

# THE AILEY SCHOOL

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Directors

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## JUNIOR DIVISION PARENT AND STUDENT HANDBOOK



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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.

Located in New York City's Theater District, The Ailey School houses 16 spacious studios, a fully equipped theater with 295 seats, student and faculty lounges, dressing rooms, a library, classrooms, conference rooms, an Ailey boutique and administrative offices. Our student body hails from every part of the world, representing a diversity of racial and ethnic backgrounds. Unique among dance academies, The Ailey School offers an accredited and comprehensive curriculum including ballet, Graham-based modern, Horton, Limón, jazz, contemporary and West African dance.

### MISSION OF THE AILEY SCHOOL

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

### GOALS OF THE AILEY SCHOOL

- To make dance accessible to young people and adults through dance training and innovative community arts-in-education programs.
- To offer students the opportunity to follow an accredited curriculum of diversified dance training of the highest professional caliber.
- To maintain a professional faculty of exceptional teachers and musicians
- 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, and professional counseling for nutrition and psychological well-being.
- To offer a broad range of dance classes for the dance enthusiast.

# Section 1: Program Overview

## **FIRST STEPS AND BOUNDING BOYS**

Our First Steps and Bounding Boys Program is for children ages 3 to 6 years old. The program is designed to give each child personalized instructional support and attention. All First Steps and Bounding Boys classes have an instructional team comprised of a primary teacher, 1 to 3 Teaching Assistants who are either current students or alumni of The Ailey School, and a live accompanist. We strive to create a warm, supportive, and inviting atmosphere for your child.

All First Steps and Bounding Boys students will participate in a year-end presentation at The Ailey School.

## **PRE-PROFESSIONAL PROGRAM**

The Ailey School's Junior Division Pre-Professional Programs offers a highly structured curriculum for conservatory training. Students participate in after-school and weekend classes during the regular school year. All levels include training in ballet and at least one other technique. As students' progress, more techniques are added such as jazz, Horton, Limón, modern, pointe, tap and West African.

The program is comprised of Ailey Athletic Boys Dance and Levels I-VII.

### **Ailey Athletic Boys Dance**

The Ailey Athletic Boys Dance Program is a scholarship track within the Pre-Professional Program of the Junior Division for boys between the ages of 7-10 who exhibit a strong interest in dance. A primary goal of the program is to provide access to conservatory style training that will enable students to matriculate to the highest levels within Junior Division.

Classes are structured to develop strength, flexibility, and coordination along with the discipline, focus and drive found in professional male athletes and dancers. Boys participate in a variety of classes each week, including Ballet, Horton, West African, and Tap.

### **Junior Division Scholarship Program**

The Scholarship Program is a training program for high school students ages 14 to 17 who show the highest potential for a career in dance. This prestigious program provides financial assistance to gifted intermediate and advanced level high school students who attend part-time during the school year and full-time during the summer. Scholarship students also have the opportunity to gain a variety of administrative skills by working in The Ailey School or Alvin Ailey Dance Foundation offices in exchange for their scholarships.

### **Curriculum**

Pre-Professional Program students audition and enroll in the class level assigned to them based on the student's technical ability. Students are required to take all the classes assigned to their level.

## Class Placement and Scheduling

Junior Division Students can take only the classes assigned to them at the time of enrollment. Each student is placed in the appropriate level and assigned a class section. At the start of each school year, students are reassessed by faculty for level placement. Students spend 2-3 years in each level.

Level placement has been determined based on several factors including, but not limited to, proficiency in ballet and modern, instructor recommendations, and panel observation. If applicable, previous evaluations and attendance records were also reviewed to determine level placement.

**Students enrolled in Junior Division are not allowed to take Ailey Extension classes.**

## Cell Phone Usage

Students are requested to turn off their cell phones when in class. Videotaping and photography of Ailey School classes are strictly prohibited. This includes the use of digital cameras, cell phones, and other recording devices.

While Junior Division students are in technical rehearsals, dress rehearsals, and performances, they are expected to turn their phone in to a Junior Division staff member upon signing in. Their device is returned to them upon the completion of the rehearsal or performance.

## MID-YEAR AND YEAR-END FEEDBACK

Parents and students in the First Steps and Bounding Boys Program will receive a version of the evaluations used for older students to be considered more of a progress report up to two times per year.

Pre-Professional Program students will receive verbal and written feedback from instructors two times per year. 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 considered each term:

- **Attendance:** Perfect or near perfect attendance is essential. Please see the Attendance Information in Section 2: Rules and Regulations.
- **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 and interest in training. Students must demonstrate proper classroom etiquette and observe the dress code as well as other rules and regulations of The Ailey School.

## PERFORMANCES, WORKSHOPS, AND SPECIAL ACTIVITIES

First Steps and Bounding Boys students perform in May at the Ailey Citigroup Theater. Pre-Professional students in Levels I-VII and Ailey Athletic Boys Dance perform annually in May at a New York City theater in the Junior Division Spring Concert. Students in the highest level(s) may also have an opportunity to perform in the January concert in conjunction with Professional Division Program students.

- Workshops and Repertory courses are offered to give The Ailey School's Junior Division intermediate advanced students rehearsal and performance experience.
- They are considered a part of and not a replacement for regularly scheduled technique courses.
- 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 participation in the Workshop/Repertory class and to perform workshop choreography in performances.
- Students are required to attend ALL workshop rehearsals, dress rehearsals, and technical rehearsals.
- Dress rehearsals are NOT open to students.
- Neither tech nor dress rehearsals are open to the public or guests of the performers.
- Videotaping of performances is strictly forbidden by anyone other than The Ailey School videographer, or the choreographers.
- Ailey School video recordings are for archival purposes and are not for sale.

# Section 2: Rules and Regulations



## JUNIOR DIVISION CODE OF CONDUCT AND GUIDELINES

At The Ailey School, we strive to offer the highest level of dance education in a positive, respectful, and nurturing environment. The goal of The Ailey School's Code of Conduct is to help students and teachers create an environment that is conducive to teaching and learning. Students learn better in a secure, orderly, and non-disruptive atmosphere. To maintain such an environment, we ask all our students and their parents to abide by the following guidelines and Codes of Conduct below.

### Student Responsibilities

- Attend class regularly and on time.
- Abide by the Junior Division Dress Code.
- Do not chew gum in the building! The Ailey School is a "Gum- Free Zone"
- Students are required to bring their own water bottle from home.
- Students must inform their teachers before leaving the studio. This includes leaving to use the bathroom or to refill water bottles.
- Injured students should speak with their Program Coordinator at [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org)
- Students unable to participate in class may be granted permission to observe case-by-case.
- Students who enter the building to attend classes are expected to fully participate in classes.
- Students in Levels IV, V, VI and VII are expected to check their Ailey.school email account for announcements before reporting to the building.

### Student Code of Conduct

- Adhere to the Health & Safety Pledge.
- Adhere to the Classroom Dress Code.
- Dancers must maintain a satisfactory level of performance.
- Dancers must respectfully interact with teachers, parents, staff, and other students.
- Dancers must serve as peer role models for those their age and younger dancers. This includes refraining from the use of profanity and vulgar language or poor behavior in studio, in the dressing rooms and in public areas especially when representing The Ailey School in performances and during special events.
- Dancers must refrain from physical, mental, emotional, or cyber bullying of other dancers, staff, or instructors. This includes social media postings directly or indirectly referencing a student, staff, or faculty member, or The Ailey School.
- We expect dancers to behave with self-respect and show respect towards staff, faculty, and classmates.

### Parental/Guardian Responsibilities

- Parents should ensure that students attend class in good health, regularly, in dress code and on time.
- Please keep students' home if they are unable to dance due to illness or injury.
- Parents should submit notification of absence to the Junior Division Office by **filling out the [Junior Division Absence Notification Form](#)**.

- Please inform your child's Program Coordinator of changes at home that may affect student conduct or performance.
- Please ensure that students are picked up immediately after class ends.

## Parental/Guardian Code of Conduct

We expect that ALL members of The Ailey School community will treat one another with courtesy and respect conducive to maintaining a safe and peaceful school environment. Ailey School parents and guests agree to refrain from:

- Engaging in behavior which interferes with or threatens to disrupt program operation.
- Communicating with other parents, faculty, staff, or students using profanity, aggressive language or a less than a professional tone in person, via phone or in writing.
- Use of physical intimidation towards another adult or child.
- Addressing or reprimanding students directly. All concerns must be brought to the attention of Junior Division Program Coordinators or Ailey School staff.

## DISCIPLINARY ACTIONS

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

## Probation

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

- Excessive class absences.
- Unsatisfactory or limited progress in assigned classes.
- Non-completion or unsatisfactory completion of assigned work hours with The Ailey School. (*Scholarship students only.*)
- Unauthorized leave of absence.
- Unacceptable behavior inside the School or outside when serving as a representative of The Ailey School.

The Ailey School staff closely monitors student's attendance and work assignments when a student is placed on probation. Scholarship students who are on probation and fail to rectify their status will not be permitted to re-audition or re-apply for the Scholarship Program.

## Dismissal

The Ailey School reserves the right to dismiss any student who does not abide by its rules and regulations. The Ailey School tries to avoid this extreme measure by providing advisement services through its Junior Division Director, faculty and selected administrative staff members on a case-by-case basis. Students may be dismissed because of lack of progress, frequent absences or tardiness, delinquency of payment of tuition or fees, behavioral problems and/or violation of the Ailey Health & Safety Pledge and Codes of Conduct.

