



HoustonBallet  
Academy

**2020 - 2021**  
**Student Handbook**  
**Pre-Professional Program**

Fall Semester: August 24, 2020 – January 10, 2021  
Spring Semester: January 11, 2021 – May 23, 2021

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

[HBAcademy@houstonballet.org](mailto:HBAcademy@houstonballet.org)  
<https://www.houstonballet.org/about/academy1/>

## TABLE OF CONTENTS

Houston Ballet Mission Statement.....	3
Houston Ballet Academy Faculty and Staff .....	4
Houston Ballet Academy Artistic Advisors .....	4
Academy General Information .....	5
Academy Office Hours .....	5
Academy Calendar.....	5
Enrollment .....	6
Registration and Financial Information .....	7
Withdrawal Policy.....	8
Class Uniforms .....	10
Academy Procedures.....	12
Class Etiquette .....	12
Emergency Procedures.....	12
Class Observation .....	13
Evaluations .....	13
Student Benefits .....	14
Tickets to Houston Ballet Performances .....	14
Performance Opportunities .....	15
Academy Spring Showcase .....	15
<i>The Nutcracker</i> .....	15
Summer Programs.....	16
Policies and Rules .....	17
Health Policies .....	20
Releases .....	22
COVID-19 Guidelines .....	24

## **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

## HOUSTON BALLET ACADEMY LEADERSHIP

**Stanton Welch**, Artistic Director, Member of the Order of Australia (AM)

**James Nelson**, Executive Director

**Melissa Bowman**, Academy Director

**Jennifer Sommers**, Director of Education

## HOUSTON BALLET ACADEMY FACULTY AND STAFF

Yahudi D. Castaneda, Academy Artistic Operations Manager (Professional)

Carla Cortez, Academy Registrar (Preschool & Pre-Professional Levels 1-10)

Molly LeBeau, Academy Recruitment Manager

Amy Pearl, Resident Advisor, Market Square Tower

Dustin Shaw, Academy Artistic Operations Coordinator (Preschool & Pre-Professional Levels 1-10)

Katie Wesche, Academy Registrar (Professional & Summer)

Megan Williams, Student Services Coordinator

Laurel Collins Wright, Academy Programs Coordinator

For additional faculty and staff please visit our website <https://www.houstonballet.org/about/academy1/staff/>

### Artistic 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:

Level	Advisor	Email
Levels 1-Intermediate	<b>Beth Everitt, Children's Ballet Master &amp; Lower School Principal</b>	<a href="mailto:BEveritt@houstonballet.org">BEveritt@houstonballet.org</a>
Levels 5-10 Women	<b>Cheryne Busch, Upper School Principal</b>	<a href="mailto:CBusch@houstonballet.org">CBusch@houstonballet.org</a>
Level 1-10 Men	<b>Claudio Muñoz, HBII Ballet Master</b>	<a href="mailto:CMunoz@houstonballet.org">CMunoz@houstonballet.org</a>

### Sports Medicine and Wellness Team

**Athletic Trainer:** Leanne Wonesh MS, LAT, ATC

**Strength & Conditioning Coach:** Akihiro Kawasaki

**Wellness Instructors:** Brittany Deveau, Heather Greene, Michelle Gregovic, Aaron Harting, Nadia Khan, Jennifer Lee, Nicole Malandra, Paula Neff, Sharon Paredes, Lisa Petrozzi, Hilary Schaff

**Nutritionist:** Nikki Estep, MPH, RDN, LD

**Licensed Professional Counselor:** Kelsey Fyffe, MA, LPC

**Houston 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 including an onsite certified athletic trainer. Dancers also have access to Methodist Hospital's Center for Performing Arts Medicine.

## ACADEMY GENERAL INFORMATION

### Academy Office Hours

Monday–Friday .....9:00am – 6:00pm

Saturday .....8:30am – 4:00pm

### Lost and Found

Lost and Found is located in the loading dock area on the first floor or at the Reception Desk should it be a valuable item. All items in the Lost and Found bin are discarded on a regular basis.

