

THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

Tracy Inman & Melanie Person, Directors

Robert Battle, Artistic Director, Alvin Ailey American Dance Theater

PROFESSIONAL DIVISION STUDENT HANDBOOK

2021 Summer Intensive and Summer Scholarship Program

Bennett Rink, Executive Director, Alvin Ailey Dance Foundation



As of July 13, 2021

History of The Ailey School

The Ailey School is the official school of the world-renowned Alvin Ailey American Dance Theater. In 1969, Alvin Ailey founded The Ailey School (then called the Alvin Ailey American Dance Center) in Brooklyn, New York, with an initial enrollment of 125 students. In 1970, Mr. Ailey joined forces with Pearl Lang to establish the American Dance Center in Manhattan. Today, under the direction of Tracy Inman and Melanie Person, a prestigious faculty trains approximately 3,500 students annually, offering more than 160 classes weekly.

Located in New York City's Theater District, The Ailey School houses 12 spacious studios, a fully equipped theater with 295 seats, student and faculty lounges, dressing rooms, a library, conference rooms, an Ailey boutique and administrative offices. Our student body hails from every part of the world, representing a diversity of racial and ethnic backgrounds. Unique among dance academies, The Ailey School offers an accredited and comprehensive curriculum including ballet, Dunham, Graham-based modern, Horton, jazz, tap and West African dance. The school rounds out its curriculum with courses in barre a terre, body conditioning, yoga, Gyrokinesis®, partnering, repertory, improvisation, dance composition, dance history, music and theater arts, and performance opportunities.

A junior performing company, Ailey II, is the resident company of The Ailey School. Ailey School students are often invited to join Ailey II by its Artistic Director. Other students pursue successful careers as performers, choreographers, and teachers with professional dance companies in the United States and abroad. Many appear in film, on television and on the Broadway stage. Some also choose to become health practitioners, teachers or to work in the corporate world, and they support dance as patrons and members of the audience.

Guided by Alvin Ailey's belief that dance instruction should be made available to everyone, The Ailey School offers a range of programs providing training at all levels. The Ailey School offers the following Professional Division programs to its students (Ages 17 and older):

- ★ The Ailey School/Fordham University BFA Program
- ★ The Ailey School Scholarship Program
- ★ The Certificate Program
- ★ The Independent Study Program
- ★ The Summer Intensive

MISSION OF THE AILEY SCHOOL

The Ailey School honors the vision of Alvin Ailey by providing superior professional dance training and artistic leadership. Students of all ages and nationalities come from all over the world to train in our nurturing environment of creativity, passion, and professionalism through an accredited curriculum led by esteemed faculty, staff, and choreographers who produce outstanding dance professionals of tomorrow.

The COVID-19 Ailey School Pledge

As a member The Ailey School community, I take the following actions on and off campus to help safeguard the students, faculty, and staff at the Alvin Ailey Dance Foundation (AADF):

- I will wear a mask/face covering at all times at the Joan Weill Center for Dance, both indoors and outdoors, and when taking part in Ailey School activities off-campus;
- I will wash my hands frequently and thoroughly (for 20 seconds, minimum), especially after contact with surfaces and items in public areas, after eating, coughing, sneezing, or wiping one's nose;
- I will maintain appropriate social distancing at all times on and off-campus;
- I will self-monitor for COVID-19 symptoms, and complete daily HealthCheck screenings;
- I will follow the directions of AADF officials regarding face coverings, testing, screening, and quarantine (if necessary), and cooperate with The Ailey School's contact tracing efforts, if called upon to do so;
- I will follow The Ailey School protocols for COVID-19 testing, and report results promptly, if those tests are conducted by my personal physician or other healthcare provider;
- I will follow AADF's and New York state's isolation and quarantine protocols;
- I will follow AADF and public health guidance regarding the seasonal influenza vaccine when it becomes available, and regarding a COVID-19 vaccine once a medically recommended vaccine becomes available (accommodations will be considered for those who request them);
- I will comply with all signage and rules regarding access to the Joan Weill Center for Dance and ingress, egress, and seating in the buildings;
- AADF and The Ailey School are taking exhaustive measure to protect the campus community, and I understand that COVID-19 poses a serious threat to health and safety. I will make conscious choices, on and off-campus, to help to limit the spread of COVID-19 to others in the community. I will act in the spirit of a person for others, knowing that I am helping to protect the campus community from illness.

NAME (printed) and DATE

SIGNATURE

The Ailey School and [Ailey Forward](#)

The Alvin Ailey Dance Foundation, Inc., (Ailey) has developed a comprehensive plan, [Ailey Forward](#), for reopening of The Ailey School at The Joan Weill Center for Dance (The Center) at 405 West 55th Street, New York, New York for the organization's fiscal year 2021. Careful planning to welcome students, teachers, musicians, and essential staff addresses public health concerns and outlines how The Ailey School community can return to The Center while reducing the risk of transmission of the Covid-19 virus.

Ailey has established methods of screening, contact tracing & isolation, modified operations, enhanced cleaning, and planned an education campaign around safe behaviors that optimize the safety of students, faculty and employees. **Ailey Forward** is fully compliant with the directives of New York State Governor's office, as communicated in [New York Forward](#).

It is recommended that each and every student of The Ailey School read [Ailey Forward](#) prior to returning to School. Ailey Forward includes **Fordham Forward** which is Fordham University's Safety Plan, and Fordham BFA Students are required to adhere to the University's Safety guidelines as well. Ailey Forward includes the School of Visual Arts' Safety Plan, and Certificate and Scholarship Students residing at Ludlow Residence Hall are required to adhere to the School of Visual Art's (SVA) Safety Plan as well.

FAQ's

1. Will I have to register for a health screening app to enter The Ailey School?

Yes. Ailey's app is Healthcheck. This is a separate app from the health screening app utilized by Fordham University (for BFA students) and separate from the health attestation kiosk (SPLAN) located at the Ludlow Residence (for students residing at Ludlow).

[Healthcheck user instructions](#)>

[Healthcheck password reset](#)>

[Healthcheck FAQ's](#)>

2. Will I need to get a COVID-19 Test before commencing classes at The Ailey School?

Yes. All students regardless of vaccination status must get a **COVID-19 PCR** (not antigen) **Test 5 or less** days prior to their first class at the **beginning of the 2021 Summer Intensive, the fall 2021 term, and the spring 2022 term**. Students must email test results to Michela Boschetto, the Assistant to the School Co-Director, at mboschetto@alvinailey.org. Students should refer to [NY Forward](#) for the most current travel advisories, quarantine requirements, and "testing out" options.

If your test results are not returned by the time you are scheduled to begin classes at The Ailey School, contact Michela Boschetto, the Assistant to the School Co-Director, at mboschetto@alvinailey.org.

3. Where can I get a test in NYC?

Students can get a free COVID-19 test at many local pharmacies, or at one of the sites listed at the following links:

<https://www.nychealthandhospitals.org/covid-19-testing-sites/>

<https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>

4. When I enter The Ailey School, will I be required to wear a mask?

Yes. Students are encouraged to bring their own mask that can be washed and re-used daily. Ailey will also have enough disposable masks, gloves, face shields upon special request through The Ailey School, hand sanitizers, and wipes on hand for everyone in the building.

