



HoustonBallet
Academy

2016-2017

Student Handbook

Fall Semester: August 22, 2016 – January 13, 2017
Spring Semester: January 17, 2017 – May 28, 2017

601 Preston Street
Houston, TX 77002
Tel: (713) 523-6300
Fax: (713) 523-4038

HBAcademy@houstonballet.org
<http://www.houstonballet.org>

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HOUSTON BALLET MISSION STATEMENT

To inspire a lasting love and appreciation for dance through artistic excellence, exhilarating performances, innovative choreography, and superb educational programs.

In furtherance of our mission, we are committed to maintaining and enhancing our status as:

- A classically trained company with a diverse repertory, whose range includes the classics, as well as contemporary works.
- A company that attracts the world's best dancers and choreographers, and provides them with an environment where they can thrive and further develop the art form.
- An international company that is accessible to broad and growing local, national, and international audiences.
- A company with a world-class Academy that provides first rate instruction for professional dancers and meaningful programs for non-professional dancers.
- A company with state of the art facilities for performances, rehearsals, and ongoing operations.

HOUSTON BALLET ACADEMY

Stanton Welch, Artistic Director

Vicki Attard, Interim Director

Faculty

Louise Lester, Principal Ballet Master

Steven Woodgate, Ballet Master

Barbara Bears, Ballet Master

Claudio Muñoz, Ballet Master, HBII

Sabrina Lenzi, Ballet Mistress, HBII & Upper School
Principal

Cheryne Bush, Principal of Middle School

Melissa Bowman, Principal of Preschool & Lower School

Andrew Murphy, Principal Instructor

Kelly Agnew, Instructor

Alex Arizpe, Instructor

Victoria Arizpe, Instructor

Jaqueline Boe, Instructor

Richard Bowman, Instructor

Susan Bryant, Instructor

Amy Cain, Instructor

Michele Dement, Instructor

Dawn Dippel, Instructor

Beth Everitt, Instructor

Ellie Blanchat, Instructor

Dr. Michael Remson, Music Theory Instructor

Sally Rojas Herrera, Instructor

Kelly Myernick, Instructor

Michelle Coomer, Instructor

Alexander Pandiscio, Instructor

Dawn Scanell, Instructor

Christine Stone Martin, Instructor

Jane Weiner, Instructor

Accompanists

Jennifer Edmondson

Krystal Grauvogl

Tomoe Hayashi

Aaron Hermes

Ning-Chih Hsu

Nara Jeffus

Ilya Kolozs

Grecia Lavanderos

Jaime Malagon

Bill Marsden

Pelayo Parlade

William Patterson

Janusz Rothbard

Kirk Suddreath

Sports Medicine and Body Conditioning Staff

Pilates Instructors: Shannon Anderson, Sasha Davis, Elizabeth Jones-Boswell, Nicole Malandra, Paula Neff, Joyce Yost Ulrich

Athletic Trainers: Zakia Tillis and Bené Barrera

Head of Wellness team: Aki Kawasaki

Nutritionist: Nikki Estep

Psychologist: Dr. Brian Goonan

Pilates and Sports Medicine Team

Methodist Hospital Physiotherapy Sports Medicine began working with Houston Ballet in January of 2006. They coordinate with Houston Ballet team physician, Dr. Kevin Varner, to provide an entire team of health professionals to oversee dancer wellness. This team includes an onsite certified athletic trainer, Bené Barrera. Dancers also have access to Methodist Hospital's Center for Performing Arts Medicine.

Academy Administrative Staff

Vicki Attard, Interim Academy Director
Christine Stone Martin, Academy Administrative Director
Leah Hughes, Registrar
Molly LeBeau, Academy Summer Program Manager
Yahudi Castañeda, Academy Artistic Operations Manager
Katie Wesche, Student Services Coordinator
Carly Penrod, Administrative Coordinator
Rebecca Blackshear, Administrative Assistant
Allison Marsh, Administrative Assistant

Academy Advisors

Nathaniel Nakadate, Academic Advisor
John Glosup, Academic Advisor
Lillian Schafer, ESL Teacher

Education and Community Engagement Staff

Jennifer Sommers, Director of Education and Community Engagement
Lauren Anderson, Education and Community Engagement Program Manager
Sue Ellen Hill, Education and Community Engagement Coordinator
Denae Powell, Education and Community Engagement Administrative Assistant

2016-2017 LEVEL ADVISORS

In order to provide the best communication possible, we assign main teachers to each Level. The assigned teacher of the student's Level is your contact for questions regarding the student's progress. The assignments are as follows:

<u>Level (incl. all sections)</u>	<u>Advisor</u>	<u>Email</u>
HBII Men	Claudio Muñoz	cmunoz@houstonballet.org
HBII Women	Sabrina Lenzi	slenzi@houstonballet.org
Elementary-Pro 2 Men	Andrew Murphy	amurphy@houstonballet.org
Pro 2 Women	Sabrina Lenzi	slenzi@houstonballet.org
Pro 1, Level 5-10 Women	Cheryne Busch	cbusch@houstonballet.org
Elementary -Level 4	Melissa Bowman	mbowman@houstonballet.org
Preschool Program	Melissa Bowman	mbowman@houstonballet.org