## ATTENDANCE

The Ailey School understands Junior Division students face the responsibility of balancing academic requirements and preparation for post-secondary pursuits with the rigors of training outside of school hours. The Ailey School fully supports all students in their efforts to successfully matriculate through pre-school, elementary, middle, and high school. Parents and students should consult with Program Advisors as challenges with attendance arise. With this in mind, please review our attendance policy:

- To fully engage in all that dance training offers, regular attendance and on-time arrival are required. Lack of commitment to attending classes may affect further matriculation through the program. Lack of attendance at rehearsals will jeopardize a student's ability to participate in performances.
- Students are expected to fully participate **at least 90% of the days they are scheduled to attend class.**
- Students must attend all classes scheduled for the day to be counted as present.
- Early departure from class is not allowed. Students who leave class early will be marked absent for the day.
- Students who are not able to participate for at least 90% of the days that classes are held may jeopardize their ability to perform in a portion or all of presentations shown in performance. This includes In-studio showings, Repertory Workshops, and/or end of year performances.
- Students who miss classes during the last four weeks of the academic year or miss technical and dress rehearsals for productions will not be allowed to perform.

### **Excused Absences:**

Students are allowed an allotted number of excused absences by level based on the attendance policy above. The following excused absences are allowed *in addition to holidays and closures* listed on [The Ailey School Junior Division Academic Calendar](#).

<b>Junior Division Program/Level</b>	<b>Number of excused absences allotted per term:</b>
First Steps and Bounding Boys	2 days per term
AABD A, AABD B/C, Level I and Level II	2 days per term
Level III and Level IV	5 days per term
Level V, Level VI, and Level VII	7 days per term

### **Absence Notification Forms**

Parents are responsible for reporting absences using The Ailey School Absence Notification Forms. Faculty will also submit record of attendance to the School Registrar daily. Courtesy notification will be provided for students with excessive tardiness and absences just before the Thanksgiving Holiday. In accordance with safety and health procedures, the faculty are required to submit a record of attendance daily. We are invested in helping your students get the most out of their time spent in class and are here to support families in efforts to meet criteria for attendance and timely arrival.

**[Absence Notification Form \(Advance Notification ONLY\)](#)**: This form can be used to report an absence(s) in advance and up until the day of that class, thereafter, *you must use the [Late Absence Notification Form](#)* below. To access the Junior Division Absence Notification Form, parents must sign into [The Ailey School Customer Portal](#), click the “Student” tab, and submit a form for ALL days that the student will be absent.

**[Late Absence Notification Form](#)**: This form can be used to report an absence that has already happened. Please include as much information as possible in the “Reason for Absence” section on the Late Absence Notification Form. We will follow up via email if we have any questions or concerns. Please submit this form **no later than one week** after the student is absent.

Reasonable accommodation will be made for absences due to religious observation. Families and students are encouraged to notify staff of any planned absences for religious observance.

## **LATENESS**

It is important that students are on time for class. Late arrival and early dismissals are detrimental to a student’s ability to safely train, consistently improve and can be very disruptive to the educational process. Students are admitted to the building no earlier than 10-15 minutes before class starts. Students over 10 minutes late for class will not be allowed to take class. Late students have missed proper warm-up and are at risk of injury. Students who request to leave early will not receive credit for attending any classes taken on that day.

## **WITHDRAWALS**

To obtain an official withdrawal, parents must send an email directly to The Ailey School Bursar at [bursar@alvinailey.org](mailto:bursar@alvinailey.org). with a copy to their Program Coordinator at [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org).

- First Steps and Bounding Boys Program Coordinator – Dawn Tricarico,
- Pre-Professional Program and Ailey Athletic Boys Program Coordinator- Merceditas Mañago-Alexander

**NOTE: Notification must include the student’s anticipated last date of attendance.**

## IN CASE OF INJURY, SURGERY, OR SERIOUS ILLNESS or LIFE EVENT REQUIRING EXTENDED ABSENCE:

### **If student is ill, injured or requiring surgery:**

Notify the student's Program Coordinator immediately should the need arise for extended absence due to serious illness or injury. We will submit your request to our medical staff and the Business office for review. You will be asked to submit The Ailey School Medical Clearance Form for documentation.

### **Student guidelines for returning to dance after an extended absence:**

From our experience healing and recovery is a process that is different for each dancer. With student safety in mind, returning to dance at Ailey after recovery from surgery or injury may involve several or all the following before a return to dance is approved by Ailey School Directors. Students will need to:

- Finish a prescribed treatment and recovery plan as determined by licensed medical professionals including physicians and physical therapists.
- Provide confirmation of ability to routinely execute everyday weight bearing activity. (i.e. walking running, climbing stairs etc...)
- Engage in dance related physical therapy and/or rehabilitative, one on one, personalized dance instruction away from Ailey before returning to classes.
- Submission of Ailey School Medical Clearance Form(s) for review and approval by Ailey School Physical Therapy director and School Directors
- Meet with their Program Coordinator to develop a return to dance plan-may include a modified class schedule and Ailey PT check-in sessions.
- Return to classes with a modified schedule. The student will need to be able to complete class with minimal supervision by faculty AND must provide an anticipated date to resume full class schedule.
- Continue routine PT for support outside of Ailey as needed

### **Change of enrollment status or extended absence due to a life event:**

We understand that students and families may encounter challenging situations that may require an unexpected shift in priorities. When students are not able to meet attendance requirements due to extenuating circumstances beyond their control, please contact your child's Program Coordinator as soon as possible at [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org).

