



**STUDENT AND PARENT HANDBOOK
FOR ALL DANCE PROGRAM**

SUBJECT TO CHANGE AS OF JUNE 2018

Welcome to The Rock School for Dance Education!

We look forward to the upcoming year and thank you in advance for choosing our School, which shares your values of disciplined pre-professional dance training and academic rigor. The Rock School for Dance Education remains committed to serving your child's needs for the present and future.

The faculty and staff at The Rock School are the first to admit that our students maintain a rigorous schedule. Dedication to work in ballet and academics is vital to the goals of our programs. Our students have high expectations for themselves and our goal is to provide whatever resources are necessary for their success. The goal of The Rock School is to provide an open and supportive environment in which students may comfortably balance their self-expression with what is expected of them.

New students will notice the accelerated pace that we keep here at The Rock School. However, new students will also realize that a structured day is a necessity in order to accomplish an education in ballet and in academics. This does not mean our faculty, staff, and students do not enjoy a little spontaneity; we are all interested in keeping spirits high and stress levels low. To do this, we must maintain flexibility, tolerance, patience, understanding, and mutual respect among students, faculty, and parents. The code of conduct, guidelines, and policies presented in this handbook are written to accomplish these goals. Therefore, we ask that all students and parents carefully read and discuss this handbook. We also ask that all students and parents sign a consent form verifying they have read, discussed, and understood the policies set forth within the handbook.

Please be aware that changes to this document may occur throughout the year without prior notice. We will attempt to keep you informed of any such changes. We know that you share in our commitment to the arts and personal development of each student at The Rock School for Dance Education and that the upcoming school year will be a fulfilling one.

Bojan Spassoff, President and Director

Stephanie Spassoff, Director

Table of Contents

I. Introduction 5

- School Contact Information.....5
- The Rock School Mission - Excellence now and for the future.....5
- Statement of Community and Code of Conduct.....5
- Parent Conduct.....6
- Reporting Incidents.....6
- Disciplinary Action.....6
- Suspension and Expulsion6

II. The Rock School Policies and Expectations 7

- Building Security Procedures and Protocols.....7
- Fire Safety7
- Emergency Procedures7
- Staff Only Areas of the Building.....7
- Bistro Behavior and Expectations7
- Van and Bus Behavior.....7
- Personal Property.....8
- Lockers.....8
- Lost and Found.....8
- Use of Cell Phones and Other Electronic Devices8
- Vehicle Use and School Parking Lot.....8
- Behavioral Misconduct.....9
- Vandalism/Destruction Of Property.....9
- Gambling9
- Pets9
- Public Displays of Affection9
- Sleeping.....9
- Fireworks and Incendiary Devices9
- Alcohol and Substance Abuse Policy.....9
- Smoking Policy10

III. Medical Release and Care Waiver 10

- Medical Release Forms.....10
- Medical Form Statement of Privacy.....10
- Health Insurance10
- Medication Policy.....10
- Medical Attention for Sick or Injured Students.....10

IV. Class Policies 11

- Level Placement and Advancement11
- Class Attendance and Tardiness.....11
- Inclement Weather and School Closings.....11
- Instructor-Student Contact.....11
- Parent Observation Weeks.....11
- Dress Guidelines.....12
- Costume Shop and Rental Information.....12

V. Scholarships, Tuition, and Other Payment Information	13
• Scholarship Information	13
• Discounts	14
• Tuition Payment Agreement	14
• Student Security Deposit.....	14
• Tuition Protection.....	14
• Reserving Your Spot.....	15
• Payment Terms	15
• Credit Card Convenience Fee.....	15
• Auto-Pay.....	15
• Late Payments	15
• Withdrawal from The Rock School.....	15
VI. PRIVACY POLICIES	16
• Collection of your Personal Information	16
• Use of your Personal Information.....	16
• Control your Personal Information.....	16
• Security of your Personal Information.....	16
• Changes to this Statement.....	16

I. Introduction

The Rock School Student and Parent Handbook combines dance, residency, and school community information and policies. After reading the policies and procedures listed in this handbook, all parents and students are required to sign a Handbook Agreement to acknowledge their agreement. 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
Absences notices email	absences@therockschool.org
General inquiry email	info@therockschool.org
Rock Academics	extension: 1135 rockacademicsd@therockschool.org
Residence Staff	(267) 788-3385 or (267) 968-9120 residence@therockschool.org
Rock West Main Telephone Number:	(610) 431-4321
The Rock School Website:	www.therockschool.org

The Rock School Mission - Excellence now and for the future

The 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.

