



STUDENT AND PARENT HANDBOOK
FOR ROCK RESIDENCE

SUBJECT TO CHANGE AS OF SEPTEMBER 14, 2023

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I. Introduction

Description of the Program

The Rock School Residence program is an integral part of The Rock School's Professional Division. It provides:

- Living accommodations that are clean, comfortable, and safe.
- A supportive, nurturing learning environment that promotes responsibility, citizenship, and independence while students pursue their goals in dance at The Rock School.
- A food service program that provides a variety of nutritious and high quality meals in pleasant surroundings at the Rock School Café. Residence students are provided with breakfast, lunch, and dinner from Mondays through Fridays, and breakfast and lunch on Saturdays. There are no dining services on Saturday evenings, Sundays, and holidays. Snacks are also provided by the Rock School Café Mondays through Saturdays.

The Rock School Residence ("Residence"), which is inside the Marine Club Condominium ("Marine Club"), is located directly across the street from The Rock School. The Residence occupies one floor, which includes sixteen beautiful, large loft-style apartments, a spacious student lounge with a large television, and a study room. Each apartment has a kitchen*, full bath, laundry room, and is air-conditioned. The Rock School provides each student with a twin bed, small dresser, standing lamp, desk, and chair. Please see attached documents for a list of recommended items to bring to The Rock School.

The Marine Club has a 24-hours security guard on duty everyday and cameras throughout the building. Our residence staff live on the same floor with the students, and they keep the line of communication open between the students, School Directors, Rock Academics Director (if applicable), and parents to help provide a healthy, comfortable, and above all, supportive living environment for all students living in the Residence.

Although the Residence and Rock Academics are two different programs, they operate closely together. Since the inception of the Rock Academics program in 2001, The Rock School's reviews have proven that students perform better when provided with structure and support. In light of that, The Rock School requires all the residence students, who are in 11th grade or below, to attend the Rock Academics Program. Twelfth grade students and high school graduates are also welcome to enroll in Rock Academics to complete their high school, or attend English as a Second Language ("ESL"), or receive post-secondary school support, but this is not a requirement.

**For the safety of the residence students, they are not allowed to use the stove and the oven inside their apartment.*

Residence Staff

The residence staff are to be treated with the same respect as any other Rock School staff member. All residence students are expected to follow orders and stated policies associated with living on the dorm floor.

Staff Contact Information

Nancy Owen, Residence Manager owenn@therockschool.org

April Farlow, Residence Manager farlowa@therockschool.org

The Permission to Leave forms are available online and submitted directly to the Residence Managers. Permission to Leave requests must be submitted at least 48 hours in advance, and dancers are not permitted to leave until they have received approval from the Residence Managers.

To address an issue with an individual staff member, please contact them directly at the numbers provided above.

Mail

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

*Student's Name
The Rock School for Dance Education
1101 South Broad Street
Philadelphia, PA 19147*

DO NOT send mail directly to the Marine Club Condominiums.

II. MARINE CLUB RESIDENCE POLICIES

Residence students are held to the same standards and expectations as the rest of The Rock School's student community. In addition to the previously stated policies and guidelines, the following are also applicable to residence students:

Residence Meetings

Attendance at residence meetings is mandatory and residence staff will give residence students adequate notice of meeting times.

Communicating with Residence Staff

All residence students must have a cell phone that sends and receives American text messages. Many communications are sent to students in this fashion.

The residence staff must have a way of reaching the residence student. The student is expected to respond within a reasonable time frame. Residence students are asked to include all of the residence staff contact numbers in their phones.

Keys and Locks

IMPORTANT RULES:

- Apartment keys are non-transferable.
- Locks may not be changed, nor may additional locks be installed.
- Residence students are not permitted to duplicate keys. They are responsible for securing their apartment and their personal belongings.
- Residence students who lose keys must immediately report the loss to the residence staff; he/she is responsible for the applicable key replacement costs.
- Residence students will be charged \$125 for any keys not returned at the end of the housing period.

Room Changes

Residence students may not initiate room changes. Any concerns should be discussed with the residence staff. Under no circumstances may a student change rooms without appropriate permission. The Rock School reserves the right to change any student's room or roommate at any time if deemed necessary by the residence staff or The School Director.

Furniture Removal

No furniture may be removed from the apartments under any circumstances. Residence students are responsible for maintaining the furniture provided by The Rock School. Any furniture concerns should be addressed with the residence staff. 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 security deposit.

