



THE
ROCK
SCHOOL
FOR DANCE EDUCATION

STUDENT AND PARENT HANDBOOK

2019 Summer Intensive

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I. Introduction

The Rock School Student and Parent Handbook combines dance, residency, and school community information and policies. The Rock School for Dance Education (“**Rock School**”) reserves the right to terminate, amend, or modify 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. Any questions or comments about the contents of this book should be directed to the School Office and Rock School Residence Managers (“**Resident Managers**”).

School Contact Information

Rock Center Main Telephone Number:	(215) 551-7010
Fax Number:	(215) 551-8538
Front Desk	extension: 1100 info@therockschool.org
Residence Staff – Marine Club	(267) 788-3385
Residence Staff – Cabrini University	(267) 788-3385 summerresidence@therockschool.org
Rock West Main Telephone Number:	(610) 431-4321
The Rock School Website:	www.therockschool.org

Rock School Mission - Excellence now and for the future

Rock School is dedicated to enriching the lives of all students and preparing those students who are specially gifted in dance for careers as professional artists.

Rock School remains steadfast in its mission to develop the finest artists for professional companies and, through its outreach program, is committed to making dance more accessible to local communities.

Known for encouraging quality academic education as well as for nurturing artistic excellence, Rock School instills a quality of thought and action that enriches the lives of all the students regardless of their ultimate careers.

Statement of Community and Code of Conduct

The Rock School community is based on a philosophy of respect and cooperation. All members of Rock School community — students, parents, faculty, staff, trustees, and alumni -- are expected to abide by the Rock School's community standards for behavior as articulated in this handbook and to act respectfully toward each other. When students are respectful of other people and their property, focused about their classes and their activities, and safety-conscious, they will rarely come into conflict with our social expectations.

The Rock School community supports young people to build skills for life in an environment where honesty, integrity, and respect are taken seriously. All students are asked to abide by the following guidelines in all of their endeavors at the Rock School:

- I will resolve all conflicts peacefully;
- I will deal honestly and respectfully with all members of the Rock School;
- I will demonstrate stewardship of the Rock School environment. This includes all school property, areas and buildings around the Rock School, the residential quarters, and the personal property of others;
- I will abide by the principles of this code and the policies outlined in the Rock School Student and Parent Handbook.

Students are expected to act respectfully towards fellow students, visitors, faculty, and staff members. All members of the community should speak courteously to each other at all times. Any rude or aggressive behavior from students will not be tolerated. Any use of offensive language or harassment of Rock School employees will result in dismissal without refund.

Parent Conduct

Parents and students are expected to be polite to one another as well as to the Rock School employees. Any rude or aggressive behavior from parents will not be tolerated. Any use of offensive language or harassment towards the Rock School employees will result

in dismissal of their child/children without refund. Parents are prohibited from disciplining a child other than their own. They are to report any questionable student behavior directly to a Rock School employee.

Reporting Incidents

Students and Staff are mutually responsible for reporting any incidents that occur in and around the Rock School. Once aware of an incident, students must inform an appropriate Rock School staff member. An incident report will be completed, which will be forwarded to the School Directors, parents, and any other parties deemed necessary.

Disciplinary Action

The Rock School is a community based on trust. We expect our students to act in a manner that exemplifies courtesy, concern for others, responsibility, and respect for property. The Rock School reserves the right to discipline students for any infraction of these rules or any other activity prohibited under the direction of the experienced Residence Manager and chaperone team. Such disciplinary action may require the withdrawal of a student for failure to comply with the rules of conduct, or because of disregard of other major school regulations, violations of the law, or lack of parental cooperation. All residents, including those who are 18 years and older, are expected to abide by the rules at all times.

Disciplinary action may result in fines, community service, and depending on the degree of the infraction, detention, suspension, or dismissal from the Rock School. The level of disciplinary action is the sole discretion of the School Directors. For students enrolled in Rock School Housing, the appropriate staff will notify parents in writing of any disciplinary problems. Serious offenses (i.e. major School infractions) may result in immediate expulsions. Generally, the Rock School Staff will respond to infractions in the following fashion:

- First Offense: Verbal and/or Written Warning
- Second Offense: Detention and/or Suspension. Parents and School Directors will be notified. The student (and parents) may be asked to meet with the School Directors to discuss the situation
- Third Offense: Additional Detention, Suspension, or Expulsion

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

Dismissal from the Summer Intensive

Students attending the Rock School Summer Intensive are expected to behave in a disciplined, responsible, and courteous manner when on or off the premises. The Rock School reserves the right to immediately dismiss any student whose attitude, class attendance, work habits, interrelations with fellow students and School staff, or general conduct is deemed unsatisfactory or unacceptable by the Rock School Directors. It is the practice of the Rock School to summon police authorities to manage situations involving illegal activity on or off the school premises by any student or individual. All tuition, room & board fees, registration fees, airport fees, outing fees and down payments paid to the Rock School on behalf of any discharged student are forfeited.

