

# THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

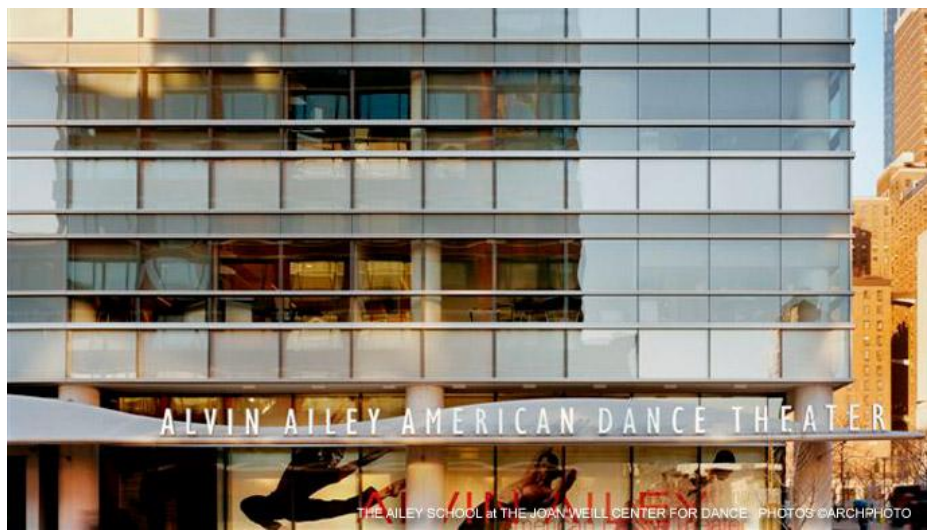
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## **PROFESSIONAL DIVISION STUDENT HANDBOOK**

BFA Program, Certificate Program, Independent Study Program,  
Scholarship Program and Summer Intensive Program

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# THE AILEY SCHOOL History and Mission

## HISTORY OF THE AILEY SCHOOL

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

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 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. 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 courses 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 professional training at all levels. The Ailey School offers the following Professional Division programs to its students (Ages 15 and older):

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

## MISSION AND 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

## AILEY SCHOOL CREDENTIALS

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 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 under '**PROFESSIONAL DIVISION > Current Students**' at the following link:

<http://www.theaileyschool.edu/ailey-school/professional-division/current-students>

### **ATTENDANCE**

Good 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.

## **PROFESSIONAL DIVISION GRADING AND ATTENDANCE POLICY CHARTS**

Column 1 indicates the number of times a class meets per week.

Column 2 indicates the number of absences you are permitted without any deduction in grade.

Columns 3 to 6 indicate the deduction in your letter grade when you accrue additional unexcused absences

**Note:** Satisfactory artistic and technical ability in class do not outweigh a deduction in grade due to poor attendance.

### **CERTIFICATE PROGRAM, INDEPENDENT STUDY PROGRAM AND SCHOLARSHIP PROGRAM CHART**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>	<b>Column 6</b>
#of times per week class meets	#of unexcused absences permitted w/o penalty	Lower by 1 letter grade  Grade starts at "B"	Lower by 2 letter grades  Grade starts at "C"	Lower by 3 letter grades  Grade starts at "D"	Automatic "F"
<b>1 X per week</b>	2 absences per semester	3 absences per semester	4 absences per semester	5 absences per semester	6 or more absences
<b>2 X per week</b>	3 absences per semester	4 absences per semester	5 absences per semester	6 absences per semester	7 or more absences
<b>3 X per week</b>	5 absences per semester	6 absences per semester	7 absences per semester	8 absences per semester	9 or more absences

## AILEY/FORDHAM BFA PROGRAM CHART

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
#of times per week class meets	#of unexcused absences permitted w/o penalty	Lower by 1 letter grade  Grade starts at "B"	Lower by 2 letter grades  Grade starts at "C"	Lower by 3 letter grades  Grade starts at "D"	Automatic "F"
<b>1 X per week</b>	0 absences per semester	1 absence per semester	2 absences per semester	3 absences per semester	4 or more absences
<b>2 X per week</b>	1 absence per semester	2 absences per semester	3 absences per semester	4 absences per semester	5 or more absences
<b>3 X per week</b>	2 absences per semester	3 absences per semester	4 absences per semester	5 absences per semester	6 or more absences

- NOTES:**
- **2 observed classes = 1 unexcused absence**
  - **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. If you need to see The Ailey School PT, make the appointment when you do not have class.**

**Students will be excused only for the following five (5) extenuating circumstances:**

**1. Medical leaves of absence**

Students may request a Medical Leave of Absence (MLOA) for five (5) consecutive days\* or more upon the written recommendation of a physician or physical therapist. A student must submit an Official Leave Request form no later than the 5<sup>th</sup> day of their absence (found at <http://www.theaileyschool.edu/ailey-school/professional-division/current-students>).

Upon their return to school, students must meet with one of the Co-Directors to fill out a Leave of Absence form and submit it with a Medical Excuse Form with a doctor's signature and official stamp (downloaded from <http://www.theaileyschool.edu/ailey-school/professional-division/current-students>)

The Leave of Absence must be approved by The Ailey School Co-Directors, who will then submit it to the student's Faculty Advisor and to the Registrar who will mark the absence as "ML" in the faculty roll books. The student's grade will not be compromised if the required paperwork is submitted and approved.

**2. Personal leaves of absence**

Students may request a Personal Leave of Absence (PLOA) 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 contact their Faculty Advisor by email, complete a Leave of Absence form with their Faculty Advisor, and attach written proof verifying the reason for the absence. If approved by The Ailey School Co-Directors, the Registrar will mark absence as "PL" in the faculty roll books. The student's grade will not be compromised if the required paperwork is submitted and approved.

**\*Duration of leaves** - If an MLOA or PLOA is for more than a total of 10 consecutive days, the Co-Directors may ask the student to withdraw for the remainder of the term and, upon submission of appropriate medical documentation, to apply for reinstatement the following term. 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 LOA's.

**Multiple leaves** – Students who take more than one MLOA or PLOA in a semester run the risk of failure or dismissal from The Ailey School, at the Co-Director's discretion.

### **3. 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.

### **4. Ailey School Approved Performances – "Ailey Events"**

Certificate Program seniors and BFA seniors (and selected students from other programs) are members of our School's two performing groups, the Alvin 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.*

### **5. BFA Reading period and exam days**

BFA students are permitted two reading days in accordance with Fordham University's reading day schedule. The Student Record Specialist will mark them "T" for test in the faculty roll books. Absences in addition to the allowable two reading days or absences occurring on any days other than the determined Fordham reading days will be counted as unexcused absences.

### **6. 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.

## **GRADING**

The purpose of grading is to provide each student with as accurate an assessment as possible of his/her work during the term. A high grade is not given as a reward and a low grade is not given as a punishment. The grade is meant to be an accurate reflection of the work the student produced. Grades should be used by students to help them understand where they have succeeded and in what aspects their work needs improvement. Students enrolled at The Ailey School will receive letter grades on their evaluations. Each student is evaluated by every teacher with whom he/she studies. 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 your absences. 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.

## **PROBATION**

**Students will 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 will be dismissed immediately from their Program when they miss any classes. 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.

## **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**

### *Withdrawals, Refunds, and 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 between its students, faculty, and staff and the importance of mentoring in the learning process. To that end, the school has established the following channels to dialogue 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's Nutrition Consultant and Psychological Consultant meet weekly with small groups of students who attend on either a voluntary or mandatory basis.

★ 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.

## **WORK SCHEDULES**

All Scholarship students, and those Certificate and Independent Study students who receive Federal Work-Study (FWS), 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, SCHEDULES, and WORKSHOPS

### **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 their Faculty Advisors. These requests must receive the approval of the teachers of those courses added and dropped and of The Ailey School Directors.

### **WORKSHOPS AND REPERTORY COURSES**

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.

## **PROGRAM TRANSFERS**

Students who wish to transfer from one program to another program must audition for acceptance to the new program. Exceptions can be made at the Directors' discretion. Scholarship students are *required* to re-audition annually in order to remain in the program. Acceptance to another program is always contingent upon review of the student's evaluations. Negative evaluations and poor attendance records may override audition results and prevent a student from enacting a transfer to another program. All students who transfer from one program to another must complete a change of student status form with the Registrar. Program transfers are only permitted and processed during registration periods.

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

*\*Students wishing to transfer to the **BFA Program** must make an appointment with the BFA Program Director for procedures on how to transfer to that program.*

### **Admissions procedures for transferring programs**

Transfer to the Certificate Program: Students wishing to transfer from the Independent Study Program or the Scholarship Program to the Certificate Program may request to do so by first conferring with their Faculty Advisor and, if an international student, with the International Student Advisor. If advised to transfer, they may submit a request in writing to attend a scheduled Certificate Program audition.

Transfer to the Independent Study Program: Students who wish to transfer from the Certificate Program to the Independent Study Program are allowed to do so in rare instances with special permission of the School Directors. Requests to transfer must be made in writing and must outline the reasons for the request. Valid reasons may include financial hardship; physical injuries which prevent third year students from meeting the requirements of the Repertory and Performance Workshop; poor academic records. In some instances a student may be asked to transfer out of the Certificate Program or the Scholarship Program by their Faculty Advisor or by the School Directors.