The 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. Abusive, profane, or disrespectful language is not acceptable at any time. Disruptive or distracting behavior in the hallways, studios, Ballet Bistro, or other shared spaces is not acceptable at any time. The Rock School may

take disciplinary action or 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.

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. Such 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.

Suspension and Expulsion

The School Directors reserve the right to suspend or expel a student at any time whose attitude, class attendance, work habits, overall conduct, or physical fitness for classical dance training is judged unsatisfactory. Any student whose actions tarnish the reputation of the Rock School, jeopardizes the safety, order, and discipline, or social cohesion of the community, or whose behavior serves as a negative influence on the Rock School or other students, regardless of where or when those actions occur, including on social media websites, may be subject to suspension or expulsion.

Any student who engages in any activity that has the potential or does in fact jeopardize the safety, security, and health of him/herself or others, the student may be suspended or expelled. The Rock School also reserves the right to dismiss any student who has a medical condition that places him/her or his/her classmates and faculty at risk.

The student who involves in such infraction will be asked to meet with the Directors, and their transportation costs will be the sole responsibility of their parents/guardians.

If the suspended/expelled student is one of our Residences, he/she will report immediately to the Residence Managers, whom will carry out all proper procedures to departing from the Residence. The dismissed student must return home within 48 hours of expulsion or dismissal, and his/her parents/guardians are responsible for all the transportation costs. The dismissed student may not return to the Rock School to visit students or faculty.

The departure procedures for a suspended/expelled Residence student are as follows:

1. The student is responsible for packing his/her personal property while the Residence Manager will supervise this process.
2. If the student is leaving the Residence by car driven or arranged by his/her parents, he/she will wait in his/her dormitory area until his/her ride arrives.
3. If the student is leaving the Residence by shuttle or cab to board the plane/bus/train, it is the parents/guardians responsibility to secure all means of transportation and settle the payment for the student's transportation. The Rock School is only responsible for ensuring that the student is picked up from the Rock School Residence by the shuttle or cab. The Parents release all The Rock School's liability of the student once he/she has been placed in the shuttle or cab.

In the event of an expulsion or dismissal by the School Directors, all tuition paid to the Rock School, on behalf of a discharged student, is forfeited. Parents remain responsible for some/all tuition payments through the remainder of the school year and may forfeit all payments and deposits, as outlined in this handbook.

II. The Rock School Policies and Expectations

Building Security Procedures and Protocols

All full-time Professional Division students (both residence and commuter students) are expected to sign-in and sign-out at the desk in the lobby of The Rock School upon entering and exiting the building.

Students under 18 may NOT leave the building 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.

Emergency Procedures

In the case of a medical emergency, 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.

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 clean their tables, throw away their used plastic plates, utensils and 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 and/or Marine Club Apartments accept no responsibility for loss/damage of personal property. The Rock School suggests that parents include their child's belongings in their homeowners insurance.

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 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 school year; 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 Rock School including in the first floor ladies' locker room and 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 dance classes and Rock Academic sessions 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 School Parking Lot

Residence Students may neither have any motorized vehicles on campus nor in the vicinity of The School. Commuting students are not allowed to drive Residence Students in their cars while on or off campus without appropriate permission from their parents and the Rock School Staff. Parents other than driving their own children, NO Rock School staff and parents are permitted to drive students in their personal cars.

The Rock School parking lot located at 1225 Washington Avenue is available to all Rock School families with the purchase of a parking pass at The Rock School's front office during regular business hours

Behavioral Misconduct

Violence, threats of violence, possession of weapons or instruments used in a dangerous fashion, and harassment of others result in the suspension or expulsion of the students involved. This includes a threat of violence or any harassment that occurs using social media (i.e. cyber-bullying).

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.

