

MILWAUKEE BALLET

Michael Pink, Artistic Director

# SUMMER INTENSIVE PROGRAM 2021 RESIDENCE HALL RULES & REGULATIONS



Milwaukee School of Engineering's Grohmann Tower  
233 East Juneau Avenue  
Milwaukee, WI 53202

*Please do not send any registration paperwork to MSOE*

**BY COMPLETING HOUSING REGISTRATION WITH HOUSING DEPOSIT ONLINE VIA MINDBODY, THE STUDENT AND PARENT/GUARDIAN UNDERSTAND AND AGREE TO ABIDE BY ALL POLICIES LISTED IN THIS INFORMATION PACKET.**

## LIFE AT MSOE – POLICIES & PROCEDURES

All program participants are expected to abide by current MSOE policies as outlined in the [online student handbook](#), including the Student Code of Conduct, Residence Life Handbook and the Sexual Misconduct Policy. In addition, the following policies have been instated by Milwaukee Ballet in collaboration with Milwaukee School of Engineering and requires all program participants to abide.

## ARRIVAL & DEPARTURE

Students should arrive the Saturday before the program begins. Transportation from the airport to the residence hall is each individual's responsibility. Taxi, shuttle service, and rideshare (Lyft or Uber) services are available from the airport to the residence hall. Milwaukee's Mitchell International Airport is located south of downtown Milwaukee and less than 10 miles south of MSOE's Grohmann Tower. Mitchell Airport is neither large nor complicated and is easily navigated by the most novice travelers.

Check-in on Saturday prior to your program start date (June 26 or July 10) is from 1:00-5:00pm. Please note that upon arrival and check-in, parents and students will part, as non-residents and guests are not permitted beyond the front desk.

Check-out is Saturday, July 31 by 10:30am.

Any changes to room reservations, name changes, arrival/departure dates, etc. made after June 1 will incur a \$50 change fee.

## WELCOME MEETING

Milwaukee Ballet Resident Assistants will be waiting to welcome students at MSOE Grohmann Tower upon their arrival. They can answer questions and help direct students. **There will be a mandatory welcome meeting for ALL students (housing and non-housing) upon arrival or before the program start date. Dates and times for your student's orientation will be announced.** Introductions of key personnel, rules and regulations, and an orientation tour will be the part of the welcome meeting agenda.

## BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves in the highest standards at the residence hall, MSOE Campus, studios, bus shuttle, and throughout the city. Inappropriate actions or language will NOT be tolerated. Students are also expected to attend ALL classes and rehearsals unless illness or injury prevents them from doing so.

Students are expected to focus on their dance training. While fun, social activities are encouraged, any student showing lack of sound judgment may be dismissed from the program without refund.

Violation of Milwaukee Ballet rules or rules of MSOE Campus Experience or any laws of the State of Wisconsin may result in immediate dismissal from the program with no tuition or housing refund.

Behaviors listed below will not be tolerated at any time or in any place and will result in immediate dismissal from the program with no tuition or housing refund:

- Violence or threats of violence towards students, staff, or community members
- If the student's conduct has been injurious or potentially injurious to the University or Milwaukee Ballet
- Underage drinking or smoking
- Possession or use of illegal substances
- Regardless of age, students may NOT have alcohol in their suites or rooms at any time during the program. Students 21 years of age or older may only consume alcohol off campus and must show reasonable judgment when doing so. All students are expected to remain free from intoxication during the program. Students of legal drinking age may not provide alcohol to underage students nor return to Sandburg under the influence of alcohol.
- Theft or causing damage to property

- Sexual behavior, threats or misconduct towards students, staff or community members
- Any other extreme behavior, as determined by MSOE Staff or the Milwaukee Ballet Director or General Manager

### SECURITY/ID/MEAL CARDS

The MSOE Identification Key Card is required for identification purposes. The cards will be processed and distributed to the students upon check in to MSOE Grohmann Tower. The ID is required to enter the Grohmann Tower and for access to the Dining Commons in the Campus Center. Lost or damaged Identification Key Cards will result in a \$25 replacement fee.

### SUITE/ROOM KEY

MSOE Residence Life will issue a room key to each student upon their arrival and check-in to Grohmann Tower. Students must keep this key in their possession at all times and for no reason should they loan their key to anyone. Students should also lock their room every time they leave and while they sleep. This will be strictly monitored for the students' safety. If a staff member enters a student's room at any time, they must lock the doors as they leave. If the student loses or misplaces a key at anytime during the program, they will incur a \$125 replacement fee for each incident.

