

THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

Tracy Inman & Melanie Person
Directors

Tiffany Barnes
Junior Division Director

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Junior Division Associate Director

JUNIOR DIVISION STUDENT HANDBOOK



THE AILEY SCHOOL

History and Mission

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 16 spacious studios, a fully equipped theater with 295 seats, student and faculty lounges, dressing rooms, a library, classrooms, 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, Graham-based modern, Horton, Limón, jazz, contemporary and West African dance.

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, who produce outstanding dance professionals of tomorrow.

GOALS OF THE AILEY SCHOOL

To make dance accessible to young people and adults through dance training and innovative community arts-in-education programs.

- ★ To offer students the opportunity to follow an accredited curriculum of diversified dance training of the highest professional caliber.
- ★ To maintain a professional faculty of exceptional teachers, musicians
- ★ To train outstanding students as professional dancers and provide them with merit-based scholarships and need-based federal financial aid.
- ★ To offer a range of student services including artistic advisement, and professional counseling for nutrition and psychological well-being.
- ★ To offer a broad range of dance classes for the dance enthusiast.

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 the HealthCheck questions.
- 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 notify The Ailey School if I must quarantine based on possible exposure from either my academic school or from another source of a contract tracing method.
- 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

***Please sign and submit this form along with the last page of the Handbook to:
juniordivisionparent@alvinailey.org***

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.

FAQ's

1. Are Covid-19 vaccines required for enrollment at The Ailey School?

Yes, all students, staff, faculty, administration, and visitors to the Joan Weill Center for Dance must be fully vaccinated* for Covid-19 with an [approved vaccine](#), as described in the Vaccination Policy. *Fully vaccinated means that two weeks have passed since you received two doses of a two-dose vaccine, or a single dose of a one-dose vaccine considered effective by the Centers for Disease Control and Prevention ("CDC") and/or the World Health Organization ("WHO").

For answers to questions such as, "When am I fully vaccinated?" and "If I am fully vaccinated, do I have to quarantine if I am exposed to an individual who tests positive for Covid-19?", visit the [Center For Disease Control \(CDC\)](#)

2. Who should I contact if I wish to apply for a medical or religious exemption from the Vaccination Policy?

Students requesting an exemption should send an email to Dawn Tricarico at dtricarico@alvinailey.org for further instructions.

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

Yes. Ailey's app is Healthcheck.

[Healthcheck user instructions](#)>

[Healthcheck password reset](#)>

[Healthcheck FAQ's](#)>

4. Will I need to get a COVID-19 Test before returning to The Ailey School?

Yes. All students regardless of vaccination status must get a COVID-19 PCR Test (not an antigen test) and must submit a negative PCR Test in order to enter the building. **Tests must be administered within 5 or less days** prior to their first class at the beginning of the fall 2021 term, and the spring 2022 term.

Students must email test results to Dawn Tricarico by email at dtricarico@alvinailey.org, **submitted no later than 5pm of the day prior to your first in-studio class**. Students will NOT be permitted into the building if they have not submitted their test results with a valid date. Students should refer to [NY Forward](#) for the most current travel and testing advisories. If your test results are not returned by the time you are scheduled to begin classes at The Ailey School, contact Dawn Tricarico, at dtricarico@alvinailey.org

Test results must show the following information:

Student's Full Name; date of birth; type of COVID test (PCR); test result; date of test.

Incomplete tests will not be accepted.

5. 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>

6. 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, and hand sanitizers upon special request.

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

Yes. For the safety of everyone in the building, all students, faculty, musicians, administrative staff, and company dancers are always required to wear a mask in the studios and in public areas of the building. Ailey recommends that everyone entering the building consult [NY Forward](#) and [CDC](#) to learn about cloth masks in order to make personal decisions regarding mask usage. 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.

8. 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.

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

Yes, a member of Ailey's security staff who has received a certificate to do so will take your temperature on your temple. If you register a temperature of 100.4 degrees or higher, you will not be permitted to proceed into the building.

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

All those who test positive will be required to quarantine for 10 days. Ailey will be in communication with all those impacted with further instructions.

11. 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 person comes into direct contact with someone who tests positive for Covid, they must take a PCR test for Covid 3-5 days after exposure **and self-monitor as guided by the [CDC](#) and Government regulations**. They do not have to quarantine while waiting for test results. However, if their PCR test returns positive, they must quarantine for 10 days. If a student shows symptoms of, or tests positive for COVID-19, the other students and instructors in a cohort of fully vaccinated students will not be asked to quarantine.

12. Should I get a flu shot this fall?

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

13. 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 in the HVAC system. Bathrooms are fully hands-free including toilet seat activated flushing devices.

14. 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.
- 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.

