

## THE ROCK SCHOOL RESIDENCE PROGRAM HANDBOOK 2011-2012 | TABLE OF CONTENTS

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### INTRODUCTION:

The Rock School's Residence Program is an integral part of the intensive ballet program. It provides:

- 1) living accommodations that are clean, comfortable, and safe.
- 2) a supportive, nurturing learning environment that promotes responsibility, citizenship, and independence while students pursue their goals in dance at The Rock School.
- 3) a food service program that provides a variety of nutritious and high quality meals in pleasant surroundings.

**(PLEASE NOTE: Students are provided with a meal plan that includes breakfast, lunch and dinner Mondays thru Saturdays. However, ONLY brunch and dinner are provided on Sundays.)**

The Rock School Residence is located directly across the street from Rock Center in the Marine Club Apartment Building. The Rock School occupies a floor of studio-style apartments and a spacious student lounge with a large television. Each apartment has a full kitchen, full bath, laundry room, and is air-conditioned. The School provides each student with a single bed, small dresser, standing lamp, and chair.

The Residence Life staff live on the floor with the students. There are security cameras in the hallway to monitor all activity on the floor, as well as doormen/security 24-hours a day. The Residence Director keeps the line of communication open between the students, School Directors, and parents and helps to provide a healthy, comfortable, and above all, supportive living environment for all students living in the Residence. This comprehensive handbook explains the rules of residence life. It is mandatory for all students to abide by these rules and curfews. Failure to follow these rules may be grounds for discipline, up to and including immediate expulsion.

Rock Center and Residence are only blocks away from several theaters, restaurants, parks, and shops. Students do have the freedom to explore the city within firmly set boundaries (see "sign-in/sign-out privileges" later in this Handbook). The Residence Director and the Headmaster work together to plan exciting, educational, and fun events and activities for the students. These activities can include museum trips, a day at the beach, a visit to the zoo, mall, movies, dance performances, theater, arts-and-crafts, and games.

The food service is comprehensive and excellent. Menus are geared towards the athlete/dancer, and students are free to make suggestions. A nutritionist visits the students and makes recommendations regarding healthy eating.

The Residence Director and Resident Assistants provide each student with the attention and support needed. The Rock School Residence program offers young men and women an appropriate amount of independence while ensuring that every dancer is fit and rested for a strenuous, intensive dance course at The Rock School.

Living in a residential environment requires a balance between preservation of the individual's rights and privileges and those of the total community. In order to maintain this balance, individuals violating the rights of others, or Rock School policies, will be subject to disciplinary action and/or dismissal from The Rock School.

Every effort will be made to ensure that the disciplinary sanctions imposed are fair, consistent, and in line with this program's role to complement the educational program at the Rock School. The rules will be enforced firmly to protect the health and safety as well as the rights and privileges of ALL residents.



## I. GENERAL RESIDENT REQUIREMENTS

Rock School students are responsible for the facilities and equipment rented or loaned to them. They are required to accept individual responsibility for their actions as an important component of group living. Consideration for others is the basic principle that needs to be followed by all students.

Each resident possesses individual rights, which roommate(s) and other residents are responsible for respecting. These rights carry a reciprocal responsibility.

Every Rock School student is required to be disciplined, responsible, and courteous at all times. **The School Directors reserve the right to suspend and/or expel any student at any time whose attitude, class attendance, work habits, overall conduct, or physical fitness for classical dance training is judged unsatisfactory.**

The Rock School reserves the right to dismiss and dispatch any student from the residence hall and/or School for:

- Violating Rock School policies
- Violating the rules governing The Rock School's Showcases
- Conduct judged as unacceptable by The Rock School, including behavior that is considered undisciplined, irresponsible, discourteous, dishonest, harmful, or otherwise unacceptable.
- Violating rules governing the Residence Program
- Violating state, or federal laws.

