

University *of* Rochester
Eastman School of Music

Summer@Eastman
Residential Student Handbook

2019

Resident Rights and Responsibilities

Residents have the right to...

- Live in a clean and secure environment.
- Have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- The respect and safety of personal property.
- Be free from unreasonable noise.
- Be free of intimidation or harassment.
- Express themselves freely within established guidelines.
- Have direct access to staff that provides assistance, guidance, and support as needed.
- Receive equitable treatment when behavior is in question.
- Enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- Have access to individual and group social, educational, and developmental opportunities among their community.

Residents have the responsibility to...

- Adhere to rules and regulations.
- Comply with reasonable requests made by staff, university officials, or fellow residents.
- Respect the space, property, and requests of one's roommate(s).
- Monitor and accept responsibility for their behavior.
- Report violations of rules and regulations to appropriate staff.
- Respect the rights of others, as stated above.
- Respect the diverse backgrounds and interests of those who are different from them.
- Treat others in a civil manner and manage conflict in a mature manner.
- Attend meetings led by program staff.
- Respect their roommate's property, presence, and requests in regards to the shared living space.
- Express themselves individually, or by association with groups.
- Contribute positively to the community by participating in educational and developmental activities.

Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents.

Derived From: Association of College and University Housing Officers - International (1987) Revised 2001

Summer@Eastman Policies

Students are expected to comply with the Code of Conduct and Discipline, the Standards of Student Conduct, and this Handbook. Violations of Summer@Eastman Policies will be addressed in accordance with the Code of Conduct and Discipline by the Summer@Eastman staff. Students will have the right to be heard as circumstances permit.

Failure to comply with the Code of Conduct and Discipline may result in dismissal from the program upon review by the Assistant Dean of Student Affairs.

Alcohol and Drugs

- Alcohol consumption or the use of tobacco products or illegal drugs is not permitted at any of the Summer@Eastman programs.
- Any sale, possession, or distribution of alcohol, tobacco products, or illegal drugs may result in immediate removal from the program.

Campus Access

Definition

Students are expected to remain on campus unless permission to leave has been authorized by a Residential Life staff member. “Campus” is defined as consisting of the main buildings and annex of the Eastman School of Music, the Student Living Center, the Sibley Music Library, Messenger Hall, and the facilities of the Metrocenter YMCA. During morning and afternoon hours, it is assumed that students will be attending regularly scheduled classes and rehearsals, studying, and practicing within the facilities of the Eastman School of Music. Students are required to follow sign-out procedures established by responsible officials of the Student Living Center when leaving the Student Living Center after 5 p.m. or during the day for non-class reasons. Some students have been given permission by their parents on the Extended Campus Form to go in our “extended” campus footprint. These students must return to the main campus by 9pm every night. This privilege can be revoked if a student shows disregard for program rules.

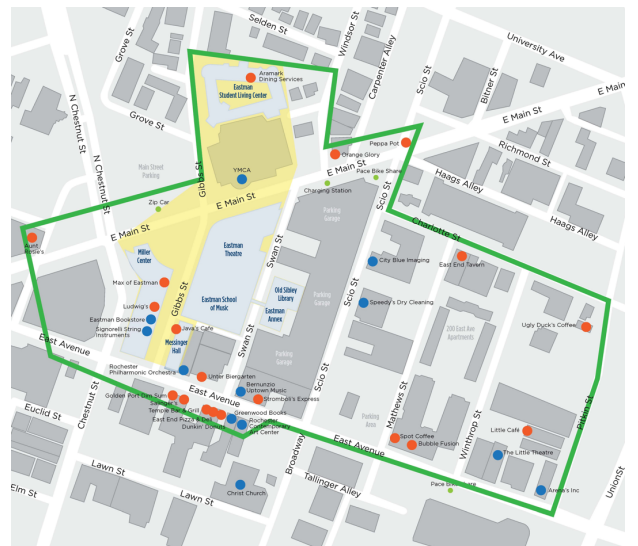
Extended Campus

Students under 18 must remain on the Campus Footprint which is supervised by Public Safety (orange highlighted area) unless their parents or guardians stated on the Extended Campus Form that they may go unsupervised into the “Extended Campus” which is not supervised by the School (green outlined area).

Extended Campus is only available to any students from 7:00 am – 9:00 pm. Please note that Downtown Rochester is an urban setting with occasional cases of criminal activity. Students should not walk alone or display their valuables, especially cell phones. We encourage all guests to be alert to your surroundings, trust your instincts, and walk in pairs or with trusted companions – especially when it is dark

Leaving Campus

Permission to leave campus must be approved first by the student’s parent or guardian prior to the start of the program then by the Summer@Eastman staff. Students will only be allowed to leave their authorized campus footprint when accompanied by Summer@Eastman staff or with a person who is listed on their Permission to Leave Campus Form.



