

THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

Tracy Inman & Melanie Person, Directors, The Ailey School

PROFESSIONAL DIVISION STUDENT HANDBOOK

BFA Program, Certificate Program, Independent Study Program,
Scholarship Program, & Ailey II

Robert Battle, Artistic Director, Alvin Ailey American Dance Theater

Bennett Rink, Executive Director, Alvin Ailey Dance Foundation



As of February 20, 2016

Contents

ABOUT THE AILEY SCHOOL

History and Mission Statement, *pg. 3*

Section 1: STUDENT GUIDELINES

Attendance, *pgs. 4-7*

Grading, *pgs. 7-8*

Evaluations, *pg. 8*

Transfer Credit Policy , *pg. 9*

Probation, *pg.9*

Dismissal, *pg. 9*

Withdrawal, Refunds, & Financial

Aid Repayment Policies, *pg. 9*

Advisement/Counseling, *pgs. 9- 10*

Schedule changes, *pg. 10*

Workshops & Repertory Courses, *pg. 10*

Performances outside The Ailey School, *pg. 11*

Changes of Program, *pg. 11*

Work/Study Schedules, *pg. 11*

Section 2: CURRICULUM

Certificate Program, *pgs. 12-14*

Independent Study Program, *pg. 15*

Scholarship Program, *pg. 16*

Satisfactory Progress Guidelines, *pg. 17*

Section 3: RULES & REGULATIONS

Dress Code, *pg. 18*

Code of Conduct, *pg. 19*

Procedures for Determining

Placement & Technique Levels, *pg. 20*

Workshop Selection &

Audition Guidelines, *pg. 20*

Section 4: STUDENT LIFE

Physical Therapy Services, *pgs. 21-22*

International Students, *pg. 22*

Student Representatives, *pg. 22*

Student meetings, *pg. 22*

Student ID cards, *pg. 22*

Student Contact Information

and Communication Policy, *pg. 23*

Video-taping and Video Viewing, *pg. 23*

Ailey Extension classes, *pg. 23*

Student Guest Policy, *pg. 23*

Cell phone usage, *pg. 23*

Emergency Fund for Student Dancers, *pg. 23*

Voter Registration Information, *pg. 24*

Section 5: FACILITIES

The Joan Weill Center for Dance, *pgs. 25-26*

Dressing Rooms, Restrooms, & Lockers, *pg. 26*

Student Lounge & Patio, *pg. 26*

Studio and rehearsal space, *pg. 27*

Elevator Use & Building Access, *pg. 27*

Lost & Found, *pg. 27*

Bulletin Boards & Announcements, *pg. 27*

Section 6: SAFETY & SECURITY

Security & Safety, *pgs. 26-29*

Emergencies and Fire Procedures, *pgs. 31-32*

Section 7: SCHOOL POLICIES

Plagiarism policy, *pg. 32*

Social Media policy, *pg. 33*

Drug, Alcohol & Tobacco Policy, *pgs. 33-36*

Open Door Policy, *pg. 36*

Policy against Sexual Harassment,
Discrimination & other Unlawful
Harassment, *pgs. 36-38*

Grievance Policy, *pg. 38*

Intervention Policy, *pg. 39*

Section 11: RELEASE FORMS

Permission & Liability Waiver, *pg. 47*

Section 12: AGREEMENTS

Professional Division Agreement, *pg. 48*

Section 8: HEALTH RESOURCES

Health & Medical resources listing, *pgs.38-44*

Section 9: ADMINISTRATIVE STAFF

Staff Listing, *pg. 45*

Section 10:

CONSUMER INFORMATION, *pg. 46*

The Ailey School Accreditation & Credentials

Financial Aid Information

Cost of Attendance Information

Net Price Calculator

Family Educational Rights & Privacy Act
(FERPA)

Annual Completion & Retention Rates

Satisfactory Progress Requirements

Enrollment Statistics

Gainful Employment Statistics

Student Career Outcomes

Annual Campus Security Procedures

Crime Statistics Report

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 16 and older):

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

MISSION & 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 and guest artists.
- ★ To train outstanding students as professional dancers and provide access to merit-based scholarships and need-based federal financial aid.
- ★ To offer a range of student services including artistic advisement, housing assistance, physical therapy services, and professional counseling for nutrition and psychological well-being.
- ★ To offer a broad range of dance classes for the dance enthusiast.

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. This document may be downloaded from The Ailey School web site at the [PROFESSIONAL DIVISION>Current Students page](#)

Attendance

Perfect or near perfect attendance (participating in a minimum of 90% in all assigned courses) is required of all full-time Professional Division students. Excessive absences may result in a deduction of the student's grade (see chart below). Injured students are expected to observe all of their classes until they are well enough to participate again and must submit a note from The Ailey School physical therapist or a doctor.

All Professional Division Students (ages 16 and older) are required to meet with their Faculty Advisor, as well as communicate with their teachers, regarding all absences. All International Students are also required to discuss the reasons for any absences with The Ailey School's International Student Advisor.

Grading & Attendance Policies

NOTES:

- 2 observed classes = 1 unexcused absence (Medical or PT observances with a note are not penalized)
- Classes missed the day before or after a School holiday will be marked as a double absence.
- Students will NOT be excused for Physical Therapy appointments that are scheduled during their class times. Students must make every effort to see the PT when they do not have class. If no time slots are available that do not conflict with classes, students must notify their Advisors prior to seeing the PT to get approval for the appointment.
- Reasonable accommodations will be made for absences due to religious observances. Students are encouraged to tell their instructors and Faculty Advisor in advance of any planned absences for religious observances.
- Satisfactory artistic and technical ability in class do not outweigh a deduction in grade due to poor attendance.

Certificate, Independent Study & Scholarship Program Attendance Chart

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

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

Ailey/Fordham BFA Program Attendance Chart

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

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

Ailey II Attendance Policy

Ailey II students are required to attend company class every day before rehearsal begins. During periods when rehearsals are not scheduled and Professional Division classes are in session, Ailey II students are required to attend one class per day (during the academic year), and two classes per day (during the summer session). These classes must include ballet three times a week, and Horton or Graham-based modern twice a week. Attendance in a daily company class is required when Ailey II is on tour. Absences will be monitored by instructors in each class or by the Ailey II Artistic Director.

Leaves of Absence

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

Medical Absence/Leave - Students who miss, or expect to miss, 5 consecutive days or more due to illness must take the following steps:

1. Contact their Faculty Advisor by email to a request a ‘Medical Absence/Leave’ in writing on the first day of the absence. The Advisor will send a Medical Absence/Leave form for the student to complete and submit by email within 36 hours.

BFA students - email the completed request form to BFA-Leave@alvinailey.org AND their Faculty Advisor.

Certificate, Independent Study, and Scholarship students - email the completed request form to PD-Leave@alvinailey.org AND their Faculty Advisor.

2. Upon the student’s return/recovery, they must submit a Medical Excuse Form and submit it to Mr. Inman or Ms. Person. The Medical Excuse Form must be signed by a Physician or Physical Therapist and state the expected start and end dates of the student’s absence and the diagnosis. Student must sign the Medical Absence/Leave form at that time.
3. The Ailey School Co-Directors will review the request and determine if the absences can be excused without compromising the students’ grades. **Medical Absences/Leaves will not be approved without a signed doctor’s note indicating the diagnosis/cause for absence.**

Personal Leaves of Absence

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

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

Make-up for absences: Students are required to make up the coursework they have missed by observing additional classes upon their return and submitting a written journal, or other agreed upon written assignment, to their Faculty Advisor and to The Ailey School Co-Directors. Students must observe one technique class (to be agreed upon by the student and Faculty Advisor) and complete one journal entry for each day of the Leave or absence (ie: two week Leave = 2 weeks of observation and journaling). The make-up work must be completed and submitted within two weeks of the students return to class. If a Leave is longer than 2 weeks, the student may receive additional time to complete their make-up work.

Duration of leaves / Multiple leaves - If a medical absence or personal leave is for a total of 10 days or more the Co-Directors may ask the student to take a leave of absence for the remainder of the term or the academic year. Requests for reinstatement will be considered on a case-by-case basis by the Co-Directors. Credit will not be given for courses taken when a student withdraws before the end of the term. Tuition will be charged according to The Ailey School's refund policy. At The Ailey School's discretion, tuition may be prorated for medical leaves of absence.

Other Absences

Workshops

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

"Ailey Events" - Ailey School Approved Performances

Certificate Program seniors and BFA seniors (and selected students from other programs) are members of our School's two performing groups, the Ailey Student Performance Group (ASPG) and the Ailey/Fordham Student Dancers (AFSD). Each group is booked for performances throughout the tri-state area as an important part of their professional training. The Student Record Specialist will mark them "P" for performance in the faculty roll books. Students must go to <http://www.theaileyschool.edu/ailey-school/professional-division/current-students> and fill out the "School Event Form" for all classes missed due to an approved Ailey Event. This must

be submitted within one week of the absence. **Please note:** *Ushering for a performance does not fall into this category, as students should not miss class to do this.*

“Ailey Events” - Other

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

The following are approved Ailey Events.

- Advisor/Evaluation Meeting
- BFA/Fordham Convocation
- BFA/Fordham Monday Schedule
- Jury Classes/Exams
- EFSD Events
- School Auditions (“Memoria”, repertory workshops)
- School Photo Shoots
- School Meetings
- School Tech/Dress, Performances, Workshops, Showings.

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

External Audition

Student must see their advisor before attending an external audition. This must be pre-approved from the advisor before attending the audition and an External Audition Form must be filled out between the advisor and the student. Final Approval will be determined by the School Director for absences to be excused. As a courtesy, Ailey II students must inform the Ailey II Artistic Director prior to attending an external audition or participating in outside projects or performances.

Teacher’s Absence

Instructors are responsible for arranging substitutes for any classes they are unable to teach. However, due to last minute emergencies, travel delays, and other unforeseen occurrences, instructors may be unable to make it to their scheduled classes. In the event of teacher lateness, students should alert Security within 10 minutes of the class starting time. Students should wait in the studio for 20 minutes and if the instructor has not arrived by that time, they may leave. Students who leave the studio before waiting 20 minutes will be marked absent, even if the instructor does not arrive to teach.

Grading

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

Attendance: Perfect or near perfect attendance is essential. Please refer to the attendance chart that corresponds to your program for instructions on how to calculate the effect of absences have on grades.

Students whose progress has been impaired by excessive absences risk failing a course.

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

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

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

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

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

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

Evaluations

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

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

Ailey II students will receive an evaluation twice a year by the Ailey II Artistic Director.

Transfer Credit Policy

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

Probation

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

Excessive class absences resulting in a failing grade in any course

Unsatisfactory or limited progress in assigned courses

Non-completion or unsatisfactory completion of assigned Scholarship Program work hours in the School

Unauthorized leaves of absence and early departures before the last day of the term

Unacceptable behavior inside the School.

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

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

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.

Withdrawals, Refunds, & Financial Aid Repayment Policies

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

Advisement & Counseling

The Ailey School recognizes the value of clear and frequent communication among students, faculty, and staff and the importance of mentoring in the learning process. To that end, the school has established the following channels to communicate with and advise students:

★ Faculty Advisors and staff, including The Ailey School Directors, reserve weekly conference time to advise and mentor students on artistic, procedural and personal concerns. The staff is careful to make referrals to a range of recommended professionals when appropriate. In addition, faculty members make themselves available, upon request, to speak to students.

★ Each term, The Ailey School offers a Nutrition and Wellness Seminar in which small groups of students are selected to attend.

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

Schedule Changes

All BFA, Certificate, Independent Study, Summer Intensive and Scholarship students are permitted to take only those courses assigned to them by the Faculty Advisors. Students remain in one technique level all year long, unless a change in level is recommended by an instructor. Requests for schedule changes can be made only within the first two weeks of the term. Ailey/Fordham BFA students are subject to Fordham University's add/drop deadlines. Requests are not permitted during the 6-week summer term. All requests for schedule changes must be made in writing to a student's Faculty Advisor and are subject to the approval of the both teachers of the courses to be added and/or dropped, and of The Ailey School Directors.

Workshops & Repertory Classes

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

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

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

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

Performances outside of The Ailey School

The Ailey School considers performances with outside professional companies a beneficial experience for its advanced students. Students must request permission from the Directors to rehearse and perform with outside artists. At times, Faculty Advisors or the School Directors may also recommend an advanced student to participate in outside auditions and/or workshops. These commitments usually require students to miss classes, which is permissible only for advanced students. The Ailey School discourages its elementary and intermediate students from seeking professional experience until it considers them sufficiently prepared.

Continuation in Another Program

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

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

Work /Study Schedules

All Certificate and Independent Study students who receive Federal Work-Study (FWS), as well as Scholarship students, are required to work weekly in The Ailey School or Ailey Foundation offices for a specified number of hours. The School Administrator schedules and oversees work assignments for all Scholarship, Certificate and Independent Study students by recommending specific work opportunities in the Ailey organization. All of these students are evaluated by their supervisors at the end of each term; those who perform these work duties unsatisfactorily or incompletely can be dismissed from that position, placed on probation, or barred temporarily from class to make up the missed work hours. Scholarship students who are delinquent with their work hours more than twice during a term, will be terminated from the Scholarship Program. FWS recipients risk a reduction in or a cancellation of their financial aid award for unsatisfactory or incomplete work.

Section 2: Curriculum

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

Certificate Program

Dance academic and Creative courses

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

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

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

Program requirements

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

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

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

<u>Minimum Level</u>	<u># of classes Taken Per Week</u>
Ballet IV	Five (5), including Men's Ballet
Horton III, and Modern II, OR Modern III, and Horton II	Maximum Offered
Jazz II	Two (2)
Tap	Two (2)
Dunham II and West African Dance	Two (2)
Modern Partnering and Ballet Partnering	One (1)
Two Terms of Repertory and Performance Workshop	Maximum Offered
One term Body Conditioning or Barre a Terre	Two (2)
One term Yoga or Gyrokinesis	Two (2)

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

1 st Fall Semester	1 st Spring Semester	2 nd Fall Semester	2 nd Spring Semester	3 rd Fall Semester	3 rd Spring Semester
BALLET II (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____	BALLET II (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____	BALLET III (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____	BALLET III (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____	BALLET IV (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____	BALLET IV (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____
HORTON I or MODERN I (5/Week) = 5 credit hours or 170 Clock Hours Horton Grade: _____ Modern Grade: _____	HORTON I or MODERN I (5/Week) = 5 credit hours or 170 Clock Hours Horton Grade: _____ Modern Grade: _____	HORTON II/ MODERN I or HORTON I/ MODERN II (5/Week) = 5 credit hours or 170 Clock Hours Horton Grade: _____ Modern Grade: _____	HORTON II/ MODERN I or HORTON I/ MODERN II (5/Week) = 5 credit hours or 170 Clock Hours Horton Grade: _____ Modern Grade: _____	HORTON III/ MODERN II or HORTON II/ MODERN III (5/Week) = 5 credit hours or 170 Clock Hours Horton Grade: _____ Modern Grade: _____	HORTON III/ MODERN II or HORTON II/ MODERN III (5/Week) = 5 credit hours or 170 Clock Hours Horton Grade: _____ Modern Grade: _____
BODY CONDITIONING (2/Week) = 2 credit hours or 54 Clock Hours or BARRE À TERRE (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	YOGA or GYROKINESIS (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	DUNHAM (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	<i>Technique Elective</i> TAYLOR or HIP HOP or JAZZ (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	REPERTORY & PERFORMANCE WORKSHOP * {ASPG} (2/Week) = 4 credit hours or 136 Clock Hours (* = two, 2 hr classes per week) Course Grade: _____	REPERTORY & PERFORMANCE WORKSHOP * {ASPG} (2/Week) = 4 credit hours or 136 Clock Hours (* = two, 2 hr classes per wk) Course Grade: _____
WEST AFRICAN (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	TAP I (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	DANCE COMPOSITION I (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	DANCE COMPOSITION II (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____		
MUSIC (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: _____	IMPROVISATION (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: _____	FUNDAMENTALS OF MUSICAL THEATER (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	DANCE HISTORY (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: _____	BALLET PARTNERING or MODERN PARTNERING (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: _____	BALLET PARTNERING or MODERN PARTNERING (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: _____
SEMESTER TOTALS Total Credit Hours: _____ Total Clock Hours: _____ Semester Grade: _____ Semester GPA: _____	SEMESTER TOTALS Total Credit Hours: _____ Total Clock Hours: _____ Semester Grade: _____ Semester GPA: _____	SEMESTER TOTALS Total Credit Hours: _____ Total Clock Hours: _____ Semester Grade: _____ Semester GPA: _____	SEMESTER TOTALS Total Credit Hours: _____ Total Clock Hours: _____ Semester Grade: _____ Semester GPA: _____	SEMESTER TOTALS Total Credit Hours: _____ Total Clock Hours: _____ Semester Grade: _____ Semester GPA: _____	SEMESTER TOTALS Total Credit Hours: _____ Total Clock Hours: _____ Semester Grade: _____ Semester GPA: _____

Value of Certificate Program credits:

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

The number of credit hours a student earns for each course successfully passed is calculated as follows:

- ★ A student earns one (1) credit-hour for each one-and-a-half (1.5) hour class successfully passed during the spring or fall term
- ★ A student earns one-third (.33) credit-hour for one-and-a-half (1.5) hour class successfully passed during the summer term.

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

Value of Certificate Program grades

Technique Courses:

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

Dance theory/academic courses:

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

Improvisation is a required prerequisite for Dance Composition I.

Dance Composition I is required prerequisite for Dance Composition II.

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

Credit will be awarded for the following grades:

Percentage of course material passed

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

Credit will not be granted for the following grades:

Percentage of course material passed

- "D" 60% or below
- "FAIL" 59% or below
- "F" 59% or below
- "I" "Incomplete" automatically becomes "Fail" unless the student successfully completes the work or re-takes the course and the grade is changed by the course instructor. Students are not permitted to enroll in the next academic course level until they receive a Passing grade.
- "W" "Withdrawals" are excluded from Satisfactory Progress measurements.

Independent Study Program

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

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

Scholarship Program

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

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

Satisfactory Progress Guidelines

Certificate Program Satisfactory Progress Measurements:

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

Independent Study Program Satisfactory Progress Requirements

This one year program is designed for high school graduates and college students who wish to further develop their technical proficiency in Horton and/or Graham-based. Students may attempt 12 - 15 technique classes, including 1 elective (5 x per week) per term. To maintain Satisfactory Academic Progress, and to receive a *Confirmation of Study*, students must successfully pass 100% of the courses they attempt to complete each term. Students may request permission to enroll in for a second year to further develop their technical proficiency provided the student has successfully completed 100% of the courses he or she has taken during the first year, and are able to take courses that are at next technical level from the ones completed.

Scholarship Program

This is a highly competitive one to three year renewable program is for the intermediate/advanced dancer. As a limited number of Scholarships are awarded on a one year basis by audition, students are expected to uphold the highest standards of artistic and academic achievement, and excellent attendance. Students are expected to pass 100% of their courses in order to successfully complete each year of enrollment and be eligible to re-audition for continuance in the program. Scholarships students are expected to maintain the Code of Conduct and standards of excellent behavior at The Ailey School, and when serving as a representative outside of the School.

Appeal Procedure for Academic Probationary Status

You may appeal your probationary status in writing to the Directors of the School. The written conclusions of the Appeal Committee (composed of the Directors of the School and two selected members of the school administrative and/or teaching staff) will be forwarded to you by the office staff within two weeks of the appeal.

For a successful appeal, the following factors are considered in re-determining whether you have made satisfactory progress:

Unusual circumstances such as extended illness or injury when properly documented.

Quality of written or oral work in dance academic \ theory courses.

Attitude and participation in courses.

Section 3: Rules & Regulations

Dress Code

Professional Division Students are required to abide by the dress code in all of their classes. Students who do not comply with ANY aspect of the dress code will be asked either to observe, or to leave class.

Hair

- Women:**
- Long hair must be in a bun and pinned away from the neck and face.
 - Short hair must be neatly trimmed and groomed.
- Men:**
- Hair must be short and neatly cut without designs, braids, ponytails, Mohawks or buns.
 - Facial hair must be minimal and neatly groomed.

Ballet Attire

- Leotard:** white or black
- Tights (*must cover the feet*):** pink for women; black for men
- Ballet and Pointe Shoes:** pink for women; black for men
- Leg warmers:** close fitting pink or black only
- Skirts (women):** short, sheer skirts permitted at instructor's discretion

Modern & Horton Attire

- Leotard:** white or black
- Tights:** black - must stop at the ankle
- Leg warmers:** close fitting black knitted leg warmers only

Jazz, Tap & Hip Hop Attire

- Tap classes:** Tap shoes are required for tap classes
- Jazz classes:** Jazz shoes, sneakers or flexible jazz boots
- Hip Hop:** Black sweat-pants; white t-shirt; black sneakers;

Undergarments

- | | |
|---|--|
| Women: | Men: |
| Nude bra and nude thong | Black and tan dance belts |
| Black boy shorts and nude boy shorts
(<i>not too short!</i>) | Black, white, and flesh tone tank tops |
| Flesh tone ballet shoes | Flesh tone ballet shoes |

Ailey II Student Dance Attire

Although Ailey II are not required to abide by the color guidelines listed above, they must be in professional-looking, clean dance attire in all classes and in rehearsals. Ailey II students are expected to observe the general attire guidelines listed below. Torn or sloppy dance attire is not acceptable.

General Attire & Hygiene Guidelines – applies to ALL Professional Division students and Ailey II

- No sweat pants, plastic pants, shorts, big shirts, head scarves, dangling jewelry, facial rings, earrings or nail polish on men.
- Tattoos must be covered with make-up for all performances, studio showings, and lecture demonstrations.
- Dance-wear should be washed daily.
- Men must wear dance belts in all classes and rehearsals.
- Women's undergarments must be neatly concealed under dance clothes. Underarm hair must be shaved.
- Men must be clean shaven for all performances

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.

The Ailey School will not tolerate any of the following:

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

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

1. No cell phone use in class, in the Lobby, on the second floor, in the PT Room, or in the Administrative Offices. This means no texting, talking, Facebooking, emailing, web surfing, tweeting, etc.
2. No talking in class. Only the instructor gives notes/corrections or answer questions.
3. No chewing gum and no smoking in or outside of the building.
4. No eating or drinking anything in the studios other than water in a plastic container.
5. No loud and boisterous behavior in front of the building.
6. No leaving class without asking the instructors permission.
7. No disrespectful attitude toward your instructors or fellow dancers.
8. No unruly behavior in the lower level (LL) dressing rooms.
9. Keep hallways clear at all times. Do not leave your belongings in the middle of the hallways.
10. Students must be dressed in street clothes, sweat pants, or other cover-ups when entering the second floor administrative offices for any reason. Do not enter the offices in your dance clothes!
11. Student workers must be fully dressed in street clothes when doing their work hours.

12. Please greet Mr. Battle and Ms. Jamison politely when you see them in the hallways or in studios. Do not address them by their first names and do not ask either of them for an autograph.

Procedures for Determining Placement & Technique Levels

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

Workshop Selection & Audition Guidelines

1. Repertory workshops with guest choreographers have minimum technique level requirements which have been determined by the choreographer and School Directors.
2. Auditions for Summer Intensive repertory workshops take place during the first week of the summer program, after student technique levels have been determined.
3. Women are allowed to participate in one repertory workshop. Men are allowed to participate in up to two workshops.
4. Students who are chosen for a repertory workshop will have their schedules adjusted so that they do not exceed 15 technique classes per week, including the workshop.
5. Students who audition for more than one workshop will be placed in the first workshop they are chosen for by the choreographer. For example, if a student auditions for and is chosen for a workshop at 10:00AM on Wednesday, and another one at 3:00PM on Thursday, he/she will be placed in the Wednesday workshop regardless of preference. Please keep this in mind when choosing which workshops to audition for!
6. Students are required to attend ALL workshops, dress rehearsals, and tech rehearsals.
7. All full-time students are required to usher for one school performance per year during their enrollment at The Ailey School.
8. Students who are in repertory workshops may purchase tickets to only one performance that they appear in.
9. Performance programs are determined by the School Directors two weeks prior to the performance date.
10. Tech rehearsals are open to students. Dress rehearsals are NOT open to students.
11. Neither tech nor dress rehearsals are open to the public or guests of the performers.
12. Videotaping of performances is strictly forbidden by anyone other than The Ailey School videographer, or the choreographers.
13. Copies of The Ailey School video recordings are not for sale, but may be viewed in The Ailey School by requesting the permission of the Studio Manager.

Section 4: Student Life

Physical Therapy Services

The Ailey School offers Physical Therapy Services (PTS) to all full-time enrolled Professional Division students. A Physical Therapy fee each semester covers 6 visits. If a student wishes to utilize the Physical Therapy Services more than 6 times, they must pay another fee. PTS offers an excellent opportunity for dancers to learn about their own bodies. The on-site physical therapy room is equipped with strength and cardiovascular equipment for cross training, including lower and upper extremity bikes, treadmill, a Pilates Cadillac (reformer and trapeze table), free weights, cable columns, rotation discs, trampoline, and balance equipment. An ice maker is placed outside the PT room if a student needs ice when the room is not open.

The Physical Therapists at The Ailey School are not medical doctors. They do not offer diagnoses of medical problems or physical conditions that are beyond the range of those that are likely to occur in class or during rehearsals. However, they are doctors of physical therapy and are trained to evaluate the musculoskeletal system and identify movement problems. Physical Therapists will offer evaluations of injuries and suggest treatment options. They will also evaluate 'problems' that you may have specific to certain dance movements. Often these are problems of alignment 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 show it to their instructors.
- Students enrolled in the BFA Program are given annual dance screenings in order to identify 1) "red flags" that may put the dancer at risk of serious injury, 2) assess whether the student is in need of corrective stretching or strengthening exercises, 3) evaluate students' cardiovascular conditioning. A workshop follows to explain screening results such as alignment, joint motion, technique compensations and offer information about how to have a healthy dancing experience during their time at The Ailey School. Students are asked to make a PT appointment if they require further counseling.

Making Appointments

You **must** make an appointment to see a Physical Therapist. "Walk-ins" are not allowed. Students can sign up for an appointment with the Second Floor Receptionist, Ashley Henry, or one of the other receptionists. Parents should **not** call the PT room to make an appointment. The sign up list is at the 2nd floor reception desk and the therapist does not have access to it. A limited number of appointments are available each week. Students cannot add additional time slots if there are no more appointments available on any given day.

The PT room is located on the 3rd floor. Please arrive no earlier than 10 minutes before your appointment. Please come into the PT room and identify yourself to the student worker. If this is your first visit, you will be asked to fill out a half page of information. If this is a follow up visit, you only need to put your name and date on the form. The Physical Therapists keep notes on your evaluation and intervention, therefore, they need a new sheet each time.

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

Cell phone use is not permitted in the PT room. Because the room can sometimes get crowded with dancers using equipment and being treated by the PT, we ask that you keep respect your colleagues and keep conversations low.

P.T. Emergencies

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

Physical Therapy Staff Contact info: 212-405-9073

Sheyi Ojofeimi, DPT – Director of Physical Therapy sojofeit@gmail.com

Student Representatives

Student Body Representatives are assigned at the beginning of each fall term and hold their position for one academic year. Student body reps act as liaisons between the students and administrative staff and are expected to attend one (1) school staff meeting per month. One candidate will be selected for each of the full time programs. Student reps must have attended their program for at least one semester in order to be eligible. If you are interested in running for a Student Body position, or if you wish to nominate a fellow student, please pick-up an application packet from Carlos Taylor, Assistant to the Co-Director, in the 2nd Floor school administrative office by the second Wednesday of the fall term. No late applications will be accepted.

International Students

The Ailey School fosters the exchange of intellectual, artistic and cultural ideas among its student body, faculty and staff by promoting an attitude of inclusiveness, non-discrimination, and respect for individuality. The School has hosted students from over 65 countries worldwide and offers international student advisement and resources on a daily basis through the [Admissions Office](#), located on the 2nd floor of the administrative offices.

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

Student Meetings

All Professional Division students are required to attend all student meetings and special lectures scheduled periodically throughout the year. Those students who are unable to attend because of illness or job conflicts must be excused by The Ailey School Directors, prior to the meeting or lecture. Notice of these meetings and other pertinent information are placed on bulletin boards and in other strategic locations throughout the school facilities. All students are expected to read these materials and to be fully informed.

Student I.D. Cards

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

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

Student Contact Information / Ailey Communication Policy

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

Video-taping & Video viewing

Video-taping and photography of Ailey School performances and classes by students and/or guests are strictly prohibited. This includes the use of digital cameras, cell phones, and other recording devices. School performances are video-taped by The Ailey School videographer and are catalogued and archived. Students may check out a videotape for viewing Monday to Friday, from 9:00AM to 4:00PM by seeing the daytime Studio Manager. Please note that videotapes cannot be removed from the building and can be viewed only area designated for viewing by the Studio Manager. Performances by the Alvin Ailey American Dance Theater can be viewed at **New York Public Library for the Performing Arts, Dorothy and Lewis B. Cullman Center**, 40 Lincoln Center Plaza (65th and Broadway) New York, NY 10023-7498 (212) 870-1642

Ailey Extension Classes

Professional Division students may take Ailey Extension classes for ½ price (\$8.00) during holidays, school breaks, and weekends when Professional Division classes are not in session. Students MAY NOT attend Ailey Extension on weekdays or evenings (Monday-Friday) while registered as full-time students. Junior Division students may not attend Ailey Extension classes at any time.

Student Guest Policy

Students are not permitted to have guests observe their classes without first obtaining permission from Mr. Inman or Ms. Person. To obtain permission, please send an email to Mr. Inman at tinman@alvinailey.org or Ms. Person at mperson@alvinailey.org.

Cell Phone Usage

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

Emergency Fund for Student Dancers (EFSD)

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

Voter Registration

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

Voter Registration resources

[New York State Voter Registration](#)

[National Voter Registration](#)

Non-Partisan resources

[Rock the Vote](#)

[League of Women Voters](#)

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

[Smart Voter](#)

[Student Vote](#)

Section 5: Facilities

The Joan Weill Center for Dance

The Ailey School is housed in the largest building in the United States that is devoted solely to the art of dance – The Joan Weill Center for Dance. The building has 12 climate controlled studios, 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. Dressing rooms
- b. Studios LLA and LLB – classrooms and black-box theater
- c. Green room. Backstage dressing rooms
- d. Student Lounge
- e. Costume Inventory – Located in the back of the student lounge. Access is prohibited to students without permission.

2 Performance Entry Level (PE)

- a. Box Office
- b. Junior Division Dressing rooms – OFF LIMITS to Professional Division students
- c. Library
- d. Theater Entry

3 Ground Floor

- a. Lobby, studios, and stairs to PE (theater entry level)
- b. Security desk
- c. Ailey Extension Desk – Full-time students may take classes on weekends only for half price.

- d. Ailey Boutique – Dress code items; Ailey clothing; souvenir items; snacks, drinks, and sandwiches.
- e. Elevators - Students must take the stairs between LL and the 2nd floor. No access to 5th and 6th when companies are in residence
- f. Patio – Available for student use. Please be respectful of classes in Studio 1B

4 Second floor

- a. Reception area - Receptionist's workspace and a 'Quiet Zone'. No eating, stretching, or lingering before or after classes. Appointment books for Physical Therapy and Faculty Advisor appointments.
- b. Administrative Offices for The Ailey School and Arts in Education – Students must be announced prior to entering the offices, and must be dress in street clothes (dancewear covered up)

5 Third floor

- a. Physical Therapy Room
- b. Administrative Offices for Finance, Production, and Facilities. No access for students.

6 Fourth floor

- a. Administrative Offices for External Affairs, Executive Director, and Artistic Director. No access for students.

7 Fifth and Sixth floors

- a. Studios, lounge, and dressing rooms for Alvin Ailey American Dance Theater and Ailey II. No access unless students have a class. No lingering on this floor before or after classes while the companies are in residence.

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 Studio Manager. If you do not give your locker number to the Studio Manager, 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 Studio Manager 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, fifth floor, and sixth floor. *Please do not change clothes in the any of the restrooms!*

Student Lounge & Patio

The Ailey School Student Lounge is located on the lower level (LL) of the building and is open to all full-time Professional Division, Part-time Junior Division, and open enrollment and Ailey Extension students during building hours only (8:00AM to 10:00PM, Monday to Sunday). Students may use the lounge to congregate, socialize, rest, study, or eat and are prohibited from using any other area of the building for these purposes. Vending machines, a sink, microwave, and refrigerator are located in the lounge for common use. Please respect this area by keeping it clean at all times and by using the garbage receptacles that are located in the

lounge and 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.

Studio & Rehearsal Space

Studio space is available to Professional Division Ailey School students for use as rehearsal space for an Ailey related event (i.e.: rehearsal for an Ailey performance such as Fall Fest, Global Harmony, BFA Program performance requirements, etc.) Students must request studio space one week in advance by following the links to Studio Rentals at www.alvinailey.org. You must receive confirmation of your studio request before you can use a studio! *Students may not use an empty studio without prior permission from the Ailey Rentals Department.*

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 3rd and 6th floors. Students are not permitted to access to the 5th and 6th floors when the Alvin Ailey American Dance Theater (AAADT) 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 in the Lost and Found located in student lounge. Lost items will remain in the Lost and Found for one year, 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.

Bulletin Boards & Announcements

Bulletin boards that are designated for announcements on Ailey Events/Reminders are located throughout the School. Class studio locations/changes are posted daily, as are performance announcements, audition and workshop announcements, student activities, events and meetings, and student notices. Students are expected to stay abreast of activities and announcements and are advised to carefully review the bulletin boards several times a week, as they are updated frequently.

Section 6: Safety & Security

Security

Campus Security

AADF does not condone malevolent behavior of any kind. Students are asked to report to the School Administrator or Security Supervisor, any incidence of physical assault, sexual molestation (forced, or not), manifestation of prejudice, or theft occurring on campus. Guilty parties may be subject to disciplinary action by AADF. In cases of criminal activity, the Security Supervisor

will assist students in filing an incident report with the New York Police Department (NYPD) 18th Precinct – Midtown North (212) 767-8400, located at 306 West 54th Street.

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

Access to Campus Facility

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

Security

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

Security and Building Management

Michael Canarozzi, Facilities Manager/Fire Safety Director

ext. 9055 / mcanarozzi@alvinailey.org

Reynold Manigault, Security Supervisor

ext. 9058 / rmanigault@alvinailey.org

Julian Rozzell, Studio Manager

ext. 9125 / jrozzell@alvinailey.org

Pam Wilkinson; Marion Gaines, Security Guards

ext. 9002

Campus Security Programs

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

Safety

Procedures for reporting criminal actions

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

General safety information

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

In General:

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

At School:

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

At Home:

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

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

- Be careful not to display money, your wallet, or electronic devices in public and never put your wallet in your rear pocket.
- Hold on to your pocketbook when using the shoulder strap.
- Be sure your necklaces, and other jewelry, are not visible.
- Do not doze or fall asleep on the train, especially late at night.

- Beware of loud arguments or noisy incidents. They could be staged to distract you in order to pick your pocket.
- Stand in the yellow “off-hours waiting area” in front of the token booth in subway stations.
- On subways, choose the most crowded car. If it’s late, use a middle car. (The conductor operates from the fifth car).

Hospitals and Police Stations

There is a hospital and/or Police Station in Almost every neighborhood of the five boroughs. It is recommended that you become familiar with the local Police Station in your neighborhood, which can be located at the Precinct Finder at NYC.gov. 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 th Precinct Midtown North 306 West 54th Street	212-767-8400
10th Precinct 230 West 20th Street	212-741-8211
Midtown South Precinct 357 West 35th Street	212-239-9811
17th Precinct 167 East 51st Street	212-826-3211
20th Precinct 120 West 82nd Street	212-580-641
Nearest Hospital	
Roosevelt Hospital Emergency Room West 59th Street and 10th Avenue	212-523-6800

Hotlines, Help-lines and Emergency numbers

The Ailey School maintains a detailed list of safety, emergency, and medical resources in this Handbook which is distributed to students on a yearly basis and can also be found on the **Current Students** page of The Ailey School website.