15. I am arriving from out of state. 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.

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

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

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](#)

NOTICE TO STUDENTS REGARDING 2021-2022

Due to the fluidity of the COVID-19 pandemic, the contents of this Handbook are subject to change without notice. Students should refer to all notations in **RED type** for updates and changes to existing rules and regulations, or otherwise abide by existing policies.

GENERAL POLICIES

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.

Fall 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 – **OFF LIMITS to Junior Division students - except for bathrooms/
Dressing rooms - CLOSED**
- 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 – **CLOSED except for bathrooms**
- 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 5th floor when classes are assigned ONLY.**
- 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 – **Unless they are scheduled for a class there is NO student access – Access to bathroom (ONLY 2 users at a time)**
- 8 Sixth floor – **NO student access**
 - a. Studios, lounge, bathrooms, and dressing rooms for Alvin Ailey American Dance Theater and Ailey II.

RESTROOMS

Fall 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 AND BUILDING ACCESS

Fall 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.

LOST AND FOUND

Any lost items will be discarded.

CAMPUS SECURITY

The Alvin Ailey Dance Foundation does not condone malevolent behavior of any kind. The facilities are monitored by Foundation staff throughout operating hours. Students are asked to report to any Junior Division staff and security if in the building by **dialing 9002** on any in house phones, any inappropriate behavior occurring on the premises.

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.

LIABILITY WAIVER

Use of the premises of The Ailey School constitutes acceptance of the following: The Ailey School shall not be responsible for and specifically disclaims any liability to students and their guests for any loss, theft, claim, injury or liability incurred at The Ailey School, except resulting from the negligence of The Ailey School or its employees.

DRESS CODE

DRESSING ROOM / CHANGING AREAS ARE CLOSED/DANCERS MUST ARRIVE DRESSED IN DANCE ATTIRE

GIRLS ATTIRE:

Level Color Leotard:

Level III – ROYAL BLUE

Level IV – NAVY BLUE

Level V – BLACKBERRY (note new color!)

Level VI/VII – BLACK or WHITE

Note: leotards should be purchased from [The Ailey Boutique](#) and will be required to wear for end of year presentations.

BALLET	HORTON LIMÓN CONTEMPORARY	WEST AFRICAN <i>(Level IV-3 only)</i>	JAZZ
Level Color Leotard <i>(camisole or tank style; no lace or low cut back)</i>	Level Color Leotard <i>(camisole or tank style; no lace or low cut back)</i>	Level Color Leotard <i>(camisole or tank style; no lace or low cut back)</i>	Level Color Leotard <i>(camisole or tank style; no lace or low cut back)</i>
Pink or Skin Toned Tights <i>(must completely cover the foot; convertible preferred)</i>	Black Footless Tights <i>(convertible preferred for bare feet work)</i>	Pink or Skin Toned Tights <i>(convertible preferred to roll up for bare feet)</i>	Black Tights <i>(convertible preferred)</i>
Pink or Skin Toned Ballet Shoes <i>(canvas or leather)</i>		Lappa <i>(African printed fabric)</i>	Black Jazz Shoes <i>(no sneakers)</i>

BOYS ATTIRE:

BALLET	HORTON LIMÓN CONTEMPORARY	WEST AFRICAN	JAZZ
White or Black fitted t-shirt or leotard	White or Black fitted t-shirt or leotard	White or Black fitted t-shirt or leotard	White or Black fitted t-shirt or leotard
Black tights <i>(must completely cover the foot; convertible preferred for bare feet work)</i>	Black footless tights <i>(convertible preferred for bare feet work)</i>	Black footless tights <i>(convertible preferred for bare feet work)</i>	Black tights <i>(must completely cover the foot; convertible preferred for bare feet work)</i>
Black Canvas Ballet Shoes			Black Jazz Shoes <i>(no sneakers)</i>

ALL STUDENTS :

Hair:

- Long hair must be in a bun, pinned, clipped or tied securely away from the neck and face. No bangs, loose or hanging hair.
- Short hair must be neatly trimmed.

Extra Note:

- Jewelry is NOT permitted in class with the exception of a small stud earrings that do not hang below or go around the earlobe.
- No bare midriffs, cut out shirts, or loose/baggy clothing
- Fingernails must be kept short and neat

RULES & REGULATIONS

- We expect dancers to behave with self-respect and show respect and courtesy towards staff, faculty, and classmates; following safety protocols outlined in the Ailey Pledge.
- Students are required to go directly to their assigned studios right after checking in.
- The Ailey School is a “Gum- Free Zone” – no gum chewing in the building!
- Students are required to bring their water from home
- Students must ask permission from instructor to use the bathroom.
- Immediately following their last class, students MUST leave the building and MUST sign out by the exit door. Re-entry to the building is not permitted.
- Dancers are required to maintain a satisfactory level of performance.
- The Ailey School maintains the right to dismiss any students who show poor attendance, unsatisfactory progress and/or lack of participation.
- The School tries to avoid this extreme measure, by providing advisement services through its Junior Division Director, faculty and selected administrative staff members on a case by case basis.
- Injured students should speak with the Program Coordinator for advisement
- Students who are unable to dance due to illness, should not participate and email the Program Coordinator.
- Students are NOT permitted to observe class.

