

# THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

Tracy Inman & Melanie Person, Directors

## **PROFESSIONAL DIVISION STUDENT HANDBOOK**

2024 Summer Intensive and Summer Scholarship

Bennett Rink, Executive Director, Alvin Ailey Dance Foundation



June 3, 2024

## History of The Ailey School

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

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

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

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

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

## MISSION OF THE AILEY SCHOOL

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

# The Ailey School Health & Safety Pledge

As of June 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\*\****

As of June 2024

## Section 1: STUDENT GUIDELINES

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

### Attendance

Consistent attendance is required of all Summer Intensive students. Attendance 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. There are no refunds or make-up classes for absences.

All Professional Division Summer Intensive students (aged 16 and older) must notify the Registrar of absences by emailing: [registrar@alvinailey.org](mailto:registrar@alvinailey.org). All International Students must also notify The Ailey School's International Student Advisor by emailing [admissions@alvinailey.org](mailto:admissions@alvinailey.org).

Written evaluations are provided upon request, only for those who wish to get credit for towards their studies at another college or university. Evaluations for those students with excessive absences will not be provided.

### Dismissal

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

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

### Withdrawals & Refunds

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

#### **Refund Policy+**

*Before* program begins on June 24, 2024.....100% of tuition less the non-refundable \$300 deposit and \$50 registration fee.

*After* program has begun (June 24, 2024 or after).....No Refunds will be given.

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

### Advisement & Counseling

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

\* Faculty Advisors and staff, including The Ailey School Directors, are available 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.

## Schedule Changes

All Summer Intensive and Scholarship students are permitted to take only those courses assigned to them. Students remain in one technique throughout the summer, unless a change in level is recommended by an instructor within the first few days of the program. Changes are subject to approval by the School Co-Directors. Student requests for schedule changes will not be accommodated.

## Workshops & Repertory Classes

Workshops and Repertory courses are offered to give The Ailey School's Summer participants rehearsal and performance experience.

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 throughout the Workshop/Repertory course.

## Program Transfers

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

## Section 3: Rules & Regulations

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.

- Appropriate dance attire, including undergarments, **MUST** be worn for each and every class.
- Dance attire **MUST** be form-fitting! (Leggings are permitted)
- Dance attire **MUST** be free of holes, runs, and stains.
- Ballet shoes **MUST** be worn in ballet classes.
- Dancewear and undergarments **MUST** be washed daily.
- Long hair (including braids) **MUST** be in a bun with hair net and pinned away from the neck and face. **NO** claw clips.
- Short hair **MUST** be neatly trimmed and groomed without designs, ponytails, or Mohawks.
- Facial hair **MUST** be minimal and neatly groomed.
- Fingernails **MUST** be kept short (*less than ¼ inch*) without brightly colored nail polish.

- **NO** sweatpants, plastic pants, shorts, big shirts, head scarves, dangling jewelry, facial rings or earrings.
- **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.

## Performance Dress Code

- Each dancer is responsible for having their own personal undergarments & shoes, such as bras, dance belts, etc. Performers are responsible for the required undergarments for scheduled tech, dress rehearsal, and all performances.
- Shoes are not provided by the Ailey School. Dancers must acquire their own personal shoes & socks / tights if required by your choreographer.
- Dancers may be asked to supplement with pieces from their own wardrobe. Please bring these on your fitting day and then to tech, dress & all performances.
- Tattoos **MUST** be covered with make-up for all performances, studio showings, and lecture demonstrations.
- Facial piercings **MUST** be removed for dress rehearsals and performances.
- Jewelry: ONLY Small Studs can be worn, all other Jewelry **MUST** be removed!
- Nail & Toenail Polish **MUST** be neutral or needs to be removed for Tech, Dress & All Performances
- All dress code items must be **WITHOUT** visible logos, other than an Ailey Logo.

### **PERSONAL ITEMS DANCERS SHOULD BRING TO THE SUMMER INTENSIVE**

#### **ALL DANCERS: *Personal Items should have No Visible Logos***

- Tights -Convertible
  - Skin Tone Matching
  - Pink
  - Black
  - Any other color / style that your Choreographer requests
- Shoes (Choreographer will advise)
  - Skin Tone Matching Ballet Slippers
  - Black Jazz Shoes
  - Black Character Shoes
  - Black Sneakers
  - White Sneakers
- Knee Pads (if needed)
- Socks
  - Black (with NO Logos)
  - Skin Tone Matching (No Logos)

#### **MALE PRESENTING DANCERS:**

- Skin Tone Matching
  - Dance Belt
- Black

- Dance Belt
- Bike Shorts
- Leggings
- Fitted Tank Top
- Fitted T-Shirt
- White
  - Fitted Tank Top
  - Fitted T-Shirt
- Solid Bright Colored
  - Fitted T-Shirt
  - Unitard

#### **FEMALE PRESENTING DANCERS:**

- Skin Tone Matching
  - Camisole Leotard
  - Bralette or Bra as needed
  - Shorts
  - Brief
  - Thong
- Black
  - Camisole Leotard
  - Bralette or Bra as needed
  - Bike Shorts
  - Leggings
  - Fitted Tank Top
  - Fitted T-Shirt
  - Brief
  - Thong
- White
  - Fitted Tank Top
  - Fitted T-Shirt
- Solid Bright Color
  - Leotard
  - Unitard

#### ● Performance make-up:

ALL students are recommended to bring a full makeup kit for performance that includes the following items:

- *Foundation cream in your own skin tone*
- *Matte powders*
- *Contour powders*
- *Neutral- tone eyeshadow*
- *Blush*
- *Red (not too dark) and pink lipstick*

## Code of Conduct

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.

**Scholarship students and Housing Stipend recipients:** Housing Stipend recipients and students in the highly competitive Scholarship Program are expected to uphold the highest standards of artistic and academic achievement, and excellent attendance. Scholarship students are expected to attend 100% of their courses.

### **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, emailing, web surfing, tweeting, scrolling through Instagram, Facebook, Tik Tok, etc.
2. No talking in class. Only the instructor gives notes/corrections or answer questions.
3. No chewing gum and no smoking in or outside of the building.
4. No eating or drinking anything in the studios other than water in a plastic container.
5. No loud and boisterous behavior in front of the building.
6. No leaving class without asking the instructors permission.
7. No disrespectful attitude toward your instructors or fellow dancers.
8. No unruly behavior.
9. Keep hallways clear at all times. Do not leave your belongings in the middle of the hallways.

---

## Section 3: Student Life.

---

### Student Meetings

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 is emailed to the students primary email, and 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 ID Cards – McMahan Hall and Ludlow Residents

ID cards are issued only to those students residing in one of the Summer dormitories by the staff of each Residence Facility. Student I.D. cards are non-transferable and must not be shared or duplicated.

### Student Contact Information / Ailey Communication Policy

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

## Student Guest Policy

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

## Video-recording

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

---

## Ailey Extension Classes

Professional Division students may take Ailey Extension classes during holidays, school breaks, and weekends when Professional Division classes are not in session. Students may attend Ailey Extension on weekdays or evenings (Monday-Friday) while registered as full-time students for a discounted price of \$14.00 per class. Junior Division students **may not** attend Ailey Extension classes at any time.

## Cell Phone Usage

Cell phone usage is strictly forbidden in studios. Students may use cell phones in hallways and common areas quietly and with discretion and respect for others. Students are also requested to turn off their cell phones prior to the commencement of class.

---

## Physical Therapy Services

The Ailey School offers Physical Therapy Services (PTS) **only to enrolled Professional Division students who are housed at either of the school's summer residences, McMahon Hall or the Ludlow Residence.**

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, and balance equipment.

A Physical Therapy fee each term covers in-person one-on-one visits and workshops. Two (2) visits are allotted per student for the summer.

Physical Therapy offers an excellent opportunity for dancers to learn about their own bodies.