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

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

Safe Horizon
Victim’s assistance organization providing support for victims of crime and abuse for families and communities.
Services include:

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

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

Emergencies

Procedures for reporting emergencies

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

Emergency response, fire safety and evacuation procedures

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

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

Emergency Procedures

POLICE / FIRE / AMBULANCE: dial 911

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

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

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

Medical Emergency:

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

Disturbance/Intruder in Building:

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

Emergency and safety personnel

Building Security: dial extension 9002

Fire Safety Director: Michael Canarozzi, ext. 9055

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

CPR/First Aid certified staff

(Dial extension 9002 to locate a CPR trained individual)

Ground Floor: Reynold Manigault

2nd floor: Samuel Coleman; Kaestner McFarlane

3rd floor: Alaric Hahn; Sheyi Ojofeitimi

Weekends: Frank Hernandez

Fire Safety

Annual Fire Safety Report

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

Definition of a fire

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

Fire safety system

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

Fire Drills

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

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

→ Listen for announcements

→ Report to the lobby of floor that you are on and follow the instructions of the Ailey staff member who is the Fire Warden for that floor. If no Fire Warden is present, use the red Fire Warden phone by freight elevator to call the Fire Command Station for directions or to report any fire condition on your floor. Push the red button on the handset to talk/release to listen)

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

If you see a fire:

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

Fire Wardens

2nd Floor: Jim Paulson/Samuel Coleman

3rd Floor: Pam Robinson/Kris Carr

4th Floor: Christopher Zunner/Jennifer Fyall

Searchers

2nd Floor: Lauren Evans / Freddie Moore

3rd Floor: Linda Chen/Lloyd Alvarez

4th Floor: Lynette Rizzo/Justin Garlinghouse

Fire Brigade

Marian Gaines

Alaric Hahn

Section 7: School Policies

Plagiarism Policy

The Ailey School Staff considers plagiarism to be a serious violation of ethics. Students are expected to demonstrate academic integrity in all classes, both in the studio and in the classroom. The intentional or

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

Social Media Policy

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

Personal use of social media networks

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

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

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

Drug, Tobacco & Alcohol Use Policy

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

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

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

Possible Disciplinary Sanctions and Penalties

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

Possible Legal Sanctions and Penalties

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

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

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

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

For a schedule of penalties, see http://www.justice.gov/dea/druginfo/ftp_chart1.pdf. Additional penalties may apply under various New York State drug and alcohol laws.

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

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

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

Health Risks Associated With AOD Abuse

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

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

Some community based resources include:

<u>Outpatient</u>	
Alcoholic Anonymous of NY	212.647.1680
Al-Anon	
Narcotics Anonymous	212.929.6262
Cocaine Anonymous	
Alcohol Council of NY	
The Addiction Institute of NY	212.523.6491

<u>Treatment Programs</u>	
* Phoenix House	800-378-4435
* Daytop Village (W. 83 St.)	800-232-9867
*offer long term, in-patient rehabilitation services	
Greenwich House:	
Chemical Dependency Program	212-691-
2900 Methadone Maintenance Treatment Program	212-677-
3400	
Mental Health Program	212-255-8980

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 8: Health & Medical Resources

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

MEDICAL GROUPS, CLINICS, AND WALK-IN FACILITIES

Duane Reade Walk-In Medical Care

The following **Duane Reade** locations have walk-in medical services. Most insurance is accepted. Non-insured patients receive a small discount on their regular fees. Toll Free number: (888) 535-6963
Website: www.drwalkin.com for info on services and locations offered.

Murray Hill / Midtown East
155 East 34th Street @ 3rd Ave.
Hours: Mon-Sat 10am-6pm
Sun - Closed

Upper East Side
125 E. 86th Street (at Lexington Ave.)
Hours: Mon-Fri 11am-7pm
Sat 9am-5pm / Sun - Closed

Times Square Area
1627 Broadway (at 50th St.)
Hours: Mon-Sat 8am-8pm
Sun 10am-6pm

Herald Square
1350 Broadway (at 35th St.)
Hours: Mon-Sat 10am-6pm
Sun – Closed

City MD Walk-In Urgent Care

City MD is New York's premier urgent care practice, with convenient locations across the City and without the need for an appointment or referral. Most major insurance accepted. For Insured patients, pay only your standard copay. Non-insured patients pay only \$125 for regular visit. For General Inquiries: 212-772-3627 or you can email us at info@citymd.net / Website: www.citymd.net

Upper East Side Urgent Care
336 East 86th Street
New York, NY 10028
(212) 772 - 3627

Upper West Side Urgent Care
2465 Broadway
New York, NY 10025
(212) 721 – 2111

Columbus Circle Urgent Care
315 West 57th Street (between 9th and 8th Ave.)
New York, NY 10019
(212) 315 - 2330

Flatiron District Urgent Care
37 West 23rd Street
New York, NY 10010
(646) 596 – 9267

AMG Medical Group

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

Brooklyn, Bay Ridge
408 77th St. @ 4th Ave
Brooklyn, NY 11209
Phone: (718) 238-2040
Fax: (718) 238-1397
Mon., Wed., Fri., 9am–5pm
Tuesday: 11am - pm

Manhattan, Mid-Town
535 8th Avenue @ 37thSt.
New York, NY 10018
Phone: (646) 473-0870
Fax: (646) 473-0123
Monday: 9am – 7pm
Tues.- Fri.: 9am – 5pm
Sat.- Sun.: 9am – 3pm

<p>Queens, Kew Gardens 80-02 Kew Gardens Road Kew Gardens, NY 11415 Phone: (718) 896-2920 Fax: (718) 896-0509</p>	<p>Mon.- Tues.: 9am – 5pm Wed.: 11am – 7pm Thurs.- Fri.: 9am – 5pm</p>	<p>Bronx 2826 Westchester Ave. Suite 204 Bronx, NY 10461 Phone: (718) 823-1489</p>	<p>Monday- Friday: 9am- 5pm Fax: (718) 823-1574</p>
<p>CLINICS & MEDICAL CENTERS Free and low-cost facilities and practitioners</p>			
<p><u>The Institute for Family Health</u> <u>Al Hirschfeld Free Health Clinic</u> 475 West 57th St. @ 10th Ave. New York, NY Phone: 212-489-1939 Mon-Fri: 9:30am- 5:00pm NO walk-ins Urgent, primary, and specialty care. <i>All services and lab tests are free to uninsured and underinsured entertainment industry professionals between the ages of 18 to 64.</i></p>		<p><u>Gouverneur Healthcare Services</u> 227 Madison St. b/w Jefferson St. & Clinton St. Chinatown, New York, NY 10002 Phone: 212-238-7000 Services include: general medicine; gynecology; HIV care; dentistry; podiatry; dermatology; eye clinic. <i>Sliding scale</i></p>	
<p><u>Columbia Student Medical Outreach (CoSMO)</u> 21 Audubon Ave. @ 166th St. New York, NY 10032 Phone: 212-342-4719 Saturday: 8:30am-1:30pm <i>Free for the uninsured</i></p>		<p><u>The NYC Free Clinic</u> Saturday: 9:00am – 1:00pm 16 East 16th Street New York, NY 10003 Phone: 212-206-5200 / 917-544-0735 info-nycfc@med.nyu.edu <i>Free to the uninsured ages 18 or older</i></p>	
<p><u>Sidney Hillman and Philips Family Practice</u> 16 East 16th St. b/w 5th Ave. & Broadway New York, NY 10003 Phone: 212-206-5200 Adult medicine, dental, women's health, physicals, immunizations, HIV, mental health, social services <i>Sliding Scale</i></p>		<p>Monday: 8:30am - 8:00pm Tuesday: Wednesday: 8:30am – 6:00pm Thursday: 8:30am – 8:00pm Friday: 8:30am - 4:30pm Saturday: 9:15am – 4:00pm</p>	
<p><u>Ryan Chelsea-Clinton Community Health Center</u> 645 10th Ave. Mon., Tues., Thurs.: 8:30am–7:00pm b/w 45th St. & 46th St. Wed: 8:30am–5:00pm New York, NY 10036 Fri.: 8:30am–4:30pm Phone: 212-265-4500 <i>Sliding scale / \$5 prescription medications</i></p>		<p><u>Ryan Community Health Clinic</u> 110 West 97th St. Mon. & Thurs.: 8:30am – 7:00pm New York, NY Tues., Wed., Fri.: 8:30am - 4:30pm Phone: 212-749-1820 Sat.: 9:30am – 1:00pm <i>Sliding scale fee</i> <i>\$5 prescription medications</i></p>	
<p><u>GMHC (Gay Men’s Health Crisis)</u> 446 West 33rd Street, New York, NY 10001 229 West 29th Street, New York, NY 10011 Tel: 212-367.1000 Support line: 800-243-7692 Health & support services for men & women including: HIV/STD testing/treatment; mental health counseling; advocacy/legal services; STD/HIV prevention; nutrition and wellness; and other support services.</p>		<p><u>Weill Cornell Community Clinic</u> Helmsley Building, 1st Fl. Saturday:9:00am–12:00pm East 70th St. @ York Ave., New York, NY 10021 Phone: 212-746-0164 Primary care, physicals, lab services, immunizations, social services <i>Free for uninsured</i></p>	