Any student leaving campus must sign out at the SLC Front Desk. Home or away visits are discouraged; there will be activities every day during the session.

Classroom Obligations

- **Attendance at all classes is mandatory.** Any requests for absence (such as illness, family emergency, etc.) must be communicated to the instructor and Residential Life. It is the responsibility of all guests to do so.
- Illegal absences will not be tolerated. Infractions of this rule may result in disciplinary action.

Contacting Parents

Program staff will contact parents using phone numbers provided in the following instances:

- In the case of any serious illness or injury.
- If a student has multiple unexcused absences from class or other mandatory events.
- If a student fails to adhere to any of the policies outlined in the Summer@Eastman Student Handbook.
- In any other instances where disciplinary action is taken.

Curfew Hours

Students follow all curfew rules at the following times:

Days	In Main Campus	In SLC	On Floor	In Room
Sunday – Thursday	9:00 pm	10:00 pm	11:00 pm	12:00 am
Friday – Saturday	9:00 pm	10:00 pm	12:00 pm	1:00 am

Students who do not respect curfew hours will be reported to the Office for Residential Life and Summer@Eastman staff, in addition to the student's program director(s). Further disciplinary action will be discussed with the student to prevent future missed curfew. Parents may also be notified.

Damages and Theft of University Property

- Damages are billed to the students at full replacement cost if the item is missing or severely damaged. Students are not permitted to hang anything on the wall during the summer.
- Common bills include lost keys-\$50, additional cleaning-\$50, and damage to walls-\$10 to \$100.

Emergency Contact

- In case of emergency, parents/guardians may contact program staff in the following ways:
 - Summer@Eastman Office:
(585) 274-1074 or (844) 820-3766 (open M-F, 8:00 am to 4:00 pm.)
 - Eastman Community Music School (Summer Classical Studies / Summer Jazz Studies):
(585) 274-1400 or (800) 246-4706 (open M-F, 9:00 a.m. to 5:00 p.m.)
 - Office for Residential Life (open M-F, 9:00 am to 5:00 pm.): 585-274-1106
 - University Department of Public Safety: 585-275-3333

Fire Safety

- All fire alarms must be responded to immediately by evacuating the building.
- The following items are not allowed in campus housing **and considered non-approved appliances**:
 - George Foreman grills or similar cooking appliances
 - Toasters, portable or toaster ovens, smokeless indoor grills, etc
 - Hotplates, electric skillets, crock pots, etc
 - Combination microwaves with broiling elements

- Submersion coil water heater
- BBQ grills or open flame devices (charcoal, gas or other fuel)
- Personal lighting that has an **upward facing** lamp (regardless of protective cover or bulb type);
- Non-UL safety approved electric powered appliances
- All portable heating devices (space heaters of any type).
- Personal air conditioners
- The following items are not allowed in campus housing **and are considered non-approved items:**
 - Candles, lantern, lamps or any other item that produces an open flame
 - Tobacco, incense or any other item that burns or smolders when used
 - Hoverboards and self-balancing scooters
 - All flammable materials (gas, lighter fluid, charcoal, propane, solvents, etc.)
 - All items powered by combustible fuels (such as motorcycles)
 - All fireworks, explosives, etc.
 - All corrosive (or poisonous) chemicals and hazardous materials.
 - All lightweight extension cords or multi plug outlet adapters
 - Heavy weight power strips or extension cords **without** safety circuit breakers
 - Multiple approved power strips connected together (“chaining”)
 - All cords extended through walls, ceilings, affixed to walls, under floor coverings, across corridors, etc.
 - Curtains/drapes; Anything covering ceilings (tapestries, banners, posters, nets or other combustible materials)
 - All decorations covering more than 20% of walls (tapestries, banners, posters or other combustible materials)
 - Crepe paper, plastic or Mylar decorations, ribbons, streamers, etc.
 - Combustible materials as door decorations covering more than 20% of doors total
 - Runners, door mats, or other combustible floor coverings in hallways and suite corridors
 - All standard and “rope type” non-LED decorative string lighting (Christmas, chili pepper, etc. lights).

Housekeeping

Housekeeping is provided in common areas of the SLC, they will not provide housekeeping services inside of student rooms unless special circumstances are identified. It is the University’s intention to assure all reasonable privacy in student rooms. In the interest of the health and general welfare of all residents and buildings, however, the University reserves the right to enter a room for verification of occupancy; for performance of housekeeping or maintenance functions; for health and safety inspections; to protect life, limb, or property; or to assure compliance with state law and University regulations.

