



PERPICH

TEACHING IN AND
THROUGH THE ARTS

Residential Handbook 2011-2012

**Perpich Center for Arts Education
The Arts High School**

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RESIDENTIAL LIFE

Welcome to Delta Residence Hall

Living in the Perpich Arts High School Residence Hall is an experience that can enhance personal growth and discovery. It requires cooperation and patience with people and tolerance for new situations. The Residence Hall staff strives to help students make the most of their experience at the Perpich Arts High School. It is essential for students and parent/guardians to realize that living in the Residence Hall is a privilege that may be revoked if students do not adhere to the established guidelines, policies and procedures.

Students eligible to apply to live in the dorm may waive their resident status upon acceptance to the Perpich Arts High School if they elect to commute. After the school year begins, and space permitting, applications for resident status (or for the senior year) are considered providing that the student:

- a) is not entering on academic probation
- b) is on target to graduate on time
- c) has lived with a parent/guardian at least six consecutive months prior to applying
- d) has no history of campus policy violations

RESIDENCE HALL RULES AND EXPECTATIONS

The Delta Residential Hall is a place of education where each student has the right to learn and grow in a supportive environment among people who are caring and cooperative. Delta Residential Hall is committed to working with our students and staff to create a system of accountability that sets clear limits and supports a respectful, residential community.

The Code of Conduct has been guided by the following philosophy:

- All members of the residential community (students, staff, parents, and community) are essential to creating and maintaining a positive environment
- The residential environment must be physically, socially, and emotionally safe for everyone
- The Code of Conduct is a framework to facilitate appropriate behavior by establishing clear expectations and appropriate consequences
- Desired behaviors should be communicated, taught, and modeled continually throughout the school year at all levels
- Systematic communication and reflection (based on data and observations) on an individual and collective basis are vital to the successful implementation of the Code of Conduct
- Conflicts will be handled with respect for the rights of all involved. The Code of Conduct that follows will assist students, teachers and staff in creating a safe community, which fosters personal growth both behaviorally and academically

Consistent with these philosophies, Delta Residential Hall may utilize restorative practices as a response to behavior which impacts the residential community. Restorative practices are designed to resolve behavioral concerns within the residential community. They are further designed to allow interested victims to meet offenders in a safe and structured setting. Offenders are held directly accountable for their behavior and are encouraged to return and positively contribute to the community. Parents/guardians are valued members of our residential communities and are critical resources in helping students learn to resolve Code of Conduct violations and behave in a manner that creates a safe environment for all. We will encourage and support parents/guardians in playing an active role in the decision process.

CONSEQUENCES (SEE CAMPUS BEHAVIOR POLICY: STUDENT HANDBOOK)

RESIDENCE HALL ADMINISTRATION

Director of Student Life and Development

The Director of Student Life and Development serves as the primary authority in the Residence Hall. The Director supervises and consults with the Residence Hall staff, represents, and administers school rules and regulations through Residence Hall policies and serves as liaison between students, Residence Hall staff, faculty, and administration. Students and parents/guardian(s) are encouraged to contact the Director of Student Life and Development with any questions or concerns anytime.

Residence Hall Coordinators

Residence Hall Coordinators are directly responsible for the students in the Residence Hall and are the first line of support for students who have questions and problems within the students' living environment. Coordinators are also Residence Hall Advisors to students to provide guidance and support for personal development and general well-being. Coordinators disseminate information, hold floor meetings, and help to relay, interpret, and enforce the Arts High School policies. Students and parents/guardians should feel free to contact Residence Hall Coordinators with any questions or concerns regarding their student.

Nurse

The Arts High School nurse authorizes and monitors all medications brought on campus and is the primary consultant for any medical concerns. The School Nurse or designee can provide excused absences for illness or medical appointments for resident students. The nurse provides a confidential environment and students should feel free to consult with the nurse on any health or medical issue.

HOUSING

SUGGESTED THINGS TO BRING TO THE DORM

1. A reliable alarm clock . . . or six if heavy sleeper!
 2. Clothes hangers
 3. Big key chain to keep track of keys
 4. Quarters for laundry
 5. Stamps for mailing thank you notes for all the money family send you . . .
 6. Envelopes, stationary, tape, scissors, stapler, and batteries needed for electronic devices
 7. Basic first aid supplies (bandages, heating pad, cold packs, dehumidifier or vaporizer, humidifier, ace bandages, sunscreen) and personal toiletries
 8. A floor or desk lamp with light bulbs to fit the specific wattage required for the lamp. **Paper lampshades, halogen lamps, clip-on or wrap lamps are prohibited due to fire risk**
 9. Blankets, pillows and pillowcases, twin-sized mattress pad and sheets. Mattresses are 74" x 38" and the bed has a 16" clearance for under bed storage
 10. Towels, washcloths, hand towels and toiletry items
 11. Cup, plate, small dishes, eating utensils, cookware to use in kitchen microwave and stove or oven (stored in dorm rooms when not in use), dish soap. Plastic bins with lids are required to store all nonperishable food items kept in dorm room
 12. Laundry detergent, basket and iron -- with automatic turn-off only. Ironing boards are provided in laundry rooms
 13. Small refrigerator (no larger than 3.6 cubic feet in size) is allowed; to promote energy efficiency, older models (dating before 2006) are prohibited
 14. A robe to wear to and from bathroom and crate or bag to transport personal toiletries to and from bathroom. Personal items may not be left in bathrooms
 15. Bathroom rug (optional)
 16. Small electric fan (dorm bedrooms are not air-conditioned)
 17. UL approved power strip with surge protector (Extension cords are prohibited)
 18. Bicycle lock (if you bring a bicycle)
 19. Thumb tacks or Plasti-Tak if you plan to decorate walls (many walls are brick); adhesive remover
 20. Personal recreational equipment if desired: Tennis equipment (parks nearby), softball glove and ball, soccer equipment, basketball, swimsuit (swimming at the nearby Community Center)
- TIP:** Residents are encouraged to coordinate with roommates to avoid duplications (i.e., TV, stereo) and before bringing large pieces of furniture. Rooms are approximately 11' x 17' in size (187 sq. ft.).