Persons unwilling or (due to pre-existing injury or chronic illness) unable to fully commit themselves to the daily regimen of a model student, and to conform to reasonable and accepted standards of discipline are advised not to enroll in the 2019 Summer Intensive.

II. The Rock School Policies and Expectations

Building Security Procedures and Protocols

All parents, visitors, and commuting students are expected to sign-in and sign-out at the reception desk in the lobby of the Rock School.

Students under 18 may not leave the building at the end of classes unaccompanied. Commuting students under 18 must be picked up or have a note from their parents.

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 fine and immediate dismissal of any student found pulling a fire alarm when there is no fire or emergency.

Staff Only Areas of the Building

Some areas of the building, including offices and back stairwells, are to be used by the Rock School Staff only. Students are not permitted to be in the Administrative Office area or any staff offices, including the Rock Academics office, without permission. Students are not permitted on any roof areas. Please obey posted signs. Any student discovered in any of the Staff Only Areas of the Building may be subject to suspension or expulsion from the Rock School.

Bistro Behavior and Expectations

The Rock School's expectations for behavior extend to the Bistro. All students and adults must return dishes, clean their tables, throw away their trash, and observe good manners when using the Bistro. All Rock School students who use the Bistro outside of defined meal times are expected to work and talk quietly and to keep tables, chairs, and the floor clean and orderly.

Van and Bus Behavior

The Rock School's expectations for behavior extend to the time students spend traveling in vans and buses for school-related events.

Personal Property

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

Lockers

Lockers in the dressing rooms are available to all levels of students. A signed locker agreement is required to obtain a locker, which can be requested at the Front Office. Lockers are free, but there will be a \$10.00 replacement fee if the lock is missing, lost, or damaged. The Rock School will assign all lockers and locks on a first come first served basis. Locks **not** issued by The Rock School are prohibited and will be removed (cut and discarded).

The Rock School reserves the right to open and search lockers if there is a concern regarding students' safety, knowledge of weapons, contraband (i.e. alcohol, drugs, or drug paraphernalia), or stolen materials are stored in the locker. Lockers will also be opened if the environment of the dressing room is found to be unhealthy and/or unsanitary. Lockers must be emptied at the end of the Summer Intensive (August); any items left in a locker at that time may be removed and thrown away.

Lost and Found

Lost and found items are collected in designated places throughout The School and in the Main Lobby. Items such as keys, glasses, or electronics are kept at the office. Lost and found items are kept for a reasonable amount of time. If not claimed, items will be sent to local charity organizations. Students are asked to mark all belongings with their names in permanent ink.

Valuables and large sums of money should not be brought to school. The Rock School assumes no responsibility for loss or theft of dance clothing, pointe shoes, books, electronics, or other personal items that are left unattended at the Rock School building (including the Main Lobby, studios, and academic classrooms), in the Rock School Residence, on school grounds, or on school property such as school vans.

Use of Cell Phones and Other Electronic Devices

Students are prohibited from using ALL electronic devices while in the studio during class time; this includes but is not limited to cell phones, music devices, gaming systems, and video/digital cameras. School faculty reserves the right to confiscate any and all devices during class, to be returned to the student at the completion of the class.

Having and using a cellular phone in school is a privilege, which can be revoked by the School Directors at any time. Students may carry cell phones with them throughout the school day but they must be silenced or turned off during classes unless otherwise specified by a teacher. Phone calls can be made only in the Bistro, the Main Lobby, or in the stairways. Students may text in the hallways, provided they are not in a scheduled class at the time. Students may not use their phones in the studios or academic classrooms.

Students are not permitted to leave classes to take phone calls. Please be mindful of the time before making or receiving calls on your phone. In case of an emergency, calls to students can be made via the Front Office (ext. 1100). The Rock School staff will retrieve the student or relay the message.

If a student is using their cell phone improperly, they will first receive a warning. Subsequent infractions will result in the completion of an Incident Report. Students who commit more than two infractions of the cell phone use policy may have their cell phone privileges revoked for a period of time.

Vehicle Use and Parking

The School would prefer that Residence students not have motorized vehicles of any kind either on campus or in the vicinity of The Rock School. If a Residence student or a commuting student has a car, students may not use cars during the day for any reason without administrative approval. Additionally, commuting students are not allowed to drive Residence students in their cars while on or off campus without appropriate permission from parents and Rock School staff.

Street parking is available near The School. Certain areas have time limits or are marked with "No Parking" signs. The Rock School is not responsible for any ticketing or towing of vehicles. Furthermore, the Rock School is not responsible for any damages to vehicles.

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 the Rock School Staff. Harassment, whether physical and/or psychological and including verbal and/or written threats, is prohibited.

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, including the cost of repairing or replacing the damaged item(s) and cost of labor (if applicable), and will be subject to disciplinary action and/or dismissal from the Rock School.

Gambling

Gambling is not permitted. Any students found gambling are subject to disciplinary action and/or dismissal from the Rock School.

Pets

No pets of any kind are allowed in the Rock School or in any School residence.

