

# *The Batt School*

## Student Room Agreement

### **Room Usage:**

**Full-time students:** Students enrolled in a minimum of seven classes (elementary and middle school) or six credits (high school) can select an available room. Reserving a room requires a deposit and enrollment fees. Reserved rooms allow students to design a custom vinyl name decal for their window and the ability to decorate their space within the guidelines below. *This does not guarantee students exclusive use of this space.* Students' room usage is guaranteed during their regularly scheduled academic activities. The school will make concerted effort to use non-assigned rooms for other students' activities outside of these times, however, when no other space is available and at staff's discretion, student rooms may be utilized for other educational and administrative needs.

**Part-time students:** Students who are enrolled for less than a full-time class-load may occupy shared spaces and are not able to be guaranteed a specific room. Additionally, part-time students' rooms may be assigned to multiple students with differing scheduled academic activities. As such, décor must be neutral and may include several students' preferences. The school will make concerted effort to maintain consistency in the space that part-time students occupy, and use un-occupied rooms for other students' activities when possible before assigning two part-time students to a space. Part-time students may be able to reserve a room at an additional annual fee that is based on their academic enrollment. As with full-time students, the school will make concerted effort to use non-assigned rooms for other students' activities outside of students' regularly scheduled academics, however, when no other space is available and at staff's discretion, student rooms may be utilized for other educational and administrative needs.

**Returning students:** Students returning for a consecutive academic year are offered first choice of selecting their room for the following year. Returning students must abide by the same guidelines set forth in this student room agreement, including room clean-up and check-out on their last contracted day of school. Check-out is necessary so that the school can complete a thorough cleaning of all student rooms and perform any necessary maintenance.

**Scheduling Move-In:** We ask that in the two weeks prior to a student's start date, families schedule move-in with front desk staff. Move-in must take place during regularly-scheduled business hours, and will begin with staff introducing you to your space and inspecting the condition of the space with you.

**Décor:** We love to see everyone's personality expressed through transforming their individual rooms into their own space. These rooms remain part of a shared space year-to-year, and to facilitate this process we want to provide families with some general guidelines and expectations. ***Décor may be academic or self-expressive.*** We love when students' rooms showcase their hobbies, interests, strengths, and accomplishments. We particularly value décor that highlights students' individual identities such as their cultures, races, ethnicities, and nationalities. We require self-expressive décor to be inclusive, motivational, and age appropriate. *Décor that is deemed by administration to be discriminatory, vulgar, or inappropriate for our school environment is not allowed.* We strive to establish a school environment that celebrates students' and their family's identities and encourages both cultural awareness and understanding. We appreciate you helping us create a safe, supportive, and brave student community.

**Included furniture and materials:** The following materials are included in all student rooms. Furniture may be exchanged with personal items at the family's expense. The school takes no responsibility for furniture or décor that the family provides or installs.

Emergency posters: 8.5" x 11" Emergency Posters must remain in a visible location, either on the bulletin board or by the door, in all student rooms. All students are required to have the "IN AN EMERGENCY, TAKE ACTION" classroom poster and the "EMERGENCY PROCEDURES" map displayed in their room by their door or on their bulletin board. These materials help to remind students and staff of actions to take during an emergency to help keep everyone safe.

Décor and supplies: The following materials are provided to all students. If students do not wish to have these items in their rooms, they may return them to the front desk. **Supplies include:** Analog clock with silent sweep second hand (teaching-style face when appropriate); personal desktop fan; assorted school supplies.

Included furniture and replacement costs (including assembly/installation):

Bookshelf Cabinet: \$300                      Glass L-Shaped Desk: \$350                      Desk Chair (2): \$140 each  
Grey Self-Healing Bulletin Boards: \$300                      Glass Dry-Erase Board: \$350

**Hanging décor on walls or ceilings:**

Ceilings: The front desk has specific hooks available to hang items from the ceiling runners. Ceiling tiles are fragile. Please avoid attaching or hanging items from the tiles themselves. Ceiling tile repairs incur a \$100 fee. Damage to light fixtures is billed at replacement costs and labor.

Walls: Generally, any method of hanging items that leaves holes less than one quarter inch in size is acceptable. Command strips are preferred, however, tacks, traditional wall hangers, and small wall anchors for larger items are also acceptable.

Vinyl Decals, Stickers, Wallpaper, etc. (including Fathead wall decals): These decorations often leave adhesive residue on walls and windows. Removal of these decorations (and potential resulting repairs) incurs additional costs for us. You are welcome to use these decorations in your space, however, there is a flat fee of \$350 for their removal from walls and to repair any damage, and \$120 for their removal from windows. Damage to glass panes or window blinds is billed at replacement costs and labor.

Multi-color (RGB) LED Strips: Adhesive LED strips often leave substantial damage to student offices both through residual adhesive and tearing the paint and finish off the walls. We request that students use corner or rod-style lamps rather than LED strips. Students who wish to use LED strips **must use white LED strips and attach them only to the plastic tee bar runners between tiles.** Students' families are responsible for the \$150 cost of removal and repairing any damage resulting from the use of LED strips.