Public Displays of Affection

Given the public nature of the Rock School, students should refrain from inappropriate, intimate behaviors in the Rock School or during school related events or activities. Inappropriate displays of affection will not be tolerated. For more details on the policies regarding displays of affection in The Rock School Residence, please refer to the Residence Handbook.

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/her expectations for the day, he/she should report to the Rock Academics Director or the Residence Manager or main office. Students should not miss class (academic or dance) to sleep. Doing so constitutes a class cut and may result in disciplinary action.

Fireworks and Incendiary Devices

Fireworks of any kind are illegal in Pennsylvania and therefore prohibited. If fireworks are being stored or found in the 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 Residence and/or dance program 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 reserves the right to require the student participate in counseling and/or drug/alcohol rehabilitation as a condition of that students; return to The Rock School community.

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 may lead to dismissal from the Rock School.

III. Medical Release and Care Waiver

Medical Release Forms

Medical Release Forms are required to be on file for all students. The Residence staff may not be able to assist with medical appointment without these forms. 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.**

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 school year session will be shredded and destroyed upon the close of the session. The Rock School will not retain any obsolete student medical information or files.

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

Each student is placed in a ballet level for the school year. The progress of each student is monitored continuously throughout the year by the faculty and the School Directors, who reserve the right to change a student's level when appropriate.

Please note: students do not automatically advance to the next level at the end of 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, particularly Level 3 and Level 3X. Students completing Level 2 and those emerging from Level 3X must be able to meet certain minimum standards in order to advance at The Rock School. Questions about student progress must be directed to the School Directors and NOT to individual faculty. Final decisions regarding level placement are made by the School Directors.

Class Attendance and Tardiness

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.

Students are required to attend all dance classes and rehearsals to which they are assigned. A student with a minor injury or illness is expected to attend his/her classes and rehearsals as an alert observer seated inside the studios. To minimize absences, parents are urged to take lessons and rehearsals into consideration when scheduling appointments and when planning family vacations. A student will be excused from class or rehearsal only in the case of serious illness or injury or genuine emergency.

A student's absence must promptly be reported by a parent or by the student to The Rock School at 215.551.7010 ext. 1100 or via email absences@therockschool.org with the subject line: ATTENDANCE.

The Rock School reserves the right to dismiss any student with unexcused absences or on leave from The Rock School for five or more class days per quarter. Scholarship students are not exempt from the rules governing attendance.

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 during designated Observation Weeks. Exceptions: Creative Movement and Pre-Ballet parents may observe classes at any time outside the door of the studio. Parents or guardians of non-local Residence students may request Director approval to observe class on a day not during an Observation Week.

Photography and videography are prohibited during class or rehearsals. This includes the use of smart phone recording devices.

During Parent Observation Weeks, photography and video is only allowed after class and parents may only take pictures and video of their own children. Other students may only be photographed or recorded if their parents have granted permission.

Dress Guidelines

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

Female students: must wear their hair away from the face and secured in a bun

Creative Movement Pre-Ballet I, Pre-Ballet I 2	Level I through 5
<ul style="list-style-type: none"> • White leotards (any style) • Pale pink tights • Pink ballet slippers • Short skirts are optional 	<ul style="list-style-type: none"> • Solid black leotards (any style) • Pale pink tights • Pink ballet slippers or pointe shoes (if applicable) • Level 4, 5, 6: skirts may be worn only during pointe and variations classes, at the instructor's discretion • Saturday is color day; any color leotard may be worn on Saturday

Male students:

- | |
|---|
| <ul style="list-style-type: none"> • White tee shirts • Black tights • White socks • White ballet shoes |
|---|

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. The Rock School reserves the right to dismiss any student for disregarding the dress code.

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.
- Include military dress, camouflage or military logos.
- Reveal undergarments.
- Include halter-tops, tube tops, off the shoulder shirts, spaghetti straps, or pajamas.

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.

Costume Shop and Rental Information

The Costume Shop, which is located on the third floor of The Rock School, is generally open from 11am – 7pm daily (Monday to Friday) and can be reached at extension 1117 or at berryl@therockschool.org.