### Call Boards

All students and parents/guardians should refer to the call boards for information regarding rehearsals, class schedules, and last-minute changes. The schedule will be posted on the call 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 document posted on the call board.

### Academy Calendar

All information relating to the Academy calendar can be found in your student portal on Classe365 or the link below:

<https://www.houstonballet.org/about/academy1/calendar/>

## ENROLLMENT

### **Pre-Professional Program**

The Pre-Professional Program is comprised of Elementary Ballet and Levels 1 - 10. Students who are 6 years old as of August 24, 2020 are eligible for Elementary Ballet and do not require an audition to register for the level. Students who are at least 7 years old by August 24, 2020 must audition to be eligible for the Pre-Professional Program. 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: <https://www.houstonballet.org/about/academy1/main-school/auditions/>

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

### **Auditioning by Video**

Please see our website for instructions on submitting an online audition:  
<https://www.houstonballet.org/about/academy1/main-school/auditions/>

## REGISTRATION AND FINANCIAL INFORMATION

### Registration Process

Registration for current students occurs twice a year. *New students may register in December for the Spring semester.*

1. In the Spring for the following Fall and Spring semesters
2. In the Winter for the Summer Programs

The Academy Registrar must receive the completed registration form and payment by the deadline shown on the student's registration email. Registration is first come, first served. Level placement will be noted in the student's registration email.

At the time of registration, a payment of the first installment of tuition and the registration fee is required to hold a student's class selection. For Elementary Ballet, the registration fee is \$75. For Levels 1-10, the registration fee is \$175. Registration fees are inclusive of Spring 2021 and Summer 2021.

For the Fall semester, parents/guardians may pay tuition in one of three ways:

1. Payment in full – Discount of \$50 will apply if paid at the time of registration
2. Payment in two installments
3. Payment in three installments – Fee of \$20 will be applied to each installment due September and October

Fall 2020 Tuition Installment Dates:

Invoice Date	Due Date	Pay in Full	Two Installments	Three Installments
At Registration		100% (discount applied)	50%	50%
9/1/2020	9/15/2020		50%	25% + \$20
10/1/2020	10/15/2020			25% + \$20

For the Spring semester, parents/guardians may pay tuition in one of three ways:

1. Payment in full – Discount of \$50 will be applied on the November invoice. If payment is not received by November 15, 2020, plan will be switched to payment in two installments
2. Payment in two installments
3. Payment in four installments - Fee of \$20 will be applied to each installment

Spring 2021 Tuition Installment Dates:

Invoice Date	Due Date	Pay in Full	Two Installments	Four Installments
11/1/2020	11/15/2020	100% (discount applied)	50%	25% + \$20
12/1/2020	12/15/2020			25% + \$20
1/1/2021	1/15/2021			25% + \$20
2/1/2021	2/15/2021		50%	25% + \$20

A late fee of \$25 will be applied to your account if payment is not received by the posted due dates. Please note that students with delinquent accounts will not be admitted to class or be eligible to register for the next semester until their account is current.

***Tuition and fees are subject to change at any time.***

## Forms of Payment

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

The parent/guardian of the registered child will be responsible for ensuring the Academy Office receives payment prior to the posted due dates. 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 due dates listed above.

***\*\*Please note that students with delinquent accounts will not be admitted to class or be able to register for the Summer Programs 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.

## Need-Based Financial Assistance

Parents/Guardians may apply for need-based financial assistance by going to the website [HERE](#). The application process begins with the Summer Programs. Those who complete an application during the summer do not need to reapply in the Fall/Spring.

- Applications are not considered until a student has registered for Academy programs.
- Applications may take up to one month for review. Decisions will be sent by email.
- Financial assistance is not automatically renewed each year.

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.

## Merit Scholarships

Merit scholarships are awarded annually by the Academy Artistic Staff. Awards are based on the student's physical and artistic ability. You may not apply for a scholarship. All full scholarship students are required to pay a \$200 scholarship fee with every registration period.

## 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, contact the Director of Education at [jsommers@houstonballet.org](mailto:jsommers@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 or guardians 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 Alexandra Yates at [ayates@houstonballet.com](mailto:ayates@houstonballet.com) or (713) 535-3215.