VIRTUAL ETIQUETTE

For any classes or meetings that are held remotely, students are expected to follow the below guidelines:

- We expect students to behave in the same manner as they would in the studio: Show self-respect by showing respect and courtesy towards faculty, staff, as well as classmates.
- Participants are not allowed to record classes. Classes will be recorded by staff for internal purposes only.
- No cellphone texting or chatting during classes in Zoom, unless for IT assistance.
- The Google Classroom account assigned to students by The Ailey School is only to be used for Ailey related aspects of students training in The Ailey School Jr. Division Virtual Training Program and should not be used for personal use. Login credentials should not be shared with anyone except your parents.
- Respect everyone’s privacy – always pause and reflect before “sharing” anything on social media in relation to your experience(s) in The Ailey School.
- Refrain from physical, mental, emotional, or cyber bullying of other dancers, staff or instructors. This includes social media postings referencing directly or indirectly to a student, staff or School.
- Use your full name as the label on the screen and not any other kind of pseudonyms/anonymity.

- Always be vigilant for any kind of unusual activity on your account. If you are not sure, DO NOT CLICK ON IT. Correspondence from the School will always have the same logo.
- Students are NOT permitted to observe class.

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, Instagram, Twitter, LinkedIn, YouTube, Vimeo Pinterest, Flickr, SnapChat, Whatsapp, Flickr, blogs, and message boards. 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.**

JUNIOR DIVISION CODE OF CONDUCT AND GUIDELINES

At The Ailey School, we strive to offer the highest level of dance education in a positive, respectful, and nurturing environment. The goal of The Ailey School's Code of Conduct is to help students and teachers create an environment that is conducive to teaching and learning. Students learn better in a secure, orderly and non-disruptive atmosphere. To maintain this environment, we ask all of our students and their parents to abide by the following guidelines and Code of Conduct below.

STUDENT CODE OF CONDUCT

- Adhere to the Ailey Pledge.
- Attend class regularly and on time and adhere to the Student Dress Code.
- Have hair securely pulled back, away from the face; no loose hanging hair.
- Demonstrate respect to all teachers, parents, staff and other students at all times.
- Serve as a role model to younger dancers at all times, including appropriate language and behavior.
- Refrain from physical, mental, emotional, or cyber bullying of other dancers, staff or instructors. This includes social media postings referencing directly or indirectly to a student, staff or School.

PARENTAL/GUARDIAN ROLE

- Read [Ailey Forward](#) and The Ailey School Pledge for our COVID-19 protocols and throughout this Handbook.
- Help guide and make sure your child's space at home is prepared for dance class (*if virtual*).
- Ensure that students attend class regularly, in dress code and on-time.
- For the welfare and safety of the student, a parent/guardian should be present during any online session or be available to handle any concerns or incidents reported by the student.
- Inform School administration of changes at home that may affect student conduct or performance.
- Inform School administration if your child's academic school is closed or has requested students to quarantine due to COVID-19 in order to protect our Ailey community.
- Ensure that the student is picked up immediately after the class ends.

We expect ALL members of The Ailey School community to act and expect to be treated with respect and therefore, set a good example in their own speech and behavior. In support of a peaceful and safe school environment, the parents or visitor agrees not to:

- Engage in disruptive behavior which interferes or threatens to interfere with the operation of a class, School lobby, or an employee's office or office area.
- Speak or send abusive or threatening emails, phone calls, or voice messages to staff or other students.
- Be aggressive or use physical intimidation towards another adult or child.
- Approach someone else's child to discuss or chastise them for any reason such as, for example, the actions of this child towards their own child.

DISCIPLINARY ACTIONS

- Failure to comply with the above guidelines may result in suspension from class or dismissal from the School. Access to the Ailey facility may also be restricted or prohibited.
- Inappropriate, disrespectful or aggressive behavior by students, parents or guests will not be tolerated and may result in immediate cancellation of enrollment with no refund or further discussion.