Students using The Rock School's Costumes

At different times throughout the school year for productions such as Nutcracker 1776, students will use The Rock School's costumes. 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 hangers at all times. They should never be left lying around. Students should never eat or drink while wearing them (except water) and should keep hands clean of dirt and make-up while handling them. All needed repairs or damage should be immediately brought to the attention of the to the Costume Shop Manager. In addition,



students should be prepared to help pack up costumes 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.

Rehearsal Tutus

Students who will need to rehearse in a tutu throughout the school year, especially for Nutcracker 1776 and/or YAGP, are required to have their own rehearsal tutu. Each school year in late September, The Rock School offers families an opportunity to sign up for a bulk order so that every student can benefit from a discounted rate on a top-of-the-line custom fit tutu. Students may store their labeled rehearsal tutu in a specific room between studios A and B between uses.

Costume Rentals

All costumes for competitions and outside activities are the sole responsibility of the student's family. The Rock School Costume Shop has many wonderful professional classical and contemporary costumes, hairpieces, etc. that are available to our students to rent for different activities. Costumes are rented out on a first come, first served basis and we do not have something for everyone, so please plan ahead and give the Costume Shop as much notice as possible. If we don't have something for you, we are happy to help you find alternatives. No costumes are to be taken from the costume shop without a signed rental agreement and payment.

V. Scholarships, Tuition, and Other Payment Information

Scholarship Information

All scholarships are given at the discretion and direction of The School Directors. The Rock School awards three types of scholarships:

- 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.
- Young Boys - The Rock School is proud to support the training of young male dancers. Scholarships are available to male students, ages 3-11 in Creative Movement and ballet classes. The scholarship covers 100% of the tuition for Creative Movement and ballet classes. Other classes (ie. Hip Hop or gymnastics) are not covered by the Young Boys' Scholarship.
- 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.

All Rock School students who receive a scholarship award, full or partial, are subject to a Scholarship Fee for the school year. The Scholarship Fee helps subsidize administrative expenses necessary to support The Rock School's extensive scholarship programs. Scholarship Students are not eligible for other School discounts in combination with his/her scholarship(s). Scholarships cover tuition only. Additional fees for performances or competitions are not included in the tuition scholarship award.

All Rock School students who receive a scholarship for the school year must submit paper registration and sign the Rock School's Scholarship Acceptance Agreement. Failure to comply with the scholarship terms will result in a verbal warning. Any such verbal warning may be followed by complete revocation of the scholarship award.

Scholarship Terms

- Scholarship recipients must attend all regularly scheduled dance classes to which he/she is assigned and will report all upcoming absences promptly to The Rock School's main office at (215) 551-7010 ext. 1100 or email frontoffice@therockschool.org
- Students are not allowed to train at other schools unless granted permission by The Directors. Any outside training would be for jazz or modern work only.
- Dancers must adhere to the student dress code established by The Rock School.
- Scholarship recipients are to be polite, respectful, and supportive of fellow students, staff, and faculty.
- Scholarship recipients and their families **are not to discuss scholarship information with other students and parents.**

Discounts

The Rock School offers two tuition discounts for the school-year program. Discounts may not be combined with other scholarships or discounts. All discounts must be entered manually so paper registration is recommended. The discounts available for the school year are as follows:

- Pay-in-Full – If a student's annual tuition (for the entire school year, September through June) is paid in full, the student will receive 5% off the total tuition. This applies to all dance, residence, and academics tuition. Discount cannot be used if student has already been awarded a scholarship.
- Sibling – Discount applies to families with at least two children enrolled in any dance program at the same time who do not have another scholarship or discount. A 5% discount will be applied to the tuition of the student with the lower tuition.

Contact The Rock School for more information.

Tuition Payment Agreement

The Tuition Payment Agreement is effective for all of The Rock School's programs (i.e. dance, Rock Academics, and Residence) for the duration of the school year, which runs from September to June. All tuition paid to The Rock School is non-refundable and non-transferable.

Dance tuition includes class instruction and select rehearsals. If a student elects to participate in supplementary performances or activities, additional fees may apply.

Rock Academics tuition includes academic and technical support, individualized and small-group instruction, Rock Academics-Specific Courses, SAT and AP preparation and transportation, and high school and college advising.