**Note:** Financial refunds or credits are not given for missed lessons due to extended absence. Please see our refund policy on the [2024-2025 Tuition Price Chart](#).

## DRESS CODE

Dress Code requirements can be found in [The Ailey School Customer Portal](#).

Dress code should be purchased from the Ailey Boutique at [Aileydancewear.com](http://Aileydancewear.com)

### All Students

#### Hair:

- Long hair must be in a bun, pinned, clipped, or tied securely away from the neck and face. No bangs, loose, or hanging hair.
- Short hair must be neatly trimmed.
- Hair should be natural in tone.

#### Jewelry:

- Jewelry is NOT permitted in class except for small stud earrings that do not hang below or go around the earlobe.

#### Extra Note:

- No bare midriffs, cut out shirts, or loose/baggy clothing.
- Fingernails must be kept short, neat, and nude in color.
- Skin tone matching camisole bra (as needed; consult with Program Advisor for any questions)
- Skin tone matching boys dance belt (as needed; consult with Program Advisor for any questions)

# Section 3: Communication and Building Entry Protocol

## EMAIL COMMUNICATIONS

The Ailey School recognizes the value of clear and frequent communication among students, faculty, and staff and the importance of mentoring in the learning process. Our staff is available to help. Please see below and direct questions accordingly for a timely response.

### **Staff Email Contacts:**

For questions related to:  
First Steps and Bounding  
Boys Program

Please Email:  
[juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org) ATTN: Dawn

Pre-Professional Program  
Ailey Athletic Boys Program

[juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org) ATTN: Merceditas

Registration Issues

[juniordivisionregistrar@alvinailey.org](mailto:juniordivisionregistrar@alvinailey.org)

Tuition and Payment

[bursar@alvinailey.org](mailto:bursar@alvinailey.org)

### **Ailey.School Email Addresses**

#### ***(For students in Levels III-VII ONLY)***

Upon completing registration for their first year at the Ailey school, students in Levels III and up will be assigned an ailey.school email address. A Gmail activation email will be sent to the student email address on file. Students will have 48 hours to activate the ailey.school email address. Beginning with the first day of the fall semester, all correspondence from The Ailey School will be sent to students at their ailey.school email address. Students are encouraged to check this email on days they are required to attend classes before reporting to the building.

## PROTOCOL FOR COMMUNICATING WITH FACULTY AND ADMINISTRATION

We encourage our students to approach instructors directly, for feedback or clarification, as needed during class time. The Junior Division Director, Program Coordinators, and appointed faculty are available to advise and mentor students on artistic, procedural, and personal concerns. Requests for advisement appointments should be submitted to your Program Coordinator.

## PARENT RESOURCES

Parents will be able to access resources from the Junior Division Team in [The Ailey School Customer Portal](#). Important Information will continue to be sent to the household emails on file as well.

*Important Items to be included, but not limited to:*

- Junior Division Parent and Student Handbook
- Acknowledgement Submission for the handbook.
- Health Forms and Medical Questionnaires
- Student Photo Upload
- Junior Division Dress Code requirements
- Academic Calendar
- Absence Notification Forms
- Medical Clearance Forms
- Updates and Announcements
- Review Teacher Feedback



# Section 4: Facilities

## **BUILDING ENTRY AND EXIT PROTOCOL**

When entering and exiting the Ailey building, **all parents, guests, and visitors** must sign in and sign out. When entering and exiting the Ailey building, **all students in Levels III, IV, V, VI, and VII** must sign in and out. When entering and exiting the Ailey building students in First Steps and Bounding Boys, Ailey Athletic Boys, Level I and Level 2 will be met and escorted by staff to a designated arrival and pick up area in the building

To facilitate sign in and sign out procedures, we utilize a QR code generated by a system called **Sign In App**. At the start the academic year, each enrolled Junior Division family will receive an invitation via email to activate a **Sign In App** account for the first two contacts we have on file in your Customer Portal Account contact information AND for students enrolled in Levels III through VII. Once you have activated the account and downloaded the app on a mobile device, you will have access to a QR Code for presentation at a station of iPad readers located near points of entry and exit.

## **DRESSING ROOMS, RESTROOMS, AND LOCKERS**

Students are asked to come to the school “under-dressed” with dance clothes underneath their street clothes, however the Junior Division dressing rooms are open on the PE (Performance Entry) Level. Junior Division students are not permitted to use lockers. All items left in lockers will be discarded at the end of each day.

Restrooms are located on the Lower Level, PE Level, Ground Floor, First Floor, Fifth Floor, and Sixth Floor. There are gender neutral restrooms located on the Fourth Floor. Please do not change clothes in the any of the restrooms.

## **ACCESSIBILITY**

### **The Joan Weill Center for Dance**

The Ailey School is housed in the largest building in the United States that is devoted solely to the art of dance – The Joan Weill Center for Dance. The building has 16 climate-controlled studios, 2 classrooms for academic classes, a student lounge, an outdoor patio, an Ailey Boutique concession and gift shop, a physical therapy room, three floors of administrative offices, and a full-equipped black box theater that seats 275 people.

It is home to the Alvin Ailey American Dance Theater, Ailey II, The Ailey School, Ailey Extension, and Ailey’s Artis in Education and Community Programs.

**Accessibility to some areas of the Joan Weill Center for Dance will be strictly prohibited to students and the general public. Please see below for access details.**

## Lower Level (LL)

- Studios – LLA and LLB
- Black-box theater – Studio LLC
- Professional Division Dressing rooms – **CLOSED to JD students.**
- Green room; Backstage dressing rooms – **CLOSED except for performances.**
- Costume shop – **CLOSED to students except for fittings, by appointment.**

## Performance Entry Level (PE)

- Box Office
- Junior Division Dressing rooms
- Ailey Citigroup Theater

## Ground Floor

- Lobby and stairs to PE (theater entry level)
- Studios – 1A, 1B, and 1C
- Bathrooms
- Security desk
- Ailey Extension Desk
- Ailey Boutique
- Elevators – **Students must take the stairs between LL and the 2<sup>nd</sup> Floor.**
- Patio – Open weather permitting.

## Second Floor – Student access ONLY.

- Studios – 2A and 2B
- Reception area
- Administrative Offices for The Ailey School and Arts in Education – **CLOSED to students.**

## Third Floor – Student access ONLY.

- Physical Therapy Room – **Limited access, appointment required.**
- Administrative Offices for Finance, Production, and Facilities – **NO student access.**

## Fourth Floor

- Classrooms – **BY APPOINTMENT ONLY**
- JD Parent Lounge – **SATURDAYS ONLY**
- Restrooms – Gender Neutral
- Administrative Offices for External Affairs, Executive Director, and Artistic Director. – **NO ACCESS**
- **Fifth Floor** – **Student access ONLY.**
- Studios – 5A, 5B, 5C, and 5D
- Bathrooms

- Lounge area – **Parent access WEEKDAYS ONLY.**

### **Sixth Floor – Student access on SATURDAYS ONLY.**

- Studios – 6A, 6B, 6C, and 6D
- Lounge area
- Bathrooms
- Dressing rooms for Alvin Ailey American Dance Theater and Ailey II – **NO student access.**

## **STUDENT LOUNGE AND COURTYARD PATIO**

The Student Lounge areas are currently not available to Junior Division students. However, the courtyard patio, located on the first floor next to studio 1B, open for limited student use during the spring, summer, and early fall, weather permitting. Picnic tables and benches are located in the courtyard. Because there are neighboring residential buildings nearby, we ask that you keep noise to a minimum when using the courtyard. Please keep the courtyard clean at all times by using the trash receptacles on the ground floor.

## **ELEVATOR USE & BUILDING ACCESS**

Students traveling between the Lower Level and the Second Floor must use the stairs. Students may use the elevators to travel from the Lower Level to any floor above 3. Students are not permitted to access the 6th Floor when the Alvin Ailey American Dance Theater (AAADT) or Ailey II are in residence. If you are scheduled for a class during that time, you must leave immediately after your class has ended.

## **LOST & FOUND**

Please report all thefts and lost items to the Security Desk immediately upon discovering them. Lost items are collected and placed near Security, or on the Lower Level by stairway B and will remain there until the end of the summer, at which time they are discarded if not reclaimed. Students are strongly encouraged to not leave their bags and other valuables unattended anywhere in the building. The School is not responsible for loss, theft, or damage to such property for any cause.

## **SCHOOL ANNOUNCEMENTS**

Class studio locations and any schedule changes are posted daily on the monitors located in the lobby of each floor. Students are expected to stay abreast of activities and announcements and are advised to check e-mail daily for up-to-date information from The Ailey School. Announcements will also be shared via Google Classroom for students in Levels III-VII.

# Section 5: Junior Division Administrative Staff

## The Ailey School Co-Directors

Tracy Inman  
Melanie Person

## Business Office

Jennifer Yoh-Quinones, Director of School Business Operations

## Junior Division Director

Tiffany Barnes

## Junior Division Associate Director

Dawn-Marie Tricarico

## Junior Division Administration

Merceditas Mañago-Alexander, Junior Division Program Coordinator  
Brittany Benton, Junior Division Administrative Coordinator  
Becky Brown, Junior Division Program Associate

## Production

Kaitlyn Miller, Production Administrator  
Kelly Grabowski, Wardrobe Coordinator

## EMAILS TO KNOW

ALL PARENT QUESTIONS.....[juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org)

For First Steps and Bounding Boys Program Coordinator.....ATTN: Dawn  
Communicate with FS/BB Faculty and Administration  
FS/BB Injured Student Advisement

For Pre-Professional Program and Ailey Athletic Boys Program Coordinator.....ATTN: Merceditas  
Communicate with program Faculty and Administration  
Injured Student Advisement

Student Information Systems.....ATTN: Brittany  
*Sign In App*  
Ailey.School Email Accounts (*Levels III-VII*)  
Google Classroom (*Levels III-VII*)

COVID-19 Related Questions and Documentation.....[aileyforward@alvinailey.org](mailto:aileyforward@alvinailey.org)

COVID-19 documentation should be submitted to [aileyforward@alvinailey.org](mailto:aileyforward@alvinailey.org) with a copy to [dtricarico@alvinailey.org](mailto:dtricarico@alvinailey.org).