5. Will I need to wear a mask in class?

Yes. For the safety of everyone in the building, all dancers, students, faculty, musicians and staff are *always* required to wear a mask. All staff in The Joan Weill Center for Dance are always also required to wear a mask regardless of single office occupancy. Staff required to circulate in public areas are required to wear KN95 masks and these are provided by Ailey.

Ailey recommends that everyone returning to the building consult [NY Forward](#) and [CDC](#) to learn about masks in order to make personal decisions. However, Ailey does NOT recommend Gaitors, fleece, or bandanas. Ailey *does recommend* at least two layers of cloth in masks. Masks should be washed at home frequently.

6. Will I have to take my temperature as part of the app screening?

Yes, students must take their temperature every morning **prior to logging** into the Healthcheck app. All students are required to have a digital thermometer.

7. When I arrive at The Ailey School, will I get a temperature check?

Yes. You will be required to take your no contact temperature prior to proceeding into the building. If you register a temperature of 100.4 degrees or higher, you will not be permitted to proceed into the building.

8. How is the MTA keeping the subways and busses clean and safe during the pandemic?

The MTA is disinfecting trains, buses, and subway stations more frequently, and testing new technology to help keep everyone healthy. Information can be found at Governor.ny.gov

9. What happens if I test positive for Covid-19?

All who test positive will be required to quarantine for 14 days. Other non-vaccinated students who have been in contact with someone who tested positive will also need to quarantine. In both cases, Ailey has a protocol to trace and communicate to the Ailey community.

10. Should I get a flu shot this fall?

Yes, we encourage all students, faculty, musicians and staff to receive their annual flu shots.

11. What is Ailey doing to clean its building and maximize air flow?

Ailey is following all [Center for Disease Control \(CDC\)](#) and Dance USA guidelines on cleaning and air flow. Details can be found in [Ailey Forward](#). In brief, Ailey will clean all studios with electrostatic sprayers, use CDC approved cleaning supplies, and maximize airflow and air filters (Merv 13 and higher) in the HVAC system. Bathrooms are fully hands-free including toilet seat activated flushing devices.

12. Are the studios designed for social distancing?

Yes. Students will be training a minimum of 6 feet apart from one another or as directed by CDC and Government guidelines.

13. How can I be best prepared to safely commence enrollment at The Ailey School?

We suggest you make a check-list to be certain you have covered some essential things, such as:

- Make sure you have a digital thermometer to monitor your temperature daily.
- Contact your primary care physician to see if they provide telehealth services.
- Make sure your health insurance is up to date, valid for the full duration of your enrollment at The Ailey School and is valid in New York State.
- Have enough CDC-recommended face masks for daily wear at The Ailey School.
- Have a supply of small bottles of hand sanitizer you can carry with you daily.
- Bring a basic First Aid Kit with you (ie: pain reliever/fever reducer, a supply of any personal medications you are prescribed to take by a physician, etc.).
- Make sure your Emergency Contact person is listed in your cell phone under I.C.E. (In Case of Emergency)
- Make sure The Ailey School has your current telephone number and email on file, as well as that of your emergency contact person.

14. I am arriving from a state with a significant degree of community-wide spread of COVID-19. Do I need to quarantine when I arrive in New York?

No. New York Forward states:

The travel guidelines require all New Yorkers, as well as those visiting from out-of-state or another country, to take personal responsibility for compliance in the best interest of public health and safety.

Asymptomatic travelers entering New York from another country, U.S. state, or territory **are no longer required** to test or quarantine as of April 10, 2021. Quarantine, consistent with the CDC recommendations, is **still recommended** for all travelers who are not fully vaccinated or have not recovered from laboratory confirmed COVID-19 during the previous 3 months. Symptomatic travelers must immediately self-isolate and contact the local health department or their healthcare providers to determine if they should seek COVID-19 testing.

All travelers entering New York from a state that is not a contiguous state who have been outside of New York for more than 24 hours must complete the [Traveler Health Form](#). Contiguous states to New York are Pennsylvania, New Jersey, Connecticut, Massachusetts and Vermont.

15. What happens if there is a COVID-19 outbreak, or if I come into close contact with someone who has tested positive for COVID-19?

Contact tracing methods are in place to track the spread of infection through the *HealthCheck* app. If a student shows symptoms of, or tests positive for COVID-19, the students and instructors in a cohort of fully vaccinated students will not be asked to quarantine. Students in a cohort of both vaccinated and unvaccinated students will be asked to quarantine, **and self-monitor as guided by the [CDC](#) and Government regulations.**

In the event that a cohort needs to quarantine, in-person instruction will be terminated, and classes will continue virtually.

16. Who can I contact if I have concerns that may not have been addressed in these FAQs?

Students are encouraged to email aileyforward@alvinailey.org for ongoing questions, which will be kept confidential. Please use the subject line STUDENT COVID QUESTION.

Additionally, your school leaders are here to hear! Students can email their Faculty Advisor, School Staff, or The Ailey School Co-Directors with questions.

17. Where can I find more information about COVID-19?

Please visit the following links for information:

[New York Forward](#)
[Center for Disease Control](#)
[World Health Organization](#)

Section 1: STUDENT GUIDELINES

The following is intended as a guide and resource for all full-time students and contains The Ailey School policies, procedures and guidelines, and other helpful information.

Attendance

Consistent attendance is required of all Summer Intensive students.

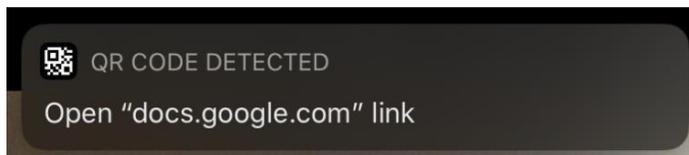
Attendance Procedure

To avoid viral exposure, we have moved the attendance procedure to a no-contact online student sign in form. Your attendance is your responsibility, and every student is required to follow these attendance procedures at the top of every class.

- 1) After entering the studio, find the QR code for your cohort posted on the wall in each studio. A QR code looks like this:



- 2) Open the camera app on your phone and focus the camera on the QR code designated for your cohort.
- 3) Most phones will immediately recognize the QR code and a link will pop up at the top of your screen. If you do not see a code pop up, you may need to download a free QR code reader app from your phone's app store.



- 4) Click on the pop-up message to visit the linked "Attendance Form".
- 5) Complete the Attendance form for the class you are currently attending. You will receive a confirmation email that your form has been submitted.
- 6) Repeat this process at the beginning of each class you attend throughout the day. Attendance form submissions are timestamped and will not be processed if submitted after the allotted class time.
- 7) Please DO NOT take attendance for any other student. Your instructor will be checking to make sure only the students that are physically present in the class are marked as present.
- 8) If you are unable to complete the form, you must email the Registrar (registrar@alvinailey.org) immediately.

Section 3: Rules & Regulations

Dismissal

The Ailey School maintains the right to dismiss any student who does not abide by its rules and regulations. The Ailey School tries to avoid taking this extreme measure by providing individual counseling services through its Faculty Advisors and selected administrative staff members, including The Ailey School Directors. Grounds for dismissal may include:

- Unacceptable behavior *inside* the School.
- Unacceptable behavior *outside* of the School when serving as a representative of The Ailey School.