## Change of Address/Information

Parents/Guardians or students must promptly notify the Academy Registrar of any change in address or phone number. Pre-Professional Program students should contact Carla Cortez at [ccortez@houstonballet.org](mailto:ccortez@houstonballet.org).

## Refund Policy

### **TUITION AND HOUSING FEES ARE NON-REFUNDABLE.**

Should a student withdraw who has paid, the remaining tuition and all fees will be forfeited to Houston Ballet Academy. Forfeited tuition may not be considered a tax-deductible donation.



## **Withdrawal Policy**

Should a parent/guardian desire to withdraw a student prior to the end of the Academy year, the Registrar and Principal of the School must receive written notice stating the student's name and the date that the student will officially withdraw from the program. **THE PARENT/GUARDIAN WILL BE RESPONSIBLE FOR ALL TUITION PAYMENTS DUE UNTIL THE DATE THE ACADEMY OFFICE RECEIVES NOTICE OF WITHDRAWAL IN WRITING FROM THE PARENT/GUARDIAN.**

Verbal notification of withdrawal will not be accepted.

## CLASS UNIFORMS

Class attire requirements are available on our website [here](#).

### Purchasing Class Uniforms

Class leotards and boys/mens shirts can be purchased through E-Commerce store in Classe365. Follow the instructions below to access E-Commerce and purchase class uniforms.

1. Log into [Classe365](#) as a parent. To request your credentials be resent, please email [hbacademy@houstonballet.org](mailto:hbacademy@houstonballet.org).
2. Once logged onto Classe365, hover your mouse over "Modules", move your mouse to "More Modules", and click on "View Store" under E-Commerce.
3. Hover your mouse over "20-21 Class Attire" to expand the product menu by program and school. Click on the appropriate program or school to view the uniform options.
4. Click "Add to Cart" for the item to be purchased. You will be brought to a new page to select quantity and checkout. If you would like to add more items, click "Go Back".
5. To checkout, click "Checkout". On this page, you will be able to edit your shipping details
6. Click on the available payment method and click "Make Payment" to complete payment. It will ask for credit card information to submit the order.

Tights and shoes are available on multiple sites online. To have your shoes properly fitted, we recommend contacting:

Jazz Rags  
25701 Interstate 45 N #10A  
Spring, TX 77380  
281-364-1600

### Additional Requirements

- **All students will be required to wear a face mask to all in-person classes at the Center for Dance.**
  - For additional requirements please see page 22 "COVID-19 Guidelines"
- 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. For students with textured hair that is in braids or twists, please secure hair back without loose ends and off the nape of the neck. For more information on Houston Ballet Academy's hair requirements for female students, please see our bun tutorial [here](#).
- Male students must have a clean-cut, traditional haircut, and no facial hair. Ponytails, barrettes, and shaved heads are unacceptable.
- Performance Hair: All boys and girls 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 sweatpants 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.

### Beginning Pointe

Students usually begin pointe work in the Intermediate level. New students in Intermediate 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 in Houston Ballet Company productions 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.

## ACADEMY PROCEDURES

### 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 in the studios. Students in Levels 5-10 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.
- Students are not permitted to play the pianos unless they have received permission by the Orchestra Manager/Music Administrator.
- 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 always be in their specified uniform.
- Parents/Guardians are not allowed in the studios for any reason without the permission of an Academy staff member. Parents, guardians, and observers must have a visitor's pass if they wish to come upstairs for an appointment with the Academy staff.

### Attendance/Absences/Make-Up Classes

It is mandatory for all students to attend all classes, including supplemental classes and rehearsals. If students have more than three absences in one semester, they may be ineligible for advancement to the next level. All students in the lower, middle, and upper school who miss a semester are required to audition for re-admission.

Parents/guardians should email [HBAcademy@houstonballet.org](mailto:HBAcademy@houstonballet.org) to notify the office of the absence. Please include student's name, level, and instructor in the notice.

If a student is absent for more than 3 classes, the Academy Office will contact the parent/guardian to schedule a single make-up class if there is availability. Make-up classes are not permitted without prior approval from the principal of the student's program.

### Class Cancellations

Classes may be cancelled due to severe weather conditions. The Academy follows Houston Independent School District's closing schedule for inclement weather. The Academy will notify parents/guardians by email should classes be cancelled. Parents/Guardians should also check the website, as well as the Academy Facebook page and Classe365 for updates regarding class cancellations. Students may request a make-up due to classes missed during Academy closures.

### Emergency Procedures

In the event of a fire, an alarm will sound. Teachers will guide students out of the building, and a staff member will remain with the students until parents/guardians arrive. Parents/Guardians waiting in the lobby should exit the building immediately and wait in Sesquicentennial Park on the corner of Preston and Smith. Teachers will familiarize students with emergency procedures, such as fire, tornado, and lockdown, at the beginning of each semester.

### Arriving Late to Class

Students that arrive more than 5 minutes late not be allowed to take class.

### Student Arrival and Departure

Please see page 22 for our COVID-19 Arrival and Departure procedures for the 2020-2021 school year.

### **Class Observation**

Parents/Guardians will have the opportunity to view their students live in class via Zoom. Exact schedule TBD.

### **Level Placement**

The Academy 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 progressed at different times.

### **Bridging Students**

In the Spring semester, students in the Lower School may be invited to bridge a level. This is an opportunity for Lower School students to take an additional class in the level above each week. Dancers are chosen by the faculty who take into consideration progress, attendance, focus, and dedication. This opportunity is by invitation only. Additional fees may apply.

### **Evaluations**

- Elementary Ballet students will receive evaluations once per year at the close of the Fall semester.
- Level 1-Intermediate students will receive evaluations once per year at the close of the Fall semester.
- Students in Levels 5-10 will have:
  - An evaluation class in the Spring semester.
  - Evaluations emailed to parents following consultations.
- Students do not receive evaluations during the Summer Program.

## STUDENT BENEFITS

### Pilates

Pilates mat classes are offered to Level 5-10 students as part of their weekly schedule. Students also have the option to sign up for semi-private appointments during specified times that are reflected on the weekly schedule. All semi-private and pre-paid appointments must be scheduled through the Academy. Multiple appointments can be purchased at one time. For more information or to schedule an appointment, please contact Megan Williams at [MWilliams@houstonballet.org](mailto:MWilliams@houstonballet.org).

### Attending Adult Classes

Students currently enrolled in the Pre-Professional Program who are age 14 and older may take adult classes. Students must register as an adult student in order to attend adult classes and pay the appropriate fee. Please visit the Houston Ballet Academy website for more information. Behavior policies for the Pre-Professional Program apply to adult classes as well.

### Complimentary Tickets

Students in Levels 8-10 may receive one ticket for a performance of a program if the Ticket Services Manager determines that there is enough availability. Seating is dependent on inventory available, and Houston Ballet Academy students may be seated in areas of the theater such as grand tier or balcony.

***Academy students may not go to the ticket services and ask for free tickets under any circumstances! All tickets will be distributed by the Academy Administrative Assistant in the Academy office.***

### Tickets to Houston Ballet Performances

Single tickets (713) 227-ARTS (713-227-2787)  
Subscription (713) 5-BALLET (713-522-5538)  
Group Sales (713) 523-6300 ext. 409  
Group rates are available for parties of 15 or more

### 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 a student wish to receive credit for his/her 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.

A \$50.00 administrative fee will be added on student accounts for the completion of Off-Campus P.E. Credit applications. This fee will cover the entire application process for P.E. credits, which includes but are not limited to completing grade reports, tracking attendance in class, and finalizing necessary documents for students. The Academy will pay the annual application fee to each school district in order to approve our facility. For questions, you may contact the Student Services Coordinator at [MWilliams@houstonballet.org](mailto:MWilliams@houstonballet.org).

## PERFORMANCE OPPORTUNITIES

### **Academy Spring Showcase**

Information regarding Spring 2021 performances opportunities will be communicated at a later date.

