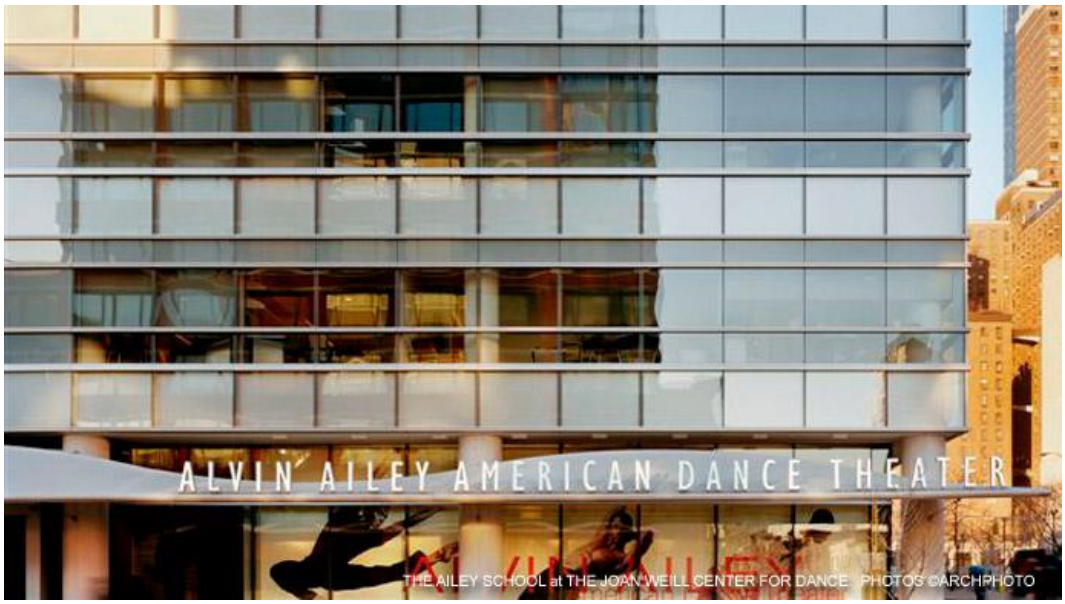
THE AILEY SCHOOL

PROFESSIONAL DIVISION STUDENT HANDBOOK

BFA, Certificate, Independent Study, & Scholarship Programs

Tracy Inman & Melanie Person

Directors of The Ailey School



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The contents of this Handbook are subject to change without notice. Students should refer to the Student Portal for the most recent version.

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, Ailey/Horton, Graham, Dunham, 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, fundamentals of musical theater, and performance opportunities.

A junior performing company, Ailey II, is the resident company of The Ailey School. Ailey School students are often invited to join Ailey II by its Artistic Director. Other students pursue successful careers as performers, choreographers and teachers with professional dance companies in the United States and abroad. Many appear in films, on television, and on the Broadway stage. Some also choose to become health practitioners, teachers or to work in the corporate world, and they support dance as patrons and members of the audience.

Guided by Alvin Ailey's belief that dance instruction should be made available to everyone, The Ailey School offers a range of programs providing training at all levels. The Ailey School offers the following Professional Division programs to its students (Ages 16 and older):

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

MISSION OF THE AILEY SCHOOL

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

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.

Section 1: STUDENT GUIDELINES

Registration Policy

BFA, CERTIFICATE, INDEPENDENT STUDY, and SCHOLARSHIP PROGRAMS

In order for a student to be fully enrolled at The Ailey School they must complete the registration process by uploading the items listed below in our online Customer Portal *(*asterisks indicate items due every term – fall; spring; and summer):*

- Tuition and all other required fees*
- Enrollment Form*
- Contract form*
- The Ailey School Health Form *(required every year of enrollment)*
- Proof of current health insurance coverage, *(must be valid in New York for the full duration of study)*

All new students are required to attend a mandatory Orientation meeting and other scheduled activities upon initial enrollment at the beginning of the fall or summer terms. Students will not have access to their class schedule or be allowed to begin classes until they have fully completed all registration procedures *every semester.*

Student Email Addresses- @theaileyschool.edu

Upon completing registration for the first year of training, students will be assigned an email address with the domain "@theaileyschool.edu". A Google Workspace activation email will be sent to the student's current personal email address on file. Students will have 48 hours to activate their @theaileyschool.edu email address. Beginning with the first day of the fall semester, all correspondence from The Ailey School will be sent to students at their @theaileyschool.edu email address. Students are encouraged to check their email a minimum of 2x per day to stay up to date with the latest information.

For assistance regarding @theaileyschool.edu email address, please contact Elizabeth Streeter estreeter@ailey.org (BFA) or India Browne ibrowne@ailey.org (Certificate, Independent Study, and Scholarship).

FORDHAM UNIVERSITY NON-DANCE MAJORS REGISTRATION

Non-Dance majors attending Fordham University must register for their Ailey School dance classes at Fordham University. Fordham non-majors must also submit the following items to The Ailey School:

- Enrollment Form
- The Ailey School Health Form *(required every year of enrollment)*
- Prof of current health insurance coverage *(must be valid in New York for the full duration of study)*
- Student Handbook Agreement

Attendance

Attendance is taken in all classes daily. Perfect or near perfect attendance (participating in a minimum of 90% in all assigned courses) is required of all full-time Professional Division students. Excessive absences will result in a reduction of the students' attendance grade (see chart below). Students who receive a failing attendance grade due to excessive absences will not receive credit for their class. 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 upon returning.

Clock Hours – Certificate, Independent Study, and Scholarship Programs

The Certificate Program, Independent Study Program, and Scholarship Program are all Clock Hour programs. Clock hours differ from credit hour programs in that Clock Hours are only assigned to Instructional Time and cannot be completed at home. 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. Instructional Time can also include curriculum-supporting lectures, rehearsals, performances, etc. Students MUST be in attendance to earn Clock Hours. Missed classes are counted as attempted hours. To ensure that students can successfully complete all their program requirements, please see the Academic Year and SAP policy below.

Students are scheduled for and are expected to successfully complete per term:

- 510 hours for the Certificate Program
- 476 hours for the Independent Study Program
- 408 hours for the Scholarship Program

Attendance Policies

☐ Attendance counts as 60% of the Final Grade.

☐ All Professional Division students are required to receive passing grades in Performance and Attendance for full credit.

☐ Allotted absences cover personal absences. I.e. illness, injury, travel, mental health day, family emergency, non-Ailey related extracurricular activities.

☐ **Observed** classes count at .5 of an absence (observances with a PT note will be excused)

☐ Classes missed the day before or after a school holiday or break will be marked as a Double Absence.

☐ After using all of your allotted absences, your grades will be impacted.

☐ Students will NOT be excused for Physical Therapy appointments that are scheduled during their class times. Students must make every effort to see the PT when they do not have class. If no time slots are available that do not conflict with classes, students must notify their Advisors prior to seeing the PT to get approval for the appointment.

☐ Reasonable accommodation will be made for absences due to religious observances. Students are encouraged to inform their instructors and Faculty Advisor in advance of any planned absences for religious observances.

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

☐ Students are responsible for managing their attendance record and should check their attendance weekly by logging into the Online Student (Customer) Portal in PCR.

☐ Late documentation will NOT be accepted after 1 week, and all attendance must be finalized prior to evaluation meetings with Faculty Advisors.

☐ Incorrect attendance will not be changed after two weeks. It is strongly advised that students review their attendance weekly in their student portal.

☐ Recorded absences will not be amended once evaluations are published and meetings are scheduled.

☐ Attendance is still monitored after evaluations are published to students. Any additional absences a student incurs will be counted at the end of the semester. *(Please see Satisfactory Academic Progress – For ALL Students for more information.)*

☐ **BFA Program:** All Ailey School classes you are enrolled in are subject to attendance and grading policies of The Ailey School.

Absences

- All students are required to meet with their Faculty Advisor regarding all absences. International Students are required to discuss their reason for any absences with the International Student Advisor.

- To report absences, please complete the Student Reported Absence Form in PCR. Start by selecting the date and time of the absence and indicate the reason for absence in the

  NOTE field. (If the absence is for a full day, please list the start and end time of your first and last class that day.) Students may complete this form for approved Ailey Events as well as illness, personal emergencies, academic conflicts, outside auditions, etc. ***Note:*** *Completing the* ***Student Reported Absence Form*** *does not automatically excuse the absence submitted.*
- After completing the Student Reported Absence Form, students should contact their Faculty Advisor and Registrar to submit the proper documentation to have an absence excused if applicable. All documentation must be submitted within ONE WEEK of the absence. ***Note:*** *A doctor's note will not automatically excuse an absence or multiple days absent.*
- Allotted absences cover personal absences and will be used first. I.e. illness, injury, travel, mental health day, family emergency, non-Ailey related extracurricular activities.

Attendance Chart

Students who are in danger of falling below a "B-" grade due to excessive absences will be required to meet with The Ailey School Directors and risk being placed on Warning, Probation and/or Dismissal from The Ailey School.

Column 1	Column 2	Column 3	Column 4 ¶	Column 5	Column 6	Column 7
#of times per week technique/ elective meets	#of unexcused absences permitted without penalty	Grade lowers to "B+"	Grade lowers to "B -"	Grade lowers to "C"	Automatic "D" Failing grade	"F" Failing Grade
1 X per week	2 absences per semester	3 absences per semester	4 absences per semester	5 absences per semester	6 absences per semester	7 or more absences
2 X per week	4 absences per semester	5 absences per semester	6 absences per semester	7 absences per semester	8 absences per semester	9 or more absences
3 X per week	6 absences per semester	7 absences per semester	8 absences per semester	9 absences per semester	10 absences per semester	11 or more absences
4 x per week	8 absences per semester	9 absences per semester	10 absences per semester	11 absences per semester	12 absences per semester	13 or more absences
5 x per week	10 absences per semester	11 absences per semester	12 absences per semester	13 absences per semester	14 absences per semester	15 or more absences

Leaves of Absence

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

Leave of Absence - Students who miss, or expect to miss, 3 consecutive days or more due to illness must take the following steps. Medical leaves of less than 3 days are subject to the Co-Director's approval.

1. Contact their Faculty Advisor by email to request a Medical or Personal Leave in writing on the first day of the absence. The Advisor will send a ***Change of Status form*** for the student to complete.
2. Students must submit the Change of Status form to their Faculty Advisor and Registrar within 36 hours.
    a. ***For Medical Leaves:*** A letter from the doctor is required for all Medical Leaves. Notes must be on the doctor's official stationery and be signed by a Physician or Physical Therapist. It must state the expected start and end dates of the student's absence and the diagnosis. Students must sign the Medical Absence/Leave form at that time. **Telehealth notes will not be accepted for a Medical Leave.*
    b. ***For Personal Leaves:*** The student must attach written documentation stating the reason for the absence.
3. The Ailey School Directors will review the request and determine if the absences can be excused without compromising the students' grades and attendance.

Non-BFA Make-up for absences: Certificate, Independent Study and Scholarship students who need to make-up coursework and clock hours to successfully complete their program must meet with The Ailey School Directors to determine how, if, and when the coursework will be made-up. The determining factors will be based on the syllabus for each course, technique, and at which point in the semester the student stopped attending class.