Transfer to the Scholarship Program: Students who have established superior records either at the end of one academic year of enrollment in the Independent Study Program or at the successful completion of the Certificate Program may attend a scholarship audition. You must be between the ages of 15 and 21 and have had satisfactory evaluations every term.

Transfer to the Summer Intensive Program: Students in good standing who are attending one of the School's full time programs during the academic school year are permitted to attend the Summer Intensive Program without taking an audition. Students should tell their Faculty Advisor during the spring evaluation meeting that they plan to attend the summer program so that a tentative schedule may be made.

### **Administrative procedures for enacting a transfer of programs**

If a program transfer is approved, students must:

- a) complete a **change of student status form** with the Registrar
- b) submit a copy of their high school diploma to the School's Registrar if transferring to the Certificate Program
- c) International students must see the International Student Advisor to obtain a new I-20 reflecting the change

in program

d) see the Bursar to make any tuition adjustments to their account

e) see a Faculty Advisor to make the necessary changes in their schedule.

**Only after all these steps have been completed will they be permitted to begin class in the new Program.**

## **CERTIFICATE PROGRAM CURRICULUM**

### **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: You will graduate with a Certificate of Dance with Honors if, within the first 3060 clock hours you attempt, you 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	Five (5) including Men's Ballet
Horton IV and Modern III, <b>OR</b> Modern IV and Horton III	Maximum Offered
Jazz III	Two (2)

2. Certificate of Dance: Upon the successful completion of 3060 clock hours you will be awarded a Certificate of Dance, **if at a minimum**, you 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, <b>OR</b> Modern III, and Horton II	Maximum Offered
Jazz II	Two (2)
Tap	Two (2)
Dunham II or West African Dance	Two (2)
Modern Partnering	One (1)
Two Terms of Repertory and Performance Workshop	Maximum Offered
Two Terms of Body Conditioning, Yoga and/or Barre a Terre	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 Dance within three years:

1 <sup>st</sup> fall semester	1 <sup>st</sup> spring semester	2 <sup>nd</sup> fall semester	2 <sup>nd</sup> spring semester	3 <sup>rd</sup> fall semester	3 <sup>rd</sup> spring semester
Ballet II (5/week) = 5 credit hours or 170 clock hours	Ballet II (5/week) = 5 credit hours or 170 clock hours	Ballet III (5/week) = 5 credit hours or 170 clock hours	Ballet III (5/week) = 5 credit hours or 170 clock hours	Ballet IV (5/week) = 5 credit hours or 170 clock hours	Ballet IV (5/week) = 5 credit hours or 170 clock hours
Horton I –OR–Modern I (5/week) = 5 credit hours or 170 clock hours	Horton I –OR– Modern I (5/week) = 5 credit hours or 170 clock hours	Horton II/Modern I OR Horton I/Modern II (5/week) = 5 credit hours or 170 clock hours	Horton II/Modern I OR Horton I/Modern II (5/week) = 5 credit hours or 170 clock hours	Horton III/Modern II OR Horton II/Modern III (5/week) = 5 credit hours or 170 clock hours	Horton III/Modern II OR Horton II/Modern III (5/week) = 5 credit hours or 170 clock hours
Stretch –OR– Body Conditioning, –OR– Barre a Terre –OR–Yoga (2/week) = 2 credit hours –or– 68 clock hours	Stretch –OR– Body Conditioning, –OR– Barre a Terre –OR–Yoga (2/week) = 2 credit hours –or– 68 clock hours	Tap I (2/week) = 2 credit hours OR 68 clock hours	Technique Elective (2/week) = 2 credit hours OR 68 clock hours	Repertory & Performance Wkshp* (2/weeks) = 4 credit hours OR 120 clock hours (*two, 2hr classes + 1 hr prep/recup)	Repertory and Performance Workshop (2/weeks) = 4 credit hours OR 136 clock hours
Dunham–OR– West African Dance (2/week) = 2 credit hours OR 68 clock hours	Jazz II (2/week) = 2 credit hours OR 68 clock hours	Music I (1/week) = 1 credit hour OR 34 clock hours	Dance History (1/week) = 1 credit hour OR 34 clock hours		
Theatre Arts (1/week) = 1 credit hour OR 34 clock hours	Improvisation (1/week) = 1 credit hour OR 34 clock hours	Dance Composition I (2/week) = 2 credit hour OR 68 clock hours	Dance Composition II (2/week) = 2 credit hour OR 68 clock hours	Modern Partnering (1/week) = 1 credit hour OR 34 clock hours	Modern Partnering (1/week) = 1 credit hour OR 34 clock hours
<b>SEMESTER TOTALS</b> 15 Credit Hours or 510 Clock Hours	<b>SEMESTER TOTALS</b> 15 Credit Hours or 510 Clock Hours	<b>SEMESTER TOTALS</b> 15 Credit Hours or 510 Clock Hours	<b>SEMESTER TOTALS</b> 15 Credit Hours or 510 Clock Hours	<b>SEMESTER TOTALS</b> 15 Credit Hours or 510 Clock Hours	<b>SEMESTER TOTALS</b> 15 Credit Hours or 510 Clock Hours

### **Value of Certificate Program credits**

*Courses attempted are measured in both credit-hour and clock-hour values as described below.*

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-half hour units, students earn an equivalent two (2) clock hours for each one-and-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.

## **SATISFACTORY PROGRESS**

### **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 *Certificate of Completion*, 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.

### **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 AND REGULATIONS

## DRESS CODE

Copies of the Dress Code are distributed to all Professional Division students. Students are required to abide by this Code in all of their classes. Noncompliance can result in suspension from class.

### HAIR

**Women:** If long, it must be pulled back into a bun and pinned securely away from the dancer's face and neck. If short, it must be too short to be tied or pinned back. Underarm hair, bangs, hanging or loose hair styles are not allowed.

**Men:** Hair **MUST** be short and neatly cut without designs. Braids, ponytails, mohawks and buns are not allowed. Beards, goatees and hanging or loose hair are not allowed.

### BALLET ATTIRE

**Women:**

<b>Leotard:</b>	white or black
<b>Tights:</b>	pink - must completely cover the feet
<b>Ballet and Pointe Shoes:</b>	pink (Pointe shoes for levels IV, V, VI & VII)
<b>Warmers:</b>	<u>close fitting</u> pink leg warmers only
<b>Skirts:</b>	short, sheer skirts permitted at instructor's discretion (levels V, VI, VII, Pointe & Partnering)

**Men:**

<b>Leotard:</b>	white or black tank or cap sleeved
<b>Tights:</b>	black – must completely cover the foot
<b>Ballet Shoes:</b>	black ballet shoes
<b>Warmers:</b>	<u>close fitting</u> black knitted leg warmers only

### MODERN AND HORTON

**Women:**

<b>Leotard:</b>	white or black
<b>Tights:</b>	black - must stop at the ankle
<b>Warmers:</b>	<u>close fitting</u> black knitted leg warmers only

**Men:**

<b>Leotard:</b>	white or black tank or cap sleeved
<b>Tights:</b>	black - must stop at the ankle
<b>Warmers:</b>	<u>close fitting</u> black knitted leg warmers only

### JAZZ, TAP AND HIP HOP

**Women and Men:**

<b>Tap:</b>	Tap shoes are required for tap classes
<b>Jazz:</b>	Jazz shoes, sneakers or flexible jazz boots
<b>Hip Hop:</b>	Black sweat pants; white t-shirt; black sneakers black or white baseball cap (optional)

### GENERAL ATTIRE GUIDELINES

No sweat pants, plastic pants, shorts, big shirts, head scarves, dangling jewelry, facial rings of any kind, earrings or nail polish on men, and chewing gum will be allowed in class. 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. Undergarments must be neatly concealed under dance clothes (brassiere straps must be pinned to leotards). Students who are not in compliance with ANY aspect of the dress code will be asked either to observe, or to leave class.

## **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 / Policies and Procedures* are 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 etiquette:**

#### **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.

## **POLICIES AND PROCEDURES**

### **A. TECHNIQUE LEVELS AND PLACEMENT**

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.

### **B. PERFORMANCES AND WORKSHOPS**

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: GENERAL INFORMATION**

### **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 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 Lisa Whittaker, Assistant to the Co-Director, in the 2<sup>nd</sup> Floor school administrative office by the second Wednesday of the fall term. No late applications will be accepted.

### **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](mailto: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 at <http://www.theaileyschool.edu/ailey-school/about/general-information>.

### **ELEVATOR USE AND BUILDING ACCESS**

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

## **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 AFSD Treasurer, Jim Paulson. For additional resources and information, visit, [www.efsdancers.org](http://www.efsdancers.org).

## **PLAGARISM POLICY**

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

## **SOCIAL MEDIA POLICY**

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

### *Personal use of social media networks*

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

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

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

## **STUDIO AND 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](http://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.*

## **DRESSING ROOMS, RESTROOMS, AND 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, locker number, and combination to your lock to the Studio Manager. It is not advisable to leave items in a locker without a lock! You must empty your locker in between each semester and during long holiday breaks. You may reclaim another locker when classes resume after the summer or school break. *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 AND 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.

## **LOST AND 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.

## **VIDEO-TAPING AND 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 (65<sup>th</sup> and Broadway) New York, NY 10023-7498 (212) 870-1642



## **BULLETIN BOARDS AND 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.

## **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.

## **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.

## Section 5: HEALTH, SAFETY AND SECURITY

### PHYSICAL THERAPY SERVICES

The Ailey School offers Physical Therapy Services (PTS) to all full-time enrolled Professional Division students. A fee of \$75 per semester covers 6 visits. If a student wishes to utilize the Physical Therapy Services more than 6 times, they must pay another \$75.00. 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 B.F.A. 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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.

### **Emergencies**

An emergency is defined as “An urgent need for assistance or relief. 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”.

## **SECURITY**

### **Campus Security**

AADF does not condone malevolent behavior of any kind. Students are asked to report to the School Administrator or Security Supervisor, any incidence of physical assault, sexual molestation (forced, or not), manifestation of prejudice, or theft occurring on campus. Guilty parties may be subject to disciplinary action by AADF. In cases of criminal activity, the Security Supervisor will assist students in filing an incident report with the New York Police Department (NYPD) 18<sup>th</sup> Precinct – Midtown North (212) 767-8400, located at 306 West 54<sup>th</sup> Street.

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

### **Access to Campus Facility**

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

### **Security**

The Joan Weill Center for Dance is monitored by AADF staff throughout operating hours and by 24 hour Security Personnel who have received the required training for state certification. A Security Desk at the front entrance is monitored by security guards during business hours. AADF has a cooperative reporting relationship with the 18<sup>th</sup> 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.

## **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).

### Hotlines, Help-lines 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.

<b>EMERGENCY:</b>	<b>911</b>
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 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
Safe Horizon	<a href="http://www.safehorizon.org">www.safehorizon.org</a>

*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 and Incest Hotline: 800-621-4673*

**Nearby Manhattan Police Precincts:**

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

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

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

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

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

**Nearest Hospital**

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

**EMERGENCIES****Procedures for reporting emergencies**

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

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

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

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



## **Emergency Procedures**

POLICE / FIRE / AMBULANCE: dial 911

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

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

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

### **If you see a fire:**

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

### **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)

Shaw Bronner  
Steven Brown  
Samuel Coleman  
Alaric Hahn  
Kourtney Hensley  
Frank Hernandez  
Reynold Manigault  
Kaestner McFarlane  
Sheyi Ojofeitimi

### **Fire Wardens**

2<sup>nd</sup> Floor: Jim Paulson/Samuel Coleman  
3<sup>rd</sup> Floor: Pam Robinson/Kris Carr  
4<sup>th</sup> Floor: Christopher Zunner/Jennifer Fyall

### **Searchers**

2<sup>nd</sup> Floor: Susan Foley/Hassan Blandford  
3<sup>rd</sup> Floor: Linda Chen/Lloyd Alvarez  
4<sup>th</sup> Floor: Lynette Rizzo/Justin Garlinghouse

## **Fire Brigade**

Marian Gaines

Steven Brown

Alaric Hahn

Michael Lederman

## **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

## **SCHOOL POLICIES**

### **Policy on drug, tobacco, and alcohol abuse**

#### **I. Statement of Policy / Standards of Conduct**

Alvin Ailey Dance Foundation (AADF) is a caring community committed to promoting the physical, intellectual, social, and ethical development of all individuals. The inappropriate use of alcohol and other drugs threaten the health and safety of students, employees, their families, fellow students, the general public, as well as adversely impairs performance. In addition to promoting health, safety and a positive learning and working environment, AADF is committed to preventing alcohol and other drug-related problems among all members of AADF's community.

The unlawful possession, use or distribution of alcohol or other drugs by anyone, either on AADF's property or at AADF sponsored activities, is prohibited. Any person who is determined to have violated this policy will be subject to intervention by AADF officials. (See the following description of AADF Sanctions, Section IV).

As a condition of employment, an employee of AADF must notify his/her supervisor if he or she is convicted of a drug-related offense involving the workplace within 5 days of conviction. AADF is required to notify the appropriated granting or contraction federal agency within 10 days of receiving notice of any such conviction. (Drug-Free Workplace Act of 1988, 34 CFR Part 88, Subpart F.)

This policy and its requirements are consistent with AADF's desire to promote health and safety and 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. AADF will continue its efforts to maintain an environment free from the unlawful possession, use, and distribution of alcohol and other drugs by adhering to the above. A copy of this policy shall be given to all members of AADF community.

Smoking is prohibited anywhere on AADF premises

#### **II. Legal Sanctions Generally**

Both Federal and State law make it a criminal offense to manufacture, distribute, dispense or possess with intent to manufacture, distribute, dispense or simply possess a controlled substance. See, Title 21 U.S. Code 801, et. seq. and New York State Public Health Law, 3306.

The New York State Penal Law makes it a criminal offense to possess with intent to sell, or actually sell various drugs. The drugs to which this law applies to marijuana and those listed in the schedules contained in the New York Public Health Law 3306.

The possible sanctions for violation of Federal or State Law depend upon the particular offense. The various offenses are premised upon aggravating factors including the type and quantity of drugs involved. Sanctions range from community service to a monetary fine and/or imprisonment.

It is a violation of New York State Penal Law 240.40 for a person to appear in public under the influence of narcotics or drugs other than alcohol, to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity. It is also a violation of New York State Law 260.20 (d) (4) for a person to give or sell an alcoholic beverage to a person less than twenty-one years old.

Any person who operates a motor vehicle while intoxicated or while his ability to operate such vehicle is impaired by the consumption of alcohol or by drugs, in violation of Vehicle and Traffic Law 1192, is subject to suspension or revocation of driving privileges in the state as well as a fine and possible imprisonment for up to 15 days and/or a monetary fine between \$250.00 and \$350.00, plus a 90-day license suspension.

#### **III. Health risks associated with abuse of alcohol, use of tobacco, and illicit drugs**

##### *Alcohol*

Alcohol (ethanol) is toxic to the human body. It is a central nervous system depressant which slows bodily functions such as heart rate, pulse and respiration. Taken in large quantities, it progressively causes intoxication, sedation and unconsciousness

(even death if consumed in large amounts). These effects are similar to those produced by other sedative-hypnotic drugs such as barbiturates and narcotics.

Alcoholics may be able to consume large quantities of alcohol without appearing to be drunk or uncontrolled. Nevertheless, alcoholism causes severe emotional, physical and psychological damage. Prolonged heavy drinking can damage various organs, resulting in disorders such as cirrhosis of the liver, heart disease, pancreatitis and cancer. It can also lead to gastrointestinal irritation (nausea, diarrhea, gastritis, ulcers), malnutrition, sexual dysfunctions, high blood pressure, lowered resistance to disease, and possible irreversible brain and nervous system damage. Alcoholism also leads to a wide variety of problems involving one's emotional, family, work and social life.

#### *Tobacco*

More than 40 years ago the first report of the Surgeon General of the United States was issued on the impact of tobacco use on health. This report presented stark conclusions: that cigarette smoking causes lung cancer and is the most important cause of chronic bronchitis. The report also linked tobacco smoking with emphysema and other forms of cancer. The tobacco industry contested the report, arguing that there was no conclusive link between smoking and poor health. Since that time, however, the evidence supporting the conclusions reached in that landmark report continue to mount. The Department of Health and Human Services, the American Psychiatric Association and the World Health Organization have determined that nicotine, the chief component of tobacco, is a highly addictive drug.

#### *Drugs*

Every drug is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is, whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP), and lysergic acid diethylamide (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months and even years after drug use has stopped. There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

### IV. Institutional Sanctions

#### *Sanctions - Students*

Students are expected to comply with the Rules and Regulations of The Ailey School. Any student or employee found in violation of the rules and regulations set forth in this policy may be subject to disciplinary action. Sanctions may include admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, and/or complaint to civil authorities. A student who is experiencing difficulty with alcohol or chemical dependency may be referred to the School Administrator by faculty members or staff for referral for assistance through self-help organizations other outside intervention agencies.

#### *Sanctions - Employees*

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or other controlled substances and the unauthorized use of alcohol by AADF employees in the work place is prohibited. Employees found in violation of the Standards of Conduct referred to in this policy may be subject to discipline under the provisions of applicable contract or AADF personal policy. Any employee who violates this policy will be subject to disciplinary proceedings, and may be referred for prosecution by authorities. Sanctions that may be imposed include, in addition to those found in the various contracts, warning, suspension with, or without pay, termination of employment, verified attendance and successful participation in a drug/alcohol assistance program.

### V. Distribution and review of the policy

This policy will be distributed, in writing, annually to each employee of AADF and to each full time student.

## VI. Available alcohol, tobacco, and other drug prevention, counseling, treatment and rehabilitation programs

The Ailey School provides resources and referral services for all students confronted with a problem of drug and/or alcohol abuse. This resource list can be found in The Ailey School Student Handbook and in the Admissions Office. Employees may obtain information about such resources from the office of the Human Resources Generalist.

### Outpatient

Alcoholic Anonymous	<a href="http://www.aa.org">www.aa.org</a>
Al-Anon	<a href="http://www.al-anon.alateen.org">www.al-anon.alateen.org</a>
Narcotics Anonymous	<a href="http://www.na.org">www.na.org</a>
Cocaine Anonymous	<a href="http://www.ca.org">www.ca.org</a>
Alcohol Council of NY	<a href="http://www.alcoholism.org">www.alcoholism.org</a>

### Treatment Programs

\*Phoenix House 800-378-4435 / [www.phoenixhouse.org](http://www.phoenixhouse.org)

\*Daytop Village (W. 83 St.) 800-232-9867 / [www.daytop.org](http://www.daytop.org)

Greenwich House:

Chemical Dependency Program 212-691-2900

[http://www.greenwichhouse.org/chemical\\_dependency/index](http://www.greenwichhouse.org/chemical_dependency/index)

Methadone Maintenance Treatment Program 212-677-3400 <http://www.greenwichhouse.org/mmtip/index>

Mental Health Program 212-255-8980

[http://www.greenwichhouse.org/mental\\_health/index](http://www.greenwichhouse.org/mental_health/index)

\*offer long term, in-patient rehabilitation services

## VII. Review Process

AADF and The Ailey School will conduct a biennial review of its program to:

- Determine the effectiveness and implement changes if they are needed.
- Ensure that the sanctions outlined are consistently enforced.

## **Policy against sexual harassment, discrimination, 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.

### **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.

## **HEALTH AND MEDICAL RESOURCES**

***Disclaimer :*** *The Ailey School Health-Care Resource Listings 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. The Ailey School does not guarantee the accuracy of the listings. The information included in the listings is general information, t education, and use by students and their parents and is not specific medical advice. For a more detailed description of the services offered by the practitioners below, please see The Ailey School Health Resource List, available through the Admissions Office, 212-405-9513 / [admissions@alvinailey.org](mailto:admissions@alvinailey.org)*

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### **MANHATTAN**

#### **Columbus Circle Urgent Care**

315 West 57th Street

New York, NY 10019

Phone: 212-315-2330

Office visits start at \$95 with additional services costing extra. Offers a full range of services including, but not limited to, flu shots, e-rays, laboratory services, occupational medicine, STD / HIV screening. Accepts most major health insurance.

*Other locations:*

Upper East Side, 336 East 86th St., New York City, NY 10028 / 212-772-3627

Upper West Side, 2465 Broadway, New York, NY 10025 / 212-721-2111

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<http://www.citymd.net/>

Cost: Low cost

#### **The Institute for Family Health**

#### **Al Hirschfeld Free Health Clinic**

[http://www.actorsfund.org/services/Health\\_Care\\_and\\_Health\\_Insurance/Al\\_Hirschfeld\\_Free\\_Health\\_Clinic/index.html](http://www.actorsfund.org/services/Health_Care_and_Health_Insurance/Al_Hirschfeld_Free_Health_Clinic/index.html)

475 West 57th St./10<sup>th</sup> Ave., New York, NY

Phone: 212-489-1939

Hours: M-F 9:30 a.m. to 5:00 p.m. NO walk-ins.

*Services:* urgent care, primary and specialty care with low cost referrals to a wide range of specialty clinics and practitioners. All lab tests as well as other services provided at the Clinic are free.

*Cost:* free to uninsured and underinsured documented entertainment industry professionals between the ages of 18 to 64.

#### **Columbia Student Medical Outreach (CoSMO)**

21 Audubon Ave. / Audubon Ave. & 166<sup>th</sup> St., New York, NY 10032

Phone: 212-342-4719

Hours: Sat 8:30-1:30

Services: adult primary care, physicals, laboratory services, immunizations, social services

Cost: free for uninsured

[www.cosmopriarycare.org](http://www.cosmopriarycare.org)

**Community League Health Center**

[www.chnny.org/locations/cl](http://www.chnny.org/locations/cl)

1996 Amsterdam Ave. / West 159<sup>th</sup> St., New York, NY 10032

Phone: 212-781-7979 x100

Hours: M 9:30-6; T 8:30-5; W 10:30-8; Th 8:30-5; Sat 9-4

Services: adult medicine, HIV, pediatric, reproductive health, prenatal, postpartum, immunizations, school checkups

Languages: English, Spanish

Cost: sliding scale

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**GMHC (Gay Men's Health Crisis)**

[www.gmhc.org](http://www.gmhc.org)

446 West 33rd Street, New York, NY 10001

229 West 29<sup>th</sup> Street, New York, NY 10011

Tel: 212.367.1000

Support line: 800-243-7692

Offers a wide range of services for men and women including, HIV/STD testing and treatment, mental health counseling services, advocacy and legal services, Offers resources for STD/HIV prevention, nutrition and wellness, and other support services.

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**East 13th St. Family Practice**

[www.institute2000.org/health/manhattan/manhattan.htm](http://www.institute2000.org/health/manhattan/manhattan.htm)

113 East 13th St. /between 3<sup>rd</sup> Ave. & 4<sup>th</sup> Ave., New York, NY 10003

Phone: 212-253-1830

Hours: M - F 9-5

Services: child and adult physicals, women's health, men's health, HIV testing and care, herbal therapies, dermatology, nutrition.

Cost: sliding scale fee

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**Gouverneur Healthcare Services (diagnostic services & long-term care)**

<http://www.nyc.gov/html/hhc/html/facilities/gouverneur-directions.shtml>

227 Madison St. / between Jefferson St. & Clinton St.. Chinatown, New York, NY 10002

Phone: 212-238-7000

Offers a wide range of outpatient diagnostic and healthcare services including: general medicine; pediatrics; gynecology; obstetrics; HIV care; behavioral health; dentistry; podiatry; dermatology and an eye clinic.

Cost: sliding scale

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**Helen B. Atkinson Health Center**

[www.chnny.org/locations/hba](http://www.chnny.org/locations/hba)

81 West 115th St. / between 5<sup>th</sup> Ave. & Lenox Ave., New York, NY 10026

Phone: 212-426-0088

Hours: M, T, Th 9-5; W 10-6; F 9-1; Sat 9-3

Services: adult medicine, HIV, pediatric, reproductive health, prenatal, postpartum, immunizations, school checkups, dental.

Cost: sliding scale

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**The NYC Free Clinic**

<http://www.med.nyu.edu/nycfreeclinic/>

Questions: [info-nycfc@med.nyu.edu](mailto:info-nycfc@med.nyu.edu)

Phone: 917-544-0735.

If someone is not available to assist you at the time of your call, please leave a message with your name and phone number and one of our appointments coordinators will contact you.

Cost: free to the uninsured adult aged 18 or older.

Hours: Sat 9am to 12:45pm.

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**Sidney Hillman and Philips Family Practice**

[www.institute2000.org/health/manhattan/manhattan.htm](http://www.institute2000.org/health/manhattan/manhattan.htm)

16 East 16th St. / between 5<sup>th</sup> Ave. & Broadway, New York, NY 10003

Phone: 212-206-5200

Hours: M 8:30-8; T-W 8:30-6; Th 8:30-8; F 8:30-4:30; Sat 9:15-4

Services: adult medicine, pediatric, dental, women's health, physicals, immunizations, prenatal, disease screening, HIV, mental health, social services

Cost: sliding scale

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**Ryan Chelsea-Clinton Community Health Center**

[www.ryancenter.org](http://www.ryancenter.org)

645 10th Ave. / between 45<sup>th</sup> St. & 46<sup>th</sup> St., New York, NY 10036

Phone: 212-265-4500

Hours: M-T 8:30-7; W 8:30-5; Th 8:30-7; F 8:30-4:30

Services: adult medicine, pediatric, dental, disease screening, HIV

Cost: sliding scale; \$5 for prescription medications

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**Ryan Community Health Clinic**[www.ryancenter.org](http://www.ryancenter.org)

110 West 97th St. (between Columbus Ave. &amp; Amsterdam Ave.)

New York, NY 10025

Phone: 212-749-1820

Hours: M 8:30-7; T-W 8:30-4:30; Th 8:30-7; F 8:30-4:30; Sat 9:30-1

Services: adult medicine, pediatric, dental, disease screening, HIV

Cost: sliding scale fee, \$5 for prescriptions

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**Sydenham Clinic**

215 West 125th St. (between 7th Ave. &amp; 8th Ave.)

New York, NY 10027

Phone: 212-932-6500

Hours: M, W, F 5-8; T, Th 8-8; 1st &amp; 3rd Sat of every month

8-4

Services: adult medicine, pediatric, dental, women's health, surgery, ophthalmology, ear, nose, &amp; throat

Cost: sliding scale

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**Weill Cornell Community Clinic**[clinic.cornellmed.org](http://clinic.cornellmed.org)

East 70th St. / York Ave., Helmsley Building 1st Floor

New York, NY 10021

Phone: 212-746-0164

Hours: Sat 9-12

Services: adult primary care, physicals, laboratory services, immunizations, social services

Cost: free for

uninsured

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**BROOKLYN****Artist Access: Woodhull Medical Center**<http://www.nyc.gov/html/hhc/html/facilities/woodhull.shtml>

760 Broadway / between Park &amp; Flushing, Brooklyn, NY

Phone: 877-244-5600 or 800-244-5600

Services: all medical

Cost: low cost / sliding scale services or in exchange for art.

