

THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

CAMPUS SECURITY AND CRIME STATISTICS REPORT

Alvin Ailey Dance Foundation (AADF), along with The Ailey School (TAS), is committed to the safety and security of our students, faculty, and staff. [The Higher Education Opportunity Act and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(The Clery Act\)](#) requires higher education institutions to collect, report, and disseminate reported crime data and information and fire statistics to the campus community, the Department of Education, and prospective students and employees. This report has been prepared using statistical and other information supplied by the Chief Financial Officer, Facilities Manager, Security Supervisor and Director of Admissions and the New York City Police Department as required by the United States Department of Education. This report contains crime data as classified by the definitions from the Federal Bureau of Investigations Uniform Crime Reporting Handbook (UCR). As per Clery Act regulations, this report contains data from the 2015-2017 calendar years.

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 FACILITIES

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.

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.

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.

PROCEDURES AND FACILITIES 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.

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 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)

Samuel Coleman
Alaric Hahn
Frank Hernandez
Reynold Manigault
Sheyi Ojofeitimi

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

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 2017 for the previous calendar year. This report contains information from calendar years 2015 and 2016.

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 Brigade assigned to each floor. Everyone in the building is required to participate. Drills will be conducted in accordance with the fire safety plan. No advance notice is given when fire drills are conducted.

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

OFF-CAMPUS ACTIVITIES

The Ailey School does not recognize any off-campus student organizations. The Ailey School does not maintain any off-campus properties. However, The Ailey School Code of Conduct does acknowledge that off-campus behavior may be subject to The Ailey School's disciplinary procedures.

ALCOHOL, DRUGS, AND TOBACCO

AADF is committed to promoting the physical, intellectual, social, and ethical development of all individuals and is committed to preventing alcohol and other drug-related problems among all members of its community.

The unlawful possession, use, or distribution of a controlled substance (illicit drugs, alcohol, etc.) either on AADF's property or at AADF sponsored activities, is prohibited. Any person found to have violated this policy will be subject to sanctions including, but not limited to, admonition, disciplinary probation, termination of employment or enrollment, complaint to civil authorities, and/or referral for counseling through outside intervention organizations.

This policy and its requirements are in accordance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 and will be distributed annually to each AADF employee each full-time Ailey School student.

The Ailey School enforces New York State drinking laws. Whenever alcohol is served at an AADF event, all attendees over the age of 21 are required to show photo identification. Events are carefully monitored for underage drinking and any student or employee who is found in violation of federal or state laws will face disciplinary action from the School.

Smoking is prohibited anywhere in the Joan Weill Center for Dance.

The Ailey School also provides students with a list of resources for drug and alcohol related problems. Students may also contact their Faculty Advisor, The Admissions Director, or the Co-Directors of The Ailey School for guidance on locating help dealing with an alcohol or drug concern.

ALCOHOL AND DRUG PREVENTION, COUNSELING, TREATMENT, & REHABILITATION PROGRAMS

Outpatient

Alcoholic Anonymous- www.aa.org

Al-Anon- www.al-anon.alateen.org

Narcotics Anonymous- www.na.org

Cocaine Anonymous- www.ca.org

Alcohol Council of NY- www.alcoholism.org

New York City Treatment Programs

*Phoenix House 800-378-4435 / www.phoenixhouse.org

*Daytop Village (W. 83 St.) 800-232-9867 / www.daytop.org

Greenwich House:

Chemical Dependency Program 212-691-2900

http://www.greenwichhouse.org/chemical_dependency/index

Methadone Maintenance Treatment Program 212-677-3400

<http://www.greenwichhouse.org/mmtip/index>

**offer long term, in-patient rehabilitation services*

POLICY AGAINST SEXUAL AND OTHER UNLAWFUL HARASSMENT

The Ailey School is committed to providing an academic and work environment in which all members of the community are treated fairly, equitably, and with the respect and dignity necessary to allow each member of the community to realize his or her full potential. As such, it is the policy of The Ailey School to maintain a safe and comfortable workplace and academic setting free from unlawful harassment of any kind, including freedom from harassment for any discriminatory reason and freedom from sexual harassment. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature when:

- a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of the individual's employment, education, artistic endeavor, or participation in an Ailey School activity; or
- b) Submission to or a rejection of such conduct by an individual is used as a basis for any employment or academic decisions affecting such individual; or
- c) Such conduct unreasonably interferes with a student's educational process or an employee's work process or has the purpose or effect of creating an intimidating, hostile or offensive work atmosphere or educational setting.

Sexual harassment, whether committed by administrators, faculty, staff, guest artists, vendors, outside contractors, or students, is strictly prohibited. Examples of sexual harassment include, but are not limited to:

- Direct or indirect threats or bribes for unwanted sexual activity;
- Repeated and extreme sexual innuendoes and comments;
- Intrusive sexually explicit questions;
- Repeatedly asking a person out for dates or to have sex;
- Unwanted touching;
- An uninvited neck/shoulder massage;
- Repeated and extreme ogling, leering, or suggestive staring;
- Spreading rumors about a person's sexuality;
- Graffiti about a person's sexuality;
- Frequent jokes about sex or gender;
- Letters, notes, telephone calls, e-mail, text messages or other material of a sexual nature;
- Pervasive displays of pictures, calendars, cartoons, or other materials with sexually explicit or graphic content;
- Stalking a person;
- Attempted or actual sexual assault;
- Sexually explicit classroom assignments or discussion without a legitimate academic purpose.