The Rock School mandates that the parents or guardians of any discharged student, under the age of 18, arrange for the student's return home within 24 hours of the expulsion and that the parents or guardians bear full financial responsibility for the discharged student's transportation from Philadelphia. The student forfeits all rental fees, tuition, and deposits paid to The Rock School on behalf of the dismissed student. Parents are obligated to pay the remainder of the Residence tuition, and Academic tuition is applicable, for the balance of the school year. The Rock School will summon police authorities to manage situations involving illegal activity on or off the premises.

Students unwilling to conform to School standards of discipline are advised not to enroll in The Rock School.

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## II. SPECIFIC REGULATIONS AND POLICIES

The Rock School reserves the right to make changes to its policies at any time, for any reason, and with or without prior notice. The Rock School will attempt to provide reasonable notice of any changes or additions to the policy.

### POLICY ON ALCOHOL AND OTHER DRUGS

Rock School policies in this crucial area are motivated by respect for the law as well as a genuine concern for the physical, psychological, and emotional well being of all its students. The possession, purchase, acceptance, and/or consumption (use and abuse), whether actual or attempted, of alcohol, drugs, drug paraphernalia, or other controlled substances ("Prohibited Substances") by students on campus, in the residence halls, or at any school-related activity/event at any time or at any place is strictly prohibited. Except under the direct supervision of a school official, the possession, purchase, acceptance, and/or consumption (use and abuse) of prescription medications is also prohibited. Any of the activities above will be treated as a major violation not only of school rules but also of state and federal laws. Therefore, students found in violation of this policy will be disciplined on the first offense and depending on the nature of the violation, and the student's prior record, may be subject to expulsion, separation, or suspension, at the discretion of The School Directors.

### No Smoking Policy

Smoking is STRICTLY PROHIBITED in the residence, dance studios, Academic rooms and anywhere adjacent to campus. Failure to follow this regulation leads to DISCIPLINARY ACTION and/or IMMEDIATE DISMISSAL from the Rock School program.

### BEHAVIORAL MISCONDUCT

Behavior that threatens another person, harms, or causes to place in danger any person(s) or conduct which is lewd, indecent, obscene, or disorderly, is prohibited. Students are not to display behavior that intimidates, harasses, threatens or hazes other students or staff. Harassment, whether physical and/or mental and including verbal and/or written threats, is prohibited.

### Sexual Misconduct

Sexual contact is STRICTLY PROHIBITED. The School considers kissing, fondling, or intimate contact of any kind to be sexual contact and DISCIPLINARY ACTION will be taken IMMEDIATELY.

### Fire Safety

Failure to evacuate during a fire alarm is illegal. In case of a fire alarm, the students must evacuate the building immediately following the posted fire evacuation instructions. Theft or improper use of a fire alarm is prohibited. Tampering with fire equipment, including the fire extinguisher, exit signs, smoke detectors, fire alarms, and fire doors is a serious violation of Pennsylvania Law and The Rock School regulations. There will be a \$200.00 fine and probable IMMEDIATE DISMISSAL of any student found pulling a fire alarm when there is no fire or emergency.

### Fireworks

Fireworks or incendiary devices of any kind are strictly prohibited. If fireworks are being stored or found in your room, you are subject to DISCIPLINARY ACTION and/or DISMISSAL from The Rock School and violators will be prosecuted.

### Weapons

Weapons of any kind or instruments used in a dangerous fashion are not permitted in the student apartments or on Rock School property and will result in IMMEDIATE DISMISSAL or SUSPENSION, depending on the nature of the offense.



### Violent Behavior

Behavior of any violent nature will not be tolerated. Students who commit actions of a violent nature, including, but not limited to, fighting, physical and verbal threats, and vandalism are subject to DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL from The Rock School.

### Vandalism/Destruction of Property

Willful, malicious or accidental destruction of public or private property is prohibited. Students will be responsible for any damages incurred and will be subject to DISCIPLINARY ACTION and/or DISMISSAL from The Rock School.

Students will be charged for any vandalism damages to unit/common areas. In situations in which the individual(s) responsible for the damage does not come forward to claim responsibility, a group assessment will be levied. The group assessment fee will include the cost of repairing /replacing the damaged item(s) and cost of labor (if applicable.)