Sleeping

Sleeping in the hallways or in any public location at the Rock School is prohibited. If a student feels too exhausted to meet his or her expectations for the day, he or she should report to the main office or a Parent Chaperone.

Weapons

Weapons of any kind or instruments used in a dangerous fashion are not permitted in the student dorms or on the Rock School property and will result in immediate dismissal.

Fireworks

Fireworks of any kind are illegal in Pennsylvania and therefore prohibited. If fireworks are being stored or found in student's room, he/she is subject to disciplinary action and/or dismissal from the Rock School and violators will be prosecuted. Other incendiary devices including, but not limited to, candles and incense are also strictly prohibited.

Alcohol and Substance Abuse Policy

The consumption and/or possession of alcoholic beverages is strictly prohibited regardless of the student's age or age of a guest. Violation of this policy may lead to immediate dismissal from the Summer Intensive at the Rock School, as well as being reported to the proper authorities. If you are of age and distribute alcohol to a minor this will also lead to immediate dismissal from the Rock School well as being reported to the proper authorities.

The Rock School forbids the sale, possession, consumption, and storage of illegal drugs and/or controlled substances (as defined under applicable federal and state law). Any evidence of the above will result in immediate dismissal from the Rock School, as well as being turned over to proper authorities. Any type of drug paraphernalia is also prohibited and will be confiscated and turned over to the proper authorities. Immediate dismissal from the Rock School will follow.

Smoking Policy

The Rock School is a non-smoking facility. In accordance with City of Philadelphia Code, smoking is banned in all workplaces, creating a healthy environment for workers and their customers. The law also prohibits smoking within twenty feet of the Rock School's building entrances.

The Rock School does not condone the use of tobacco products in any way. The use of tobacco products by students (regardless of age) is prohibited in any location during the school day and during any on or off-campus school-related event. If a student is seen smoking at any other time, it may be considered a violation of the Rock School policy regarding school actions that tarnish the reputation of the Rock School. Additionally, even outside school hours, students may not use tobacco products within three blocks of the Rock School or the Rock School Residence. Violation of these policies is considered a major School infraction.

III. Medical Release and Care Waiver

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. **NO STUDENT IS PERMITTED TO BEGIN CLASS WITHOUT THEIR MEDICAL FORMS SUBMITTED TO THE ROCK SCHOOL.**

Health Insurance

It is mandatory for all Resident students to have valid health insurance for the greater Philadelphia area. Students must have a photocopy of both sides of their insurance card on file at the Rock School. 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.

If the student's insurance coverage not includes the greater Philadelphia region or if 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 Rock School will not assume costs associated with invalid insurance or medical procedures/equipment not covered by the student's health insurance policy.

Medication Policy

As stated in the Medical Form, students may have access to over-the-counter medicines via the Rock School staff in the main office. Residents will maintain their own prescription medication. The Rock School staff, including Residence Staff, will not remind students to take medication nor will The School assume responsibility for any student's failure to pick-up prescription medications.

Students are strictly forbidden from sharing, giving away or selling their medications. Doing so constitutes a major School infraction.

Medical Attention for Sick or Injured Students

In the event of an emergency, i.e. the student is unconscious, has a broken bone, is bleeding, or has a bad sprain, the student will be taken immediately to an emergency room.

IV. Class Policies

Level Placement and Advancement

All students, upon arrival and throughout the Summer Intensive, are assessed to ensure proper placement in the correct level. In some cases, students may be moved to a higher level, it is rare, although possible, that a student may be moved to a lower level.

If a student's level placement appears as two levels, for example 4/5, it indicates that the student is between levels. Students must initially attend the lower of the two levels until notified of advancement. The Rock School faculty will not discuss any request for an individual student's level placement. All level placements and changes made by the School Directors are final.

Students moving from Level 2X to 3 will be expected to attend all remaining Saturday Level 3 classes for the session. THE DIFFERENCE IN PRICE WILL BE ADDED TO THE STUDENT'S ROCK SCHOOL ACCOUNT AND MUST BE PAID AS SOON AS POSSIBLE. If a student is unable or unwilling to attend or provide payment for Saturday classes, he or she will need to remain in Level 2X.

Please Note: Students do not automatically advance to the next level each year. Emotional maturity, physical development, comprehension, competency of execution, correct body positioning, and adequate body strength may require additional years of training at any given level.

Student Evaluations and Recommendations

Please do not request student evaluations or recommendations. These are services we cannot provide as part of the Summer Intensive.

Class Attendance and Tardiness

Students are required to attend all assigned classes and rehearsals, either as full participants or, in cases of minor illness or injury, as attentive observers seated inside the studios. Irregular class attendance constitutes grounds for dismissal.

A student will be excused from class or rehearsal only in the case of serious illness or injury or genuine emergency. If a student is sick or injured and will miss class, the Rock School staff and the Residence staff must be notified immediately via absences@therockschool.org.

