

THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

Tracy Inman & Melanie Person, Directors, The Ailey School

PROFESSIONAL DIVISION STUDENT HANDBOOK

BFA Program, Certificate Program, Independent Study Program,
Scholarship Program

Robert Battle, Artistic Director, Alvin Ailey American Dance Theater

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As of January 28, 2022

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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, 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, 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 16 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 of January 2022

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 if required at the Joan Weill Center for Dance 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

As of January 28, 2022

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.

Health & Safety 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 and boosted* for Covid-19 with an [approved vaccine](#), as described in [the Vaccination Policy](#).

** You have completed your initial course of 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"), AND have received a booster dose, when eligible.*

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 admissions@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. 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>](#)

4. 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 Test** (*not an antigen test*) **5 or less** days prior to their first class at the **beginning of the Summer Intensive, the fall term, and the spring 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 and testing advisories. -

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

Test results must show the following information:

Student's full name; date of birth; type of COVID test (PCR); test result; date of test.

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:

Mobile testing sites located throughout the city. www.labq.com

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

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

6. Will I need to wear a mask in the building and 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 surgical mask in the studios and in public areas of the building. Ailey will also have enough disposable masks, gloves, face shields (upon special request), hand sanitizers, and wipes on hand for everyone in the building. Ailey also 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. Ailey does NOT recommend gaitors, fleece, or bandanas. Fabric 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. 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.

10. What are the symptoms of COVID -19?

Symptoms of COVID-19 include, but are not limited to the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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

Regardless of your vaccination status, anyone who tests positive must do the following:

- Send an email immediately to aileyforward@alvinailey.org to inform us of your positive test result. Students who reside at the Ludlow Residence should also send an email to student-covid-alert@sva.edu .
- Isolate yourself at home for 5 days.
- If you have been fever-free for 24 hours and have no symptoms, or your symptoms are resolving after 5 days, you can leave your house. **If you still have a fever or your symptoms are not resolving, you are required to remain in isolation until your fever resolves.**
- All those who test positive, as well as those who have been in direct contact with a someone who tested positive, will receive communication from The Ailey School further instructions.
- All those who reside at the Ludlow Residence will receive communication and instructions from the Ludlow Health Services.
- If you have been cleared by The Ailey School to exit isolation and return to the Ailey building after 5 days of isolation, you will be required to double mask (2 layers of mask protection) for 5 additional days.

12. I have been in contact with someone who tested positive. What should I do?

For individuals who have completed the primary series of an FDA-authorized or WHO-authorized vaccine and, if eligible, have been boosted:

- You do NOT need to quarantine. Wear a mask **for 10-days** when in public and monitor your symptoms. If you have no symptoms, get tested on day 5 after exposure (day of exposure is day 0). If you develop symptoms, get tested immediately, continue to self-monitor as guided by the [CDC](#) and Government regulations, and isolate yourself until you get your results.

13. Should I get a flu shot?

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

14. 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.

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

We suggest you make a checklist 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.

16. 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.

17. 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.

18. 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 THE 2021-22 and 2022-23 school years

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.

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.

Section 1: STUDENT GUIDELINES

Attendance

Perfect or near perfect attendance (participating in a minimum of 90% in all assigned courses) is required of all full-time Professional Division students. Excessive absences will result in a deduction of the student's attendance grade (see chart below). Students who receive a failing attendance grade due to excessive absences will not receive credit for their class. Injured students are expected to observe all of their classes until they are well enough to participate again and must submit a note from The Ailey School physical therapist or a doctor.

All Professional Division Students (ages 16 and older) are required to meet with their Faculty Advisor, as well as communicate with their teachers, regarding all absences. All International Students are also required to discuss the reasons for any absences with The Ailey School's International Student Advisor. Students are responsible for managing their attendance record and are encouraged to request their Attendance Report regularly from the Registrar here: [Attendance Request Form](#). Late Excuse Forms will NOT be accepted (beyond a week from missed class). Recorded absences will not be amended once evaluation meetings are scheduled.

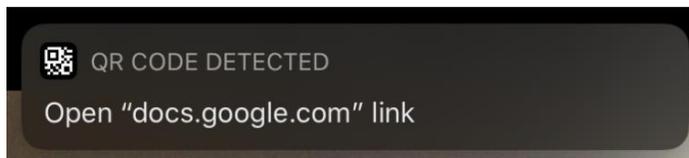
ATTENDANCE PROCEDURE

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



- 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 (registrar@alvinailey.org) immediately.

Grading & Attendance Policies

NOTES:

- Final class grades will be an average of 40% Performance and 60% Attendance.
- All Professional Division students are required to receive passing grades in Performance and Attendance for full credit.
- 2 observed classes = 1 unexcused absence (Medical or PT observances with a note are not penalized)
- Classes missed the day before or after a School holiday will be marked as a double absence.
- Students will NOT be excused for Physical Therapy appointments that are scheduled during their class times. Students must make every effort to see the PT when they do not have class. If no time slots are

available that do not conflict with classes, students must notify their Advisors prior to seeing the PT to get approval for the appointment.

- Reasonable accommodations will be made for absences due to religious observances. Students are encouraged to tell their instructors and Faculty Advisor in advance of any planned absences for religious observances.
- Satisfactory artistic and technical ability in class do not outweigh a deduction in grade due to poor attendance.
- Late Excuse Forms will NOT be accepted, and all attendance must be finalized prior to evaluation meetings with Faculty Advisors.

Certificate, Independent Study & Scholarship Program Attendance Chart

★ Students who are in danger of falling below a “B minus” grade due to excessive absences will be required to meet with The Ailey School Co-Directors and risk being placed on probation and/or dismissal from The Ailey School.

Column 1	Column 2	Column 3	Column 4 ★	Column 5	Column 6	Column 7
#of times per week class meets	#of unexcused absences permitted without penalty	Grade lowers to “B+”	Grade lowers to “B -”	Grade lowers to “C”	Automatic “D” Failing grade	“F” Failing Grade
1 X per week	2 absences per semester	3 absences per semester	4 absences per semester	5 absences per semester	6 absences per semester	7 or more absences
2 X per week	3 absences per semester	4 absences per semester	5 absences per semester	6 absences per semester	7 absences per semester	8 or more absences
3 X per week	5 absences per semester	6 absences per semester	7 absences per semester	8 absences per semester	9 absences per semester	10 or more absences

Ailey/Fordham BFA Program Attendance Chart

★ Students who are in danger of falling below a “B minus” grade due to excessive absences will be required to meet with The Ailey School Co-Directors and risk being placed on probation and/or dismissal from The Ailey School.

Column 1	Column 2	Column 3	Column 4 ★	Column 5	Column 6	Column 7
#of times per week class meets	#of unexcused absences permitted without penalty	Grade lowers to “B+”	Grade lowers to “B -”	Grade lowers to “C”	Automatic “D” Failing grade	“F” Failing Grade
1 X per week	1 absence per semester	2 absences per semester	3 absences per semester	4 absences per semester	5 absences per semester	6 or more absences
2 X per week	2 absences per semester	3 absences per semester	4 absences per semester	5 absences per semester	6 absences per semester	7 or more absences
3 X per week	3 absences per semester	4 absences per semester	5 absences per semester	6 absences per semester	7 absences per semester	8 or more absences

Leaves of Absence

Students must take the following steps for extended medical or personal absences:

Medical Absence/Leave - Students who miss, or expect to miss, 3 consecutive days or more due to illness must take the following steps. Medical leaves of less than 3 days are subject to the Co-Director's approval.

1. Contact their Faculty Advisor by email to request a 'Medical Absence/Leave' in writing on the first day of the absence. The Advisor will send a Medical Absence/Leave form for the student to complete and submit by email within 36 hours.
BFA students - Email the completed request form to their Faculty Advisor.
Certificate, Independent Study, and Scholarship students - email the completed request form to their Faculty Advisor.
2. Upon the student's return/recovery, they must submit a Confirmation of Medical Visit form and submit it to Mr. Inman or Ms. Person. The Confirmation of Medical Visit, or letter from the doctor, must be signed by a Physician or Physical Therapist and state the expected start and end dates of the student's absence and the diagnosis. Student must sign the Medical Absence/Leave form at that time.
3. The Ailey School Co-Directors will review the request and determine if the absences can be excused without compromising the students' grades. **Medical Absences/Leaves will not be approved without a signed doctor's note indicating the diagnosis/cause for absence.**

Personal Leaves of Absence

Students may request a Personal Absence/Leave for emergencies beyond the students control and other extraordinary, mitigating circumstances. As soon as the student is aware that they will miss classes they must take the following steps:

1. Contact their Faculty Advisor by email to request a Personal Leave. The Faculty Advisor will send a Personal Absence/Leave form for the student to complete and submit by email within 36 hours.
BFA students- email the completed request form to their Faculty Advisor. Certificate, Independent Study, and Scholarship students - email the completed request form to their Faculty Advisor.
2. The student must attach written proof verifying the reason for the absence.
3. The Ailey School Co-Directors will review the request and determine if the absences can be excused without compromising the students' grades.

Make-up for absences: Students who need to make-up coursework to successfully complete a program must meet with The Ailey School Co-Directors to determine how, if, and when the coursework will be made-up (see next section for BFA make-up policy).

The determining factors will be based on the syllabus for each course, technique, and at which point in the semester the student stopped attending class.