Identification Cards

Students **MUST** wear their ID card visibly at all times-except on your own floor. The cost for ID card replacement is \$15.

Internet

- All Summer@Eastman students in housing will be able to access the Internet in the SLC once they have acquired a Guest NetID. This service provides the key to most UR Technology, and will allow access to the Sibley Library, Media Lab, as well as many other applications.
- Current UR students must simply use their assigned NetID. Non-UR students must be granted a Guest NetID. Prior to check-in, participants will receive an email from Idmreplies@ur.rochester.edu. This message may get caught in a spam filter, so spam settings should be checked if the email is not received.

Follow the instructions in the email to complete your Guest NetID account setup. Questions about obtaining a Guest NetID should be directed to the IT Center at 585-275-2000 or UnivITHelp@rochester.edu.

Keys

Students are responsible for their assigned keys. Loss of a house key or failure to surrender the key to the Office for Residential Life at the end of the student's term of residence will result in a replacement charge of \$50.00. Loss of a room key or failure to surrender the key to the Office for Residential Life at the end of the student's term of residence will result in a replacement charge of \$50.00 if you occupy a single room and \$75.00 if you occupy a double/triple room in order to change the lock and provide new keys.

Lounge Areas:

Residential students may make use of all common, nonresidential areas of the Student Living Center, such as the TV lounge, Dining Center, Laundry Room, Orchestra Pit Lounge, and Game Room, when such areas are available for student use.

Medical Issues

- A Health Assistant is in the SLC for minor medical issues during the following times:
 - Monday-Thursday: 7:30 am-11:00 am and 6:00 pm-8:00 pm
 - Friday: 7:30-11:30 am
 - Saturday – Sunday: 9:00 am-1:30 pm
- If you need to be seen by a doctor or nurse, you should first see the Health Assistant.
- If you are in need of specific medication (Tylenol, Advil, Benadryl) the Summer@Eastman staff cannot give it to you without the permission of your parent/guardian.
- Reference the “Medical Authorization Form” for more information.

Pets

Students are not allowed to have pets during a Summer@Eastman program. Service animals must be approved in advance by Summer@Eastman administrative staff and the Office for Residential Life.

Sexual Conduct

Sexual conduct involving minors will not be tolerated and is grounds for immediate dismissal from a Summer@Eastman program upon review by the Assistant Dean of Student Affairs. Parents will be notified of any such behavior.

Solicitation

Commercial use of any part of the residence facilities or grounds and solicitation anywhere on the premises by students residing therein or by any other persons are strictly forbidden, except as authorized by the appropriate University agencies.

Student Rooms

Rooms are to be used only as living quarters. Students are not permitted to modify, authorize, or order the modification of their rooms or other parts of the building. Any change in occupancy must have prior approval of the Residential Life Professional Staff. Students will be fully responsible for following check-in, check-out, and room change procedures. Only Summer@Eastman residential students are allowed in the SLC rooms. Guests, including non-residential Summer@Eastman students, must remain on the first floor of the SLC.

Visitors

- No overnight guests are permitted in the Student Living Center, including program participants, other than one's roommate.
- No visitors are allowed on the residential floors. Other students in the program must visit with residents on the first floor only.

Weapons

Possession, distribution, or use of items presenting an imminent or potential threat to the safety and well-being of others are prohibited. Including but not limited to weapons of any type (firearms, BB or pellet guns, fireworks, knives, bows and arrows, stun guns, paint ball guns, etc.) or combustible materials such as gasoline or propane tanks.

Violations and Typical Disciplinary Sanctions

Here are some examples of policy violations and disciplinary sanctions ranked in severity. Please refer to the Student Living Center Handbook for more information about specific policies.

Residential Life Policy Violations	
Alcohol and Other Drugs; Damage to facilities; Weapons; Harassment; Violence	May result in dismissal from the program and no refund of housing costs
Quiet Hours	Warning; \$25 fine for each offense thereafter
Hall Sports/Roughhousing	Warning; \$25 fine for each offense thereafter
Visitation	Parental Notification; \$50 fine; dismissal from the program upon review of Assistant Dean of Student Affairs
Unexcused Absence	Warning; Parental Notification; \$50 fine; dismissal from the program upon review of Assistant Dean of Student Affairs
Curfew	Warning; Parental Notification; \$50 fine; dismissal from the program upon review of Assistant Dean of Student Affairs
Leaving Eastman Campus without permission	Parental Notification; \$50 fine; dismissal from the program upon review of Assistant Dean of Student Affairs