Withdrawals & Refunds

In order to officially withdraw from the program, a student or parent/legal guardian (*if student is under 18yrs of age*) must state his or her intentions **in writing** to the School Co-Directors. Additionally, if the student withdraws or is dismissed from the program as a result of a violation of The Ailey School rules and regulations, the student must contact the Bursar's Office to settle any outstanding debts and contact their Faculty Advisor or the Registrar to complete a withdrawal form.

Refund Policy+

Before program begins on July 12, 2021.....100% of tuition less the non-refundable \$300 deposit and \$50 registration fee.

After program has begun (July 12, 2021 or after).....No Refunds will be given.

+All Scholarship Program Participation fees, application fees, registration fees, and Physical Therapy fees are non-refundable.

Advisement & Counseling

The Ailey School recognizes the value of clear and frequent communication among students, faculty, and staff and the importance of mentoring in the learning process.

* Faculty Advisors and staff, including The Ailey School Directors, area available to advise and mentor students on artistic, procedural and personal concerns. All meetings take place remotely via Zoom. The staff is careful to make referrals to a range of recommended professionals when appropriate. In addition, faculty members make themselves available, upon request, to speak to students.

Schedule Changes

All Summer Intensive and Scholarship students are permitted to take only those courses assigned to them. Students remain in one technique throughout the summer, unless a change in level is recommended by an instructor within the first few days of the program. Students may not request changes in their schedule.

Master Class

Summer Intensive and Scholarship students will be offered one special master class with a guest artist. Students are expected to arrive punctually, to be fully warmed up and ready to dance "full out" in class.

Program Transfers

Summer Intensive students who wish to continue their studies in one of The Ailey School's other programs during the academic year must attend an audition for the program they wish to attend, as long as they meet the general admission requirements for that program. If accepted, they must follow the regular registration procedures in order to begin the program.

Dress Code

Summer 2021 Due to strict safety and social distancing guidelines, the changing rooms are not accessible. Students must wear dance clothes underneath their street clothes and will not be required to change in between techniques.

Professional Division Students are permitted to wear colorful form fitting dance attire of their choice while adhering to the following guidelines listed below. Dressing rooms will not be accessible for changing clothes. Students must come "under-dressed" in their dance attire.

- An appropriate [CDC](https://www.cdc.gov) recommended surgical or safety face mask **MUST** be worn **AT ALL TIMES!** (*bandanas, scarves, and other cloth coverings are not acceptable*).
- Appropriate dance attire, including undergarments, **MUST** be worn for each and every class.
- Dancewear should be washed daily.
- No sweatpants, plastic pants, shorts, big shirts, head scarves, dangling jewelry, facial rings or, earrings.
- Ballet shoes **MUST** be worn in ballet classes.
- Dance attire **MUST** be form fitting! (Leggings are permitted)
- **No** loose or baggy articles of clothing. **No** layers.
- **No** sheer or transparent dance attire.
- **No** shorts of any kind, **No** cut-offs of any kind, **No** bra tops! **No** crop tops!
- Clothing **MUST NOT** inhibit your ability to fully execute movement.
- Long hair must be in a bun and pinned away from the neck and face.
- Short hair must be neatly trimmed and groomed without designs, braids, ponytails, or Mohawks
- Facial hair must be minimal and neatly groomed.

Code of Conduct

Summer 2021 Please refer to the *COVID-19 Ailey Pledge* and the Ailey Forward Safety Plan for further conduct guidelines.

The following rules and regulations have been established to ensure a peaceful, safe and productive atmosphere at The Ailey School. The Code of Conduct is intended to be detailed guides for students and their families. Students are required to sign off on and abide by these rules and regulations while on the school premises and when acting as an outside representative of The Ailey School. Non-compliance with or violation of any part of these rules and regulations may result in reprimand, suspension from class, probation, or dismissal from The Ailey School. The Ailey School, in its sole discretion, will determine the appropriate disciplinary action.

The Ailey School will not tolerate any of the following:

- Smoking on the school premises.
- Possession, sale or use of alcoholic beverages, narcotics or illegal controlled substances will not be tolerated at any time and may be subject to legal action in addition to disciplinary action by The Ailey School.
- All forms of dishonesty, including but not limited to supplying false information to any school official, forgery, unauthorized use of school documents, or theft of official school documents.
- Theft of or tampering with another person's property or property of The Ailey School.
- Theft or unauthorized use of school telephones, computers, copier machines, faxes and/or office supplies.
- Trespassing on roofs or other restricted areas of the school, including administrative offices after business hours
- Vandalism or tampering with security devices or fire safety equipment
- Physical abuse, sexual abuse, threats, intimidation, coercion, commission of any violent act, and/or other conduct which threatens or endangers the health or safety of another person.
- Harassment of another person, whether physical or sexual, oral, or written.
- Discrimination of another person based on their race, color, religion, creed, sex, sexual orientation, national origin, age, citizenship or any other characteristic protected by law.
- Engaging in, or inciting others to engage in, lewd, licentious, or disorderly conduct.
- Failure to comply with the rules and regulations set forth in The Ailey School student handbook.
- Unauthorized presence on school property or failure to surrender the student ID card upon dismissal from the school due to failure to comply with the rules set forth herein.
- Non-compliance with the artistic decisions made by The Ailey School staff, faculty and guest artists.
- Cell phone usage in studios, reception areas, and administrative offices.

All students must observe the following rules of classroom and building etiquette:

1. No cell phone use in class, in the Lobby, on the second floor, in the PT Room, or in the Administrative Offices. This means no texting, talking, Facebooking, emailing, web surfing, tweeting, etc.
2. No talking in class. Only the instructor gives notes/corrections or answer questions.
3. No chewing gum and no smoking in or outside of the building.
4. No eating or drinking anything in the studios other than water in a plastic container.
5. No loud and boisterous behavior in front of the building.
6. No leaving class without asking the instructors permission –
7. No disrespectful attitude toward your instructors or fellow dancers.
8. No unruly behavior.
9. Keep hallways clear at all times. Do not leave your belongings in the middle of the hallways.
10. **There is no access to the second-floor offices at all!**

Section 3: Student Life

Student Meetings

Summer 2021 All Student meetings will take place virtually

All Professional Division students are required to attend all virtual student meetings. Those students who are unable to attend because of illness or job conflicts must be excused by The Ailey School Directors, prior to the meeting or lecture. Notice of these meetings and other pertinent information are sent to students by email. All students are expected to read these materials and to be fully informed.

Student Contact Information / Ailey Communication Policy

The Ailey School communicates externally with students primarily through their personal e-mail addresses. Students may receive announcements on school closings, emergencies, COVID-related announcements, etc. It is absolutely imperative that students inform the Admissions Officer of any change in their personal email address, physical home address, contact number, and emergency contact information immediately. Changes may be reported by email, csabater@alvinailey.org. Additional information can also be found on the Student Resources page of The Ailey School website. Additional information can also be found on the [Student Resources](#) page of The Ailey School website.

Student Guest Policy

Students are not permitted to have guests observe their classes. No exceptions.

Video-recording

Summer 2021 In-studio videorecording and video library viewing are not available.