Payment Questions.....[bursar@alvinailey.org](mailto:bursar@alvinailey.org)  
Program Withdrawal (CC: [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org))

Registration Questions.....[juniordivisionregistrar@alvinailey.org](mailto:juniordivisionregistrar@alvinailey.org)

Summer Training with The Ailey School.....[juniordivisionsummer@alvinailey.org](mailto:juniordivisionsummer@alvinailey.org)

# Section 6: Safety and Security



## SECURITY

### Campus Security

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

### Access to Campus Facility

AADF's facility, The Joan Weill Center for Dance, houses Alvin Ailey American Dance Theater (AAADT), Ailey II, The Ailey School, The Ailey Extension, and Ailey Arts in Education and Community Programs and is located at 405 West 55th Street (corner of 9th Avenue). 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. Junior Division students are identified at the door by staff members, and assigned a personalized QR code they must use to sign in and sign out of the building. Ailey Extension students must sign into their classes at a specifically marked sign-in desk. All other visitors to the building must be announced to the Security Desk who signs them in and issues a visitor's badge. The Ailey School facilities, including restrooms, are wheelchair accessible throughout the building.

### Security

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

## 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. 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 receives a copy of all completed Incident Reports. Other senior administrators are notified of emergencies, as necessary.

### 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. 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.
- If 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 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.

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

- At night, travel with a friend or choose to take a bus or taxi, if possible.
- When you are on the subway platform, the safest place to wait is behind the yellow line, away from the platform edge.
- 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 at night.
- Beware of loud arguments or noisy incidents. They could be staged to distract you in order to pick your pocket.
- On subways, choose the 5<sup>th</sup>, or middle, car. (The conductor operates from the fifth car.)

## 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. 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 receive on-going training to enable them to effectively manage emergency situations.

## 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's name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone if 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 the 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.

## Medical Emergency:

Call 911 from any phone. Phones are 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 your 911 call is complete

## **EMERGENCY AND SAFETY PERSONNEL**

**Building Security:** dial extension 9002

**Fire Life Safety Director:** Michael Canarozzi, ext. 9055

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

## **FIRE SAFETY AND CAMPUS SECURITY**

### **Fire Drills**

Fire drills are conducted regularly 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. Fire drills may be conducted with or without prior notice.

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

- Listen for announcements.
- Report to the lobby of the 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.

# Section 7: School Policies

## LIABILITY WAIVER

In consideration of being permitted to participate in the programs and activities of The Ailey School or Alvin Ailey Dance Foundation (“AADF”), I hereby waive, release and forever discharge AADF and its principals, officers, directors, agents, insurers, and employees from liability from any and all claims, actions and causes of action (including resulting from negligence) that may at any time result from my participation in programs and activities of The Ailey School or AADF, including any such that relate to costs, expenses or damages to my personal property or for personal injury or illness (including death). I am in good health and physically fit and do not have any injury or disability which might jeopardize my participation in programs and activities of The Ailey School or AADF.

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

By signing the **Student Handbook and Agreement page in The Ailey School online Customer Portal**, I confirm that I have read and accepted the conditions to my participation as set forth above. I understand that I am giving up substantial rights including the right to sue.

## 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, Instagram, Twitter, Tiktok, LinkedIn, YouTube, Vimeo, Pinterest, SnapChat, Whatsapp, Flickr, blogs, and message boards. 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 individual comments to what others have written in social media, remember that what you say can reflect on the Ailey organization as well as on you, personally. Use your best judgment, especially when posting anything about Ailey. Please remember you are 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 comments online about Ailey as an individual, you should not blog anonymously or use false screen names. Always identify that you are a student or the parent of a student in The Ailey School (or, if applicable, that you work for Ailey) and be clear that you are speaking for yourself, not the organization. It

is perfectly acceptable to talk about aspects of your work or studies at Ailey, but it is not okay to publish any confidential information about Ailey. Confidential information includes things such as: unpublished details about Ailey's upcoming performances and programs; private information about colleagues, students, staff, faculty, AAADT / Ailey II dancers, and crew; information about box office sales; and other financial data. **Posting Ailey's logos, trademarks, or images without permission is prohibited and should be avoided.**

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

## **DRUG, TOBACCO, AND ALCOHOL POLICY**

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

### **Possible Disciplinary Sanctions and Penalties**

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

### **Smoking Regulations**

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

## **PHOTO RELEASE**

I am the parent/legal guardian of Student and am signing this release on my own and the student's behalf. I hereby grant to Alvin Ailey Dance Foundation ("Ailey"), and to other such persons as Ailey may designate, permission to document (film and photograph) Student's participation in Ailey's programs and activities (the "Imagery"). In addition, I agree that Ailey may use the Imagery and Student's likeness, voice, name, photographs, video, and/or images ("Persona") in whole or in part, alone or accompanied by other material, throughout the world, in perpetuity, without any payment/compensation, in any media now known or hereafter developed (including social media), for any purpose related to Ailey and The Ailey School, including, without limitation, advertising, publicity, and marketing purposes (the "Materials"). I waive any ownership to, and any right to inspect or approve, the Materials for Ailey's use. I agree not to make any claims related to the use of the Materials, including, but not limited to, claims for defamation or invasion of privacy.