BFA Make-up classes for absences: If a BFA student takes a medical or personal leave which exceeds three weeks, the student is **required** to attend **two** of The Ailey School Summer Intensives to make-up the coursework – **absolutely no exceptions**. During the semester in which the student is injured, the student must remain registered for their dance and academic courses at Fordham University. At the end of the semester, the student will receive a grade of “In-Progress” or “IP” for their registered dance courses. The grade of “IP” is used as a temporary placeholder for coursework that extends beyond a single semester and does not negatively impact the student’s transcripts.

During the summer intensives, the student will take the dance classes registered for during the semester of injury. The student will not pay The Ailey School Summer Intensive tuition. The student is responsible for arranging housing and housing expenses. It is not until the student completes **two** summer intensives at The Ailey School that their grade will be updated from “IP” to the final grade. The final grade is an average of the grades the student earned from both summers. Attendance at The Ailey School Summer Intensive prior to the student’s enrollment in the BFA Program will not be accepted for make-up credit.

Duration of leaves/Multiple leaves - If a medical absence or personal leave is for a total of 10 days or more the Co-Directors may ask the student to take a leave of absence for the remainder of the term or the academic year. Requests for reinstatement will be considered on a case-by-case basis by the Co-Directors and require a Clearance Note confirming that the student has been medically cleared to return to dance.

Credit will not be given for courses taken when a student withdraws before the end of the term. Tuition will be charged according to The Ailey School's refund policy. At The Ailey School's discretion, tuition may be prorated for medical leaves of absence.

Procedure if classes must be moved online

In the event of a quarantine/lockdown, and a cohort or the entire school must be moved online, we will require all students to access their classes through Google Classrooms and Zoom. You will receive a Virtual Program Guide along with your other Orientation materials that will guide you on how to set up your Google Classroom accounts.

- The in-person class schedule will be duplicated to Live Online classes – your class schedule will remain the same.
- Students will be required to have a personal laptop/tablet that they can access the internet. The laptop/tablet must also have a camera and microphone.
- You will access all your technique classes through your cohort class on Google Classroom.
- The school will require a 2-business day turnaround time to make sure all classes are scheduled online correctly and that all students and faculty have access to their Google Classrooms.
- Students will receive email updates to their ailey.school email address letting them know when classes will resume online.
- The 2 interim days during which classes are not happening; students will be marked as excused from their classes.

- If a student begins to feel ill during their 14-day quarantine, he/she must alert Michela Boschetto via email (mboschetto@alvinailey.org) send a doctor's note (via email) to their advisor to be excused from classes.

Other Absences

Workshops

Participating in repertory workshops is a crucial part of our students' training. When they are chosen to participate in a repertory workshop, and if they have courses that conflict with the rehearsal times of the workshop, they must meet with The Ailey School Co-Directors' assistants before the workshop begins. If necessary, a new schedule will be made that removes the students from the conflicting courses. The Registrar will mark this workshop period as "Wksp" in the student's attendance records. Students may or may not be placed in courses that substitute for those they dropped or not, depending on several factors, such as the number of classes and rehearsals they have on any given day and the proximity of their classes and rehearsals to one another. Students are requested to communicate with their teachers regarding any absences they have.

"Ailey Events" - Ailey School Approved Performances

Certificate Program seniors and BFA seniors (and selected students from other programs) are members of our School's two performing groups, the Ailey Student Performance Group (ASPG) and the Ailey/Fordham Student Dancers (AFSD). Each group is booked for performances throughout the tri-state area as an important part of their professional training. The Admissions Officer will mark them "P" for performance in the student's record attendance. Students must go to the [Current Students](#) page and fill out the "School Event Form" for all classes missed due to an approved Ailey Event. This must be submitted within one week of the absence. ***Please note: Ushering for a performance does not fall into this category, as students should not miss class to do this.***

"Ailey Events" - Other

Occasionally, students are required to participate in "Ailey Events" that are sanctioned by the School. Within one week of the absence, student must go to the [Current Students](#) page of The Ailey School website and fill out the "School Event Form" for all classes missed due to an approved Ailey Event. The Assistant to the Admissions Director will mark the missed classes accordingly in the student's record attendance.

The following are approved Ailey Events.

- Advisor/Evaluation Meeting
- BFA/Fordham Convocation
- BFA/Fordham Monday Schedule

- Jury Classes/Exams
- EFSD Events
- School Auditions (“Memoria”, repertory workshops)
- School Photo Shoots
- School Meetings
- School Tech/Dress, Performances, Workshops, Showings

Please note: *Ushering for performances does not fall into this category and students should not miss class to usher.*

External Audition

The Ailey School understands the value and importance of gaining experience through attending external auditions. However, it is critical for enrolled students to maintain consistency in their training in order to successfully complete their program. Therefore, students are required to submit an External Audition Form to their advisor at least **48 hours before** attending any external audition. **Final Approval** will be determined by The School Co-Directors. It is the responsibility of the student to confirm approval of their request before attending external auditions.

This chart indicates the number of approved/excused auditions you are allowed to attend without impacting your grade. If students do not use all of the approved/excused auditions allotted in the Fall semester, these approved/excused auditions will roll over into the Spring semester when external auditions are more prevalent.

Ailey/Fordham BFA	Freshmen	Sophomores	Juniors	Seniors
	No Excused External Auditions	No Excused External Auditions	4 Per Semester	6 Per Semester

Certificate Program	1 st Year	2 nd Year	Seniors
	No Excused External Auditions	4 Per Semester	6 Per Semester

Scholarship Program	1 st Year	2 nd Year
	4 Per Semester	6 Per Semester

Independent Program	1 st Year	2 nd Year
	2 Per Semester	4 Per Semester

Teacher’s Absence

Instructors are responsible for arranging substitutes for any classes they are unable to teach. However, due to last minute emergencies, travel delays, and other unforeseen occurrences, instructors may be unable to make it to their scheduled classes. In the event of teacher lateness, students should alert Security within 10 minutes of the class starting time. Students

should wait in the studio for 20 minutes and if the instructor has not arrived by that time, they may leave. Students who leave the studio before waiting 20 minutes will be marked absent, even if the instructor does not arrive to teach.

Grading

The purpose of grading is to provide each student with an assessment of their progress during the term. The grade is meant to reflect the student's work and progress during the term. Grades should be used by students to help understand where they have succeeded and to identify aspects and areas that need improvement. Each student is evaluated by every teacher with whom he/she studies. Students enrolled at The Ailey School will receive letter grades on their evaluations. The student's physical performance is considered as well as categories which refer to the student's behavior, attitude and work habits in class. The following are guidelines in determining a student's grade each term.

Attendance: Perfect or near perfect attendance is essential. Please refer to the attendance chart that corresponds to your program for instructions on how to calculate the effect of absences have on grades. Students whose progress has been impaired by excessive absences risk failing a course.

Technical progress: Students must demonstrate technical progress. Students are expected to have the highest level of focus and commitment, as well as the ability to retain corrections and material.

Artistic progress: Students are expected to demonstrate notable artistic progress in areas of dynamics, musicality, projection and phrasing.

Other areas: Students are expected to exhibit the highest level of work ethic. Students must demonstrate proper classroom etiquette and observe the dress code and other rules and regulations of the School.

Final letter grades are a calculated average of 40% Performance and 60% Attendance:

Performance 40%	B+
Attendance 60%	A
Final Grade	A-

A Performance Grade is determined by the instructor and represents overall technical and artistic progress. The Attendance Grade comes from the Registrar according to the attendance policy chart.

Students failing in either Performance or Attendance will not receive credit.

Note: Attendance and performance in class during the **period between the writing of student evaluations and the end of the term** will be considered when determining the students' final grade.

<u>Letter grade</u>	<u>GPA*</u>	<u>Level of course work and performance</u>
A.....	4.00	Excellent. Outstanding. Honors-level work.
A-.....	3.67	Excellent
B+.....	3.33	Very good. High level of performance.
B.....	3.0	Good. Solid and above average level of performance.
B-.....	2.67	Good. Still above average.
C+.....	2.33	Better than satisfactory.
C.....	2.00	Satisfactory. Acceptable level of performance.
C-.....	1.67	Minimally acceptable.
D**.....	1.00	Fail. Below average performance.
F.....	0	Fail. Inferior performance

*GPA = *grade point average*

** *All students are required to attain at least a C grade in order to pass their courses.*

Evaluations

NOTE: All evaluation meetings will be held virtually via Zoom. Students will receive email instructions on how to make a virtual appointment closer to evaluation meetings.

In the last month of each term, all Professional Division Students will receive written evaluations from each of their teachers. The Registrar assigns each student to a Faculty Advisor or to one of the Directors of the School for an evaluation conference in which the student's evaluations and program completion requirements are reviewed. At that time, tentative grades and a schedule for the subsequent term is given.

At the mid-point and end of the Fall and Spring terms, the Registrar completes each student's attendance record and receives final grades from the faculty. In the summer, only Scholarship students who plan to continue their enrollment in the fall will be given evaluation conferences. Summer Intensive students who are receiving credit for their studies and do not plan to stay at the School may request an official transcript by submitting a letter from their school on the school's letterhead by the end of the first week of the Intensive.

Transfer Credit Policy

Each program has a separate policy. Transfer credits are accepted for the Ailey/Fordham BFA Program according to Fordham University's policy on transfer credits. Transfer credits for the Certificate Program are granted for Dance Academic Courses only, and on a case by case basis after review of the course curriculum and credit hours for which transfer credits are requested. Transfer credits are *not* accepted for the Independent Study Program or the Scholarship Program.

Registration Policy

In order for a student to be full enrolled at The Ailey School they must complete the registration process by submitting the items listed below (**asterisks indicate items due every term – fall; spring; and summer*):

- Tuition and all other required fees*
- Enrollment Form*
- Consumer Statement of Understanding Form*
- Health Form (required every year of enrollment)
- Current valid health insurance coverage for the duration of study
- Section 11 and 12 for New Students
- **Covid-19 Ailey School Pledge**

All new students are required to attend Orientation and placement classes for new students upon initial enrollment at the beginning of the fall or summer terms. Students will not be allowed to begin classes until they have fully completed all registration procedures every term.

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

- Excessive class absences resulting in a failing grade in any course.
- Unsatisfactory or limited progress in assigned courses.
- Unauthorized leaves of absence and early departures before the last day of the term.
- Unacceptable behavior inside the School.
- Unacceptable behavior outside of the School when serving as a representative of The Ailey School.

A student's continued enrollment in the Professional Division is contingent upon their meeting Satisfactory Academic Progress requirements. The Ailey School staff closely monitors both the attendance and faculty and staff evaluation of all aspects of the student's work when a student is placed on probation. BFA, Certificate and Independent Study students who are on probation for poor attendance may be dismissed from their Program if they continue to accrue excessive absences. Probation for third year Certificate students means that they would not be able to graduate with their class and would have to attend for another semester. For those Certificate and Independent Study students receiving federal financial aid, absences from class will result in a reduction of the amount of their financial aid. Furthermore, unsatisfactory progress in courses will lead to probation, and, if not significantly improved upon in the subsequent term, can result in the discontinuation of aid and termination from the Program. Those Scholarship students who are on probation and who fail to rectify their status will not be permitted to re-audition for the Scholarship Program.

Dismissal

The Ailey School maintains the right to dismiss any student who does not abide by its Code of Conduct, Rules and Regulations, the *COVID-19 Ailey Pledge*, or the safety protocols outlined in the [Ailey Forward](#) Safety Plan. Other grounds for dismissal include but are not limited to; failure to make satisfactory academic progress; failure to make artistic and technical progress; and failure to maintain the attendance policy. 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.

Withdrawals, Refunds, & Financial Aid Repayment Policies

In order to obtain an official withdrawal, students must submit a Withdrawal Form to their Faculty Advisor, who will then submit it to The Ailey School Directors. The tuition charge will be assessed according to the student's last date of attendance and the school's published refund policy.

Advisement & Counseling

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.

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. To that end, the school has established the following channels to communicate with and advise students:

★ Faculty Advisors and staff, including The Ailey School Directors, reserve weekly conference time to advise and mentor students on artistic, procedural and personal concerns. 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.

★ At the beginning of each Fall term, students elect representatives from each full-time program who meets monthly with The Ailey School staff or Faculty Advisors. They act as liaisons between the staff and students, conveying concerns and responses and sharing information.

Schedule Changes

All BFA, Certificate, and Scholarship students are permitted to take only those courses assigned to them. Students remain in one technique level all year long. [Ailey/Fordham BFA students are subject to Fordham University's add/drop deadlines.](#)

Workshops & Repertory Classes

NOTE: Repertory workshops have been cancelled until further notice.

Artist-In-Residence (AIR) Workshops and Repertory courses are offered to give The Ailey School's intermediate and advanced students rehearsal and performance experience. BFA, Certificate, Independent Study, Summer Intensive and Scholarship students who meet the required technique levels may audition for AIR and Repertory Workshops. Technique levels are established in ballet, Horton, and Graham-based modern for each workshop/course as audition parameters for students. The Ailey School Directors reserve the right to grant special audition permission to selected students who may not meet all required levels. The School requests that each student carefully read the audition announcements and attend the audition only if he/she meets the technique level criteria. With input from The Ailey School Directors, the choreographers choose students from auditions to participate in each AIR Repertory Workshop.

Beginning and advanced-beginning students may take master classes and open workshops offered during the summer and periodically throughout the academic year. While The Ailey School regards these special workshops and classes as an important addition to the curriculum for the more advanced student, they are considered an adjunct to and not a replacement for regularly scheduled technique courses. Students with an academic or creative studies class conflict will not be permitted to participate in the Workshop or Repertory course. Selected students are expected to arrive punctually, to be fully warmed up and ready to dance "full out" for every class or rehearsal. Excellent attendance and professional behavior are requirements for continued enrollment in the Workshop/Repertory course and for participation in subsequent Workshops and school performances and Ailey Company performances.

In order to give the maximum number of students an opportunity to learn and perform repertory for the school's performances in July and January, students, if chosen, may participate in one Workshop, unless recommended by The Ailey School Directors for additional auditions.

The Ailey School's annual school Spring Concert and the Alvin Ailey American Dance Theaters (AAADT) performances of "Memoria" at City Center are two occasions when members of AAADT and Ailey II perform with the School's most advanced students. Unlike other school performances for which the goal is to give performance experience to a large number of intermediate and advanced students, these performances showcase for artistic directors and choreographers those students who are most advanced and ready to enter the profession. Required technique levels for these auditions are higher than for those at other times.

Performances outside of The Ailey School

NOTE: Students are advised to refer to the COVID-19 Ailey Pledge and to the Ailey Forward Safety Plan regarding safety and social distancing protocols when participating in outside activities.

The Ailey School considers performances with outside professional companies a beneficial experience for its advanced students. For the safety and well-being of everyone in The Ailey School, it is strongly suggested that you do not engage in any external performances or workshops that require in-person attendance. Students must request permission from the Directors to rehearse and perform with outside artists. At times, The Ailey School discourages its elementary and intermediate students from seeking professional experience until it considers them sufficiently prepared.

Continuation in Another Program

Students may audition to continue training at The Ailey School in another program after they satisfactorily complete the program they are currently enrolled in. The student must then follow the admission/audition process for acceptance to the new program. Permission to audition for another program is always contingent upon review of the student's past evaluations and attendance records. The Co-Directors' reserve the right to refuse the student permission to audition for further study at The Ailey School.

Students wishing to apply to the **BFA Program as a transfer student must make an appointment with the BFA Program Director for instructions on how to do so.*

Work/Study Schedules

Note: Federal Work Study is not currently available for Certificate Program and Independent Study Program students. Scholarship work hours are not required. BFA students should refer to the Fordham University Student Handbook.

Section 2: CURRICULUM

Professional Division programs take a conservatory approach to training by offering classes and workshops in several diverse dance techniques. Programs vary in length and structure in order to meet the needs and objectives of every student, and are designed to develop versatility, artistry, and strong technical skills.

Certificate Program

The Certificate Program is a three-year program for advanced/beginner to intermediate level students ages 17-23 who have completed their secondary school requirements. This program takes a conservatory approach to dance training, combining dance techniques, dance academics, creative studies, and a repertory and performance course. The Certificate Program progressively develops and enhances the artistic and technical skills of the individual dancer to aid them in attaining their goals as dance professionals.

The weekly schedule includes 15 to 17 dance technique and somatic classes. Core curriculum consists of daily classes in ballet which may include classes in Pointe for women and Men's Ballet for, intermediate/advanced students. Horton and/or Graham-based Modern are taken 5-6 times per week. Supplemental and elective classes include; Taylor-based Modern, jazz, tap, Dunham, West African, barre-à-terre, yoga, Gyrokinesis®, and body conditioning. Creative courses and dance academics such as improvisation, dance composition, dance history, music, and theater arts are also offered.

Dance Academic and Creative Courses Required to Complete the Certificate Program

Minimum Level Required	Numbers of classes taken per week
Ballet IV	Five (5), including Men's Ballet
Horton III, and Modern II, OR Modern III, and Horton II	Maximum Offered
Jazz II	Two (2)
Tap	Two (2)
Dunham II and West African Dance	Two (2)
Modern Partnering and Ballet Partnering	One (1)
Two Terms of Repertory and Performance Workshop	Maximum Offered
One term Body Conditioning or Barre a Terre	Two (2)
One term Yoga or Gyrokinesis®	Two (2)

Certificate students are required to take dance academic and creative studies courses offered at The Ailey School. Scholarship students have the option of taking one academic course per semester. If failed, these courses may be repeated once only for credit.

At the discretion of the instructor, a final grade of "Incomplete" can be given to a student. It is the student's responsibility, before the end of the subsequent term, to make the necessary arrangements with that course's instructor for the completion of the work. When these arrangements have been made and the work completed and submitted to the instructor, the instructor will submit in writing to the Registrar the student's revised grade. Grades of "Incomplete" automatically become "Fail" or "F's" at the end of the subsequent term, if the work has not been completed.

Students who have passed equivalent Music, Dance History and Theater Arts courses in U.S. colleges and universities may request to be exempted from these courses at The Ailey School. They must first discuss their request with the teacher of the course and provide the Registrar with an official transcript from their college or university that lists the course(s) and grade(s). The Ailey School Directors then review the student's transcript and notify the Registrar of their decision. Students may contact the Registrar for a report of this decision

Certificates Conferred

Certificate of Dance with Honors: Student will graduate with a Certificate of Dance with Honors if, within the first 3060 clock hours you attempt, they successfully complete all the courses specified for the Certificate of Dance with those technique levels listed below.

Minimum Level	Nos. of classes Taken Per Week
Ballet V or higher	Five (5) including Men's Ballet
Horton IV and Modern III, OR Modern IV and Horton III	Maximum Offered

Certificate of Dance: Upon the successful completion of 3060 clock hours student will be awarded a Certificate of Dance, **if at a minimum**, they have successfully completed all five dance academic courses, Improvisation, Dance Composition and the following technique courses:

The chart on the following page illustrates for **Certificate Students** the technique and academic courses that must be successfully passed per semester to receive a Certificate of Completion within three years.

1 st Fall Semester	1 st Spring Semester	2 nd Fall Semester	2 nd Spring Semester	3 rd Fall Semester	3 rd Spring Semester
BALLET II (5/Week) = 5 credit hours or 170 Clock Hours	BALLET II (5/Week) = 5 credit hours or 170 Clock Hours	BALLET III (5/Week) = 5 credit hours or 170 Clock Hours	BALLET III (5/Week) = 5 credit hours or 170 Clock Hours	BALLET IV (5/Week) = 5 credit hours or 170 Clock Hours	BALLET IV (5/Week) = 5 credit hours or 170 Clock Hours
HORTON I or MODERN I (5/Week) = 5 credit hours or 170 Clock Hours	HORTON I or MODERN I (5/Week) = 5 credit hours or 170 Clock Hours	HORTON II/ MODERN I or HORTON I/ MODERN II (5/Week) = 5 credit hours or 170 Clock Hours	HORTON II/ MODERN I or HORTON I/ MODERN II (5/Week) = 5 credit hrs or 170 Clock Hours	HORTON III/ MODERN II or HORTON II/ MODERN III (5/Week) = 5 credit hours or 170 Clock Hours	HORTON III/ MODERN II or HORTON II/ MODERN III (5/Week) = 5 credit hours or 170 Clock Hours
BODY CONDITIONING (2/Week) = 2 credit hours or 54 Clock Hours or BARRE À TERRE (2/Week) = 2 credit hours or 68 Clock Hours	YOGA or GYROKINESIS® or STRENGTH TRAINING (2/Week) = 2 credit hours or 68 Clock Hours	DUNHAM (2/Week) = 2 credit hours or 68 Clock Hours	<u>Technique</u> <u>Elective</u> TAYLOR or HIP HOP or JAZZ (2/Week) = 2 credit hours or 68 Clock Hours	REPERTORY & PERFORMANCE WORKSHOP * {ASPG} (2/Week) = 4 credit hours or 136 Clock Hours (* = two, 2 hr classes per week)	REPERTORY & PERFORMANCE WORKSHOP * {ASPG} (2/Week) = 4 credit hours or 136 Clock Hours (* = two, 2 hr classes per week)
WEST AFRICAN (2/Week) = 2 credit hours or 68 Clock Hours	TAP I (2/Week) = 2 credit hours or 68 Clock Hours	DANCE COMPOSITION I (2/Week) = 2 credit hours or 68 Clock Hours	DANCE COMPOSITION II (2/Week) = 2 credit hours or 68 Clock Hours		
MUSIC (1/Week) = 1 credit hour or 34 Clock Hours	IMPROVISATION (1/Week) = 1 credit hour or 34 Clock Hours	FUNDAMENTALS OF MUSICAL THEATER (2/Week) = 2 credit hours or 68 Clock Hours	DANCE HISTORY (1/Week) = 1 credit hour or 34 Clock Hours	BALLET PARTNERING or MODERN PARTNERING (1/Week) = 1 credit hr.or 34 Clock Hours	BALLET PARTNERING or MODERN PARTNERING (1/Week) = 1 credit hr.or 34 Clock Hours
MINIMUM REQUIRED HRS. Credit Hrs: 14 Clock Hrs: 510	MINIMUM REQUIRED HRS. Credit Hrs: 14 Clock Hrs: 510	MINIMUM REQUIRED HRS. Credit Hrs: 14 Clock Hrs: 510	MINIMUM REQUIRED HRS. Credit Hrs: 14 Clock Hrs: 510	MINIMUM REQUIRED HRS. Credit Hrs: 14 Clock Hrs: 510	MINIMUM REQUIRED HRS. Credit Hrs: 14 Clock Hrs: 510

Value of Certificate Program credits:

Courses attempted are measured in both credit-hour & clock-hour values.

The number of credit hours a student earns for each course successfully passed is calculated as follows:
★A student earns one (1) credit-hour for each one-and-a-half (1.5) hour class successfully passed during the Spring or Fall term.

Concurrently, the number of clock hours a student earns is based on the number of hours they are in class plus preparatory and recuperative time outside the course. As technique courses are taught in one-and-a-half hour units, students earn an equivalent two (2) clock hours for each one-and-a-half hour of instruction: for (1.5) hour of instruction plus .5 hour of preparation and recuperation.

Value of Certificate Program grades

Technique Courses:

Following auditions, students are placed in technique courses according to their level of proficiency. Students are evaluated in each course at the end of every semester they complete. Technique courses are graded on a Pass/Fail or letter-grade basis. Courses are repeatable for credit until students are promoted to the next level of technique.

Dance theory/academic courses:

Dance theory/academic courses are graded on either a PASS/FAIL or letter grade basis. In the event a student does not receive a C or better for an attempted course, it may be repeated once. As all theory/academic courses must be taken in sequence, students cannot advance to the next course level, unless they have passed the prior level of instruction as listed below:

Improvisation is a required prerequisite for Dance Composition I.

Dance Composition I is required prerequisite for Dance Composition II.

Credit will be awarded for the following grades:

Percentage of course material passed

"Pass"	60% and above
"A"	90-100%
"B"	80-89%
"C"	70-79%

Credit will not be granted for the following grades:

Percentage of course material passed

"D"	60% or below
"FAIL"	59% or below
"F"	59% or below
"I"	"Incomplete"

Note, a grade of "Incomplete" automatically becomes a failure, or "F", if not completed at the end of the subsequent semester or the next semester the course is offered. For purposes of measuring a student's satisfactory progress, or advancement to the next level of instruction, a grade of "Incomplete" is not considered a passing grade. An "Incomplete" is the only grade that can be changed.

"W" "Withdrawals" are excluded from Satisfactory Progress measurements.

Certificate Program Satisfactory Progress Measurements:

As this program is designed to allow the advanced beginner to meet certificate requirements within three years, students are expected to pass 100% of the courses. Should a student fail a course, they will be placed on probation in the subsequent semester. This student is expected to repeat any courses that they have failed. The student will not make satisfactory progress if the courses are failed again and will not be able to receive financial aid unless satisfactory progress is restored. Certificate Program students are not allowed to extend enrollment into a fourth year.

Appeal Procedure for Academic Probationary Status

You may appeal your probationary status in writing to the Directors of the School. The written conclusions of the Appeal Committee (composed of the Directors of the School and two selected members of the school administrative and/or teaching staff) will be forwarded to you by the office staff within two weeks of the appeal. For a successful appeal, the following factors are considered in re-determining whether you have made satisfactory progress:

- Unusual circumstances such as extended illness or injury when properly documented.
- Quality of written or oral work in dance academic \ theory courses.
- Attitude and participation in courses.
- Artistic and/or technical progress.

Independent Study Program

Designed for students between the ages of 17 and 25 who have completed their secondary school requirements, this one-year program offers aspiring dance professionals the opportunity to refine their dance and performance skills to broaden the range of their artistic practice.

By offering technique classes across levels of proficiency, from "advanced-beginner" to "advanced", this program enables students to achieve the technical and artistic skillset required to attain their professional career objectives, or for admission into advanced-level dance programs. Upon successful completion of this program, students receive a Diploma of Independent Study.

Independent Study Program Curriculum

Students who successfully complete 952 clock hours will receive *Diploma of Independent Study*. Students attempt up to 14 – 15 classes per week for two consecutive semesters to achieve this goal. Students must attend ballet and a Horton, Graham-based Modern, or combination of both modern techniques daily, and a minimum of two elective technique classes twice weekly. Electives include: Taylor-based modern; jazz, tap; Dunham; West African; barre à terre; yoga; Gyrokinesis®; and body conditioning.

COURSES REQUIRED PER TERM (5 days a week)	ELECTIVE COURSES REQUIRED PER TERM (taught 1 – 2 days a week)
Ballet daily	Two or more courses per term
Horton daily, or	
Modern daily, or	
Horton thrice weekly / Modern twice weekly, OR Modern thrice weekly / Horton twice weekly	

Independent Study Program Satisfactory Academic Progress Requirements

Independent Study students are expected to pass a minimum of 476 clock hours each term. Students who fail a core course or too many electives in the fall term may be dismissed or placed on probation for the spring term unless the student conveys details of mitigating circumstances to the School Director for review. Students are expected to repeat failed course(s) or attempt an approved substitution. Only students who successfully complete this program receive a Diploma of Independent Study. The enrollment status of a student who fails to meet the aforementioned requirements for successful completion may be dismissed from the School.

Appeal procedure for probationary status

A student may appeal their probationary status in writing to the Director of the School. The written conclusions of the Appeal Committee (composed of the Director of the School and two selected members of the school administrative and/or teaching staff) are forwarded to the student by the office staff within two weeks of the appeal.

For a successful appeal, the following factors are considered in reassessing a student satisfactory progress:

- Unusual circumstances such as extended illness or injury when properly documented.
- Quality of written or oral work in dance academic \ theory courses.
- Attitude and participation in courses.
- Artistic and/or technical progress.

The following chart illustrates for **Independent Study Students** the technique courses that must be successfully passed per semester in order to receive a Letter of Completion after one year.