Videorecording and photography of Ailey School performances and classes by students is strictly prohibited. This includes the use of digital cameras, cell phones, and other recording devices. Performances by the Alvin Ailey American Dance Theater can be viewed at **New York Public Library for the Performing Arts, Dorothy and Lewis B. Cullman Center**, 40 Lincoln Center Plaza (65th and Broadway) New York, NY 10023-7498 (212) 870-1642

Ailey Extension Classes

Summer 2021 In-person Ailey Extension classes are not available

Cell Phone Usage

Cell phone usage is strictly forbidden in studios, hallways, and common areas. Students are also requested to turn off their cell phones prior to the commencement of class.

Health Resources

The Ailey School maintains a list of local health facilities, doctors, and hospitals for student referral. The list is maintained in the Admissions Office and is available upon request by emailing admissions@alvinailey.org.

Section 4: Facilities

The Joan Weill Center for Dance

The Ailey School is housed in the largest building in the United States that is devoted solely to the art of dance – The Joan Weill Center for Dance. The building has climate-controlled studios, 2 classrooms for academic classes, a student lounge, an outdoor patio, an Ailey Boutique concession and gift shop, a physical therapy room, three floors of administrative offices, and a full-equipped black box theater that seats 275.

Summer 2021 Accessibility to some areas of the Joan Weill Center for Dance will be strictly prohibited to students and the general public. Please see below for access details.

1 Lower Level (LL)

- a. Studios LLA and LLB – classrooms and black-box theater
- b. Dressing rooms – **CLOSED except for bathrooms**
- c. Green room. Backstage dressing rooms - **CLOSED**
- d. Costume shop – **CLOSED**
- e. Student Lounge – **CLOSED**

2 Performance Entry Level (PE)

- a. Box Office - **CLOSED**
- b. Junior Division Dressing rooms – **OFF LIMITS to Professional Division students - CLOSED**
- c. Library - **CLOSED except for emergency triage**
- d. Theater Entry - **CLOSED**

3 Ground Floor

- a. Lobby, studios, and stairs to PE (theater entry level)
- b. Security desk
- c. Ailey Extension Desk - **CLOSED**
- d. Ailey Boutique - **CLOSED**
- e. Elevators - **CLOSED to students : Students must take the stairs between LL and the 2nd floor.**
- f. Patio - **CLOSED**

4 Second floor

- a. Studio access only – **NO congregating; stretching, lounging in the second-floor lobby area.**
- b. Reception area – **Reception desk is closed**
- c. Administrative Offices for The Ailey School and Arts in Education – **CLOSED to students**

5 Third floor

- a. Physical Therapy Room – **CLOSED**
- b. Administrative Offices for Finance, Production, and Facilities. **NO student access.**

- 6 **Fourth floor**
 - a. Classrooms – **CLOSED except for emergency triage**
 - b. Administrative Offices for External Affairs, Executive Director, and Artistic Director. **NO ACCESS**
- 7 **Fifth Floor – NO student access**
 - a. Studios, student lounge, microwave, and bathrooms
- 8 **Sixth floor – NO student access**
 - a. Studios, lounge, bathrooms, and dressing rooms for Alvin Ailey American Dance Theater and Ailey II.

Restrooms

Summer 2021 Dressing rooms and lockers are not available

All Locker Rooms are closed until further notice. Restrooms are located on the Lower Level, ground floor, and on the fifth floor and sixth floor when assigned to a class on those floors. Please do not change clothes in the any of the restrooms!

Elevator Use & Building Access

Summer 2021 Elevator use is restricted. Students traveling between floors must use the stairs. Students are not permitted to access above the 2nd floor unless they are scheduled for a class in one of the upper floor studios.

Lost & Found

Any lost items will be discarded.

School Announcements

All announcements will be emailed to students directly. Class studio locations/changes are posted daily on the monitors located outside of the studios, as are any other important information students need to be made aware of. Students are expected to stay abreast of activities and announcements and are advised to check their emails daily.

Section 6: Safety & Security

Security

Campus Security

AADF does not condone malevolent behavior of any kind. Students are asked to report to the School Administrator or Security Supervisor, any incidence of physical assault, sexual molestation (forced, or not), manifestation of prejudice, or theft occurring on campus. Guilty parties may be subject to disciplinary action by AADF. In cases of criminal activity, the Security Supervisor will assist students in filing an incident report with the New York Police Department (NYPD) 18th Precinct – Midtown North (212) 767-8400, located at 306 West 54th Street.

Statistics concerning the occurrence reported offenses for the three previous calendar years on campus are found in this document. AADF is also committed to providing an environment that is safe and secure. The annual security and fire safety compliance document is available from the Facilities Manager upon request. The document contains information regarding campus security and personal safety including: crime prevention, fire safety, crime reporting policies, and disciplinary procedures.

Access to Campus Facility

AADF's facility, The Joan Weill Center for Dance, houses Alvin Ailey American Dance Theater (AAADT), Ailey II, The Ailey School, The Ailey Extension, and Ailey Arts in Education and Community Programs and is located at 405 West 55th Street (corner of 9th Avenue). Full time students, faculty, and staff are issued ID cards that provide them access to the Joan Weill Center for Dance and which must be displayed upon entering the building. Ailey Extension students must sign in to their classes at a specifically marked sign-in desk. All other visitors to the building must be announced to the Security Desk who signs them in and issues a visitor's badge. The Ailey School facilities, including restrooms, are wheelchair accessible throughout the building.

Security

The Joan Weill Center for Dance is monitored by AADF staff throughout operating hours and by 24-hour Security Personnel who have received the required training for state certification. A Security Desk at the front entrance is monitored by security guards during business hours. AADF has a cooperative reporting relationship with the 18th Precinct of the New York City Police Department. Any crimes are reported directly to the New York Police Department.

Security and Building Management	
Michael Canarozzi, Facilities Manager/Fire Safety Director	ext. 9055 / mcanarozzi@alvinailey.org
Reynold Manigault, Security Supervisor	ext. 9058 / rmanigault@alvinailey.org
Rachel Jerome-Studio Manager	ext. 9125 / rjerome@alvinailey.org
Pam Wilkinson; Marion Gaines, Security Guards	ext. 9002

Campus Security Programs

Printed material concerning security procedures and practices are distributed to the community via The Ailey School Student Handbook, AADF's Personnel Handbook, and The Ailey School Faculty and Musician Handbook. The handbooks describe security procedures and practices. New students attend a mandatory orientation meeting during which the Security Supervisor discusses safety and fire procedures. All students attend safety meetings during the academic year and in the summer during which a variety of other topics are presented including acquaintance rape and sexual harassment.

Safety

Procedures for reporting criminal actions

Criminal activity in The Joan Weill Center for Dance should be reported to the main entrance Security Desk (ext. 9002). The complainant should file an incident report with the assistance of security staff personnel. In both cases, criminal activity should be reported to the New York City Police Department by the complainant. In certain cases, AADF administration may choose to file a complaint with the Police Department on behalf of the complainant. The Chief Financial Officer and Director of Operations and Special Projects receive a copy of all completed Incident Reports. Other senior administrators are notified of emergencies as necessary.

General safety information

While national statistics show that New York City has a lower crime rate than that of many other major U.S. cities, it still requires practicing safety to avoid trouble. Just a little common sense can get you through almost any situation you may encounter in the city.