Appliances

Hot plates, space heaters, toaster ovens, slow cookers, and rice cookers are NOT permitted in student apartments. There is one microwave in every student room. Toasters, coffee pots, and additional microwaves are provided in the student lounge for student use. Residence students may have their own coffee pot with automatic on/off feature, any entertainment equipment that draws less than 15 watts per channel, clock, fan, heating pad, portable hair dryer, hair straightener or 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.

Cleaning of Residential Spaces

Residence students are responsible for cleaning their own apartments and providing their own cleaning supplies. The residence staff reserve the right to schedule room inspections at any time, and will inform students at least 24 hours in advance. The residence apartments and furniture must be left in the same condition as the start date of occupancy. The residence student's security deposit will be withheld if any excessive cleaning fees are required for restoring the apartment back to normal or for any assessed damage to the apartment over and above normal wear and tear.

Residence students and staff all share the responsibilities of maintaining clean and healthy shared spaces (i.e. the lounge and hallway). Each week a room of students is assigned to maintain the lounge area, hallway, and trash. Students who are assigned to weekly cleaning duties are expected to complete the entire cleanup of the area. During the week, it is their responsibility to make sure the space is tidy, everything is put away, and trash is removed.

Dorm Damage Fees

General cleaning of room - \$250	General cleaning of kitchen only – \$150
General cleaning of bathroom only – \$150	Desk lamp - \$25
Floor lamp – \$50	Dresser – \$150
Desk – \$75	Chair – \$50
Microwave - \$100	Refrigerator (cleaning) – \$75
Blinds – price determined upon review	TV - \$700
Garbage removal – \$25 -\$50	Other physical structures in room TBD (ie. sheetrock, doors)

Please note that if a student who caused the damages is not identified, each roommate in the suite will split the damage fee equally.

Additionally, The Rock School is not responsible for damages to resident's personal property.

Maintenance

Any type of mechanical emergency situation (i.e. plumbing, electrical problems, utility failure) must be promptly reported to one of the on-duty residence staff. Failure to report broken/damaged items when they occur may result in a deduction from the student's security deposit. Please inform staff as soon as a repair is needed and residence staff will report the repair to the Marine Club staff.

Student Lounge Behavior

The student lounge is a community space and students are required to display respectful behavior at all times. Appropriate clothing must be worn in the lounge at all times. Students may wear decent pajamas and sleepwear in the lounge. The lounge is equipped with cable on a large screen television, DVD player, comfortable couches, full kitchen, and full bathroom. All movies shown in the lounge must be rated G, PG, or PG-13. The cubicle inside the lounge is also equipped with an extra large TV for video games, however the games played in the lounge must be approved by the residence staff and will follow the same rating guidelines as movies. The extra laundry room inside the lounge is for all residence students in case they need to use it. The lounge (as well as the rest of the floor) has robust wireless internet service. The password is distributed to each residence student upon move-in.

The residence staff is not responsible for any student's personal items they choose to leave in the lounge.

Food Deliveries

Residence students are permitted to order food to be delivered to the Marine Club. Food deliveries must be met in the Marine Club lobby. No food deliveries are allowed on the dorm floor. All deliveries must arrive at least 30 minutes prior to curfew (see Section IV for times). Residence students will not be allowed to accept food deliveries after this time.

General Student Behavior

Students are expected to act in a mature and respectable manner at all times. Students are not permitted to give themselves or other students any piercings or tattoos (including stick and poke) on Rock School premises. The hallway is a community space, so there is absolutely no sports, no running, no leaving trash, and no yelling or screaming in the hallway. Residence students must be respectful and considerate of others at all times.

Windows

Residence students may not sit on windowsills or throw items out of the windows, or tamper with windows. Engaging in loud conversations from window to window, or window to ground is strictly prohibited. Violation of this policy is grounds for disciplinary action.

Sexual Misconduct Public Displays of Affection

Sexual contact is STRICTLY PROHIBITED. The Rock School considers kissing, fondling, or intimate contact of any kind to be sexual contact and disciplinary action will be taken immediately. Residence students may only visit the apartments of other students of the same gender. Residence students of the opposite gender are not permitted to enter each other's rooms under any circumstances. Residence students of the opposite gender may meet in the student lounge area. If this policy is violated, an incident report will be completed and the School Director will be informed. Repeated violations will be considered grounds for expulsion.

Vehicle Use

Rock School Residents are not permitted to have or utilize motorized vehicles of any kind. Commuting students are not allowed to drive residence students in their cars without appropriate permission from parents/guardians and Rock School staff.