Fall Semester	Spring Semester
<p>BALLET LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours</p> <p>Course Grade: _____ Pointe Grade: _____</p>	<p>BALLET LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours</p> <p>Course Grade: _____ Pointe Grade: _____</p>
<p>HORTON LEVEL: _____ or MODERN LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours</p> <p>Horton Grade: _____ Modern Grade: _____</p>	<p>HORTON LEVEL: _____ or MODERN LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours</p> <p>Horton Grade: _____ Modern Grade: _____</p>
<p>WEST AFRICAN (2/Week) = 2 credit hours or 68 Clock Hours</p> <p>Course Grade: _____</p>	<p>DUNHAM (2/Week) = 2 credit hours or 68 Clock Hours</p> <p>Course Grade: _____</p>
<p>YOGA or GYROKINESIS® or STRENGTH TRAINING (2/Week) = 2 credit hours or 68 Clock Hours</p> <p>Course Grade: _____</p>	<p>BODY CONDITIONING or BARRE À TERRE (2/Week) = 2 credit hours or 68 Clock Hours</p> <p>Course Grade: _____</p>
<p><u>Technique Elective</u> TAYLOR or JAZZ or HIP HOP (2/Week) = 2 credit hours or 68 Clock Hours</p> <p>Course Grade: _____</p>	<p><u>Technique Elective</u> TAYLOR or JAZZ or HIP HOP (2/Week) = 2 credit hours or 68 Clock Hours</p> <p>Course Grade: _____</p>
<p>SEMESTER TOTALS Total Credit Hours: _____ Total Clock Hours: _____ Semester Grade: _____ Semester GPA: _____</p>	<p>SEMESTER TOTALS Total Credit Hours: _____ Total Clock Hours: _____ Semester Grade: _____ Semester GPA: _____</p>

Scholarship Program

This is a highly competitive one to two-year renewable program is for the intermediate/advanced level student dancer between the ages of 17 and 25 who have completed their secondary school requirements. The program offers aspiring dance professionals the opportunity to refine their dance and performance skills to broaden the range of their artistic practice.

By offering technique classes across levels of proficiency, from “intermediate” to “advanced”, this program enables students to achieve the technical and artistic skillset required to attain their professional career objectives. Upon successfully completing this program, students receive a Diploma of Completion.

Scholarship Program Curriculum

Students who successfully complete an annual minimum of 816 clock hours will receive *Diploma of Completion*. Students attempt up to 12 – 15 classes per week for two consecutive semesters to achieve this goal. Students must attend ballet and a Horton, Graham-based Modern, or combination of both modern techniques daily, and a minimum of one elective technique classes twice weekly. Electives include: Taylor-based modern, jazz, tap, Dunham, West African, barre à terre, yoga, Gyrokinesis®, body conditioning, voice and Fundamentals of Musical Theater.

COURSES REQUIRED PER TERM (5 days a week)	ELECTIVE COURSES REQUIRED PER TERM (1 elective taught 2 days a week)
Ballet daily	1-2 courses per term
Horton daily, or	
Modern daily, or	
Horton thrice weekly / Modern twice weekly, or	
Modern thrice weekly / Horton twice weekly	

Scholarship Program Satisfactory Academic Progress Requirements

Scholarship students are expected to pass a minimum of 408 clock hours each term. Students who fail courses in the fall term may be dismissed or placed on probation for the spring term unless the student conveys details of mitigating circumstances to the School Director for review. Students are expected to repeat failed course(s) or attempt an approved substitution. Only students who successfully complete this program receive a Diploma of Completion. The enrollment status of a student who fails to meet the aforementioned requirements for successful completion may be dismissed from the School.

Appeal procedure for probationary status

A student may appeal their probationary status in writing to the Director of the School. The written conclusions of the Appeal Committee (composed of the Director of the School and two selected members of the school administrative and/or teaching staff) are forwarded to the student by the office staff within two weeks of the appeal.

For a successful appeal, the following factors are considered in reassessing a student satisfactory progress:

- Unusual circumstances such as extended illness or injury when properly documented.
 - Quality of written or oral work in dance academic/theory classes.
 - Attitude and participation in classes.
 - Artistic and/or technical progress.
-

The following chart illustrates for **Scholarship Students** the technique courses offered per semester.

Fall Semester	Spring Semester
<p><u>Required Course:</u> BALLET LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____</p>	<p><u>Required Course:</u> BALLET LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____</p>
<p><u>Required Courses:</u> HORTON LEVEL: _____ or MODERN LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Horton Grade: _____ Modern Grade: _____</p>	<p><u>Required Courses:</u> HORTON LEVEL: _____ or MODERN LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Horton Grade: _____ Modern Grade: _____</p>
<p><u>Elective Courses:</u> BODY CONDITIONING or BARRE À TERRE or YOGA or GYROKINESIS® or STRENGTH TRAINING (2/Week) = 2 credit hours Or 68 Clock Hours Course Grade: _____</p>	<p><u>Elective Courses:</u> BODY CONDITIONING or BARRE À TERRE or YOGA or GYROKINESIS® or STRENGTH TRAINING (2/Week) = 2 credit hours Or 68 Clock Hours Course Grade: _____</p>
<p><u>Elective Courses:</u> DUNHAM or WEST AFRICAN (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____</p>	<p><u>Elective Courses:</u> DUNHAM or WEST AFRICAN (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____</p>
<p><u>Elective Courses:</u> TAYLOR or JAZZ or HIP HOP (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____</p>	<p><u>Elective Courses:</u> TAYLOR or JAZZ or HIP HOP (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____</p>
<p style="text-align: center;">SEMESTER TOTALS</p> <p>Total Credit Hours: _____ Total Clock Hours: _____ Semester Grade: _____ Semester GPA: _____</p>	<p style="text-align: center;">SEMESTER TOTALS</p> <p>Total Credit Hours: _____ Total Clock Hours: _____ Semester Grade: _____ Semester GPA: _____</p>

Section 3: RULES AND REGULATIONS

NOTE: Due to strict safety measures, 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. The “Colorful Friday” Dress Code will be in effect for the entire year.

Dress Code: 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](#) 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

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 in the lower level (LL) dressing rooms.
9. Keep hallways clear at all times. Do not leave your belongings in the middle of the hallways.

10. Students must be dressed in street clothes, sweat pants, or other cover-ups when entering the second-floor administrative offices for any reason. Do not enter the offices in your dance clothes!
11. Student workers must be fully dressed in street clothes when doing their work hours.
12. Please greet Mr. Battle and Ms. Jamison politely when you see them in the hallways or in studios. Do not address them by their first names and do not ask either of them for an autograph.

Procedures for Determining Placement & Technique Levels

1. The Ailey School has a codified teaching method and syllabus for each level of the technique it offers. Students' placement levels are determined by the faculty's assessment of the student's individual proficiency in each technique as taught at The Ailey School.
2. Students must sign their placement forms in agreement of the levels they are placed in by The Ailey School faculty before they will be allowed to start class.
3. The Ailey School Faculty Advisors are available to discuss curricular and artistic issues with enrolled students. The Admissions Director is available to answer questions by e-mail or telephone regarding non-curricular and administrative issues with students and their parents. Curricular and artistic issues are not discussed with persons other than the students.

Workshop Selection & Audition Guidelines

NOTE: Repertory workshop auditions have been cancelled until further notice.

1. Repertory workshops with guest choreographers have minimum technique level requirements which have been determined by the choreographer and School Directors.
2. Auditions for Summer Intensive repertory workshops take place during the first week of the summer program, after student technique levels have been determined.
3. Students are allowed to participate in one repertory workshop. Based on choreographers needs, some students may be allowed to participate in up to two workshops.
4. Students who are chosen for a repertory workshop will have their schedules adjusted so that they do not exceed 15 technique classes per week, including the workshop.
5. Students who audition for more than one workshop will be placed in the first workshop they are chosen for by the choreographer. For example, if a student auditions for and is chosen for a workshop at 10:00AM on Wednesday, and another one at 3:00PM on Thursday, they will be placed in the Wednesday workshop regardless of preference. Please keep this in mind when choosing which workshops to audition for!
6. Students are required to attend ALL workshops, dress rehearsals, and tech rehearsals.
7. All full-time students are required to usher for one school performance per year during their enrollment at The Ailey School.

8. Students who are in repertory workshops may purchase tickets to only one performance that they appear in.
 9. Performance programs are determined by the School Directors two weeks prior to the performance date.
 10. Tech rehearsals are open to students. Dress rehearsals are NOT open to students.
 11. Neither tech nor dress rehearsals are open to the public or guests of the performers.
 12. Videotaping of performances is strictly forbidden by anyone other than The Ailey School videographer, or the choreographers.
 13. Copies of The Ailey School video recordings are not for sale but may be viewed in The Ailey School by requesting the permission of the Studio Manager.
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Section 4: STUDENT LIFE

Physical Therapy Services

Note: Physical Therapy appointments will take place in person, with students and PT's being masked at all times.

The Ailey School offers Physical Therapy Services (PTS) to all full-time enrolled Professional Division students. The on-site physical therapy room is equipped with strength and cardiovascular equipment for cross training, including lower and upper extremity bikes, treadmill, a Pilates Cadillac (reformer and trapeze table), free weights, cable columns, rotation discs, trampoline, and balance equipment.

A Physical Therapy fee each semester covers virtual and in-person one-on-one visits and workshops. Students may book appointment slots online and must indicate whether they wish their appointment to be in person or virtual. If a student wishes to utilize the Physical Therapy Services more than the allotted 4 visits per semester, they must pay a \$60 fee for another round of up to 4 visits. PTS offers an excellent opportunity for dancers to learn about their own bodies.