Academy Calendar for 2016-2017 Year

All information needed relating to the academy calendar can be found at:

<https://www.houstonballet.org/Academy/Academy-Calendar/>

ENROLLMENT

Preschool Program

The Preschool Program is geared towards students ages 2-5. An audition is not required to enroll for Joy of Motion, Creative Dance, or Pre-Ballet. Registration is accepted on a first-come, first-served basis. Classes are closed once capacity is reached.

To be eligible for the preschool program in the 2016-2017 year:

Parent & Me: a child must be 2 on or before August 22, 2016.

Joy of Motion: a child must be 3 on or before August 22, 2016.

Creative Dance: a child must be 4 on or before August 22, 2016.

Pre-Ballet: a child must be 5 on or before August 22, 2016.

Students enrolled in HBA Preschool program will be given priority registration for the following school year. Students not registered by the deadline will be required to abide by the general registration procedures. Registration for the fall semester will close once the semester begins. A second registration date for the spring semester is available in December. Should any vacancies exist, they will be announced on the website.

Pre-Professional and Professional Program

Students must be 6 by August 22, 2016. Students ages 7 and up are eligible to audition for Houston Ballet Academy's Pre-Professional Program. Students who are 6 years of age may register for Elementary Ballet and are not required to audition. The Pre-Professional program is comprised of Levels 1-10. The Professional program is comprised of Levels Pro 1, Pro 2, and HBII. Auditions are held in May and August for the fall semester and in December for the spring semester. Please refer to the Academy website for audition dates.

All students auditioning will be notified by email of their audition results. Houston Ballet's Academy maintains a policy of non-discrimination with regard to race, color, creed, religion, national origin, sexual preference, or non-job-related disability.

Houston Ballet II

Houston Ballet II (HBII) is Houston Ballet's second company and a part of Houston Ballet Academy. HBII students range in age from 15-19 years old. HBII prepares students for a professional career in the field of dance. Admittance into HBII is by audition only. Auditions are on an invitation basis.

Auditioning by DVD

Please see our website for instructions on submitting an online audition.

Withdrawal Policy

Should a parent desire to withdraw a student prior to the end of the year, the Academy must receive written notice stating the student's name and the date that the student will officially withdraw from the program. **THE PARENT OR GUARDIAN WILL BE RESPONSIBLE FOR ALL TUITION PAYMENTS DUE UNTIL THE DATE THE ACADEMY OFFICE RECEIVES NOTICE OF WITHDRAWAL IN WRITING FROM THE PARENT OR GUARDIAN.** Verbal notification of withdrawal will not be accepted. Please see the section below for information on Houston Ballet Academy's refund policy. Student withdrawals will be finalized after a parent or guardian completes the Student Withdrawal Form.

REGISTRATION AND FINANCIAL INFORMATION

Registration Process

Registration for current students takes place twice a year:

- 1.) In May for the fall and spring semester
- 2.) In February for the Summer Intensive Program

New students may register in December for the spring semester

The Academy Registrar must receive all completed registration materials by the deadline shown on their registration paperwork. If these materials are not received by the deadline, the student will not be guaranteed a space in their assigned level. Level placement will be noted on the student's registration form.

Forms of Payment

Houston Ballet accepts checks, cashier's checks, cash, or credit cards (American Express, VISA, MasterCard)

A student's registration fee and tuition may be paid by the parent/guardian selecting one of the two options on the registration form:

1.) Payment in full at the point of registration

2.) Installment Plan

The parent(s) or guardian of the registered child will be responsible for ensuring the Academy Office receives payment prior to the end of each billing cycle. Payments may be mailed, hand-delivered, completed online, or phoned-in to the Academy Office. Note: late fees will apply for any payments not received by the deadlines below.

Tuition can be paid in quarterly installments on or before the below dates:

First Payment	Due no later than July 15, 2016
Second Payment	Due no later than September 15, 2016
Third Payment	Due no later than November 15, 2016
Fourth Payment	Due no later than February 15, 2017

*****Please note that students with delinquent accounts will not be admitted to class or be able to register for the summer intensive program or the following year until their account is current.***

Returned Checks

A \$25 fee will be due for all checks returned for any reason. The fee must be paid in cash within one week from the time the owner of the account is notified.

Refund Policy

TUITION AND CENTER FOR DANCE DORM FEES ARE NON-REFUNDABLE.

Should a student withdraw who has paid, the remaining tuition will be forfeited to Houston Ballet Academy.

Need-Based Financial Assistance

Parents may apply for need-based financial assistance by going to the TADS link on the Houston Ballet website.

(www.houstonballet.org/academy). Look under the section for tuition and housing. Applicants are notified of the committee's decision by email.

At any time, a student on financial assistance may be placed on probation for behavior, attitude, excessive absences, missed rehearsals, or limited progress. If HBA finds further action is required, the student's financial assistance may be revoked.

Financial assistance is not automatically renewed each year. Requests must be submitted on or before registration for the summer program, and with registration for the 2016 fall semester.

Merit Scholarships

Merit scholarships are awarded by the Academy scholarship committee. Awards are based on the student's physical and artistic ability. You may not apply for a scholarship. All scholarship students are required to pay a \$100 scholarship fee.

Scholarship donations

Students may receive outside scholarships from a variety of sources. Tuition payments made by individuals or organizations on behalf of an Academy student will be accepted, but may not be considered tax deductible donations. For more information, please contact the Academy Administrator at cstonemartin@houstonballet.org.

Houston Ballet is dedicated to offering the highest caliber training, while keeping ballet accessible. However, tuition covers only 70% of Academy costs. Gifts from parents and other supporters are vital to ensuring every professional and non-professional dancer, despite capacity, has access to the finest instruction. If you would like to make a tax deductible donation to Houston Ballet to assist with our annual merit scholarships, please contact Ashley Gallegos at agallegos@houstonballet.org or (713) 535-3274.

CLASS UNIFORMS

The attire necessary for all classes can be found at <https://www.houstonballet.org/Academy/Class-Attire/>

Uniforms can be purchased online and in dance stores around the Houston area. Costumes & Dancewear located on Dunlavy has most of our uniforms in-stock. Students may also want to shop at Discount Dance Supply www.discountdance.com, Leapin Leotards www.leapinleos.com, or Jazz Rags www.jazzragsdancewear.com

Additional Requirements

- Female students must have their hair pulled back away from the face and secured neatly in a classical bun. Female students with short hair must wear a headband and secure the hair at the back.
- Male students must have a clean-cut, traditional haircut, and no facial hair. Ponytails, barrettes, and shaved heads are unacceptable.
- Performance Hair: All men and women will be required to conform to the hair requirements for each piece performed. Their teacher will approve styles, cut, and color up to three weeks before any performance. Once approved, no changes may be made.
- Students may not wear jewelry, other than pierced ear studs, in class or rehearsal.
- Students should not bring valuable jewelry to the Academy. The Academy is not responsible for any lost or stolen items.
- Students may not wear rubber pants, leg warmers, or sweat pants in class.
- Students should not wear dance clothes as street wear outside Houston Ballet.
- Students should not apply lotion in the studios or apply lotion to the skin on days where they will be doing floor work. Lotion and oils can create slick spots on the studio floor.

Men's Hair

Due to the nature of performances, male students must have a clean head of hair. Students must keep their hair maintained at a medium length for the occasion of performing (ex. No buzz cuts, shaved heads, etc.). Maintaining a balanced hair style will allow students to add realism to performances. If you have short hair, your scalp should not be visible.

Beginning Pointe

Students usually begin pointe work in Level 4. New students in Level 4 should not purchase pointe shoes until speaking with their instructor. Students will be notified when the instructor feels that the student has sufficient strength, level of

technique, and maturity necessary to begin pointe work. The decision to start pointe work will be made on an individual basis with the advice of the instructor, even if the student has been on pointe at a previous studio. Pointe work can be damaging to a dancer if it is attempted too early.

Instructors will check the fit of the shoes to ensure the students purchase proper shoes for their feet. Students should not sew ribbons and elastics on their shoes until they receive approval from their instructor.

The Academy faculty discourages students from practicing pointe work outside the Academy studios unless otherwise approved. Pointe work is difficult and can be dangerous if practiced unsupervised. Improper floor surface could cause injury to students.

Shoe Policy

Students who perform for the Houston Ballet Company will receive one pair of shoes for a given number of performances. Periodically, shoe vouchers will be given to the students, and students will be responsible for purchasing their own pair of performance shoes with that voucher. All slippers will be collected following the run of each performance and tour.

HBII students will be provided with one pair of performance shoes per HBII and Houston Ballet performances. The Academy and Houston Ballet will not pay for the HBII's rehearsal shoes.

Students participating in *The Nutcracker* will be responsible for purchasing performance shoes. Houston Ballet will then reimburse. Please contact the Shoe Coordinator for any questions.

ACADEMY PROCEDURES

Attendance/Absences/Make-Up Classes

It is mandatory for all students to attend all classes, including supplemental classes, such as, modern and jazz. If a student is absent for more than 3 classes, the Principal of the school may require a make-up class. Make-up classes are not permitted without prior approval from the Principal of the school.

- Parents may request a make-up class by writing HBAcademy@houstonballet.org
- Associates must notify, in writing, the requested date of make-up before attending class.
- We encourage parents (Preschool, Pre-Professional, and Professional) to email HBAcademy@houstonballet.org to notify him or her of the absence.
- Students in Levels Pro 1, Pro 2, and HBII are required to email HBAcademy@houstonballet.org to report absences.