BFA Make-up classes for absences: If a BFA student takes a Medical or Personal leave which exceeds three weeks, the student is required to participate in two Ailey School Summer Intensives to make-up the coursework – absolutely no exceptions. During the semester in which the student is injured, the student must remain registered for their dance and academic courses at Fordham University. At the end of the semester, the student will receive a grade of "In-Progress" or "IP" for their registered dance courses. The grade of "IP" is used as a temporary placeholder for coursework that extends beyond a single semester and does not negatively impact the student's transcripts.

During the summer intensives, the student will participate in dance classes registered for during the semester of injury. The student is not required to pay tuition or fees for The Ailey School Summer Intensive. However, the student is responsible for arranging housing and housing expenses. It is not until the student completes two summer intensives at The Ailey School that their grade will be updated from "IP" to the final grade. The final grade is an average of the grades the student earned from both summers. Attendance at The Ailey School Summer Intensive prior to the student's enrollment in the BFA Program will not be accepted for make-up credit.

Duration of leaves/Multiple leaves: If a medical absence or personal leave is for a total of 10 days or more the Directors may ask the student to take a leave of absence for the remainder of the term or the academic year. Requests for reinstatement will be considered on a case-by-case basis by the Directors and require a Clearance Note confirming that the student has been medically cleared to return to dance.

Credit will not be given for courses taken when a student withdraws before the end of the term. Tuition will be charged according to The Ailey School's refund policy. At The Ailey School's discretion, tuition may be prorated for medical leaves of absence.

For Students on Federal Financial Aid: The total number of days or combined Leave of Absences must not exceed five (5) consecutive weeks. Classes missed during a Leave do not count as Attempted Hours (see SAP policy). If the Financial Aid student is a Title IV loan recipient - failure to return from a Leave of Absence may affect the terms of loan repayment, including the expiration of a student's grace period.

Other Absences

Workshops

Participating in repertory workshops is a crucial part of our students' training. When students 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 assistants of The Ailey School Directors' before the workshop begins to make schedule adjustments. If necessary, a new schedule will be made that removes the students from the conflicting courses. The Registrar will mark this workshop period in the student's attendance records. Students may or may not be placed in courses that substitute for those they dropped or not, depending on several factors, such as the number of classes and rehearsals they have on any given day and the proximity of their classes and rehearsals to one another. Students are requested to communicate with their teachers regarding any absences they have.

"Ailey Events" - Ailey School Approved Performances

Certificate Program seniors and BFA seniors (and select students from other programs) form the Ailey Student Performance Group (ASPG) and may be booked for performances throughout the tri-state area as a component of their required curriculum and professional training. The Registrar will mark them "Ailey Event" for performance in the student's record attendance. Students must fill out the "**Student Reported Absence**" form located on the Customer Portal for all classes missed due to an approved Ailey Event. When completing the form please enter the event name in the "Note" section on the form. This must be submitted within one week of the absence. ***Please note:*** *Ushering for a performance does not fall into this category, and students must not miss class for this purpose.*

"Ailey Events" – Other

Occasionally, students are required to participate in "Ailey Events" that are sanctioned by the School. Within one week of the absence, students must fill out the "**Student Reported Absence**" form located on the Customer Portal for all classes missed due to an approved Ailey Event. When completing the form please enter the event name in the "Note" section on the form. The missed classes will be marked accordingly in the students' attendance records.

The following are approved Ailey Events.

- Advisor/Evaluation Meeting
- BFA/Fordham Monday Schedule
- Jury Classes/Exams
- Ailey School Auditions ("Memoria", repertory workshops)
- Ailey School Photo Shoots
- Ailey School Meetings
- Ailey School Tech/Dress, Performances, Workshops, Showings

Please note: *Ushering for a performance does not fall into this category, and students must not miss class for this purpose.*

External Audition

The Ailey School understands the value and importance of gaining experience through attending external auditions. However, it is critical for enrolled students to maintain consistency in their training in order to successfully complete their program. Therefore, students are required to submit an External Audition Form to their advisor at least **48 hours before** attending any external audition. **Final Approval** will be determined by The School Directors. It is the student's responsibility to confirm approval of their request before attending external auditions.

The chart on the following page indicates the number of approved/excused auditions you are allowed to attend without impacting your grade. If students do not use all of the approved/excused auditions allotted in the Fall semester, these approved/excused auditions will roll over into the Spring semester when external auditions are more prevalent.

Ailey/Fordham BFA	First Years	Sophomores	Juniors	Seniors
	No Excused External Auditions	2 in the spring semester	4 Per Semester	6 Per Semester

Certificate Program	1st Year	2nd Year	Seniors
	No Excused External Auditions	4 Per Semester	6 Per Semester

Scholarship Program	1st Year	2nd Year
	4 Per Semester	6 Per Semester

Independent Program	1st Year
	2 Per Semester

Professional Development

The Ailey School understands the value and importance of gaining experience through attending professional development opportunities such as conferences, intensives, open company class, etc., in addition to their training. Students are required to submit a Professional Development Form to their advisor at least 48 hours before attending any opportunities. Final Approval will be determined by The School Directors. It is the responsibility of the student to confirm approval of their request before attending professional development opportunities.

Only BFA Seniors, Certificate Seniors, Independent Study, and Scholarship Second Year are eligible for five (5) Professional Development Days (PDD) per term. Students in other programs and years are not eligible for Professional Development Days unless approved by the Directors. Professional Development Days will NOT carry over between terms.

Teacher's Absence

Instructors are responsible for arranging substitutes for any classes they are unable to teach. However, due to last-minute emergencies, travel delays, and other unforeseen occurrences, instructors may be unable to make it to their scheduled classes. In the event of teacher lateness, students should alert Security within 10 minutes of the class starting time by calling extension '9006' from one of the studio phones. Students should wait in the studio for 20 minutes and if the instructor has not arrived by that time, they may leave. Students who leave the studio before 20 minutes will be marked absent, even if the instructor does not arrive to teach.

Add/Drop Courses

All students are placed by their Faculty Advisor or the Registrar in courses based on their individual technique level and other scheduling factors. Students have one week from the start of each term to request any changes to their schedule.

Students have 12 weeks from the first day of the term to Withdraw from any courses for a “W” Final Grade, which does not affect your GPA. If students stop attending classes without requesting an official course withdrawal, they will receive a “WF” Final Grade.

Course withdrawals are subject to approval from the Ailey School Directors and may alter a student’s program completion/graduation date.

Grading

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

Attendance: Perfect or near perfect attendance is essential. Please refer to the attendance chart for instructions on how to calculate the impact absences have on grades. Students whose progress has been impaired by excessive absences risk failing a course.

Technical progress: Students must demonstrate consistent 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.

Final letter grades are a calculated average of 40% Performance and 60% Attendance:

Performance 40%	B+
Attendance 60%	A
Final Grade	A-

A Performance Grade is determined by the instructor and represents overall technical and artistic progress. The Attendance Grade comes from the Registrar according to the attendance policy chart.

Students failing in either Performance or Attendance will not receive credit. *Failed courses for students in the Certificate and Independent Study programs count as attempted hours (see SAP policy).*

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.

Letter Grade	GPA*	Level of course work and performance
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	Less than Satisfactory. Failed course.
D……	1.00	Fail. Below average performance.
F……	0.00	Fail. Inferior performance
I……	--------	*See "Incomplete Grades"*
W……	--------	*See "Add/Drop Courses"*
WF……	0.00	*See "Add/Drop Courses"*

**GPA = grade point average*
*** All students are required to attain at least a C grade (2.00 GPA) in order to pass their courses.*

Incomplete Grades

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious concerns. A failing grade is given when students have excessive absences and/or do not meet the artistic progress standards expected by the School.

Students who receive an Incomplete mark will have one semester (or one year in the event the course is only offered once per academic year) to complete the missing coursework and change "I" to a passing letter grade. Incomplete marks that are not completed will be changed to "F" and this will become the final grade.

Evaluations

In the last month of each term, all Professional Division Students will receive written evaluations from each of their teachers. Each student signs up for an evaluation conference in which the student's evaluations and program completion requirements are reviewed with their Faculty Advisor. At that time, tentative grades are given. Students will be notified when Final Grades are official.

Satisfactory Academic Progress – For ALL Students

Attendance Warning: Students who receive a failing (C- or lower) Attendance Grade, but a passing (C or higher) Final Grade, will be placed on an Attendance Warning for the following semester. Students will be required to meet with their Advisor bi-weekly and will be unable to participate in any extracurricular performances*, masterclasses, or workshops scheduled during the term. Students placed on Attendance Warning for more than one term risk further disciplinary action.

**Note: BFA students will still be permitted to participate in the BFA Fall Concert (Fall term) and, if applicable, the BFA Senior Concert (Spring term).*

Academic Warning: Students who receive a failing (C- or lower) Final Grade will be placed on an Academic Warning. Students will be required to meet with their Advisor bi-weekly and will be unable to participate in any extracurricular performances*, masterclasses, or workshops scheduled during the term. Students placed on Attendance Warning for more than one term risk further disciplinary action. Additionally, students must repeat all failed coursework the next time it is offered and this may mean students in their final term may not be able to graduate at the originally scheduled date. Should a student fail to pass the class the second time it is offered, students will be dismissed from their program.

**Note: BFA students will still be permitted to participate in the BFA Fall Concert (Fall term) and, if applicable, the BFA Senior Concert (Spring term).*

BFA Program: All classes that you are enrolled in at Ailey are subject to all Attendance and Grading Policies. Therefore, even if you are not registered for the course with Fordham University, if you receive a failing Attendance or Final Grade you will be placed on an Attendance or Academic Warning.

Scholarship Program: Students who are on Attendance or Academic Warning and who fail to rectify their status will not be permitted to re-audition for continued enrollment in the Scholarship Program.

Satisfactory Academic Progress – Certificate and Independent Study Receiving Federal Financial Aid ONLY

Process Overview: As part of Federal law and regulations, The Ailey School requires all students who receive financial aid to maintain Satisfactory Academic Progress (SAP) according to both qualitative and quantitative measures established by the School following Federal guidelines. Students must maintain the following SAP according to the set standards to continue enrollment. SAP is measured at the end of each payment period and will be reviewed prior to disbursement of financial aid, if applicable. Progress standards for enrolled students who receive Title IV Aid are the same as or stricter than the institutional standards for a student enrolled in the same program who is not receiving Title IV Aid.

Academic Year:

PROGRAM	Clock Hours	Weeks of Instruction Time	Payment Period 1	Payment Period 2
Certificate Program	1020 hours	34 weeks	510 hours / 17 weeks	510 hours / 17 weeks
Independent Study Program	952 hours	34 weeks	476 hours / 17 weeks	476 hours / 17 weeks

Period of Evaluation: Formal Satisfactory academic progress is evaluated at the end of each payment period. The evaluation is based on the student's earned grades (qualitative) and cumulative hours attempted (quantitative).

Qualitative Measure: The qualitative measure is determined through a student's ability to demonstrate competency in the course or subject matter. The Ailey School Handbook provides the student with information regarding the predefined measure for determining successful completion of the course per the School's Grading & Attendance Policies (page 5-11). Students must maintain a grade in each course of "C" (2.0 GPA) or better to be considered meeting the financial aid progress standard.

Quantitative Measure: Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours. If at any time the student cannot complete the program within the maximum time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving title IV aid.

PROGRAM	Normal Clock Hours	Normal Instruction Time	Maximum Clock Hours	Maximum Instruction Time
Certificate Program	1020 hours (per year)	34 weeks	1530 hours (per year)	51 weeks
Independent Study Program	952 hours	34 weeks	1448 hours	51 weeks

Financial Aid Warning: Students who do not achieve SAP as defined by this policy are immediately placed on Financial Aid Warning but are still eligible to receive financial aid for the next payment period. Students under Financial Aid Warning are required to meet with their Advisor to develop a success plan. If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility. A student who has not improved their standing and fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be ineligible for future aid disbursements (see Financial Aid Suspension).

Financial Aid Suspension: Students who are in a financial aid warning status AND do not make SAP towards their academic plan, will be placed on financial aid suspension. Students on financial aid suspension are not eligible to receive financial aid for their next payment period. Students placed on suspension are notified via letter. Students are allowed to continue enrollment without the benefit of financial aid until they meet the requirements of this policy. It is the student's responsibility to pay for tuition, fees, and other charges acquired while on financial aid suspension.

Financial Aid Suspension for Maximum Time Frame: Students who reach 150% of the clock hour length of their program are immediately placed on financial aid suspension.

Appeal Process: The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility. Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be submitted in writing and given to the Directors to make a decision. The basis on which a student may file an appeal are, injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point. The Directors will provide a decision in writing within ten (10) business days.

Financial Aid Probation: If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make SAP during the warning or previous evaluation period. Probation will only be for one additional payment period or the duration on the agreed upon academic plan. While on Financial Aid Probation the student remains eligible for federal aid. The student must meet the cumulative attendance and grade standards as published by the School.

Reinstatement of Title IV Aid: Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV funding.

Failed/Repeated Courses: Students who fail a course are required to retake the course the next time it is offered. Students are only given one opportunity to make up a course. If a student fails the course a second time they may be dismissed. All attempted hours are included in the evaluation under the maximum time frame.

Transfer Credit Policy

Each program has a separate policy.

- Transfer credits are accepted for the Ailey/Fordham BFA in Dance Program according to Fordham University's policy on transfer credits.
- Transfer credits for the Certificate Program are granted for Dance Academic Courses only, and on a case-by-case basis after review of the course curriculum and clock hours for which transfer credit is requested.
- Transfer credits are *not* accepted for the Independent Study Program or the Scholarship Program.
- Students enrolled in the Independent Study Program or Scholarship Program may apply for the Ailey/Fordham BFA in Dance Program for fall entry the following year. Certificate Program students are not eligible.

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

- Unsatisfactory or limited progress in assigned courses.
- 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.

Students who receive multiple Warnings or fail to rectify their status in the subsequent term, can result in the discontinuation of aid and termination from the Program.

Dismissal

The Ailey School maintains the right to dismiss any student who does not abide by its Code of Conduct, Rules and Regulations, and the *Ailey Health & Safety Pledge.* Other grounds for dismissal include but are not limited to; failure to make satisfactory academic progress; failure to make artistic and technical progress; and failure to maintain the attendance policy. The Ailey School tries to avoid taking this extreme measure by providing individual counseling services through its Faculty Advisors and selected administrative staff members, including The Ailey School Directors.

Withdrawals, Refunds, & Financial Aid Repayment Policies

To obtain an official withdrawal, students must submit a Change of Status 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. Students who fail to return from a Leave after 14 days of the scheduled return date, or students who fail to attend any classes in 14 calendar days, will be considered an Unofficial Withdrawal.

Advisement & Counseling

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

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

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

Schedule Changes

All BFA, Certificate, Independent Study, and Scholarship students are permitted to take only those courses assigned to them. Students remain in one technique level throughout the year. Students have one week from the start of each term to request any changes to their schedule. Ailey/Fordham BFA students are subject to Fordham University's add/drop deadlines.

Workshops & Repertory Classes

Workshops and Repertory courses are offered to give The Ailey School's students rehearsal

and performance experience. BFA, Certificate, Independent Study, Scholarship, and Summer Intensive students who meet the required technique levels may audition for Repertory Workshops. Technique levels are established in ballet, Ailey/Horton, and Graham techniques 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 Repertory Workshop.

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, 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 be limited to participating in one Workshop, unless recommended by The Ailey School Directors for additional auditions.

The Ailey School's annual school Spring Concert and Alvin Ailey American Dance Theater (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 many intermediate and advanced students, these performances showcase for artistic directors and choreographers, those students who are most advanced and ready to enter the profession. The 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 professional outside companies a beneficial experience for its advanced students. Students must request permission from the Directors to rehearse and perform with outside artists. At times, The Ailey School discourages its elementary and intermediate students from seeking professional experience until it considers them sufficiently prepared.

Continuation in Another Program

Students* may audition to continue training at The Ailey School in another program after they satisfactorily complete the program that they are currently enrolled in. The student must then follow the admission/audition process for acceptance to the new program. Permission to audition for another program is always contingent upon review of the students' past evaluations and attendance records. The Directors reserve the right to refuse the student permission to audition for further study at The Ailey School.
Students wishing to apply to the **BFA Program** as a transfer student must make an appointment with the BFA Program Director for instructions on how to do so.

**Note to international students: Due to federal limitations for F-1 Student Visa holders, it is not possible for international students to change from one full-time program to another. However, international students may audition for a scholarship to the Summer Intensive.*

Work/Study Schedules

Limited Federal Work Study may be available for Certificate Program and Independent Study Program students who qualify. BFA students should refer to the Fordham University Student Handbook.

Section 2: CURRICULUM

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

Certificate Program

The Certificate Program is a three-year program for advanced/beginner to intermediate level students ages 17-23 who have completed their secondary school requirements. This program takes a conservatory approach to dance training, combining dance techniques, dance academics, creative studies, and a repertory and performance course. The Certificate Program progressively develops and enhances the artistic and technical skills of the individual dancer to aid them in attaining their goals as dance professionals.
The weekly schedule includes 15 to 17 dance technique and somatic classes. Core curriculum consists of daily ballet classes. Ailey/Horton and/or Graham are taken 5-6 times per week. Supplemental and elective classes include Contemporary, Jazz, Hip Hop, Modern Partnering, West African, Somatics, Tap, Dunham, Gyrokinesis®, Body Conditioning, Improvisation, Fundamentals of Musical Theater, Voice.

Dance Academic and Creative Courses Required to Complete the Certificate Program

Minimum Level Required	Number of classes taken per week
Ballet IV	Five (5)
Ailey/Horton III, and Graham II, OR Graham III, and Ailey/Horton II	Maximum Offered
Jazz	Two (2)
Tap	Two (2)
Dunham II and West African Dance	Two (2)
Modern Partnering and Ballet Partnering	One (1)
Two Terms of Repertory and Performance Workshop	Maximum Offered
One term Body Conditioning or Barre a Terre	Two (2)
One term Yoga or Gyrokinesis®	Two (2)

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.

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 students' transcript and notify the Registrar of their decision. Students may contact the Registrar for a report of this decision.

Certificates Conferred

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

Minimum Level	No. of classes Taken Per Week
Ballet V or higher	Five (5)
Ailey/Horton IV and Graham III, OR Graham IV and Ailey/Horton III	Maximum Offered

Certificate of Dance: Upon the successful completion of 3060 clock hours student will be awarded a Certificate of Dance, **if at a minimum**, they have successfully completed all five dance

academic courses, Improvisation, Dance Composition and the following technique courses:

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

1st Fall Semester	1st Spring Semester	2nd Fall Semester	2nd Spring Semester	3rd Fall Semester	3rd Spring Semester
BALLET LEVEL (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: ___ Pointe Grade: _____	BALLET LEVEL (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____	BALLET LEVEL (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: ____ Pointe Grade: _____	BALLET LEVEL (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: ____ Pointe Grade: _____	BALLET LEVEL (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____	BALLET LEVEL (5/Week) = 5 credit hours or 170 Clock Hours Course Grade: _____ Pointe Grade: _____
AILEY/HORTON LEVEL & GRAHAM LEVEL (5/Week) = 5 credit hours or 170 Clock Hours Ailey/Horton Grade: ____ Graham Grade:____	AILEY/HORTON LEVEL & GRAHAM LEVEL (5/Week) = 5 credit hours or 170 Clock Hours Ailey/Horton Grade: ____ Graham Grade:____	AILEY/HORTON LEVEL & GRAHAM LEVEL (5/Week) = 5 credit hours or 170 Clock Hours Ailey/Horton Grade: ___ Graham Grade:____	AILEY/HORTON LEVEL & GRAHAM LEVEL ___ (5/Week) = 5 credit hours or 170 Clock Hours Ailey/Horton Grade: ____ Graham Grade:____	AILEY/HORTON LEVEL & GRAHAM LEVEL ___ (5/Week) = 5 credit hours or 170 Clock Hours Ailey/Horton Grade: ____ Graham Grade:____	AILEY/HORTON LEVEL & GRAHAM LEVEL (5/Week) = 5 credit hours or 170 Clock Hours Ailey/Horton Grade: ____ Graham Grade:____
BODY CONDITIONING GYROKINESIS SOMATIC STRENGTH TRAINING (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	BODY CONDITIONING GYROKINESIS SOMATIC STRENGTH TRAINING (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	DUNHAM (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	CERT 2 REPERTORY (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	ASPG (2/Week) = 4 credit hours or 136 Clock Hours Course Grade: _____	ASPG (2/Week) = 4 credit hours or 136 Clock Hours Course Grade: _____
WEST AFRICAN (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: ___	TAP I (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: __	DANCE COMPOSITION I (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	DANCE COMPOSITION II (2/Week) = 2 credit hours or 68 Clock Hours Course Grade: _____	CONTEMPORARY -OR- VOICE (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: _____	HIP HOP/JAZZ -OR- FUNDAMENTALS OF MUSICAL THEATER (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: _____
MUSIC (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: _____	IMPROVISATION (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: ____	BALLET PARTNERING or MODERN PARTNERING (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: _____	DANCE HISTORY (1/Week) = 1 credit hours or 34 Clock Hours Course Grade: _____		
SEMESTER TOTALS Total Credit Hours: ____ Total Clock Hours: ____ Semester Grade: Semester GPA:	SEMESTER TOTALS Total Credit Hours: ____ Total Clock Hours: ____ Semester Grade: Semester GPA:	SEMESTER TOTALS Total Credit Hours: ____ Total Clock Hours: ____ Semester Grade: Semester GPA:	SEMESTER TOTALS Total Credit Hours: ____ Total Clock Hours: ____ Semester Grade: Semester GPA:	SEMESTER TOTALS Total Credit Hours: ____ Total Clock Hours: ____ Semester Grade: Semester GPA:	SEMESTER TOTALS Total Credit Hours: ____ Total Clock Hours: ____ Semester Grade: Semester GPA:

Independent Study Program

Designed for students between the ages of 17 and 25 who have completed their secondary school requirements, this one-year program offers aspiring dance professionals the opportunity to refine their dance and performance skills to broaden the range of their artistic practice.

By offering technique classes across levels of proficiency, from "advanced-beginner" to "advanced', this program enables students to achieve the technical and artistic skillset required to attain their professional career objectives, or for admission into advanced-level dance programs. Upon successful completion of this program, students receive a *Letter of Completion*.