THINGS NOT TO BRING TO THE DORM- THESE ITEMS FOUND IN ROOMS WILL BE CONFISCATED

1. Alcoholic beverage containers and/or drug paraphernalia (ex. wine bottles, poppers, pipes) are not allowed in rooms for decoration or otherwise. Such items (even empty) found in rooms can subject students to a suspension or cancellation of the Residence Hall Contract per the Chemical Use Policy
2. Soft drink bottles or cans that are look-alike alcoholic beverage containers
3. Any open heating elements or items that can cause combustion: popcorn poppers, hot plates, coffee pots, microwaves, heaters, electric potpourri pots, extension cords, toasters or other heat producing electrical appliances not listed
4. Candles, incense, matches; cigarettes, lighters
5. Halogen or mercury light bulbs
6. Spray paint or any oil-based paint (these items must be stored at school if needed)
7. Super-soaker water guns or any toy weapon (gun, knife etc.)
8. Pets other than fish. Fish are allowed as long as water is kept clean and odor free
9. Audio/visual material (VHS tapes, DVDs, video games) or printed materials (posters, photos) that depict sexual acts, nudity in sexual context, repetitive profanity, or extreme violence and gore (body mutilation/blood) are strictly prohibited in the residence hall

10. AVOID BRINGING ITEMS OF EXTREME MONETARY OR SENTIMENTAL VALUE (JEWELRY, CASH, EXPENSIVE ART PIECES, ETC.) Although rooms should be kept locked at all times, we cannot guarantee the safety of personal items. The Center assumes no responsibility for lost, stolen or damaged personal property

DAILY RESIDENCE HALL HOURS

The Delta Residential Hall officially opens at 6:00 a.m. Monday - Friday. Students may leave the Residence Hall before 6:00 a.m. with parental permission only. For security reasons, the Residential Hall closes during the school day, 9:00 a.m. to 3:00 p.m. Students may not return to the Residential Hall during these hours without a pass from Student Services located in the school building. Students must remain in the Residential Hall from curfew time at 10:30 p.m. until 6:00 a.m.

CURFEW

Curfew is 10:30 p.m. Sunday - Thursday and midnight on Friday and Saturday. Students chronically late for Sunday night curfew will be asked to make arrangements to return Monday mornings. Late curfew on weekends will result in loss of weekend stay privileges. Curfew extensions are granted on rare occasions, if the student is returning to campus accompanied by an adult.

Curfew Sign In

Students are required to legibly sign their own name on a "Curfew Sign-In Sheet" each evening by curfew at designated areas in the Residence Hall and remain in their quad after signing in for the night. Residents must be in their assigned room by 11:00 p.m. weeknights and 12:30 a.m. weekends. Visitors need to leave the dorm by 10:00p.m. every evening, including weekends. Consequences for being late for curfew, not signing in properly at curfew, or being out of the dorm without permission between curfew and 6:00a.m. may include all-or-any of the following:

- 1) notice to parent/guardian
- 2) early curfew up to five nights
- 3) weekend suspension for designated period of time
- 4) dorm suspension or expulsion for chronic curfew violations

Curfew Quiet Time

Residents are required to be in their respective quad area after signing in for curfew and to honor the 10:30p.m.-11:00p.m. "quiet time" expectations in the quad area. Quiet time expectations in quad areas include: no loud social activities, loud music or raised voices in the quad area after 10:30p.m. Quiet time is in place so students that wish to go to sleep early can do so without interruption.

RESIDENCE HALL CLOSINGS

Holidays and Mandatory Weekends Home

The residence hall closes at 6:00p.m. on weekends and holidays as identified on the school calendar and all students are required to leave campus. It is the student's and parents/guardian's responsibility to prepare for these closings in advance and make transportation arrangements.

Students must be out of the Residence Hall by 6:00 p.m. on the last school day before the holiday/mandatory weekend begins and may return to the Residence Hall AFTER 4:00 p.m. the day before school resumes.

WEEKENDS

TIER ONE STUDENTS (students who live 16-50 miles from the school): must vacate the Residence Hall every weekend. Tier One students must leave the Residence Hall by 6:00 p.m. Fridays and may return after 4:00 p.m. Sundays.

TIER TWO STUDENTS (students who live 51 miles or farther from the school): may stay on campus weekends (not including Holiday & Mandatory closed weekends).

OFF CAMPUS POLICY/ SIGN IN/OUT POLICY

Students may leave campus at their discretion at any time between the hours of 6:00 a.m. and curfew. Students are required to sign in, at the dorm at curfew each night. Students are not required to sign in and out of the dorm when leaving campus unless the student is:

- a) going off campus for an overnight visit with parental permission;
- b) leaving campus on a weekend the dorm is open; or
- c) leaving campus on a scheduled mandatory dorm closing date

Students are strongly encouraged to sign in and out on their individual sign in/out sheet each time student leaves campus so this information can be provided to parents on request. Parents and students should discuss this together to reach a mutual agreement as a family. Staff will provide copies of the sign/in out sheet monthly to parents upon request. Consequences for not signing in and out of the dorm for overnights or weekends may include all or any of the following:

- 1) notice to parent/guardian
- 2) early curfew for designated period of time
- 3) weekend suspension for designated period of time
- 4) dorm suspension or expulsion for repeat sign in/out violations. Students that provide false permission from parents (false phone calls, emails or notes) for overnights or weekends off campus will be suspended from the dorm weekends and/or up to 5 weeknights

Students going home weekends are required to sign out of the Residence Hall by 6:00 p.m. Fridays and may return after 4:00 p.m. on Sundays. Students signed out for the weekend are asked to refrain from visiting in the dorm on weekends and sign in as soon as they return to campus. Parents should contact dorm staff when student will return Monday mornings instead of Sunday night.

RESIDENT ROOMS

Residence Hall rooms, closets, and bathrooms are the property of the Arts High School campus. Staff may enter rooms and closets with or without students present for the purpose of routine checks, inspections and repair and preservation of health, safety or quiet. Staff has the right to enter rooms if there is reasonable cause to suspect that laws or school policies are being violated. Unauthorized or illegal items found in rooms or on the premises will be confiscated. Residential Staff will enter rooms for scheduled and unscheduled checks and, as circumstances demand, for room searches (see Room Checks and Searches sections for procedures). Each student will be held strictly accountable for the proper care of the flooring and furnishings in the room. Damages to rooms and quads will be assessed periodically and repair costs will be billed to parents/guardians.

ROOMMATES

Students are typically assigned two per room. Roommates are matched based on information provided on the Roommate Preference form completed upon application to the residence hall. Residence Hall Staff reserves the right to change room assignments for health, safety or repair services, for disciplinary actions, to consolidate vacancies, or for irreconcilable incompatibility of roommates. Staff will consider room reassignment requests after mediation in most cases. Students involved in romantic relationships, regardless of gender or sexual preference, are not permitted to room with partners and are subject to all room visitation and integration restrictions.

ROOM VISITORS

Residents may visit in dorm rooms of same sex residents until curfew with the same restrictions as outlined for Integration visitation. "Integration" is a 2-3 hour period typically offered one night per week at staff discretion in which residents may invite authorized guests to visit in dorm rooms with restrictions including: doors open, lights on, and both feet on the floor at all times. Unauthorized room or quad visitations that could result in dorm suspension include:

- (a) males in female quads and vice versa without authorization

- (b) integration violations
- (c) staying in other resident rooms or hosting other residents in room overnight
- (d) visiting in unassigned rooms after curfew
- (e) hosting non resident guests in dorm room overnight

Residents that violate room or quad visitation expectations during the week or on weekends will also lose weekend privileges for up to the remainder of the school year.