The Physical Therapists at The Ailey School are not medical doctors. They do not offer diagnoses of medical problems or physical conditions that are beyond the range of those that are likely to occur in class or during rehearsals. However, they are doctors of physical therapy and are trained to evaluate the musculoskeletal system and identify movement problems. Physical Therapists will offer evaluations of injuries and suggest treatment options. They will also evaluate 'problems' that you may be specific to certain dance movements. Often these are problems of alignment/placement and corrections of these issues may prevent injury from occurring. The following services are offered by The Ailey School Physical Therapists:

- Injury clinics conducted by one of the physical therapists, which address minor aches and pains before they become major injuries.

- Dancers are individually evaluated by one of the physical therapists and advised on how to manage their injury and/or modify their activity. More serious injuries are referred to a physician for additional care. The physical therapists can direct you to a dance medicine specialist if an orthopedic physician referral is recommended.
- A note will be provided to the student's advisor if recommendations are made by the therapist to limit participation in class (for example, no jumping). The advisor will provide a copy of the approved note to the student, who must then tell their instructors.
- Students joining the BFA Program are given dance screenings in order to identify 1) "red flags" that may put the dancer at risk of serious injury, 2) assess whether the student is in need of corrective stretching or strengthening exercises, 3) evaluate students' cardiovascular conditioning. A workshop follows to explain screening results such as alignment, joint motion, technique compensations and offer information about how to have a healthy dancing experience during their time at The Ailey School. Students are asked to make a PT appointment if they require further counseling.

If an "emergency" occurs, like a significant injury during class, a socially distanced escort must go with you to the Injury Care room to virtually connect with an "on call" physical therapist. Ice will also be available if needed.

Advanced appointment reservations are required for non-emergency virtual and in-person one-on-one visits with a therapist. Schedule your appointment for a time when you can be home.

Making Appointments

You **must** make an appointment to see a Physical Therapist. All reservations must be made online in Google Classroom, using Physical Therapy's Google Calendar appointment feature. Parents should **not** call the PT room to make an appointment. Students should make their own appointments. A limited number of appointments are available each week. If an appointment is missed without advanced cancellation, the visit cannot be rescheduled. Therefore, it will be forfeited, lowering the number of allotted visits per semester. To cancel a reservation early, make sure the appointment disappears on the Google Calendar associated to your Ailey school username.

Always arrive to virtual visits on time, but no more than 10 minutes early for in-person sessions. For your first visit, you will be asked to provide some information. The Physical Therapists keep notes on your evaluation and intervention.

Please wear the appropriate garment so that your injury can be addressed properly. For example, if your injury is a knee injury, please do not attend a visit in a unitard. Wear shorts so the PT's can evaluate the skin area from your thigh to your foot.

In person sessions will be one student at a time. Students must leave immediately after their session. They cannot stay to stretch, warm up or use any equipment in the PT room. Cell phone use is not permitted in the PT room.

P.T. Emergencies

An emergency is defined as “An urgent need for assistance or relief; or a condition that would potentially require an ambulance or hospitalization.” *A chronic condition or injury that is acting up is not an emergency. A pulled muscle, an over-worked or sore muscle/tendon, or a mild sprain, are also not considered emergencies.* Please keep this in mind when requesting to be seen by a PT because of an “emergency”.

Physical Therapy Staff Contact info: 212-405-9073

Sheyi Ojofeitimi, DPT, OCS, CFMT
Marissa Schaffer, PT, DPT, CSCS

Student Representatives

All Student Representative meetings will take place virtually.

Student Body Representatives are assigned at the beginning of each fall term and hold their position for one academic year. Student body reps act as liaisons between the students and administrative staff and are expected to attend one (1) school staff meeting per month. One candidate will be selected for each of the full-time programs. Student reps must have attended their program for at least one semester in order to be eligible. Those wishing to run for a Student Body position should email Michela Boschetto, Assistant to the Co-Director, mboschetto@alvinailey.org (for a Non-BFA position) or Emily Riehle, BFA Program Manager, erhiele@alvinailey.org (for a BFA Program position).

International Students

All Student meetings with the International Student Advisor will take place virtually.

All International students are required to see the International Student Advisor to complete their registration in the SEVIS system at the beginning of each semester. Newly enrolling students must see Ms. JoAnne Ruggeri via a Zoom call and send a digital copy of the following documents: most recently issued I-20 for INITIAL attendance; SEVIS fee receipt; and passport. At their initial enrollment, they will receive another I-20 for CONTINUED attendance. All students must make certain to sign the bottom of all I-20's issued to them and to keep them in a safe place. Never discard any I-20! SEVIS Registration during the 2021-2022 school year will take place virtually via zoom meetings. The International Student Advisor is available for advisement and resources via email jruggeri@alvinailey.org, and via zoom meetings Monday through Friday.

The Ailey School is authorized by federal law to issue the I-20 Certificate of Eligibility for F-1 Non-immigrant student status to students who qualify.

Student Meetings

All Student meetings will take place virtually.

All Professional Division students are required to attend all student meetings and special lectures scheduled periodically throughout the year. 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 placed on bulletin boards and in other strategic locations throughout the school facilities. All students are expected to read these materials and to be fully informed.

Student I.D. Cards

The Ailey School identification (ID) cards are authorized by the Registrar's Office and are issued to new Certificate, Independent Study, and Scholarship students during the fall and/or spring registration period*. Students must see the Registrar to get a new expiration date on their ID card at the beginning of every term they enroll for. You must carry your official ID card at all times and present it upon request to any member of The Ailey School Administrative or Security Staff. If you are unable to present an ID card, you may be asked to leave the building. The ID card is issued for your exclusive use only. Students should not loan their ID cards to other students or visitors to The Ailey School. If you lose your ID card report it immediately to the Registrar's Office. Any use or misuse of the card prior to the report of its loss is the student's responsibility. The fee for a replacement ID card is \$10. ID cards must be returned to the Registrar's Office upon withdrawal from the school.

**BFA students are issued an ID card from Fordham University*

Student Contact Information / Ailey Communication Policy

Students MUST make sure their contact information is up to date at all times!

The Ailey School communicates externally with students primarily through e-mail. Students may receive announcements on registration and enrollment, performances, workshops casting, rehearsals, school closings, emergencies, etc. It is absolutely imperative that students inform the Registrar's and Admissions Offices of any change in email address, physical home address, contact number, and emergency contact information within 10 days of the change. Changes may be reported by email, csabater@alvinailey.org or in person. Additional information and announcements, including a current version of this Student Handbook, can also be found on the [Current Student](#) page of The Ailey School website.

Student Guest Policy

No guests are allowed.

Video-taping & Video viewing

In-studio videotaping and video library viewing are not currently available.

Videotaping and photography of Ailey School classes are 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](#)

In-person Ailey Extension classes are not currently available.

[Cell Phone Usage](#)

Cell phone usage is strictly forbidden in studios, reception areas, and in administrative offices. Students are also requested to turn off their cell phones when in class.

[Emergency Fund for Student Dancers \(EFSD\)](#)

The Emergency Fund for Student Dancers (EFSD) is a financial loan and resource organization that exists to provide timely support to full-time dancer students of its member schools. If Ailey School students find themselves in a crisis situation where they need financial assistance, they should contact The Director of Ailey School Business Operations and EFSD Treasurer, Jim Paulson. For additional resources and information, visit, www.efsdancers.org.

[Voter Registration](#)

An integral part of our democracy, the right to vote is a privilege granted to all U.S. citizens, regardless of race, creed, religion, gender, or political affiliation in accordance with the historic Voting Rights Act of 1965. The Ailey School strongly encourages its students to be informed about the political process, engage in the discourse, register and exercise the right to vote. We have compiled a list of voter registration resources and other non-partisan organizations to aid you in the registration process whether you are a native New Yorker or hail from across the country.

[Voter Registration resources](#)

[New York State Voter Registration](#)

[National Voter Registration](#)

[Non-Partisan resources](#)

[Rock the Vote](#)

[League of Women Voters](#)

[New York State League of Women Voters](#)

[Smart Voter](#)

[Student Vote](#)

Section 5: 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.

Note: 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 5th floor.**
- f. Patio – Open weather permitting for a limited number of students. Masks must be worn, except when eating.

4 Second floor

- a. Studio access only – **NO congregating, stretching, or 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 – **BY APPOINTMENT ONLY.**
- 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 –
 - a. Studios and bathrooms
 - b. Lounge area and microwave – **Not currently available.**

- 8 Sixth floor – **NO student access.**
 - a. Studios, lounge, bathrooms, and dressing rooms for Alvin Ailey American Dance Theater and Ailey II.

Dressing Rooms, Restrooms, & Lockers

All Dressing Rooms and Locker Rooms are closed until further notice. Students are asked to come to school “under-dressed” with dance clothes underneath their street clothes for the foreseeable future. Restrooms are located on the Lower Level, PE level, ground floor, fifth floor, and sixth floor. Please do not change clothes in the any of the restrooms!

Student Lounge & Courtyard Patio

The Student Lounge areas are currently not available. However, the courtyard patio, located on the first floor next to studio 1B, open for limited student use during the spring, summer, and early fall, weather permitting. Picnic tables and benches are located in the courtyard. Because there are neighboring residential buildings nearby, we ask that you keep noise to a minimum when using the courtyard. Please keep the courtyard clean at all times by using the trash receptacles on the ground floor. **Students must remain masked at all times, except when eating.**

Studio & Rehearsal Space

Studio & rehearsal space is not currently available for student use.