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**Bedford Stuyvesant Family Health Center**[www.bsfdc.com](http://www.bsfdc.com)

1413 Fulton St. / between Tompkins Ave &amp; Marcy Ave., Brooklyn, NY 11216

Phone: 718-636-4500

Hours: M 8-7; T 8-4; W 8-4; R 8-5; F 8-4

Services: HIV, dentistry, family planning, nutrition, primary care, obstetrics/gynecology, pediatrics, prenatal care, adult psychiatry, substance abuse assessment, men's health, women's health, urology, cardiology, podiatry, ophthalmology

Cost: sliding scale

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**BRONX****Bronx Health Center**[www.chnny.org/locations/bronx](http://www.chnny.org/locations/bronx)

975 Westchester Ave. / between Tiffany St. &amp; Kelly St., Bronx, NY 10459

Phone: 718-991-9250/1

Hours: M, T, Th, F 9-5; W 12-8; S 9-3

Services: HIV, pediatric, reproductive medicine, prenatal, -postpartum, immunizations, checkups

Cost: sliding scale

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**ECHO Free Clinic**[www.echoclinic.org](http://www.echoclinic.org)

1894 Walton Ave. /Walton and 177th St., Bronx, NY 10453

Phone: 1-800-836-1316, 718-583-3060

Hours: Sat 9-12

Services: adult primary care, physicals, immunizations, women's health, social services

Cost: free for uninsured

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**Mount Hope Family Practice**[www.institute2000.org/health/bronx/bronx.htm](http://www.institute2000.org/health/bronx/bronx.htm)

130 West Tremont Ave. / West 177th St., Bronx, NY 10453

Phone: 718-583-9000

Hours: M-T 8-5; W 8-8; Th 10-5; F 8-5

Services: adult medicine, pediatric, women's health, -physicals, immunizations, prenatal, disease screening, HIV, mental health, social services

Cost: sliding scale

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**St. Anthony's Free Medical Clinic** [http://www.franciscanfriars.com/apostolates/st\\_anthony\\_medical\\_clinic2.htm](http://www.franciscanfriars.com/apostolates/st_anthony_medical_clinic2.htm)  
421 East 155th St. / Melrose Ave. & Elton Ave., Bronx, NY 10455  
Phone: 718-401-9705 Hours: 9-12, arrive before 9 to register  
Services: dental, urology, gynecology, immunizations, physical exams, asthma  
Cost: free

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**Walton Family Health Center** [www.institute2000.org/health/bronx/bronx.htm](http://www.institute2000.org/health/bronx/bronx.htm)  
1894 Walton Ave. / Tremont Ave. & 177<sup>th</sup> St., Bronx, NY 10453  
Phone: 718-583-3060 Hours: M 10-5:30; T-W 8:30-5; Th 10-5; F 8:30-5  
Services: adult medicine, pediatric, dental, women's health, -physicals, immunizations, prenatal, disease screening, HIV, mental health, social services  
Cost: sliding scale

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## **QUEENS**

**Corona Health Center**  
34-33 Junction Boulevard / 34<sup>th</sup> Ave. & 35<sup>th</sup> Ave., Jackson Heights, NY 11372  
Phone: 718-476-7626 Hours: M 11-1  
Services: adult medicine, pediatric, immunizations, sexually transmitted infection testing  
Cost: sliding scale

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**Queens Health Center** [www.chnyc.org/locations/queens](http://www.chnyc.org/locations/queens)  
97-04 Sutphin Boulevard / 97<sup>th</sup> Ave. & 101<sup>st</sup> Ave., Jamaica, NY 11435  
Phone: 718-657-7088  
Hours: M, T 10-6; W, Th, F 9-5; S 9-2  
Services: adult medicine, HIV, pediatric, reproductive health care, prenatal and postpartum care, immunizations, school checkups.  
Cost: sliding scale

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**EMERGENCIES** In the event of fires, for medical emergencies requiring an ambulance, or for other life-threatening situations, dial 911. The nearest Hospital Emergency Room is at St. Luke's Roosevelt Hospital, 10<sup>th</sup> Ave, @ West 59<sup>th</sup> Street . To report a crime or accident, the nearest Police Station is the 18<sup>th</sup> Precinct, 306 West 54<sup>th</sup> Street (b/w 8<sup>th</sup> & 9<sup>th</sup> Aves.) 212-760-8300

# THE AILEY SCHOOL HEALTH RESOURCES LIST

## MEDICAL GROUPS, CLINICS, AND WALK-IN FACILITIES

This first section offers resources on alternatives to private doctors and medical practitioners at low costs

### 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](http://www.drwalkin.com) for info on services and locations offered.

<b>Murray Hill / Midtown East</b> 155 East 34 <sup>th</sup> Street @ 3 <sup>rd</sup> Ave. <b>Hours:</b> Mon-Sat 10am-6pm Sun - Closed	<b>Upper East Side</b> 125 E. 86 <sup>th</sup> Street (at Lexington Ave.) <b>Hours:</b> Mon-Fri 11am-7pm Sat 9am-5pm / Sun - Closed
<b>Times Square Area</b> 1627 Broadway (at 50 <sup>th</sup> St.) <b>Hours:</b> Mon-Sat 8am-8pm Sun 10am-6pm	<b>Herald Square</b> 1350 Broadway (at 35 <sup>th</sup> St.) <b>Hours:</b> 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](mailto:info@citymd.net)

Website: [www.citymd.net](http://www.citymd.net) for more information on services and locations offered.

<b>Upper East Side Urgent Care</b> 336 East 86 <sup>th</sup> Street New York, NY 10028 (212) 772 - 3627	<b>Upper West Side Urgent Care</b> 2465 Broadway New York, NY 10025 (212) 721 – 2111
<b>Columbus Circle Urgent Care</b> 315 West 57 <sup>th</sup> Street (between 9 <sup>th</sup> and 8 <sup>th</sup> Ave.) New York, NY 10019 (212) 315 - 2330	<b>Flatiron District Urgent Care</b> 37 West 23 <sup>rd</sup> 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.

<b>Brooklyn, Bay Ridge</b> 408 77 <sup>th</sup> Street at 4 <sup>th</sup> Avenue, Brooklyn, NY 11209 <b>Phone:</b> (718) 238-2040 <b>Fax:</b> (718) 238-1397	<b>Monday:</b> 9 AM - 5 PM <b>Tuesday:</b> 11 AM - 7 PM <b>Wed.- Fri.:</b> 9 AM - 5 PM	<b>Manhattan, Mid-Town</b> 535 8 <sup>th</sup> Avenue (At 37 <sup>th</sup> -St. 6 <sup>th</sup> Fl.) NY. New York 10018 <b>Phone:</b> (646) 473-0870 <b>Fax:</b> (646) 473-0123	<b>Monday:</b> 9 AM - 7 PM <b>Tues.- Fri.:</b> 9 AM - 5 PM <b>Sat.- Sun.:</b> 9 AM - 3 PM
<b>Queens, Kew Gardens</b> 80-02 Kew Gardens Road Kew Gardens, NY 11415 <b>Phone:</b> (718) 896-2920 <b>Fax:</b> (718) 896-0509	<b>Monday- Tuesday:</b> 9 AM - 5 PM <b>Wednesday:</b> 11 AM - 7 PM <b>Thursday- Friday:</b> 9 AM - 5 PM	<b>Bronx</b> 2826 Westchester Ave. Suite 204 Bronx, NY 10461 <b>Phone:</b> (718) 823-1489 <b>Fax:</b> (718) 823-1574	<b>Monday- Friday:</b> 9 AM - 5 PM

## PRIVATE MEDICAL PRACTITIONERS AND HOSPITALS

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

### Acupuncturists

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

### Chiropractors

*\*All chiropractors work regularly with dancers*

<p><b>Howard R. Adelglass DC</b> 614 Second Ave., New York, NY 10016 (212)-725-6122</p>	<p><b>Simpson Chiropractic &amp; Physical Rehabilitation</b> 415 West 57<sup>th</sup> Street Apartment B, New York, NY 10019 (212)-246-0030 / (212)-246-1088(fax) <a href="mailto:drdsimpson@earthlink.com">drdsimpson@earthlink.com</a> / <a href="http://dsimpson.chiroweb.com">http://dsimpson.chiroweb.com</a></p>
<p><b>Better Health Chiropractic, P.C.; Alex Eingorn DC</b> 825 7<sup>th</sup> Ave., New York, NY 10019 (212)-956-5920; <a href="http://www.dreingorn.com">www.dreingorn.com</a></p>	<p><b>Loren Marks DC</b> 233 West 72<sup>nd</sup> St., New York, NY (212)-877-3777</p>
<p><b>Richard Klein DC</b> 317 West 54 St. Suite E New York, NY 10019 / (212)-713-0180</p>	<p><b>Richard Nunziata DC</b> 2 West 86 St. 7<sup>th</sup> Floor New York, NY 10024 / (212)-496-2110</p>
<p><b>Ronald Levine DC</b> 928 Broadway #804 New York, NY 10010 / (212)-420-0572</p>	<p><b>Stephen F. Oswald DC</b> 80 Fifth Ave. Suite 1205 New York, NY 10011 / (212)-924-2121</p>
<p><b>Roy Siegal DC</b> 8 West 65<sup>th</sup> St., New York, NY 10023 / (212)-769-8911</p>	<p><b>Errol Toran DC</b> 130 West 42 St., New York, NY / (212)-944-0611</p>