Residence cost includes a place in The Rock School dormitory and meals at the Ballet Bistro. The dormitory facility is part of a local condominium complex and includes a study hall, bathroom, kitchen, and student lounge. Rock School Residence staff monitors the dormitory facility.

Student Security Deposit

The Rock School administers an incidental account for all Residence and/or Rock Academics students for certain expenses, including but not limited to, damage to Rock School property, dormitory property, school facilities, or any damage/theft (on or off campus) of the Rock Academics school-issued laptop computers. Parents must deposit \$1,500 at the beginning of the year (i.e. fee due upon registration, if applicable) and replenish that deposit each payment installment period as necessary to maintain a \$1,500 credit balance.

Withdrawal will result in the forfeiture of the Student Deposit to help defray the administrative costs of withdrawing the student from The Rock School's programs.

Students participating in both the Residence and the Rock Academics programs are required to have only one Student Deposit. The deposit is shared between programs, therefore two separate Student Deposits are not required.

The \$1,500 Student Security Deposit shall be refundable at the end of the school year if there are no damages. Returning families may elect to roll this fee over to the following year.

Tuition Protection

Professional Division Tuition Protection is optional. If the student chooses to forego enrollment in Tuition Protection and subsequently needs to leave the School prior to the end of the school year for any reason, all remaining payments for academic and housing (where applicable) will be due to The School in full. Failure to make these payments will result in legal action on The School's part. Additionally, in the event that payment is not satisfied, The School will retain the \$1,500 Student Security Deposit in an effort to defray the outstanding balance on the student's account. Remaining payments for ballet tuition will be in keeping with the school's ballet tuition withdrawal policy as stated in this handbook.

Students who choose to enroll in Tuition Protection must submit payment in the amount of \$750 along with their initial payment to The School. This payment is non-refundable and may not be purchased once a student is officially enrolled at The Rock School. If a student must leave the School prior to the end of the school year and is able to produce required documentation in keeping with the withdrawal policy as stated in the student handbook, he/she will not be held responsible for any future payments to The Rock School.

Additionally, if it is agreed that no damage has been sustained to Rock School property, the student's Student Security Deposit will subsequently be returned as well.

Please contact the main office, for further information..

Reserving Your Spot

Students must submit a new registration for each session they attend. The Rock School's dance, Rock Academics, and Residence programs are filled on a first-come first-served basis, with priority extended to re-enrolling students in good standing. Programs have limited capacity and it is important to complete the registration process in a timely manner to reserve a space. A place cannot be reserved for a student unless the registration has been completed and payment has been received. Please visit therockschool.org to review the required registration steps.

Payment Terms

Dance tuition and housing costs may be paid in installments throughout the school year or annually in full. Payment due dates are determined by the class or program in which the student is enrolled and can be found on The School's website and in the school year calendar. If payment is past due the student may not be permitted to attend class.

Credit Card Convenience Fee

A 2.75% fee on each transaction will be added to all credit card payments to offset the processing fee The Rock School must pay to the credit card processor. We will continue to accept other payment methods, including cash, paper checks, and electronic check payments (ACH), which carry no additional charge.

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 those for performances and competitions, 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 payment information.

Late Payments

A late fee of no less than \$25 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 Rock School

A student withdrawing from The Rock School's Dance program during the course of the school year must provide The Rock School with written notice of the withdrawal at least one week prior to the upcoming installment due date. If postmarked notification or email is not received by the appropriate date the student is considered to be continuing participation in the subsequent installment period and payment is required.

A student enrolled in the Professional Division year-round program (i.e. dance and potentially Rock Academics and/or Residence) is expected to maintain enrollment for the duration of the school year (September to June). Withdrawal will result in the forfeiture of the Student Security Deposit, to help defray the administrative costs of withdrawing the student from The Rock School's programs.

If a student withdraws from Residence and/or Rock Academics for and has not purchased Tuition Protection or does not meet the qualifications for Tuition Protection, the student will be held accountable for all remaining payments to the respective program(s). Students who withdraw from Dance and/or Residence can maintain enrollment in The Rock Academics program, at the discretion of the Director of Rock Academics. Students who withdraw from Rock Academics may also be assessed course transfer fees for all academic courses.

VI. 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.