Guests

A guest is defined as any person other than those who live in the Residence of the Marine Club Condominiums; this also includes Rock School commuting students. There are no guests allowed on the residence floor including parents. The exception to this rule is when students are being dropped off at the beginning of the school year and when they are picked up at the end of the school year.

Only Rock School residence students and staff are permitted on the residence dorm floor.

Visiting Non-Residence Apartments in the Marine Club

Residence students under the age of 18 may not visit non-residence apartments. Those over 18 who wish to visit non-residence apartments MUST follow the curfew rules.

Residence students in violation of this policy are subject to disciplinary action and possible expulsion.

Solicitors and Canvassers

Solicitation is prohibited in the residence halls. Strangers are not to be on the residence dorm floor at any time. Violators should be reported to the residence staff and Marine Club Security.

III. LEAVING THE RESIDENCE

The residence is only blocks away from several theaters, restaurants, parks, and shops. Residence students do have the freedom to explore the city within firmly set boundaries. The residence staff works to plan exciting, educational, and fun events and activities for the students. These activities can include trips to museums, the beach, the zoo, malls, movies, dance performances, and theater events in addition to arts-and-crafts and games.

Short Outing Privileges

All students in the residence automatically start out the year with Short Outing Privileges, which allow students to leave the residence when classes are not scheduled. Residence students are not to leave The Rock School during the school day other than to return to the residence. Groups of residence students are allowed to leave the residence for short trips to local food establishments, convenience stores, and pharmacies within firmly set boundaries (referred to as acceptable walking locations). The acceptable walking locations are listed on a map available in the hallway of the dorms. These short trips are not supervised or chaperoned by Rock School staff and they do not require an additional permission form other than the general form completed at the beginning of the semester by the student's parent or guardian. All students under the age of 18 are expected back by the 8:30pm floor curfew. Minors are not allowed to use public transportations such as taxi, Uber, Lyft while on a short outing without the previous permission of their parents. While on short outings, students 15 and under must be accompanied by three other students, those 16 must be with two other students and those 17 must be with one other student.

Short Outing Privileges can be revoked for due cause at any time by any member of the residence staff, the Rock Academics staff, or the School Director for failure to meet expectations or for failure to abide by all the rules outlined in this handbook. The Rock School is not liable for any harm that may come to students, nor is responsible for their conduct, during the entire time that students are exercising their Short Outing Privileges. Short Outing Privileges only apply outside regular school hours, after 8am and until floor curfew.

Permission to Leave the Residence

When a parent wants to allow his or her minor-aged child to sign out to visit locations outside The Rock School acceptable walking locations, spend the night away from the residence, or leave the residence with anyone other than a Rock School residence student, a “Permission to Leave Form” must be completed (available online). Families must submit the Permission to Leave form at least 48 hours in advance and must receive approval from the Residence Managers before signing their dancer out.

Please contact the residence staff for any communications having to do with questions regarding granting permissions that are outside of the approved boundaries and times.

Students over the age of 18 may sign themselves out. However, if an adult-aged student does not return to the residence floor by room curfew, they cannot return until the following morning after 7:00 am, during normal dorm floor operating hours. This also applies to residents younger than 18. They must be in the dorm by curfew or return after 7 am the following day.

Crossing Broad Street

The Rock School wants to ensure that all of our students remain safe and healthy. To this end, The Rock School has developed a policy regarding crossing Broad Street for the residence students. It is expected that all students will strive to abide by this.

At all times, the residence students are expected to be in groups of at least two students when crossing the street between The Rock School and the residence. If a residence student is found crossing the street alone and/or entering The Rock School or the residence alone, he or she will immediately lose Short Outing Privileges for a minimum of two days. Residence students who are at least 18 years old are not required to adhere to this policy; however, it is the hope of all Rock School staff that all members of the community will choose to honor this policy.

Furthermore, all residence students are not permitted to cross the street between The Rock School and the residence with headphones on or while talking on their cell phones. This rule applies to all students, regardless of the student’s age.

IV. CURFEW, QUIET HOURS, AND BED CHECK

The Residence Staff and School Directors reserve the right to change hours. Violation of this policy may result in expulsion from The Rock School. The dorm floor operation hours are:

- Sunday through Thursday: 7:00 am through 9:30 pm
- Friday: 7:00 am through 10:00 pm
- Saturday: 7:00 am through 10:30 pm

Curfew

Curfew times are dependent on the student’s age.