### Gambling

Gambling is not permitted. Any students found gambling are subject to DISCIPLINARY ACTION and/or DISMISSAL from The Rock School.

### Roof Areas

Students are not permitted on any roof areas. Any student discovered on the roof will be subject to DISCIPLINARY ACTION and/or DISMISSAL from the Rock School.

### Office Area

Students are not allowed in the Administrative Office area without permission.

### Disciplinary Action

The Rock School reserves the right to discipline students for any infraction of these rules. Disciplinary action may result in fines, community service, and depending on the degree of the infraction, suspension or dismissal from The Rock School. Level of disciplinary action is at the sole discretion of the School Directors. The Residence Director will notify the parents in writing of any disciplinary problems. **Serious offenses may result in IMMEDIATE EXPULSION.**

Generally, the Residence Director and his or her staff will respond to behavioral infractions in the following fashion:

**First Offense: Warning (Verbal and/or Written)**

**Second Offense: Warning with a write up and the Directors will be notified.**

**Third Offense: Expulsion**

**The Rock School is not required to provide prior warnings to students and may, in its sole discretion, move to more severe actions, including immediate expulsion.**

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## III. APARTMENT LIVING

Apartments include a full kitchen, bathroom, washer, dryer, central heat and air conditioning. The School provides each student with a bed, small dresser, chair, and a lamp. Please see list in registration packet for further items to bring.

### Cleaning Policy

Students are responsible for cleaning their own apartments and providing their own cleaning supplies. The Residence Director and Staff reserve the right to make unannounced room inspections at any time. Apartments and residence furniture must be left in the same condition as date of occupancy. Upon vacating the apartment, any cleaning fees will be deducted from the student's deposit.

### Room Changes

Students may not initiate room changes. Room concerns may be addressed with the Residence Director. Under no circumstances may a student change rooms without appropriate permission. The School reserves the right to change any student's room or roommate at any time if deemed necessary by the Residence Director or School Directors.

### Personal Property

The Rock School and/or the Marine Club Apartments accept no responsibility for loss or damage of personal property. It is recommended that insurance be obtained to cover a student's valuables.

### Student Lounge

The student lounge is equipped with cable on a large screen television, DVD player, comfortable couches, full kitchen, bathroom, and has a wireless internet service. Every evening a pair of students is assigned to clean the lounge. It is a student lounge; therefore, the students are responsible for keeping it clean. Students are held responsible for any personal items they choose to leave in the lounge. The student lounge is generally opened after the afternoon dance class or rehearsal, or by request.

### Sign-in/Sign-out Policy

All students in the residence halls begin the year with "sign-in/out privileges" unless their parents/guardians return the form included in the summer mailing denying their child the privilege. Sign-in/out privileges allow students to sign in and out of the residence hall (when school is not in session) for short "walking" trips to local food establishments, convenient stores, pharmacies, Rittenhouse Square, etc. These walking trips are not supervised or chaperoned by Rock School staff, and they do not require a "Permission Form" from parents each time a student signs out. The acceptable walking locations are listed on the next page (see map). These privileges can be revoked for due cause at any time by any member of The Rock Residential Staff, the RAPA staff, or the School Directors for failure to meet expectations, or for failure to abide by all the rules outlined in the "RAPA Student and Parent Handbook" and/or "The Rock Residence Handbook." Please understand that The Rock School is not liable for any harm that

may come students, nor responsible for their conduct, during the entire time that students are off campus for this privilege. Sign-in/out privileges can be used only when school is not in session, after 8am, and until floor curfew.

### Keys and Locks

Apartment keys are non-transferable. Residents are not permitted to duplicate keys. Students are responsible for securing their apartment and their personal belongings. Locks may not be changed, nor may additional locks be installed. Students will be charged \$100 for any keys not returned at the end of the housing period. Students who lose keys must immediately report the loss to the Resident Director or Staff. The student is responsible for the \$50 key replacement cost.

### Residence Meetings

Attendance at residence meetings is MANDATORY. Students will be given adequate notice of meeting times by the Residence Director.

### Guests

A guest is defined as any person other than those that live in the Marine Club apartments registered to the Rock School. Guests are only permitted with the written approval of the Residence Director. Approved guests must present ID to enter the building and sign-in and out at the front desk. Students are responsible for any damages caused by their guest. Guests must abide by all rules and regulations set by The Rock School. Students in violation of this policy are subject to DISMISSAL or disciplinary action.

Resident students may visit the apartments of other SAME SEX residents. Residence students of the opposite sex may ONLY meet in the student lounge area. Non-residence students are not permitted in the Residence. Commuting Academic students are permitted in the Academic room and student lounge ONLY and only with prior approval.

### Solicitors and Canvassers

Solicitation is prohibited in the residence halls. Violators should be reported to the Resident Director or Security.

### Behavior in the Halls

No sports, no running, no leaving trash, and no yelling and screaming in the halls. Residents must be respectful and considerate of others. The hallways are community spaces.

### Cable TV

Cable is prohibited in student rooms at the Marine Club. Local stations are accessible through an antenna. Cable is available in the student lounge. All movies shown in the lounge must be rated G, PG, or PG-13. Video games played in the lounge must be approved by the Residence Director and will follow the same rating guidelines as movies.

### Parking

Rock School Residence students are PROHIBITED from bringing vehicles. Students are only permitted to travel in assigned Rock School vehicles. Violations of this policy will result in EXPULSION.

### Pets

No pets of ANY KIND are allowed.

### Furniture Removal

Furniture is NOT PERMITTED to be removed from the apartments under any circumstances. Students are responsible for maintaining the furniture. Any furniture concerns should be addressed to the Residence Director. With the exception of normal wear and tear, students may be financially responsible for damaged furniture. The cost of any missing furniture will be deducted from the student's deposit.

### Reporting Incidents

Students and staff are mutually responsible for reporting and documenting incidents that occur in and around the residence. Once aware of an incident, students must inform the Resident Director or the appropriate Rock School staff official. He/she will fill out an incident report, which will be forwarded to The Directors, parents and any other parties deemed necessary.

### Windows

Residents may not sit on windowsills, throw items at or from windows, or tamper with window restrictions. Engaging in loud window to window or window to ground conversations is prohibited.

### Maintenance

Any type of mechanical emergency situation (i.e. plumbing, electrical problems, utility failure) must be promptly reported to the Residence Director or Staff on duty. Failure to report broken or damaged items when they occur may result in a deduction from a student's deposit.

### Security

The Marine Club apartment building has 24-hour front desk security and security cameras throughout the building. In addition to the Marine Club cameras, the Rock School has its own cameras on the student residence floor. The Residence Director and Staff monitor camera footage.

### Quiet Hours

Quiet hours are defined as times when noise is confined to a resident's room and is not audible in adjacent areas. Quiet hours are: Sundays-Thursdays 9:30pm, 10pm on Fridays and 11pm on Saturdays or the night before a holiday. All quiet hours go until 9:30am the next morning.

### Curfew

There is a floor curfew and room curfew for all students. Violations of either of these curfews can result in immediate dismissal from the Rock School. Every student must be in the Residence Hall or student lounge by curfew time. Students MUST be in their own apartment at their appropriate room check time.

**Under 18** – Residents must be in the hall by 8:00pm Sun-Thursday and 8:30pm on Fridays and Saturdays between September-April and 8:30pm Sun-Thursday and 9pm on Fridays and Saturdays between April-August. These times are subject to change by the Residence Director:

**Over 18** – Residents must be home before room checks.

Room check time is 10:30 Sun-Thurs, 11:00pm Fri and 12:00am on Saturdays. Students regardless of age, may not leave their room after this time.

The Residence Director and Rock School reserve the right to change curfew hours. In the Spring curfew hours may be extended due to more daylight hours.

