is assured. Remain seated while the vehicle is in motion, do not make excessive noise, and do not take pictures with flash. While traveling, listen to music with headphones only. Do not play instruments while in transit.
16. If you feel ill or have health concerns at any time, please notify a staff member or chaperone immediately. [Learn more](#) about our commitment to health and safety.
17. If for any reason a parent or guardian needs to take you off campus for a medical, religious, or other pre-approved reason, you **MUST** contact Renée La Schiazza, Director of Programs, for approval and to SIGN-OUT/SIGN-IN at the designated time.
18. If you feel mentally or emotionally overwhelmed at any time, please don't hesitate to speak with a staff member, mentor, or chaperone. Your well-being matters. Remember: feeling anxious, uncertain, or out of your comfort zone is completely normal—and you're never alone. The Songbook Academy is an exciting week, but it's also a rigorous, pre-professional program. It's designed to introduce many new



ideas, techniques, and coaching styles—which can feel like a lot to take in, especially in a new environment. Faculty and staff are here to support you, and open, honest communication is key to making your experience as positive and productive as possible.

19. If you need support at any time, you can reach out to your chaperone, your music director or vocal coach, or any member of The Songbook Academy staff. If you're not sure who to talk to, visit the Songbook Foundation front desk in the Songbook Exhibit Gallery on the Gallery (G) Level, or contact Renée La Schiazza, Director of Programs. Renée will be onsite throughout the day at the Allied Solutions Center for the Performing Arts and can be reached at rlaschiazza@thesongbook.org or 317-554-7865.

ARTISTIC RESPONSIBILITY AND REPERTOIRE CHOICE:

The Great American Songbook is a cornerstone of American popular music history—but songs written during its foundational era also reflect the complex social and historical realities of their time, including racial stereotypes, cultural appropriation, and limited representation of marginalized communities. As artists and storytellers, it is our responsibility to approach this repertoire with thoughtfulness, empathy, and historical awareness.

Some songs may include language, themes, or original connotations that are no longer appropriate—or may be harmful—when presented without context. At The Songbook Academy, we are committed to creating space for open dialogue about these issues and to supporting you in making informed, respectful choices about your material. These conversations are not meant to censor, but rather to encourage artistic integrity, cultural awareness, and meaningful interpretation.

We may work together before or during the week to discuss a song's original context, why it matters, how to acknowledge that context if appropriate, and whether the piece supports your personal story and artistic growth. Whether this happens in a pre-week session, during rehearsals, or as part of a guided coaching moment, our goal is to help you navigate the Songbook in a way that is both expressive and responsible.

We ask for your understanding and expect patience and collaboration throughout this process.



GROUNDINGS FOR IMMEDIATE DISMISSAL FROM THE PROGRAM:

1. Harassment, bullying, or discriminatory behavior of any kind—whether verbal, physical, digital, or emotional—toward fellow students, mentors, staff, or volunteers is **STRICTLY PROHIBITED** and will be grounds for immediate dismissal from the program.
2. When you are in the residence halls at Butler University, only the student and their roommate are allowed in their assigned dorm room. For security reasons, no other guests may enter. There are a variety of common areas in each dorm where students can meet, socialize, practice, and interact. **DO NOT ALLOW ANYONE OTHER THAN YOUR ROOMMATE TO ENTER YOUR ROOM.**
3. During the evening hours, you are expected to remain in the dorm where you are staying. There will be a variety of organizations using the Butler campus during The Songbook Academy week. If you need to leave for any reason, always contact your chaperone before exiting the building. **DO NOT LEAVE THE BUTLER CAMPUS UNLESS YOU ARE ESCORTED BY A SONGBOOK ACADEMY CHAPERONE OR STAFF MEMBER.**
4. While on the campus of Allied Solutions Center for the Performing Arts, you should not at ANY time leave your assigned workshop, team or individual rehearsal, unless otherwise instructed or approved by a staff member, chaperone, or mentor. A staff member should be able to locate you at all times on campus, and **UNDER NO CIRCUMSTANCES SHOULD YOU LEAVE THE BUILDING OR CAMPUS WITHOUT SUPERVISION OR APPROVAL.**
5. The Songbook Academy is a substance-free environment. The use of all prescription and non-prescription medications must be indicated on the student's medical form and follow our medication administration policies. **THE USE OF ANY NARCOTIC NOT INDICATED ON YOUR MEDICAL FORM, TOBACCO OR NICOTINE PRODUCTS, ALCOHOL, OR OTHER MIND-ALTERING (PSYCHOACTIVE) SUBSTANCES, OR IS EXPRESSLY FORBIDDEN.**
6. Any form of theft, vandalism, or intentional property damage will **not** be tolerated and may result in immediate dismissal from the program.



By signing below, the student and their parent(s)/legal guardian(s) acknowledge receipt of these policies, thorough review of the expectations contained herein, and willingness to honor these rules for the duration of The Songbook Academy 2025.

Student Name:

Date:

Parent Name:

Date:
