2022
Student Handbook
Summer Intensive Program
Levels 5 – 8

5-Week Session: June 27, 2022 – July 30, 2022

Houston Ballet Center for Dance
601 Preston Street
Houston, TX 77002
713-535-6300
hbacademy@houstonballet.org
https://www.houstonballet.org/about/academy1/summer-intensive-program/

Welcome to Houston Ballet's Summer Intensive Program! This program is designed for serious ballet students who are ready to be immersed in a dance environment and new challenges. Thank you for entrusting us with your child's summer training and well-being during this program.
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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.

Inclusion, Diversity, Equity, and Access Statement
Houston Ballet embraces inclusion, diversity, equity, and access. We recognize our responsibility to be an open, welcoming, and anti-racist organization where students, artists, staff, trustees, and volunteers of all backgrounds collaboratively learn, work, and serve. Inclusion, diversity, equity, and access are instrumental in the fulfillment of our mission and values. We address the challenges of our future in a culture that honors what is unique in all of us. Join us, together we are Houston Ballet.

HOUSTON BALLET ACADEMY LEADERSHIP
Stanton Welch, Artistic Director, Member of the Order of Australia (AM)
James Nelson, Executive Director
Jennifer Sommers, Director of the Academy

<table>
<thead>
<tr>
<th>Academy Administrative Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Sommers</td>
</tr>
<tr>
<td>Dustin Shaw</td>
</tr>
<tr>
<td>Katie Wesche</td>
</tr>
<tr>
<td>Carla Cortez</td>
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<tr>
<td>Yahudi Castañeda</td>
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<tr>
<td>Megan Williams</td>
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<tr>
<td>Tempest McLendon</td>
</tr>
<tr>
<td>Shelby Connolly</td>
</tr>
<tr>
<td>Date</td>
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<tr>
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</tr>
<tr>
<td>March 15 (Tuesday)</td>
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<tr>
<td>March 16 (Wednesday)</td>
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<tr>
<td>April 15 (Friday)</td>
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<tr>
<td>April 18 (Monday)</td>
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<td>May 15 (Sunday)</td>
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<td>May 16 (Monday)</td>
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<td>May 28 (Saturday)</td>
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<td>June 10 (Friday)</td>
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<td>June 11 (Saturday)</td>
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<td>June 24 (Friday)</td>
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<td>June 25 (Saturday)</td>
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<td>June 26 (Sunday)</td>
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<td>June 27 (Monday)</td>
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<td>July 3 (Sunday)</td>
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<td>July 4 (Monday)</td>
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<td>July 10 (Sunday)</td>
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<td>July 17 (Sunday)</td>
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<td>July 18 (Monday)</td>
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<td>July 19 (Tuesday)</td>
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<tr>
<td>July 23 (Saturday)</td>
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<td>July 24 (Sunday)</td>
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<tr>
<td>Date</td>
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<td>--------------</td>
</tr>
<tr>
<td>Week of July 25</td>
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</tbody>
</table>
| July 28 (Thursday) | Morning Technique Class Observation (schedule TBD)  
                   | Final performance #1 and #2 (casting TBD)                                      |
| July 29 (Friday)  | Morning Technique Class Observation (schedule TBD)  
                   | Final performances #3, #4, and #5 (casting TBD)                                 |
| July 30 (Saturday) | For all dorm students - check-out of dorms by 5pm                               |
REGISTRATION PROCESS

The Registrar’s Office must receive the completed registration form and payment by the deadline shown on the student’s acceptance email. Registration is first come, first served. Once level/section caps are reached, registration will close. This may be before the stated deadline. Level placement will be noted in the student’s acceptance email.

At the time of registration, a payment of the registration fee and the first installment of tuition (tuition scholarship fee, if applicable) is required to hold a student’s enrollment for the Summer Intensive Program. To hold a student’s housing selection, a payment of the first installment of housing (housing scholarship fee, if applicable) is required at the time of registration as well.

### TUITION, FEE, DORMITORY PAYMENTS

<table>
<thead>
<tr>
<th>Installment #</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Installment #1</td>
<td>At the time of registration</td>
</tr>
<tr>
<td>Installment #2</td>
<td>March 15th</td>
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<tr>
<td>Installment #3</td>
<td>April 15th</td>
</tr>
<tr>
<td>Installment #4</td>
<td>May 15th</td>
</tr>
</tbody>
</table>

If payment is not received by the posted due dates, a late fee of $25 will be applied on the next business day at 4:00pm CT. Please note that students with delinquent accounts (including invoices that have not been paid or the student’s physical form that has not been received or completed) will not be admitted to class until all necessary documents and payments have been received.

### 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.

If a check is returned for any reason, a $25 fee will be charged. 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 opens January 1, 2022. Please be aware of the following details regarding financial assistance:

- 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 or program.
- Financial assistance covers only a portion of tuition and is typically no more than 25% of the total tuition.

### MERIT SCHOLARSHIPS

Merit scholarships are awarded at the time of placement by the Academy Artistic Staff. Awards are based on the student’s physical and artistic abilities. You may not apply for a scholarship. All full tuition scholarship students are required to pay a $200 tuition scholarship fee. If a student is awarded a full housing scholarship and chooses to register for the available housing, the full housing scholarship student will be required to pay a $200 housing scholarship fee.

### SCHOLARSHIP DONATIONS

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

### REFUND POLICY

The first installment paid at the time of registration (registration fee, ¼ of tuition, and if applicable scholarship fees and/or ¼ of housing) is nonrefundable. The remaining tuition and housing installments are refundable prior to May 15, 2022. Formal withdrawal must be received prior to May 15, 2022, to be eligible for any refund. All fees, tuition, and housing are
nonrefundable after May 15, 2022. The Academy is not liable or obligated in any way to process any refunds or issue any tuition credits after May 15, 2022. It is recommended to purchase tuition insurance from a third party, such as CampDoc.

WITHDRAWAL POLICY
If a student wishes to withdraw from the Summer Intensive Program, the Registrar’s Office must receive a completed Withdrawal Form available HERE. 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.
COVID-19 PROTOCOLS
For all current COVID-19 protocols, review the COVID-19 Protocols document in your student’s LMS. Revisions to our COVID-19 protocols will be done under the advisement of our medical partner, Houston Methodist. Protocols are subject to change prior to the start of and during the Summer Intensive Program. Any changes made will be updated in the COVID-19 Protocols document on our website, in the Classe365 LMS, and sent via email to families who are enrolled.

VACCINATION REQUIREMENT
Students attending the Summer Intensive Program must be fully vaccinated for COVID-19 as defined by the CDC. We highly recommend that all students attending are up to date when eligible. Please review the CDC website HERE for further details.
ARRIVAL AND DEPARTURE FOR COMMUTER STUDENTS

Please reference the parking options listed at www.houstonballet.org/Plan-your-visit/Buildings-parking for information regarding parking options. Always follow instructions provided by officers directing traffic at the Center for Dance and all City of Houston driving and parking regulations.

All drop-off and pick-up for commuter students should occur in the far-right lane, which is the lane closest to the building. Students staying at UST will be dropped off and picked up via vans or buses in the far-left lane, which is the lane furthest from the building.

Students should enter and exit through the Preston Street entrance.

In order to maintain a safe environment, Houston Ballet requests that parents or guardians follow the below policies for student arrivals and departures at the Center for Dance.

- Parents/guardians should not arrive prior to the end of their student's class. If you arrive prior to your student's end of class time, you may be asked to circle the block to alleviate any congestion. Early arrivals cause congestion on the roads surrounding our building.
- Please do not stop on the roads next to the Center for Dance and drop off students on Preston Street, Louisiana Avenue, Smith Street, etc. Our driveway is available for a safe drop off and pick up outside of downtown traffic.
- Parents/guardians waiting for pick-up may stop if space permits on the far-right side lane of our driveway.
- Please do not stop over the yellow line in order to allow cars to pass freely in the middle lane.
- Parents/guardians dropping off may pause in the far-right lane while students are entering the building.
- For safety, please do not walk up the ramps; use the sidewalks.
- Parents/guardians should not exit their car while in the driveway.

Failure to abide by the lobby, parking, and pick-up/drop-off policies may result in dismissal from the Academy.
INTERNATIONAL STUDENTS DOCUMENTATION

Non-United States citizens must obtain an I-20 and/or M-1 visa to participate in Houston Ballet classes. Canadian students must only obtain an I-20 from Houston Ballet Academy. The I-20 processing fee is $200 USD and must be paid in Classe365 to attend. Currently enrolled students do not need to pay this fee. International students are not allowed to take a full course of study without an M-1 visa and/or I-20. After registering, please email Megan Williams at mwilliams@houstonballet.org for more information and instructions on applying for an M-1 visa.

All international students are required to scan their M-1 visa to the Academy office and show their I-20 and M-1 stamp (if applicable) in their passport before they will be allowed to participate in any classes. The M-1 visa requires a $350 USD payment to SEVIS. This fee is separate from the I-20 processing fee.

MISSING CLASS: ATTENDANCE/SICK/INJURY PROCEDURE

Students will be dancing 6 days a week. Attendance is mandatory in all classes. If a student residing at UST or CFD is ill and not able to participate in class, they should notify the chaperone who will then report the illness to the Academy Office. Students living in an apartment or staying with a host family should email hbacademy@houstonballet.org to let the Academy know any time a student will be missing class. Houston Ballet will not be responsible for administering any medications. All students are responsible for their medications on a daily/as needed basis.

If a student is injured and unable to participate in class, they will be required to complete a “Class Observation” packet for the classes in which they are not able to dance fully. This packet will be required to be completed during each class students are not able to participate in, signed by the teacher of each class, and turned into the Academy office.

Weekly class schedules will be posted in the hallway on the 1st and 3rd floor as well as the Classe365 Learning Management System (LMS). If students have questions about the schedule, they should report to the Academy Office.

INJURY POLICY

If a student is injured within 30 days of the start of the summer program, a full release of all activities by a doctor must be sent to the Academy before the student will be allowed to participate in our program. The summer program is not a place for rehabilitation or progression towards full dancing duty. If a student arrives at the program with a preexisting injury, the student must visit the Athletic Trainer on the first day and show a signed doctor’s note.

Due to the intensive, concentrated nature of our program, any student that is unable to fully participate in the program after 5 days of an injury will be sent home at the expense of the parent.

The Houston Ballet Academy employs thoroughly trained instructors and utmost care is given to all students; however, the Academy cannot be responsible for any injuries sustained by a student. Students who become ill or injured must notify a staff member immediately. If a student is injured, the severity of the injury will first be evaluated by our on-site athletic trainer. If a doctor’s appointment is necessary, Academy staff members will schedule an appointment and the on-call chaperone will drive the student to the doctor’s office if the student resides in the University of St. Thomas dormitory. The student will be responsible for all fees, including co-pay, full payment upfront if needed, and parking fees. Students residing in the Center for Dance Dormitories will need to schedule a ride with the Center for Dance chaperone. Students living off-campus who need to visit a doctor need to provide their own transportation. Houston Ballet Academy Administrative Staff is not responsible for providing student transportation.
HEALTH AND WELLNESS PROGRAM
The Health and Wellness Program is a formal part of ballet training at Houston Ballet Academy. Under the direction of a strong team of certified Pilates instructors, students from our Pre-professional/Professional program have seen an improvement in their dancing and a decrease in their injuries. During the Summer Intensive Program, Pilates mat classes are already included in the summer curriculum for Levels 5-8.

OPTIONAL SEMI-PRIVATE PILATES/BODY CONDITIONING SESSIONS
Students in Levels 6-8 have the opportunity to sign up for additional Pilates/Body Conditioning sessions. These semi-private sessions are an optional addition and cost $150 for five semi-private sessions (3 students per 1 instructor). Space is limited and filled on a first-come first serve basis. There are no refunds for unused classes under any circumstance. Sessions will expire at the end of the Summer Intensive Program.

Due to schedule constraints, you may not request Pilates AND Body Conditioning semi-private sessions. Students must choose one or the other. Appointment times are typically scheduled before morning technique class. The Pilates & Body Conditioning schedule is posted on the 3rd floor call board each Friday for the following week. The schedule is also posted at the UST dorm.

YAMUNA BODY ROLLING™
Yamuna Body Rolling™ is a part of the summer curriculum for all students. Yamuna™ balls will be provided for students during their class. Yamuna Body Rolling™ is a type of myofascial release performed on a small ball. It was created by Yamuna Zake, a yoga teacher and massage therapist, to supplement her work with her clients. It consists of a series of routines using 6-10-inch balls, giving students the knowledge, tools, and skills to recover from the demands placed upon them in the studio. It allows the dancer to work specific muscles in detail, to create suppleness in tight areas, and optimize range of motion. It re-educates muscles and stimulates bone, creating positive, permanent changes in the body. Yamuna Body Rolling™ can prevent injuries and is one of the most effective and affordable manual therapies a dancer could ask for. It brings rapid relief, increased blood flow, relaxation, and healing to tired, achy, overused muscles after hours of rigorous class and rehearsal.
CATERED DELIVERED LUNCH OPTION

Lunches are delivered to the Center for Dance Monday through Friday at lunch time. Students participating in the lunch option may pay for the 4-week option (no lunches offered during the final week). The lunches may include sandwiches (chicken, ham, turkey etc.), wraps, entrée salads, vegetarian options, hot meals, and more. See the end of this handbook for menu samples.

Due to the cafeteria style of the dorm and the catered lunch, we are not able to offer any special diet accommodation or gluten free lunches. Lunches may be labeled gluten friendly. The University of St. Thomas and catering company do not assume responsibility for an individual's allergy or sensitivity to food provided in this establishment. We cannot guarantee that foods offered are gluten free due to potential for cross contamination with gluten containing foods. Please be aware that manufacturers and products may also change from time to time, and the items cannot be guaranteed gluten free. The UST cafeteria is not a vegan kitchen and cannot accommodate vegan meal requests.

Students participating in the catered lunch are responsible for their own lunch on Saturdays and Sundays and during the final week. Outside of the provided days, lunches may be purchased from one of the nearby options within walking distance of the Center for Dance (see a list of options at the end of this handbook). Drinks and snacks may be purchased from the vending machines located in the lobby area on the 1st floor for the CFD.

Please pre-register for the lunch option in Classe365. If you do not pre-register, you may add the lunch until the end of the first week of the program. Note: The amount will not be prorated for students who choose to sign up during the first week. Houston Ballet is unable to provide special meals that are based on dietary choices.

Students who choose not to participate in the lunch option will not have access to a refrigerator and should pack a lunch bag with an ice pack. Students will have access to one microwave.

Students living at Market Square Tower or nearby off campus housing within walking distance to the Center for Dance for the summer that would like to leave CFD to return to their apartment will be allowed to do so. It is preferred they travel in groups, but if not possible, they may go alone.

All students must sign out and sign back in at reception.

PRE-PROFESSIONAL/PROFESSIONAL PROGRAM AUDITION

Summer, non-currently enrolled, students in Levels 5-8 have the opportunity to audition for the Pre-Professional/Professional Program for a fee of $35. The auditions will be held during the third week of the intensive. All audition results will be released on Saturday of week three.

The Professional Program (Pro 1 or Pro 2) is a full day program. The Pre-professional Levels 6-10 are after school, evening levels. Accepted students will be required to meet with the Houston Ballet Academy staff on the 5th week of the intensive. Students and parents/guardians will be emailed an information packet and details on how to register for the year. All registration materials and first tuition payments must be submitted by the second week of August.

Houston Ballet Academy is unable to provide housing for all accepted Professional students and does not provide any housing for Pre-Professional students. The Center for Dance dormitory and Market Square Tower apartments are by invitation only from the artistic staff. Nonlocal auditioning students should plan for alternative living arrangements.
AMERICAN FESTIVAL FOR THE ARTS CHOREOGRAPHIC OPPORTUNITY (LEVEL 8 ONLY)

Through collaboration with the American Festival for the Arts, Level 8 students will have the opportunity to work closely with young composers in producing an original work. This “world-premiere” is an invaluable experience offering students the chance to explore the techniques and challenges of creating, rehearsing, and performing short pieces of original choreography. Please see below for a letter from the American Festival for the Arts. There will be an informational meeting during the first week of intensive. If you are interested in participating in AFA, please mark your interest in CampDoc and be sure to attend the interest meeting.

Dear HBA Level 8 Summer Student:

On behalf of the Houston Ballet Academy and the American Festival for the Arts, we would like to invite you to an extraordinary opportunity to explore the world of choreography and contemporary music.

The American Festival for the Arts (AFA) is a summer music conservatory program very similar to Houston Ballet’s Summer Intensive Program. Each summer, more than 300 students attend AFA, taking part in programs including orchestra, choir, piano and composition.

Each year, AFA student composers write new contemporary works for performances on our concert series. For nearly twenty summers, the AFA Composition department has joined forces with the Houston Ballet Academy to offer student composers and choreographers a supportive and instructive forum to collaborate on new dance works. In each summer session, up to four Level 8 Houston Ballet Academy choreographers team up with AFA student composers. Over the course of five weeks, they collaborate to complete new ballets, all under the guidance of faculty from AFA and Houston Ballet — each of them professionals in their respective fields.

Houston Ballet’s summer students and the AFA student composers will have the opportunity to perform their final works at the Margaret Alkek Williams Dance Lab during AFA’s World Premieres Concert. The final collaboration will also be performed during Houston Ballet’s end-of-summer performances. Hundreds of ballet and contemporary music lovers will have the opportunity to witness these creations and enjoy the fruits of this very special program.

We look forward to the possibility of working with your child this year!

Sincerely,

American Festival for the Arts
**CLASS UNIFORMS & REQUIRED ATTIRE**

Students are required to wear the specific style and color of uniform outlined below. All female students have the option to wear pink or skin tone-inclusive tights, ballet shoes, and pointe shoes. For skin tone-inclusive tights and ballet shoes, please see brand, style, and color requirements in the Houston Ballet Academy Shoe Matching Guide (page 10).