### ***The Nutcracker***

It is with extremely heavy hearts that we announce the cancellation of Houston Ballet's 2020 production of *The Nutcracker*. The complications inherent in a production with over 300 onstage artists and production crew are unfortunately insurmountable given the current circumstances. Houston Ballet Academy is committed to creating performance opportunities for its students during this complicated time.

## SUMMER PROGRAMS

### Level 1-Intermediate 2, Session 1 & 2:

- Occur two weeks in June and two weeks in August. Students will remain in the same level for both sessions.
- Summer registration will be emailed in the Winter.
- Summer placement may not align with Fall/Spring placement for the school year.

### Summer Intensive:

- 5-week program for students placed in Levels 5-8 for summer placement
- Summer registration will be emailed in the Winter.
- Summer placement may not align with Fall/Spring placement for the school year.

### Summer Attendance Policy:

- Partial attendance of a session is not allowed.
- Summer Level 1-Intermediate 2 students are highly encouraged to attend at least one summer session.
- Summer Level 5-8 students are required to attend the Summer Intensive Program or receive permission from their Principal to attend a different program.

### General:

- Current students do not need to audition for the Houston Ballet Summer Intensive Program. Summer registration is emailed in the Winter.
- Placement and registration for the following year will be emailed to parents in the Spring. Students who register for the following year but do not attend the Summer Program will not need to re-audition.

### **Auditioning for Other Summer Programs**

Students must obtain permission from the Academy Artistic Staff before attending another audition or program. Requests to attend auditions may be granted if the audition does not interfere with Houston Ballet rehearsals, performances or the Academy's Spring Showcase. Students may contact the Principal of the School.



## **POLICIES AND RULES**

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

### **Houston Ballet Academy Rules**

- Firearms are strictly prohibited on Houston Ballet property.
- First floor lobby and 5<sup>th</sup> floor great room will remain closed at this time.
- 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.
- Only students taking class are allowed upstairs.
- Students are not permitted to attend Ballet technique or pointe classes outside of the Houston Ballet Academy.
- Students are discouraged from participating in competitions. Permission is required from the Principal of the school.

### **Non-Discrimination/Non-Harassment Policy**

Houston Ballet 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/guardians, and any other person affiliated with or doing business with Houston Ballet 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 Director of Education, Jennifer Sommers. 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.

### **Bullying Policy**

Houston Ballet Academy has a zero-tolerance policy for bullying in all forms – verbal, written, physical, 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 Academy Artistic Director and Academy Director.

### **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 Policy**

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 Academy's logos, images (including, but not limited to, photos from performances, rehearsals, 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).

### **Students/Employee Engagement on Social Networking Sites**

When using a social media site, a student may "follow," (or other similar terminology used by various sites) a company member. However, a student and a company member may not engage in private communication. This policy allows students to follow the work of Houston Ballet mentors but is intended to prevent private, direct, one-on-one communication between adults and minors. Students may not 'follow', 'friend' (other similar terminology used by various sites) or engage in private communication with Houston Ballet faculty, staff, or company dancer at any time. Houston Ballet encourages parents/guardians to discuss the dangers of social media within their household.

### **Students/Employee Engagement**

- When meeting with parents/guardians or students, two staff members should always be present.
- Faculty, staff, and company members may not transport students or minors in their cars without permission from the Academy. If transport is required in a personal automobile, staff must obtain written permission from the student's parent/guardian. If a student is 18 years of age or older, no parental/guardian permission is required.
- Faculty, staff, and company members may not take students out for one on one meetings including dinner, travel, or transportation to an event.
- Faculty, staff, and company members may not engage with students over text on their personal phone. Correspondence should only take place through the organization's emails. Group texts utilized during performances, specifically for business purposes are permitted. Academy Administrative Staff should be made aware in advance.
- Academy Administrative Staff may correspond with students or minors via text only with regards to absences and for emergency purposes.
- Faculty, staff and company members should not engage one on one with students or minors via social media platforms (e.g. Facebook, Instagram, LinkedIn, Myspace, YouTube, Flickr, Twitter, What's App, Snapchat etc.). Please reference social media policy for further details.
- Students may not use Staff or Company restrooms or dressing rooms (except during the six-week summer program, where restrooms will be clearly identified).