Costume & Wardrobe Shop

Closed in 2021-2022.

The Ailey School has an in-house costume and wardrobe shop located on the Lower Level (LL). The costume facilities are outfitted with sewing machines, sergers, mannequins, and tools for costume creation and alteration. The space also houses The Ailey School’s costume collection. Students may only access this area when requested by the wardrobe team for fittings or meetings.

Elevator Use & Building Access

Elevator use is restricted to administration use only. Students traveling between the floors must use the stairs.

Lost & Found

Any lost items will be discarded.

Bulletin Boards & Announcements

The Google Classroom virtual bulletin board will be designated for announcements on Ailey Events/Reminders. Class studio locations/changes are posted daily, 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 carefully review the virtual bulletin board several times a week, as they are updated frequently.

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 into 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
Jason Jude Hill, Studio Operations Manager	ext. 9146 / jhill@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 zipped.
- 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](#). We have provided a list of precincts within walking distance of The Ailey School.

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 212-523-6800
West 59th Street and 10th Avenue
You can locate the hospital nearest you at the [NYC Health & Hospitals Corporation](#) website.

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 the **Current Students** page of the Ailey School website [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

Victim's assistance organization providing support for victims of crime and abuse for families and communities.

Services include:

- Domestic Violence Hotline: 800-621-HOPE (4673)*
- Crime Victims Hotline: 866-689-HELP (4357)*
- Rape, Sexual Assault & Incest Hotline: 800-621-4673*

Day One NY

Day One partners with youth to end dating abuse and domestic violence through community education, supportive services, legal advocacy and leadership development.

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 Life Safety Director: Michael Canarozzi, ext. 9055

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

CPR/FIRST AID CERTIFIED STAFF (Dial extension 9002 to locate a CPR trained individual)

Carlos Arena	Sarah Feeley	Renee McGinnis
Guillermo Asca	Joshua Gustafson	Lana Meyer
Michaela Boschetto	Alaric Hahn	Frederick Moore
Pauline Braxton	Jason Jude Hill	Sheyi Ojofeitmi
Becky Brown	Sumaya Jackson	Anthony Ragin
Kris Carr	Lisa Johnson-Willingham	Blair Reavis-Tyler
Samuel Coleman	Carl King	Dawn Tricarico
Ja Michael Darnell	Merceditas Manago-Alexander	Will Westray
Lauren Evans	Brendan McCann	Joel Wilhelmi

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 of 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

Fire drills are 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 will be conducted in accordance with the fire safety plan. Notice will be given in advance of a fire drill.

In the event of a fire drill, 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 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

2nd Floor: Jim Paulson/Samuel Coleman
3rd Floor: Pam Robinson/ Kris Carr
4th Floor: Christopher Zunner/Jennifer Fyall

SEARCHERS

2nd Floor: Guillermo Asca / Freddie Moore
3rd Floor: Linda Chen / Lloyd Alvarez
4th Floor: Lynette Rizzo / Justin Garlinghouse

FIRE BRIGADE

Marian Gaines
Alaric Hahn

Section 7: 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, 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.**

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

AADF 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 AADF premises is prohibited and grounds for administrative action.

Any AADF employee, as a condition of employment, is expected to abide by the drug-free workplace policy. In addition, AADF 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 AADF property. From time to time AADF 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.

For a schedule of penalties, see http://www.justice.gov/dea/druginfo/ftp_chart1.pdf. 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:

<u>Outpatient</u> Alcoholic Anonymous of NY 212.647.1680 Al-Anon Narcotics Anonymous 212.929.6262 Cocaine Anonymous Alcohol Council of NY The Addiction Institute of NY 212.523.6491	<u>Treatment Programs</u> * Phoenix House 800-378-4435 * Daytop Village (W. 83 St.) 800-232-9867 *offer long term, in-patient rehabilitation services Greenwich House: Chemical Dependency Program 212-691-2900 Methadone Maintenance Treatment Program 212-677-3400 Mental Health Program 212-255-8980
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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 their 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 they have 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, they 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 8: HEALTH & MEDICAL RESOURCES

Disclaimer: The Ailey School Health and Medical Resources are offered as a general reference guide to The Ailey School community. Being on the list does not in any way suggest The Ailey School's or Alvin Ailey Dance Foundation, Inc.'s endorsement or preference for any particular individual or group on the list. A more detailed list of practitioners and services is available in the Admissions Office, 212-405-9513 / admissions@alvinailey.org

Health Insurance

The NADAP Benefits Assistor will meet with students at no charge and assist them in navigating the Affordable Care Act (ObamaCare) and other low-cost or free health insurance options.

NAPAD – In-Person Health Insurance Navigator Program

Gennesis Sierra, Benefits Navigator/Navigator Program

355 Lexington Ave., 2nd floor - New York, NY 10017

Tel: 212-986-1170 x174 / Cell: 646-369-5217

Email: gsierra@nadap.org / www.nadap.org

MEDICAL GROUPS, CLINICS, AND WALK-IN FACILITIES

This section offers low-cost resources for alternatives to private doctors and medical practitioners

Duane Reade Walk-In Medical Care

The following **Duane Reade** locations have walk-in medical services. Most insurance is accepted. Non-insured patients receive a small discount on their regular fees. Toll Free number: (877) 924-4472

Website: www.drwalkin.com for info on services and locations offered.

Murray Hill / Midtown East

155 East 34th Street @ 3rd Ave.

Hours: 24H

Upper East Side

125 E. 86th Street (at Lexington Ave.)

Hours: Mon-Sun 8am-10pm

Closed between 1:30pm-2pm

Times Square Area

1627 Broadway (at 50th St.)

Hours: Mon-Sun 7am-10pm/closed 1:30pm-2pm

Herald Square

1350 Broadway (at 35th St.)

Hours: 24H

City MD Walk-In Urgent Care

City MD is New York's premier urgent care practice, with convenient locations across the City and without the need for an appointment or referral. Most major insurance accepted. For Insured patients, pay only your standard copay.

Non-insured patients pay only \$125 for regular visit. For General Inquiries: 212-772-3627 or you can email us at

info@citymd.net / www.citymd.net for more information on services and locations offered.

Upper East Side Urgent Care

336 East 86th Street Mon-Fri 7am-10:30pm

New York, NY 10028 Sat-Sun 9am- 5:30pm

(212) 933-1364

Upper West Side Urgent Care

2398 Broadway Mon-Fri 8am-11:30pm

New York, NY 10025 Sat-Sun 9am-8:30pm

(212) 721 - 2111

Columbus Circle Urgent Care

315 West 57th Street (between 9th and 8th Ave.)

New York, NY 10019 Mon-Fri 7am-10:30pm

(212) 315-2330 Sat-Sun 9am- 5:30pm

Flatiron District Urgent Care

37 West 23rd Street Mon-Fri 8am-7:30pm

New York, NY 10010 Sat-Sun 9am-5:30pm

(646) 596-9267

AMG Medical Group

AMG Medical Group offers monthly membership plans for different levels of medical services. Plans start at \$49 per month. Several locations offer services such as, medical, office-based surgical care, gynecological care, pediatrics, lab work, imaging, and physical therapy. Eighty percent of emergency visits can be taken care of in their facilities. Urgent care is available during office hours and on weekends at certain locations.

AMG Medical - Manhattan Mid-Town

535 8th Ave
New York, NY 10018 Mon-Wed 9am-3pm
(646) 473-0870

PRIVATE MEDICAL PRACTITIONERS AND HOSPITALS

The following is a list of private practitioners and hospitals by category.

Acupuncturists

<p>Turning Point Acupuncturists E. Shane Hoffman, DAOM, Lac 57th Office in person and virtual (212)-489-5038 www.nycacupuncture.com</p>	<p>Theresa Palazzo, MS, LAc (917) 715-1857 57W 57th street, suite 1410 theresa@underpinnings.nyc www.underpinningstcm.com <i>*this practitioner offers reduced fees</i></p>
<p>Pacific College of Oriental Medicine 110 William Street (ground floor) New York, NY 10010 (212)-982-3456 Mo-Fri 9am-9pm / Sat-Sun closed http://www.pacificcollege.edu/contact_us/index.html <i>*this clinic offers reduced fees</i></p>	<p>Delight Acupuncture Xaoling Shang, L.A.c Bryant Park, 39W 38th street, bet. 5th-6th Ave New York, NY 10018 (212) 265-2052 delightacu@gmail.com www.cypaus.com</p>
<p>Gotham City Acupuncture Bill James 162 W 56th Street Suite 501 New York, Ny 10019 (917) 727-8431 www.gothamcityacupuncture.com</p>	<p>Silver Spring Wellness and Acupuncture Sabbath McLean 35 W 31st street, Suite 1103 New York, NY 10001 www.silverspringwellnessnyc.com</p>

Chiropractors

**All chiropractors work regularly with dancers*

<p>Better Health Chiropractic, P.C.; Alex Eingorn DC Just Tele-medicine video consultations (917)297-7849 or (646) 533-1884 www.betterhealthchiropracticpc.com</p>	<p>Loren Marks DC 200W 57th ,suite 200 New York, NY Mon-Tue-Thu 10am-7pm (212)-333-7000 www.docmarks.com</p>
<p>Richard Klein DC 515 Madison Ave., 6th fl. New York, NY 10022 (212)-713-0180 www.chiro53.com</p>	<p>Richard Nunziata DC 495 West end Ave (corner 84th) New York, NY 10024 (212)-496-2110 Tue-Thu 11am-6pm www.drrichdc.com</p>