## **AILEY.SCHOOL EMAIL ACCOUNTS – LEVELS III – VII ONLY**

### **WHAT IS THIS ACCOUNT USED FOR?**

The Ailey.School account is used to connect students to the Sign In App and our emergency notification system. The students will also be assigned to a Google Classroom for their Level, where important information from the Junior Division team will be delivered. Students are encouraged to check their ailey.school email and Google Classroom daily before coming to their classes.

### **CAN I COMMUNICATE WITH MY AILEY.SCHOOL EMAIL?**

No, students and parents are not permitted to communicate with their Ailey.School emails. Parents, we will continue to use juniordivisionparent@alvinailey.org for all announcements and correspondences. Students are encouraged to see Ms. Merceditas to schedule an advisement meeting.

### **PARENTAL CONSENT**

You consent to your student to have an assigned Ailey.School Google Account, access to Google Classroom, and receive emails regarding Ailey School operational systems. You consent to following the Virtual Code of Conduct and not using the Ailey.School Email as a communication platform.

By signing the **Student Handbook and Agreement page in The Ailey School online Customer Portal**, I confirm that I have read and accepted the conditions to my participation as set forth above.

## **OPEN DOOR POLICY**

AADF is committed to maintaining a positive, pleasant, and harassment-free academic and work environment, and believes in maintaining an Open Door Policy. Accordingly, parents and students are encouraged to contact the administrative staff of the Junior Division with suggestions, questions or problems relating to your studies or work (if applicable).



# Section 8: Additional Resources

## Junior Division Orientation Information

Orientation Information sessions will be held a week before the start of classes each year.

### Curriculum

<b>Junior Division Curriculum</b> Build a Solid Foundation for Young Dancers		
<b>First Steps – ages 3-6</b> (1 class)	Creative Movement	1x/week
<b>Bounding Boys - ages 4-6</b> (1 class)	Creative Movement	1x/week
<b>Ailey Athletic Boys Dance A</b> (2 classes)	Ballet Tap	1x/week 1x/week
<b>Ailey Athletic Boys Dance B/C</b> (3-4 classes)	Ballet Tap	2x/week 1-2x/week
<b>Level I</b> (2 classes)	Ballet West African	1x/week 1x/week
<b>Level IIA</b> (4 classes)	Ballet Tap	2x/week 2x/week
<b>Level IIB</b> (3 classes)	Ballet Tap	2x/week 1x/week
<b>Level IIIA</b> (5 classes)	Ballet Horton	3x/week 2x/week
<b>Level IIIB-1</b> (4 classes)	Ballet Horton	2x/week 2x/week
<b>Level IIIB-2</b> (4 classes)	Ballet Character Dance Horton	2x/week 1x/week 1x/week
<b>Levels IV-1, IV-3</b> (7 classes)	Ballet Horton Pointe West African/Jazz/Contemporary	4x/week 1x/week 1x/week 1x/week
<b>Level IV-2, IV-4</b> (6 classes)	Ballet Horton West African/Jazz/Contemporary	3x/week 2x/week 1x/week

Levels V-VII Young Dancers Committed to Conservatory Training		
<b>Level V</b> (9 classes)	Ballet Contemporary Limón Pointe	4x/week 2x/week 2x/week 1x/week
<b>Level VI</b> (9 classes)	Ballet Contemporary Graham-based Modern Pointe	4x/week 2x/week 2x/week 1x/week
<b>Level VII</b> (11 classes)	Ballet Pointe Horton Graham-based Modern Workshop	5x/week 1x/week 2x/week 2x/week 1x/week

## [Health & Medical Providers](#)

**Disclaimer:** The Ailey School Health and Medical Resources are offered as a general reference guide to The Ailey School Community. Being on the list does not in any way suggest The Ailey School's or Alvin Ailey Dance Foundation, Inc.'s endorsement or preference for any particular individual or group on the list.

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

This section offers low-cost resources for alternatives to private doctors and medical practitioners

#### 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: (877) 924-4472

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

<b>Murray Hill / Midtown East</b> 155 East 34th Street @ 3rd Ave. <b>Hours:</b> 24H	<b>Upper East Side</b> 125 E. 86th Street (at Lexington Ave.) <b>Hours:</b> Mon-Sun 8am-10pm / Closed 1:30pm-2pm
<b>Times Square Area</b> 1627 Broadway (at 50th St.) <b>Hours:</b> Mon-Sun 7am-10pm / Closed 1:30pm-2pm	<b>Herald Square</b> 1350 Broadway (at 35th St.) <b>Hours:</b> 24H

#### 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 at [info@citymd.net](mailto:info@citymd.net) / [www.citymd.net](http://www.citymd.net) for more information on services and locations offered.