### **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, online, or physical harassment based on race, color, religion, sex, age, disability, sexual orientation, national origin, or appearance
- Swearing, cursing, or yelling
- Smoking or vaping anywhere on campus

### **Consequences for Unacceptable Behavior**

- Verbal or written warnings
- Suspension or dismissal from the Academy
- Referral to counseling
- Fines
- Probation
- Loss of scholarship (if applicable)
- Loss or suspension of privileges (such as use of equipment)

## HEALTH POLICIES

### Allergy Policy

**If your child has an allergy or a medical condition which could result in a medical emergency, please make the Academy Registrar aware at the time of registration.** Please also notify the **Director of Education** and the **Academy Director** in writing at the time of registration, so that faculty members can be alerted.

HBA is not a nut-free campus. If your child carries an EpiPen, please make the office and faculty aware of where the EpiPen is kept in your child's dance bag.

All administrative and artistic staff are CPR certified; however, we do not have a medical specialist or Registered Nurse on site. Please be mindful this is a public building and we are unable to anticipate all possible scenarios that would introduce allergens to the building.

Please educate your child about their allergy – they are their own best advocate!

- Ensure they have the right tools
- Discuss what is okay and not okay to eat
- Review what to do in case of an allergic reaction
- Teach them the best way to teach others about their own allergy

### 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/guardians, 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. No student under the age of 21 is permitted to smoke or vape on Academy property.

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:

- Parents/guardians will be notified.
- 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.
- Expulsion from the Academy as determined by evaluation.

### 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 he/she or a friend needs immediate medical attention as a result of drug or alcohol use, the student may contact a member of the faculty or staff. Students must understand that there will necessarily be follow-up. No disciplinary action will be taken if:

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

### Healthy Weight Management Policy

The Academy staff will not discuss a weight concern with a student who is under the age of 18 unless at least one parent/guardian is present, in person, or via telephone or with parental/guardian permission. If a student is 18 or older, the Academy staff will meet with the student about the weight concern, and the student's parents/guardians 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/guardians 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/guardians. Students will be required to schedule a monthly meeting with the Director of Education 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 revoked due to 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.

## RELEASES

The following releases are included in your student's registration form and are required to be sign

### **Consent for Medical Treatment**

I am the parent or legal guardian of the above student (my "Child"). Additionally, I acknowledge that my Child is currently enrolled at the Houston Ballet Academy, an educational institute for dance. I understand that my Child may suffer an injury or sickness during their enrollment with the Houston Ballet Academy and immediate medical care for my Child may be necessary.

If in the judgment of any representative of the Houston Ballet Academy my Child should need immediate medical care and treatment as a result of any injury or sickness, and I cannot be reached at the telephone contact provided as the primary and/or secondary phone number to give my consent, I do hereby authorize the Houston Ballet Academy and its representatives to consent for such medical care and treatment as may be given to my Child by any health care provider, physician, nurse, athletic trainer, or school representative.

This authorization shall remain effective throughout the term of my Child's enrollment with the Houston Ballet Academy, lasting from the date of August 24, 2020 until the date of May 23, 2021, unless it is earlier revoked by me in a written notice to the Houston Ballet Academy.

### **Waiver and Assumption of Risk and Release of Liability**

I am the parent or legal guardian of the above student (my "Child"). In consideration of my Child's opportunity to participate in the dance training, educational courses, instructional classes, recreational activities, and other activities (collectively, "Activities") offered at, by, or through the Houston Ballet Academy, I, on both my and my Child's behalf and on behalf of my Child's and my heirs, agents, successors, and assigns, hereby freely and voluntarily enter into this Parent/Guardian Waiver and Assumption of Risk and Release of Liability ("Waiver") in favor of the Houston Ballet Academy, the Houston Ballet Foundation, and each of the foregoing's respective affiliates, officers, directors, managers, members, trustees, employees, representatives, agents, instructors, staff, volunteers, independent contractors, successors, and assigns (collectively, the "Houston Ballet"). Accordingly, I hereby agree and acknowledge as follows:

#### ***ASSUMPTION OF RISK AND RELEASE OF LIABILITY***

I understand that my Child may engage in Activities at, by, or through the Houston Ballet that may be hazardous, that others, including but not limited to other students, visitors, instructors, employees, staff, volunteers, independent contractors, agents, and representatives of Houston Ballet, may also be engaging in these and other potentially hazardous activities and that their actions could pose a hazard to my Child, and that there is risk of injury inherent in all of these activities. **I HEREBY SPECIFICALLY AND EXPRESSLY ASSUME THE RISK OF INJURY AND HARM TO MY CHILD RELATED TO THOSE ACTIVITIES AND ANY OTHER ACTIVITIES AT, BY, OR THROUGH THE HOUSTON BALLET, INCLUDING FOR INJURIES OR DAMAGES ARISING OUT OF OR ATTRIBUTABLE TO THE HOUSTON BALLET'S NEGLIGENCE.**

**I, FURTHER HEREBY, WAIVE, RELEASE, DISCHARGE, COVENANT NOT TO MAKE OR BRING, AND AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE HOUSTON BALLET FROM ANY AND ALL LOSSES, DAMAGES, LIABILITIES, DEFICIENCIES, CLAIMS, ACTIONS, JUDGMENTS, SETTLEMENTS, INTEREST, AWARDS, PENALTIES, FINES, COSTS, OR EXPENSES OF WHATEVER KIND, IN LAW OR IN EQUITY, WHETHER IN TORT, CONTRACT, STRICT LIABILITY OR OTHERWISE, WHETHER KNOWN OR UNKNOWN, FORESEEABLE OR UNFORESEEABLE, INCLUDING REASONABLE ATTORNEY FEES, FEES AND THE COSTS OF ENFORCING ANY RIGHT TO INDEMNIFICATION UNDER THIS AGREEMENT, AND THE COST OF PURSUING ANY INSURANCE PROVIDERS, ARISING OUT OF OR RELATED TO MY CHILD'S PARTICIPATION IN THE ACTIVITIES AND IN THE HOUSTON BALLET ACADEMY'S PROGRAM, INCLUDING FOR CLAIMS ARISING OUT OF OR ATTRIBUTABLE TO THE HOUSTON BALLET'S NEGLIGENCE (COLLECTIVELY, THE "RELEASED CLAIMS").** I understand that this Waiver discharges the Houston Ballet from any and all liability or claim that I or my Child may have against the Houston Ballet for injury, illness, death, property damage, or other loss that may result from my Child's activities with the Houston Ballet.

### **ENFORCABILITY AND SEVERABILITY**

I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of Texas, and that this Waiver shall be governed by and interpreted in accordance with the laws of the State of Texas. I agree that the exclusive venue for any dispute arising out of or related to this Waiver of the Released Claims is in state or federal court in Harris County, Texas. I agree that if any clause or provision of this Waiver is held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision will not otherwise affect the remaining provisions of this Waiver, which continue to be enforceable.

### **CONSENT TO PARTICIPATE**

I express consent to my Child's participation in the Houston Ballet Academy's program and all Activities, and I further consent to my child's participation in other activities such as performances in connection with such program and the Houston Ballet.

To my knowledge, my Child does not have any medical problem(s) other than those that have been disclosed in writing to the Houston Ballet. If, between this date and the beginning of the Academy season, any illness or injury should occur that may limit the student's participation, I agree to notify the school authorities of such illness or injury in writing.

I represent that my Child is not now suffering from any physical or mental disability, which prevents them from dancing. I understand that continuing to dance may result in the aggravation of previous injuries and/or sustaining new injuries. I also fully understand that any or all of the injuries sustained while my Child is participating could result in future permanent disability. I fully understand the possible consequences of dance, desire for my Child to be permitted and cleared to dance, and hereby assume the risk of the matters set forth above. I understand that, should my Child be injured during the Houston Ballet Academy programming, a full release for all activities by a doctor may be required before my Child will be allowed to resume participation in the program.

