

# MILWAUKEE BALLET

 | SUMMER  
INTENSIVE

## SUMMER INTENSIVE PROGRAM 2024 RESIDENCE HALL RULES & REGULATIONS



Milwaukee School of Engineering's Hermann Viets Tower  
1121 N Milwaukee St, Milwaukee, WI 53202

**Please do not send any registration paperwork to MSOE.**

**BY COMPLETING HOUSING REGISTRATION WITH HOUSING DEPOSIT ONLINE,  
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 campus. Mitchell Airport is neither large nor complicated and is easily navigated by the most novice travelers.

Milwaukee Ballet Resident Assistants will be waiting to welcome students at MSOE upon their arrival.

**Check-in on Saturday prior to your program start date (June 21 or July 5) is from 1:00-4:00pm.**

**Check-out is Saturday, July 26 by 11:00am.**

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

## WELCOME MEETING

There will be a mandatory welcome and orientation meeting for ALL students (housing and non-housing) and their parents/guardians on the MSOE Campus. Introductions of key personnel, rules and regulations, and an orientation tour will be included in the welcome meeting agenda.

**5-week Pre-Pro Students and Families: Saturday, June 21 at 5:00pm**

**3-week Intermediate Students and Families: Saturday, July 5 at 5:00pm**

## BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves in the highest standards at the residence halls, 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, rules of MSOE Residence Life, 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
- Conduct that is injurious or potentially injurious to Milwaukee School of Engineering or Milwaukee Ballet
- Underage drinking or smoking
- 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. Students of legal drinking age may not provide alcohol to underage students and may not attend program excursions nor return to Residence Hall or Milwaukee Ballet studios under the influence of alcohol. All students are expected to remain free from intoxication during the program.
- Theft or causing damage to property
- Sexual behavior, bullying, threats, or any misconduct towards students, staff or community members
- Any other extreme behavior, as determined by the Director

## 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. The ID is required to enter the Residence Hall 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

Student will also be issued a room key upon their arrival and check-in. 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 any time during the program, they will incur a \$125 replacement fee per key for each incident.

## MSOE'S HERMANN VIETS TOWER

Hermann Viets Tower, a living-learning community, officially opened its doors to students in August 2021 following a \$37 million renovation and expansion. Viets Tower is comprised of 12 floors of modernized dorm-style bedrooms with flexible furniture and new individual air conditioning units, new community bathrooms on each floor, and collaboration hubs and study spaces. Each room will be provided with a mini fridge with freezer, and one for each student of XL twin bed, desk and chair, dresser/closet, draperies, and wastebaskets.

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

**Items not permitted** in rooms: 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 Viets Tower are smoke free environments. Smoking will not be tolerated in either location.

The student is responsible for the condition of their room and the shared areas within the assigned residence floors.

## ROOMMATES

Students will be assigned a roommate based on the student's information as provided in the [Housing & Roommate Survey](#). Students will be assigned a roommate of the same gender and close to their age. 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 room may enter the room. Students from other rooms can visit with each other in various common areas.

## MAIL SERVICE

All mail must be sent to and will be collected at the front desk at Milwaukee Ballet's Baumgartner Center for Dance and given to the Housing Manager to distribute at the Residence Hall that evening. 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.

Mail sent to Milwaukee Ballet Summer Intensive students residing at the Residence Hall 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 Dining Commons will be served "all you care to eat". This will include breakfast, boxed lunch (prepared and picked up at breakfast), and dinner on weekdays Monday through Friday. Weekend meals include brunch and dinner on Saturdays and Sundays. It is highly recommended for students to bring an insulated lunch bag/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. Whether or not you have special dietary needs, all students 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 studios, meals, laundry, 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 approved and initialed by a Resident Assistant before leaving and after returning.
- 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.

- Attendance at Summerfest or any other festivals, concerts, off-campus/unsupervised parties, or other events will not be permitted for any student (chaperoned and unchaperoned). If a student breaks the guidelines, disciplinary action will follow.

### 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 – N Broadway

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 the Residence Hall. 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 allowed entry into that room at any time.

Students are NOT permitted to host non-housing guests at the Residence Hall at any time.

## PARENTAL PERMISSION SLIP REQUIREMENTS

Any chaperoned student leaving the residence halls for a daytime, weekend, or overnight outing with anyone **other than their 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 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 outing. The Resident Assistants need a visual contact with the person that the student will be accompanied by for the outing.

## CLEANING AND PAPER PRODUCTS

Cleaning staff will clean common lounge areas and community bathrooms regularly, but they will not enter rooms 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. 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 Viets Tower staff. Maintenance staff can enter the rooms if any maintenance problems occur.

## LAUNDRY

Laundry facilities are located on the lower level of the Residence Hall. Students must check out to go to do their laundry. All laundry must be completed by curfew, so plan accordingly. Washers and dryers are operated using the student's issued MSOE ID card/MLH Residence Hall access card. All 5-weeks students will have a \$40 pre-loaded card balance to use for laundry; all 3-week students will have a \$20 pre-loaded card balance. 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 \$35-90 per activity or excursion.

## CASH

Students should not travel with large amounts of money. Students may deposit money or other valuables 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 they cannot help you, and then speak with the School Programs Coordinator or Director. 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 charts school buses daily from the Residence Hall to the studios. Transportation is included for all registered residence hall students and is available to local/non-residence hall students to ride as space is available. Bus check is conducted to ensure all students who should be on the bus are present. The charted bus rides to each studio location is estimated as follows:

- Baumgartner Center for Dance (128 N Jackson Street, Milwaukee) – 10 minutes
- Riverpoint Village (8665 N Port Washington Rd, Fox Point) – 25 minutes
- Towne Centre (3815 N Brookfield Road, Suite 201, Brookfield) – 35 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. Emergency procedures will be reviewed in detail at the welcome meeting and during weekly housing meetings.

## ILLNESS OR INJURY

If a student feels that they cannot attend class, they must notify the Resident Assistant on duty at least 30 minutes prior to bus check. The Resident Assistant should then use 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, they are too sick to leave the residence halls during the day or evening.

Physicians and physical therapists from the Froedtert Sports Medicine Center and the Medical College of Wisconsin will be available once a week at the Milwaukee Ballet Baumgartner Center for Dance studios for a free consultation for summer intensive students. A sign-up sheet will be posted at the studio.

### **MILWAUKEE BALLET STAFF**

Milwaukee Ballet Front Desk	414-902-2100	
Kristin Dimmer, Director	414-902-2118	<a href="mailto:kdimmer@milwaukeeballet.org">kdimmer@milwaukeeballet.org</a>
Alyx Johnson, Programs Coordinator	414-902-2149	<a href="mailto:ajohnson@milwaukeeballet.org">ajohnson@milwaukeeballet.org</a>
Glorimar Rosado-Febus, Registrar	414-902-2117	<a href="mailto:grosado-febus@milwaukeeballet.org">grosado-febus@milwaukeeballet.org</a>
Housing Manager (beginning June 19)	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	

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

*Revised January 15, 2025. Subject to Change.*