In General:

- Enter the phone number of an emergency contact person in your cell phone under the contact name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone in the event that you are unable to contact them yourself.
- Remain alert. Be aware of your environment and of those around you.
- Carry a bag that fits close to your body or that you can hold securely in front. A dangling bag can be easily yanked off your shoulder from behind.
- Dress appropriately, especially woman. Do not wear revealing dance clothing as regular street wear.
- Avoid shortcuts that are not well traveled or well lit, including alleys, parks, and parking lots that may be isolated.
- Keep your wallet/all valuables in your front pocket.
- Have your keys ready when you enter your apartment or room so that you won't have to stop to look for them.
- If at all possible, do not walk alone at night. If you must, stay on well-lit, well-populated streets.
- Walk briskly, look alert, and appear to know where you are going—even if you don't!
- Always walk with confidence. It helps if you take the time to become familiar with your environment.

At School:

- Don't leave personal items unattended especially electronics or portable items. Take all personal belongings with you to every class and keep bags securely zippered.
- Report any suspicious activity or persons to the Lobby Security Desk, ext. 9002. Phones are located throughout The Ailey School building and can be used to call security from any floor.
- Always keep your locker locked.

- To ensure everyone’s safety, please abide by all policies in this handbook and in The Ailey School Student Handbook.

At Home:

- Keep doors locked at all times.
- Do not remove window guards on apartment windows.
- Do not keep windows adjacent to fire escapes open at night or when not at home.
- Always use caution and check the identity of a visitor before opening the door.
- At night, travel with a friend or choose to take a bus or taxi, if possible

On the Subway: (Tips from the NYPD web site)

- Be careful not to display money, your wallet, or electronic devices in public and never put your wallet in your rear pocket.
- Hold on to your pocketbook when using the shoulder strap.
- Be sure your necklaces, and other jewelry, are not visible.
- Do not doze or fall asleep on the train, especially late at night.
- Beware of loud arguments or noisy incidents. They could be staged to distract you in order to pick your pocket.
- Stand in the yellow “off-hours waiting area” in front of the token booth in subway stations.
- On subways, choose the most crowded car. If it’s late, use a middle car. (The conductor operates from the fifth car).

Hospitals and Police Stations

There is a hospital and/or Police Station in almost every neighborhood of the five boroughs. It is recommended that you become familiar with the local Police Station in your neighborhood, which can be located at the [Precinct Finder at NYC.gov](http://www.nyc.gov/precinct-finder). We have provided a list of precincts within walking distance of The Ailey School.

You can locate the hospital nearest you at the [NYC Health & Hospitals Corporation](http://www.nyc.gov/hospitals) website.

Nearby Manhattan Police Precincts:	
18 th Precinct Midtown North 306 West 54th Street	212-767-8400
10th Precinct 230 West 20th Street	212-741-8211
Midtown South Precinct 357 West 35th Street	212-239-9811
17th Precinct 167 East 51st Street	212-826-3211
20th Precinct 120 West 82nd Street	212-580-641
Nearest Hospital	
Roosevelt Hospital Emergency Room West 59th Street and 10th Avenue	212-523-6800

Hotlines, Helplines and Emergency numbers

The Ailey School maintains a detailed list of safety, emergency, and medical resources in this Handbook which is distributed to students on a yearly basis and can also be found on [Student Resources](#) page of The Ailey School website.

EMERGENCY:	911
Non-Emergency:	311
Terrorism Hot-Line:	888-NYC-SAFE
Sex Crimes Report Line:	212-267-RAPE
Crime Stoppers:	800-577-TIPS
Crime Stoppers (Spanish):	888-57-PISTA
Cop Shot:	800-COP-SHOT
Missing Persons Case Status:	212-694-7781
Operation Gun Stop:	866-GUN-STOP
Organized Crime Control Bureau:	888-374-DRUG
NYPD Switchboard:	646-610-5000

Hotlines & Helplines	
Suicide Prevention Hotline	800-SUICIDE or 800-273-TALK (8255)
Poison Control	212-764-7667
N.Y.P.D. Rape Hotline	212-267-7273
National Domestic Violence 24 hr. Hotline	800-799-SAFE
Gay Men's Domestic Violence Project – 24 hrs.	800-832-1901
Crisis Hotline Resource	800-521-7128
GMHC (Gay Men's Health Crisis)	800-243-7692

Safe Horizon <i>Victim's assistance organization providing support for victims of crime and abuse for families and communities.</i> <i>Services include:</i> <i>○ Domestic Violence Hotline: 800-621-HOPE (4673)</i> <i>○ Crime Victims Hotline: 866-689-HELP (4357)</i> <i>○ Rape, Sexual Assault & Incest Hotline: 800-621-4673</i>
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Emergencies

Procedures for reporting emergencies

In the event of fires, or for other life-threatening situations, dial 911 immediately. If there is a Medical Emergency at any time in the building, call 911 immediately and then call the Security Desk at extension 9002 (If you call Security first, they will call 911 for you). When 911 is called, a dispatcher will ask for the company name, address to which the ambulance should respond (which is 405 West 55th Street), the patient's exact location (floor number and specific area), the general nature of the medical emergency, the caller's name and the callback telephone number. It is important for the 911 dispatcher to be told the general nature of the patient's illness or whether the patient has been injured (from a fall, in an assault, etc.), so that the paramedics can immediately bring the appropriate equipment and medical supplies from the ambulance to the patient as soon as they arrive on the scene. If the emergency is during business hours (Monday – Friday, 9am – 5pm) and the injured/ill person is an Ailey School student, The Ailey School Administrator should be notified at extension 9514. After business hours and on weekends, Security will notify the appropriate staff members. For emergencies other than medical, Security staff will notify the appropriate staff members. AADF staff receives on-going training to enable them to effectively manage emergency situations.

Emergency response, fire safety and evacuation procedures

AADF maintains emergency procedure guidelines including a detailed evacuation plan. AADF community is notified of an emergency or dangerous situation through the building's public address system, email, The Ailey School/AADF website or telephone system depending on the nature of the situation. A Crisis Management Team comprised of the Executive Director, Chief Financial Officer, Facilities Manager, and Security Supervisor, will determine if an emergency exists and will initiate emergency response procedures. The members of the Crisis Management Team will include other appropriate staff as needed. The nature of the situation and the safety of the community will determine the type of notification and content of the notification. The Office Manager is responsible for telecommunication messages; the Associate Director of Marketing is responsible for internet messages.

Students, Staff, and Faculty are advised to enter the phone number of an emergency contact person in their cell phone under the contact name **ICE (In Case of Emergency)**. This would enable anyone to call your emergency contact from your phone in the event that you are unable to contact them yourself.

Emergency Procedures

POLICE / FIRE / AMBULANCE: dial 911

Students are advised to enter the phone number of an emergency contact person in their cell phone under the contact name **ICE (In Case of Emergency)**. This would enable anyone to call your emergency contact from your phone in the event that you are unable to contact them yourself.

In case of an emergency evacuation please observe the following procedures:

- Listen for announcements
- Report to the lobby of floor that you are on and follow the instructions of the Ailey staff member who is the Fire Warden for that floor. If there no Fire Warden is present, use the red Fire Warden phone by freight elevator to call the Fire Command Station for directions or to report any fire condition on your floor. Push the red button on the handset to talk/release to listen)
- Never use the elevators unless you are directed to do so by the Fire Department or the Ailey Fire Safety Directors.