If students have three unexcused absences in one semester, they may be ineligible for advancement to the next level.

All students from Levels 1-HBII who miss a semester are required to audition for re-admission.

Influenza – (The Flu)

Students that have flu-like-symptoms should not attend class, and should make an appointment with their physician. Students that are diagnosed with influenza should notify the Academy as soon as possible. If a student in Level 7-HBII, that is residing in the dormitory or living without a parent, is diagnosed with influenza, and the doctor recommends isolation, then the parent of the student would be responsible for providing care and expenses for the isolation.

Bad Weather Days/ Class Cancellation

Classes may occasionally be canceled due to severe weather conditions. The Academy follows Houston Independent School District's closing schedule for inclement weather. The Academy will notify parents by email should class(es) be canceled. Parents should also check the website http://www.houstonballet.org/Academy/Directions_and_Alerts/, as well as, the Academy Facebook page for updates regarding class closures. Parents also may call the office at (713) 535-

3210 for any updates. To receive an information form to be submitted to our alert system, contact Katie Wesche at KWesche@houstonballet.org. Students are encouraged, but not required to make up classes missed due to inclement weather.

Athletic Trainer

Students in Levels Pro 1, Pro 2, and HBII may see the athletic trainer during designated hours, free of charge. Company members' needs will be the highest priority for appointments. Hours available to Academy students are posted on the bulletin board at the beginning of each semester.

Students in Levels Pro 1, Pro 2, and HBII who are injured must have a written note from the athletic trainer that indicates if the student should observe class, participate in class, or be seen by a doctor. Students are not permitted to sit out from class without a pass. If the athletic trainer is not present, the student should see the Academy office.

HBII students may sign up for massage appointments at the Center for Dance with permission from the athletic trainer. These appointments will be at the student's own cost, and space will be limited, as company members receive precedence for all appointments. Students may also see the Academy office for contact information on referred massage therapists.

Arriving for Class

Students in the Preschool Division should not arrive more than 15 minutes prior to class. Students in Levels 1, 2, and 3, who have class upstairs, will wait for a teacher or teacher assistant to come get them before class. Students in Levels 4 and up should go directly upstairs to use the dressing rooms, and await class in the waiting area outside the third floor studios (or in their designated class-waiting area), 5 minutes before class time.

Parents are welcome to wait with their child in the lounge. Vending machines with sodas and snacks are available to everyone. Please do not leave young children unattended in the lobby.

Arriving Late to Class

Students in Creative Dance and Pre-Ballet who arrive after the start of class, must be escorted to their studio by an Academy Staff member or the Lobby Monitor. Students who arrive more than 15 minutes late to class will not be permitted to participate in that class, but are permitted to watch the remainder of the class.

Student Pick-up

- Students must be picked up on time. Please reference the parking options listed at <https://www.houstonballet.org/plan-your-visit/buildings-parking/?id=185> for information regarding parking options. Parents may use the pick-up/drop off lane at the Center for Dance to drop-off or pick-up your student. Follow instructions provided by officers directing traffic at the Center for Dance and all City of Houston driving and parking regulations at all times. Please do not block the drop-off lane walkway or leave your car parked on Preston as you or a family member run in to pick-up a child. Houston Ballet Academy has a lobby monitor stationed in the lobby up until the final class or rehearsal of the day ends. They are empowered by the Academy to enforce all rules and safety policies. The Academy is not responsible for the safety of the students after Academy office hours.

*****Failure to abide by the lobby, parking, and pick up/drop off policies, may result in dismissal from the Academy*****
Parents that anticipate a delay in picking up their children should contact the Academy office as soon as possible.

Pilates

Pilates mat classes are offered to students in Levels 5 through HBII. There will also be the option for students Level 5-HBII to sign up for private appointments during specified times that will be reflected on the weekly schedule. All private appointments must be scheduled through the Academy, and must be pre-paid. Appointments are \$30.00 per session and \$150.00 for five sessions. Multiple appointments can be purchased at one time. For more information on private appointments, or to schedule an appointment, please contact Katie Wesche at kwesche@houstonballet.org.

Attending Adult Classes

Students currently enrolled in the Professional Program may take adult classes free of charge. However, students who have withdrawn are ineligible to take adult classes for free. Students who have graduated from Houston Ballet Academy must register as an adult student in order to attend adult classes. Please visit the Houston Ballet Academy website for more information.

Non-Houston Ballet students who are 14 and older may register and attend Adult classes. Behavior policies for the Academy Pre-Professional and Professional Division apply to adult classes as well.

Emergency Evacuation Procedure

In the event of an emergency, an alarm will sound. Teachers will guide students out of the building, and a staff member will remain with the students until parents arrive. Parents waiting in the lobby should exit the building immediately and wait in the park on the corner of Preston and Smith. Teachers will familiarize students with exit information at the beginning of each semester.