KEYS

The Center is not responsible for lost, stolen or damaged items. Student rooms should be kept locked at all times when both roommates are out of the room. Room or mailbox keys should not be loaned to other students. A \$25 charge is assessed and billed to parents/guardians for lost room or mailbox keys.

WINDOWS

Damage to windows or screens on any floor, or use of dorm windows to exit or enter the building will result in compensation applicable and a dorm suspension and/or weekend suspension; subsequent window violations will result in dorm contract cancellation. A \$10 per room fee will be assessed for missing window sticks on first floor rooms.

DECORATIONS/FURNISHINGS

Students may decorate rooms according to their own good judgment, providing no structural alterations or damages to facilities occur, and décor is in compliance to current fire and safety regulations. Plasti-tak may be used to put up posters, pictures etc. on walls instead of tape, staples or adhesives that damage walls, floors, doors or ceilings. Rooms are furnished with beds, desks, chairs, and closets, these furnishings may not be dismantled.

Furnishings in Residence Hall rooms need to stay in respective rooms. Moving heavy furniture can damage tile floors and cause bodily injury. Students should consult with Staff before rearranging room furniture to ensure the arrangement meets fire code regulations that mandate an unobstructed path from/to door and window. The Minnesota Health Department requires that mattresses have no floor contact (keep on bed frame) and beds must be kept 3 feet apart if two persons share a room.

SAFETY RULES IN ROOMS

Open flames OF ANY KIND are not permitted in the Residence Hall or in proximity to Residence Hall. Open flames include items such as candles, incense, matches, blow torches, cigarettes or cigarette lighters or any other item that produces a flame or requires fire to be used. Avoid temptation: do not bring incense or candles. Students found with these items in or around the Residence Hall may be suspended or expelled from the Residence Hall. Cigarettes, lighters, or matches visible to staff will be confiscated and given to parents. Halogen lamps, clip-on or wrap around bed lamps, or any paper shades are also prohibited due to fire risks.

Decorative lights may be used in rooms with staff approval. The Golden Valley Fire Marshal bans the use of many electrical appliances such as microwaves, hot plates, coffee pots, popcorn poppers, toasters, electric potpourri pots, or other similar appliances in student dorm rooms.

Power strips with surge protectors may be used; electrical extension cords are not permitted. Curling irons used in rooms should have an automatic shut off. Irons may be used in laundry rooms only and must have an automatic shut off. Ironing boards are provided in dorm laundry rooms.

IMPORTANT: The Golden Valley Fire Marshal requires that spray paint cans, all oil-based paints and paint removers be prohibited from the Residence Hall. All such items must be stored in the provided storage spaces in the school building. Empty spray paint cans or related containers are also prohibited in the Residence Hall.

SCHEDULED ROOM CHECKS

Residence Hall rooms are the property of the Perpich Arts High School and should be treated with care at all times. Student rooms, bathrooms, and closets will be checked routinely for cleanliness and safety. Days and times of the scheduled checks are posted in advance so students can arrange to be present, if desired. Scheduled room checks will take place with or without the student present. Students that do not pass room check will have early curfew (9:00p.m.) until the room meets room check expectations. Unauthorized items found in rooms or on the premises will be confiscated. Scheduled checks include inspection of:

- Smoke detector, sprinkler head and other fire and safety checks (i.e., furniture arrangement and unauthorized items such as appliances, extension cords)
- Condition of furniture, walls, floor, ceiling, blinds (no damages)
- Trash emptied and no odor in room
- Window and screen (no damages)
- Bathroom (clean with personal items stored in carry bin)
- Food Storage - All food kept either in a refrigerator or in sealed plastic containers with lids (bags or cardboard boxes of food may not be stored under the bed)

UNSCHEDULED ROOM ENTRY

Staff may enter rooms, bathrooms and closets with or without students present for the purpose of routine checks for maintenance needs or preservation of health, safety or quiet. Staff announce their entry before accessing the room and the door remains open except in cases of room searches. Room entry may take place to:

- 1) check on absent or ill students
- 2) close windows
- 3) unplug electrical items left on
- 4) investigate unidentified peculiar sounds or smells in quad area.

In addition, Staff enters rooms for safety checks each time students vacate for holiday/school breaks and when room is left empty over a weekend.

SEARCHES

All areas of the Residence Hall (i.e., Residence Hall rooms, bathrooms, storage areas and mailboxes) are the property of the Arts High School. Staff reserve the right to electronically monitor all areas of the residence hall except inside student rooms and bathrooms to determine persons responsible for vandalism or disruptive behaviors when necessary. The school and Residence Hall staff reserve the right and responsibility to search these areas when there is reasonable cause to suspect a violation of local, state or federal law or any school policy.

Unauthorized or illegal items found anywhere on campus will be confiscated immediately. Searches are conducted with the following persons present whenever possible: the student, at least two Center staff, and his/her roommate when appropriate. Rooms, personal belongings and cars of students found to be in violation of the Center's Chemical Use policy will be searched.

QUADS

Each floor consists of two wings with two quad areas per wing. Quads residents are required to participate in a weekly quad cleaning schedule. Personal items (food, clothing, books, dishes, etc.) left outside of dorm rooms are gathered and donated to a local charity.

Furniture, decorative lights or other items brought to the dorm for the quad must be pre-approved by the respective Residence Hall wing advisor. Audio/visual equipment (televisions and DVD/VHS tapes, video games, stereos, radios) may be used in the quads only with pre-approval from staff for special events. The Rec Room and Romper Room are available for group sharing of media materials with staff supervision.

Students will be charged for extra cleaning needed as a result of damages or vandalism to quad areas. Repair costs for damages to rooms and quads will be billed to parents/guardians. Damages may be equally assessed and billed to all residents of the particular wing damage/vandalism occurs, if the individual responsible is not identified.

Robes or clothing are required of students when out of their dorm rooms (undergarments or towels in place of robes are not acceptable). Footwear is required when outside of quads to avoid possible injuries.

BATHROOMS

Bathrooms are shared by up to four residents. Residents are required to keep personal items in their own rooms and not in the bathrooms. Plastic totes or crates are encouraged to transport toiletries. Students sharing a bathroom are required to participate in a weekly cleaning schedule to keep the bathroom clean. Hair dying and/or cutting may be done in Laundry Room sinks only.

RECREATION AREAS

The first floor "rec room" is a co-ed space that may be used by all students during Residence Hall open hours before curfew. This room is furnished with a ping pong table, television and VCR/DVD player for student use. Students are required to clean up after themselves after using this space.