### Dentists

<p><b>John Holbrook DDS</b> 111 West 57<sup>th</sup> Street Room 1012 New York, NY 10013 (212)-582-0123</p>	<p><b>Joseph Levy DDS</b> 120 Central Park South #1 New York, NY 10019 (212)-582-5808 <i>*this clinic offers reduced fees</i></p>
<p><b>Columbia University Dental Clinic Columbia University Medical Center Vanderbilt Clinic</b> 622 West 168 Street (Broadway) 7<sup>th</sup> floor New York, NY (212)-305-6726 <a href="http://dental.columbia.edu/patients/sdosclinics.html">http://dental.columbia.edu/patients/sdosclinics.html</a> <i>*this clinic offers reduced fees</i></p>	<p><b>NYU College of Dentistry Clinic</b> 345 East 24 Street/ 1<sup>st</sup> Avenue New York, NY 10010 212-998-9800 <a href="http://www.nyu.edu/dental/patientinfo/index.html">http://www.nyu.edu/dental/patientinfo/index.html</a> <i>*this clinic offers reduced fees</i></p>



<b>General Practitioners</b>	
<b>Martin Beitler, MD</b> 161 Sixth Avenue 13 <sup>th</sup> Floor New York, NY (212)-627-1222	<b>Miller Institute</b> <b>Katherine &amp; Gilbert Miller Health Care</b> <b>Institute for Performing Artists</b> 172 Amsterdam #2F New York, NY
<b>Gynecologists/ Obstetricians</b>	
<b>Michelle Warren MD</b> <b>Columbia Presbyterian Eastside</b> 134 East 73 Street New York, NY 10021 (212)-737-4664	<b>Columbia Presbyterian Medical Center</b> 622 West 168 Street PH16-126 New York, NY 10032 (212)-326-8548 <a href="http://www.center-for-menopause.com">www.center-for-menopause.com</a>
<b>Rebecca A. DuPont MD</b> 408 East 76 Street New York, NY 10021 (212)-249-0900	
<b>Masseurs</b>	
<b>Dana Hash LMT</b> 101 Danhill Road Brooklyn, NY (718)-437-5118 <i>*former AAADT company member</i>	<b>Terry Rose LMT</b> 8 Spring Street New York, NY 10012 (212)-226-0520 <i>*works with dancers</i>
<b>Michael Alicia</b> 121 West 27 <sup>th</sup> Street Suite 305 New York, NY 10001 (212)-229-1529 <a href="http://www.massagespacenyc.com">www.massagespacenyc.com</a>	<b>Peter Vaillencourt LMT</b> 1841 Broadway 11 <sup>th</sup> Floor (212)-977-8894 <i>*Works with dancers, also offers semi-private Pilates classes</i>
<b>Mental Health Services and Counseling</b>	
<b>Fieve Clinical Services</b> 952 5 <sup>th</sup> Avenue, Suite 7B New York, NY 10021 (212)-772-3570 <a href="http://www.depression-md.com">www.depression-md.com</a> <a href="http://www.fieveclinical.com">www.fieveclinical.com</a>	<b>Washington Square Institution for Psychotherapy and Mental Health</b> 41-51 East 11 <sup>th</sup> Street New York, NY 10003 (212)-477-2600 <a href="http://www.wsi.org">www.wsi.org</a> / <a href="mailto:info@wsi.org">info@wsi.org</a>
<b>Institute for Contemporary Psychotherapy</b> 1841 Broadway 4 <sup>th</sup> Floor New York, NY 10023 (212)-333-3444 <a href="http://www.icpnyc.org">www.icpnyc.org</a>	<b>Mental Health Association Referral Service</b> (212)-254-0333
<b>Nutritionists</b>	
<b>Catherine Petrillo, R.N</b> 202 Sixth Avenue New York, NY 10013 (212)-925-6612	<b>Marie Scioscia</b> <b>Licensed Clinical Nutritionist</b> sciosciam@aol.com
<b>Jackie Storm, Nutritionist/ Health Educator</b> 26 East 13 Street Apartment 3C New York, NY 10003 (212)-787-0050	

## Ophthalmologists

**Michael B. Starr MD**  
1165 Park Avenue  
New York, NY 10128  
(212)-289-1955

**Ruth Weichsel MD**  
820 Park Avenue  
New York, NY 10021  
(212)-861-6638

## Orthopedists

**Phillip Bauman MD**  
345 West 58<sup>th</sup> Street  
New York, NY 10019  
(212)-765-2260

*\*Dr. Hamilton's partner. Specializes in dancer's hip, knee and foot injuries. Affiliated with Roosevelt Hospital.*

**Donald Rose MD**  
1095 Park Avenue  
New York, NY 10021  
(212)-427-7750

*\*Specializes in dancer's knee and shoulder injuries. Ailey company orthopedist, Director of Harkness Center and affiliated with Hospital for Joint Disease.*

**William Hamilton MD\***  
343 58<sup>th</sup> Street  
New York, NY 10019  
(212)-765-2262

*\*Company orthopedist for ABT & NYCB. Specializes in dancer's hip, knee & foot injuries. Affiliated with Roosevelt Hospital.*

**David Weiss MD**  
530 1<sup>st</sup> Avenue Suite 5D  
New York, NY 10016  
(212)-263-7743 or 319-6500

*\*Specializes in dancer's injuries. Affiliated with NYU Medical Center and Harkness Center.*

### **Harkness Center for Dance Injuries Hospital for Joint Disease**

301 East 17<sup>th</sup> Street  
New York, NY 10003  
(212)-598-6022  
*\*Appointments only.*

### **Emergency Dance Injury "I" Care/ Hospital for Joint Disease**

301 East 17<sup>th</sup> Street  
(212)-598-6000

*\*This is like an emergency room for orthopedic injuries- orthopedists are always on call. Less of a wait than regular emergency rooms.*

## Osteopath

**George Kessler DO**  
165 West End Avenue  
New York, NY 10023  
(212)-877-7043

**Lillie Rosenthal DO**  
**Katherine & Gilbert Miller Health Care**  
**Institute for Performing Artists**  
172 Amsterdam #2F, New York, NY  
(212)-496-4700

## Physiatrist

**Alex Simotas, MD - Hospital for Special Surgery**  
(212)-606-1879  
*\*Specializes in backs*

## Podiatrists

**Lewis Galli DPM**  
25 Central Park West  
New York, NY 10023  
(212)-262-4588

**Terry Spilken DPM**  
30 East 40<sup>th</sup> Street  
New York, NY 10017  
(212)-686-6605

**Thomas Novella DPM**  
343 West 58<sup>th</sup> Street  
New York, NY 10019  
(212)-506-0242  
*\*Specializes in foot injuries*

## Physical Therapists

<p style="text-align: center;"><b>Shaw Bronner PT, PhD, OCS</b>  <b>Director of Physical Therapy Services at Alvin Ailey</b>                  (212)-405-9073 or (718)-246-6377</p> <p style="text-align: center;"><i>*Specializes in dance injuries and dance research</i></p>	<p style="text-align: center;"><b>Marika Molnar PT</b>  <b>Westside Dance Physical Therapy</b>                  53 Columbus Avenue Suite 4                  New York, NY 10023                  (212)-541-8450</p> <p style="text-align: center;"><i>*Specializes in dance injuries</i></p>
<p style="text-align: center;"><b>Jennifer Green PT - PhysioArts</b>                  230 West 41<sup>st</sup> Street (7-8 Avenue), Suite 1807                  New York, NY 10036                  (212)-997-7490</p> <p style="text-align: center;"><i>* Specializes in dance injuries</i></p>	<p style="text-align: center;"><b>Sheyi Ojofeitimi PT</b>  <b>Physical Therapist at Alvin Ailey</b>                  (212)-405-9073 or (718)-246-6379</p> <p style="text-align: center;"><i>*Specializes in dance injuries and dance research</i></p>

## Body Work, Yoga, Pilates

<p style="text-align: center;"><b>Studio Riverside - Leda Franklin</b>                  (Gyrotonics )                  316B West 71<sup>st</sup> Street                  (212)-787-9300</p>	<p style="text-align: center;"><b>Physical Arts - Trey Casimir</b>                  (Gyrotonics)                  594 Broadway #1207                  (212)-343-1500</p>
<p style="text-align: center;"><b>Peter Vaillencourt, LMT (Pilates)</b>                  1841 Broadway 11<sup>th</sup> floor                  (212)-977-8894</p>	<p style="text-align: center;"><b>Pilates Center of New York</b>  <b>Katherine and Kimberly Corp</b>                  501 Fifth Avenue Suite 2200                  (212)-687-8885</p>
<p style="text-align: center;"><b>Susan Foley (Pilates)</b>                  Mat Certified Pilates Instructor                  Discounts on private sessions for Ailey students  <a href="mailto:pilateswithsusan@gmail.com">pilateswithsusan@gmail.com</a></p>	<p style="text-align: center;"><b>Integral Yoga Institute</b>                  227 West 13<sup>th</sup> Street                  New York, NY 10023                  (212)-929-0586</p> <p style="text-align: center;"><a href="http://www.iyiny.org/class_schedule/class_schedule.html">www.iyiny.org/class_schedule/class_schedule.html</a></p>
<p style="text-align: center;"><b>Bikram Yoga</b>                  208 West 72<sup>nd</sup> Street 2<sup>nd</sup> Floor                  (212)724-7303  <a href="http://www.bikramyoganyc.com">www.bikramyoganyc.com</a>  <i>*may have more than one location</i></p>	<p style="text-align: center;"><b>OM Yoga</b>                  826 Broadway, 6<sup>th</sup> fl.                  New York, NY 10003                  (212) 254-YOGA  <a href="http://www.omyoga.com">www.omyoga.com</a></p>

