



AMERICAN REPERTORY BALLET
PRINCETON BALLET SCHOOL

ADA Plan 2018-2020

Approved: April 16, 2018

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American Repertory Ballet and Princeton Ballet School's ADA Plan

2018-2020

This plan has been developed using American Repertory Ballet and Princeton Ballet School's previously approved ADA Plans and the NJ State Council on the Arts ADA Plan Outline.

I. Organizational Background

American Repertory Ballet's mission is to bring the joy, beauty, artistry and discipline of classical and contemporary dance to New Jersey and nationwide audiences and to dance students through artistic and educational programs, presented by a financially responsible organization. The organization was founded in 1954 by Audrée and Bud Estey as the Princeton Ballet Society, with the vision of bringing the joy of dance to students and audiences throughout New Jersey.

American Repertory Ballet (ARB) achieves its mission through three key programmatic areas: the professional ballet company, which performs throughout New Jersey and beyond; ARB's Princeton Ballet School with three locations (New Brunswick, Cranbury, and Princeton) enrolling about 1,000 students annually; and ARB's Access and Enrichment program, including DANCE POWER, a 32-year partnership with the New Brunswick Board of Education, providing dance education to all third graders in New Brunswick public schools.

II. Organizational Policies and Practices

A. American Repertory Ballet has a Board approved ADA and non-discrimination policy:

American Repertory Ballet and Princeton Ballet School does not discriminate on the basis of disability in admission or access to, treatment of or employment in, its services, programs or activities.

- ADA Coordinator and Advisory Committee
 - Lindsay Cahill: ADA Coordinator, Access & Enrichment Coordinator, ARB
 - Dawn Dell'Omo: COO & Finance Director, ARB
 - Julie Diana Hench: Executive Director, ARB
 - Lisa de Ravel: Coordinator of Special Projects and Donor Relations, ARB
 - Marie Mascherin: Board of Trustees, ARB

All efforts have been made to fulfill goals laid forth in the previous plan. Ongoing objectives include biannual meetings of the Accessibility Advisory Committee and keeping staff, faculty, dancers, volunteers and Board members up to date on ADA regulations and satisfactorily trained. At least three members on our Advisory Committee have had experience working with children with disabilities. Beyond these broad initiatives, this ADA plan remains a work in progress and not a stagnant document.

B. Training Provided

Every 12 months, all staff members are required to attend sensitivity training workshops offered by an appropriate organization. ADA Training has been occasionally offered on the premises when new employees are hired. American Repertory Ballet will offer special training sessions to senior staff responsible for interviewing prospective candidates. This plan and a sensitivity guide are distributed to all new hires as part of the personnel handbook.

C. Employment Practices

All employment-related documents, job postings, and our website include the statement that "American Repertory Ballet is an Equal Opportunity Employer."

All of our hiring information, applications, job descriptions, etc. are available electronically on our website and can be accessed in various formats. We can also print and/or email any employment/application materials in large print when requested.

Everyone involved in the hiring process, including the Executive Director, Artistic Director, and program managers, has had or will receive specific training and information on appropriate disability etiquette. Any negligence regarding appropriate etiquette when dealing with co-workers, patrons or students will be addressed immediately as needed.

III. Grievance Procedure

- A. American Repertory Ballet has a personnel policy that contains a Grievance Procedure specifically for employment practices. In instances where employee grievances specifically relate to or include ADA issues, members of the ADA Advisory Committee would be included in all deliberations relating to the employee grievance.

American Repertory Ballet and Princeton Ballet School has developed an ADA plan to not only ensure compliance with the law, but to embrace the spirit of the regulations. This grievance procedure is defined for use in the event that American Repertory Ballet and Princeton Ballet School receive a complaint from the public in response to its action or inaction as it endeavors to comply with the Americans with Disabilities Act of 1990. A grievance procedure provides for prompt and fair resolution of complaints received from the public. It is our goal that the long-range ADA plan efforts will preclude the need for such resolution procedures. However, it is the function of the grievance procedure to resolve problems to the best of our ability by determining a solution that provides improved access and is mutually acceptable to the complainant and our organization. Solutions will be recommended to permit greater access. All concerns and complaints voiced by the public will be considered serious, receive prompt attention and be documented. American Repertory Ballet and Princeton Ballet School will provide forums to the public upon request for discussion of concerns.

Committee

Members of American Repertory Ballet and Princeton Ballet School's ADA Committee will form a Grievance Committee. This subcommittee will consist of the Executive Director, ADA Coordinator, two Accessibility Advisory Committee members and a Trustee of the Board.

Step 1 – Information Gathering

The Executive Director and ADA Coordinator will meet with the complainant on an informal basis to determine the nature of the concern, discuss the issue, and answer any questions raised by the patron. This meeting will be conducted in a positive atmosphere. The complainant will receive a copy of American Repertory Ballet and Princeton Ballet School's ADA Compliance Plan.