Independent Study Program Curriculum

Students who successfully complete 952 clock hours will receive a *Letter of Completion.* Students attempt up to 14 – 15 classes per week for two consecutive semesters to achieve this goal. Students must attend ballet and an Ailey/Horton, Graham, or combination of both modern techniques daily, and a minimum of two elective technique classes twice weekly. Electives include Contemporary, Jazz, Hip Hop, Modern Partnering, West African, Somatics, Tap, Dunham, Gyrokinesis®, Body Conditioning, Improvisation, Fundamentals of Musical Theater, Voice.

COURSES REQUIRED PER TERM (5 days a week)	ELECTIVE COURSES REQUIRED PER TERM (Taught 1 – 2 days a week)
Ballet daily	Two or more courses per term
Ailey/Horton daily, or	
Graham daily, or	
Ailey/Horton thrice weekly / Graham twice weekly, *OR*	
Graham thrice weekly / Ailey/Horton twice weekly	

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

Fall Semester	Spring Semester
BALLET LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Course Grade:_____ Pointe Grade: _____	BALLET LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Course Grade:_____ Pointe Grade: _____
AILEY/HORTON LEVEL: _____ or GRAHAM LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Ailey/Horton Grade: ____ Graham Grade: ____	AILEY/HORTON LEVEL: _____ or GRAHAM LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Ailey/Horton Grade: ____ Graham Grade: ____
BODY CONDITIONS GYROKINESIS SOMATIC STRENGTH TRAINING (2/Week) = 2 credit hours or 68 Clock Hours Course Grade:_____	BODY CONDITIONS GYROKINESIS SOMATIC STRENGTH TRAINING (2/Week) = 2 credit hours or 68 Clock Hours Course Grade:_____
DUNHAM TAP WEST AFRICAN OTHER TECHNIQUE (2/Week) = 2 credit hours Or 68 Clock Hours Course Grade:_____	DUNHAM TAP WEST AFRICAN OTHER TECHNIQUE (2/Week) = 2 credit hours Or 68 Clock Hours Course Grade:_____
CONTEMPORARY or JAZZ or HIP HOP or MODERN PARTNERING or TAP or FUNDAMENTALS OF MUSICAL THEATER or VOICE (1/Week) = 1 credit hours or 34 Clock Hours Course Grade:_____	CONTEMPORARY or JAZZ or HIP HOP or MODERN PARTNERING or TAP or FUNDAMENTALS OF MUSICAL THEATER or VOICE (1/Week) = 1 credit hours or 34 Clock Hours Course Grade:_____
SEMESTER TOTALS Total Credit Hours: ____ Total Clock Hours: ____ Semester Grade: _____ Semester GPA: _____	SEMESTER TOTALS Total Credit Hours: ____ Total Clock Hours:____ Semester Grade: _____ Semester GPA: _____

Scholarship Program

This is a highly competitive one to two-year renewable program is for intermediate/advanced level student dancers between the ages of 17 and 25 who have completed their secondary school requirements. The program offers aspiring dance professionals the opportunity to refine their dance and performance skills to broaden the range of their artistic practice.

By offering technique classes across levels of proficiency, from "intermediate" to "advanced', this program enables students to achieve the technical and artistic skillset required to attain their professional career objectives. Upon successfully completing this program (a minimum of 816 clock hours), students may request a *Letter of Enrollment* stating the amount of time they were enrolled (one or two years).

Scholarship Program Curriculum

Students take up to 12 – 15 classes per week for two consecutive semesters to achieve this goal. Students must attend ballet and an Ailey/Horton, Graham, or combination of both modern techniques daily, and a minimum of one elective technique classes twice weekly. Electives include Contemporary, Jazz, Hip Hop, Modern Partnering, West African, Somatics, Tap, Dunham, Gyrokinesis®, Body Conditioning, Improvisation, Fundamentals of Musical Theater, Voice.

COURSES REQUIRED PER TERM (5 days a week)	ELECTIVE COURSES REQUIRED PER TERM (1 elective taught 2 days a week)
Ballet daily	1-2 courses per term
Ailey/Horton daily, or	
Graham daily, or	
Ailey/Horton thrice weekly / Graham twice weekly, or	
Graham thrice weekly / Ailey/Horton twice weekly	

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

Fall Semester	Spring Semester
BALLET LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Course Grade:_____ Pointe Grade: _____	BALLET LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Course Grade:_____ Pointe Grade: _____
AILEY/HORTON LEVEL: _____ or GRAHAM LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Ailey/Horton Grade: ____ Graham Grade: ____	AILEY/HORTON LEVEL: _____ or GRAHAM LEVEL: _____ (5/Week) = 5 credit hours or 170 Clock Hours Ailey/Horton Grade: ____ Graham Grade: ____
BODY CONDITIONS GYROKINESIS SOMATIC STRENGTH TRAINING (2/Week) = 2 credit hours or 68 Clock Hours Course Grade:_____	BODY CONDITIONS GYROKINESIS SOMATIC STRENGTH TRAINING (2/Week) = 2 credit hours or 68 Clock Hours Course Grade:_____
DUNHAM TAP WEST AFRICAN OTHER TECHNIQUE (2/Week) = 2 credit hours Or 68 Clock Hours Course Grade:_____	DUNHAM TAP WEST AFRICAN OTHER TECHNIQUE (2/Week) = 2 credit hours Or 68 Clock Hours Course Grade:_____
CONTEMPORARY or JAZZ or HIP HOP or MODERN PARTNERING or TAP or FUNDAMENTALS OF MUSICAL THEATER or VOICE (1/Week) = 1 credit hours or 34 Clock Hours Course Grade:_____	CONTEMPORARY or JAZZ or HIP HOP or MODERN PARTNERING or TAP or FUNDAMENTALS OF MUSICAL THEATER or VOICE (1/Week) = 1 credit hours or 34 Clock Hours Course Grade:_____
SEMESTER TOTALS Total Credit Hours: ____ Total Clock Hours: ____ Semester Grade: _____ Semester GPA: _____	SEMESTER TOTALS Total Credit Hours: ____ Total Clock Hours:____ Semester Grade: _____ Semester GPA: _____

Section 3: RULES AND REGULATIONS

- Dress Code: Professional Division Students are required to abide by the dress code in all of their classes. Students who do not comply with ANY aspect of the dress code will be asked to observe or leave class. NOTE: *All dress code items must be WITHOUT visible logos, other than an Ailey Logo.*

- Dance attire MUST be form-fitting! (Leggings are permitted)
- Dance attire MUST be free of holes, runs, and stains.
- Ballet shoes MUST be worn in ballet classes.
- Fingernails MUST be kept short ***(less than ¼ inch)*** without brightly colored nail polish.
- NO sweatpants, plastic pants, big shirts, head scarves, dangling jewelry, facial rings or earrings.
- NO loose or baggy clothing.
- NO shorts of any kind, NO cut-offs of any kind, NO bra tops. NO crop tops.
- NO sheer or transparent dance attire.
- Clothing MUST NOT inhibit your ability to fully execute movement.
- Dancewear and undergarments MUST be washed daily.

FEMALE PRESENTING DANCERS:

Hair:

Shoulder length hair or longer must be in a bun and pinned away from the neck and face with a hairnet.

Shorter hair must be pinned away from the neck and face. No claw clips!

Ballet Attire:

- **Leotards:** Black or White *(Unitards must meet the leotard and tights requirements)*
- **Tights:** Skin tone, Black, or Pink *(ankle length is acceptable)*
- **Ballet and Pointe Shoes** Black, Skin tone, or Pink
- **Leg warmers:** Black form-fitting leg warmers
- **Ballet Skirts:** Short sheer ballet skirts permitted at instructor's discretion

Graham & Ailey/Horton Attire:

- **Leotard:** Black or White *(Unitards must meet the leotard and tights requirements)*
- **Tights:** Black only – ankle length
- **Leg warmers:** Black form-fitting leg warmers

MALE PRESENTING

Hair:

- Hair must be neatly groomed. Facial hair must be minimal and neatly groomed.

Ballet Attire:

- Leotard: White or Black *(Unitards must meet the leotard and tights requirements)*
- Tights: Black Only *(ankle length is acceptable)*
- Ballet Shoes: Skin tone or Black
- Leg warmers: Black form-fitting leg warmers

Graham & Ailey/Horton Attire:

- Leotard: Black or White *(Unitards must meet the leotard and tights requirements)*
- Tights: Black Only – ankle length
- Leg warmers: Black form-fitting leg warmers

Electives:

- Tap: Tap shoes are required for tap classes
- Jazz: Jazz shoes, sneakers, character shoes, or flexible jazz boots
- Hip Hop: Black sweatpants; white T-shirt; sneakers
- Yoga and Gyrokinesis®: Yoga mat required
- Body Conditioning: Yoga mat and two Therabands (one light; one heavy) required
- Strength Training: *TBD*

Undergarments:

- Nude bra and nude thong
- Black and tan dance belts
- Boy shorts – Black and Flesh toned *(mid-thigh length)*

Performance Dress Code

- Each dancer is responsible for having their own personal undergarments & shoes, such as bras, dance belts, etc.
- Performers are responsible for the required undergarments for scheduled tech, dress rehearsal, and all performances.
- Shoes are not provided by the Ailey School. Dancers must acquire their own personal shoes & socks / tights if required by your choreographer.
- Dancers may be asked to supplement the performance dress code with pieces from their own wardrobe. Please bring these on your fitting day and then to tech, dress & all performances.
- Tattoos MUST be covered with make-up for all performances, studio showings, and lecture demonstrations.
- Facial piercings MUST be removed for dress rehearsals and performances.

ALL DANCERS:

Tights

- Skin Tone Matching
- Pink
- Black
- Any other color / style that your Choreographer requests
- Knee pads

Shoes

- Ballet Slippers (Choreographer will advise)
- Jazz Shoes (Choreographer will advise)
- Character Shoes (Choreographer will advise)
- Black or White Sneakers (Choreographer will advise)

Socks

- Black (with NO Logos)
- Skin Tone Matching (No Logos)

MALE PRESENTING DANCERS:

- Black Dance Belt
- Skin Tone Matching Dance Belt
- Black Bike Shorts (No Logos)
- Black Tank Top
- White Tank Top
- Black T-shirt
- White T-Shirt

FEMALE PRESENTING DANCERS:

- Black Camisole Leotard
- Skin Tone Matching Camisole Leotard
- Black Bralette or Bra as needed
- Skin Tone Matching Bralette or Bra as needed
- Black Shorts (NO Logos)
- Skin Tone matching shorts
- Black Thong
- Skin Tone Matching Thong
- Black brief
- Skin Tone Matching Brief

Performance make-up:

ALL students are recommended to bring a full makeup kit for performance that includes the following items:

- *Foundation cream in your own skin tone*
- *Matte powders*
- *Contour powders*
- *Neutral- tone eyeshadow*
- *Blush*
- *Red (not too dark) and pink lipstick*

Code of Conduct

The following rules and regulations have been established to ensure a peaceful, safe and productive atmosphere at The Ailey School. The Code of Conduct is intended to be detailed guides for students and their families. Students are required to sign off on and abide by these rules and regulations while on the school premises and when acting as an outside representative of The Ailey School. Non-compliance with or violation of any part of these rules and regulations may result in reprimand, suspension from class, probation, or dismissal from The Ailey School. The Ailey School, in its sole discretion, will determine the appropriate disciplinary action. Please refer to the *Health & Safety Pledge* for further conduct guidelines.