CLASS SCHEDULES

All Junior Division Students are permitted to take only those classes assigned to them by the Junior Division Director. Students are placed by their level of proficiency in dance. All students are assigned to a **cohort**. Students are charged for all lessons and classes for which they register, including those missed through student absences. Classes missed by the student will not be rescheduled and there will be no refund of tuition or make-up classes. Junior Division Students are not allowed to take Ailey Extension classes while enrolled in the Program.

ATTENDANCE

Good attendance (participating in a minimum of 90% in all assigned classes) is required of all Junior Division Students for a satisfactory evaluation to continue in the program. It is the responsibility of parents to notify the Junior Division Office by **filling out the [Absence Notification Form](#)**, located online in “Resources” tab when their child is going to miss their regularly scheduled classes. Students who are injured or too ill to dance cannot observe and are required to take the absence. Absences related to COVID-19 will be excused and students will not be permitted to return to class until a note from the doctor is received, clearing them to return to dance. Additionally, parents should notify their parent liaison immediately if a student must quarantine based on possible exposure to COVID-19 from either their academic school or from another source of a contact tracing method.

ATTENDANCE PROCEDURE

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

- 1) To complete the attendance form you must be logged into your Ailey.School Gsuite account on your phone’s web browser. If you need assistance with your Ailey.School account, please contact pbraxton@alvinailey.org
- 2) After entering the studio, find the QR code for your cohort posted on the wall in each studio.
- 3) Open the camera app on your phone and focus the camera on the QR code designated for your cohort.
- 4) 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.

- 5) Click on the pop-up message to visit the linked "Attendance Form".
- 6) Complete the Attendance form for the class you are currently attending. You will receive a confirmation email that your form has been submitted.
- 7) 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.
- 8) 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.
- 9) If you are unable to complete the form, you must email the Registrar at juniordivisionregistrar@alvinailey.org immediately.

LATENESS

Students who are more than 10 minutes late will not be admitted to the class.

PROBATION

Students will be placed on probation for any of the following reasons:

- Excessive class absences.
- Unsatisfactory or limited progress in assigned classes.
- Non-completion or unsatisfactory completion of assigned work hours with The Ailey School.
- Unauthorized leave of absences.
- Unacceptable behavior inside the school or outside when serving as a representative of The Ailey School.

The Ailey School staff closely monitors student's attendance and work assignments when a student is placed on probation. Scholarship students who are on probation and fail to rectify their status will not be permitted to re-audition for the Scholarship Program.

LEAVE OF ABSENCE

A medical leave of absence (MLOA) will be granted to a student upon the submission to the Registrar of written certification from the student's physician and the completion of a change of student status form with the Registrar.

DISMISSAL

Students may be dismissed because of lack of progress, frequent absences or tardiness, delinquency of payment of tuition or fees, behavioral problems and/or violation of the Ailey Pledge, In Person & Virtual Etiquettes, and Code of Conduct. The Ailey School reserves the right to dismiss any student who does not abide by its rules and regulations.

WITHDRAWALS

In order to obtain an official withdrawal, parents must submit a written confirmation of their status to The Ailey School Bursar.

PROTOCOL FOR COMMUNICATING WITH FACULTY AND ADMINISTRATION

The Ailey School recognizes the value of clear and frequent communication between its students and faculty. The Junior Division Director and appointed faculty are available to advise and mentor students on artistic, procedural and personal concerns. Requests for advisement appointments should be submitted to Ms. Mañago-Alexander. **NOTE: All advisement meetings will be held virtually via Zoom. Students will receive email instructions on how to make a virtual appointment closer to advisement meetings.**

We encourage our students to approach instructors directly, for feedback or clarification as needed during class time. If they need to communicate with their teachers regarding matters outside of class, please contact Mercedes Mañago-Alexander, Student Advisor at mmanago@alvinailey.org.

EMERGENCY

In the event of an emergency, please remain calm and follow the instructions of the staff. Faculty and staff will inform appropriate personnel and notify security and/or call 911 as needed. 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).

The Ailey School Accreditation

The Ailey School (TAS) is an accredited institutional member of the National Association of Schools of Dance (NASD). The Ailey School is recognized by the U.S. Department of Education as an institution of higher education and is eligible to participate in Title IV programs. A copy of the School's accreditation and other credentials may be obtained from the Admissions Office.

Agreement

I affirm that as of __/__/__, my child and I have thoroughly read and
(Today's date)

understand the Junior Division Handbook and agree to adhere to the rules and regulations. We both understand that by not following the rules and regulations and the code of conduct of the Junior Division,

Student's Name *(Please print)* & Level

is subject to disciplinary action by the Junior Division Director.

Parent's Name *(Please Print)*

Parent's Signature

*****Please sign and submit BOTH COVID-19 Pledge Form (page 3) and this Agreement Form to juniordivisionparent@alvinailey.org*****