<p>Artist Access: Woodhull Medical Center 760 Broadway b/w Park & Flushing Brooklyn, NY Phone: 877-244-5600 / 800-244-5600 <i>Low cost / sliding scale</i></p>	<p>Sydenham Clinic Mon., Wed., Fri.: 5:00 pm-8:00pm 215 West 125th St. Tues., Thurs.: 8:00am – 8:00pm b/w 7th Ave. & 8th Ave. New York, NY 10027 Phone: 212-932-6500 Services: adult medicine, dental, women's health, surgery, ophthalmology, ear, nose, & throat</p>
--	---

PRIVATE MEDICAL PRACTITIONERS & HOSPITALS

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

Acupuncturists

<p>Turning Point Acupuncturists E. Shane Hoffman, DAOM, LAc 1841 Broadway (W.60th ST) New York, NY 10023 (212)-489-5038 www.nycacupuncture.com</p>	<p>Teresa Palazzo, MS, LAc 1841 Broadway (W.60th ST) New York, NY 10023 (917) 715-1857 tp@underpinningstcm.com www.underpinningstttcmm.com <i>*this practitioner offers reduced fees</i></p>
<p>Pacific College of Oriental Medicine 915 Broadway 3rd floor New York, NY 10010 (212)-982-3456 http://www.pacificcollege.edu/contact_us/index.html <i>*this clinic offers reduced fees</i></p>	<p>Tri-state College of Acupuncture 80 Eighth Ave. (& W. 14 St.), Suite 400 New York, NY (212)-242-2254 http://www.tsca.edu/h1-6.htm <i>*this clinic offers reduced fees</i></p>

Chiropractors

**All chiropractors work regularly with dancers*

<p>Howard R. Adelglass DC 614 Second Ave., New York, NY 10016 (212)-725-6122</p>	<p>Simpson Chiropractic & Physical Rehabilitation 415 West 57th Street Apartment B, New York, NY 10019 (212)-246-0030 / (212)-246-1088(fax) drdsimpson@earthlink.com / http://dsimpson.chiroweb.com</p>
<p>Better Health Chiropractic, P.C.- Alex Eingorn DC 825 7th Ave., New York, NY 10019 (212)-956-5920 www.dreingorn.com</p>	<p>Loren Marks DC 233 West 72nd St., New York, NY (212)-877-3777</p>
<p>Richard Klein DC 515 Madison Ave., 6th fl. New York, NY 10022 (212)-713-0180</p>	<p>Richard Nunziata DC 2 West 86 St. 7th Floor New York, NY 10024 (212)-496-2110</p>
<p>Ronald Levine DC 928 Broadway #804 New York, NY 10010 (212)-420-0572</p>	<p>Stephen F. Oswald DC 80 Fifth Ave. Suite 1205 New York, NY 10011 (212)-924-2121</p>

<p>Roy Siegal DC 8 West 65th St., New York, NY 10023 (212)-769-8911</p>	<p>Errol Toran DC 130 West 42 St., New York, NY (212)-944-0611</p>
Dentists	
<p>John Holbrook DDS 111 West 57th Street Room 1012 New York, NY 10013 (212)-582-0123</p>	<p>Joseph Levy DDS 120 Central Park South #1 New York, NY 10019 (212)-582-5808 <i>*this clinic offers reduced fees</i></p>
<p>Columbia University Dental Clinic Columbia University Medical Center Vanderbilt Clinic 622 West 168 Street (Broadway) 7th floor New York, NY (212)-305-6726 http://dental.columbia.edu/patients/sdosclinics.html <i>*this clinic offers reduced fees</i></p>	<p>NYU College of Dentistry Clinic 345 East 24 Street/ 1st Avenue New York, NY 10010 212-998-9800 http://www.nyu.edu/dental/patientinfo/index.html <i>*this clinic offers reduced fees</i></p>
General Practitioners	
<p>Martin Beitler, MD 161 Sixth Avenue 13th Floor New York, NY (212)-627-1222</p>	<p>Miller Institute Katherine & Gilbert Miller Health Care Institute for Performing Artists 172 Amsterdam #2F New York, NY</p>
Gynecologists/ Obstetricians	
<p>Michelle Warren MD Columbia Presbyterian Eastside 134 East 73 Street New York, NY 10021 (212)-737-4664</p>	<p>Columbia Presbyterian Medical Center 622 West 168 Street PH16-126 New York, NY 10032 (212)-326-8548 www.center-for-menopause.com</p>
<p>Rebecca A. DuPont MD 408 East 76 Street New York, NY 10021 (212)-249-0900</p>	

Masseurs	
<p>Dana Hash LMT 101 Danhill Road Brooklyn, NY (718)-437-5118 <i>*former AAADT company member</i></p>	<p>Terry Rose LMT 8 Spring Street New York, NY 10012 (212)-226-0520 <i>*works with dancers</i></p>
<p>Michael Alicia 121 West 27th Street Suite 305 New York, NY 10001 (212)-229-1529 www.massagespacenyc.com</p>	<p>Peter Vaillencourt LMT 1841 Broadway 11th Floor (212)-977-8894 <i>*Works with dancers, also offers semi-private Pilates classes</i></p>
Mental Health Services & Counseling	
<p>Fieve Clinical Services 952 5th Avenue, Suite 7B New York, NY 10021 (212)-772-3570 www.depression-md.com www.fieveclinical.com</p>	<p>Washington Square Institution for Psychotherapy and Mental Health 41-51 East 11th Street New York, NY 10003 (212)-477-2600 www.wsi.org / info@wsi.org</p>
<p>Mental Health Association Referral Service (212)-254-0333</p>	<p>Institute for Contemporary Psychotherapy 1841 Broadway 4th Floor New York, NY 10023 (212)-333-3444 www.icpnyc.org</p>
Nutritionists	
<p>Catherine Petrillo, R.N 202 Sixth Avenue New York, NY 10013 (212)-925-6612</p>	<p>Physical Therapists <i>*Specialize in dance injuries</i></p>
<p>Jackie Storm, Nutritionist/ Health Educator 26 East 13 Street Apartment 3C New York, NY 10003 (212)-787-0050</p>	<p>Sheyi Ojofeitimi PT Alvin Ailey Dance Foundation (212)-405-9073 or (718)-246-6379</p>
<p>Marie Scioscia Licensed Clinical Nutritionist sciosciam@aol.com</p>	<p>Marika Molnar PT Westside Dance Physical Therapy 53 Columbus Avenue Suite 4 New York, NY 10023 (212)-541-8450</p>
<p>Jennifer Green PT - PhysioArts 230 West 41st Street (7-8 Avenue), Suite 1807 New York, NY 10036 (212)-997-7490</p>	
Ophthalmologists	
<p>Michael B. Starr MD 1165 Park Avenue New York, NY 10128 (212)-289-1955</p>	<p>Ruth Weichsel MD 820 Park Avenue New York, NY 10021 (212)-861-6638</p>