The Ailey School will not tolerate any of the following:

☐ Smoking on the school premises.

☐ Possession, sale or use of alcoholic beverages, narcotics or illegal controlled substances will not be tolerated at any time and may be subject to legal action in addition to disciplinary action by The Ailey School.

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

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

1. No cell phone use in class, in the Lobby, on the second floor, in the PT Room, or in the Administrative Offices. This means no texting, talking, Facebooking, emailing, web surfing, tweeting, etc.
2. No talking in class. Only the instructor gives notes/corrections or answer questions.
3. No chewing gum and no smoking in or outside of the building.
4. No eating or drinking anything in the studios other than water in a plastic container.
5. No loud and boisterous behavior in front of the building.
6. No leaving the class without asking the instructor's 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, sweatpants, 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.

Procedures for Determining Placement & Technique Levels

1. The Ailey School has a codified teaching method and syllabus for each level of the technique it offers. Students' placement levels are determined by the faculty's assessment of the student's individual proficiency in each technique as taught at The Ailey School.
2. Student technique levels are based on performance at their initial audition and placement classes. During the first two weeks of the fall semester, faculty will continually assess students and notify The Ailey School Directors if technique levels need to be adjusted.
   Discussions of level placement should not occur between student and instructor.
3. The Ailey School Faculty Advisors are available to discuss curricular and artistic issues with enrolled students. The Admissions Director is available to answer questions by e-mail or telephone regarding non-curricular and administrative issues with students and their parents. Curricular and artistic issues are not discussed with persons other than the students.

Workshop Selection & Audition Guidelines

1. Repertory workshops with guest choreographers have minimum technique level requirements which have been determined by the choreographer and School Directors.
2. Auditions for Summer Intensive repertory workshops take place during the first week of the summer program, after student technique levels have been determined.
3. Students are allowed to participate in one repertory workshop. Based on choreographers' needs, some students may be 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, they 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. Students who are in repertory workshops may purchase tickets to only <u>one</u> performance that they appear in.
8. Performance programs are determined by the School Directors two weeks prior to the performance date.
9. Dress rehearsals are NOT open to students.
10. Neither tech nor dress rehearsals are open to the public or guests of the performers.

11. Videotaping performances is strictly forbidden by anyone other than The Ailey School videographer, or the choreographers.
12. Ailey School video recordings are for archival purposes and are not for sale.

Section 4: STUDENT LIFE

Physical Therapy Services

The Ailey School offers Physical Therapy Services (PTS) to all Professional Division students enrolled full-time. The on-site physical therapy room is equipped with strength and cardiovascular equipment for cross training, including lower and upper extremity bikes, a treadmill, a Pilates Cadillac (reformer and trapeze table), free weights, cable columns, rotation discs, and balance equipment. PTS offers an excellent opportunity for dancers to learn about their own bodies.

A Physical Therapy fee for each semester covers one-on-one, in-person sessions.

- All full-time enrolled Professional Division students get 6 Physical Therapy sessions per semester.
- Once the 6 sessions have been used up, additional sessions must be purchased
- Unused visits are forfeited at the end of the semester.

The Physical Therapists and Services Offered

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 scope of physical therapy practice. 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 be specific to certain dance movements. Often these are problems of alignment/placement-- and corrections of these issues may prevent injury from occurring.

The following services are offered by The Ailey School Physical Therapists:

- Injury clinics (IC): Conducted by one of the physical therapists, the IC addresses minor aches and pains before they become major injuries.
  - Dancers are individually evaluated and advised on how to manage their injury and/or modify their activity. More serious injuries are then referred to a physician for additional care. 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 tell their instructors.
- Physical Assessments/Screens: Students joining the BFA/Certificate Program are given 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, and 3) evaluate students' cardiovascular conditioning. A post-screening workshop will follow to explain screening results and offer information about how to have a healthy dancing experience during their time at The Ailey School and beyond. Students are asked to make a PT appointment if they require further counseling.

If an "emergency" occurs, like a significant injury during class, an escort must go with you to **the Physical Therapy room** to see a physical therapist. Ice will also be available if needed. *More information on emergencies is available later in this document.*

Advanced appointment reservations are required for non-emergency, in-person, one-on-one visits with a therapist. All reservations must be made online using the Physical Therapy online portal for your specific program. Instructions and links can be found in the online Customer Portal.

- Please note that physical therapy appointments are available for **no more than 1 week in advance**. Students should make their own appointments. Parents should not call the PT room to make an appointment.
- If an appointment is missed without advance cancellation, the visit will be forfeited- - lowering the number of allotted visits per semester. If you do not show up for your appointment or if you are more than 10 minutes late, it will be considered a missed appointment.

To cancel a reservation early, click the 'cancel' button on your confirmation email. Make sure the appointment disappears on the Calendar associated with your Ailey school username.

Always arrive on time for your visits, but no more than 10 minutes early. For your first visit, you will be asked to provide some information. The Physical Therapists keep notes on your evaluation and intervention.

Please wear the appropriate clothes so that your injury can be assessed properly. For example, if your injury is a knee injury is, please do not wear a unitard. Rather, wear shorts so the PT's can evaluate the skin area from your thigh to your foot.

At in-person sessions, there will be one student at a time. Cell phone use is not permitted in the PT room.

P.T. Emergencies

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

Physical Therapy Staff Contact Information:
The Ailey Studios
Injury Clinic (insert floor number)
405 W 55th St, New York, NY 10019
212-405-9073

Sheyi Ojofeitimi, PT, DPT, OCS, CFMT, *Director of Therapy Services / Health & Safety Advisor*
Jessi Patz, PT, DPT, *CKTP, Physical Therapist*
Amy Zink *PT, DPT, CSCS, CPI, Physical Therapist*

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) student representative meeting per month. One candidate per class year will be selected for each of the full-time programs. Those wishing to run must submit their Student Representative Nomination Form to India Browne, Assistant to The Ailey School Co-Director, Tracy Inman, at ibrowne@ailey.org (for a Non-BFA position) or Elizabeth Streeter, BFA Program Administrator and assistant to The Ailey School Co-Director, Melanie Person at estreeter@ailey.org (for a BFA Program position).

International Students

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

All International students are required to see the International Student Advisor to complete their registration in the SEVIS system at the beginning of each semester. Newly enrolled students must see Ms. JoAnne Ruggeri with the following documents: *their most recently issued I-20 for INITIAL attendance signed by the student; SEVIS fee receipt; and passport.* At their initial enrollment, they will receive another I-20 for CONTINUED attendance. All students must make certain to sign the bottom of all I-20's issued to them and to keep them in a safe place. Never discard any of your I-20's! The International Student Advisor is available for advisement and resources via email jruggeri@ailey.org, Monday through Friday.

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. Notices 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.

Studio Space

Studio space is available to Professional Division students (BFAs 2-3-4 and CE2) for rehearsals that relate to composition/performance coursework in The Ailey School.
Students may request ONLY studio space two weeks in advance by submitting the Studio Request Form found on your Customer Portal. You must receive confirmation of your studio request before you can use the studio! Students may not use an empty studio without prior permission from India Browne ibrowne@ailey.org or Elizabeth Streeter estreeter@ailey.org Please refer to the Studio Reservation Policies before requesting space.

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*. You must carry your official ID card at all times and present it upon request to any member of The Ailey School Administrative or Security Staff. If you are unable to present an ID card, you may be asked to leave the building. The ID card is issued for your exclusive use only. Students should not loan their ID cards to other students or visitors to The Ailey School. If you lose your ID card report it immediately to the Registrar's Office. Any use or misuse of the card prior to the report of its loss is the student's responsibility. The fee for a replacement ID card is $10. ID cards must be returned to the Registrar's Office upon withdrawal from the school.

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

Student Contact Information / Ailey Communication Policy

Students MUST make sure their contact information is always up to date!

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 imperative that students inform the Registrar's and Admissions Offices 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@ailey.org or in person. Additional information and announcements, including a current version of this Student Handbook, can also be found on the Current Students page of The Ailey School website.

Student Guest Policy

No guests are allowed.

Video-taping & Video viewing

Videotaping and photography of Ailey School classes are strictly prohibited. This includes the

use of digital cameras, cell phones, and other recording devices. Performances by the Alvin Ailey American Dance Theater can be viewed at **New York Public Library for the Performing Arts, Dorothy and Lewis B. Cullman Center,** 40 Lincoln Center Plaza (65th and Broadway) New York, NY 10023-7498 (212) 870-1642

Ailey Extension Classes

In-person Ailey Extension classes available on a limited basis. Current Ailey School students can purchase a single in-studio class for $14. Students must call ahead or purchase the class at the Ailey Extension desk in the lobby. Online registration is NOT available with this discount. The Extension desk is open from 5:00pm-8:30pm on weekdays and 9:00am-4:00pm on weekends.

Please create a Mindbody account in advance if you do not have one already, you can do so here. School students must either upload their student ID to their Mindbody documents or bring it to the desk when they purchase a class. Please contact extensiondesk@ailey.org if you have any questions or concerns.

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.

Voter Registration

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

Voter Registration resources
New York State Voter Registration
National Voter Registration

Non-Partisan resources
Rock the Vote
League of Women Voters
New York State League of Women Voters
Smart Voter
Student Vote

Section 5: FACILITIES

The Joan Weill Center for Dance

The Ailey School is housed in the largest building in the United States that is devoted solely to the art of dance – The Joan Weill Center for Dance. The building has 16 climate-controlled studios, 2 classrooms for academic classes, 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.

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

1 Lower Level (LL)
   a. Studios LLA and LLB – classrooms and black-box theater
   b. Dressing rooms.
   c. Green room. Backstage dressing rooms - CLOSED, except during performances
   d. Costume shop – Open to students for costume fittings only. CLOSED at all other times.

2 Performance Entry Level (PE)
   a. Box Office & Theater Entry
   b. Junior Division Dressing rooms – OFF LIMITS to Professional Division students.
   c. Library- currently not in use.

3 Ground Floor
   a. Lobby, studios, and stairs to PE (theater entry level)
   b. Security desk
   c. Ailey Extension Desk
   d. Ailey Boutique
   e. Elevators - Students must take the stairs between LL – 2nd floor.
   f. Patio – Open weather permitting for a limited number of students.

4. Second floor - Studio access only
   a. Reception area – Reception area is the Receptionists work space and quiet area. Please be respectful and keep noise to a minimum.
   b. Administrative Offices for The Ailey School and Arts in Education – accessible by appointment with Staff members only.

5. Third floor
    a. Physical Therapy Room – BY APPOINTMENT ONLY.
    b. Administrative Offices for Finance, Production, and Facilities. NO student access.

6. Fourth floor
    a. Classrooms
    b. Administrative Offices for External Affairs, Executive Director, and Artistic Director. NO ACCESS.
    c. All-gender bathroom.

7. Fifth Floor –Student access may be limited to studio access only when the Companies are in residence.
    a. Studios and bathrooms
    b. Lounge area and microwave

8. Sixth floor – NO student access, except if scheduled for classes in 6th floor studios.
    a. Studios, lounge, bathrooms, and dressing rooms for Alvin Ailey American Dance Theater and Ailey II.