<p>Ronald Lavine DC 928 Broadway #1200 New York, NY 10010 (212) 420-0572 Mo & Wed 10am-7pm Fri 10am-6pm www.askdrlavine.com</p>	<p>Stephen F. Oswald DC, Dr. Marlow, Dr. Vallejo 80 Fifth Ave. Suite 1205 New York, NY 10011 (212) 924-2121 www.stephenoswaldchiropractic.com</p>
<p>Simpson Chiropractic & Physical Rehabilitation - Dr. David Simpson 1468 Madison Ave, Annenberg 2nd floor New York, NY 10019 (212) 241-8748 drdsimpson@earthlink.com / http://dsimpson.chiroweb.com</p>	
<p>Roy Siegel DC 8 West 65th St. New York, NY 10023 Mo-Tue-Thu 10am-2pm and 4pm-7pm (212)-769-8911</p>	
<p>Dentists</p>	
<p>John Holbrook DDS 145 West 57th Street 13th floor New York, NY 10013 (212) 582-0123 Mo-Thu 7am-4pm</p>	<p>Joseph Levy DDS 120 Central Park South #1 New York, NY 10019 (212) 582-5808 Mo-Fri 10-6pm www.drlevy.com <i>*this clinic offers reduced fees</i></p>
<p>Columbia University Dental Clinic Columbia University Medical Center Vanderbilt Clinic 622 West 168 Street (Broadway) 7th floor New York, NY (212) 305-6100 http://dental.columbia.edu/patients/sdosclinics.html <i>*this clinic offers reduced fees</i></p>	<p>NYU College of Dentistry Clinic 345 East 24 Street/ 1st Avenue New York, NY 10010 (212) 998-9800 http://www.nyu.edu/dental/patientinfo/index.html <i>*this clinic offers reduced fees</i></p>
<p>Emergencies</p>	
<p>The nearest <u>Hospital Emergency Room</u> is at Mount Sinai West (Used to be St. Luke's Roosevelt Hospital), 10000 10th Avenue, NY, NY 10019 (on West 59th Street), 212-523-4000.</p>	<p>Note: In the event of fires, medical emergencies requiring an ambulance, or for other life-threatening situations, dial <u>911</u></p>
<p>Gynecologists/ Obstetricians</p>	
<p>Michelle Warren MD Columbia Presbyterian Eastside 134 East 73 Street New York, NY 10021 (212) 737-4664 (Tele-video-consultation available Tue & Thur.)</p>	<p>Columbia Presbyterian Medical Center 622 West 168 Street PH16-126 New York, NY 10032 (212) 326-8548 www.center-for-menopause.com</p>

<p>Nerissa Guballa MD 408 East 76 Street New York, NY 10021 (212) 249-0900 Mon-Thu 9am-5pm, Fri 9am-4pm</p>	<p>Planned Parenthood Women's Health Services Multiple Locations in the 5 boroughs www.plannedparenthood.org</p>
Masseurs	
<p>Court Pilates 1841 Broadway 11th Floor (212) 977-8894 <i>*Works with dancers, also offers semi-private Pilates classes</i></p>	
Mental Health Services and Counseling	
<p>Fieve Clinical Services 587 5th Ave Suite #802 New York, NY 10017 (212) 249 1600 www.depression-md.com www.fieveclinical.com</p>	
<p>Institute for Contemporary Psychotherapy 33 W 60th Street New York, NY 10023 (212) -333-3444 Mo-Fri 7:30am-10pm and Sat. 9am-5pm www.icpnyc.org</p>	<p>Mental Health Association Referral Service (212) 254-0333</p>
Nutritionists	
<p>Marie Scioscia Licensed Clinical Nutritionist sciosciam@aol.com</p>	
Ophthalmologists	
<p>Manhattan Retina & Eye 67 E 78th Street New York, NY 10075 (212)-744-2513 Mo-Fri 8am-4pm</p>	<p>Ruth Weichsel MD 820 Park Avenue New York, NY 10021 (212)-861-6638</p>
Orthopedists	
<p>Phillip Bauman MD 345 West 58th Street New York, NY 10019 (212) 765-2260 <i>*Dr. Hamilton's partner. Specializes in dancer's hip, shoulders, knee and foot injuries. Affiliated with Roosevelt Hospital.</i></p>	<p>Donald Rose MD 1095 Park Avenue New York, NY 10021 (212) 427-7750 <i>*Specializes in dancer's knee and shoulder injuries. Ailey company orthopedist, Director of Harkness Center and affiliated with Hospital for Joint Disease.</i></p>
<p>William Hamilton MD* 343 58th Street New York, NY 10019 (212) 765-2262 <i>*Company orthopedist for ABT & NYCB. Specializes in dancer's hip, knee & foot injuries. Affiliated with Roosevelt Hospital.</i></p>	<p>David Weiss MD 317 E 34th Street, 3rd floor (bet. 1st and 2nd) New York, NY 10016 (212) 263-7743 Mo-Fri 8am-6pm, Sat. 8am-1pm <i>*Specializes in dancer's injuries. Affiliated with NYU Medical Center and Harkness Center.</i></p>

<p>Harkness Center for Dance Injuries 612 2nd Ave, Suite G New York, NY 10003 (212) 598-6054 <i>*Appointments only.</i></p>	<p>Emergency Dance Injury "I" Care/ Hospital for Joint Disease 301 East 17th Street (212) 598-6000 <i>*This is like an emergency room for orthopedic injuries- orthopedists are always on call. Less of a wait than regular emergency rooms.</i></p>
Osteopath & Physiatrist	
<p>George Kessler DO 165 West End Avenue New York, NY 10023 (212) 877-7043 Mo 1pm-6pm, Tue-Wed 8:30am-3pm, Thu 8:30am-12pm</p>	<p>Weill Cornell medicine for performing artists www.weillcornell.org/service/center-for-the-performing-artists</p>
<p>Alex Simotas, MD - Hospital for Special Surgery 429 E 75th Street, 4th Floor New York, Ny 10021 (212) 606-1879 <i>*Specializes in backs</i></p>	
Podiatrists	
<p>Lewis Galli DPM 25 Central Park West New York, NY 10023 (212) 262-4588</p>	<p>Thomas Novella DPM 343 West 58th Street New York, NY10019 (212) 506-0242 <i>*Specializes in foot injuries</i></p>
Physical Therapists and Body Work	
<p>Shaw Bronner PT, PhD, OCS Director of Physical Therapy Services at Alvin Ailey (212) 405-9073 or (718 -246-6377 <i>*Specializes in dance injuries and dance research</i></p>	<p>Westside Dance Physical Therapy 53 Columbus Avenue Suite 4 New York, NY 10023 (212) 541-8450 <i>*Specializes in dance injuries</i></p>
<p>Marissa Shaeffer DPT, CSCS Physical Therapist at Alvin Ailey 125 W 72nd Street, Suite 5F (212) 405-9073 (703) 408-3542</p>	<p>Sheyi Ojofeitimi PT Physical Therapist at Alvin Ailey (212) 405-9073 or (646)729-8024 <i>*Specializes in dance injuries and dance research</i></p>

Section 9: ADMINISTRATIVE STAFF

The Ailey School Co-Directors

Tracy Inman
Melanie Person

ext. 9515 / tinman@alvinailey.org
ext. 9516 / mperson@alvinailey.org

Business Office

Jim Paulson, Director of School Business Operations

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Admissions Office and Registrar's Office

JoAnne Ruggeri, Director of Admissions & Student Affairs
Cristina Sabater, Admissions Officer
Dena Hardee, Registrar

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ext. 9136 / csabater@alvinailey.org
ext. 9518 / dhardee@alvinailey.org

Bursar and Financial Aid Offices

Jennifer Yoh-Quinones, Bursar
Jacqueline Kosoff, Business Office Assistant

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Ailey/Fordham BFA Program

Melanie Person, BFA Program Director
Emily Riehle, BFA Program Manager
Asst. to Co-Director, Melanie Person

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Administration

Selina Andino-Lopez, School Scheduling Administrator
Michela Boschetto, Asst. to Co-Director, Tracy Inman
Ashley Henry, Administrative Support Coordinator
Jason Jude Hill, Studio Operations Manager

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ext. 9008 / ahenry@alvinailey.org
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Production

Kaitlyn Miller, Production Administrator

ext. 9140 / kmiller@alvinailey.org

Faculty Advisors

Guillermo Asca, U.S. Independent Study Students
Lakey Evans-Pena, BFA Juniors
Ana Marie Forsythe, BFA Seniors
Tracy Inman, Scholarship Program Students
Freddie Moore, Certificate Program Students
Melanie Person, BFA Freshman & Sophomores
Kevin Predmore, International Independent Study Students

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ext. 9129 / kpredmore@alvinailey.org

Physical Therapists, ext. 9073

Sheyi Ojofeitimi, MPT – Physical Therapist

ext. 9073 / sojofeit@gmail.com

Section 10: **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**
- **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.

Section 11: Release Forms

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 signature: _____ Student (*print name*): _____

For student under the age of 18: Parent /Legal Guardian Signature:

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: _____

Signature: _____

Student (*print name*): _____

For student under the age of 18: Parent/Legal Guardian Signature:

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

Section 12: 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
- Certificate Program Curriculum Requirements (Certificate students only) _____
Initial here
- Dress Code
- Code of Conduct _____
Initial here

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's signature: _____

Student (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*****