Students are expected to arrive at the Rock School with sufficient time to properly prepare for the start of their dance classes and rehearsals. In the interest of injury prevention, the Rock School reserves the right to bar any student who arrives for class late from participating in the class other than as an observer. Chronic lateness constitutes grounds for dismissal from the Rock School.

Inclement Weather and School Closings

The Rock School's school closing number is 1007. The Rock School considers the Philadelphia School District in its decisions concerning closings due to inclement weather. The Rock School is not responsible for classes canceled as a result of extreme weather conditions or other circumstances beyond the control of the Rock School.

The Rock School's Facebook page and website will also be updated to reflect changes to the daily schedule due to inclement weather.

Instructor-Student Contact

The Rock School strives to offer teaching that is individual and "hands-on." It is appropriate for a member of the faculty to manually and physically position a pupil to expound a point of instruction or to pinpoint for an individual flaw in his or her technique. The Rock School neither condones nor tolerates any touching of students by instructors that is harmful, professionally reckless, or that violates generally accepted tenets of propriety. Before enrolling a student, please consider that it is the Rock School policy to correct children with physical contact. If a student or parent/guardian is uncomfortable with this policy, they may wish to reconsider enrolling the student.

Parent Observation Weeks

Parents, guardians, and relatives of students are invited to view classes the last week of every session. For Example, Two Weeks Session (June 24 - July 5), observation week would run from July 1 - July 5. The One Week session (July 29 - August 2) is an observation week as well. Parents or guardians of non-local resident students may request Director approval to observe class on a day not during an Observation Week.

Dance educators from outside the Rock School may individually request permission to observe classes at other times by contacting the Rock School Office (215.551.7010 x1100) at least 48 hours prior to the desired visit. Special permission is granted at the discretion of the Rock School Directors and administrative staff.

Photography and videography are prohibited during class or rehearsals. This includes the use of smart phone recording devices. Photography and video is only allowed after class, during parent observation week, and parents may only take pictures and video of their child and consenting parents.

Dress Guidelines

Students are expected to follow the following dress code in dance classes.

Female students:

- Leotards of any solid color (any style; please refrain from wearing leotards with large cut-outs)
- Pink tights, pink ballet slippers or pointe shoes
- Skirts and warm ups may be worn at the discretion of the instructor.
- Hair must be worn neatly away from the face and, if sufficiently long, secured in a bun
- The Rock School name tags

Male students:

- Fitted t-shirts of any solid color
- Tights of any solid color and ballet slippers
- Warm ups may be worn at the discretion of the instructor
- The Rock School name tags

Students may not wear plastic pants, bike shorts, over-shirts, sweat clothes, or other extraneous or concealing garments during ballet classes. Students with minor injuries may wear close-fitting leg warmers (pink for females, black for males) at barre only.

Throughout the Summer Ballet Intensive students may be scheduled for jazz classes. Jazz shoes are optional (but recommended). Students without jazz shoes will wear ballet shoes.

In situations when students are not dressed in preparation for dance class, students must be dressed in a manner that reflects the Rock School's vision and mission, demonstrates respect for the community, and promotes focused teaching and learning. Therefore, clothing must completely cover the chest, stomach, back, and bottom at all times. Footwear must be worn at all times. Clothing must not:

- Contain writing or images that include direct or indirect references to violence, profanity, sexual issues, alcohol, or drugs.
- Reveal undergarments.
- Include halter tops, tube tops, off the shoulder shirts, spaghetti straps, or pajamas.

Students may not leave Rock Center in their dance attire. It is recommended that students have a t-shirt, sweatpants or shorts and a light jacket to either change into after class or put over their dance attire when leaving the building.

Students who do not follow these guidelines or who do not follow reasonable standards of decency in their choice of school attire may be asked to change clothes, dismissed from class, or be sent home. Repeated or intentional violations will result in further discipline. The Rock School reserves the right to interpret the dress code as needed.

Student Name Tags

The Rock School provides each Summer Intensive student with a durable nametag to be worn at chest level during each and every class. The nametags facilitate individual corrections by the faculty and guest teachers and allow personalized instruction. Nametags enable the School Directors and Faculty to identify students during level placement reassessment. It is mandatory for all students to wear nametags to all classes. A fee of \$1 will be assessed if the nametag is lost or defaced and needs to be replaced. Only the Rock School issued nametags are permitted.

Five-Week Session Performers

All levels 2 through levels 6 who are staying for five-week and six-week sessions will perform in the Summer Showcase. These performances take place within 5-week session. These students are required to bring specific items to wear in demonstrations and performances.

Female students (Levels 2 – 6):

- Bright solid colored camisole leotard X 1 pc.
- Solid black camisole leotard X 1 pc.
- Favorite leotard X several pc.
- Black footless tights X 2 pairs
- Pink full-footed tights X several pairs
- Pink ballet slippers X 2 pairs
- Pink pointe shoes X several pairs

Female students (Levels 4 – 6):

- Solid white camisole leotard X 1 pc.
- Solid white skirt X 1 pc.