Medical Emergency:

- Call 911 from any phone. Phones are located in each studio and in reception areas of every floor.
- Call Security at 9002 as soon as the 911 call is complete
- Don't move medical emergency victim / if bleeding - use rubber gloves

Disturbance/Intruder in Building:

- Call 911 from any phone
- Call Security at 9002 as soon as you 911 call is complete

Emergency and safety personnel

Building Security: dial extension 9002

Fire Safety Director: Michael Canarozzi, ext. 9055

Deputies of Fire Safety: Reynold Manigault, Pam Wilkinson, Carlos Arenas, ext. 9002

CPR/First Aid certified staff

(Dial extension 9002 to locate a CPR trained individual)

Ground Floor: Reynold Manigault

2nd floor: Samuel Coleman

3rd floor: Alaric Hahn; Sheyi Ojofeitimi

Fire Safety

Annual Fire Safety Report

The Higher Education Opportunity requires higher education institutions to collect, report, and disseminate fire statistic information to the campus community, the Department of Education, and potential students and employees as of August 2010 for the previous calendar year. This report contains information from calendar years 2009 and 2010.

Definition of a fire

For purposes of safety reporting, a fire is “any instance of open flame or other burning in a place not intended to contain the burning in an uncontrolled manner” as defined by the Higher Education Act.

Fire safety system

Each floor of The Joan Weill Center for Dance contains fire extinguishers, fire alarms, pull-stations, and telephones. The building is equipped with a public address system that is monitored by the Fire Safety Director. In addition, each floor is equipped with a sprinkler system. Stairwells with emergency directional signage run from every floor to street level for evacuation purposes.

Fire Drills

(Please note: Due to the COVID-19 pandemic, the Fire Department of NY has suspended all fire drills until further notice.)

Fire drills have been conducted on a regular basis to test the public address system and evacuation procedures. Fire drills are supervised by the Fire Safety Director with the assistance of the Fire Marshals assigned to each floor. Everyone in the building is required to participate. Drills have been conducted in accordance with the fire safety plan. Notice will be given in advance of a fire drill.

In the event of a fire, please observe the following procedures:

→ Listen for announcements.

→ Students, with masks on, should depart from studios in an orderly fashion and remain in front of their studios in the lobby of their floor as socially distanced as possible: students should remain in their cohort and not mingle with other cohorts. Students will listen for further announcements and follow the instructions that they hear.

→ If no Fire Warden is present, use the red Fire Warden phone by freight elevator to call the Fire Command Station for directions or to report any fire condition on your floor. Push the red button on the handset to talk/release to listen)

→ Never use the elevators unless you are directed to do so by the Fire Department or the Ailey Fire Safety Directors.

If you see a fire:

→ Activate alarm at nearest pull station / respond to alarm and follow evacuation procedures above.

Fire Wardens and Searchers:

→ Designated staff members of Alvin Ailey Dance Foundation serve as Fire Wardens and Searchers on each floor at the Joan Weill Center for Dance. Students should listen to instructions given by the Fire Wardens and Searchers of the floor they are on in the event of a fire.

Section 5: School Policies

Plagiarism Policy

The Ailey School Staff considers plagiarism to be a serious violation of ethics. Students are expected to demonstrate academic integrity in all classes, both in the studio and in the classroom. The intentional or reckless taking of another's ideas, movements, words and thoughts and presenting them as one's own without proper credit is plagiarism. The Ailey School is committed to helping students develop original and creative work through composition courses and opportunities to present choreography at School performances. The Ailey School is also committed to helping students develop critical thinking and reasoning skills. Plagiarism in any form will not be tolerated at The Ailey School, including but not limited to, the taking of others' ideas and movements when presenting choreography that is claimed to be original and the taking of others' words and thoughts when submitting written papers for a course. If a student is determined to have committed plagiarism, this student will be subject to sanctions ranging from a failing grade to dismissal from The Ailey School.

Social Media Policy

Every day, people discuss Alvin Ailey American Dance Theater, Ailey II, The Ailey School, The Ailey Extension and other parts of the Ailey organization in online conversations. The Alvin Ailey Dance Foundation recognizes the vital importance of these online conversations and has established a policy to guide those who participate in social media. For the purposes of this policy, 'social media' includes blogs, wikis, and networking sites such as (but not limited to) Facebook, Twitter, LinkedIn, YouTube, Vimeo, and Flickr. We appreciate your adhering to this policy when engaging in social media conversations.

Personal use of social media networks

Whether creating your own social media posts or adding personal comments to what others have written in social media, remember that what you say can reflect back on the Ailey organization as well as on you, personally. Use your best judgment, especially when posting anything about Ailey. Please keep in mind that you are personally responsible for what you post. When posting, be professional and respectful of others and refrain from posting statements that are false, misleading, defamatory, obscene or harassing.

When posting personal comments online about Ailey you should not blog anonymously or use false screen names. Always identify that you are a student in The Ailey School (or, if applicable, that you work for Ailey) and be clear that you are speaking for yourself, not the organization. It is perfectly acceptable to talk about aspects of your work or studies at Ailey, but it is not okay to

publish any confidential information about Ailey. Confidential information includes things such as: unpublished details about Ailey's upcoming performances and programs; private information about colleagues, students, staff, faculty, AAADT / Ailey II dancers and crew; information about box office sales; and other financial data. **Posting Ailey's logos, trademarks, or images without permission is prohibited and should be avoided.**

If you find false statements or misrepresentations made about Ailey in social media, please do not respond; instead, bring this to the attention of Christopher Zunner, the Director of Public Relations at czunner@alvinailey.org.

Drug, Tobacco & Alcohol Use Policy

AAAF expects all members of its community to assist in maintaining a drug-free environment. The possession, unlawful manufacture, distribution, dispensing or use of alcohol or a controlled substance (illicit drugs, etc.) or being under the influence of alcohol or a controlled substance on AAADF premises is prohibited and grounds for administrative action.

Any AAADF employee, as a condition of employment, is expected to abide by the drug-free workplace policy. In addition, AAADF is required by The Drug-Free Workplace Act of 1988 to notify all employees and students that they must report any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Students cannot drink or possess alcoholic beverages of any kind on AAADF property. From time to time AAADF may allow the serving of alcohol during staff functions or social gatherings (e.g. holiday parties). Employees consuming alcohol at such events must act responsibly and assume all responsibility for their own safety and behavior.

Possible Disciplinary Sanctions and Penalties

Any employee or student found to be in violation of this policy will be subject to sanctions, including, but not limited to, mandatory referral for counseling and/or treatment, and termination of employment or enrollment.

Possible Legal Sanctions and Penalties

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and mandatory community service.

The Federal Controlled Substances Act, 21 U.S.C. 844, et seq., provides penalties of up to life imprisonment and significant fines for unlawful distribution or possession of a controlled substance. Notably, any person found to have unlawfully distributed such substances to a person under 21 may be punished by up to twice the term of imprisonment and twice the fines. The same applies to distribution of drugs in or within 1,000 feet of a college or school.