The 2nd floor Romper Area is also available for TV use and general socializing or public study groups.

An exercise room is available on the 2nd floor. Students are asked to use caution when using provided exercise machines; free weights over 10 lbs may not be used in this space.

STUDY ROOM

Computers are available in the Study Room with limited Internet access until curfew each day. The Center's Computer Technology Policy governs use of Residence Hall computers and Campus Media Content Policy outlined in the Student Handbook. Additional expectations for dorm computers use includes:

- 1) negligent behavior or misuse of computers is not tolerated
- 2) beverages and food are not allowed near the computers
- 3) the study room is not available after curfew without authorization from Dorm Staff
- 4) respect the work of others and do not add or delete programs from computers.

LOST AND FOUND

Items, including clothing, found in quads or public places in the Residence Hall are deposited in the Lost and Found box in the rec room. Unclaimed items may be discarded or donated to a charitable organization.

BICYCLES

Biking is strongly encouraged while living on campus to promote exercise and a recreational outlet. Outdoor storage is available and bike locks are advised; helmets are strongly recommended. Perpich Arts High School is not responsible for stolen or damaged bicycles.

COMMUNICATIONS

MEDIA - SEE CAMPUS MEDIA CONTENT POLICY IN STUDENT HANDBOOK

In conjunction with the Campus Media Content Policy and other behavior policies, the following is also expected from resident students: Audio/visual materials (computer generated, tapes, DVDs, video games) or printed materials that depict sexual acts, nudity in sexual context, repetitive profanity, or extreme violence and gore (body mutilation/blood) may not be brought to the campus. Possession, posting or sharing such materials with others in public or private areas of campus will result in parent notification, dorm suspension, and confiscation of materials. Public areas include all areas of the campus except dorm rooms. Printed materials (photos/posters) displaying nudity, sexual acts, or extreme violence and gore are prohibited in the dorm.

Staff must approve any audio/visual materials that residents intend to view with other students in public areas of the dorm before the material is shown or shared with others. Dorm staff may confiscate materials viewed by students in rooms or public areas when and if other student(s), staff or guests are subjected to seeing or hearing the material and report it to be offensive to them.

BULLETIN BOARDS

Students may post personal notices or informational notices for other students on designated bulletin boards providing that notices:

- 1) are not vulgar or pornographic
- 2) do not invade the privacy of other students or staff
- 3) do not demean or insult other students or staff
- 4) are not messages of insubordination toward PCAE staff
- 5) do not contain language staff deems to be inappropriate

MAIL

Daily mail is left in resident's assigned mailbox in the dorm rec room. A \$25 fee will be billed to parents and guardians for damaged boxes or lost mailbox keys. Packages may be picked up after school Monday-Friday in the dorm office. Students may mail letters at the outdoor drop-off boxes located in the dorm Lobby and in the school building. The dorm mailing address is: Student Name, Perpich Center for Arts Education (dorm room or mailbox numbers are not needed on mail)

Delta Residence Hall
6135 Olson Memorial Highway
Golden Valley, MN 55422

E-mail - See *Technology & Internet Acceptable Use Policy*. E-mail addresses are provided to all students by the Arts High School.

TELEPHONES

Phones are provided for student use in each quad in the Residence Hall. Phone calls in the quads must be completed by 11:00 p.m. Sunday through Thursday and by midnight on Friday and Saturday. Messages may be left for students or staff 24-hours a day at (763) 591-4829, 4810 or 1-800-657-3518.

Cell phones may also be used on campus, if volume controls are turned off during classes and performances, and after dorm curfew. Residents are reminded to be respectful of other residents when using cell phones in dorm rooms and common spaces.

Use of dorm phones without permission, unauthorized long distance calls, or use of calling cards or cell phones belonging to others (or charging calls to others without their permission) will result in compensation as applicable and confiscation of cell phone or computer, if applicable.

GUESTS

Family, commuter students, and other friends are welcome to visit resident students in the Residence Hall Lobby or Rec Room until 10:00p.m. any night of the week. Visits in the residence hall by guests other than family are limited to two hours, including on weekends. Students are responsible for informing their guests of all Residence Hall rules and regulations and ensure their guest has signed in and out at the front desk in the Residence Hall Lobby. Guests found in the dorm that have not signed in will be asked to leave and will not be allowed to visit in the dorm again. Staff reserve the right to restrict individuals from visiting or to require guests to leave the premises in order to provide for the safe and healthy operation of the Residence Hall. Guests are required to use the Lobby public restrooms, they are not permitted to enter student bathrooms.

Guests (including commuters and alumni) may not enter any area of the Residence Hall except the Rec Room or Lobby without authorization from Dorm Staff member. Overnight guests are not allowed in student rooms. Private parent/guest rooms are available for parents/guardians at no cost. Parents/guardians may contact the Residence Hall Office Manager for reservations. Siblings or other guests may stay in the parent guest rooms when accompanied by parents of a resident. To ensure the privacy of residents, overnight guests are asked to not enter wing areas for any purpose during the hours of 10:00pm -10:00am without authorization from Dorm Staff member.

JOBS

Students and parents/guardians should consider the student's academic load and required rehearsal/performances, the dorm curfew and, the frequency of dorm closed weekends before committing to a job off campus. Curfew is not extended to accommodate student jobs.

LAUNDRY

Coin operated washers and dryers are available 6:00a.m.-10:00p.m. on the first and second floors of the Residence Hall . The cost is 50 cents per load. Ironing boards are provided. Clothing left in the laundry room overnight may be donated to charity. Students are required to pick up the room after each use.

MEAL PROVISIONS

Kitchen Facilities

The Residence Hall kitchen is located on the first floor by the Rec Room. The kitchen is not self-cleaning. Students are required to clean the kitchen area after each use. The kitchen is equipped with a stove and oven, coffee pots, microwaves, refrigerators, and toasters. Students should bring their own supply of cookware, silverware, measuring utensils, etc., to prepare food. Such items should be cleaned and kept in student rooms between uses. Dirty dishes left in the kitchen may be donated to charity. Vending machines are also available.

CAFETERIA SERVICES

The school cafeteria serves breakfast, lunch and dinner Monday through Thursday and breakfast and lunch on Fridays; all cafeteria meals are at student expense. Students eligible to stay in the Residence Hall on weekends are responsible for their own meals and group cooking is encouraged. Dinner is not served on Fridays or on days the Residence Hall closes for holidays or mandatory weekends home. Cafeteria meals resume at breakfast on the first full school day after students return.

Students with special dietary needs should contact the School Nurse.

MOVING OUT

An official Room Condition form will be completed and signed by Dorm Staff member and the student when a student moves in the dorm and again when the student is moving out at anytime of the Residence Hall. Students that move out of the Residence Hall during the school year may not move back to the Residence Hall that school year.