Male students:

- Solid bright colored fitted dance or t-shirt X 1 pc.
- Solid black fitted dance or t-shirt X 1 pc.
- Favorite dance or t-shirt X several pc.
- Black jazz pants X 1 pair
- Black full footed tights X 1 pair
- Favorite Dance tights X several pairs
- Black ballet slippers X 2 pairs
- Dance belts X several pc.

These items are mandatory. Please do not forget to bring them.

Students' Use of the Rock School's Costumes

Some students will use the Rock School's costumes for the performances. All students will have scheduled fittings that they are required to attend. Costumes used for these performances will never go home with students. They will be available at the theatre for the students to use. Students are expected to take great care of the Rock School's costumes and:

- KEEP them on their appropriate hanger
- DON'T leave them laying around
- NEVER eat or drink in them (except water)
- KEEP hands clean of dirt and make-up while handling them,
- REPORT all needed repairs to the costume shop manager
- HELP pack costumes up at the end of performances.

The Rock School reserves the right to charge families for repairs or replacement of costumes that are mistreated, damaged, or lost.

V. Summer Residence

Description of the Program

The Residential Program is an integral part of the Rock School's Summer Intensive program. It provides:

- Living accommodations that are clean, comfortable, and safe.
- A supportive, nurturing living environment that promotes responsibility, citizenship, and independence while students pursue their goals in dance at the Rock School.
- The Rock School Bistro and/or Cabrini University offer a food service program that provides a variety of nutritious and high quality meals served in pleasant surroundings. Residence Students are provided with a meal plan that includes breakfast, lunch, and dinner Mondays through Saturdays, and brunch and dinner on Sundays.

The Residence Manager keeps the line of communication open between the chaperones, residence students, School Director, and parents. They also help to provide a healthy, comfortable, and above all, supportive living environment for all students living in the residence. The Residence program offers students 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 the Rock School policies will be subject to disciplinary action and/or dismissal from the Rock School. 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.

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 process 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.

Residence Requirements

- The 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 adjunct 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.

Residence Locations

Due to the size of the Summer Intensive, students stay at one of the two locations. The placement of students in each residence is subject to change. Students will be notified of their residence location prior to their arrival for the Summer Intensive.

Cabrini University Residence

Cabrini University is located on a beautiful 112-acre campus in the suburbs of Philadelphia where students may enjoy the window-lined indoor swimming pool, outdoor tennis courts, large gymnasium, bookstore, and student center. Student accommodations are modern, air-conditioned, dormitory-style with community bathrooms, living rooms, and laundry facilities.

Students residing at Cabrini are supervised by parent chaperones and bused door to door from the dorms to the Rock School building where classes take place.

All mail to Cabrini residents should be addressed as follows:

Cabrini University
c/o Student Name-The Rock School
610 King of Prussia Road
Radnor, PA 19087

Marine Club Residence

The Marine Club Condominiums is located directly across the street from the Rock School. The Rock School occupies one floor, which includes sixteen beautiful, large, studio style apartments, a spacious student lounge with a large television, and a study room. Each apartment has a full kitchen, full bath, laundry room, and is air-conditioned. The Rock School provides each student with a single bed, small dresser, standing lamp, desk, and chair. The Marine Club apartment building has 24-hour front desk security and security cameras throughout the building.

All mail to Marine Club residents should be addressed as follows:

The Rock School
c/o Student Name
1101 S Broad Street
Philadelphia, PA 19147

Roommates

All summer residence students ("Residence Students") will have at least one roommate. The total number of roommates will vary depending on the location. Most Residence Students are placed in rooms by the Residence Staff. Room placement and roommate

selection is based on a number of factors, including age, level placement, and session. All Residence Students will learn the identity of their roommates upon arrival to the residence. No roommate information will be available prior to student check in.

Roommate requests may be submitted prior to the beginning of the Summer Intensive using the online form. Residence Students are only able to request one roommate and each roommate must submit a form for the request to be considered. Roommates must be registered for the same session. The Residence Staff will try to honor roommate requests but cannot guarantee roommate placement.

During the intensive, Residence Students may not initiate room changes and any roommate concerns must be addressed with the Residence Manager. 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 Manager or School Directors.

Guests

A guest is defined as any person other than those that live in The Rock School's Marine Club apartments; this includes commuting Rock School and Rock Academics students. While on The Rock School floor, all guests must follow Residence rules and policies. The Rock School is not responsible for guests on the floor whether or not they are students of The Rock School.

The Rock School students living at The Marine Club, whether with a parent or by themselves, but NOT part of The Rock School Residence program may only visit The Rock School dorm floor if a prior "Guest-in-Dorm" request has been submitted to and approved by the Residence Managers. These requests are considered on an individual basis. If approved, the time, duration, and location of the visit is subject to the RS Life Manager's discretion. All guests must leave the floor before Quiet Hours, NO guests are permitted to stay overnight in the Residence. Unless a "Guest-in-Dorm" request has been submitted and approved, non-Residence students are not permitted anywhere on The Rock School floor, including student rooms and the lounge.