Dressing Rooms, Restrooms, & Lockers

Professional Division dressing rooms are located on the Lower Level (LL) and are furnished with lockers. In order to claim a locker, students must choose a locker and put a combination lock on it. Ms. India Browne, Assistant to Co-Director Tracy Inman, will email you a form to enter your name, email, and locker number. If you do not provide your locker number to Ms. Browne, your lock will be cut and items in the locker will be discarded. It is not advisable to leave items in a locker without a lock! You must empty your locker during the winter holiday break, spring break, and summer break. You may reclaim the same locker, if available, when classes resume after the summer or school break. If you choose a **different** locker, you must notify Ms. Browne of this change. Please be aware that you may be asked to empty your locker at other times if a deep cleaning is requested by Building Management. *Students are prohibited from using the Junior Division dressing rooms which are located on the PE level.* Restrooms are located on the Lower Level, PE level, ground floor, and fifth floor. Restrooms are located on the Lower Level, PE level, ground floor, fifth floor, and sixth floor. *Please do not change clothes in any of the restrooms!*

Courtyard Patio

The courtyard patio, located on the first floor next to studio 1B, is 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.

Costume & Wardrobe Shop

Access by appointment for costume fittings only.

The Ailey School has an in-house costume and wardrobe shop located on the Lower Level (LL). The costume facilities are outfitted with sewing machines, serger, dress form, and tools for costume creation and alteration. The space also houses The Ailey School's costume collection. Students may only access this area when requested by Kelly Grabowski, The Ailey School Costume Coordinator, and the wardrobe team for fittings or meetings.

Elevator Use & Building Access

Students traveling between the Lower Level and 2nd floors must use the stairs. Elevator use between all floors is restricted to administration use only.

Lost & Found

Please check with the Security Desk in the Lobby. Any unclaimed lost items will be discarded.

Bulletin Boards & Announcements

The Google Classroom virtual bulletin board will be designated for announcements on Ailey Events/Reminders. Class studio locations/changes are posted daily, as are any other important information students need to be made aware of. Students are expected to stay abreast of activities and announcements and are advised to carefully review the virtual bulletin board several times a week, as they are updated frequently.

Section 6: SAFETY & SECURITY

Security

Campus Security

AILEY does not condone malevolent behavior of any kind. Students are asked to report to the Manager of School Operations or Head of Security, 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 AILEY. In cases of criminal activity, the Security Supervisor will assist students in filing an incident report with the New York Police Department (NYPD) 18th Precinct – Midtown North (212) 767-8400, located at 306 West 54th Street.

Statistics concerning the occurrence of reported offenses for the previous three calendar years on campus are found in this document. AILEY 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

AILEY's facility, The Joan Weill Center for Dance, houses Alvin Ailey American Dance Theater (AAADT), Ailey II, The Ailey School, The Ailey Extension, and Ailey Arts in Education and Community Programs and is located at 405 West 55th Street (corner of 9th Avenue). Full-time students, faculty, and staff are issued ID cards that provide them access to the Joan Weill Center for Dance and which must be displayed upon entering the building. Ailey Extension students must sign 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 AILEY 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. AILEY has a cooperative reporting relationship with the 18th Precinct of the New York City Police Department. Any crimes are reported directly to the New York Police Department.

Campus Security Programs

Printed material concerning security procedures and practices are distributed to the community via The Ailey School Student Handbook, AILEY'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 Head of Security 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.

Security and Building Management

Michael Canarozzi, Facilities Director/Fire Life Safety Director, ext. 9055 / mcanarozzi@ailey.org
Reynold Manigault, Head of Security, ext. 9058 / rmanigault@ailey.org
Pamela Wilkinson, Security Supervisor, ext. 9061 / pwilkinson@ailey.org
Jason Jude Hill, Studio Operations Manager, ext. 9146 / jhill@ailey.org

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, AILEY 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.

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 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 to pick your pocket.
• Stand in the yellow "off-hours waiting area" in front of the token booth in subway stations.
• On subways, choose the most crowded car. If it's late, use a middle car. (The conductor operates from the fifth car).

Hospitals and Police Stations
There is a hospital and/or Police Station in almost every neighborhood of the five boroughs. It is recommended that you become familiar with the local Police Station in your neighborhood, which can be located at the Precinct Finder at NYC.gov. We have provided a list of precincts within walking distance of The Ailey School.

Nearby Manhattan Police Precincts:

18th Precinct Midtown North, 306 West 54th Street	212-767-8400
10th Precinct, 230 West 20th Street	212-741-8211
Midtown South Precinct, 357 West 35th Street	212-239-9811
17th Precinct, 167 East 51st Street	212-826-3211
20th Precinct, 120 West 82nd Street	212-580-641

Nearest Hospital

Mount Sinai West Hospital - 212-523-4000
West 59th Street and 10th Avenue
You can locate the hospital nearest you at the NYC Health & Hospitals Corporation website.

Hotlines, Helplines and Emergency numbers

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

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

Safe Horizon

Victim's assistance organization providing support for victims of crime and abuse for families and communities.
Services include:
- *Domestic Violence Hotline: 800-621-HOPE (4673)*
- *Crime Victims Hotline: 866-689-HELP (4357)*
- *Rape, Sexual Assault & Incest Hotline: 800-621-4673*

Day One NY

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

Hotlines & Helplines

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

Emergencies

Emergency Consent Notification

The Ailey School is implementing an emergency alert notification system to deliver timely information concerning emergencies such as school closings due to weather related condition and other emergencies that pose an imminent threat to the health and safety of our students, faculty and staff.

The alert notification will be delivered as an automated text messages via third party Twilio and/or electronic mail *(email)* to Professional Division Students and Junior Division Parents.

Procedures for reporting emergencies

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

Emergency response, fire safety and evacuation procedures

AILEY maintains emergency procedure guidelines including a detailed evacuation plan. AILEY community is notified of an emergency or dangerous situation through the building's public address system, email, The Ailey School/AILEY website or telephone system depending on the nature of the situation. A Crisis Management Team comprised of the Executive Director, Chief Financial Officer, Facilities Director, and Head of Security 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's 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:

à Listen for announcements.

à 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)

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

Medical Emergency:

- Call 911 from any phone. Phones are located in each studio and in reception areas of every floor.
- Call Security at 9006 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 9006 as soon as your 911 call is complete.

EMERGENCY AND SAFETY PERSONNEL

Building Security: dial extension 9006
Fire Life Safety Director: Michael Canarozzi, ext. 9055
Head of Security: Reynold Manigault, ext. 9058
Security Supervisor: Pam Wilkinson, ext. 9006
Deputies of Fire Life Safety: Anthony Ragin, Brendan McCann, ext. 9006

CPR/FIRST AID CERTIFIED STAFF BY DEPARTMENT (Dial extension 9006 to locate a CPR trained individual)

Alvin Ailey American Dance Theater and Ailey II:	The Ailey School	Facilities & Studio Operations
Caradonna, Maggie Craig, Heather Hoffert Harrison Jackson, Sumaya **Arts in Education and Ailey Extension** Buchanan, Cara Darnell, JaMichael Feeley, Sarah McCaulsky, Rachel McGinnis, Renee Robertson, Tirza Spencer-Willoughby, Stacey Trinidad, Solei	Guillermo Asca Becky Brown (part-time) India Browne Sam Coleman Kelly Gabrowski (part-time) Harper, Ariel David Herrera Hinds-Zemanian, Oceana Jackson, Britini Koster, Blythe Opare, Kwesi Piras, Patrick Moore, Freddie Streeter, Elizabeth Tricarico, Dawn **Development & Marketing** Cates, Chris Richmond, Ethan	Biteranta, Daryl Carr, Kris Hahn, Alaric Hill, Jason McCann, Brendan Slade, Maleek Wilhelmi, Joel Wilkinson, Pamela **Studio Operations** Maggie Benedict (part-time) Kris Carr Alaric Hahn Jason Hill Maleek Slade Joel Wilhelmi

Fire Safety and Campus Security

Annual Campus Security Report

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

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.

<u>In the event of a fire drill, please observe the following procedures:</u>

□ Listen for announcements.

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

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

If you see a fire:

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

FIRE WARDENS

2nd Floor:	Samuel Coleman / Jennifer Quinones
3rd Floor:	Pam Robinson/ Kristen Carr
4th Floor:	Christopher Zunner/Jennifer Fyall

SEARCHERS

2nd Floor:	Blythe Koster / Freddie Moore
3rd Floor:	Linda Chen / Lloyd Alvarez
4th Floor:	Thomas Baker / Tracy Severe

BUILDING EVACUATION SUPERVISORS

Mamadou Diallo ext. 9006
Brian McGovern ext. 9006
Clarence Robinson ext. 9006
Angelica Robles ext. 9006

Section 7: SCHOOL POLICIES

Plagiarism Policy

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

Social Media Policy

Every day, people discuss Alvin Ailey American Dance Theater, Ailey II, The Ailey School, The Ailey Extension and other parts of the Ailey organization in online conversations. The Alvin Ailey Dance Foundation recognizes the vital importance of these online conversations and has established a policy to guide those who participate in social media. For the purposes of this policy, 'social media' includes blogs, vlogs, message boards, wikis, and networking sites such as (but not limited to) Facebook, Instagram, Tik Tok, X (formerly Twitter), LinkedIn, YouTube, Vimeo, Pinterest, Flickr, Snapchat, and WhatsApp. 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@ailey.org.

Drug, Tobacco & Alcohol Use Policy

AILEY 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 AILEY premises is prohibited and grounds for administrative action.

Any AILEY employee, as a condition of employment, is expected to abide by the drug-free workplace policy. In addition, AILEY is required by The Drug-Free Workplace Act of 1988 to notify all employees and students that they must report any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
Students cannot drink or possess alcoholic beverages of any kind on AILEY property. From time-to-time AILEY may allow the serving of alcohol during staff functions or social gatherings (e.g. holiday parties). Employees consuming alcohol at such events must act responsibly and assume all responsibility for their own safety and behavior.

Possible Disciplinary Sanctions and Penalties

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

Possible Legal Sanctions and Penalties

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

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

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

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

For a schedule of penalties, see https://www.dea.gov/drug-information/drug-policy. Additional penalties may apply under various New York State drug and alcohol laws.

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

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

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

Health Risks Associated with AOD Abuse

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

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

Smoking Regulations

In accordance with government regulations, AILEY 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).

Some community-based resources include:

Treatment Programs
*Phoenix House 800-378-4435
*Daytop Village (W. 83 St.) 800-232-9867
*offer long term, in-patient rehabilitation services

Greenwich House
Methadone Maintenance Treatment Program
212-677-3400

Outpatient
Alcoholic Anonymous of NY 212.647.1680
Al-Anon
Narcotics Anonymous 212.929.6262
Cocaine Anonymous
Alcohol Council of NY

Open Door Policy

AILEY is committed to maintaining a positive, pleasant, and harassment-free academic and work environment, and believes in maintaining an Open Door Policy. Accordingly, students are encouraged to see the Directors of The Ailey School or a Faculty Advisor with suggestions, questions or problems relating to your studies or work (if applicable). Students are also invited to contact AILEY's Human Resource Department, directly, or any other AILEY management representative.

Policy Against Sexual Harassment, Discrimination &Other Unlawful Harassment

Anti-Discrimination Policy

The Ailey School has a policy of "zero-tolerance" with respect to discrimination or harassment. The Ailey School expressly prohibits any form of discrimination or harassment because of race, color, religion, sex, national origin, citizenship, veteran status, age, physical or mental disability or other impairment, marital status, sexual orientation, genetic information or any other consideration made unlawful by applicable federal, state, or local laws. The Ailey School expects all members of its community, as well as its visitors, to be treated equally based on merit in all aspects related to its educational programs and activities.

