

# THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

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Directors

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## JUNIOR DIVISION STUDENT HANDBOOK 2024 Summer Intensive



JUNIOR DIVISION STUDENTS: Photo: EDUARDO PATINO, NYC

# THE AILEY SCHOOL

## History and Mission

### History of The Ailey School

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

Located in New York City's Theater District, The Ailey School houses 16 spacious studios, a fully equipped theater with 295 seats, student and faculty lounges, dressing rooms, a library, classrooms, conference rooms, an Ailey boutique, and administrative offices. Our student body hails from every part of the world, representing a diversity of racial and ethnic backgrounds. Unique among dance academies, The Ailey School offers an accredited and comprehensive curriculum including ballet, Graham-based modern, Horton, Limón, jazz, contemporary and West African dance.

### MISSION OF THE AILEY SCHOOL

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

### GOALS OF THE AILEY SCHOOL

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

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

# The Ailey School Health & Safety Pledge

As of February 2024

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):

- AADF and The Ailey School are taking exhaustive measures to protect the campus community, and I understand that all infectious diseases pose a serious threat to health and safety.
- 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 self-monitor for any illness;
- I will follow the directions of Alvin Ailey Dance Foundation (AADF) officials regarding face coverings, testing, screening, and isolation (if necessary), and cooperate with The Ailey School's contact tracing efforts, if called upon to do so;
- I will comply with AADF protocols for infectious disease testing (when required), and report results promptly, if those tests are conducted by my personal physician or other healthcare provider;
- I will follow AADF and public health guidance regarding infectious disease vaccines;
- 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;
- I will make conscious choices, on and off-campus, to help to limit the spread of infectious disease 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.

**\*\*Please keep a copy of this for your personal records\*\***

## Section 1: Student Guidelines

### ATTENDANCE

Consistent attendance is required of all Summer Intensive students. Students who are injured or too ill to dance cannot observe are required to take an absence. Attendance is taken at each class session. Absences may result in a student being prohibited to participate in final performances, or dismissal from the Summer Intensive.

### LATENESS

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

### DAILY SCHEDULES

All Junior Division Students can take only those classes assigned to them by the Junior Division Director. Students are placed by their level of proficiency in dance. All students are assigned to a **cohort**. Students are charged for all lessons and classes for which they register, including those missed through student absences. Classes missed by the student will not be rescheduled and there will be no refund of tuition or make-up classes. Junior Division Students are not allowed to take Ailey Extension classes while enrolled in the Program. Repertory Workshop classes are offered to give Junior Division students rehearsal and performance experience. Excellent attendance and professional behavior are requirements for continued enrollment in the Repertory Workshop class and for participation in performances. The choreographer and/or the Junior Division Director has the right to make casting changes at any time.

### REPERTORY WORKSHOPS

Repertory Workshop classes are offered to give Junior Division students rehearsal and performance experience. Excellent attendance and professional behavior are requirements for continued enrollment in the Repertory Workshop class and for participation in performances. The choreographer and/or the Junior Division Director has the right to make casting changes at any time.

### SUMMER SIZZLER PRODUCTION

Repertory Workshop Choreography is presented in a culminating production at the Ailey Citigroup Theater. Performances are held on the last two days of the program. Student attendance at wardrobe fittings, studio rehearsals and technical rehearsals is mandatory. Students are expected to treat all members of our production team, including the wardrobe manager and backstage crew, with all courtesy in keeping with proper theater etiquette. Students will perform in at least two performances. Parents may purchase a limited, but guaranteed number of tickets for specified performances, before tickets go on general sale. All performance information, including confirmation of performance dates, times and ticket purchase instructions will be provided by Kaitlyn Miller, Production Administrator once the program is underway.

## Section 2: Rules and Regulations

### JUNIOR DIVISION CODE OF CONDUCT AND GUIDELINES

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

### STUDENT CODE OF CONDUCT

- Adhere to the Ailey Health & Safety Pledge.
- Attend class regularly and on time and adhere to the Student Dress Code.
- Have hair securely pulled back, away from the face, no loose hanging hair.
- Show respect to all teachers, parents, staff, and other students.
- Serve as a role model to younger dancers. Refrain from exhibiting inappropriate behavior and use of inappropriate language.
- Refrain from physical, mental, emotional, or cyber bullying of other dancers, staff, or instructors. This includes social media postings referencing directly or indirectly to a student, staff, or School.
- We expect dancers to behave with self-respect and show respect and courtesy towards staff, faculty, and classmates; following safety protocols outlined in the Ailey Pledge.
- The Ailey School is a "Gum- Free Zone" – no gum chewing in the building!
- Students must bring their own water bottle from home as there is access to water fountains in the building.
- Students must inform their teachers before leaving the studio to use the bathroom or to refill water bottles.
- Dancers must maintain a satisfactory level of performance.
- The Ailey School maintains the right to dismiss any students who show poor attendance, unsatisfactory progress and/or lack of participation.
- The Ailey School tries to avoid this extreme measure by providing advisement services through its Junior Division Director, faculty and selected administrative staff members on a case-by-case basis.
- Injured students should speak with Merceditas Mañago-Alexander, Junior Division Program Coordinator at [juniordivisionsummer@alvinailey.org](mailto:juniordivisionsummer@alvinailey.org) for advisement.
- Students who are unable to dance due to illness should not participate and email Merceditas Mañago-Alexander, Junior Division Program Coordinator at [juniordivisionsummer@alvinailey.org](mailto:juniordivisionsummer@alvinailey.org) .
- Students are NOT permitted to observe class.

## PARENTAL/GUARDIAN RESPONSIBILITIES

- Ensure that students attend class in good health, regularly, in dress code and on time.
- Inform School administration of changes at home that may affect student conduct or performance.
- Ensure the student is picked up immediately after class ends if student is staying other than the Fordham dormitories.

*ALL members of The Ailey School community are expected to act and can expect to be treated with respect. Parents must set a favorable example in speech and behavior when involved in Ailey related activities. Parent conduct must support of a peaceful and safe school environment; the parents or visitor agrees not to:*

- Engage in disruptive behavior which interferes or threatens to interfere with the operation of a class, School lobby, or an employee's office or office area.
- Speak or send abusive or threatening emails, phone calls, or voice messages to staff or other students.
- Be aggressive or use physical intimidation towards another adult or child.
- Approach someone else's child to resolve conflict. All concerns must be brought to the attention of Junior Division Program Coordinators or Ailey School staff.

## DISCIPLINARY ACTIONS

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

## HOUSING STUDENTS – if applicable

- Students staying in summer housing that fail to comply with the rules and guidelines given in the Fordham Housing Handbook may result in suspension from class or dismissal from The Ailey School. Access to the Ailey facility may also be restricted or prohibited.
- Residents are expected to behave in a mature, responsible, and cooperative manner in the Residence Hall and with the general Fordham University community.
- Students are to be always respectful of the residence staff, including the Chaperones and Resident Assistants.

## PROTOCOL FOR COMMUNICATING WITH FACULTY AND ADMINISTRATION

We encourage our students to approach instructors directly, for feedback or clarification as needed during class time. If they need to communicate with their teachers regarding matters outside of class, please contact Merceditas Mañago-Alexander, Junior Division Program Coordinator at: [juniordivisionsummer@alvinailey.org](mailto:juniordivisionsummer@alvinailey.org)

The Ailey School recognizes the value of clear and frequent communication between its students and faculty. The Junior Division Director and appointed faculty are available to advise and mentor students on artistic, procedural, and personal concerns. Requests for advisement should be submitted to Merceditas Mañago-Alexander at [juniordivisionsummer@alvinailey.org](mailto:juniordivisionsummer@alvinailey.org).

## DISMISSAL

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

## PROBATION

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

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

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

## WITHDRAWALS

To obtain an official withdrawal, parents must submit a written confirmation of their status to The Ailey School Bursar at [bursar@alvinailey.org](mailto:bursar@alvinailey.org).

## LEAVE OF ABSENCE

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



## PERFORMANCE RULES

- Students are required to attend ALL workshop rehearsals, dress rehearsals, and tech rehearsals.
- Dress rehearsals are NOT open to students.
- Neither tech nor dress rehearsals are open to the public or guests of the performers.
- Videotaping of performances is strictly forbidden by anyone other than The Ailey School videographer, or the choreographers.
- Ailey School video recordings are for archival purposes and are not for sale.

## DRESS CODE

### All STUDENTS

#### Hair:

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

#### Jewelry:

- Jewelry is NOT permitted in class except for small stud earrings that do not hang below or go around the earlobe.

#### Extra Note:

- No bare midriffs, cut out shirts, or loose/baggy clothing.
- Fingernails must be kept short, neat, and nude in color.

### GIRLS

#### Ballet –

- Solid color leotard (*camisole or tank style; no lace or low cut back*)
- Pink or brown tights (*must completely cover the foot; convertible preferred*)
- Pink or brown ballet shoes (*canvas or leather*)

#### Horton, Limón, Graham and Contemporary –

- Solid color leotard (*camisole or tank style; no lace or low cut back*)
- Black footless tights (*convertible preferred*)

#### West African – Level A

- Solid color leotard (*camisole or tank style; no lace or low cut back*)
- Pink or brown tights (*convertible to roll up for bare feet*)
- Lappa (*to be purchased at The Ailey Boutique*)

#### Jazz –

- Solid color leotard (*camisole or tank style; no lace or low cut back*)
- Black tights (*convertible preferred*)
- Black jazz shoes (*no sneakers*)



## DRESS CODE cont.

### BOYS

- White or black fitted t-shirt or leotard
- Black tights (*must completely cover the foot for ballet and transition to footless for bare foot work*)
- Black canvas ballet shoes
- Black jazz shoes (*no sneakers*)
- West African men's pants (*Level A; to be purchased at The Ailey Boutique*)
- Boys must wear a dance belts

## PERFORMANCE DRESS CODE

### ALL STUDENTS

- Shoes (unless barefoot)
- Black socks (no logos)
- Skin tone matching socks
- Tights (color decided by your choreographer)

### GIRLS

- Solid black camisole leotard (*no lace or low cut back*)
- Skin tone matching camisole leotard (*no lace or low cut back*)
- Skin tone matching camisole bra
- Skin tone matching thong
- Solid black shorts (no logos)
- Solid black leggings (no logos)

### BOYS

- Black dance belt
- Skin tone matching dance belt

## Section 3: Facilities

### ACCESSIBILITY

#### 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.

1. **Lower Level (LL)**
  - a. Studios LLA and LLB – classrooms and black-box theater
  - b. Dressing rooms
  - c. Green room. Backstage dressing rooms.
  - d. Costume shop – **CLOSED to students except for fittings, by appointment.**
2. **Performance Entry Level (PE)**
  - a. Box Office
  - b. Junior Division Dressing rooms
  - c. Theater Entry
3. **Ground Floor**
  - a. Lobby, studios, and stairs to PE (theater entry level)
  - b. Security desk
  - c. Ailey Extension Desk
  - d. Ailey Boutique
  - e. Elevators – **Students must take the stairs between LL and the 2<sup>nd</sup> Floor.**
  - f. Patio – Open weather permitting.
4. **Second Floor**
  - a. Studio access only
  - b. Reception area
  - c. Administrative Offices for The Ailey School and Arts in Education – **CLOSED to students.**
5. **Third Floor**
  - a. Physical Therapy Room – **HOUSING STUDENTS ONLY & BY APPOINTMENT ONLY**
  - b. Administrative Offices for Finance, Production, and Facilities. **NO student access.**
6. **Fourth Floor**
  - a. Classrooms – **CLOSED during the summer.**
  - b. Administrative Offices for External Affairs, Executive Director, and Artistic Director. - **NO ACCESS**
7. **Fifth Floor –**
  - a. Studios and bathrooms access only.
  - b. Lounge area
8. **Sixth floor – NO ACCESS**
  - a. Studios, lounge, bathrooms, and dressing rooms for Alvin Ailey American Dance Theater and Ailey II.

## ELEVATOR USE & BUILDING ACCESS

Students traveling between the lower level and the second floor must use the stairs. Students may use the elevators to travel from the Lower level to any floor above 3, and between the 3rd and 6th floors. Students are not permitted to access to the 5th and 6th floors when the Alvin Ailey American Dance Theater (AAADT) or Ailey II are in residence. If you are scheduled for a class during that time, you must leave immediately after your class has ended.

## LOST & FOUND

Please report all thefts and lost items to the Security Desk immediately upon discovering them. Lost items are collected and placed near Security and will remain there until the end of the summer, at which time they are discarded if not reclaimed. Because The Ailey School is a public building, students are strongly encouraged to not leave their bags and other valuables unattended anywhere in the building. The school is not responsible for loss, theft, or damage to such property for any cause.

## Section 4: Safety and 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) 18<sup>th</sup> Precinct – Midtown North (212) 767-8400, located at 306 West 54th Street.

#### 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 55<sup>th</sup> Street (corner of 9<sup>th</sup> 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. Junior Division students are identified at the door by staff members. 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.

## **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. 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 receives a copy of all completed Incident Reports. Other senior administrators are notified of emergencies, as necessary.

### **In General**

- Enter the phone number of an emergency contact person in your cell phone under the contact's name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone if 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. 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.
- If possible, do not walk alone at night. If you must, stay on well-lit, well-populated streets.
- Walk briskly, look alert, and appear to know where you are going—even if you don't!
- Always walk with confidence. It helps if you take the time to become familiar with your environment.

### **At School**

- Don't leave personal items unattended, especially electronics or portable items. Take all personal belongings with you to every class and keep bags securely zippered.
- Report any suspicious activity or persons to the Lobby Security Desk, ext. 9002. Phones are 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.