The complainant may designate another person to act in their stead and other grievance committee members or staff may join this meeting should they have pertinent information to help resolve the matter. Once information is gathered, if the Executive Director and ADA Coordinator determine that immediate action can be taken permitting access in the manner requested by the complainant, it shall be done under the authority of the Executive Director. Otherwise, the Executive Director and ADA Coordinator will discuss solutions with American Repertory Ballet and Princeton Ballet School's management and determine what can be readily achieved. Proposed solutions will be presented to the complainant.

The Executive Director and ADA Coordinator will document the complaint and the resolution. That documentation will be reported to the Board of Trustees at the next scheduled meeting. That report will become part of the official proceedings and record of the meeting.

Step 2 – If the Complainant's Needs Are Not Satisfactorily Met

If an immediate and satisfactory solution is not found and the patron wishes to lodge a formal complaint, it should be made in writing to the Executive Director. The written complaint must include:

- Contact Information: name, address, telephone number(s), e-mail
- Description: nature of the complaint in detail
- Location/Time: when and where the patron was denied access
- Request: what the complainant believes could or should be done and how this recommendation would resolve the issue.

The ADA Coordinator will notify the Advisory Committee of the complaint and forward a copy of the written complaint to the Grievance Committee members.

Step 3 – Review of Written Complaint

An informal investigation, as required, shall be performed by the ADA Coordinator upon the filing of the complaint. This provides the opportunity for all interested parties to submit documentation and other support information relevant to the complaint.

Step 4 – The Grievance Committee Reviews the Written Complaint

The Executive Director and ADA Coordinator will call a meeting of the Grievance Committee, which the complainant will be invited to attend. The meeting will take place in a barrier-free location, within one (1) month of the filing of the complaint (schedules permitting) but no more than sixty (60) days after complaint is filed. The meeting's agenda shall include:

- Presentation by the complainant
- Discussion
- Recommendations for resolution
- Timeline for implementation
- Follow-through assigned to one committee member
- Committee vote on the recommendation

Committee considerations in preparing their recommendations and findings may include:

- Merit of complaint: is the complaint valid, was access denied?
- Circumstances: why was access not possible, what created that condition?
- Condition: is this a condition that is standard or unusual to the situation (e.g. interpreter cancelled last minute)?
- Policy: did the lack of access result from an existing policy and/or is a new policy warranted?
- Solution: what must happen to allow access, what alternatives exist?
- Mitigating Factors: are there conditions, resources, and limitations that must be considered? Do these conditions prevent a resolution; how, why?
- Recommendations: which solution is to be employed, who will carry out the solution, is funding required, where is funding coming from, what is the timeline for implementation?
- Follow-up: is any further contact with the complainant required? If so, how? If resolution of the issue requires substantive changes in policy or expense, approval of the Board will be sought. The complainant will be required to sign the recommendation to be submitted to the Board as acceptable to them and agree that if the recommendation(s) is/are followed, the matter is closed.

Step 5 – Resolution of Complaint

The Grievance Committee's findings and recommendations will be forwarded to the complainant. In those cases that require Board approval, the recommendation(s) will be presented for vote and acceptance of the findings. The recommended solution is implemented and incorporated into American Repertory Ballet and Princeton Ballet School's future ADA compliance plan and activity. All staff and faculty are notified by the ADA Coordinator of the nature of the grievance and its resolution. In the event the Board does not accept the recommendation or findings, the complainant will be notified and the Grievance Committee reconvened.

IV. Programs and Services for People with Disabilities

A. Current services and programs

Included in American Repertory Ballet's contract with performance venues is an ADA Compliance Rider. The venues are required to fill out the ADA Compliance Rider and return it with the contract. American Repertory Ballet will keep all ADA Compliance Riders on file. **See Attachment**

American Repertory Ballet and Princeton Ballet School (PBS) welcome individuals with special needs. We offer open enrollment classes for adults of any age, and children's classes start at age 3. Our faculty, consisting of over 45 dance professionals, includes a number of teachers with advanced degrees in dance and specifically, education. Students with special needs are welcomed into an appropriate level class and all efforts are made to ensure a comfortable, beneficial, and fun experience for everyone. We welcome the opportunity to further train a teacher to accommodate a student's specific need, and will continue to seek professional assistance and/or training when the need arises. For example, when a child with autism enrolls in PBS, we will provide additional training for the teacher so that the child could be accommodated in a regularly scheduled class.

DANCE POWER is ARB's collaborative education partnership with the New Brunswick Board of Education that has been in existence since 1986. It is the longest-running, uninterrupted arts/community partnership in the state of New Jersey. Through DANCE POWER, ARB serves all third graders in the New Brunswick school system, including those with special needs who are mainstreamed. ARB faculty members have the opportunity to receive special training as needed - in this case from the Special Education specialists from the New Brunswick Board of Education - to ensure that every child benefits fully from the program.