PETS

Fish may be kept in Residence Hall rooms, providing water is kept clean and odor free and fish are taken home during long Residence Hall closings. All other pets are prohibited.

RELIGIOUS LIFE

Arts High School students represent a wide range of spiritual affiliations and interests. The Twin Cities area offers worship opportunities for many faiths. A partial list of places of worship is available upon request.

HEALTH INFORMATION (Refer to Medication Policy in Student Handbook for medication procedures)

ILLNESS

Students too ill to attend class must go to the Dorm Front Office in the dorm before their first class of the day starts to request an excused absence. Only the School Nurse or the nurse's designee can excuse a resident student for illness. Students excused from class are either sent home or confined to the Residence Hall for the day and evening. Meals will be provided to ill students in the dorm as needed. Failure to stay in the Residence Hall at the Nurse's recommendation can result in the absence being converted to unexcused.

SERIOUS MEDICAL AND/OR EMOTIONAL HEALTH CONDITIONS

Parents/guardians of students with medical and/or emotional health concerns which require special precautions or accommodations must disclose this information on the Residence Hall Application. This includes students who are participating in a chemical dependency treatment or aftercare program. It is essential that parents/guardians, students and staff recognize special needs in advance. The Residence Hall Director or Nurse must also be informed of special medical and/or emotional concerns that arise after a student has moved into the Residence Hall. An Individual Health Plan may be written to clarify specific needs and accommodations required or requested. Failure to abide by Individual Health Plans will result in removal from the Residence Hall.

A student may be removed from the Residence Hall for certain physical or emotional illnesses that are contagious or may pose a threat to the health and safety of the student or the PCAE community. (EXAMPLES included but not limited to: mono, certain types of strep, pink eye, lice, chicken pox, measles, and mumps, extreme depression or emotional crisis). Parents assume all responsibility for student medical appointments and transportation to/from appointments, treatments and medications. A Return to Campus form completed by a health care practitioner stating the student is safe to return to campus may be required before the student returns to the Residence Hall or campus.

SERIOUS MEDICAL AND/OR EMOTIONAL HEALTH CRISIS

Chronic or Acute health crises, including disruptive emotional or behavioral incidents that result in emergency personnel intervention and/or overtime staffing may merit temporary or permanent removal from the residence hall.

APPOINTMENTS

Routine and non-emergency medical appointments should be scheduled while student is home during school breaks when possible. Transportation is provided by PCAE for emergency care only to clinics or hospitals. A minimum of \$5 will be billed to the resident's parent or guardian when PCAE staff provides transportation. Students are taken to the closest clinic or hospital in medical emergencies unless a specific clinic or hospital is requested in writing by the parent. Parents/guardians assume all responsibility for student medical appointments and transportation to/from appointments, treatments and medications.

2011-12 Resident Student Fee Schedule

Parent/guardian: an invoice listing the amount due will be sent in July. Payment options include: *cash, check, or credit card*. Payment plan options and financial assistance packets* are available by contacting the finance office at 763-591-4751, 800-657-3515, or finance@pcae.k12.mn.us.

	Fee
<i>Residential</i>	\$3,600.00
Activity & Technology	\$400.00
Total	\$4,000.00
Parking Permit (Optional)	\$200.00

*Reduced fees are not granted until a complete financial assistance packet is submitted to PCAE for review and approval.

Residential: A fee used for the salaries of dorm staff, utilities and regular maintenance to the dormitory facilities. Cafeteria meals are **not included** in the residential fees.

Activity and Technology: A fee used for campus activities that may include, but are not limited to, art related supplies, field trips, graduation, and technology materials (i.e. ink, toner and paper).

Parking Permit: Cars in the lot are required to be registered with campus security by purchasing a parking permit. The parking permit must be visible in the car while parked on campus. Parking permit forms are available in the orientation packet and at PCAE front desk.

Cafeteria: Cafeteria meals are separate and must be paid in advance. The prices of the meals served in the cafeteria are listed below.

	Meal Price
Breakfast	\$2.50
Lunch	\$3.50
Dinner	\$3.50
Adult Meals	\$4.00

*Reduced meal prices are not granted until a complete National School Lunch and Breakfast Program (NSLBP) packet is completed and approved per the Federal Government Standards.

Refunds: If applicable, refunds are processed only after all financial obligations to the Agency have been met and the student has officially withdrawn from school.

- Residential Fee: Amount is pro-rated if student withdraws
- Activity & Technology Fee: Non-refundable
- Parking Permit: Pro-rated, no refund after January 31
- Cafeteria: Unused balance

TRANSPORTATION

The Arts High School recognizes the need for students to leave campus at times. A list of taxi and bus services is available to students and parents/guardians upon request. Transportation to and from home is the responsibility of the students and parents/guardians. Students are encouraged to pursue car pool options. Taxi charges to the bus depot or Amtrak Train Station range from \$10 to \$25.

Frequent off campus trips are scheduled for shopping and various recreational activities (movies, concerts, tennis, bowling, skating, etc.). Times and days of trips are posted on the Activities Board in the Residence Hall lobby. Capacity of trips are filled on a first-come, first-serve basis with sign up sheets posted by staff.

VEHICLES (SEE CAMPUS VEHICLE POLICY IN STUDENT HANDBOOK)

Staff do not supervise car use or keep car keys. Campus parking is very limited with only 40 available parking spaces for resident students. The school parking lot is reserved for commuter students only. Parking permits are issued on a first come, first serve basis as space permits with preference first given to Tier 2 (students that drive 50 miles or farther to campus) residents.

WORK SERVICE

Every resident student is responsible for working 1 and 1/2 hours per week in jobs that contribute to the operation of the school or Residence Hall. One hour is required for work assignments somewhere on campus and 1/2 hour is committed to cleaning his or her own bathroom and quad area each week. A quad cleaning schedule is posted in each quad. Work service is an obligation that plays a vital role at the Arts High School. In addition to reducing costs for the residents, the work service program helps increase the quality and efficiency of many services the school provides.

The expectations for work service are the same as those for any cash-paying job. Students are expected to:

- 1) Follow the schedule arranged with their supervisor
- 2) Be on time for work, complete all assigned tasks, and stay the entire shift
- 3) Inform their supervisors when they are unable to work because of rehearsals, performances, illness etc
- 4) Arrange for a substitute when they must miss work

The work service supervisor determines the student's work schedule and duties, and records hours worked. A \$15 fine will be billed to the resident's parents or guardian for each time their work service supervisor reports the work shift was missed or work was insufficient (skipped tasks, left early). Residence Hall Contract suspension or cancellation is recommended for students that chronically miss work service.

Students may trade work assignments with another student when agreed upon by students involved, with their supervisors and the Work Service Program Coordinator.