<table>
<thead>
<tr>
<th>Level</th>
<th>Morning Technique</th>
<th>Pas de deux</th>
<th>Modern</th>
<th>Jazz</th>
<th>Character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 5 Female</td>
<td>Wear Moi brand Galate (microfiber basic tank leotard with front pinch. Full front lining and U-cut back.) Color: Light Blue</td>
<td>Black bike shorts to wear on top of your uniform.</td>
<td>Black or pink footless tights</td>
<td>Black jazz shoes and jazz pants or shorts</td>
<td>Black horizontal strap leather character shoes and solid black character skirt (should be below the knee)</td>
</tr>
<tr>
<td>Level 6 Female</td>
<td>Wear Moi brand Galate (microfiber basic tank leotard with front pinch. Full front lining and U-cut back.) Color: Black</td>
<td>Black bike shorts to wear on top of your uniform.</td>
<td>Black or pink footless tights</td>
<td>Black jazz shoes and jazz pants or shorts</td>
<td>Black horizontal strap leather character shoes and solid black character skirt (should be below the knee)</td>
</tr>
<tr>
<td>Level 7 Female</td>
<td>Wear Moi brand Galate (microfiber basic tank leotard with front pinch. Full front lining and U-cut back.) Color: Dark Gray</td>
<td>Black bike shorts to wear on top of your uniform.</td>
<td>Black or pink footless tights</td>
<td>Black jazz shoes and jazz pants or shorts</td>
<td>Black horizontal strap leather character shoes and solid black character skirt (should be below the knee)</td>
</tr>
<tr>
<td>Level 8 Female</td>
<td>Wear Moi brand Galate (microfiber basic tank leotard with front pinch. Full front lining and U-cut back.) Color: Light Gray</td>
<td>Black bike shorts to wear on top of your uniform.</td>
<td>Black or pink footless tights</td>
<td>Black jazz shoes and jazz pants or shorts</td>
<td>Black horizontal strap leather character shoes and solid black character skirt (should be below the knee)</td>
</tr>
<tr>
<td>Level 5-7 Male</td>
<td>White, short-sleeved, fitted t-shirt. Recommended brand: Motionwear brand shirt Style 7207 Color: White 481 Tights: Body Wrapper Style- M90 Black footed Black ballet slippers Suggested dance belt: Dance Jox Dance Belt or Capezio N5930</td>
<td>Black footless tights</td>
<td>Black jazz shoes and jazz pants or shorts</td>
<td>Black character shoes or black jazz shoes.</td>
<td></td>
</tr>
<tr>
<td>Level 8 Male</td>
<td>Black, short-sleeved, fitted t-shirt. Recommended brand: Motionwear brand shirt Style 7207 Color: Black 497 Tights: Body Wrapper Style- M90 Black footed, Black ballet slippers Suggested dance belt: Dance Jox Dance Belt or Capezio N5930</td>
<td>Black footless tights</td>
<td>Black jazz shoes and jazz pants or shorts</td>
<td>Black character shoes or black jazz shoes.</td>
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Leg warmers and ballet skirts are not allowed in classes. Students may only wear one pair of earring studs. No other jewelry (including multiple ear piercings, necklaces, bracelets, rings, exercise trackers, body jewelry, anklets) may be worn. Leotards must be worn as designed-no rolling of leotards at seams or hems.

Saturday free dress is optional. For free dress girls: leotard choice will be open. For boys: must wear tights to the knee or longer and a t-shirt, leotard or tank; color and style is open. All students must remain in uniform on the last day of classes, Saturday, July 30.

**HOUSTON BALLET ACADEMY SHOE MATCHING GUIDE**

<table>
<thead>
<tr>
<th>Blendz Tights</th>
<th>Shop Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confident Cocoa</td>
<td>Blendz Confident Cocoa</td>
</tr>
<tr>
<td></td>
<td>Spray Fashion Brown</td>
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<tr>
<td>Brazen Brown</td>
<td>Blendz Brazen Brown</td>
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<td></td>
<td>Capezio Mocha</td>
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<td></td>
<td>Spray Tan</td>
</tr>
<tr>
<td>Maven Mahogany</td>
<td>Blendz Maven Mahogany</td>
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<td></td>
<td>Spray Bark</td>
</tr>
<tr>
<td>Tenacious Tan</td>
<td>Blendz Tenacious Tan</td>
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<td></td>
<td>Capezio Light Suntan</td>
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<td></td>
<td>Capezio Nude</td>
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<td></td>
<td>Spray Chamois</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capezio Tights</th>
<th>Shoe Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maple</td>
<td>Blendz Brazen Brown</td>
</tr>
<tr>
<td></td>
<td>Blendz Maven Mahogany</td>
</tr>
<tr>
<td></td>
<td>Capezio Mocha</td>
</tr>
<tr>
<td></td>
<td>Spray Tan or Bark</td>
</tr>
<tr>
<td>Lt Tan</td>
<td>Blendz Tenacious Tan</td>
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<tr>
<td></td>
<td>Capezio Light Suntan</td>
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<tr>
<td></td>
<td>Capezio Nude</td>
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<tr>
<td></td>
<td>Spray Chamois</td>
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<tr>
<td>Nude</td>
<td>Blendz Tenacious Tan</td>
</tr>
<tr>
<td></td>
<td>Capezio Light Suntan</td>
</tr>
<tr>
<td></td>
<td>Capezio Nude</td>
</tr>
<tr>
<td></td>
<td>Spray Chamois</td>
</tr>
</tbody>
</table>
OTHER REQUIRED ITEMS
Peppermint foot spray or deodorizing wipes; available at the Body Shop HERE, Amazon HERE, online retailers, or DIY.

PURCHASING ATTIRE AND SHOES
Houston Ballet does not have a dance supply store on site. Students should arrive at the start of the program with all their required attire and shoes. Uniform leotards and shirts can be purchased through E-Commerce in Classe365. There are few dance store options in the Houston area where students can purchase any additionally needed supplies during their stay in Houston. We recommend calling any store before arriving to ensure they have the needed items in stock.

<table>
<thead>
<tr>
<th>Jazz Rags Dancewear</th>
<th>Dance Trends</th>
</tr>
</thead>
<tbody>
<tr>
<td>25701 Interstate 45 N #10a</td>
<td>14520 Memorial Drive</td>
</tr>
<tr>
<td>Spring, TX 77380</td>
<td>Houston, TX 77079</td>
</tr>
<tr>
<td>(281) 364-1600</td>
<td>(281) 558-1400</td>
</tr>
</tbody>
</table>

CFD SHOE SUPPLY
Houston Ballet is privileged to have a shoe supply on site for the professional company. Should a student wear the same make and size as any surplus shoes in the shoe room, they are welcome to purchase shoes during the allotted hours. Custom shoe orders are not made for students. Requests to hold shoes or inquire about the current supply of shoes before the start of the summer program will not be accommodated. Students are encouraged to arrive to Houston with adequate supplies to last them the duration of the program. Shoe supply hours will be posted at the start of the Summer Intensive Program.

END-OF-SUMMER PERFORMANCE REQUIRED ATTIRE
It is important to purchase these items to ensure uniformity and continuity for the end of the summer program performances. We strongly recommend that you purchase these items now, as we cannot guarantee that local stores will have these items in stock.