Hurricane Emergency Plan

In the event of a hurricane evacuation for Harris County, Houston Ballet will be responsible for sheltering students living in Houston Ballet dormitories or in apartments/homestay without parents/guardians. All students are required to evacuate and stay at the shelter provided by Houston Ballet unless otherwise noted in advance in the Hurricane Intent Form. Houston Ballet will work with the American Red Cross to determine a safe shelter location. Students will be transported in vans and cars, and be chaperoned throughout their stay. Food, water, and first-aid supplies will be provided and prepared for students. Academy staff will stay in communication with parents by email and/or telephone.

Complimentary Tickets

If the ticket services manager determines that there is sufficient availability, dancers in the Professional Program may receive one ticket for a performance of a program. (If there is not sufficient inventory in the orchestra available, Houston Ballet Academy dancers may be seated in other areas of the theater, such as grand tier or balcony.)

Professional Program students receive one comp ticket to one of the performances that are offered as *The Nutcracker* comp dates. Students must appear in *The Nutcracker* performances to receive a comp. If they are NOT appearing in *The Nutcracker*, they do NOT receive comp tickets.

Academy children appearing in *The Nutcracker* do NOT receive complimentary tickets. **No student of the Academy is to go to the ticket services and ask for free tickets under any circumstances! All tickets will be distributed by the Administrative Associate.**

Auditions for Other Companies

The experience of auditioning is an important part of dance education. All Pro 1, Pro 2, and HBII students must submit written permission to, and receive permission from, the Academy Director before auditioning or taking class with another company. Such an audition or class must not interfere with rehearsals or performances.

ACADEMY GENERAL INFORMATION

Academy Office Hours

Monday – Friday.....8:30am – 6:00pm
Saturday.....8:30am – 1:00pm
Sunday.....Closed

Traditional and Distance Education for Levels Pro 1, Pro 2, and HBII

Houston Ballet Academy has a legal responsibility and fundamental belief that all students within the Academy need to finish their education, both at the Academy and within traditional educational institutions. Houston Ballet and Houston Ballet Academy is fortunate to have relationships with universities and online institutions to facilitate enrollment and class advancement.

Students training at the Academy from outside the Houston area and who have not received a high school diploma or GED must be continually working on their education. Houston Ballet Academy requires that these students attend "Study Hall" class with the Academic Advisor during the Fall and Spring semesters. Study Hall is held on Monday and Tuesday evenings from 7 to 9pm. A Saturday Study Hall is also available from 4 to 6pm. The Academic Advisor will assist with school work, proctor student exams, and monitor student progress. Academics fees in the amount of \$275 will be added to a student's tuition each semester.

Parent Observation Days and Demonstration Days

Classes at Houston Ballet Academy are closed to visitors. Parents are welcome to wait in the first floor lounge while their children are in class. Parents are not allowed to go upstairs and observe their children in class without specific written permission from the Academy. Parents will sign in at the lobby of the Center for Dance and wait for staff members to escort upstairs and then back to the lounge prior to the completion of the class.

Parents of students in all Levels are invited to observe a demonstration class at the end of both the Fall and Spring semesters. For Levels 5-HBII, individual observation dates will be emailed to parents approximately one week before the observation.

Observation Dates	Fall	Spring
Level JOM- HBII	December 12-17*	May 8-13*

*Specific dates according to Level are TBD and will be distributed to parents via email later in the year.

- ✓ There will be no makeup classes allowed during observation week
- ✓ ONLY immediate family is allowed
- ✓ Seating is limited and not guaranteed

Class Level Advancement

Artistic staff determines the class placement of each student. Faculty members evaluate students on artistry, physicality, maturity and technical ability. Each student progresses at a different pace; therefore, students in the same level may be promoted at different times.

Evaluations

- Creative Dance students will not receive evaluations
- Pre-Ballet and Levels 1-4 will receive evaluations once per year, at the close of the first semester
- Students in Levels 5-10 will:
 - Have an evaluation class in the Spring Semester
 - Have consultations with teachers
 - Have evaluations emailed to parents following consultations
- Pro 1 and Pro 2 will also have an end-of-the-year variation evaluation in May
- Houston Ballet II will have individual consultations twice per year, variation evaluations in December, in-class evaluations in the Spring, and consultations

Students do not receive evaluations during the summer program.

Student Physicals

Students in HBII are required to have a physical at the beginning of the fall semester. Drug testing may be administered at this pre-season physical.

Physical Education Class Credit

Several Houston area schools recognize a student's hours spent at Houston Ballet Academy as an alternative to regular physical education classes at the school. Should your child wish to receive credit for their training at Houston Ballet Academy, please first contact the student's school to confirm that Houston Ballet Academy is an acknowledged program partner. Please also ask about the necessary paperwork to register the student for the program and the process for reporting grades. Contact the Student Services Coordinator, Katie Wesche at kwesche@houstonballet.org

Bulletin Boards

All students and parents should refer to the bulletin boards for information regarding rehearsals, class schedules, and last-minute changes. The schedule will be posted on the bulletin boards on the first floor next to the Little Brown Studio, on the third floor, and inside the Academy office. An Academy staff member must first review any article posted on the bulletin board.