## Section 6: PROFESSIONAL DIVISION 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.

### **School Co-Directors**

Tracy Inman

ext. 9515 / [tinman@alvinailey.org](mailto:tinman@alvinailey.org)

Melanie Person

ext. 9516 / [mperson@alvinailey.org](mailto:mperson@alvinailey.org)

### **Business Office**

Jim Paulson, Business Manager

ext. 9511 / [jpaulson@alvinailey.org](mailto:jpaulson@alvinailey.org)

### **Admissions Office and Registrars Office**

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

ext. 9513 / [jruggeri@alvinailey.org](mailto:jruggeri@alvinailey.org)

Jessica Maiuzzo, Registrar

ext. 9518 / [jmaiuzzo@alvinailey.org](mailto:jmaiuzzo@alvinailey.org)

Cristina Sabater, Asst. to the Director of Admissions

ext. 9136 / [csabater@alvinailey.org](mailto:csabater@alvinailey.org)

Elise Drew, Summer Housing Coordinator

ext. 9138 / [housing@alvinailey.org](mailto:housing@alvinailey.org)

### **Bursar and Financial Aid Offices**

Sally Lelong, Financial Aid Director

ext. 9135 / [slelong@alvinailey.org](mailto:slelong@alvinailey.org)

Jennifer Yoh-Quinones, Bursar

ext. 9519 / [jyoh@alvinailey.org](mailto:jyoh@alvinailey.org)

### **Ailey/Fordham BFA Program**

Melanie Person, BFA Program Director

ext. 9516 / [mperson@alvinailey.org](mailto:mperson@alvinailey.org)

Tracy Miller, BFA Program Coordinator / Assistant to the School Co-Director

ext. 9124 / [tmiller@alvinailey.org](mailto:tmiller@alvinailey.org)

### **Administration**

Susan Foley, School Administrator

ext. 9514 / [sfoley@alvinailey.org](mailto:sfoley@alvinailey.org)

Lisa Whittaker, Asst. to the School Co-Director

ext. 9133 / [lwhittaker@alvinailey.org](mailto:lwhittaker@alvinailey.org)

Steven Brown, Studio Manager

ext. 9125 / [sbrown@alvinailey.org](mailto:sbrown@alvinailey.org)

Ashley Henry, Receptionist

ext. 9008 / [ahenry@alvinailey.org](mailto:ahenry@alvinailey.org)

### **Production**

Sarah Alexander, Production Coordinator

ext. 9140 / [gcostagliola@alvinailey.org](mailto:gcostagliola@alvinailey.org)

Jesse Dunham, Costume/Wardrobe Coordinator

ext. 9039 / [jdunham@alvinailey.org](mailto:jdunham@alvinailey.org)

### **Faculty Advisors**

Carolyn Adams, BFA Juniors

ext. 9130 / [cadams@alvinailey.org](mailto:cadams@alvinailey.org)

Ana Marie Forsythe, BFA Seniors

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Ellen Graff, BFA Sophomores

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Tracy Inman, Scholarship Program students

ext. 9515 / [tinman@alvinailey.org](mailto:tinman@alvinailey.org)

Freddie Moore, Certificate Program students

ext. 9145 / [fmoore@alvinailey.org](mailto:fmoore@alvinailey.org)

Melanie Person, BFA Freshman

ext. 9516 / [mperson@alvinailey.org](mailto:mperson@alvinailey.org)

Kevin Predmore, International Independent Study students

ext. 9129 / [kpredmore@alvinailey.org](mailto:kpredmore@alvinailey.org)

Charmaine Warren, U.S. Independent Study students

ext. 9127 / [cwarren@alvinailey.org](mailto:cwarren@alvinailey.org)

### **Physical Therapists, ext. 9073**

Shaw Bronner, PT, PhD, OCS - Director, PT Services

ext. 9073 / [sbronner@liu.edu](mailto:sbronner@liu.edu)

Sheyi Ojofeitimimi, MPT – Physical Therapist

Sara Rakov, DPT – Physical Therapist

### **Security and Building Management**

Michael Canarozzi, Facilities Manager/Fire Safety Director  
Reynold Manigault, Security Supervisor  
Steven Brown, Studio Manager  
Pam Wilkinson; Marion Gaines Security Guards

ext. 9055 / [mcanarozzi@alvinailey.org](mailto:mcanarozzi@alvinailey.org)  
ext. 9058 / [rmanigault@alvinailey.org](mailto:rmanigault@alvinailey.org)  
ext. 9125 / [sbrown@alvinailey.org](mailto:sbrown@alvinailey.org)  
ext. 9002

### **Tracy Inman – Co-Director of The Ailey School/ Scholarship Program Faculty Advisor / Rehearsal Director Ailey/Fordham Student Dancers (AFSD)**

- Counsels students about their courses and issues related to their dance training and/or career options, and makes referrals for appropriate professional assistance when needed.
- In accordance with school policy and procedures, makes and changes student schedules and gives final approval to Professional Division student schedules changes.
- Conducts evaluation conferences for selected Professional Division students at the end of each term.
- Serves as advisor to all Scholarship students.
- Serves as chairperson to the School's Audition Panel at auditions in NYC and throughout the U.S. and abroad.
- Gives final approval to students selected for all repertory and AIR workshops.

### **Melanie Person – Co-Director of The Ailey School/ Director, Ailey/Fordham BFA Program / Ballet Dept. Chairperson/ BFA Program Faculty Advisor**

- Counsels BFA students and Summer Intensive students about their courses and issues related to their dance training and/or career options; makes referrals for appropriate professional assistance when needed.
- In accordance with school policy and procedures, makes and changes student schedules and gives final approval to Professional Division student schedules changes.
- Conducts evaluation conferences at the end of each term for BFA students.
- Serves as advisor to BFA students.
- Responds to inquiries in person and by appointment about the Ailey/Fordham BFA Program.
- Serves as the liaison between Ailey and Fordham University staff.
- Serves as chairperson to the School's Audition Panel at auditions in NYC and throughout the U.S. and abroad.
- Serves as chairperson of the Ballet department.
- Gives final approval to students selected for all repertory and AIR workshops.

### **Jim Paulson - Business Manager**

- Consults with students who have difficulty meeting their financial obligations to The Ailey School.
- Consults with The Ailey School Directors on issues related to the School's finances, its faculty, musicians and staff, support services and policies.
- Serves as a Designated School Official for International Students
- Treasurer and contact person for Emergency Fund for Student Dancers (EFSD)

### **JoAnne Ruggeri – Director of Admissions and International Student Advisor**

- Schedules the School Co-Directors' annual audition tour and facilitates auditions held at The Ailey School.
- Responds to inquiries about full-time programs for both international and U.S. prospective students.
- Facilitates and supervises the enrollment process for all full-time students in conjunction with the Registrar, Assistant to Admissions Director, and Bursar.

- Serves as the School's Designated School Official and maintains the SEVIS database of international students and advises them on all matters pertaining to immigration policy and F-1 regulations including determining their eligibility for issuance of the *I-20 Certificate of Eligibility for F-1 Non-Immigrant Student Status*.
- Acts as liaison between the School and AADF Marketing department and insures that information on The Ailey School website, print advertisements, and school promotional materials is current.
- Maintains all internal school materials, student handbooks, course descriptions, etc.
- Coordinates and oversees the implementation and planning of the Summer Intensive Program

### **Susan Foley - School Administrator**

- Schedules and monitors all work hours for scholarship and certificate student recipients of Federal Work Study (FWS), and places students in jobs appropriate to their skills, interests, and the needs of the School and Foundation.
- Supervises the work evaluation process of all scholarship and certificate student workers and submits the results to the School Directors and Faculty Advisors for review at the end of each term.
- Implements and oversees the daily operational logistics of the School, including the scheduling of accompanists.

### **Sally Lelong - Financial Aid Director**

- Administers the financial aid programs available at The Ailey School (both institutional and governmental).
- Determines the criteria for financial aid eligibility according the federal guidelines.
- Clarifies for students and parents the financial aid terminology and concepts.
- Helps students to facilitate the application process, e.g., which application to use, where to send it, and what to do with output document(s) to be received.
- Upon receipt of Student Aid Report (SAR), she issues award letters indicating the types and amounts of aid that applicants and/or parents will receive,
- Forecasts how much aid will be available to pay tuition costs and meet living expenses,
- Counsels prospective and active borrowers about borrowing from federal loan programs, and how to manage assumed debts,
- With selected aid applicants, clarifies the verification process and the verification eligibility requirements.

### **Jessica Maiuzzo – Registrar**

- Completes each Professional Division student's registration at The Ailey School, issuing individual students their approved schedules.
- Adds and deletes student names to the faculty roll books after schedule changes are approved by The Ailey School Directors.
- Monitors students' attendance at the mid-point and end of each term and notifies the Directors and Faculty Advisors of students with poor attendance records.
- Processes student change of status forms for student withdrawals, leaves of absence, program transfers, etc.
- Provides, upon request, transcripts for all Certificate, Independent Study, and Scholarship Program students
- Distributes, collects, and maintains student evaluations
- Responsible for maintenance and archiving all full time student files.
- Monitors student attendance on a weekly basis and provides attendance reports to the School Co-Directors, Financial Aid Director, Faculty Advisor, and other school staff as needed.



- Writes letters of school attendance for those students who request them.
- Upon request, she completes forms for some students who have bank loans.