### SANDBURG HALL EAST TOWER

Every floor of Grohmann Tower contains newly renovated apartment-style suites in a variety of sizes and layouts, with 2 students assigned per apartment and a shared bath per apartment (shower and toilet stall, and one sink). Each apartment includes a full kitchen as well; however, **the kitchens are not for student use**, with the exception of snack and beverage storage and light snack preparation. Apartments and common areas are all air conditioned. Each room will be provided with one for each student of XL twin bed, desk and chair, dresser/closet, draperies, and wastebasket.

**Students must provide** their own towels, twin XL bed linens and pillows.

**Items not permitted** in rooms or suites: cooking appliances, pets, flammable liquids or fuels, highly combustible decorations (candles, incense, etc.), illegal substances, unassigned University property or objects, or anything that might obstruct doorways, hallways, and exits or interfere with the operation of fire safety and warning equipment. Milwaukee Ballet and the MSOE Grohmann Tower are smoke free environments. Smoking will not be tolerated in either location.

The student is responsible for the condition of his/her room and the shared areas within the apartment.

### ROOMMATES

Students will be assigned a roommate based on the student's information provided in the Housing & Roommate Survey (to be distributed). Students will be assigned a roommate of the same gender and within the same Tech level and age group (11-14, 15-17, 18+). Every effort will be made to group students together with similar sleeping schedules, based on information provided on the Housing & Roommate Survey. If a conflict arises between roommates or suitemates, students should speak with the Resident Assistants who will work with the students to resolve the issue. A room change may be allowed only in the most extreme circumstances and after all other options have been thoroughly exhausted. Students will not be given information about their roommate before arrival.

Only students residing in a suite may enter the suite. Students from other suites can visit with each other in various common areas.

### MAIL SERVICE

Mail is sorted daily on days that the U.S. Postal Service Mail is delivered. Packages from delivery services (Amazon, FedEx, etc.) will also only be delivered on US Postal Service operation days, so please plan accordingly.

All mail will be collected at the front desk at Milwaukee Ballet's Baumgartner Center for Dance and given to the Housing Manager. Each evening, mail will be distributed to the students at Grohmann Tower. Mail sent to Milwaukee Ballet Summer Intensive students residing at Grohmann Tower should be addressed as follows:

**(Student's Name)**

**C/O Milwaukee Ballet Summer Intensive Program**

**128 North Jackson Street**

**Milwaukee, WI 53202**

Packages sent prior to the program should not arrive more than 3 days prior to the student's arrival. Please do not send mail that will arrive after July 20 as forwarding of mail after the program ends cannot be guaranteed.

### **INCLUDED FULL MEAL PLAN**

All meals served in the Campus Center's Robert Spitzer Dining Commons will be served "all you care to eat". This will include breakfast, boxed lunch (prepared at breakfast), dinner and a snack on weekdays Monday through Friday. Weekend meals include brunch, dinner, and a snack on Saturdays and Sunday. It is recommended for students to bring an insulated cooler and ice pack for packing boxed lunches. Menus will be posted and are subject to change. MSOE management reserves the right to limit and/or change amounts above and beyond the normal dining experience or items carried out.

Housing fees include the full meal plan to best suit all students' needs. Choosing a meal plan is not optional. Weekly trips to the grocery store will be planned with Resident Assistants for students to purchase snack and beverage items to store in their rooms if they choose to.

Students must present their MSOE Identification Key Card upon entry to the Dining Commons. Any meals unused at the end of the program will not be refunded and cannot be applied to any future MSOE or Milwaukee Ballet program.

Milwaukee Ballet has consulted with the food service dietitian to ensure the cafeteria provides nutritionally sound food and menus to stay within the budget parameters. If you have special dietary needs, you are asked to complete the [Food Allergy & Special Dietary Form](#).

### **CHECK-IN and CHECK-OUT**

EVERY housing student must sign out EVERY time they leave the Milwaukee Ballet floors. This includes, but is not limited to, class at Milwaukee Ballet, meals, mailboxes, vending machines, Main Desk, shopping, any planned activities, program excursions, etc.

- Students must neatly fill out their cards in INK with all of the needed information.
- Resident Assistants will ask a student to redo their card if it is not filled out properly.
- Chaperoned students (ages 17 and younger) must sign out with at least one other chaperoned student. Students must stay with the same student(s) they checked out with the entire time they are gone and must check back in together.
- Students must have their card stamped/approved by a Resident Assistant before leaving and after returning.
- Attendance at Summerfest or any other festivals, concerts, off-campus/unsupervised parties, or other events will not be permitted for any student. If a student breaks the guidelines, disciplinary action will follow.
- Chaperoned students must follow the rules set for their age group. If there is a group of students checked out together with multiple age groups, the early return times and curfews apply to everyone in the group.