**Rugs:** Rugs can make spaces feel cozy and soften the sound in student rooms. Rugs can also quickly get dirty, and long-pile rugs are difficult to thoroughly clean. Dirty rugs are unhygienic and damage the flooring beneath them. *Rugs in student rooms must be short/low-pile (1/4" or less).* Shag and other fluffy-style rugs are not permitted. **We ask that any rugs brought to student rooms are new or professionally cleaned before being brought to the school.**

**Candles, Wax Melts, Flames, and Heating Sources:** Students are prohibited from having any open flames, including candles, burners, or lamps in their offices. Additionally, wax melts and wax warmers are prohibited due to potential spills and overheating. Students are prohibited from having space heaters in their offices. These rules are in place to comply with fire safety regulations, and due to the fire hazard that these items pose. Thermostats are set by the front desk at an optimal temperature for learning and to make as many staff and students comfortable as possible. If a temperature adjustment is needed, please notify front desk staff.

**Electrical Outlets:**

**Switched outlets:** There are two sets of electrical outlets in students' rooms. One set of outlets is switched (marked with a *star sticker*). At the end of each school day, all equipment in these outlets is switched off by a master switch. Please use these outlets for anything that does not need to constantly run (e.g., lamps or fans).

**Multiplug adapters:** Relocatable power taps (including surge protectors, extension cords, power strips or other multiplug adapters) must be Underwriters Laboratories (UL) listed and directly connected to a permanently installed receptacle. Students may not have other surge protectors, extension cords, or other relocatable power taps connected to a multiplug adapter. Multi-plug adapters are not to be used for high power loads, such as refrigerators or microwaves. The use of space heaters is prohibited. These regulations are to comply with electrical and fire safety guidelines.

**Check-out Procedure:** Front desk staff will work with families to schedule check-out on the last day of the academic year or the last day of a students' contract. Please leave the student office clean and place all trash in appropriate receptacles. It is your responsibility to see that all your possessions that you wish to keep, trash, and food products have been completely removed from the student office. Cleaning materials including disinfecting wipes, magic erasers, window cleaner, adhesive remover, paper towels, and trash bags are available at the front desk. Please clean out all cabinets and remove all nails from walls (excluding those hanging required posters or the clock). Maintenance will fill the holes. Staff will perform a brief inspection to determine if any additional repairs will be necessary. Furniture removal fees are per-piece, and consist of \$50 per item.

**Repair Costs:** Students whose decorations or usage goes beyond typical wear-and-tear or results in damage greater than ½ inch will be responsible for any costs associated with repairs. The following are typical costs, however, costs may exceed those listed depending on the severity of damage: Single wall painting (\$100); Whole room painting *excluding door and trim* (\$200); Door and trim painting (\$275). Please be aware that there may be additional charges not included in this list.

**Move-in inspection:** Student's Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

- |                          |                 |                          |                 |                          |                             |
|--------------------------|-----------------|--------------------------|-----------------|--------------------------|-----------------------------|
| <b>Work Surfaces</b>     |                 | <b>Office Materials</b>  |                 | <b>Posters</b>           |                             |
| <input type="checkbox"/> | (2) Chairs      | <input type="checkbox"/> | Clock           | <input type="checkbox"/> | "Emergency Procedures" Maps |
| <input type="checkbox"/> | Glass Desk      | <input type="checkbox"/> | Personal Fan    | <input type="checkbox"/> | "Take Action" Instructions  |
| <input type="checkbox"/> | Bulletin Board  | <input type="checkbox"/> | School Supplies |                          |                             |
| <input type="checkbox"/> | Dry Erase Board |                          |                 |                          |                             |

**Notes:**

Staff name: \_\_\_\_\_ Inspection date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*I have reviewed the student room agreement and understand that I am liable to The Batt School for costs of any damages to the student office or included furniture. These charges will be assessed, if applicable, upon check-out.*

Student's caregiver's name: \_\_\_\_\_ Caregiver's signature: \_\_\_\_\_

**Check-out inspection:**

- |                          |                 |                          |                 |                          |                             |
|--------------------------|-----------------|--------------------------|-----------------|--------------------------|-----------------------------|
| <b>Work Surfaces</b>     |                 | <b>Office Materials</b>  |                 | <b>Posters</b>           |                             |
| <input type="checkbox"/> | (2) Chairs      | <input type="checkbox"/> | Clock           | <input type="checkbox"/> | "Emergency Procedures" Maps |
| <input type="checkbox"/> | Glass Desk      | <input type="checkbox"/> | Personal Fan    | <input type="checkbox"/> | "Take Action" Instructions  |
| <input type="checkbox"/> | Bulletin Board  | <input type="checkbox"/> | School Supplies |                          |                             |
| <input type="checkbox"/> | Dry Erase Board |                          |                 |                          |                             |

**Notes:**

Staff name: \_\_\_\_\_ Inspection date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*I agree that the school may donate/discard any items remaining in the room after I complete check-out. I understand that I am liable to The Batt School for costs of any damages to the student office or included furniture identified above. These charges will be assessed, if applicable, upon check-out.*

Student's caregiver's name: \_\_\_\_\_ Caregiver's signature: \_\_\_\_\_