Orthopedists	
<p>Phillip Bauman MD 345 West 58th Street New York, NY 10019 (212)-765-2260 <i>*Dr. Hamilton's partner. Specializes in dancer's hip, knee and foot injuries. Affiliated with Roosevelt Hospital.</i></p>	<p>Donald Rose MD 1095 Park Avenue New York, NY 10021 (212)-427-7750 <i>*Specializes in dancer's knee and shoulder injuries. Ailey company orthopedist, Director of Harkness Center and affiliated with Hospital for Joint Disease.</i></p>
<p>William Hamilton MD* 343 58th Street New York, NY 10019 (212)-765-2262 <i>*Company orthopedist for ABT & NYCB. Specializes in dancer's hip, knee & foot injuries. Affiliated with Roosevelt Hospital.</i></p>	<p>David Weiss MD 530 1st Avenue Suite 5D New York, NY 10016 (212)-263-7743 or 319-6500 <i>*Specializes in dancer's injuries. Affiliated with NYU Medical Center and Harkness Center.</i></p>
<p>Harkness Center for Dance Injuries Hospital for Joint Disease 301 East 17th Street New York, NY 10003 (212)-598-6022 <i>*Appointments only.</i></p>	<p>Emergency Dance Injury "I" Care/ Hospital for Joint Disease 301 East 17th Street (212)-598-6000 <i>* Less of a wait than regular emergency rooms for orthopedic injuries. Orthopedists are always on call.</i></p>
Physiatrist	Osteopath
<p>Alex Simotas, MD - Hospital for Special Surgery (212)-606-1879 <i>*Specializes in backs</i></p>	<p>Lillie Rosenthal DO Katherine & Gilbert Miller Health Care Institute for Performing Artists 172 Amsterdam #2F, New York, NY (212)-496-4700</p>
Podiatrists	
<p>Lewis Galli DPM 25 Central Park West New York, NY 10023 (212)-262-4588</p>	<p>Terry Spilken DPM 30 East 40th Street New York, NY 10017 (212)-686-6605</p>
<p>Thomas Novella DPM 343 West 58th Street New York, NY 10019 (212)-506-0242 <i>*Specializes in foot injuries</i></p>	
Body Work, Yoga, & Pilates	
<p>OM Yoga www.omyoga.com Yoga Works www.yogaworks.com Sonic Yoga www.sonicyoga.com Yoga To The People www.yogatothepeople.com Jivamukti Yoga http://www.jivamuktiyoga.com Bikram Yoga www.bikramyoganyc.com</p>	<p>Body Evolutions (Gyrotonics) 266 East 10th Street (212) 375-0430 www.bodyevolutions.com info@bodyevolutions.com</p>

Section 9: Administrative Staff

The Ailey School Administrative Staff are available for students in the capacities listed below. Students should see the second floor receptionist to make an appointment to see any member of the Administrative Staff.

The Ailey School Co-Directors

Tracy Inman

ext. 9515 / tinman@alvinailey.org

Melanie Person

ext. 9516 / mperson@alvinailey.org

Business Office

Jim Paulson, Director of School Business Operations

ext. 9511 / jpaulson@alvinailey.org

Admissions Office and Registrar's Office

JoAnne Ruggeri, Director of Admissions / Int'l. Student Advisor

ext. 9513 / jruggeri@alvinailey.org

Jenny Little, Registrar

ext. 9518 / jlittle@alvinailey.org

Cristina Sabater, Asst. to the Director of Admissions

ext. 9136 / csabater@alvinailey.org

Elise Drew, Summer Housing Coordinator

ext. 9138 / housing@alvinailey.org

Bursar and Financial Aid Offices

Sally Lelong, Financial Aid Director

ext. 9135 / slelong@alvinailey.org

Jennifer Yoh-Quinones, Bursar

ext. 9519 / vyoh@alvinailey.org

Ailey/Fordham BFA Program

Melanie Person, BFA Program Director

ext. 9516 / mperson@alvinailey.org

Tracy Miller, BFA Program Coordinator / Assistant to Ms. Person

ext. 9124 / tmiller@alvinailey.org

Administration

Lauren Evans, School Scheduling Administrator

ext. 9514 / levans@alvinailey.org

Carlos Taylor, Asst. to the School Co-Director, Tracy Inman

ext. 9133 / ctaylor@alvinailey.org

Ashley Henry, Receptionist

ext. 9008 / ahenry@alvinailey.org

Julian Rozzell, Studio Manager

ext. 9125 / jrozzell@alvinailey.org

Production

Sarah Alexander, Production Manager

ext. 9140 / salexander@alvinailey.org

Ailey II

Troy Powell, Artistic Director

ext. 9192 / tpowell@alvinailey.org

Isabelle Quattlebaum, Business Manager

ext. 9190 / iquattlebaum@alvinailey.org

Nicole Greene, Company Manager

ext. 9194 / ngreene@alvinailey.org

Faculty Advisors

Guillermo Asca, U.S. Independent Study Students

ext. 9126 / gasca@alvinailey.org

Carolyn Adams, BFA Juniors

ext. 9130 / cadams@alvinailey.org

Ana Marie Forsythe, BFA Seniors

ext. 9512 / aforsythe@alvinailey.org

Ellen Graff, BFA Sophomores

ext. 9131 / egraff@alvinailey.org

Tracy Inman, Scholarship Program Students

ext. 9515 / tinman@alvinailey.org

Freddie Moore, Certificate Program Students

ext. 9145 / fmoore@alvinailey.org

Melanie Person, BFA Freshman

ext. 9516 / mperson@alvinailey.org

Kevin Predmore, International Independent Study Students

ext. 9129 / kpredmore@alvinailey.org

Physical Therapists, ext. 9073

Shaw Bronner, PT, PhD, OCS – Director of Physical Therapy

ext. 9073 / sbronner@liu.edu

Sheyi Ojofeitimi, MPT – Physical Therapist

ext. 9073 / sojofeit@gmail.com

Section 10: **Consumer Information**

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

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

The Ailey School Accreditation

The Ailey School (TAS) is an accredited institutional member of the National Association of Schools of Dance (NASD) and is authorized under federal law to enroll non-immigrant alien students. TAS is recognized by the U.S. Department of Education as an institution of higher education and is eligible to participate in Title IV programs. TAS is recognized by the US Veterans Administration as an eligible school to participate in Veteran's Educational Benefit Programs. A copy of the School's accreditation and other credentials may be obtained from the Admissions Office.

Section 11: Release Forms

Permission and Liability Waiver

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

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

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

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

Student/Parent or Legal Guardian Agrees

Signature: _____ Student (print name): _____

Date: _____

For student under 18, Parent or Guardian (Signature): _____

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

Student/Parent or Legal Guardian Agrees

Signature: _____ Student (print name): _____

For student under 18, Parent or Guardian (Signature): _____ Date: _____

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

Section 12: Professional Division Agreement

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

- **Attendance Policy**
- **Certificate Program Curriculum Requirements** (*Certificate students only*) _____
Initial here
- **Dress Code**
- **Code of Conduct**
- **Addendum to the Professional Division Student Handbook** (*Ailey II only*) _____
Initial here

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

STUDENT'S SIGNATURE: _____

PRINT STUDENT'S NAME: _____

PARENT'S NAME AND SIGNATURE

Date

(if student is under the age of 18)

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