#### Releases and Curfew Extensions

Students with parental permission and a signed release form may have extended curfew to attend special occasions. Please use the "Permission to Leave Residence Hall" form. Students may leave campus to spend the night with family, relatives, or family friends with parental permission and signed release form. By issuing this signed release form, parents are indemnifying and releasing The Rock School of any and all responsibilities and/or liabilities. The Resident Director and Resident Assistant have the final word in whether or not the student is allowed on the outing, as they may have prior knowledge about where the student is going and with who he or she will be going. A copy of the release forms was provided in your registration packet. Call the school's main switchboard for a digital copy or a fax.

Curfew extensions and releases are a privilege that can be revoked if abused by a student. **All forms must be received 72 hours prior to the outing and emailed permission will not be accepted.**

#### Appliance Policy

Hot plates, space heaters and toaster ovens are prohibited in student apartments. Students may have a microwave oven, coffee pot with automatic on/off feature, any entertainment equipment that draws less than 15 watts per channel, clock, fan, heating pad, portable hairdryer, hairsetter/curling iron with automatic on/off feature and electrical/grooming tools. All appliances must be U/L approved and the cords must be in good working order. The Residence Director must approve surge protectors and extension cords.

**Students are not permitted to burn candles or incense in The Rock School housing. If found these items will be confiscated.**

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## IV. EMERGENCY PROCEDURES AND TRANSPORTATION ISSUES

If a student becomes ill or injured, the Residence Director or Rock School staff must be notified immediately. In the case of a medical emergency, the Residence Director or Rock School staff will immediately contact 911 and then notify the parents or guardians of a minor student. Medical forms completed by the parent or guardian will be given to treating medical personnel, unless the circumstances make it impossible to provide such forms. Drug and/or alcohol consumption in degree will be treated as a medical emergency.

#### Medical Appointments

While students and parents are able to make their own appointments and then filling out a Medical Transportation Form to and from the appointment, it is strongly encouraged that all appointments are scheduled by the Residence Director. The Residence Director works with a variety of skilled medical professionals who are familiar with the Rock School and the needs of our students. The Residence Director is familiar with the students academic and artistic schedules and can schedule appointments at times that are the least intrusive to their schedules. In the event that a student schedules his or her own appointment, the Medical Transportation Form must be submitted to the Residence Director at least 72 hours (3 days) prior to the appointment and **transportation is not guaranteed.**

#### Medical Release Forms

Medical Release Forms are required to be on file for all students. These forms will be made available to any and all treating medical personnel. The parent(s) or guardian(s) of minor students will be contacted prior to seeking medical attention, except in the case of medical emergencies.

#### Health Insurance

It is **MANDATORY** for all students to have valid health insurance for the greater Philadelphia area. Students must have either a health insurance card or a photocopy of both sides of the insurance card. Parents and students should consult their insurance policy before arrival to determine whether or not their carrier extends coverage to the greater Philadelphia area. Students should arrive with the name of a network provider doctor, office address, and phone number. Should insurance not be covered in the greater Philadelphia region or the student is from a different country, he or she must obtain an appropriate health insurance policy valid in the greater Philadelphia area prior to arrival. The School will not assume costs associated with invalid insurance or items not covered by insurance.

#### Holidays

All students are required to vacate the residence during dorm closures as outlined by The School calendar.

#### School Sponsored Trips

The Residence Director and the Headmaster work together in planning several trips for students throughout the year. These trips include sporting events, visits to museums, historical sites, dance performances, etc. Student attendance is required at all School sponsored events. All outings are chaperoned and transportation provided by The School. All School rules and regulations apply during school trips.

#### Airport/Train Transportation

Costs associated with students traveling for a school-scheduled break or personal visit is the responsibility of the parents, guardians and/or students. School provided transportation is available to and from the Residence to the desired mode of transportation for a fee. Curbside drop off and pick up services are available at a fee of \$75 each way. Chaperone services to or from the 'gate' is available for a fee of \$125 each way and this service includes having a chaperone wait until the resident has checked into their flight. In the event of delayed departure or arrival, an additional fee of \$25 per hour will be assessed. Transportation arrangements and payment must be finalized with the Residence Director at least one week in advance.