Policy for Contacting Parents

Summer@Eastman and Residential Life Staff may contact parents using the phone numbers provided in the application and for the following instances:

- Any illness or injury
- Alcohol or Other Drug use
- Multiple unexcused absences
- Multiple violations of any policy
- *Student Dismissal from the program

*If a student is dismissed from the program, a parent/guardian is required to make travel arrangements **within 48 hours** of receiving notice. Failure to do so may result in additional fees for area lodging and supervision of the program participant. Summer@Eastman, Residential Life, and the Eastman School of Music is not responsible for arranging additional housing, meals, or supervision of participants who have been dismissed from the program.

Discrimination and Harassment; Hazing

Behavior that constitutes discrimination, harassment, retaliation or hazing is prohibited and may result in dismissal from the program. Such behavior can only be addressed if it is known. All students are encouraged to report violations of this policy to their Resident Counselor or any other program staff.

- Discrimination is (1) any conduct (2) that adversely affects or impacts an individual's or group's ability to function and participate as a member of the University community (3) because of their age, color, disability, ethnicity, marital status, military status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by law, or because of their perceived or actual affiliation or association with such individuals or groups.
- Harassment is a form of discrimination which involves (1) any welcome verbal, written, physical, or electronic conduct, (2) that is intended to cause, or could reasonably be expected to cause, an individual or group to feel intimidated, demeaned, abused, or fearful, or have concern for their personal safety, (3) because of a protected class when: this conduct is sufficiently severe or pervasive (meaning that the conduct is either of an extraordinarily severe or egregious nature or has been repeated with sufficient frequency or continuity). And the conduct objectively and subjectively has the effect of (1) unreasonably interfering with an individual's equal access to education or (2) creating an intimidating, hostile, or offensive environment.
- Sexual harassment is (1) any welcome verbal, written, physical, or electronic conduct, of a sexual nature (2) that is intended to cause, or could reasonably be expected to cause, an individual or group to feel intimidated, demeaned, abused, or fearful, or have concern for their personal safety, (3) because of their sex, sexual orientation, or gender identity or expression or because of their perceived or actual affiliation or association with individuals or groups identified by such characteristics.
- Sexual Misconduct, including sexual assault and other forms of discrimination on the basis of sex, is unacceptable behavior and is subject to discipline. Sexual misconduct includes discrimination based on sex, sexual orientation, and gender identity or expression.
- Retaliation is any adverse action taken by a member of the University community against a person because of the person's participation in a complaint or investigation of harassment or discrimination that is intended to, or could reasonably be expected to, dissuade a reasonable person from filing claim or participating in an investigation in the future.
- Hazing is prohibited. Hazing is any activity related to joining, or ongoing membership in, any organization, which intentionally or recklessly creates a situation that can reasonably be expected to cause physical or psychological injury, discomfort, embarrassment, or degradation. Note that hazing is a violation regardless of a person's willingness to participate in the activity. Some examples of hazing include (but are not limited to) activities that cause excessive fatigue, forced consumption of any kind, or actions that interfere with the pursuit of ordinary activities. Scavenger hunts and road trips may constitute hazing, and therefore require explicit and prior approval of the appropriate director or dean.
- Bullying, including verbal, physical, and cyber bullying is prohibited. Bullying is purposeful, aggressive, negative, repeated, and unwelcomed harassment and/or attacks on others where there is an imbalance of power and can include behaviors such as physical violence, verbal taunts, name-calling and put-downs, or threats and intimidation.

The Eastman School of Music is committed to preventing unlawful discrimination, harassment, bullying, hazing and retaliation. Upon learning that any such conduct has occurred, the University will take reasonable and appropriate corrective action to mitigate its effects and prevent such conduct from reoccurring in the future.

Opportunities for Engagement

Your experience with Summer@Eastman will be largely determined by the choices you make, the time and energy you invest, and your willingness to actively engage in classes and activities that make this summer with the Eastman School of Music one you can take pride in and one that will guide you in connecting to a productive and successful future. By the end of the program, you will know more about our campus, yourself, and your interests. During the program, you'll get to know more about some of the following resources:

- **Faculty, Administrators, and Staff:** You will have an opportunity to meet several university faculty members. Some will be teaching your courses, others are administrators and staff who work in offices around the Eastman School of Music campus. These staff members will become familiar faces during your time here and can be resources to you in the future.
- **Summer@Eastman Residential Staff:** Your Resident Counselors are all current students here at the Eastman School of Music. They will help introduce you to our campus and expose you to some of the experiences and opportunities they have enjoyed while at school and around Rochester. The Resident Counselors can pass along a few helpful hints and assist you with any questions or difficulties you might have.
- **Fellow Summer@Eastman Students:** Your fellow Summer@Eastman students come from cities and towns across the world. They will introduce you to new ideas and arrive with experiences and interests that are different from your own. Being open to learning and having fun with all of the students you encounter will provide you with a network of friendships and opportunities to grow!
- **Campus Life:** You will learn your way around the Eastman campus—the Sibley Music Library, classrooms, cafeteria, Student Living Center, the concert halls, and the various businesses on Gibbs Street. Your Resident Counselors will also give you a college experience and a glimpse at the variety of clubs and activities that they enjoy on campus. Throughout the summer, you'll have the chance to try out a variety of things that may be new to you.

Learning about these resources is an important first step in reflecting on your own interests and transitions from high school to college. We encourage you to use the experience and knowledge you gain to begin inquiring and seeking out the things that might be important to you as you start to think about college! We offer our very best wishes, and are happy that you are here. Meliora!

Summer@Eastman Team

Sylvie Beaudette	Summer@Eastman Director
Robert Bones	Assistant Dean of Student Affairs
Petar Kodzas	Associate Dean and Director of Eastman Community Music School; Summer Classical Studies Director
Jeff Campbell	Summer Jazz Studies Director
Andrea Schuler	Program Coordinator (collegiate programs, institutes)
Drew Flieder	Summer@Eastman Operations Assistant
Shaya Greathouse	Program/Operations Support (Summer Classical/Summer Jazz Studies, half-day programs)
Summer Naugle	Assistant Director for Residential Life (Supervisor for RCs, well-being and safety of student attendees, liaison to office)
Richard Desinord	SLC Summer Event Coordinator
Grant O'Brien	SLC Summer Operations Manager
Katherine Stankevich	Summer Health Assistant
Resident Counselors	Well-being and safety of participants, ESM representatives, community development

Eastman Campus Information*These times reflect the summer hours.***Public Safety**

Available 24/7

(585) 275-3333**Office of Admissions**

Monday through Friday: 8:30 am–4:30 pm

(800) 388-9695 or (585) 274-1060**Office for Residential Life**

9:00 am – 5:00 pm

(585) 274-1106**Summer@Eastman Office**

8:00 am – 4:00 pm

(585) 274-1074 or (844) 820-3766**Eastman Community Music School (ECMS)**

9:00 am – 5:00 pm

(585) 274-1400 or (800) 246-4706**Sexual Misconduct Issues - Title IX Coordinator**

Morgan Levy serves as the University's Title IX Coordinator, with John Hain serving as the Eastman deputy Title IX Coordinator. Anyone who has concerns about Sexual Misconduct is encouraged to seek their assistance. Ms. Levy can be reached at 585-275-7814 or TitleIX@rochester.edu; Dean Hain can be reached at 585-274-1020 or jhain@esm.rochester.edu.

Dining Center

Breakfast	7:30 am – 8:30 am
Lunch	12:00 pm – 1:00 pm
Dinner	5:00 pm – 6:00 pm

Health Assistant Hours (Eastman Student Living Center)

Monday-Thursday: 7:30 am-11:00 am and 6:00 pm-8:00 pm
 Friday: 7:30-11:30 am
 Saturday – Sunday: 9:00 am-1:30 pm

Sibley Music Library**(585) 274-1350**

The Sibley Music Library is one of the finest music libraries in the world. Summer@Eastman students may gain access to full privileges of Sibley Library with their ID card (see ID card section).

Monday-Thursday: 9:00 am – 9:00 pm

Friday: 9:00 am – 5:00 pm
Saturday and Sunday: 1:00 pm -5:00 pm

Computers

There are a limited number of computers in various locations for student use during Summer@Eastman. The Internet Café in the basement of the Main Building has computers that are available for Internet access; however, printers are not available. The Sibley Music Library also has some computers students may use.

Eastman (Barnes & Noble) Bookstore

Monday through Friday: 10:00 am–4:00 pm
Saturday and Sunday: CLOSED

(585) 274-1399

Summer@Eastman Handbook Signoff

**The handbook will be given out to parents at move-in, and will be discussed and given to students at orientation. After the meeting, all students will sign a statement of the following:*

I have read, discussed, and understood the Summer@Eastman Student Handbook. I agree to abide by all policies outlined in the handbook and understand that failure to abide by these policies may result in disciplinary action or immediate dismissal from Summer@Eastman.

Student Signature

Date

Name (Please Print)

Student cell phone # (while on Eastman Campus)