Solicitors

Solicitation is not permitted in the residence halls. Soliciting by students is strictly prohibited. The Rock School students are not permitted to sell any goods or services to any other student. Violators should be reported to the Resident Manager, a chaperone, or Security.

Meals

The food service offered in the Rock School's Ballet Bistro is nutritious and delicious. Menus are geared towards the athlete/dancer and students are free to make suggestions. In addition to the daily entrees, there is a full menu of options available to students that would like to purchase additional snacks or beverages.

Residents staying at Cabrini University will have breakfast at the Cabrini dining hall. Depending on a student's schedule, he or she may also eat dinner at Cabrini. Cabrini University offers a variety of dishes in a buffet-style cafeteria.

Residence Students are expected to attend all meals unless excused by a chaperone.

Residence Meetings

Attendance at residence meetings is mandatory. The Residence Manager will give Residence Students adequate notice of meeting times.

Student Lounge and Common Areas

Residence Students must be especially respectful and considerate of others in shared areas of the residences. No sports, no running, no leaving trash, and no yelling and screaming in the halls, lounge, or other common areas.

Depending on the location, student lounges or common areas may be equipped with a television, DVD player, furniture, appliances, bathrooms, or Internet service. All movies shown in the common areas must be rated G, PG, or PG-13. Video games played in the lounge must be approved by the Residence Manager or chaperones and will follow the same rating guidelines as movies.

The Residence Students share the responsibility of keeping the common areas clean. It is their responsibility to make sure the room is tidy and everything is neat and put away. If trash needs to be removed they must remove the trash. Residence Students are held responsible for any personal items they choose to leave in the lounge.

Co-ed socializing among students is permitted in common Lounge areas only. Residence Students of the opposite gender are not permitted to enter each other's rooms under any circumstances. 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.

Cleaning of Residential Spaces

Residence Students are responsible for cleaning and maintaining their own living spaces. Residence Students and Residence Staff share the responsibilities of maintaining clean and healthy shared areas. Items such as brooms and vacuum cleaners are available for all residents to use throughout the summer. The Residence Manager and chaperones reserve the right to make unannounced room inspections at any time. Rooms and furniture must be left in the same condition as date of occupancy. Upon vacating the apartment with rooms left dirty, cleaning fees will be billed to the SR Student.

Maintenance

Any emergency situations (i.e. plumbing, electrical problems, utility failure) must be promptly reported to the Residence Manager or a chaperone. Failure to report broken or damaged items may result in fine billed directly to the student's account.

Furniture Removal

No furniture shall be removed from the residence under any circumstances. Residence Students are responsible for maintaining the furniture provided by the Rock School or Cabrini University. Any furniture concerns should be addressed to the Residence Manager or a chaperone. With the exception of normal wear and tear, students may be financially responsible for damaged furniture. The cost of any missing furniture will be billed to the student's account.

Appliance Policy

Hot plates, space heaters, and toaster ovens are prohibited in student rooms and apartments. Students may have entertainment equipment that draws less than 15 watts per channel, clock, fan, heating pad, portable hairdryer, hair setter 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. The Residence Manager must approve surge protectors and extension cords.

Windows

Residence Students 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. Violation of this policy is grounds for DISCIPLINARY ACTION.

Residential Safety

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 residential students:

Curfew

There is a curfew for all Residence Students and is determined based on the student's age. Curfew times will be strictly enforced. The Residence Manager and School Directors reserve the right to change hours. Violation of this policy may result in expulsion from the Rock School.

Curfews are typically extended by one hour on Saturdays. Extended curfews may be granted on a case-by-case basis at the discretion of the Residence Manager. Curfew extensions are a privilege that can be revoked if abused by a student.

Leaving the Residence

Residence Students have the freedom to explore the area surrounding either the Marine Club or Cabrini University, but with set boundaries. The Residence Manager has planned exciting, educational, and fun activities for all of the Residence Students. These activities can include museum trips, a day at the beach, a visit to the zoo, King of Prussia mall, movies, dance performances, and theater as well as arts, crafts, and games centered on holidays and birthdays.

Unless going to class or participating in a School organized outing, residents must sign out with their chaperone whenever leaving their dorm and must sign in upon returning to the dorm. There will be various activities and school-sponsored events. Unless a Residence Student is participating in a school-sponsored activity off-site, it is expected that they will be at his or her assigned residence when not in classes. Violation of this policy will result in DISCIPLINARY ACTION.

When a parent allows his or her child to leave the Residence with anyone other than one of the Rock School Resident staff or the Residence Students wishes to spend a night with family, relatives, or family friends, the parent MUST complete and sign a PERMISSION TO LEAVE THE RESIDENCE HALL FORM (PLR Form). Please understand that this PLR Form must be completed and submitted each time the Residence Students leaves the Residence without one of the Rock School chaperone. This is for the safety of our Residence Students and by issuing this signed PLR Form, parents are indemnifying and releasing the Rock School of any and all responsibilities and/or liabilities.