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

- At night, travel with a friend or choose to take a bus or taxi, if possible.
- When you are on the subway platform, the safest place to wait is behind the yellow line, away from the platform edge.

### Cont. 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 at night.
- Beware of loud arguments or noisy incidents. They could be staged to distract you to pick your pocket.
- On subways, choose the 5<sup>th</sup>, or middle, car. (The conductor operates from the fifth car.)

## 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 55<sup>th</sup> 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. 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 receive on-going training to enable them to effectively manage emergency situations.

### 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's name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone if 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 the 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.

### Medical Emergency:

Call 911 from any phone. Phones are 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 your 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

## FIRE SAFETY AND CAMPUS SECURITY

### Fire Drills

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

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

→ **Listen for announcements.**

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

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

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

### If you see a fire:

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

### Fire Wardens and Searchers:

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

## Section 5: School Policies

### 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 the **Liability Waiver**, I confirm that I have read and accepted the conditions for my participation as set forth above. I understand that I am giving up substantial rights including the right to sue.

### 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, Tiktok, LinkedIn, YouTube, Vimeo, Pinterest, 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 individual comments to what others have written in social media, remember that what you say can reflect on the Ailey organization as well as on you, personally. Use your best judgment, especially when posting anything about Ailey. Please remember you are 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 comments online about Ailey as an individual, you should not blog anonymously or use false screen names. Always identify that you are a student or the parent of 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](mailto:czunner@alvinailey.org).

## **DRUG, TOBACCO, AND ALCOHOL 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.

### **Possible Disciplinary Sanctions and Penalties**

Any employee, student, or parent 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.

### **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).

## PHOTO RELEASE

I am the parent/legal guardian of Student and am signing this release on my own and the student's behalf. I hereby grant to Alvin Ailey Dance Foundation ("Ailey"), and to other such persons as Ailey may designate, permission to document (film and photograph) Student's participation in Ailey's programs and activities (the "Imagery"). In addition, I agree that Ailey may use the Imagery and Student's likeness, voice, name, photographs, video, and/or images ("Persona") in whole or in part, alone or accompanied by other material, throughout the world, in perpetuity, without any payment/compensation, in any media now known or hereafter developed (including social media), for any purpose related to Ailey and The Ailey School, including, without limitation, advertising, publicity, and marketing purposes (the "Materials"). I waive any ownership to, and any right to inspect or approve, the Materials for Ailey's use. I agree not to make any claims related to the use of the Materials, including, but not limited to, claims for defamation or invasion of privacy.

By signing the **Junior Division Agreement**, I confirm that I have read and accepted the conditions to my participation as set forth above.

## 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, parents and students are encouraged to contact the administrative staff of the Junior Division with suggestions, questions or problems relating to your studies or work (if applicable). The best and first point of contact would be to email [juniordivision@alvinailey.org](mailto:juniordivision@alvinailey.org). Emails are answered by program coordinator and student advisor, Merceditas Mañago-Alexander.

## Section 6: ADDITIONAL ENROLLMENT REQUIREMENTS

### **STUDENT PHOTO to be UPLOADED into your Customer Portal:**

- A digital photo of the student for security purposes.
- Photos should be in JPEG format.
- Show the face clearly on a WHITE background.
- DANCE PHOTOS OR HEADSHOTS ARE NOT ACCEPTED.
- PDF FILES ARE NOT ACCEPTED

## Section 7: JUNIOR DIVISION AGREEMENT

By signing the Student Handbook and Agreement page in The Ailey School online Customer Portal, I acknowledge receiving The Ailey School Junior Division Summer Student Handbook and I 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 comply with the policies and rules set forth in the Handbook, including, but not limited to, those set forth in the following sections:

- [Health & Safety Pledge](#)
- [Student Code of Conduct](#)
- [Parent Code of Conduct](#)
- [Dress Code](#)
- [Attendance Policy](#)
- [Liability Waiver](#)
- [Social Media Policy](#)
- [Drug, Tobacco, and Alcohol Policy](#)
- [Photo Release](#)

I understand that if I do not comply with all policies and regulations set forth in the Handbook, I may be subject to disciplinary action, including expulsion from The Ailey School.

**I ACKNOWLEDGE THAT I HAVE READ THE CONTENTS OF THIS HANDBOOK AND AGREE TO ABIDE BY THE RULES AND REGULATIONS OUTLINED THEREIN AND I HAVE CONFIRMED MY AGREEMENT IN THE AILEY SCHOOL ONLINE CUSTOMER PORTAL.**

***\*\*Please keep a copy of this document for your personal records\*\****

### The Ailey School Accreditation

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