Federal penalties and sanctions for illegal drug possession of a controlled substance include, but are not limited, to the following:

- First conviction: Up to one-year imprisonment and a fine of at least \$1,000.
- After one prior drug conviction: At least 15 days in prison, and a fine of at least \$2,500.
- After two or more prior drug convictions: At least 90 days in prison, and a fine of at least \$5,000.

Additional penalties may apply under various New York State drug and alcohol laws.

New York law also addresses the illegal sale or possession of alcohol. Below is a list of some offenses and penalties:

- Procuring alcohol for a person under the age of 21 carries a penalty of up to five days imprisonment and a \$200 fine.

- Driving while intoxicated (by either drugs or alcohol) is a misdemeanor punishable by up to a year imprisonment and a fine of up to \$1000.
- It is in violation of state law for a person under the age of 21 years to present false evidence of age to procure alcoholic beverages. The penalty for a first violation may include a fine and community service.

The above lists include only a sampling of the current federal and state penalties and sanctions for conduct involving drugs and alcohol, all of which are subject to change. Additional federal, state and local penalties and sanctions may apply.

Health Risks Associated With AOD Abuse

Even “recreational” drug use or “social” drinking may be toxic to your body. Further, if abused, drugs and alcohol can have catastrophic consequences on your health, including damage to the heart, lungs, brain, liver, gastrointestinal track, and other major organs and systems. Alcohol-related accidents are the number one cause of death among people ages 15 to 24, while highly potent drugs such as crack cocaine can be fatal even upon a first, experimental use.

Substance abuse is one of the most pervasive medical and social problems of our time and will make every effort to treat a student or employee’s problem with confidentiality and compassion. However, AADF’s mission requires a drug-free environment and all appropriate measures will be taken to ensure that it remains so. AADF encourages individuals with alcohol or other drug-related problems to seek assistance.

Some community-based resources include the following:

<p><u>Outpatient</u></p> <p>Alcoholic Anonymous of NY 212.647.1680</p> <p>Al-Anon</p> <p>Narcotics Anonymous 212.929.6262</p> <p>Cocaine Anonymous</p> <p>Alcohol Council of NY</p>	<p><u>Treatment Programs</u></p> <p>*Phoenix House 800-378-4435</p> <p>*Daytop Village (W. 83 St.) 800-232-9867</p> <p>*offer long term, in-patient rehabilitation services</p> <p>Greenwich House:</p> <p>Chemical Dependency Program 212-691-2900</p> <p>Methadone Maintenance Treatment Program 212-677-3400</p> <p>Mental Health Program 212-255-8980</p>
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Smoking Regulations

In accordance with government regulations, AADF prohibits smoking in any part of its building, including private offices, private rooms, hallways, and restrooms. Smoking is also prohibited within 25 feet of any building entrance. Employees or students smoking in any non-smoking area may be subject to disciplinary action up to and including termination of employment or enrollment (for students).

Open Door Policy

AADF is committed to maintaining a positive, pleasant, and harassment-free academic and work environment, and believes in maintaining an Open Door Policy. Accordingly, students are encouraged to see the Co-Directors of the School or a Faculty Advisor with suggestions, questions or problems relating to your studies or work (if applicable). Students are also invited to contact AADF’s Human Resource Department, directly, or any other AADF management representative.

Policy Against Sexual Harassment, Discrimination & Other Unlawful Harassment

Anti-Discrimination Policy

The Ailey School has a policy of “zero-tolerance” with respect to discrimination or harassment. The Ailey School expressly prohibits any form of discrimination or harassment because of race, color, religion, sex, national origin, citizenship, veteran status, age, physical or mental disability or other impairment, marital status, sexual orientation, genetic information or any other consideration made unlawful by applicable federal, state, or local laws. The Ailey School expects all members of its community, as well as its visitors, to be treated equally based on merit in all aspects related to its educational programs and activities.

Violation of The Ailey School’s Anti-Discrimination policy, including the Anti-Harassment Policy detailed below, will result in appropriate discipline or dismissal from The Ailey School.

Anti-Harassment Policy

The Ailey School’s policy is to maintain an academic environment free of unlawful harassment for all its community members. Harassment of any kind is strictly prohibited. No employees, faculty, students, or staff may engage in harassment against a community member because of race, color, religion, sex, national origin, citizenship, veteran status, age, physical or mental disability or other impairment, marital status, sexual orientation, genetic information or any other consideration made unlawful by applicable federal, state, or local laws.

What is Prohibited Harassment?

Harassment prohibited by this policy is any unwelcomed verbal or physical conduct that belittles or shows hostility or aversion towards an individual based on his or her protected characteristics or which creates an intimidating, hostile or offensive (academic or working) environment that interferes with an individual’s peace of mind, (academic or work) performance or adversely affects (academic or employment) opportunities. Harassment, which is prohibited by this policy includes, but is not limited to:

- Visual conduct, including displaying of derogatory objects or pictures, cartoons, graffiti or posters.
- Verbal conduct, including making or using derogatory comments, epithets, slurs and jokes.

The Ailey School also prohibits sexual harassment. Sexual harassment is defined as unwanted sexual or visual, verbal or physical conduct. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of a person of the same gender as the harasser. With respect to sexual harassment, The Ailey School prohibits, among other conduct, the following:

- Unwelcomed sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
- Submission to such conduct is made either explicitly or implicitly a term or condition of academic progress or employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s academic progress or employment; or
- Offensive comments, jokes, innuendos, and other sexually oriented statements.

Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive academic or working environment. Other examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following unwanted or unwelcomed conduct or contact:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone's "personal space."
- Offensive whistling.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Sexual or otherwise offensive e-mail or voicemail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Any other conduct or behavior deemed inappropriate by AADF.

Disclosure

The Ailey School will take appropriate disciplinary action, up to and including termination of employment or dismissal, whenever there is a finding that unlawful harassment or any violation of this policy has occurred. Any student who believes that he or she has been the subject of sexual or any other form of harassment by another student, by an employee, or by a contractor or vendor of The Ailey School (or if they become aware of such harassment by another student), should make their complaint to The Ailey School Co-Directors. If it is not possible to make such a report or if the student is not comfortable making their complaint to The Ailey School Co-Directors, he or she should report it to a Faculty Advisor or AADF's Human Resources Department. All complaints will remain as confidential as possible, consistent with the conduct of an effective investigation. However, The Ailey School may need to disclose certain information to carry out its investigation or to implement corrective actions that are deemed necessary.

Retaliation Prohibited

The Ailey School prohibits retaliation against any individual who reports conduct believed to be harassment or discrimination or who participates in an investigation of such reports. Any retaliation against a student who makes a complaint in good faith under this policy, including, but not limited to, intimidation, coercion, threats, or discrimination, will result in disciplinary action against the retaliator, up to and including termination of the retaliator's employment or academic relationship with The Ailey School.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved. Also, when necessary, The Ailey School may interview individuals who observed the alleged conduct or have other relevant knowledge. The Ailey School will maintain the confidentiality of the complaint and/or investigation to the greatest extent possible. All members of The Ailey School community have a duty to cooperate with any investigation conducted by The Ailey School, regardless of whether the investigation is being conducted by The Ailey School or outside parties retained by The Ailey School for this purpose.