Lockers

Lockers, located in the dressing rooms on the third floor, are available for Level 5 - HBII students. Additional lockers are located in the first floor bathrooms. Students should bring a combination lock to secure belongings. Please do not leave valuables in the locker room, as the **Academy is not responsible for lost or stolen items**. Please note that Pro 1, Pro 2, and HBII have priority in lockers, while Levels 5-10 depend on availability. **Please be smart with your valuable items.**

Lost and Found

Lost and Found is located in the loading dock area on the first floor or at the Receptionist. All items are discarded on a regular basis.

Change of Address/Information

Parents and students must promptly notify the Academy office of any change in address or phone number. All Academy correspondence will be through email at HBAcademy@houstonballet.org

Public Relation Events

At different times during the year, with particular emphasis on the Holiday season, different organizations will ask small groups of Pro 1, Pro 2, or HBII students to perform or appear at a gala, a school festival, or a holiday party as ambassadors of Houston Ballet. Occasionally, these are performances where students are paid; other times there is no monetary gain. This is a requirement of scholarship students.

SUMMER INTENSIVE PROGRAM

Current students in Levels 6-10, Pro 1 and Pro 2 are required to attend the six-week summer intensive program. Students in Level 5 are required to attend the first 3-week, or the 6-week session of the summer intensive program. Partial attendance of a session is strictly prohibited. Current students do not need to audition for the Houston Ballet Summer Intensive Program. Summer registration will be emailed to current students in December. Summer levels may differ from fall and spring.

Summer Intensive Enrollment for Current Students, Levels 1-4

There are two summer options available to students in Levels 1-4. Students may attend the first 3-week session, the preparatory workshops, or both sessions.

- Level 1 not required to attend, but highly encouraged.
- Level 2 not required to attend, but highly encouraged.
- Level 3 required to attend at least one session, but is highly encouraged to attend both sessions.
- Level 4 is required to attend at least one session, but is highly encouraged to attend both sessions.

Preschool Summer Classes

One-week long summer workshops are offered in June and August for students ages 4-8. The June session is intended as a completion of the full-year program (students will remain in the same level). The August session is intended as a preparation for the Fall (students should register for the level in which they have been placed for the Fall).

Registration opens during the Spring semester. Please refer to the HBA website for registration information.

Auditioning for Other Summer Programs

As was previously mentioned, the experience of auditioning is an important part of a dancer's training process.

However, students must obtain permission from the Academy before attending another audition or program. Requests to attend auditions will be granted if the audition does not interfere with Houston Ballet rehearsals, performances or the Academy's Spring Performance. Although written permission to attend another summer program is required, re-admission to the Academy is not guaranteed.

CLASS ETIQUETTE

- Each student is expected to approach all classes with energy, enthusiasm, and the desire to learn. Students should maintain an open and responsive attitude and apply all corrections given in class and rehearsals.
- Students may not enter class late or leave class early without permission from the instructor. Injuries are caused by insufficient warm-up, and interruptions are distracting to the other students in class. If a student is more than 10 minutes late, the teacher must give permission for the student to participate in class.
- Food, drinks, and chewing gum are prohibited on the third floor. Students in Levels 5-HBII may bring water bottles into the studios, but spills must be cleaned immediately. This rule is strictly enforced for the safety of the dancers and the protection of the floors.
- Rosin may not be used in any Houston Ballet studio.
- Students are not permitted to play the pianos.
- Students may not talk with friends or accompanists during class.
- The Academy reserves the right to dismiss students from class for inappropriate behavior.
- Students must be in the specified uniform at all times.
- Parents are not allowed in the studios for any reason without the permission of an Academy staff member. Parents and visitors must have a visitor's pass if they wish to come upstairs for an appointment with the Academy staff.

PERFORMANCE OPPORTUNITIES

Academy Spring Showcase

Level 1 - HBII students will perform at the Wortham Theater Center on Friday, April 28, 2017 at 7:00pm and Saturday, April 29, 2017 at 1:30pm. This performance is open to the public, and all students are encouraged to attend.

Once a student is cast, a packet will be sent out in mid-January. A performance fee will be charged to each dancer. Tickets may be purchased online at <http://www.houstonballet.org> or by calling (713) 227-ARTS.

The Nutcracker

Students in Levels 2-10 are given the opportunity to audition for *The Nutcracker*.

The audition for the 2016 production of *The Nutcracker* will take place on Saturday, August 27th, 2016.

Participation in *The Nutcracker* is mandatory for students in the Professional Program.