The PLR Form must be emailed to residence@therockschool.org. Please send the PLR Form at least 3 days prior to the event/sleepover. Failure to complete and return the PLR Form may prevent your child from leaving the Residence for the planned event/sleepover. The Resident Manager has the final word in whether or not the Residence Students is allowed to leave for the planned event/sleepover.

Sign-Out Privileges can be revoked for due cause at any time by any member of the Residential Staff, the Rock Academics staff, or the School Directors for failure to meet expectations, or for failure to abide by all the rules outlined in this Handbook. Please understand that the Rock School is not liable for any harm that might happen to the Residence Students, nor is responsible for their conduct, during the entire time that Residence Students are exercising their Sign-Out Privileges.

Crossing Broad Street Policy

Residence Students assigned to the Marine Club building will need to cross Broad Street to get to the Rock School. The Residence Students are expect to be in groups of at least two students when crossing the street between the Rock School and the Residence AT ALL TIMES. If a Residence Students is found crossing the street alone and/or entering the Rock School or Residence alone, they will immediately lose Sign-Out Privileges from both locations for a minimum of two days. Residence Students who are at the age of 18 and older are not required to adhere to this policy. Please honor this policy.

More importantly, all of the Residence Students, regardless of any age, ARE NOT permitted to cross the street between the Rock School and the Residence with headphones on or while talking on their cell phones at any time.

Keys and Locks

All Residence Students must keep their rooms and entry doors locked at all times. Keys are non-transferable and Residence Students are not permitted to duplicate keys. Residence Students are responsible for securing their apartment and their personal belongings. Locks may not be changed, nor may additional locks be installed. Residence Students will be charged \$100 for any keys not returned at the end of the housing period. Residence Students who lose keys must immediately report the loss to the Resident Manager or a chaperone. The SR Student is responsible for the applicable key replacement cost.

Emergency Procedures

Residence Students who become seriously ill or suffer any injury must notify a chaperone immediately. In the case of a medical emergency, the Residence Manager or the Rock School staff will immediately contact 911 and then notify the parent(s) or guardian(s) of a minor student. Medical Release 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 will be treated as a medical emergency.

Non-Emergencies

Cases of illness or injury that are not considered to be emergencies must be reported to the Residence Manager or a chaperone, particularly if the SR Student needs to miss class for any reasons.

In the event of a non-emergency, injuries adhere to the following procedures:

- There will be a standard twenty-four hour waiting period before contacting the doctor. During that time the SR Student should rest, ice, compress, and elevate the injury and call their parent/guardian.
- After the twenty-four hour wait, if the SR student still feels that seeing a doctor is necessary, the Rock School will contact the parent/guardian to notify them of the SR student's status. A doctor will be contacted with the parents' permission.
- The SR student/parent is responsible for all expenses incurred by such a visit, not limited to office visit fees, lab fees, test fees, and transportation costs for themselves and the parent chaperone escorting the SR student.

Medical Appointments

Although Residence Students and parents are able to make their own appointments, it is strongly encouraged that all appointments are scheduled by the Residence Manager. The Residence Manager is familiar with the students' schedules and can arrange appointments at times that are the least intrusive. The Residence Manager also works with a variety of skilled medical professionals who are familiar with the Rock School and the needs of our students. Parents are required to provide payment for all medical appointments.

Residence Staff will provide transportation to and from a student's appointment whenever possible. The Residence Students and/or the Residence Students' parents must pay for parking required for parking for all medical appointments. It is recommended that students bring cash or credit cards when attending medical appointments.

VI. Scholarships, Tuition, and Other Payment Information

Tuition Payment Agreement

By registering for the Summer Intensive, students and parents are committing to pay for the program in full. All dance tuition paid to the Rock School is non-refundable and non-transferable.

Reserving Your Spot

The Rock School Summer Intensive is filled on a first-come, first-served basis. The program has a limited capacity and it is important to complete the registration process in a timely manner to reserve a space. Please visit therockschool.org to review the required registration steps. Registration is not considered complete until payment has been submitted. Tuition and housing installments must be paid on time to continue to reserve the student's spot.

Payment Terms

Dance tuition and housing costs may be paid in three installments or in full. Installments are defined as three equal payments of the total tuition and/or housing amount. Installments are due March 15th, April 15th, and May 15th. Accounts that are not paid on time risk losing the student's spot.

Auto-Pay

All families have the option to have a credit card or bank account charged automatically for tuition and housing installments. To have the payment automatically processed, families must choose the Auto-Pay option when registering online or via the registration packet. Auto-Pay only applies to tuition and housing installments. Additional fees, such as weekend outings, will not be processed automatically. Accounts on Auto-Pay will be processed on the installment due date or, if the due date falls on a weekend, the next business day. Families are responsible for updating credit card and/or bank account information.

Late Payments

A late fee of no less than \$25.00 will be assessed for payments over five business days past due. Students who have overdue payments will not be permitted to attend class.

Withdrawal from the Summer Intensive

A student withdrawing from the Summer Intensive prior to the start of the program must provide the Rock School with written notice of the withdrawal. Tuition, housing, and other payments already made to the Rock School are non-refundable and families may be responsible for remaining installments.