- Under 18: Students must be in the Residence by 8:30 pm
- 18 and Older: Students must be in the Residence before bed checks occur

Floor Quiet Hours

Quiet hours are defined as times when noise is confined to a student’s room and is not audible in adjacent areas. Quiet hours are one hour before room curfew for all residence students.

- Sunday-Thursday: 8:30 pm – 7:00 am
- Friday: 9:00 pm – 7:00 am

- Saturday: 9:30 pm – 7:00 am (also applies to the night before a holiday)

Room Quiet Hours

A staff member or other student may request someone to turn their music down, have quieter phone conversations or any such activity regardless of the time of day. This request will be honored out of consideration for others nearby.

Bed Check (or Room Curfew)

All residence students, regardless of age, must be in their own apartments at bed check. Bed check occurs one hour after Quiet Hours begin. A member of the residence staff personally confirms that each student is expected to present.

Curfew Extensions

Residence students may request to leave campus to spend the night with family, relatives, or family friends with parental permission and signed release form. To do so, parents must complete and submit the “Permission to Leave Residence Form” (available online). By issuing this signed release form, parents are identifying and releasing The Rock School of any and all responsibilities and/or liabilities. Upon receiving the form, the residence staff will typically permit the student to leave campus unless additional details are needed. If necessary, the residence staff may need to speak with the student’s parents on the phone. Verbal permission over the phone is discouraged unless in an emergency. Residence staff are the final arbiters of whether a student may or may not leave the residence for any event or activity.

Curfew extensions are a privilege that can be revoked if abused by a student.

V. HOLIDAYS

All residence students are required to vacate the residence during dorm closures as outlined on The Rock School calendar. No students are permitted to remain in the residence during Thanksgiving Break, Winter Break and Spring Break. If any student is not able to return home they must make arrangements to stay elsewhere as there will be no residence staff on duty during those times.

Travel and Transportation

For move-in and move-out of the residence, students must email their travel itinerary to the residence staff as soon as they have planned and booked their tickets. Students who require support in traveling to and from the airport/bus terminals need to book their own pick-up service.

For students who can travel independently, they can try Uber, Lyft or taxi.

VI. MEDICAL POLICIES AND PROCEDURES

Doctors Appointment

The residence staff works with a variety of skilled medical professionals who are familiar with The Rock School and the needs of our students within a three to five mile radius.

All students are expected to have medical, dental, vision and other medical appointments completed **BEFORE** coming to The Rock School. However, if students need to see a physician while at the residence, they should inform the residence staff as soon as possible.

Parents should make the appointments for their child and follow up with an email to the residence managers. Students should contact absences@therockschool.org, allenj@therockschool.org and cc their parents when missing classes.

We will do our best to provide transportation to students under the age of 18. At least 72 hours (three days) notice are required. Transportation costs will be \$25 per round trip in an Uber. Your Rock School account will be charged accordingly. Students 18 of age or older are expected to coordinate their own transportation to and from medical and physical therapy appointments. Parents may also need to pay for parking should a staff member need to drive the student. It is recommended that students bring cash or a credit card to their appointments. **WE WILL ONLY TRANSPORT STUDENTS FOR MEDICAL APPOINTMENTS. WE ARE NOT ABLE TO PROVIDE STAFF FOR ADDITIONAL EXERCISE CLASSES, PERSONAL APPOINTMENTS, ETC. THE SCHOOL VAN IS FOR MEDICAL OR SCHOOL FUNCTION USE ONLY.**

Please note that the address on file with all medical offices should correspond with the dancer's primary home address. The Rock School is not responsible for the delivery of medical bills or other related communication.

Physical Therapy

Physical therapy is provided at The Rock School once a week during the school year. The physical therapy room is located on the third floor of The Rock School. An email is sent weekly for sign up instructions. Please note that the physical therapy appointments held at The Rock School are for initial diagnosis only, not treatment. If you have any questions about physical therapy, please contact frontoffice@therockschool.org.

Sick Days

The residence staff will assist the sick students as much as possible within the parameters of the Medical Release and Care Waiver. Students will receive staff supervision and, if too ill to go to The Rock School for meals, meals will be brought to the Marine Club.

If a student is sick or injured on a school day and will miss an academic session or dance class, the student or the Parent/Guardian MUST notify the school via email (absences@therockschool.org) and cc allenj@therockschool.org. The School Director and relevant school staff will be updated on the student's status. Residence students who are too sick to go to class or rehearsal are considered too sick to hang out in the hallway or have sign out privileges.