In addition, ARB's Access & Enrichment and ADA Coordinator, Lindsay Cahill, will work with consultants and educators at specific special needs schools to develop a special needs DANCE POWER curriculum.

In addition, ARB has a Teaching Artist on staff who is skilled in working with special needs populations and can lead professional development workshops. Programs offered through ARB's Access and Enrichment department can travel throughout the state, and may take place in senior centers and child development centers off-site from ARB's existing facilities. Attention is given to reaching a variety of populations and especially to serving those who may not be able to experience an American Repertory Ballet performance at a large venue. Study guides are offered in various formats, including electronically.

B. Programs and services we offer, will be adding or upgrading - **See Chart Attachment**

C. Financial Outline

Funding for both ongoing and new initiatives is within our current budgetary ability. Budgeting resources are re-evaluated yearly by the Board of Trustees and are adjusted accordingly. Additional funding sources have been identified and have (or will) be solicited by our Development Director to support collaborations benefiting the senior community and the dance accessibility programs for special needs schools.

V. Effective Communication: Marketing of programs and services to people with disabilities

- A. American Repertory Ballet's continuous marketing initiatives include information on our phone system, website, and in our schools via print materials.

American Repertory Ballet's website is being assessed to follow the WAI (Web Accessibility Initiative). Our website will closely follow these WAI guidelines. It will be readable without a style sheet and have the capacity for all images to have the option to have ALT text which shows up on mouse hover. All YouTube videos have the ability to add a description field upon request.

The website is frequently updated with current program information and contact information to request specific accommodations for any performance. If American Repertory Ballet is not self-presenting, we will work with the venue to ensure that all patron needs are satisfied. Seating charts are available through our website or via our partner venues' websites which include wheelchair and access seating.

- Although all current ARB materials do not include applicable access symbols, we plan to include them consistently beginning in our 2018-2019 season.
- A mailing list of organizations that serve individuals with disabilities is incorporated into all promotional mailings.
- As we are not always the presenting organization, we do not set pricing for all ARB engagements. ARB occasionally reserves special matinee performances for seniors, senior residencies, and independent living centers, often times offering complimentary tickets to these and other events through our new ACCESS: Ballet ticketing program. ARB's ADA Coordinator helps to oversee these connections and opportunities. (NOTE new sentence.)
- Large print programs are provided upon request, with two-weeks notice, for all venues where ARB is self-presented. If ARB is not in control of the program content and printing, ARB will communicate with the venue to ensure that accommodations are made appropriate with their guidelines.
- By request, American Repertory Ballet will offer programs printed in Braille and on

audio cassette or CD format.

- By request, programs may be offered in electronic format or on CD. Newsletters are electronic.
- Given two weeks notice, American Repertory Ballet offers special accommodations for all performances for specific requests. Contact information to request these accommodations will be available on marketing materials and the www.arballet.org website. When self-presenting, ARB will retain sole responsibility for hiring an appropriate sign language interpreter.
- Spoken announcements made prior to a performance will be pre-printed in the program or, if a spontaneous announcement is made, American Repertory Ballet will endeavor to post important information on the website the next day.
- American Repertory Ballet's website features text descriptions of all images and will continue to ensure that the website is fully compliant with accessibility standards and make applicable changes.

American Repertory Ballet's ongoing effort to remain abreast of technological advances allows us to better communicate to the handicapped population. ARB has no immediate or three year *additional* marketing outreach efforts beyond our current capacity.

B. Financial Outline

Funding for both ongoing and new initiatives is within our current budgetary ability. Budgeting resources are re-evaluated yearly by the Board of Trustees and are adjusted accordingly. Additional funding sources have been identified and have (or will) be solicited by our Development Director to support collaborations benefiting the senior community and the dance accessibility programs for special needs schools. American Repertory Ballet does not anticipate hiring additional human resource staff and should the need arise, will budget accordingly.

VI. Facility Accessibility

A. Current ADA Accessibility

American Repertory Ballet and Princeton Ballet School locations include our New Brunswick administrative offices and dance studios; Cranbury dance studios; and Princeton school offices and dance studios.

All American Repertory Ballet Board meetings are held in accessible spaces. The managers/owners from whom American Repertory Ballet rents each space mandates and carries out facility evacuation training and testing of alarm systems annually.

- Both our Princeton and New Brunswick facilities are accessible via bus. The New Brunswick facility is also within walking distance to the train station. Our Cranbury facility is primarily accessed via car, however, we offer all Cranbury classes in our two other locations so anyone who wishes to take a class has accessible facility options.
- The Cranbury facility has a private parking lot that includes ADA compliant parking. The New Brunswick and Princeton facilities both have access to public lots with ADA compliant parking. All three facilities are accessible from the parking area to the entrance by a flat paved surface.
- Princeton and Cranbury facilities includes ADA compliant restrooms, dressing rooms, and doors to all areas. Only our New Brunswick and Princeton facilities are multi-level, and Princeton has ramps and/or elevators.

