Tracy Inman & Melanie Person, Directors
Tiffany Barnes, Director, Junior Division
Robert Battle, Artistic Director, Alvin Ailey American Dance Theater

JUNIOR DIVISION PROGRAM HANDBOOK

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

**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 them with 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.

**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.

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.

Located in New York City's Theater District, The Ailey School houses 16 spacious studios, a fully equipped theater with 295 seats, student and faculty lounges, dressing rooms, a library, conference rooms, classrooms, an Ailey boutique and administrative offices. Students are drawn 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 classes in barre a terre, body conditioning, yoga, Gyrokinesis®, partnering, repertory, improvisation, dance composition, dance history, music and theater arts, and performance opportunities.

Guided by the belief that dance instruction should be made available to everyone,
The Ailey School has designed a number of programs which offer training at all levels. The Ailey School offers the following Junior Division programs to its students:

- First Steps
- Bounding Boys
- Ailey Athletic Boys Dance
- Pre-Professional
- The Summer Intensive
- Pre-Professional Scholarship

**GENERAL INFORMATION**

All Junior Division students are required to maintain a satisfactory level of performance. Students are subject to probation or dismissal for poor attendance, tardiness, unsatisfactory progress, or noncompliance with The Ailey School’s rules and regulations.

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

- Excessive class absences
- Unsatisfactory or limited progress in an assigned class
- Unacceptable behavior inside the school or outside when serving as a representative of The Ailey School.

The Ailey School maintains the right to dismiss any student who does not abide by its rules and regulations. We try to avoid taking this extreme measure by providing individual counseling services through its Junior Division Director.

**DROP OFF / PICK UP**

Parents/visitors may drop-off and pick-up students inside The Ailey School, outside the building on 55th Street, or on the corner of 9th Avenue. Due to extremely limited parking, families are encouraged to arrive early during drop-off in order to ensure students begin class on time. Parents/visitors may not double park in front of the building to ensure optimal safety for families and guests going to and from the building.

**STUDIO ETIQUETTE**

- While taking classes at The Ailey School, students must adhere to the following:
  - No food or drink inside the studios. Students can bring water in a plastic or reusable water bottle only.
  - Students must ask permission to leave the studio i.e. to use the restroom.
  - The Ailey School is a “Gum-Free Zone” – no gum chewing in the building!
  - Parents/visitors must wait to be invited into a studio and may not walk into a class unless directed.

**PARENT WAITING AREAS**

Parents/visitors are welcome to wait for their student on the 5th floor lobby, Outdoor Patio (ground floor), or PE Level Library. Students and parents are not permitted to wait on the 2nd floor lobby outside of the drop-off or pick-up period.
EMERGENCY
In the event of an emergency, please remain calm and follow the instructions of the staff.

CAMPUS SECURITY
The Alvin Ailey Dance Foundation does not condone malevolent behavior of any kind. The facilities are monitored by Foundation staff throughout operating hours. Students are asked to report to the Junior Division office any inappropriate behavior occurring on the premises.

LIABILITY WAIVER
Use of the premises of The Ailey School constitutes acceptance of the following: The Ailey School shall not be responsible for and specifically disclaims any liability to students and their guests for any loss, theft, claim, injury or liability incurred at The Ailey School, except resulting from the negligence of The Ailey School or its employees.

GENERAL POLICIES

ATTENDANCE
Good attendance (participating in a minimum of 90% in all assigned classes) is required of all Junior Division Students for a satisfactory evaluation to continue in the program. Students are allowed THREE absences per term (exceptions will be made in extreme circumstances). It is the responsibility of parents to notify the Junior Division Office by filling out the Absence Notification Form (located online: https://www.theailleyschool.edu/students-parents/junior-division-resources) when their child is going to miss their regularly scheduled classes. Injured students are expected to observe all of their classes unless they are physically unable to get to The Ailey School.

LATENESS
Any student who arrives to class more than 5 minutes after the class has started will be asked to observe that class.

CLASS SCHEDULES
All Junior Division Students are permitted to take only those classes assigned to them by the Junior Division Director. Students are placed by their level of proficiency in dance. Students are charged for all lessons and classes for which they register, including those missed through student absences. Classes missed by the student will not be rescheduled and there will be no refund of tuition or make-up classes. Junior Division Students are not allowed to take Ailey Extension classes.