Violation of The Ailey School's Anti-Discrimination policy, including the Anti-Harassment Policy detailed below, will result in appropriate discipline or dismissal from The Ailey School.

Anti-Harassment Policy

The Ailey School's policy is to maintain an academic environment free of unlawful harassment for all its community members. Harassment of any kind is strictly prohibited. No employees, faculty, students, or staff may engage in harassment against a community member because of race, color, religion, sex, national origin, citizenship, veteran status, age, physical or mental disability or other impairment, marital status, sexual orientation, genetic information or any other consideration made unlawful by applicable federal, state, or local laws.

What is Prohibited Harassment?

Harassment prohibited by this policy is any unwelcomed verbal or physical conduct that belittles or shows hostility or aversion towards an individual based on their protected characteristics or which creates an intimidating, hostile or offensive (academic or working) environment that interferes with an individual's peace of mind, (academic or work) performance or adversely affects (academic or employment) opportunities. Harassment, which is prohibited by this policy includes, but is not limited to:

- Visual conduct, including displaying derogatory objects or pictures, cartoons, graffiti or posters.
- Verbal conduct, including making or using derogatory comments, epithets, slurs and jokes.

The Ailey School also prohibits sexual harassment. Sexual harassment is defined as unwanted sexual or visual, verbal or physical conduct. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of a person of the same gender as the harasser. With respect to sexual harassment, The Ailey School prohibits, among other conduct, the following:

- Unwelcomed sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
- Submission to such conduct is made either explicitly or implicitly a term or condition of academic progress or employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's academic progress or employment; or
- Offensive comments, jokes, innuendos, and other sexually oriented statements.

  Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive academic or working environment. Other examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following unwanted or unwelcome conduct or contact:
- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone's "personal space."
- Offensive whistling.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.

- Sexual or otherwise offensive e-mail or voicemail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Any other conduct or behavior deemed inappropriate by AILEY.

Disclosure

The Ailey School will take appropriate disciplinary action, up to and including termination of employment or dismissal, whenever there is a finding that unlawful harassment or any violation of this policy has occurred. Any student who believes that they have been the subject of sexual or any other form of harassment by another student, by an employee, or by a contractor or vendor of The Ailey School (or if they become aware of such harassment by another student), should make their complaint to School Directors. If it is not possible to make such a report or if the student is not comfortable making their complaint to School Directors, they should report it to a Faculty Advisor or AILEY's Human Resources Department. All complaints will remain as confidential as possible, consistent with the conduct of an effective investigation. However, The Ailey School may need to disclose certain information to carry out its investigation or to implement corrective actions that are deemed necessary.

Retaliation Prohibited

The Ailey School prohibits retaliation against any individual who reports conduct believed to be harassment or discrimination or who participates in an investigation of such reports. Any retaliation against a student who makes a complaint in good faith under this policy, including, but not limited to, intimidation, coercion, threats, or discrimination, will result in disciplinary action against the retaliator, up to and including termination of the retaliator's employment or academic relationship with The Ailey School.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved. Also, when necessary, The Ailey School may interview individuals who observed the alleged conduct or have other relevant knowledge. The Ailey School will maintain the confidentiality of the

complaint and/or investigation to the greatest extent possible. All members of The Ailey School community have a duty to cooperate with any investigation conducted by The Ailey School, regardless of whether the investigation is being conducted by The Ailey School or outside parties retained by The Ailey School for this purpose.

Responsive Action

Misconduct that constitutes discrimination, harassment or retaliation will be dealt with appropriately. Responsive action may include, but is not limited to, discipline or discharge of any individual whom The Ailey School finds has engaged in such conduct, or other action, as The Ailey School in its sole discretion deems appropriate under the circumstances.

If after investigating any complaint of harassment or discrimination, The Ailey School determines that the complaint is frivolous and/or was not made in good faith or that a student or employee has knowingly provided false information regarding a complaint, disciplinary action, up to and including termination of employment, may be taken against the employee who filed the complaint or who knowingly provided false information.

Grievance Policy

All members of The Ailey School community are expected to respect the dignity of others and support the welfare of the community as a whole. Students are expected to uphold the standards set forth in The Ailey School Code of Conduct and The Ailey School Policies & Procedures. If a student has a complaint or grievance that is not sexual harassment or discriminatory in nature, the student is encouraged to speak directly with the individual in question to resolve the issue. For situations in which the student does not feel comfortable with this method of resolution, the student should bring the issue to their Faculty Advisor who will discuss the complaint with the student and recommend other options for resolution of the matter, such as a discussion and/or meeting with the student and the person(s) involved in the complaint. If necessary, a mediation meeting with those involved and the School Directors may be necessary. If the complaint is against another student, and the complaint is determined to have basis after the above methods are exhausted, the student in question will be subject to disciplinary action, including but not limited to, reprimand, probation, or dismissal. If the complaint is against a faculty or staff member, and the complaint is determined to have basis, the appropriate disciplinary actions will be taken by The Ailey School and/or AADT Administration. In the case of all grievance complaints, a confidential statement written by the student/complainant may be requested and kept on file. However, if the complaint is determined to be unfounded, no record of the complaint will be kept on file.

Intervention Policy

By enrolling at The Ailey School, a student acknowledges and agrees that the School has the right to be concerned about the health, safety and welfare of its students, staff and others that may be on the school premises. Accordingly, by enrolling at The Ailey School, a student expressly consents to and authorizes the School to contact a student's spouse, parent(s), colleague(s) and other persons known to be associated with the student should the School, in its sole discretion, believe that the students' conduct may be potentially harmful to him or herself or others, whether that conduct be caused by stress, mental disturbance or disorders, use or abuse of additive substances, or any other reason.

Furthermore, by enrolling in the School a student consents to and authorizes The Ailey School to refer them to physicians, psychiatrists and/or other physical and/or mental health personnel of the School's choice for evaluation and/or treatment, or take such action as the School may deem appropriate, including but not limited to temporary or permanent suspension of the student's residence housing and/or enrollment in the School.

Section 8: HEALTH & MEDICAL RESOURCES

THE AILEY SCHOOL HEALTH RESOURCES LIST

Please call location before visiting for their updated services, fees, hours of operation and location.

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: (888) 535-6963 Website: www.drwalkin.com for info on services and locations offered.

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

City MD Walk-In Urgent Care

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

Upper East Side Urgent Care 336 East 86th Street New York, NY 10028 (212) 772 - 3627	*Upper West Side Urgent Care* 2465 Broadway New York, NY 10025 (212) 721 – 2111
Columbus Circle Urgent Care 315 West 57th Street (between 9th and 8th Ave.) New York, NY 10019 (212) 315 – 2330	*Flatiron District Urgent Care* 37 West 23rd Street New York, NY 10010 (646) 596 – 9267

AMG Medical Group

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

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

PRIVATE MEDICAL PRACTITIONERS AND HOSPITALS

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

Acupuncturists

Turning Point Acupuncturists E. Shane Hoffman, DAOM, LAc (212)-489-5038 www.nycacupuncture.com	*Teresa Palazzo, MS, LAc* (917) 715-1857 tp@underpinningstcm.com www.underpinningstcm.com **this practitioner offers reduced fees*
Pacific College of Oriental Medicine 915 Broadway 3rd floor New York, NY 10010 (212)-982-3456 http://www.pacificcollege.edu/contact_us/index.html **this clinic offers reduced fees*	Delight Acupuncture Xaoling Shang, L.A.c 315 West 57th St., suite 302 New York, NY 10019 (212) 265-2052 delightacu@gmail.com

Chiropractors

**All chiropractors work regularly with dancers*

Howard R. Adelglass DC 614 Second Ave. New York, NY 10016 (212) 725-6122	*Roy Siegal DC* 8 West 65th St. New York, NY 10023 (212)-769-8911
Better Health Chiropractic, P.C. *Alex Eingorn DC* 825 7th Ave. New York, NY 10019 (212)-956-5920 / www.dreingorn.com	*Loren Marks DC* 233 West 72nd St. New York, NY (212)-877-3777
Richard Klein DC 515 Madison Ave., 6th fl. New York, NY 10022 (212)-713-0180	*Richard Nunziata DC* 2 West 86 St. 7th Floor New York, NY 10024 (212)-496-2110

Ronald Levine DC 928 Broadway #804 New York, NY 10010 (212) 420-0572	*Stephen F. Oswald DC* 80 Fifth Ave. Suite 1205 New York, NY 10011 (212) 924-2121
Simpson Chiropractic & Physical Rehabilitation - Dr. David Simpson 415 West 57th Street Apartment B New York, NY 10019 (212)-246-0030 / (212)-246-1088 (fax) drdsimpson@earthlink.com / http://dsimpson.chiroweb.com	
Dentists	
John Holbrook DDS 111 West 57TH Street Room 1012 New York, NY 10013 (212) 582-0123	*Joseph Levy DDS* 120 Central Park South #1 New York, NY 10019 (212) 582-5808 **this clinic offers reduced fees*
Columbia University Dental Clinic *Columbia University Medical Center* *Vanderbilt Clinic* 622 West 168 Street (Broadway) 7th floor New York, NY (212) 305-6726 http://dental.columbia.edu/patients/sdosclinics.html **this clinic offers reduced fees*	*NYU College of Dentistry Clinic* 345 East 24 Street/ 1st Avenue New York, NY 10010 (212) 998-9800 http://www.nyu.edu/dental/patientinfo/index.html **this clinic offers reduced fees*
Emergencies	
The nearest Hospital Emergency Room is at **Mount Sinai West** *(Used to be St. Luke's Roosevelt Hospital),* 10000 10th Avenue, NY, NY 10019 (on West 59th Street) 212-523-4000.	*Note: In the event of fires, medical emergencies requiring an ambulance, or for other life-threatening situations,* ***dial 911***
Gynecologists/ Obstetricians	
Michelle Warren MD *Columbia Presbyterian Eastside* 134 East 73 Street New York, NY 10021 (212) 737-4664	*Columbia Presbyterian Medical Center* 622 West 168 Street PH16-126 New York, NY 10032 (212) 326-8548 www.center-for-menopause.com
Rebecca A. DuPont MD 408 East 76 Street New York, NY 10021 (212) 249-0900	*Planned Parenthood* Women's Health Services Multiple Locations in the 5 boroughs www.plannedparenthood.org