B. Outline

American Repertory Ballet rents off site venues for performances. All of these venues are currently up-to-date on ADA policies.

Our current New Brunswick location is temporary, as we anticipate relocating to the New Brunswick Performing Arts Center in 2019. The New Brunswick Cultural Center is in the process of creating this major facility that will house several arts organizations and will allow us to consistently perform in a space with current, up-to-date ADA compliance measures. The completion of this project has no specific date at this point, but American Repertory Ballet is currently reviewing plans for this new rental space.

C. Financial Outline

Funding for this goal will have to be supported with additional revenue once final plans are presented to us by the New Brunswick Cultural Center.

D. Determining Accessibility in Venues We Do Not Own

As previously mentioned, an ADA Compliance Rider will be included in American Repertory Ballet's contract with performance venues. The venues are all required to fill out the ADA Performance Rider and return it with the contract. All venues that American Repertory Ballet uses are ADA accessible venues and ARB will keep all ADA Compliance Riders on file.

American Repertory Ballet and Princeton Ballet School

ADA PLAN UPDATE for Facility Accessibility

1/1/2018 – 12/31/2020

Goal	Person Responsible	Status	Date Completed	Expected Completion Date			Cost/Resources
				2018	2019	2020	
All ARB School and Administrative locations ADA accessible	Executive Director and Access & Enrichment and ADA Coordinator	Ongoing			X		N/A
ADA Rider sent and received with contract to all outside venues	Executive Director	Ongoing			X		N/A
Discussion with New Brunswick Cultural Center to secure permanent compliant space	Executive Director	Ongoing					N/A
Testing of facility alarms for visual and aural accuracy	Location Facility Manager	Ongoing					N/A
Facility Evacuation Training	Location Facility Manager	Ongoing					N/A

American Repertory Ballet and Princeton Ballet School
ADA PLAN UPDATE for Programs and Services
1/1/2018 – 12/31/2020

Goal	Person Responsible	Status	Date Done	Expected Completion Date			Cost/Resources
				2018	2019	2020	
Faculty and Staff ADA Sensitivity and Training	Access & Enrichment and ADA Coordinator	Yearly					Up to \$200
Assess faculty on addressing ADA in the classroom	A&E and ADA Coordinator and School Director	Ongoing					N/A
Provide sensory <i>Nutcracker</i> performances	Artistic Director	Ongoing		Dec	Dec	Dec	N/A
Increase residencies at senior living facilities	Access & Enrichment and ADA Coordinator	Ongoing					N/A
Define and complete special needs dance curriculum for special needs schools	Access & Enrichment and ADA Coordinator	In progress		Fall			N/A
Cultivate relationships with special needs schools to incorporate more dance	Access & Enrichment and ADA Coordinator	Ongoing					N/A
Maintain database of professionals adept at assisting with special needs guidance for students	Access & Enrichment and ADA Coordinator	Ongoing					N/A

American Repertory Ballet ADA COMPLIANCE RIDER

American Repertory Ballet makes good-faith efforts to comply with all requirements of the Americans with Disabilities Act of 1992 as recommended by the National Arts Access Task Force. Included are all aspects of American Repertory Ballet's programming, employment practices, and facilities.

American Repertory Ballet requests that all presenters of American Repertory Ballet exhibit good-faith effort towards compliance with the American Disabilities Act of 1992. Please read the listing below and indicate services you are currently able to provide, and return it, signed, with your contract.

American Repertory Ballet (ARB) may be able to provide some of these services to our presenters. Please contact Lindsay Cahill, ARB's Access & Enrichment Coordinator. (732) 249-1254 x19 or lcahill@arballet.org.

FACILITY	YES	NO	PROGRAM ENHANCEMENTS	YES	NO
Wheelchair Access (house)	—	—	Audio Description	—	—
Wheelchair Access (stage)	—	—	Audio Enhancement	—	—
Box Office Staff Trained	—	—	Braille Programs	—	—
Front of House Trained	—	—	Sign Interpretation	—	—
TTY	—	—	Large Print Programs	—	—
TDD	—	—	Sensory Seminars	—	—

PROMOTION	YES	NO	OTHER	YES	NO
Use Access Symbols	—	—	Provide Transportation	—	—
Interior Signage	—	—	Reduced Ticket Rates	—	—
			Companion Reduced Ticket Rates	—	—

Please add anything that you offer to people with disabilities that is not mentioned:

Presenting Organization
Date

Officer

Address/State

Date of ARB Appearance