DRESS CODE
Copies of the dress code are distributed to all Junior Division students and their parents. All Junior Division students are required to comply with The Ailey School Dress Code in all their classes. The Ailey School reserves the right to ask any student who is out of accord with either the hair style or dancewear regulations of the Dress Code for his or her level to observe class. Noncompliance may result in suspension from class.
DRESSING ROOM / CHANGING AREAS
Students are encouraged to arrive to the building with their dress code underneath their street wear to help alleviate congestion in changing areas. All students who wish to change into dress code at The Ailey School are required to change in the PE Level dressing room. Students are not permitted to change in the Lower Level dressing room or any bathrooms outside of the PE Level dressing room. Parents/visitors seeking private changing areas should contact the appropriate Junior Division staff.

PROTOCOL FOR COMMUNICATING WITH FACULTY AND ADMINISTRATION
Parents may not approach or engage instructors in extended dialogue to discuss student progress or concerns. All inquiries must be addressed to the parent liaison or student advisors. Students are encouraged to approach instructors directly for feedback or clarification as needed during class time.

Parent Liaison
Each Level is assigned a specific parent liaison. Parent Liaisons are responsible for facilitating communication between parents, faculty and staff. Parent Liaisons are your first point of contact to address any questions or concerns you may have throughout the academic year.

Student Advisement
The Ailey School recognizes the value of clear and frequent communication between its students and faculty. The Junior Division Director and appointed faculty are available to advise and mentor students on artistic, procedural and personal concerns. Requests for advisement appointments should be submitted to Parent Liaisons.

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

PROBATION
Students will be placed on probation for any of the following reasons:
- Excessive class absences (more than three days of absences in any assigned class).
- Unsatisfactory or limited progress in assigned classes.
- Non-completion or unsatisfactory completion of assigned work hours in The Ailey School.
- Unauthorized leave of absences.
- Unacceptable behavior inside the school or outside when serving as a representative of The Ailey School.

The Ailey School staff closely monitors student’s attendance and work assignments when a student is placed on probation. Those Scholarship students who are on probation and fail to rectify their status will not be permitted to re-audition for the Scholarship Program.
DISMIS
Students may be dismissed because of lack of progress, frequent absences or
tardiness, delinquency of payment of tuition or fees, behavioral problems and/or
violation of the Code of Conduct. The Ailey School reserves the right to dismiss
any student who does not abide by its rules and regulations.

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

WITHDRAWALS
In order to obtain an official withdrawal, students must submit a written
confirmation of their status to The Ailey School Bursar.

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

STUDENT CODE OF CONDUCT
• Attend class regularly and on time; adhere to the student Dress Code as
  set forth and be prepared to observe if non-compliant.
• Have hair securely pulled back, away from the face; no loose hanging hair
• Demonstrate respect to all teachers, parents, staff and other students at
  all times.
• Serve as a role model to younger dancers at all times, including
  appropriate language and behavior.
• Refrain from physical, mental, emotional, or cyber bullying of other
  dancers, staff or instructors. This includes social media postings
  referencing directly or indirectly to a student, staff or School.

PARENT/GUARDIAN CODE OF CONDUCT
• Ensure that the student attends class regularly, in dress code and on-time.
• Ensure that the student is picked up no more than 10 minutes after the
  class ends.
• Inform School administration of changes at home that may affect student
  conduct or performance.

We expect ALL members of the School community to act and expect to be
treated with respect and therefore, set a good example in their own speech
and behavior. In support of a peaceful and safe school environment, the
parent or visitor agrees not to:
• engage in disruptive behavior which interferes or threatens to interfere with the operation of a class, School lobby, or an employee’s office or office area.
• speak or send abusive or threatening emails, phone calls, or voice messages to staff or other students.
• be aggressive or use physical intimidation towards another adult or child.
• approach someone else’s child to discuss or chastise them for any reason such as, for example, the actions of this child towards their own child.

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

AILEY SCHOOL CREDENTIALS
The Ailey School (TAS) is an accredited institutional member of the National Association of Schools of Dance (NASD)
**Agreement**

I affirm that as of __/__/__, my child and I have thoroughly read and understand the Junior Division Handbook and agree to adhere to the rules and regulations. We both understand that by not following the rules and regulations and the code of conduct of the Junior Division,

__________________________  
Student’s Name *(Please print)* & Level

is subject to disciplinary action by the Junior Division Director.

__________________________  
Parent’s Name *(Please Print)*

__________________________  
Parent’s Signature

**Please fill out and return to the 2nd floor office**