<table>
<thead>
<tr>
<th>Females</th>
<th>Males</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance make-up (foundation, blush, eyeliner, mascara) along with appropriate hair products and accessories (bobby pins, hair net in your hair shade, gel, clips, hair spray, hair pins, etc.)</td>
<td>Performance make-up (foundation, blush, eyeliner); hair spray, gel</td>
</tr>
<tr>
<td>One pair of tights for PERFORMANCE ONLY:</td>
<td>One pair of tights for PERFORMANCE ONLY:</td>
</tr>
<tr>
<td>o If pink, <strong>BODY WRAPPERS # A45 TPK convertible seamed tights</strong> (bring a spare pair of performance tights in case of emergency)</td>
<td><strong>MEN’S BLACK M. STEVENS TIGHTS</strong></td>
</tr>
<tr>
<td>o If skin-tone, please see Houston Ballet Academy’s skin-tone inclusive recommendations</td>
<td><strong>Dance Jox Dance belt</strong> <a href="https://dancejox.com/shop/dance-jox-dance-belt">https://dancejox.com/shop/dance-jox-dance-belt</a>; Beige color.</td>
</tr>
<tr>
<td><strong>Flesh-colored camisole leotard</strong> that matches your skin tone</td>
<td><strong>One pair of BLACK BALLET SLIPPERS &amp; one pair of WHITE BALLET SLIPPERS</strong> for PERFORMANCE ONLY.</td>
</tr>
<tr>
<td><strong>Pointe shoes:</strong></td>
<td><strong>One pair of tights for PERFORMANCE ONLY:</strong></td>
</tr>
<tr>
<td>o If pink, one bottle of <strong>Kiwi Sport Whitener Shoe Polish in White</strong>, pictured AND one bottle of <strong>Cover Girl Clean Makeup in #105 ivory</strong>, pictured (will be used with shoe polish for pointe shoe pancake during performance week)</td>
<td><strong>MEN’S BLACK M. STEVENS TIGHTS</strong></td>
</tr>
<tr>
<td>o If skin-tone, please see Houston Ballet Academy’s skin-tone inclusive recommendations</td>
<td><strong>Dance Jox Dance belt</strong> <a href="https://dancejox.com/shop/dance-jox-dance-belt">https://dancejox.com/shop/dance-jox-dance-belt</a>; Beige color.</td>
</tr>
</tbody>
</table>

**Updated as of 4/27/2022**
END-OF-SUMMER PERFORMANCE
Students in the Level 5-8 program will perform in the Margaret Alkek Williams Dance Lab. Information regarding tickets and casting will be announced on Friday of the 3rd week of the summer program. Due to limited seating available, we encourage only immediate family to attend.

Parents/guardians will be sent an email at the end of the 3rd week of the program with information on how to purchase tickets to attend a designated performance. See draft casting email at the end of this handbook. Each student will have the opportunity to purchase 2 tickets to an assigned performance. After an assigned date, any unsold, preassigned tickets from the six performances will be released for sale to the general public.

Photography and video recording are not allowed during the summer performances. Due to choreographic rights, we are not able to sell recordings or DVDs of summer performances. Students are encouraged to watch tech/dress rehearsal as they will not be able to attend a performance without a ticket. All dates and times are subject to change.

Thursday, July 28 (4:00pm and 7:00pm)
Friday, July 29 (1:30pm, 4:00pm, 7:00pm)
$15 per ticket (not included in cost of tuition)
Margaret Alkek Williams Dance Lab
Houston Ballet Center for Dance
601 Preston Street
Houston, TX  77002

CLASS OBSERVATION
Class observation will be held during morning Ballet technique class of the students’ regularly scheduled classes. The schedule is TBD. You may observe Ballet technique class only. A reminder email will be sent closer to the date.

EVALUATION/PRIVATE LESSONS
There are no formal evaluations or assessments given during the summer program. Students enrolled in the Pre-professional/Professional program receive an evaluation during the school year. There are no private lessons in the summer program or during the Pre-professional/Professional school year. Students may not request studio space for private use during the summer program.
**NEARBY ACCOMODATIONS TO CENTER FOR DANCE**

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Icon</td>
<td>220 Main St.</td>
<td>713 224 4266</td>
</tr>
<tr>
<td>Club Quarters in Houston</td>
<td>720 Fannin St.</td>
<td>713 224 6400</td>
</tr>
<tr>
<td>Four Seasons Hotel</td>
<td>1300 Lamar St.</td>
<td>713 650 1300</td>
</tr>
<tr>
<td>Holiday Inn Express and Suites</td>
<td>1810 Bell St.</td>
<td>713 652 9400</td>
</tr>
<tr>
<td>The Lancaster Houston</td>
<td>701 Texas St.</td>
<td>888 608 3732</td>
</tr>
<tr>
<td>Hotel Derek</td>
<td>525 West Loop South</td>
<td>713 961 3000</td>
</tr>
<tr>
<td>Hyatt Regency Houston</td>
<td>1200 Louisiana St.</td>
<td>713 654 1234</td>
</tr>
<tr>
<td>Best Western Downtown Inn &amp; Suites</td>
<td>915 W Dallas St.</td>
<td>713 571 6680</td>
</tr>
<tr>
<td>Doubletree Hotel Houston</td>
<td>400 Dallas St.</td>
<td>713 759 0202</td>
</tr>
<tr>
<td>Crown Plaza Houston River Oaks</td>
<td>7611 Katy Fwy</td>
<td>713 680 2222</td>
</tr>
<tr>
<td>Sara’s B&amp;B Inn</td>
<td>941 Heights Boulevard</td>
<td>713 868 1130</td>
</tr>
<tr>
<td>Modern B&amp;B</td>
<td>4003 Hazard Street</td>
<td>832 279 6367</td>
</tr>
</tbody>
</table>

**Houston zTrip Taxi Service:** 512 444 1010
UNIVERSITY OF ST. THOMAS DORMITORIES (UST)
Optional dormitory housing for students 12-17 years old is available for $3,170 at Guinan Hall on the campus of the University of St. Thomas. Students who are 18 years old or older before or during the program are not eligible to live in the UST dorm. Partial stay in the dorm is not allowed. Priority for UST housing is given to students who live outside of the Houston area.