RESIDENTIAL BEHAVIOR POLICY – REFER TO CAMPUS BEHAVIOR POLICY IN STUDENT HANDBOOK

RESIDENTIAL HALL DUE PROCESS (SEE SCHOOL DUE PROCESS AS APPLICABLE)

The Residence Hall is not bound by the “Pupil Fair Dismissal Act” which means residents may be removed from the Residence Hall more readily than from school. Please note that the Residential Hall Due Process Policy is separated from the Perpich Arts High School Due Process Policy. The Perpich High School Administration retains the authority to make final decisions relating to disciplinary actions that takes place in the Residential Hall. Residents are subject to the following disciplinary actions for violations of the Residential Hall Contract:

- 1) Residence Hall removal
- 2) Weekend Suspension of Residence Hall Contract
- 3) Suspension of Residence Hall Contract
- 4) Cancellation of Residence Hall Contract. Administration, faculty and staff are notified of dorm removals or disciplinary action taken on a need-to-know basis. Information shared on a need-to-know basis is generally confined to dates and length of removal or suspension; however, PCAE does not control information shared by students or families

DEFINITIONS:

RESIDENCE HALL REMOVAL

A non-disciplinary measure taken for health reasons by the Director of Student Life and Development or designee when special circumstances necessitate that a student move out of the Residence Hall for a period of time. Examples of special circumstances include requirements set forth in an Individual Health Plan, medical or emotional conditions, harassment incidents, family move and or academic requirements. A student and parent/guardian who fail to fully and honestly disclose information requested in the Residence Hall Application can also be subject to Residence Hall removal.

A student may be required by the Director of Student Life and Development to move out of the Residence Hall for a specified period of time following written notice to the student. At, or before, the time of the Residence Hall removal, the student will be given written notice, with parent/guardian present when possible, stating the cause for imposing the Residence Hall removal and the length of the removal. The student’s parent/guardian will be served with written notice of the Residence Hall removal by mail within three school days after the action is taken. Service by mail is complete upon mailing. In addition to providing written notice, Residence Hall staff will make reasonable attempts to promptly notify the parent/guardian by telephone of the Residence Hall removal.

If an immediate threat to self or to surrounding persons or property is perceived, 911 will be dispatched, and the student may be transported to a health facility or required to be supervised by a staff member until parent/guardian arrives on campus. In this event, the student will be removed prior to written notice and parent/guardian will be served with written notice by mail within three school days after the action is taken. The written notice will state the grounds for the Residence Hall removal and the length of the removal. Service by mail is complete upon mailing. In addition, Residence Hall staff will make reasonable attempts to promptly notify the parent/guardian by telephone of the Residence Hall removal.

The decision to remove a student from the Residence Hall is subject to review by the Perpich Arts High School Director upon request by the student or parent/guardian. In the event removal from the Residence Hall prevents a student from attending classes, the student is be permitted to receive assignments from teachers and complete work assignments upon returning to school. Appropriate Student Services staff may or may not excuse these absences from class depending on the circumstances.

WEEKEND SUSPENSION OF RESIDENCE HALL CONTRACT

A disciplinary action taken by the Director of Student Life and Development or designee to prohibit a student from being in the Residence Hall for one weekend, or a specified number of weekends, for violation of residence hall

rules or Campus Behavior Policies following an informal administrative conference between the student and Residence Hall staff, with parent/guardian present when possible. If an immediate threat to self or to surrounding persons or property is perceived, 911 may be dispatched, and the student may be transported to a health facility or, required to be supervised by a staff member until parent/guardian arrives on campus.

Resident students whose Residence Hall contract has been suspended for a weekend, or a specified number of weekends, must vacate the Residence Hall by 6:00 p.m. on the Friday preceding the weekend suspension, and may return to the Residence Hall after 4:00 p.m. on the Sunday of the weekend suspension.

If a weekend suspension prevents a student from attending classes, the student may be permitted to receive assignments from teachers and complete work assignments upon returning to school. The school will NOT excuse these absences from class.

SUSPENSION OF RESIDENCE HALL CONTRACT

A student's Residence Hall contract may be suspended for a period of time by the Director of Student Life and Development following an informal administrative conference between the student and Residence Hall staff, with parent/guardian present when possible. If an immediate threat to self or to surrounding persons or property is perceived, 911 will be dispatched, student may be transported to a health facility or required to be supervised by a staff member until parent/guardian arrives on campus. Resident students whose Residence Hall contract has been suspended must vacate the Residence Hall by 6:00 p.m. on the first day of suspension, and may return to the Residence Hall after 4:00 p.m. on the designated date of return.

If suspension of the Residence Hall contract prevents a student from attending classes, the student is permitted to receive assignments from teachers and complete work assignments upon returning to school. These absences from class will NOT be excused by the school.

CANCELLATION OF RESIDENCE HALL CONTRACT

A disciplinary action taken by the Director of Student Life and Development or designee to permanently prohibit a student from returning to the Residence Hall, for violation(s) of the residential rules or Campus Behavior Policy. A student's Residence Hall contract may be canceled following a hearing before the Director of Student Life and Development or designee. No hearing will be required if the hearing is waived in writing by the student and parent/guardian.

INFORMAL ADMINISTRATIVE CONFERENCE

A disciplinary action taken by the Director of Student Life and Development or designee to prohibit a student from returning to the Residence Hall for a specified period of time for violation of Residence Hall rules or the Campus Behavior Policy. The student will be served with written notice stating the grounds for imposing the weekend suspension and the length of the suspension at an informal administrative conference between the student and Residence Hall staff. The student's parent/guardian will be served with written notice of the weekend suspension by mail within three school days following the informal administrative conference. Service by mail is complete upon mailing. In addition to providing written notice, Residence Hall staff will make reasonable attempts to promptly notify the parent/guardian by telephone of the weekend suspension.

RESIDENCE HALL SUSPENSION WITHOUT INFORMAL ADMINISTRATIVE CONFERENCE

When it has been determined by the Director of Student Life and Development that a student creates a threat to self or to surrounding persons or property, the student's Residence Hall contract may be suspended without an informal administrative conference. Written notice will be served either personally or by mail upon the student and the parent/guardian within three school days of the suspension. The written notice will state the grounds for and length of the suspension and will notify the student and parent/guardian that they may request an informal administrative conference. Service by mail is complete upon mailing. In addition to providing written notice, Residence Hall staff

will make reasonable attempts to promptly notify the parent/guardian by telephone of the Residence Hall suspension.