The Ailey School will not tolerate discrimination and prohibits any form of unlawful harassment based upon actual or perceived race, color, religion, creed, age, sex, national origin, alienage, citizenship status, ancestry, citizenship, sexual orientation or preference,

gender identity, physical or mental disability, medical condition, predisposing genetic characteristics, marital status, partnership status, past or present service in the uniformed services or application or obligation to serve in the uniformed services, status as a survivor of domestic violence, sex offenses, or stalking, or any other basis prohibited by applicable local, state, or federal law. 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 employee who believes that he or she has been the subject of sexual or any other form of harassment by anyone at AADF or by any person who does business with AADF should, and is encouraged to, bring the matter to the attention of his/her supervisor, the Chief Financial Officer or the Director of Operations & Special Projects. Once the matter is reported, the person to whom it is reported should notify the Chief Financial Officer and/or the Executive Director as appropriate to the situation. A student who believes that he or she has been subjected to 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 follow the procedure above, but 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. 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. Should the investigation reveal that unlawful harassment has occurred, The Ailey School will promptly take steps to prevent recurrence and will take whatever corrective action is deemed necessary, including discipline or discharge of any individual whom The Ailey School finds has engaged in such conduct. All employees and students are required to cooperate with all investigations by The Ailey School. No retaliatory action will be taken against any employee or student who in good faith complains of harassment and/or participates in the investigation of a complaint of harassment. Any retaliation against a student or employee 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. Conversely, a report made in bad faith will subject the reporting individual to corrective action, up to and including termination or dismissal of the offending party from The Ailey School.

CAMPUS RESOURCES AND SCHOOL PERSONNEL

All Ailey School personnel can be reached by dialing 212-405- followed by the individual's 4-digit extension from an outside phone, or by dialing the individual's 4-digit extension from any house phone.

School Directors

Tracy Inman

Melanie Person

mperson@alvinailey.org

ext. 9515 / tinman@alvinailey.org

ext. 9516 /

Business Office

Jim Paulson, Director of School Business Operations ext. 9511 / jpaulson@alvinailey.org

Admissions Office and Registrars Office

JoAnne Ruggeri, Director of Admissions & Student Affairs ext. 9513 / jruggeri@alvinailey.org
Jenny Little, Registrar ext. 9518 / jlittle@alvinailey.org
Cristina Sabater, Admissions Officer ext. 9136 / csabater@alvinailey.org

Bursar and Financial Aid Offices

Sally Lelong, Financial Aid Director ext. 9135 / slelong@alvinailey.org
Jennifer Yoh-Quinones, Bursar ext. 9519 / [jyoh@alvinailey.org](mailto: jyoh@alvinailey.org)

Ailey/Fordham BFA Program

Melanie Person, Director ext. 9516 / mperson@alvinailey.org
Emily Hein, Program Administrator/ Assistant
to Ailey School Co-Director ext. 9124 / ehain@alvinailey.org

Administration

Lauren Evans, School Scheduling Administrator ext. 9514 / levans@alvinailey.org
Kaitlyn Moise, Assistant to Ailey School Co-Director ext. 9133 / kmoise@alvinailey.org
Ashley Henry, Administrative Support Coordinator ext. 9020 / ahenry@alvinailey.org

Faculty Advisors

Carolyn Adams, BFA Juniors ext. 9130 / cadams@alvinailey.org
Guillermo Asca, U.S. Independent Study Students ext. 9126 / gasca@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, PT Services ext. 9073 / shaw.bronner@gmail.com
Sheyi Ojofeitimi, MPT - Physical Therapist ext. 9073 / sojofeit@gmail.com

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, Security Guard ext. 9002
Marion Gaines, Security Guard ext. 9002

CRIME STATISTICS

The following tables represent data of reported crimes, disciplinary referrals for alcohol, drug and weapons violations, and arrests or citations for calendar years 2014-2016. This report is disseminated to all current students, faculty and staff and is available to all prospective students and employees.

Required Clery Act Reportable Crimes

Offense:	On-Campus			Non-Campus			Public Property*		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	2	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Grand Larceny	4	6	3	0	0	1	0	0	0

Statistics are as of October 1, 2018. Additional statistics will be published as they become available.

**The Ailey School does not own or maintain any facilities that fall into the category of Public Property.*

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).

HOTLINES, HELPLINES, AND EMERGENCY NUMBERS

The Ailey School maintains a detailed list of safety, emergency, and medical resources which can be found in The Student Handbook. The Handbook is distributed to students on a yearly basis, and whenever updates are made, and can also be found on 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
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 Hotline	800-799-SAFE (24 hours)
Gay Men’s Domestic Violence Project	800-832-1901 (24 hours)
Crisis Hotline Resource	800-521-7128
GMHC (Gay Men’s Health Crisis)	800-243-7692

Nearby Manhattan Police Precincts:

18th 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	212-580-6411

Nearest Hospital

Roosevelt Hospital Emergency Room West 59th Street and 10th Avenue	212-523-6800
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As of October 1, 2018