## CHECK-OUT LIMITS

Students who are 11-14 years of age may be checked out for a maximum of 2 hours at a time. Students who are 15-17 years of age may be checked out for a maximum of 3 hours at a time. This limit will be waived during group weekend excursions or if students are out with a Resident Assistant. Resident Assistants will determine appropriate meeting times for students during the excursions.

## NEIGHBORHOOD BOUNDARIES

Chaperoned students may sign-out to travel to areas within the pre-determined boundaries. Within this area, students will find a variety of restaurants, coffee shops, grocery, several churches, etc. A map of the area will be provided at check-in. For those familiar with the area, the boundaries are as follows:

North – East Lyon Street

East – Van Buren Street

South – East Kilbourn Avenue

West – the Milwaukee River (Water and Edison Streets)

Chaperoned students must be accompanied by a Resident Assistant to travel beyond this designated area.

## CURFEW

Students must be checked-in for the night and in the lounge by their designated curfew time. All students must abide by the established curfew of the Milwaukee Ballet. Students should consider traveling time when planning their return – late buses, long walk, etc. are not valid excuses. LATE IS LATE.

Age	Weekday curfew	Weekend curfew
11-14	8:00pm	9:00pm
15-17	9:00pm	10:00pm
18+	10:00pm	11:00pm

Violations of curfew will result in the following:

**First Offense** → ½ hour taken off time following night

**Second Offense** → 1 hour taken off time following night

**Third Offense** → in house grounding the following night

**Fourth Offense** → meeting with School Director

## QUIET HOURS

Once quiet hours begin no student should be heard through a closed door or walls of their suite or lounge.

Age	Weekday quiet hours	Weekend quiet hours
11-14	9:30pm	10:30pm
15-17	9:30pm	10:30pm
18+	9:30pm	10:30pm

## BED CHECK

The on-duty Resident Assistant unlocks each room, enters the suite quietly announcing bed check, sees each student, and checks them off the list. Students must be IN BED and ready to sleep and/or reading quietly by the time bed-check starts. There is to be no socializing, phone use, showers, etc. during/after bed check. If any student is not following the bed-check requirements, that student will have early bed-check time for the following night. Students must clear the lounge at least 15 minutes before bed check to insure they have time



to be in bed by the time the check begins. Bed checks are not limited to these times. Resident Assistants will perform 'surprise' bed checks as needed. Students found to be using their phones or other electronic devices after bed check, except for in an emergency, will have their phone held in the Housing Manager suite at night.

Age	Weekday bed check	Weekend bed check
11-14	9:30pm	10:30pm
15-17	10:30pm	11:30pm
18+	n/a	n/a

Violations of bed check will result in the following:

**First Offense**→½ hour taken off time following night

**Second Offense**→1 hour taken off time following night

**Third Offense**→ in house grounding the following night

**Fourth Offense**→ meeting with School Director

## BUS CHECK

Milwaukee Ballet Transportation schedules will be posted on bulletin boards. The bus will always depart and return to Grohmann Tower. Changes in the schedule will be posted as soon as possible. Upon boarding the bus, students will tell the Resident Assistant their name and tech level and then be checked off on the bus list. The Resident Assistant must see each student – not just hear them. All students must be on time for the bus, or it will leave without them according to the departure schedule.

## GUESTS

Students are allowed to gather with students who are not their roommate in common **lounge areas only** after checking out. Only students who have been assigned to reside in a particular room are allow entry into that room at any time.

Students are NOT permitted to host non-housing guests at the Grohmann Tower at any time.

## PARENTAL PERMISSION SLIP REQUIREMENTS

Due to strict health and safety protocols, any student residing in program housing at MSOE's Grohmann Tower is NOT permitted to be check out overnight. All housing students must return to their assigned room at Grohmann Tower each evening for the during of the program.

Any chaperoned student leaving the residence halls for a day outing with anyone **other than his/her parent/guardian** or with an unchaperoned student for a daily activity must have a parent/guardian permission slip submitted to the Housing Manager at least 48 hours in advance of student departure. The Housing Manager will phone the parents to verify information. Students are not allowed to depart for the day outing until a Milwaukee Ballet staff member has made contact with the parents/guardians. Before leaving (during checkout process), the student will be escorted by an On-Duty Resident Assistant to the Front Desk and should be introduced to the person(s) who will be accompanying the student for the day outing. The Resident Assistants need a visual contact with the person that the student will be accompanied by for the day outing.