Due to *The Nutcracker* performances, students will not be able to travel out of town between Thanksgiving and the conclusion of *The Nutcracker* performances without prior permission from the Academy Director. **Approval must be granted prior to making plane reservations, lease agreements, etc.**

Houston Ballet Vimeo System

Beginning in late September, Professional Program students will be able to watch the current rep rehearsal videos online and on mobile devices via Vimeo, thus discontinuing our current DVD loaning system, and strictly providing rehearsal videos online. To use this system, you will need to set up a Vimeo account, if you don't already have one. (www.vimeo.com) Once you have a Vimeo account set up, you will need to email your information (full name and name as it appears on your Vimeo profile) to avroom@houstonballet.org. You will also need to "follow" the Houston Ballet Vimeo profile which can be found at <https://vimeo.com/houstonballetdancers>

Houston Ballet Productions

Students gain valuable performance experience by participating in Houston Ballet productions. As HBII students are approaching the completion of their training, they are frequently used in Houston Ballet productions. Younger students are occasionally cast in *The Nutcracker* and other classical ballets during the Houston Ballet season.

Houston Ballet performances are professional productions, and the company artistic staff makes all casting decisions.

The following factors are considered when casting for a Houston Ballet production:

- Animation and Musicality
- Ability to assimilate steps quickly
- Ability to take instructions
- Maturity and attention span
- Height and size

POLICIES AND RULES

This School is authorized under Federal law to enroll nonimmigrant alien students.

Non-Discrimination/Non-Harassment Policy

Houston Ballet's Academy is dedicated to the treatment of all persons with respect and dignity and to providing an environment that is free from any form of discrimination or harassment. The Academy prohibits and will not tolerate harassment of any kind to or by any persons, including teachers, staff, students, parents and any other person affiliated with or doing business with Houston Ballet's Academy. This prohibition includes harassment for any unlawful discriminatory reason, such as race, gender, national origin, disability, age or religion. This policy also prohibits actions that, while they may not be so severe or serious as to constitute harassment in a legal sense, are nevertheless commonly understood to be abusive and disrespectful of others. Accordingly, slurs, jokes, or remarks that are derogatory of a person or group's race, ethnic background, religion, gender, disability, sexual orientation, economic status, or age are considered inappropriate for the Academy's environment.

Each person is responsible for exercising his or her own good judgment to avoid engaging in conduct that may violate this policy. A person who believes himself or herself to be a victim of discrimination or harassment should report the incident to the Academy Director. The matter will be dealt with on a confidential basis with disclosure only to the extent necessary for fair problem resolution and only to those who have an immediate need to know.

Media Policy

All media inquiries and requests for interviews and information must be referred to Houston Ballet's public relations department. No dancer, student, parent, teacher, employee, staff member, or other person affiliated with Houston Ballet or the Academy should talk with a member of the media about Houston Ballet, the Academy or any individual associated with either organization, on or off the record, without prior authorization from the public relations department. All photographs taken of Houston Ballet students during Houston Ballet classes or photo sessions are the sole property of Houston Ballet. Occasionally, students are interviewed by journalists and media crews to promote activities of the Academy and Company. Please note that there is a Photography and Media Release in your child's e-registration.

Social Media

Only those employees officially designated by Houston Ballet are authorized to speak on behalf of the Company. Unless you have received permission from the Public Relations department, you should not in any way imply that your speech is approved or adopted by Houston Ballet, or that you speak in any official capacity for the Company.

However, Houston Ballet encourages all staff, Company Members, students and faculty to engage with, and create content for, Houston Ballet social media pages. All active social media participants, directly or indirectly representing the Houston Ballet brand, should be aware that Houston Ballet reserves the right to request the immediate removal of content that in any way relates to Houston Ballet, or the activities herein.

The use of material protected by copyright, trademark law, or other intellectual property rights without permission is prohibited. Examples of copyrighted material include, but are not limited to, Houston Ballet's and Houston Ballet's Academy's logos, images (including, but not limited to, photos from performances, rehearsals, [practices] and Houston Ballet events, as well as marketing collateral), performance audio recordings, performance video footage, footage filmed on Houston Ballet property (including, but not limited to, the Center for Dance, the Wortham Theater Center, and the production warehouse), costume and scenic designs, choreography, video and audio produced by Houston Ballet and Houston Ballet Academy (including, but not limited to, podcasts), and materials written by Houston Ballet or Houston Ballet Academy (including, but not limited to, text from brochures, programs, and HB's website).

Drug/Alcohol/Tobacco Policy

Houston Ballet Academy does not allow or tolerate drug use or underage drinking. All persons involved with the Academy, including dancers, students, parents, faculty and staff, should obey the law and refrain from providing alcoholic beverages at any location, including but not limited to private homes, to those who are not of legal age.

The Academy reserves the right to drug test any student under "reasonable suspicion" situations. The student and his or her parents are responsible for all costs, including those for drug tests, evaluations, counseling, medical treatment, and therapy. Any student refusing an initial drug test or alcohol screening will be subject to dismissal. The Houston Ballet works closely with The Council on Alcohol and Drugs Houston in training designated staff in drug prevention and reasonable suspicion training.