- Minimum age to live at UST dorm: 12 as of 6/27/2022
- Maximum age to live at UST dorm: 17 as of 7/30/2022

Dormitory Address:
University of St. Thomas
Guinan Hall
1303 Sul Ross Street
Houston, TX 77006

WHAT IS PROVIDED IN THE HOUSING COST?
The dormitory fee includes breakfast and dinner daily at the UST cafeteria. Due to the cafeteria-style of all meals, UST and Houston Ballet are not able to accommodate special diets (vegan, gluten free, etc.). The price of meals cannot be separated from the cost of the dorm, it is an inclusive price that cannot be prorated. Students are able to check-in from 12:00-4:00PM on Saturday, June 25th and must check-out no later than 5:00PM on Saturday, July 30th.

In the dorm rooms, provided furniture includes 2-3 beds (depending on double or triple room occupancy), 2-3 dressers, 2-3 desks, in-room MicroFridge (mini-refrigerator with a freezer and microwave oven), and cable TV hookup.

Guinan Hall has a computer room, recreation room, movie room, and free laundry facilities. Wi-Fi is available in lobby and rooms.

Students are required to provide their own bedding, towels, and washing detergent. Houston Ballet is not responsible for holding money for students or administering and tracking medications.

CHECK-IN/CHECK-OUT
There is a mandatory orientation meeting for all UST residents on Saturday evening of June 25th in the dorm lobby. Parents/guardians are welcome to attend if they wish.

<table>
<thead>
<tr>
<th>CHECK-IN AT UST</th>
<th>12PM-4PM</th>
<th>SATURDAY, JUNE 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK-OUT AT UST</td>
<td>BY 5PM</td>
<td>SATURDAY, JULY 30</td>
</tr>
</tbody>
</table>

As you are making preparations to depart the dorm, here are some guidelines to keep in mind:
- You cannot pack up your student’s belongings without your student being with you.
- You may check your student out of the dorms on Friday, July 29th or Saturday, July 30th
- Parents/guardians must be out of the rooms by 11:00PM on Friday, July 29th
- Parents/guardians cannot be in the rooms earlier than 6:00AM on Saturday, July 30th
- Your student needs to have an orange ticket given by a chaperone after the room has been inspected for cleanliness before checking out

UST has specified that in order not to be charged for cleaning of room, the following needs to be done. Please note that brooms and Swiffer dusters are available at front desk along with Lysol wipes until the supply run out.
- All trash from room placed in first floor containers
- Clean out the fridge/freezer
- Floor swept
- Dressers clear and wiped down
- Tops of desk wiped down
- Walls and doors cleared of tape etc.
- Wipe down sink, countertop, tub, and toilet
• Check for items left in laundry room
• Check under/behind bed, dresser, and balcony
• Replace original shower curtains if they were changed out
• Remove hangers
• Place any unwanted items in donation boxes and trash any unwanted pillows, rugs, and towels

ROOMMATE ASSIGNMENTS/REQUESTS
Roommates are assigned by level and age as closely as possible. All rooms are double or triple occupancy. Students may request a roommate via CampDoc. Accommodations are only made if both parties request each other. If a student would like to switch roommates with another student, all roommates or parties involved must agree. If your student's roommate leaves, your student will receive another roommate or will move into another room with two roommates. No student will remain in a single room. Houston Ballet reserves the right to place students in a double or triple room at any time.

TRANSPORTATION
UST residents are transported in vans and buses by the chaperones and a school bus for daily class. Students are transported to weekend activities in buses.

Students will have the opportunity to shop for food and any other items they need to purchase on Sunday before the intensive begins and every week throughout the summer. Chaperones drive students to Target, and various grocery stores every week.

LEAVING THE DORMITORY
Students may walk around campus in groups of 3 or more and can only go in the approved areas during specified times. They must sign in and out in the chaperone binder. This is for all students regardless of age.

No one can leave campus without a chaperone's permission and signing out at the front desk. Students may only be checked out by adults on their approved lists. Students may not be checked out of the dorm by other students enrolled in the program.

DORM EXPECTATIONS
Dorm rules are addressed in the mandatory dorm student orientations on Saturday and Sunday, as well as the middle of the week for those absent. The rules are also posted in each hallway.

The punishment for breaking rules depending on rule broken:
• First offense-warning
• Second offense-room restriction
• Third offense- room restriction and call to parents/guardians
• Fourth offense- referred to Houston Ballet Academy
• Offenses that merit automatic room restriction: girls in boys’ rooms and boys in girls' rooms

Students are responsible to keep their rooms, shared spaces, and all items in order and condition. Students may be charged up to 90 days past the program end date for any damages incurred and reported by the UST staff. Payment will be due within 2 weeks of issuance.
• The student will be responsible for any damages incurred during move in, the duration of the program, and move out.
• Student agrees to keep the premises and all items in good order and good condition and to immediately pay for costs to repair and/or replace any portion of damages incurred by the resident, except as provided by law.
• Students will not paint, wallpaper, change or install locks, screws, fastening devices, large nails, or adhesive materials, place signs, displays, or other exhibits, on or in any portion of the premises without the written consent of UST residential staff.
• Students will deposit all garbage and waste in a clean and sanitary manner into the proper receptacles and shall cooperate in keeping the garbage area neat and clean. Students will be responsible for disposing of items of such size and nature as are not normally acceptable by the garbage hauler.
• Students are responsible for maintaining a clean residence. Weekly walk throughs will be performed by Houston Ballet chaperones/counselors and students will be required to rectify all issues.
• Students are responsible for their actions in all public spaces, and any damages that occur as the result of their actions in any common or shared spaces outside of their room may be attributed to them.
• Students are not to vandalize, destroy, or otherwise harm any posting, decorations, door/hallway decorations, or notifications posted within residence including those posted on hallways, doors, and common spaces.
• Students shall not smoke on the premises either inside the dormitory or on the grounds.
• Students shall not drink alcoholic beverages on the premises either inside the dormitory or on the grounds. Underage students found to be in possession of or consuming alcohol will be dismissed from the Academy program and evicted from the dormitory at student's expense.

CENTER FOR DANCE DORMITORIES (CFD)
By invitation from artistic staff, optional dormitory housing for students 14-17 years old is available for $1,020 at the Center for Dance dormitory. Students who are 18 years old or older before or during the program are not eligible to live in the CFD dorm. Partial stay in the dorm is not allowed. Students who are invited to reside at the Center for Dance dormitory will receive a CFD Dorm Handbook with further details. This housing option is available by invitation only.