## CLEANING AND PAPER PRODUCTS

Cleaning staff will clean common lounge areas daily, but they will not enter rooms and bathrooms to clean. Students are responsible for picking up after themselves and keeping their room clean, and this will be overseen by Resident Assistants. Beds should be made, and students must maintain a clean and orderly room on a daily basis. Kitchens and bathrooms must be kept clean. Cleaning supplies are available for check out from the front desk. A starter roll of toilet paper will be provided, but students must then supply their own paper

and personal hygiene products. Please notify the Housing Manager of any maintenance problems before reporting them to the Grohmann Tower front desk. Maintenance staff can enter the rooms if any maintenance problems occur.

## LAUNDRY

Laundry facilities are located on the 4<sup>th</sup> floor of Grohmann Tower. Students must check out with another student to go to do their laundry. All laundry must be completed by curfew, so plan accordingly. Washers and dryers run off pre-loaded card that students can purchase at the front desk for \$5 or \$10 each and return after use. A wash and dry for one load costs approximately \$2.50 (\$1.25 for each cycle). Laundry soap can be purchased during weekly shopping trips.

## ACTIVITIES

Resident Assistants are responsible for planning and supervising evening activities. Some of the activities are pre-planned but there are nights when the activities will vary. Daylong field trips will be scheduled on Saturdays and/or Sundays. Milwaukee Ballet will provide transportation to and from some of the events. Students are responsible for entrance fees, which generally cost \$5-\$60 per activity/cultural event or excursion. The Milwaukee Ballet suggests spending money of \$175-\$250 to cover the cost of excursions and incidentals for the 5-week session.

## CASH

Students should not travel with large amounts of money. Students may deposit money or airline tickets with the Housing Manager. Several ATM machines are located in the downtown Milwaukee area, including at local groceries stores. Pre-paid credit cards are also very convenient for students.

## COMMUNICATION

Constant communication is very important between the residence hall staff and the students residing in the Residence Hall. If a student has a problem, first discuss the problem with a Resident Assistant or the Housing Manager, if he/she cannot help you, and then speak with the School & Academy General Manager. The Milwaukee Ballet maintains an open door policy. Please come to the School & Academy office anytime with a question or problem concerning the classes, residence hall, injury, or illness.

## TRANSPORTATION

Milwaukee Ballet charters school buses daily from MSOE Grohmann Tower to the studio. Transportation is included for all registered residence hall students. Due to health and safety restrictions, non-residence hall students may not ride these busses. Bus check is conducted to ensure all students who should be on the bus are present. The chartered bus ride to the Baumgartner Center for Dance is approximately 10 minutes. The chartered bus ride to Towne Centre is approximately 30 minutes.

## EMERGENCY PROCEDURE

If an emergency occurs, contact the Housing Manager of the situation or Resident Assistant on duty. In case a Fire Alarm is sounded, evacuate the floors. In case of a tornado do not evacuate the house. Emergency procedures will be reviewed in detail at the welcome meeting and during weekly housing meetings.

## ILLNESS OR INJURY

If a student feels that he/she cannot attend class, he/she must notify the Resident Assistant on duty at least 30 minutes prior to bus check. The Resident Assistant should then use his/her best judgment to determine whether or not the illness/injury is serious enough to keep the student from class. Students are expected to observe class if they are injured but still feeling well enough to go out. If a student is too sick to go to class, he/she is too sick to leave the residence halls during the day/evening.

Physicians and physical therapists from the Froedtert Sports Medicine Center and the Medical College of Wisconsin may be available on site at the Milwaukee Ballet Baumgartner Center for Dance studios during the program. More information will be shared as available as the program start date nears.

## MILWAUKEE BALLET STAFF

Milwaukee Ballet general phone number	414-902-2100	
Kristin Dimmer, General Manager	414-902-2118	<a href="mailto:kdimmer@milwaukeeballet.org">kdimmer@milwaukeeballet.org</a>
Alyx Johnson, Administrator	414-902-2149	<a href="mailto:ajohnson@milwaukeeballet.org">ajohnson@milwaukeeballet.org</a>
Katie Kowols, Registrar	414-902-2117	<a href="mailto:kkowols@milwaukeeballet.org">kkowols@milwaukeeballet.org</a>
Housing Manager (after June 24)	414-334-1114	<a href="mailto:housingmanager@milwaukeeballet.org">housingmanager@milwaukeeballet.org</a>

## MEDICAL/EMERGENCY

Emergency	911
MSOE Public Safety (EMERGENCY)	414-277-7159
MSOE Public Safety (Non-Emergency)	414-277-7169

(Campus Public Safety is located in the lower level of the Residence Halls)

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*Revised March 17, 2021. Subject to Change.*