#### **Jennifer Yoh-Quinones – Bursar**

- Maintains the student tuition accounts for all Professional Division and Junior Division students,
- Accepts tuition, Participation fee, registration fee, and Physical Therapy fee payments from all Junior & Professional Division students and issues receipts.
- Provides individuals with a statement of their account, which show their tuition paid/due.
- Issues disbursements for overpayment or refunds due to withdrawals.
- Accepts “Projection of Aid Disbursement to Show the Bursar” forms from financial aid recipients

#### **Lisa Whittaker - Assistant to The Ailey School Co-Director**

- Serves as point person for students who wish to meet with Tracy Inman, the School Co-Director and makes appointments for them.
- Coordinates administrative aspects of the following student performances: Fall Fest, January Explosion, Global Harmony, Certificate Program Graduation, Spring Concert, and Summer Sizzler.
- Acts as liaison, in person and via telephone, between the general public and Mr. Inman and other Ailey School and the Alvin Ailey Dance Foundation (AADF) staff.
- As needed, and upon the Co-Director’s approval, distributes information to Scholarship, Certificate, and Independent Study students

#### **Tracy Miller – BFA Program Administrator / Assistant to The Ailey School Co-Director**

- Serves as point person for students who wish to meet with Melanie Person, the School Co-Director and makes appointments for them.
- Coordinates BFA Program dance auditions, admissions and recruitment.
- Coordinates grading and registration as a liaison between Fordham University and The Ailey School and assists BFA students with issues related to grading and registration
- Assists with registration and grading for Fordham University *non-dance* major students.
- Plans and facilitates all BFA-specific activities and events.
- Responds to inquiries in person and by appointment about the Ailey/Fordham BFA Program.
- Disseminates information to BFA students about BFA activities and events.

#### **Cristina Sabater – Assistant to the Director of Admissions**

- Maintains all full-time student records in Blackbaud data-base.
- Enters audition results in school data-base and sends acceptance and decline letters by e-mail to students
- Collects and maintains a record of student enrollment materials
- Maintains all student attendance records in Blackbaud and provides reports to other full time school staff, when requested
- With the approval of the Ailey School Co-Directors or Faculty Advisors, maintains student records of excused absences and leaves of absence in the faculty roll books.
- Assists the administrative operations of the School Registrar and Director of Admissions
- Maintains the accuracy of student records, up to dating contact information as necessary.
- Assists the Financial Aid Director in gathering information for IPED reports and student demographic information
- Responds to large volume of inquiries about full-time programs for both prospective international and U.S. students by phone and email.

**Steven Brown – Senior Studio Manager**

- Manages daytime operations of The Ailey School studios and related concerns
- Disseminates and posts relevant student news and announcements throughout the building
- Supervises student monitors and oversees the daily taking of class attendance.
- Serves as school videographer and custodian of school video archives.
- When needed, responds to requests for supplies and equipment by staff, students, and outside clientele

**Sarah Alexander - Ailey School Production Coordinator**

- Consults with students and guest choreographers regarding the technical aspects of school performances in the Ailey Citigroup Theater and in Ailey School studios.
- Coordinates dancer and crew schedules for technical rehearsals, dress rehearsals, and performances.
- Supervises technical and dress rehearsals and works in conjunction with the Theater Manager and Production/Theater crew.
- Compiles program information (music, casting, choreographer, etc) and oversees the design and production of printed programs.
- Coordinates ticketing, runs box office, and coordinates student ushers for all Ailey School performances.

**Jesse Dunham – Costume/Wardrobe Coordinator**

- Coordinates all aspects of costuming for School performances
- Works with choreographers and students in choosing appropriate costume's from the Schools existing inventory and constructs new costumes when necessary
- Does fittings and alterations on costumes for students as needed
- Maintains the costume shop inventory
- Serves as Wardrobe Supervisor for Professional Division performances

**Elise Drew - Summer Housing Coordinator**

- Coordinates all aspects of Summer Housing at Fordham University McMahon Hall Dormitory
- Develops, maintains, and distributes all information and application materials
- Processes student applications for housing and serves as liaison between Fordham Resident Life Staff and The Ailey School staff
- Supervises and facilitates the interview and hiring process of summer chaperones and resident assistants
- Oversees and supervises summer housing Chaperones and Resident Assistants throughout the summer
- Supervises and facilitates move-in and move-out days at the dorm
- Responds to inquiries from students and parents by email and telephone

## Physical Therapy Staff

Contact info: 212-405-9073

Shaw Bronner, PT, PhD, OCS - Director, Physical Therapy Services

[sbronner@liu.edu](mailto:sbronner@liu.edu)

Sheyi Ojofeitimimi, DPT

Sara Rakov, DPT

The physical therapy services offer an excellent opportunity for dancers to learn about their own bodies and are available to students enrolled in all full-time programs. The on-site physical therapy room is equipped with strength and cardiovascular equipment for cross training, including lower and upper extremity bikes, treadmills, a Pilates Cadillac (reformer and trapeze table), free weights, cable columns and balance equipment.

The Ailey School Physical Therapy staff offers the following services:

- Daily injury clinics are conducted by one of the physical therapists, and address minor aches and pains before they become major injuries.
- During the clinics, 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.
- Students enrolled in the B.F.A. Program are given annual dance screenings in order to identify "red flags" that may put the dancer at risk of serious injury.

## Faculty Advisors for Professional Division

Contact info: 212-405-(xxxx) (dial the advisors 4 numeral extensions as follows)

By appointment, Faculty Advisors offer the following support services:

- Advisement on program requirements, courses and issues related to their dance training and/or career options.
- Make referrals for appropriate professional assistance as needed.
- By appointment and in accordance with school policy and procedures determine and change student schedules.
- For Professional Division students conduct individual evaluation conferences at the end of each term.
- Serve as members of The Ailey School's Audition Panels at auditions held before each new term.
- Consult with The Ailey School Directors on issues and questions related to The Ailey School's artistic mission, its students, support services and policies.
- Freddie Moore serves as Rehearsal Director for the Ailey/Fordham Student Dancers (AFSD) and Certificate Program Student Performance Group (SPG).

## Faculty Advisors for Professional Division

Carolyn Adams, BFA Juniors

ext. 9130 / [cadams@alvinailey.org](mailto:cadams@alvinailey.org)

Ana Marie Forsythe, BFA Seniors

ext. 9512 / [aforsythe@alvinailey.org](mailto:aforsythe@alvinailey.org)

Ellen Graff, BFA Sophomores

ext. 9131 / [egraff@alvinailey.org](mailto:egraff@alvinailey.org)

Tracy Inman, Scholarship Program students

ext. 9515 / [tinman@alvinailey.org](mailto:tinman@alvinailey.org)

Freddie Moore, Certificate Program students

ext. 9145 / [fmoore@alvinailey.org](mailto:fmoore@alvinailey.org)

Melanie Person, BFA Freshman

ext. 9516 / [mperson@alvinailey.org](mailto:mperson@alvinailey.org)

Kevin Predmore, International Independent Study students

ext. 9129 / [kpredmore@alvinailey.org](mailto:kpredmore@alvinailey.org)

Charmaine Warren, U.S. Independent Study students

ext. 9127 / [cwarren@alvinailey.org](mailto:cwarren@alvinailey.org)

## **Section 7: CONSUMER INFORMATION**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

[Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901**

## **COMPLETION RATES**

According to the Federal Title IV Higher Education Amendments of 1998, schools must track the rate at which it takes the school's students to complete their post-secondary education. The cohort of students used to calculate this rate is restricted, by these Amendments, to students who are starting their post-secondary education for the first time since high school. These Amendments also specify that the measurements allow first-time enrollees 150% of the scheduled program length to complete it. As the Certificate Program is a three year program, the calculation of these rates covers four-and-half years. While the calculation of these rates for USIS students covers one-and-half years. Current measurements for the academic year ending spring 2012 show:

### ***2012 Certificate Program Completion Rate of Fall 2008 Starts***

*The 2012 Completion Rate for the Certificate Program is 43%:*

This rate is based on federally required calculations, according to which, three of the seven "1st-time/1st-enrolled" students (i.e., no prior post-secondary enrollment history) who started this three-year program in Fall 2008 graduated in Spring '11.

### ***2012 Independent Study Program Completion Rate of Fall 2008 Starts***

*The 2012 Completion Rate for the Independent Study Program is 67%:*

This rate is based on Federally required calculations, according to which, four of the six "1st-time/1st-enrolled" students (i.e., no prior post-secondary enrollment history) who started this one-year program in Fall 2008 graduated by Spring '11.

## **RETENTION RATES**

According to federal regulations, schools must track the rate at which first time-first enrolled (FTFI) students continue their studies beyond the first year of enrollment. Of the 16 students who fit this category in the fall 2010, 11 either completed the one year Independent Study Program or re-enrolled in the Certificate Program for the fall 2011. Thus, the retention rate for this cohort is 69%.

*As of October 10, 2012 - JR*

## Section 8: PROFESSIONAL DIVISION AGREEMENT

### 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 – *page 4*
- Certificate Program requirements (*Certificate students only*) – *pages 11-13*
- Dress Code – *page 15*
- Code of Conduct – *page 16*
- Policies and Procedures – *page 17*

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.

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STUDENT'S SIGNATURE

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PRINT STUDENT'S NAME

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PARENT'S NAME AND SIGNATURE (if student is under the age of 18)

---

DATE

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