Pre-existing injuries, chronic, debilitating illnesses, or who are physically incapable of participating fully in the rigorous program of training and performing at the Rock School should not enroll. Any student who begins summer training but is found to have a pre-existing injury or illness requiring him/her to go home will not receive tuition or residence refunds.

If a student has to withdraw due to an unforeseen injury or illness, money paid toward tuition or housing may be deferred to next year's intensive. In addition to written notification of the withdrawal, the Rock School must receive documentation from the student's physician confirming the injury or illness. Payment for administrative fees (i.e. Registration Fees and Scholarship Fees) cannot be deferred.

Approval to defer payment is granted on a case-by-case basis. Payments may only be deferred to the next summer. The student must audition and be accepted for the following summer's intensive to apply the deferred payment. Acceptance for the next intensive is not guaranteed.

Scholarship Information

All of the Rock School students who receive a scholarship for the Summer Intensive are subject to the Rock School's Scholarship Acceptance Agreement. Failure to comply will result in a verbal warning. Any such verbal warning may be followed by complete revocation of the Scholarship Award.

The Rock School awards two types of scholarships for the Summer Intensive:

- Merit - The Rock School offers a limited number of full and partial tuition Merit Dance Scholarships, primarily to students in the upper levels. These scholarships are based on talent and ability and are awarded only by the School Directors.
- City Dance - The Rock School's City Dance program enables the Rock School to identify and train talented students who meet financial based eligibility requirements. Upon acceptance to the program students receive a full or partial tuition scholarship that is evaluated annually.

The Rock School is not able to provide other need-based financial assistance. There is no application for scholarships. All merit-based scholarships are awarded at the time of a student's audition.

Please note: the Young Boys' Scholarship does not apply to the Summer Intensive.

All of The Rock School students who receive a scholarship award, full or partial, are subject to a Scholarship Fee. The Scholarship Fee helps subsidize administrative expenses, necessary to support The Rock School's extensive scholarship programs.

VII. PRIVACY POLICIES

The Rock School is committed to protecting your privacy. This policy governs the usage of information provided by you on the Rock School designated webpages; it does not apply to the offline collection of data or the Rock School's website in its entirety. The Statement of Privacy is found on all of the Rock School's webpages.

Personal information provided by you to the Rock School will be collected, used and disclosed as described in the Statement of Privacy.

Collection of your Personal Information

The Rock School collects personal information, such as your e-mail address, parent contact information, student data, and payment information. Information collected by the Rock School is used solely for the purpose of billing and completing student registration based on your online purchase.

The Rock School is not responsible for the privacy statements or other content on webpages outside of the Rock School's webpages.

Use of your Personal Information

The Rock School and its operational service partners collect and use your personal information to process billing based on class registration requests. This includes issuing billing statements and invoices, to complete the billing process based on the payment plan selected. The Rock School will also use personal information to inform you of school-affiliated events and notices.

The Rock School may contact you via surveys to conduct research about your opinion of current programs or potential new programs that may be offered.

The Rock School does not sell or lease its customer lists to third parties. The Rock School may access and/or disclose your personal information if required to do so by law or in the good faith belief that such action is necessary to (a) conform to the edicts of the law or comply with legal process served on the Rock School's webpages; (b) protect and defend the rights or property of the Rock School including its Tuition, Admission & Registration webpages; or (c) act under exigent circumstances to protect the personal safety of users of the Rock School or the public.

Personal information collected on the Rock School website may be stored and processed in the United States or any other country in which the Rock School or its affiliates, subsidiaries or agents maintain facilities, and by using this site, you consent to any such transfer of information outside of your country.

Control your Personal Information

To stop the delivery of future e-mail notices from the Rock School, you may respond directly to any email you receive with a request to remove you from the mailing list.

Security of your Personal Information

The Rock School is committed to protecting the security of your personal information. The Rock School uses a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. When transmitting highly confidential information (such as a credit card number) over the Internet, the Rock School uses a secure payment gateway so your information is protected. The Rock School is a Payment Card Industry Standard Data Security Standard (PCI DSS) organization.

Changes to this Statement

The Rock School will occasionally update the Statement of Privacy to reflect School and customer feedback. If there are material changes to the Statement or in how the Rock School will use your personal information, the Rock School will prominently post such changes prior to implementing the change. The Rock School encourages you to periodically review this Statement to be informed of how the Rock School is protecting your information.

Medical Form Statement of Privacy

The Rock School takes great care in protecting medical information of all students. Student medical forms are securely stored at the Rock School and only made available to authorized staff members on a need to know basis. Medical forms are made available to medical authorities in case of emergency per the Rock School's Release of Claims and Medical Authorization Form. Academic and Residence students' medical information will be shared with medical authorities as deemed appropriate within the scope of the Rock School's Care Waiver.

All medical forms for the intensive will be shredded and destroyed upon the close of the session. The Rock School will not retain any obsolete student medical information or files.