Minor students wishing to travel for summer program auditions need to be in a minimum group of four. A chaperone is available for \$125 a day. If the group is less than four or the students are not old enough to be traveling alone, a chaperone will be provided at cost to the students' parents or legal guardians. The cost for a chaperone is \$100 for the day plus the cost of bus fare. The total cost will be split among the students traveling and billed to their parents.

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## V. ROCK SCHOOL RESIDENCE ITEMS-TO-BRING LIST

- Roommates may want to confer with each other so they do not bring extra items.
- Students are transported to Target/Grocery Store the day after they arrive and then on a weekly basis thereafter.

### All Rock School Residence Rooms come furnished with:

- Twin sized beds, dressers, chairs, and lamps
- A dishwasher, garbage disposal, and full size refrigerator with freezer
- A washer and dryer

### Students may bring:

- A microwave
- A TV and DVD player – CABLE TV IS NOT PERMITTED IN STUDENT ROOMS  
\*Cable TV is provided in the Student Lounge for everyone

### Recommended items include:

- Cellular Phone
- Bed linens to include twin size sheets (regular) blankets, comforters, and pillows
- Trash Can for the kitchen and one for the bathroom
- Alarm Clock
- Desk lamp (if you are a night owl)
- Dishwasher and microwave safe glasses, plates, cups, bowls, silverware
- Toaster
- Throw rugs for tile kitchen and bath
- Vacuum Cleaner
- Towels, wash cloths, hand towels
- Cleaning supplies for the kitchen, bathroom and laundry room as well as trash bags and light bulbs
- Toiletries, including shampoo, shower soap, razors, etc.
- Summer Clothes & Winter Clothes
- A WARM WINTER COAT, with gloves, hat, scarf and boots or heavy sneakers for snowy days
- Umbrella
- Bathrobe & Slippers
- Scientific Calculator
- Paper, pencils, a large notebook with dividers, and a planner
- Ballet attire

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## VI. HELPFUL CONTACT INFORMATION

Residence staff members handle all issues pertaining to the Marine Club residence.

### Residence Director:

Holly Monsen  
267-968-9114  
[monsenh@therockschool.net](mailto:monsenh@therockschool.net)

### Registration:

215-551-7010  
[star@therockschool.net](mailto:star@therockschool.net)

### Phone

(215) 551-7010 (Press "9" for the School Directory and then direct your call to the appropriate extension. Please call the School operator by pressing "0" if you need to speak with the School Directors.) School fax (215) 551-8538.

### Mail

All residence students receive their mail at The Rock School Center. Mail sent to residence students should be address as follows:

The Rock School  
c/o Student's Name  
1101 South Broad Street  
Philadelphia, PA 19147



## Acknowledgement & Roommate Request Form | 2011-2012

PLEASE COMPLETE AND RETURN TO THE SCHOOL BY EMAIL, MAIL OR FAX. ATTN: REGISTRATION  
1101 South Broad Street | Philadelphia, PA 19147 | (f) 215-551-8538 | star@therockschool.org

The Rock School reserves the right to amend or terminate any terms, conditions, policies and procedures concerning the material covered within the Residence Handbook, and will make changes known to students and parents in a timely manner.

I, the undersigned, have read the rules and regulations set forth in [The Rock School Residence Program 2011-2012 Handbook](#) and agree to abide by them.

\_\_\_\_\_  
Student (print your name here)

\_\_\_\_\_  
Student (sign your name here)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian if Student is under 18 (print your name here)

\_\_\_\_\_  
Parent/Guardian if Student is under 18 (sign your name here)

\_\_\_\_\_  
Date

### Roommate Request (Optional)

Students who are new to The Rock School should not feel obligated to list a name.

I would like to request \_\_\_\_\_ to be my roommate(s) for the 2010 - 2011 school year. (I understand that The School works very hard to accommodate all roommate requests; however, occasionally The School cannot honor requests. I also understand that all students and all parents must be in agreement in order to honor any roommate requests.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