• Minimum age to live at UST dorm: 14 as of 6/27/2022
• Maximum age to live at UST dorm: 17 as of 7/30/2022

Dormitory Address:
Houston Ballet Center for Dance
6th Floor
601 Preston Street
Houston, TX 77002

WHAT IS PROVIDED IN THE HOUSING COST?
The dormitory fee includes 2-3 community meals weekly. Students are able to check-in from 12:00-4:00PM on Saturday, June 25th and must check-out no later than 5:00PM on Saturday, July 30th.

In the dorm rooms, provided furniture includes 2 beds, dressers, and desks.

CFD dorm has a communal kitchen and living room with TV, couches, and laundry facilities. WI-FI will be available to students in all dormitory areas.

Students are required to provide their own bedding, towels, and washing detergent. Houston Ballet is not responsible for holding money for students or administering and tracking medications.

CHECK-IN/CHECK-OUT
There is a mandatory orientation meeting for all CFD residents on Saturday evening of June 25th in the dorm lobby. Parents/guardians are welcome to attend if they wish.

<table>
<thead>
<tr>
<th>CHECK-IN AT CFD</th>
<th>12PM-4PM</th>
<th>SATURDAY, JUNE 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK-OUT AT CFD</td>
<td>BY 5PM</td>
<td>SATURDAY, JULY 30</td>
</tr>
</tbody>
</table>

Students will have the opportunity to shop for food and any other items they need to purchase on Sunday before the intensive begins and every week throughout the summer.

HEAD LICE PREVENTION
Due to communal living at the UST and CFD dorms, we encourage every student to be checked for head lice prior to check-in at the dorm to avoid any potential problems. A licensed medical professional or lice treatment center can perform this check. Any student found with head lice after their arrival at the program will be quarantined and receive required professional treatment at the expense of the parent or guardian. The student will not be allowed to return to class until fully treated. Please take every precaution to help prevent the spread of this highly communicable condition.
If lice are found on a student in the dorms:
In the event that head lice is found, the Academy will alert parents/guardians and students via email of the issue and the procedure. The Student Services Coordinator will contact a Lice Treatment facility. The Student Services Coordinator will work with the Head Chaperone to schedule times to check all students living at the dorm for head lice. If lice are found on any other student, the chaperone will contact the parent/guardian. A chaperone will bring any student needing treatment to the treatment center, and the student will be responsible for cost of treatment. Treatment may cost several hundred dollars. Any student found with head lice will not be allowed to attend any classes until treatment is fully completed. Off-campus students are encouraged to have their head checked by a licensed facility.

**AIRPORT PICK UP/DROP OFF FOR DORM RESIDENTS ONLY**

Houston Ballet Academy will make every effort to accommodate airport arrivals and departures during the times outlined below. However, we are unable to accommodate airline official unaccompanied minors. Do not schedule your child as an unaccompanied minor if you are using Houston Ballet transportation. Airport transportation can be purchased through Classe365.

Airport transportation is available for residents of UST and CFD for a one-way trip fee of $35. Approximate taxi fare from either airport to dormitory is $35-60.

Two airport choices: George Bush Intercontinental Airport [IAH] or William P. Hobby Airport [HOU]

**Arrival on Saturday:** To avoid having an extended wait time at the airport, it is recommended to schedule flights for a 12:00-3:00PM CT arrival time. Any student on a flight that does not arrive on Saturday, June 13th between 11:00AM and 4:00PM is responsible for arranging his/her own transportation to the dorm. Chaperones are not available to pick up any student arriving outside of 11:00AM and 4:00PM on Saturday and cannot pick up official unaccompanied minors.

Where to meet a chaperone: At IAH, students should go to terminal C baggage claim where a chaperone will be waiting to drive them to UST dorm. The chaperone will have a list of all students being picked up. At HOU, students will be picked up at their individual terminal baggage claim. The chaperone will have a list of all students being picked up.

**Departure on Saturday:** Chaperones will provide transportation from the UST dorm to both airports on Saturday, between 6:00PM and 11:00PM. Please book your flights accordingly and plan for an evening departure. The chaperone will verify that all students are directed to their terminal of departure.

**MAILING LETTERS AND PACKAGES TO STUDENTS**

Houston Ballet Academy is unable to receive any packages prior to the start of the intensive. Any package received prior to first day of summer intensive will be returned to sender at the sender’s expense. Parents/Guardians may preorder supplies and have them available for pick up at this specific Target location only: Target, 2075 Westheimer Road, Houston, TX 77098. Target phone number: (346) 398-5902.

Once the program begins, packages will only be accepted at the Academy office—do not send to University of St. Thomas dormitory. Address packages:

Student First & Last Name/Level #
Indicate if student is resident of CFD Dorm or UST Dorm
Summer Intensive Program/Houston Ballet Academy
601 Preston Street
Houston, TX 77002

To mail any letters and packages during the summer program, please mail directly to the Academy office address listed above. Students should look on the mail table the Academy office to pick up any correspondence once the program has started. Staff will not be responsible for tracking lost mail or giving student packages. Any remaining mail after summer intensive ends may only be forwarded to students if all fees have been paid.
OPTIONAL WEEKEND ACTIVITIES

Optional weekend activities are available to all students at an additional cost. Activity fees are nonrefundable.

Residents of CFD and UST have pre-arranged transportation to all events. Off-campus students will need their own transportation to the events unless otherwise noted. Carpools between off campus students may be formed at the consent, discretion, and liability of the parents/guardians involved. For activities occurring outside the 610 loop, Houston Ballet will offer bus transportation to off-campus students. For these activities, off-campus students will meet at the University of St. Thomas dormitory and check-in with a chaperone. Off-campus students have the option to ride the bus with dormitory students to and from the activity (Typhoon Texas and Main Event Entertainment Station).

Pack ample sunblock and sun protection for weekend activities!