- Only students being housed at McMahon Hall or the Ludlow Residence have a package of two (2) visits to see a Physical Therapist.
- To go beyond the original amount allotted, the same fee will need to be paid again to renew with an additional package. You may book appointments online to pay for a renewal package.
- Unused visits are forfeited at the end of the summer.

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 scope of physical therapy practice. 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 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.

If an “emergency” occurs, like a significant injury during class, when the PT room is closed an 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 in-person one-on-one visits with a therapist. Schedule your appointment for a time when you can be home.

### **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”.

**PT Staff Contact info:**      **Sheyi Ojofeitimi, DPT, OCS, CFMT**  
212-405-9073

---

### **Health Resources**

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

## Section 4: Facilities

### [The Joan Weill Center for Dance](#)

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

**Note:** Accessibility to some areas of the Joan Weill Center for Dance may 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
- c. Green room. Backstage dressing rooms - **CLOSED, except during performances.**
- d. Costume shop – **Open to students for costume fittings only. CLOSED at all other times.**

#### 2 Performance Entry Level (PE)

- a. Box Office
- b. Junior Division Dressing rooms – OFF LIMITS to Professional Division students.
- c. Library- **currently not in use.**
- d. 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 – 2<sup>nd</sup> floor.**
- f. Patio – Open weather permitting for a limited number of students.

#### 4 Second floor

- a. Studio access only
- b. Reception area – **Reception area is the Receptionists work space and quiet area. Please be respectful and keep noise to a minimum.**
- c. Administrative Offices for The Ailey School and Arts in Education – **accessible by appointment with Staff members only.**

#### 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
  - b. Administrative Offices for External Affairs, Executive Director, and Artistic Director. **NO ACCESS.**
  - c. All-gender bathroom.
- 7 Fifth Floor – **Student access may be limited to studio access only when the Companies are in residence.**
  - a. Studios and bathrooms
  - b. Lounge area and microwave
- 8 Sixth floor – **NO student access, except if scheduled for classes in 6<sup>th</sup> floor studios.**
  - a. Studios, lounge, bathrooms, and dressing rooms for Alvin Ailey American Dance Theater and Ailey II.

### Dressing Rooms, Restrooms, & Lockers

Professional Division dressing rooms are located on the Lower Level (LL) and are furnished with lockers. In order to claim a locker, students must choose a locker and put a combination lock on it. After you have chosen a locker, please give your name and locker number to the 2<sup>nd</sup> Floor Receptionist. If you do not give your locker number to the Receptionist, your lock will be cut and items in the locker will be discarded. It is not advisable to leave items in a locker without a lock! You must empty your locker during the winter holiday break, spring break, and the summer break. You may reclaim the same locker, if available, when classes resume after the summer or school break. If you choose a **different** locker, you must notify the Receptionist of this change. Please be aware that you may be asked to empty your locker at other times if a deep cleaning is requested by Building Management. *Students are prohibited from using the Junior Division dressing rooms which are located on the PE level.* Restrooms are located on the Lower Level, PE level, ground floor, and fifth floor. *Please do not change clothes in the any of the restrooms!*

### Common Student Areas & Patio

Students may use the common areas on the Lower Level and 5<sup>th</sup> floors to congregate, socialize, rest, study, or eat and are prohibited from using any other area of the building for these purposes. Vending machines are located on the Lower Level. The courtyard is located on the first floor next to studio 1B and is open for 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.

### 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, as well as between the 3<sup>rd</sup> and 6<sup>th</sup> floors. Students are not permitted to access to the 5<sup>th</sup> and 6<sup>th</sup> 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, you are strongly encouraged to use lockers whenever possible and not leave your 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.

## School Announcements

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

---

## Section 6: Safety & Security

---

### Security

#### **Campus Security**

AADF does not condone malevolent behavior of any kind. Students are asked to report to the School Administrator or Security Supervisor, any incidence of physical assault, sexual molestation (forced, or not), manifestation of prejudice, or theft occurring on campus. Guilty parties may be subject to disciplinary action by AADF. In cases of criminal activity, the Security Supervisor will assist students in filing an incident report with the New York Police Department (NYPD) 18<sup>th</sup> 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 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. Ailey Extension students must sign in to their classes at a specifically marked sign-in desk. All other visitors to the building must be announced to the Security Desk who signs them in and issues a visitor's badge. The Ailey School facilities, including restrooms, are wheelchair accessible throughout the building.