### **Medical Information Release Authorization**

I am the parent or legal guardian of the above student (my "Child"). I consent to the disclosure of my Child's health information that the health care provider has in his or her possession and voluntarily authorize and direct the health care provider for my Child to use or disclose my Child's health information during the term of this Parent/Guardian Medical Information Release Authorization (the "**Authorization**") to the:

Houston Ballet Academy  
601 Preston Street  
Houston, TX 77002

This Authorization permits the health care provider to disclose to Houston Ballet Academy my Child's information relating to any medical history, mental or physical condition, and any treatment received by my Child. This Authorization shall supersede any prior agreement that I may have made with my Child's health care provider to restrict access to or disclosure of their individually identifiable health information, and any health care provider which acts in reliance on this Authorization is hereby released from liability that may result from disclosing any of my Child's health information. I understand that once my Child's health care provider discloses my Child's health information to the Houston Ballet Academy, my Child's health care provider cannot guarantee that the recipient will not re-disclose my health information to a third party. The third-party may not be required to abide by this Authorization or applicable federal and state law governing the use and disclosure of my Child's health information.

Furthermore, I understand that I may refuse or may revoke (at any time) this Authorization for any reason and that there are no exceptions to this right to refuse or revoke. Such refusal or revocation will not affect the commencement, continuation, or quality of my Child's treatment by my Child's health care provider.

This Authorization will remain in effect until the term of my Child's engagement with the Houston Ballet Academy expires, or I provide written notice of revocation to my Child's health care provider. The revocation will be effective immediately upon my Child's health care provider's receipt of my written notice.

## COVID-19 GUIDELINES

Subject to change as needed. Houston Ballet Academy makes all decisions with the health and safety of its artists, students, and staff in mind.

For the 2020-2021 school year, families may enroll in two ways:

- 1) Hybrid: some classes at Houston Ballet Center for Dance; some classes live online
- 2) Virtual: all classes live online

Families can choose to move between the two models as they feel comfortable doing so. If community spread is uncontained in Houston, Houston Ballet Academy (HBA) reserves the right to offer Virtual classes only. Students' class schedules will remain the same in Hybrid and Virtual modes.

Families who select the Hybrid model agree to abide by the following systems and procedures that were designed to maintain a hygienic environment and mitigate spread of COVID-19 and were approved by our health partner, Houston Methodist.

### Arrival at the Center for Dance

- Students will be assigned staggered arrival and departure times.
- Late arrival is not permitted.
- Students will be assigned one of three entrances:
  - Preston Street (use driveway with entrance on Congress Street)
  - Smith Street (between Congress and Preston)
  - Loading Dock (use driveway entrance on Congress Street)





- Class Monitor will screen students and send them up appropriate stairwells to studios.
  - Studios 190 and 310 – Smith Street, South Stairwell
  - Studios 320 and 330 – Preston Street, Main Stairwell
  - Studios 350 and 340 – Loading Dock, North Stairwell
- Students will arrive wearing their dance attire and wearing a face mask.
- Only students will be allowed to enter the building. Visitors (including parents) will not be allowed in the building at any time.
- Students must complete HealthCheck by Stratum screening **before** arriving at the Center for Dance.
- Students must wear a face mask over their mouth and nose the entire time they are at the Center for Dance.
- Students will sanitize hands as soon as they enter the building and before they go upstairs.
- Students will sanitize hands before entering studio.
- Students will put bags/jackets/shoes in studio cubbies.

#### Departure

- Teacher, pianist, and students hand sanitize before leaving the studio
- Teacher dismisses students one at a time; students exit appropriate stairwell
- Students line up 6 feet apart from one another using floor markers
- Class Monitor and Security communicate via walkie talkie about parent arrival
- Students exit one at a time
- Parents/Guardians must pick up their dancer at assigned times.

#### Classroom Expectations

- Students are required to wear a face mask at all times.
- Students are required to maintain at least 6 ft. physical distance at all times in the Center for Dance as indicated by markings in studios and throughout the building.
- Students who are unable to follow HBA COVID-19 Guidelines may be asked to take Virtual classes only.