<b>Upper East Side Urgent Care</b> 336 East 86th Street New York, NY 10028 (212) 933-1364 <b>Hours:</b> Mon-Fri 7am-10:30pm Sat-Sun 9am- 5:30pm	<b>Upper West Side Urgent Care</b> 2398 Broadway New York, NY 10025 (212) 721 - 2111 <b>Hours:</b> Mon-Fri 8am-11:30pm Sat-Sun 9am-8:30pm
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<b>Columbus Circle Urgent Care</b> 315 West 57th Street (between 9th and 8th Ave.) New York, NY 10019 <b>Hours:</b> Mon-Fri 7am-10:30pm (212) 315-2330      Sat-Sun 9am- 5:30pm	<b>Flatiron District Urgent Care</b> 37 West 23rd Street <b>Hours:</b> Mon-Fri 8am-7:30pm New York, NY 10010      Sat-Sun 9am-5:30pm (646) 596-9267
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**PRIVATE MEDICAL PRACTITIONERS AND HOSPITALS**

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

**Mental Health Services and Counseling**

**Fieve Clinical Services**

587 5th Ave Suite #802  
New York, NY 10017  
(212) 249 1600  
[www.fieveclinical.com](http://www.fieveclinical.com)

**Institute for Contemporary Psychotherapy**

33 W 60th Street  
New York, NY 10023  
(212) 333-3444  
Mon-Fri 7:30am-10pm and Sat. 9am-5pm  
[www.icpny.org](http://www.icpny.org)

**Mental Health Association Referral Service**

(212) 254-0333

**Nutritionists**

**Marie Scioscia**

Licensed Clinical Nutritionist  
[sciosciam@aol.com](mailto:sciosciam@aol.com)

**Orthopedists**

**Phillip Bauman MD**

345 West 58th Street  
New York, NY 10019  
(212) 765-2260

\*Specializes in dancer's hip, shoulders, 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.

**Harkness Center for Dance Injuries**

612 2nd Ave, Suite G  
New York, NY 10003  
(212) 598-6054

\*Appointments only.

**David Weiss MD**

161 Madison Ave, Suite 10 NW  
New York, NY 10016  
(212) 889-8228

Mo-Fri 8am-6pm, Sat. 8am-1pm

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

**Emergency Dance Injury**

**"I" Care/ Hospital for Joint Disease**

301 East 17th Street  
(212) 598-6000

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

**Osteopath & Physiatrist**

**George Kessler DO**

165 West End Avenue  
New York, NY 10023  
(212) 877-7043

Mon 1pm-6pm, Tue-Wed 8:30am-3pm, Thurs 8:30am-12pm

**Alex Simotas, MD - Hospital for Special Surgery**

429 E 75th Street, 4th Floor  
New York, NY 10021  
(212) 606-1879

\*Specializes in backs

**Podiatrist**

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

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

**Physical Therapists and Body Work**

**Shaw Bronner PT, PhD, OCS**  
(212) 405-9073 or (718) 246-6377  
\*Specializes in dance injuries and dance research

**Westside Dance Physical Therapy**  
53 Columbus Avenue Suite 4  
New York, NY 10023  
(212) 541-8450  
\*Specializes in dance injuries

**Marissa Shaeffer DPT, CSCS**  
125 W 72nd Street, Suite 5F  
(212) 405-9073 or (703) 408-3542

**Sheyi Ojofeitimi PT**  
**Physical Therapist at Alvin Ailey**  
(212) 405-9073 or (646) 729-8024  
\*Specializes in dance injuries and dance research

## Accreditation

### The Ailey School Accreditation

*The Ailey School (TAS) is an accredited institutional member of the National Association for 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. A copy of the School's accreditation and other credentials may be obtained from the Admissions Office.*

## Section 9: Junior Division Agreement

By signing the Student Handbook and Agreement page in The Ailey School online Customer Portal, I acknowledge receiving The Ailey School Junior Division Parent and Student Handbook and I understand that it is my obligation and responsibility to review the Handbook and to familiarize myself with its contents. In addition, I understand that I must read and comply with the policies and rules set forth in the Handbook, including, but not limited to, those set forth in the following sections:

- Student Responsibilities and Code of Conduct
- Parent/Guardian Responsibilities and Code of Conduct
- Attendance Policy
- Withdrawal Policy
- Leave of Absence Policy
- Dress Code
- Liability Waiver
- Social Media Policy
- Photo Release
- Ailey.School Google Consent – *students in Levels III-VII only*

I understand that if I do not comply with all policies and regulations set forth in the Handbook, I may be subject to disciplinary action, including expulsion from The Ailey School.

**I ACKNOWLEDGE THAT I HAVE READ THE CONTENTS OF THIS HANDBOOK AND AGREE TO ABIDE BY THE RULES AND REGULATIONS OUTLINED THERIN AND I HAVE CONFIRMED MY AGREEMENT IN THE AILEY SCHOOL ONLINE CUSTOMER PORTAL.**