## Security

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

### Security and Building Management

Michael Canarozzi, Facilities Manager/Fire Safety Director	ext. 9055 / <a href="mailto:mcanarozzi@alvinailey.org">mcanarozzi@alvinailey.org</a>
Reynold Manigault, Security Supervisor	ext. 9058 / <a href="mailto:rmanigault@alvinailey.org">rmanigault@alvinailey.org</a>
Jason Jude Hill, Studio Operations Manager	ext. 9146 / <a href="mailto:jhill@alvinailey.org">jhill@alvinailey.org</a>
Pam Wilkinson; Marion Gaines, Security Guards	ext. 9002

## Campus Security Programs

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

## Safety

### Procedures for reporting criminal actions

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

### General safety information

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

#### In General:

- Enter the phone number of an emergency contact person in your cell phone under the contact name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone in the event that you are unable to contact them yourself.
- Remain alert. Be aware of your environment and of those around you.
- Carry a bag that fits close to your body or that you can hold securely in front. A dangling bag can be easily yanked off your shoulder from behind.
- Dress appropriately, especially woman. Do not wear revealing dance clothing as regular street wear.
- Avoid shortcuts that are not well traveled or well lit, including alleys, parks, and parking lots that may be isolated.

- Keep your wallet/all valuables in your front pocket.
- Have your keys ready when you enter your apartment or room so that you won't have to stop to look for them.
- If at all possible, do not walk alone at night. If you must, stay on well-lit, well-populated streets.
- Walk briskly, look alert, and appear to know where you are going—even if you don't!
- Always walk with confidence. It helps if you take the time to become familiar with your environment.

#### At School:

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

#### At Home:

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

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

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

#### **Hospitals and Police Stations**

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

You can locate the hospital nearest you at the [NYC Health & Hospitals Corporation](#) website.



**Nearby Manhattan Police Precincts:**

18<sup>th</sup> Precinct Midtown North                      212-767-8400  
 306 West 54th Street

10th Precinct    212-741-8211  
 230 West 20th Street

Midtown South Precinct                              212-239-9811  
 357 West 35th Street

17th Precinct    212-826-3211  
 167 East 51st Street

20th Precinct    212-580-641  
 120 West 82nd Street

**Nearest Hospital**

Roosevelt Hospital Emergency Room              212-523-6800  
 West 59th Street and 10th Avenue

**Hotlines, Helplines and Emergency numbers**

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

**EMERGENCY:****911**

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

**[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*

**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

## 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. If the emergency is during business hours (Monday – Friday, 9am – 5pm) and the injured/ill person is an Ailey School student, The Ailey School Administrator should be notified at extension 9514. After business hours and on weekends, Security will notify the appropriate staff members. For emergencies other than medical, Security staff will notify the appropriate staff members. AADF staff receives on-going training to enable them to effectively manage emergency situations.

### **Emergency response, fire safety and evacuation procedures**

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

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

### **Emergency Procedures**

**POLICE / FIRE / AMBULANCE: dial 911**

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

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

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

### **Medical Emergency:**

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

### **Disturbance/Intruder in Building:**

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

### **Emergency and safety personnel**

Building Security: dial extension 9002

Fire Safety Director: Michael Canarozzi, ext. 9055

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

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

Carlos Arena	Joshua Gustafson	Renee McGinnis
Guillermo Asca	Alaric Hahn	Frederick Moore
Michela Boschetto	Jason Jude Hill	Sheyi Ojofeitmi
Becky Brown	Sumaya Jackson	Anthony Ragin
Kris Carr	Lisa Johnson-Willingham	Dawn Tricarico
Samuel Coleman	Merceditas Manago-Alexander	Joel Wilhelmi
Ja'Michael Darnell	Brendan McCann	
Sarah Feeley		

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

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

→ **Listen for announcements.**

→ Students 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 given by the Fire Wardens and Searchers of the floor they are on in the event of a fire.