RESIDENCE HALL READMISSION PLAN

When a student's Residence Hall contract has been suspended, the Director of Student Life and Development may prepare and enforce a Residence Hall readmission plan for the student. If the student fails to comply fully with the readmission plan, the school may further suspend the Residence Hall contract. The school may also cancel the Residence Hall contract following the hearing procedures described in the "Cancellation of Residence Hall Contract" section. The only issues determined at such a hearing will be

- a) whether the Residence Hall readmission plan was reasonable, and
- b) whether the student failed to comply fully with the readmission plan

NOTICE OF HEARING

A student subject to cancellation of their Residence Hall contract and the student's parent/guardian will be served with written notice of the hearing by mail. Service by mail is complete upon mailing. The written notice will state the factual grounds for seeking cancellation of the Residence Hall contract, and the date, time and place of the hearing.

The hearing will be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the student, parent/guardian, or the school. The hearing will be held at a time and place reasonably convenient for the student, parent/guardian, and the school.

HEARING

The student and parent/guardian have the right to present evidence through witness testimony at the hearing, including compelling the attendance of any school employee or agent who may have evidence relating to the school's grounds for seeking cancellation of the Residence Hall contract, and confronting and questioning any witness testifying for the school. The student cannot be compelled to testify at the hearing. The hearing will be closed to the public unless the student or parent/guardian requests an open hearing.

DECISION FOLLOWING HEARING

Within two days following the hearing, the Director of Student Life and Development will issue a recommendation to the school's Executive Director. The recommendation is based upon substantial evidence presented at the hearing.

Within five days of receiving the recommendation of the Director of Student Life and Development, the Executive Director will issue a final decision, in writing. The Executive Director's decision is based upon an independent review of the hearing record and the recommendation of the Director of Student Life and Development, and states, in reasonable detail, the basis and reason for the decision. The Executive Director's decision is final and not subject to appeal.

EXPULSION OR EXCLUSION FROM SCHOOL

If the school takes action to expel or exclude a student from attending the school, the procedures governing expulsion or exclusion from school will take precedence over these procedures; however, the student's Residence Hall contract can be suspended pending the outcome of the school expulsion or exclusion proceeding. If final disciplinary action(s) following proceedings to expel or exclude a student from school do not adequately address the need for disciplinary action relating to the student's Residence Hall contract, the school may initiate separate procedures for the suspension or cancellation of the student's Residence Hall contract.

2011-2012 RESIDENCE HALL CONTRACT

Perpich Center for Arts Education

NOTICE: Read the STUDENT HANDBOOK and all provisions of this Contract before signing this Contract. By signing this contract, you are legally bound by the terms of this Contract including the STUDENT HANDBOOK. Any exceptions to provisions contained herein must be approved by the Perpich Center for Arts Education (PCAE) Directors.

1. PARTIES: This Contract is made by and between the Perpich Center for Arts Education (referred to as the Center) the Resident (referred to as Resident) and the student's legal Parent/Guardian (referred to as Parent) signing the Contract. The Center and Resident and Parent in consideration of covenants and stipulations that follow, do hereby agree with each other as follows.

2. ELIGIBILITY: a) Any full time enrolled student whose home address places them 16 miles or further from the Center as determined by Mapquest is eligible to enter into this Contract following completion of the Resident Application and acceptance of this application by the Center. See paragraph 9 for circumstances that may result in a student's removal from the Residence Hall or the suspension or cancellation of a student's Residence Hall Contract.

3. DURATION: This Contract is binding for the entire academic year, starting the day of occupancy and ending one week after the last day of classes for the academic school year. This Contract may be terminated before the school year begins without financial obligation, if the Resident provides written notice of termination to the Director of Student Life and Development on or before the first day of class. Fees will be prorated if written notice of termination are received after the first day of school.

4. PREMISES AND FOOD SERVICES:

a) The Center agrees to assign housing in the Residence Hall and food service under the terms stated in this Contract and described in the STUDENT HANDBOOK, which is, by reference, made a part of this document; All Residence Hall rooms remain the property of the Center and may be entered according to procedures outlined in the STUDENT HANDBOOK

b) The Center does not provide housing during holiday vacation periods, or before or after move in dates which are listed on the school calendar

c) Meals are available from the cafeteria breakfast and lunch Monday through Friday and dinner Monday through Thursday except during holiday vacation periods or before or after move in dates which are listed on the school calendar, a price list is located with the Resident Student Fee Schedule. Note please: all meals are at the expense of the resident and/or parent.

d) Weekend food service is not provided

e) The Center reserves the right to adjust meal hours and service locations

f) The Center will meet only those special dietary needs as provided for by an Individual Health Plan as outlined in the STUDENT HANDBOOK

5. RESIDENT AND PARENT RESPONSIBILITIES:

a) The Resident and Parent attest that they have made full and honest disclosure of the Health and Wellness information requested on the Resident Application

b) The Resident and Parent agree to make full payment of the residential program fee as outlined in paragraph 6 and in accordance with the payment schedule outlined in the STUDENT HANDBOOK

c) The Resident and Parent further agree to observe all of the rules and regulations of the Center as listed in the STUDENT HANDBOOK and to conduct himself/herself in a manner that shows respect for self, others and property and allows for the quiet and safe enjoyment of the Residence Hall by other residents

d) The Resident and Parent agree to accept the authority and decisions of the Residence Hall staff that supervise the Residence Hall in accordance with the policies of the Center as listed in the STUDENT HANDBOOK.

6. RATES AND PAYMENTS:

a) Payments of the student activity, technology, and residential fee will be paid in accordance with the fee schedule payment plan as outlined in the STUDENT HANDBOOK

b) Residents who have not paid their fees will not be allowed to move into the Residence Hall until the required payments are received or proper arrangements are made and approved by the Director of Student Life and Development

c) If in default of payment, the Resident and Parent are liable for interest charges as set by the Minnesota Department of Revenue and all legal costs and collection fees incurred by the Center

e) Failure of the Resident to satisfy the financial obligations stipulated in the STUDENT HANDBOOK will result in cancellation of the Residence Hall Contract

f) When the Center Accounting Department receives written confirmation a Resident has withdrawn from the Arts High School or has moved out of the Residence Hall for the remainder of the academic school year. Residents will be charged for the entire month if the student stays in the Residence Hall or if personal belongings remain in the Residence Hall after the first day of the month. The residential fee will be pro-rated and if a balance remains, also refunded

g) No fees shall be returned until all financial obligations to the Center have been met

7. WORK SERVICE: The Resident agrees to work up to one and one-half hours per week in a job assigned by the Center to subsidize the cost for the room provided by the Center. Failure to fulfill work service requirements will result in fines up to \$15 per week, suspension or cancellation of the Residence Hall Contract or other discipline as listed in the STUDENT HANDBOOK

8. ROOM ASSIGNMENT: a) The Center will not discriminate in room assignment on the basis of race, color, creed, national origin, sexual orientation, disability, or status with regard to public assistance

b) Room assignments will be made by the Residence Hall staff in accordance with preferences the Resident requests, when possible. No specific assignment based on Resident's requests is guaranteed. Failure to honor preferences will not void this Contract

c) The need to consolidate vacancies takes precedence over special living options. The Center reserves the right to consolidate vacancies by requiring any Resident to change room assignments

d) The Center reserves the right to change room assignments to provide for the safe and healthy operation of the Residence Hall