Responsive Action

Misconduct that constitutes discrimination, harassment or retaliation will be dealt with appropriately. Responsive action may include, but is not limited to, discipline or discharge of any individual whom The Ailey School finds has engaged in such conduct, or other action, as The Ailey School in its sole discretion deems appropriate under the circumstances.

If after investigating any complaint of harassment or discrimination, The Ailey School determines that the complaint is frivolous and/or was not made in good faith or that a student or employee has knowingly provided false information regarding a complaint, disciplinary action, up to and including termination of employment, may be taken against the employee who filed the complaint or who knowingly provided false information.

Grievance Policy

All members of The Ailey School community are expected to respect the dignity of others and support the welfare of the community as a whole. Students are expected to uphold the standards set forth in The Ailey School Code of Conduct and The Ailey School Policies & Procedures. If a student has a complaint or grievance that is not sexual harassment or discriminatory in nature, the student is encouraged to speak directly with the individual in question to resolve the issue. For situations in which the student does not feel comfortable with this method of resolution, the student should bring the issue to their Faculty Advisor who will discuss the complaint with the student and recommend other options for resolution of the matter, such as a discussion and/or meeting with the student and the person(s) involved in the complaint. If necessary, a mediation meeting with those involved and the Co-Directors of the School may be necessary. If the complaint is against another student, and the complaint is determined to have basis after the above methods are exhausted, the student in question will be subject to disciplinary action, including but not limited to, reprimand, probation, or dismissal. If the complaint is against a faculty or staff member, and the complaint is determined to have basis, the appropriate disciplinary actions will be taken by The Ailey School and/or AADT Administration. In the case of all grievance complaints, a confidential statement written by the student/complainant may be requested and kept on file. However, if the complaint is determined to be unfounded, no record of the complaint will be kept on file.

Intervention Policy

By enrolling at The Ailey School, a student acknowledges and agrees that the School has the right to be concerned about the health, safety and welfare of its students, staff and others that may be on the school premises. Accordingly, by enrolling at The Ailey School, a student expressly consents to and authorizes the School to contact a student's spouse, parent(s), colleague(s) and other persons known to be associated with the student should the School, in its sole discretion, believe that the students' conduct may be potentially harmful to him or herself or others, whether that conduct be caused by stress, mental disturbance or disorders, use or abuse of additive substances, or any other reason.

Furthermore, by enrolling in the School a student consents to and authorizes The Ailey School to refer them to physicians, psychiatrists and/or other physical and/or mental health personnel of the School's choice for evaluation and/or treatment, or take such action as the School may deem appropriate, including but not limited to temporary or permanent suspension of the student's residence housing and/or enrollment in the School.

Section 7:

Consumer Information

The Ailey School is committed to providing accurate consumer information to prospective students, currently enrolled students, and their families. This Professional Division Student Handbook is distributed electronically on an annual, one to one basis to all Professional Division students. It is also available as a download on the [Consumer Information](#) page of The Ailey School website where the following **Consumer Information** can also be found:

- **The Ailey School Accreditation & Credentials**
- **Financial Aid & Cost of Attendance Information**
- **Net Price Calculator**
- **The Family Educational Rights & Privacy Act (FERPA)**
- **Annual Completion & Retention Rates for the Certificate & Independent Study Programs**
- **Satisfactory Progress Requirements**
- **Enrollment Statistics**
- **Gainful Employment Statistics**
- **Student Career Outcomes**
- **Annual Campus Security Procedures & Crime Statistics Report**
- **Alvin Ailey Dance Foundation Policy on Drugs, Tobacco, & Alcohol Abuse**

The Ailey School Accreditation

The Ailey School (TAS) is an accredited institutional member of the National Association of Schools of Dance (NASD) and is authorized under federal law to enroll non-immigrant alien students. TAS is recognized by the U.S.

Department of Education as an institution of higher education and is eligible to participate in Title IV programs. TAS is recognized by the US Veterans Administration as an eligible school to participate in Veteran's Educational Benefit Programs. A copy of the School's accreditation and other credentials may be obtained from the Admissions Office.

College Credit / Certificate of Participation

The Ailey School does not issue certificates of attendance for participation in the Summer Intensive.

Students who need graded evaluations in order to receive college credit should have their college/institution send an official letter to the Registrar's Office requesting a clock hour transcript. The Ailey School does not determine the number of credits awarded for participation in the Summer Intensive. Credit will be awarded based on your particular college/institution's guidelines.

Section 8: RELEASE FORMS

A: Permission and Liability Waiver

In consideration of being permitted to participate in the programs and activities of The Ailey School or Alvin Ailey Dance Foundation ("AADF"), I hereby waive, release and forever discharge AADF and its principals, officers, directors, agents, insurers, and employees from liability from any and all claims, actions and causes of action (including resulting from negligence) that may at any time result from my participation in programs and activities of The Ailey School or AADF, including any such that relate to costs, expenses or damages to my personal property or for personal injury or illness (including death).

I am in good health and physically fit and do not have any injury or disability which might jeopardize my participation in programs and activities of The Ailey School or AADF.

I confirm that my participation in programs and activities of The Ailey School or AADF is voluntary. I assume all risks of any damage, injury or disability to my person or property that may occur as a result of my participation in the programs and activities of The Ailey School or AADF and acknowledge that I will be solely responsible for any and all costs and expenses that I may suffer as a result of my participation in the programs and activities of The Ailey School or AADF. I hereby give up any right that I might otherwise have to sue for injury or damages resulting from my participation in the programs and activities of The Ailey School or AADF.

By signing below, I confirm that I have read and accepted the conditions to my participation as set forth above. I understand that I am giving up substantial rights including the right to sue.

Student/Parent or Legal Guardian Agrees Date: _____

Student (print name): _____ Student Signature: _____

For student under the age of 18, Parent/Legal Guardian please sign below:

Parent/Legal Guardian Signature: _____

Print name: _____

B: Photo Release: I hereby give my permission for images of me, captured during programs and activities of The Ailey School or AADF through video, photo, and digital camera (or otherwise), to be used forever by AADF (and its assignees) for any AADF purpose, including marketing, publicity and promotions, in all media, and I waive any rights of compensation or ownership thereto.

Student/Parent or Legal Guardian Agrees Date: _____

Student (print name): _____

Student Signature: _____

For student under the age of 18, Parent/Legal Guardian please sign below:

Parent/Legal Guardian Signature: _____

Print name: _____

*****Please sign this form and return it to the Admissions Office*****

Section 9: Professional Division Agreement

I have received a copy of The Ailey School Professional Division Student Handbook and understand that it is my obligation and responsibility to review the Handbook and to familiarize myself with its contents. In addition, I understand that I must read and adhere to the rules and regulations within the Handbook, including but not limited to the following sections:

- **Attendance Policy**
- **Dress Code**
- **Code of Conduct**

I understand that if I do not adhere to the rules and regulations within the Handbook, including but not limited to the sections noted above, that I may be subject to disciplinary action, including expulsion from The Ailey School.

Student Signature: _____ Print Name: _____

Date: _____

If student is under the age of 18, Parent/Legal Guardian please sign below:

Parent/Legal Guardian Signature: _____

Print Name: _____ Date: _____

*****Please sign this form and return it to the Admissions Office*****