## **Section 5: School Policies**

### **Plagiarism Policy**

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

## Social Media Policy

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

### Personal use of social media networks

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

When posting personal comments online about Ailey you should not blog anonymously or use false screen names. Always identify that you are a student in The Ailey School (or, if applicable, that you work for Ailey) and be clear that you are speaking for yourself, not the organization. It is perfectly acceptable to talk about aspects of your work or studies at Ailey, but it is not okay to publish any confidential information about Ailey. Confidential information includes things such as: unpublished details about Ailey's upcoming performances and programs; private information about colleagues, students, staff, faculty, AAADT / Ailey II dancers and crew; information about box office sales; and other financial data. **Posting Ailey's logos, trademarks, or images without permission is prohibited and should be avoided.**

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

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

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

- Procuring alcohol for a person under the age of 21 carries a penalty of up to five days imprisonment and a \$200 fine.
- Driving while intoxicated (by either drugs or alcohol) is a misdemeanor punishable by up to a year imprisonment and a fine of up to \$1000.
- It is in violation of state law for a person under the age of 21 years to present false evidence of age to procure alcoholic beverages. The penalty for a first violation may include a fine and community service.

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

### **Health Risks Associated with AOD Abuse**

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

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

Some community-based resources include the following:

**Outpatient**

[Alcoholic Anonymous of NY](#) 212.647.1680  
[Al-Anon](#)  
[Narcotics Anonymous](#) 212.929.6262  
[Cocaine Anonymous](#)  
[Alcohol Council of NY](#)

**Treatment Programs**

\*[Phoenix House](#) 800-378-4435  
\*[Daytop Village](#) (W. 83 St.) 800-232-9867  
\*offer long term, in-patient rehabilitation services

**Greenwich House:**

[Methadone Maintenance Treatment Program](#) 212-677-3400  
[Mental Health Program](#) 212-255-8980

**Smoking Regulations**

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

**Open Door Policy**

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

**Policy Against Sexual Harassment, Discrimination & Other Unlawful Harassment**

Anti-Discrimination Policy

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

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

Anti-Harassment Policy

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

### What is Prohibited Harassment?

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

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

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

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

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

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone's "personal space."
- Offensive whistling.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.



- Sitting or gesturing sexually.
- Sexual or otherwise offensive e-mail or voicemail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Any other conduct or behavior deemed inappropriate by AADF.

#### Disclosure

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

#### Retaliation Prohibited

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

#### The Investigation

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

#### Responsive Action

Misconduct that constitutes discrimination, harassment or retaliation will be dealt with appropriately. Responsive action may include, but is not limited to, discipline or discharge of any

individual whom The Ailey School finds has engaged in such conduct, or other action, as The Ailey School in its sole discretion deems appropriate under the circumstances.

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

### Grievance Policy

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

### Intervention Policy

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

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

## Section 7:

### **Consumer Information**

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

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

## The Ailey School Accreditation

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

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

## College Credit / Certificate of Participation

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

Students who need graded evaluations to receive college credit for their participation in the 5-week Summer Intensive should have their college/institution send an official letter to the Registrar's Office requesting a clock hour transcript. The Ailey School does not determine the number of credits awarded for participation in the Summer Intensive. Credit will be awarded based on your particular college/institution's guidelines.

## **Section 8: RELEASE FORMS**

### **A: Permission and Liability Waiver**

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

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

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

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.

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

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

---

## **Section 9: Professional Division Agreement**

---

By signing the Student Handbook and Agreement page in The Ailey School online Customer Portal, I acknowledge receiving The Ailey School Professional Division 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**
- **Permission & Liability Waiver**
- **Photo Release**
- **Attendance Policy**
- **Dress Code**
- **Code of Conduct**

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\*\****