No student under the age of 18 is permitted to smoke on Academy property. Those students over the age of 18 **may only** smoke in the designated areas outside of the Center for Dance.

Admissions to drug/alcohol use, violation of the tobacco policy, and/or if a student is found with an illegal substance will result in the following:

- Parent(s) will be notified
- Expulsion from the Academy as determined by evaluation
- Suspension from the Academy as determined by evaluation. If a student is suspended, they will be required to:
 - Participate in individual and/or group counseling (such as a Drug, Alcohol, or Tobacco Awareness Program), as recommended by evaluation. Students are responsible for all costs and transportation to and from counseling appointments.
 - Participate in random drug/alcohol screening for one calendar year upon their return to Houston Ballet.

Healthy Weight Management Policy

Houston Ballet's Academy is committed to supporting the health and wellbeing of its students. Students in Levels 5-8 and HBII will be reviewed by a health professional each year and are required to submit a student wellness form to the Academy signed by their family physician.

The Academy staff will not discuss a weight concern with a student who is under the age of 18 unless at least one parent is present, in person, or via telephone. If a student is 18 or older, the Academy staff will meet with the student about the weight concern, and the student's parents will be notified of the discussion via email or by phone.

The Academy faculty will not make specific recommendations regarding a student's weight. If desired, the student and parents may seek such a recommendation from a health professional. A list of resources, including doctors, nutritionists and body conditioning specialists, will be made available to the student and parents. Students will be required to schedule a monthly meeting with a member of the Academy staff for three to six months after the initial meeting. A student approached with an underweight concern may return to classes only with a physician's written approval.

A student will not be taken out of a level or have a scholarship or stipend revoked on account of a weight issue. However, scholarship and stipend students will be re-evaluated each semester on all criteria, including healthy weight.

Students attending pas de deux class will be assessed at the beginning of each semester. Only students at healthy dancing weight will be allowed to participate. If a student's weight or musculature presents a danger to the student or the student's partner, the student will not be allowed to complete the semester's pas de deux classes. Each student will be re-evaluated for participation at the beginning of each semester.

Bullying Policy

Houston Ballet Academy has a zero-tolerance policy for bullying in all forms – verbal, written, and online. Should a student or group of students infringe on another student's right to an equally safe environment, they can and will be expelled from Houston Ballet. The action to expel a student is decided by the Artistic Director and Academy Director of Houston Ballet Academy.

Houston Ballet's Academy Rules

- Firearms are strictly prohibited on Houston Ballet property.
- Students may visit with friends only in the first floor lounge. Noise must be kept to a minimum, so company rehearsals and Academy classes are not disrupted. Please remember the facility also serves as an office building.
- Students and parents may not sit on or at the bottom of the stairs.
- Students may not run in the lounge, halls, or on the stairs.
- Bicycles are not permitted inside the building. A bicycle rack is located at 601 Preston Street and all bicycles must be securely locked.
- Small children must be supervised. Parents will be asked to remove disruptive children.
- Only students taking class are allowed upstairs. Parents are to remain in the lounge on the first floor at all times.

Unacceptable behaviors, whether occurring in class or outside the studio, include, but are not limited to:

- Violation of any law, Academy rule or policy
- Failure to observe proper studio protocol
- Lying, cheating or stealing
- Falsifying documents
- Theft (including attending Houston Ballet performances without a ticket)
- Destruction of property
- Drug or alcohol use
- Any behavior that places other students, staff, visitors, innocent bystanders, and/or self in danger
- Verbal, written, on-line or physical harassment based on race, color, religion, sex, age, disability, sexual orientation, national origin or appearance

- Swearing, cursing, or yelling
- Smoking anywhere on campus

Consequences for Unacceptable Behavior

- Verbal or written warnings
- Suspension or Dismissal from the Academy or the dorm
- Early curfew and grounding at the dorm (if applicable)
- Referral to counseling
- Fines
- Probation
- Loss of scholarship or stipend (if applicable)
- Loss or suspension of privileges (such as use of equipment)

Sanctuary Policy

To encourage students to seek help for medical emergencies involving drugs or alcohol, the Academy has instituted a “sanctuary policy.” If a student determines that she/he or a friend is in need of immediate medical attention as a result of drug or alcohol use, the student may contact the staff person on-duty or a member of the faculty or staff. Students must understand that there will necessarily be some kind of follow-up. No disciplinary action will be taken if:

- The student is seeking aid
- The Academy knows of the problem in no other way

Tickets to Houston Ballet Performances

Single tickets (713) 227-ARTS (713-227-2787) or
www.houstonballet.org

Subscriptions (713) 5-BALLET (713-522-5538)

Group Sales (713) 523-6300 ext. 409

Group rates are available for parties of 15 or more (20 or more for *The Nutcracker*)