9. RESIDENCE HALL REMOVAL, SUSPENSION OR CANCELLATION OF THE CONTRACT:

a) The Center may immediately suspend or cancel this Contract and any Individual Health Plan, and retake the premises upon learning that Resident or Parent have failed to make full and honest disclosure of the health and wellness information requested on the Resident Application or to make payments as required under this Contract or, for any violation of the terms of this Contract or the Center rules and regulations or, if the Resident's actions are found to be detrimental to the mental or physical welfare of herself/himself or other Residents or Staff. Appropriate due process shall be provided to the Resident when he/she is removed from the Residence Hall or when his/her Contract is suspended or canceled

b) Failure to abide by an Individual Health Plan may result in Residence Hall removal or, suspension or cancellation of the Residence Hall Contract

c) The Resident will be removed from the Residence Hall and the Center may cancel this Contract and any Individual Health Plan, if the Resident loses status as an enrolled student during this Contract period, if a change of home address places him/her at a distance less than 16 miles from the Center or, if the Resident becomes ineligible to graduate from PCAE due to credit loss or is not a full time student carrying the full arts area credits and at least 1 academic credit at PCAE during the semester

d) In the event the Parent moves out of the state of Minnesota during the Resident's tenure at the school, the Resident may remain in the Residence Hall until the end of the school year which is in progress under the following conditions:

1. The student has fully cooperated with all residence hall policies and expectations and has no behavior violations on file

2. The student does not have chronic health issues that have merited emergency medical attention while in the residence hall to this point

3. Before moving, the Parent must notify staff, in writing, of an adult over the age of twenty-one in Minnesota who will serve as the primary local contact authorized to vacate the Resident from the premises when necessary and to address financial, personal or academic issues related to their Resident

4. Before moving, the Parent and Resident must sign a Release of Information form giving the Center permission to share appropriate private data with the local contact

e) When the Center's decisions require a Resident to vacate the Residence Hall, it becomes the Resident and Parent's responsibilities to provide safe alternate living arrangements and transportation to and from school

10. CHECK-IN AND CHECK-OUT:

a) The Resident agrees to occupy his/her room on the day specified by the Center as *move-in day* for residents

b) The Resident will, upon occupying a room, complete, and sign a room condition form, which will be a record of the room condition

c) When the room assignment ends or when a room change is made, the vacated room shall be inspected by the Center staff and the Resident and a comparison will be made between the information contained on the initial room condition form and the condition at the time of check-out. Any damages identified at check-out which are not contained on the initial room condition form, shall be attributed to the Resident. Costs for these damages are added to the Resident's fee

11. RIGHT OF ENTRY: The Center, its officers, employees and agents have the right to enter all areas in and around the Residence Hall, including rooms and storage areas assigned for a Resident's use, at reasonable times with or without the Resident present for the purpose of the routine inspection and repair and preservation of health, safety, or quiet. School officials have the right to enter all areas in and around the Residence Hall, including rooms and storage areas assigned for a Resident's use, when there is reasonable cause to suspect that laws or school policies are being violated

12. THE CENTER'S NON-LIABILITY: The Center is not responsible for damage or theft of Resident's personal property, including money and cars. Residents are expected to keep their rooms and cars locked at all times and encouraged to carry

appropriate personal property insurance. The Center is not liable to the Resident for any damages of personal property due to building fires or water damage or 'acts of God' for which the Center has no control

13. RULES AND REGULATIONS: The Resident and Parent agree to familiarize themselves with and, observe all policies, regulations, and guidelines published in the STUDENT HANDBOOK, which by reference is a part of this Contract. The STUDENT HANDBOOK will accompany this Contract in any distribution to prospective Residents and Parents. The Resident and Parent understand and agree that any Resident who breaks any of the Residence Hall rules or any combination of rules listed in the STUDENT HANDBOOK may lose his/her privilege of living in the Residence Hall for a period of time or permanently in accordance with the procedures outlined in the STUDENT HANDBOOK. Special provisions are outlined within the Residence Hall Rules and Guidelines for disciplinary actions taken during the last month of school

14. UNAVAILABILITY OF PREMISES: In the event any of the premises which are the subject of this Contract, which for the purposes of this Contract shall include any and all areas in and about the Residence Hall, including rooms and storage areas assigned for a Resident's use, should be partially or totally lost, destroyed or otherwise unavailable because of fire, power outage, employee union strikes, 'acts of God', or other events so as to render them unfit or unavailable in whole or in part for the purpose of the Resident, then either the Resident or the Center shall have the right to immediately terminate this agreement. The Center is not liable to the Resident and/or Parent for any damage to personal property occurring as the result of such termination

15. SPECIAL NEEDS OR SERVICES:

a) The Resident and Parent agree to disclose any special needs whether physical or emotional which may necessitate special consideration in order for the Resident to live in the Residence Hall and to request such special services or accommodations for the Resident before the Resident moves into the Residence Hall. Examples of these needs may include physical or emotional health issues that require additional supervision, on-going counseling, or medications for the Resident or a Resident who is participating in an emotional health or chemical dependency treatment and/or aftercare programs

b) The Center agrees to identify in a written Individual Health Plan the specific needs the Center can and cannot accommodate and the specific services the Center will or will not provide. The Resident and Parent must agree to terms of an Individual Health Plan before moving into the Residence Hall

c) The Resident and Parent agree to follow the Medication Policy as outlined in the STUDENT HANDBOOK and the procedures outlined in this section for handling any special needs or services that become necessary before, or at any time after the Resident moves into the Residence Hall

d) The Center reserves the right to initiate an Individual Health Plan for the Resident and Parent at any time the Center identifies special needs or services which may be needed by a Resident but were not identified by the Resident or Parents

e) Failure by the Resident and Parent to make full and honest disclosure of the health and wellness information requested in the Resident Application or, to adhere to terms of an Individual Health Plan, may result in denial of special services, removal from the Residence Hall or suspension or cancellation of the Residence Hall Contract.

16. DISCLAIMER: In the event there is a conflict with any clause in this contract and language of the Student Handbook, the Student Handbook shall prevail

17. COMPLETE AGREEMENT: This Contract, the approved Residence Hall Application, and the accompanying STUDENT HANDBOOK represent the entire agreement between the parties and no oral promises between the Center and the Resident and Parent are binding thereon. In Witness whereof, the parties have caused this Contract to be duly executed intending to be bound thereby

Name of Student (Please print)

Signature of Student

Date

Parent/Guardian Name (Please print)

Signature of Parent/Guardian

Date

Authorized Perpich Center for Arts Education Official

Date