Masseurs	
Dana Hash-Campbell LMT *PhysioArts* 230 West 38th St. New York, NY 10018 dhcmassage@gmail.com (212) 997-7490 **former AAADT company member*	*Terry Rose LMT* 8 Spring Street New York, NY 10012 (212) 226-0520 **works with dancers*
Michael Alicia 121 West 27th Street Suite 305 New York, NY 10001 (212) 229-1529 www.massagespacenyc.com	*Peter Vaillencourt LMT* 1841 Broadway 11th Floor (212) 977-8894 **Works with dancers, also offers semi-private Pilates classes*
Mental Health Services and Counseling	
Fieve Clinical Services 952 5th Avenue, Suite 7B New York, NY 10021 (212) 772-3570 www.depression-md.com www.fieveclinical.com	*Washington Square Institution for Psychotherapy and Mental Health* 41-51 East 11th Street New York, NY 10003 (212 -477-2600 www.wsi.org / info@wsi.org
Institute for Contemporary Psychotherapy 1841 Broadway 4th Floor New York, NY 10023 (212 -333-3444 www.icpnyc.org	*Mental Health Association Referral Service* (212) 254-0333
Nutritionists	
Catherine Petrillo, R.N 202 Sixth Avenue New York, NY 10013 (212) 925-6612	*Marie Scioscia* *Licensed Clinical Nutritionist* sciosciam@aol.com
Jackie Storm, Nutritionist/ Health Educator 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 58th 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..*
Dr. Melody Hrubes Hospital for Special Surgery (HSS *- East River Professional Building* 523 East 72nd Street, 6th Floor New York, NY 10021 Tel: 212.224.7995 Fax: 917.260.3895 **Specializes in dancer's injuries.*	*David Weiss MD* 530 1ST Avenue Suite 5D New York, NY 10016 (212) 263-7743 or (212) 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 17th Street New York, NY 10003 (212) 598-6022 **Appointments only.*	*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 always on call. Less wait time than regular emergency rooms.*
Osteopath & Physiatrist	
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
Alex Simotas, MD - Hospital for Special Surgery (212) 606-1879 **Specializes in backs*	
Podiatrists	
Louis Galli DPM 25 Central Park West New York, NY 10023 (212) 262-4588	*Terry Spilken DPM* 30 East 40th Street New York, NY 10017 (212) 686-6605
Thomas Novella DPM 343 West 58th Street New York, NY10019 (212) 506-0242 **Specializes in foot injuries*	

Physical Therapists and Body Work	
Sheyi Ojofeitimi PT *Physical Therapist at Alvin Ailey* (212) 405-9073 or (718) 246-6379 **Specializes in dance injuries and dance research*	*Marika Molnar PT* *Westside Dance Physical Therapy* 53 Columbus Avenue Suite 4 New York, NY 10023 (212) 541-8450 **Specializes in dance injuries*
Jennifer Green PT - PhysioArts 230 West 41st Street (7-8 Avenue), Suite 1807 New York, NY 10036 (212) 997-7490 ** Specializes in dance injuries*	

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.*

The Ailey School Health & Safety Pledge

As a member of The Ailey School community, I take the following actions on and off campus to help safeguard the students, faculty, and staff at AILEY:

- AILEY and The Ailey School are taking exhaustive measures to protect the campus community, and I understand that all infectious diseases pose a serious threat to health and safety.
- I will wash my hands frequently and thoroughly (for 20 seconds, minimum), especially after contact with surfaces and items in public areas, after eating, coughing, sneezing, or wiping one's nose;
- I will self-monitor for any illness;
- I will follow the directions of AILEY officials regarding face coverings, testing, screening, and isolation (if necessary), and cooperate with The Ailey School's contact tracing efforts, if called upon to do so;
- I will comply with AILEY protocols for infectious disease testing (when required), and report results promptly, if those tests are conducted by my personal physician or other healthcare provider;
- I will follow AILEY and public health guidance regarding infectious disease vaccines;
- I will comply with all signage and rules regarding access to the Joan Weill Center for Dance and ingress, egress, and seating in the buildings;
- I will make conscious choices, on and off campus, to help limit the spread of infectious disease to others in the community. I will act in the spirit of a person for others, knowing that I am helping to protect the campus community from illness.

Section 9: ADMINISTRATIVE STAFF

The Ailey School Directors

Tracy Inman	ext. 9515 / tinman@ailey.org
Melanie Person	ext. 9516 / mperson@ailey.org

Business Office

Jennifer Yoh-Quinones, Director of School Business Operations	ext. 9519 / jyoh@ailey.org
Jacob Blank, Bursar	ext. 9512 / bursar@ailey.org
Breana Moore, Payroll/Student Accounts Asst.	ext. 9134 / bmoore@ailey.org
Financial Aid Office	ext. 9138 / faassistant@ailey.org

Admissions Office/Housing

JoAnne Ruggeri, Director of Admissions & Student Affairs	ext. 9513 / jruggeri@ailey.org
Cristina Sabater, Associate Director of Admissions	ext. 9136 / csabater@ailey.org
Blythe Koster, Registrar	ext. 9132 / bkoster@ailey.org
Patrick Piras, Coordinator, Student Affairs & Operations	ext. 9138 / ppiras@ailey.org

Ailey/Fordham BFA Program

Melanie Person, BFA Program Director	ext. 9516 / mperson@ailey.org
Elizabeth Streeter, BFA Program Administrator & Assistant to Co-Director, Melanie Person	ext. 9124 / estreeter@ailey.org

Administration

Brittany Benton, School Operations Manager	ext. 9518 / bbenton@ailey.org
India Browne, Assistant to Co-Director, Tracy Inman	ext. 9133 / ibrowne@ailey.org
Jason Jude Hill, Studio Operations Manager	ext. 9146 / jhill@ailey.org

Production

David Herrera, Production Administrator ext. 9140 / dherrera@ailey.org

Kelly Grabowski, Costume Coordinator ext. 9039 / kgrabowski@ailey.org

Faculty Advisors

Guillermo Asca, U.S. Independent Study Students ext. 9126 / gasca@ailey.org

Kimberly Bartosik, BFA Juniors / kbartosik@ailey.org

Adrienne Hurd, BFA Sophomores / ahurd@ailey.org

Tracy Inman, Scholarship Program Students ext. 9515 / tinman@ailey.org

Freddie Moore, Certificate Program, 2nd & 3rd Yr Students ext. 9145 / fmoore@ailey.org

Brice Mousset, Certificate Program, 1st Yr students / bmousset@ailey.org

Melanie Person, BFA First Year & Seniors ext. 9516 / mperson@ailey.org

Kevin Predmore, Int'l. Indep. Study Students ext. 9129 / kpredmore@ailey.org

Physical Therapist

Sheyi Ojofeitimi, MPT – Physical Therapist ext. 9073 / sojofeitimi@ailey.org

The Ailey School Guidelines for Compliance with FERPA.

What is FERPA?

Federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) is a Federal law that protects the privacy of student education records. These are records that are directly related to the student and maintained by an educational agency or institution.

FERPA gives parents and an eligible student *(students 18 or older)* certain rights to the student's education records that is maintained by the agency or institution.

Note: The rights will automatically transfer to the student when student's age reaches the age of eighteen *(eligible student).*

The Ailey School must allow upon request:

I: The right to Access Education Records:

Parent or the eligible student enrolled at The Ailey School has the right to inspect and review their education records that are maintained by The Ailey School within 45 days from the day of the request.

II: The right to Amend Education Records:

Parent or the eligible student enrolled at The Ailey School, has the right to seek to amend or correct their education records that they believe to be inaccurate, misleading, or in violation of their rights of privacy under FERPA.

The Ailey School must allow the parent or the eligible student to appeal if The Ailey School decides not to amend the student records. The parent or the eligible student may request to add written comment regarding the content of the record.

See what records are exempted from FERPA.

III: The right to consent to Disclosures of Education Records:

Schools are prohibited from disclosing personally identifiable information (PII) from a student's education records that is maintained by the school unless the school received a written consent from the parent or the eligible student.

Personally Identifiable Information (PII) for Education Records such as student's name, student's identification number, student's date of birth, race, gender or other information which can be used to distinguish or trace an individual's identity either directly or indirectly.

There are exceptions under FERPA in which personally identifiable information (PII) from a student's education records may be disclosed without prior written consent. As such, The Ailey School will determine from its own policy whether personally identifiable information (PII) from education records will be disclosed to a third party without prior written consent.

The Ailey School may or may not disclose personally identifiable information (PII) to School Officials at The Ailey School unless the requesting School Official has provided a **legitimate educational interest**. Determination will be made under The Ailey School's own criteria of school officials and what The Ailey School considers a **legitimate educational interest**.

A school official is a person employed by The Ailey School in an administrative, supervisory, academic, research or support staff position (including law enforcement

unit personnel and health staff), a person or company with whom The Ailey School has contracted (such as an attorney, auditor or collection agent), a person serving on the Board of Trustees or a student serving on an official 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 responsibility. Upon request, The Ailey School discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Ailey School must inform the parent or the eligible student of what information from the student's education records will be disclosed to a third party prior to the disclosure.

IV: Directory of Information:

The Ailey School does not publish personally identifiable information from the student's education records.

V: FERPA Protection for Student Health Records

Health-related records that is maintained by the school will be disclosed to parent or third parties only on special circumstances and for the purpose of ensuring the safety of the student and other individuals without prior written consent from a parent or the eligible student.

See brief article on Know Your Rights-FERPA Protections for Student Health Records.

VI: Annual Notification

The Ailey School is required to annually inform the enrolled eligible students of their rights under FERPA and the school's guidelines by:

- The School Website Consumer Information page.
- Notifying enrolled eligible students electronically.
- Student Handbook

VII: The right to file a complaint with U.S. Department of Education

- Enrolled eligible students has the right to file a complaint if they believe that their FERPA rights has been violated with the Student Privacy Policy Office (SPPO).
- Enrolled eligible students must submit the FERPA Complaint Form.

VIII: Additional Information

- For more information about student privacy, please visit Student Privacy.
- Or write to SPPO at:
  Student Privacy Policy Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, D.C. 20202-8520

Other FERPA Resources:

i. Parent Guide to Family Educational Rights and Privacy Act.
ii. An Eligible Student Guide to the Family Educational Rights and Privacy Act.
iii. Protection of Pupil Rights Amendment (PPRA) General Guidance
iv. Regulations:
    - Family Educational Rights and Privacy
    - Protection of Pupil Rights Amendment
v. Glossary: Understanding the terms most commonly used in Student Privacy.

Helpful FERPA Training Videos:

a) Student Privacy
b) Protection of Pupil Rights Amendment
c) What Parents Need to Know about their Student's Data
d) FERPA's Complaint Process

Section 10:
Consumer Information

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

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

The Ailey School Accreditation

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

Section 11: RELEASE FORMS

A: Permission and Liability Waiver

In consideration of being permitted to participate in the programs and activities of The Ailey School or "AILEY", I hereby waive, release and forever discharge AILEY 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 AILEY, 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 AILEY.

I confirm that my participation in programs and activities of The Ailey School or AILEY 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 AILEY 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 AILEY. 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 AILEY.

By signing **the Section 12** Signature page at the end of this document, 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.

B: Photo Release: By signing **the Section 12** Signature page at the end of this document, I hereby give my permission for images of me, captured during programs and activities of The Ailey School or AILEY through video, photo, and digital camera (or otherwise), to be used forever by AILEY (and its assignees) for any AILEY purpose, including marketing, publicity and promotions, in all media, and I waive any rights of compensation or ownership thereto.

Section 12: **Professional Division Agreement**

By signing this Agreement in The Ailey School online Customer Portal, I acknowledge receiving The Ailey School Professional Division 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:

- Registration Policy
- Health & Safety Pledge
- Emergency Consent Notification
- Permission & Liability Waiver
- Photo Release
- Attendance Policy
- Dress Code
- Code of Conduct
- Certificate Program Requirements *(Certificate students 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 understand that all documents submitted will be reviewed by the school staff and if there is missing information, my enrollment will be delayed and will be deemed incomplete.

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

Please keep a copy of this document for your personal records