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Price</th>
<th>Description &amp; Transportation Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun, June 26</td>
<td>Houston Ballet Company performance</td>
<td>$0</td>
<td>One ticket for student is included in the price of summer tuition and you must indicate on Classe365 if you will or will not attend the performance. If parents/guardians would like to purchase a ticket to the show, you may contact the box office directly at 713-227-ARTS. Note: parents/guardians will be seated separately from students. Transportation is not provided for off campus students for this performance.</td>
</tr>
<tr>
<td>Sat, July 3</td>
<td>Typhoon Texas Waterpark</td>
<td>$50</td>
<td>Spread over 25 acres in the heart of Katy, come in and cool off from the Texas heat here with us at Typhoon Texas. Stroll along the family friendly water park, laze in Lazy T River, slide down one of the 33 slides, taste the wonderful food and enjoy some first-class entertainment throughout the summer. Transportation is provided for off campus students for Typhoon Texas.</td>
</tr>
<tr>
<td>Sun, July 10</td>
<td>Main Event Entertainment Station in Woodlands, TX</td>
<td>$40</td>
<td>Enjoy an afternoon at Main Event! Includes a game of laser tag, bowling, pizza, and a $15 game card. Transportation is provided for off campus students.</td>
</tr>
<tr>
<td>Sun, July 17</td>
<td>Museum of Natural Science</td>
<td>$30</td>
<td>As one of the most heavily attended museums in the United States, and one of the most attended venues in Houston, the Museum of Natural Science houses the Burke Baker Planetarium, Wortham GIANT Screen Theatre, Cockrell Butterfly Center and a fascinating variety of permanent exhibit areas that examine astronomy, space science, Native American culture, paleontology, energy, chemistry, gems and minerals, seashells, Texas wildlife and much more. Transportation is not provided for off campus students to the Museum.</td>
</tr>
<tr>
<td>Sun, July 24</td>
<td>Galleria Mall shopping</td>
<td>$10</td>
<td>Enjoy a day of fun and shopping at the Galleria. The mall has a variety of stores at different price points to suit all tastes. Complete with ice rink and food court. Transportation is not provided for off campus students to the Galleria.</td>
</tr>
</tbody>
</table>
SUGGESTED ITEMS TO PACK IN ADDITION TO DANCE NEEDS:
As students enrolled in our programs, you are representatives of Houston Ballet. As such, we encourage you to dress in a respectful way that is appropriate to the Academy environment.

Bedding and pillow
Twin sheets for an extra-long mattress
Towels (bath towel, hand towel, wash cloth)
Beach towel
Light weight jacket
Swimsuit/ swimsuit cover-up
Dress/modest clothes for the Sunday Houston Ballet performance
Sneakers
Clothes for weekend activities
Warmups
House slippers
Flip flops
Hat
Sunglasses
Hangers
Toiletries
Sunblock
Umbrella/rain wear
Reusable water bottles
Alarm clock
Extension cords
Laundry detergent
Camera
Phone chargers
Sunglasses
Journal book
Pencils/ Pens
Laptops, iPad, etc.
Laundry bag
Shorts
T-shirts
RULES AND POLICIES

- Firearms are strictly prohibited on Houston Ballet property.
- 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 may not sit on or at the bottom of the stairs.
- Students may not hang on the stair railing as the staircase must remain accessible.
- Students may not run in the lounge, halls, or on the stairs. Disruptive behavior will not be tolerated.
- Bicycles are not permitted inside the building.
- A bicycle rack is located in the basement parking lot of 601 Preston; all bikes must be securely locked.
- Only students taking class are allowed upstairs.
- No gum.

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, stealing
- Falsifying documents
- Theft (including attending Houston Ballet performances without a ticket)
- Destruction of property
- Drug, tobacco, vaping, 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 anywhere on campus

Consequences for Unacceptable Behavior

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

LEAVING HOUSTON BALLET PROPERTY

All students must sign out and sign in at reception when leaving Houston Ballet property outside of morning arrival and afternoon departure. Students must write their name, date, time of departure, destination location, and time of return in the appropriate binder at the reception desk.

Students are permitted to leave Houston Ballet property in groups of three or more during their breaks between classes. Students are required to wear appropriate cover-ups when leaving the building and should not have valuable items in sight when walking around the area. Please use cross walks and obey traffic signals.
Students living at Market Square Tower or off-campus housing within walking distance to the Center for Dance for the summer that would like to leave CFD to return to their apartment during breaks between classes will be allowed to do so. It is preferred they travel in groups, but if not possible, they may go alone.

Students do not need to sign out at the end of the day once their daily classes have concluded.

ALLERGY POLICY
If your student 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 the Academy, Jennifer Sommers, in writing at the time of registration so that faculty members can be alerted.

HBA is not a nut free campus. If your student carries an EpiPen, please make the office and faculty aware of where the EpiPen is kept in your student's dance bag. All administrative and artistic staff are CPR certified. There is a Registered Nurse on site with limited hours. Please be mindful this is a public building, and we are unable to anticipate all possible scenarios that would introduce allergens to the building. As we can never guarantee an allergy-free environment, please use your best judgement when choosing to enroll.

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

STUDENTS/EMPLOYEE ENGAGEMENT ON SOCIAL NETWORKING SITES
When using a social media site, a student may “follow,” (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 or staff at any time. Houston Ballet encourages parents/guardians to discuss the dangers of social media within their household.

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. Houston Ballet 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.

This policy extends not only to verbal harassment, but also includes online harassment or bullying.

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 themself to be a victim of discrimination or harassment should report the incident to the Director of the Academy. 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.

DRUG AND ALCOHOL POLICY
Houston Ballet Academy does not tolerate student use of alcohol, tobacco, vaping products, drugs, or illicit substances. All persons involved with the Academy including dancers, students, parents/guardians, faculty, and staff are required to obey the law and refrain from providing alcoholic beverages, drugs, and/or illicit substances at any location but not limited to private...
homes, the Center for Dance, and any other properties owned or leased by Houston Ballet including Market Square Tower apartments.

The Academy reserves the right to drug test or conduct alcohol screening on any student under “reasonable suspicion” situations. The student and their parents/guardians 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.

Students found using or in the possession of drugs, illicit substances, alcohol, or tobacco/smoking/vaping/e-cigarette substances and/or accessories will be subject to disciplinary action at the discretion of the Director of the Academy up to and including expulsion from Houston Ballet Academy and/or HBA housing.

Violation of this policy will result in the following:
- Parents/Guardians will be notified.
- The Director of the Academy will evaluate the violation.
- 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 or Academy housing as determined by evaluation.

HURRICANE EVACUATION PLAN

Houston Ballet has a plan in place in the event that a hurricane enters the Gulf of Mexico and targets Houston. Hurricane season begins in June and ends in November. All students are required to select if they choose to participate or opt out of the Hurricane Evacuation Plan (HEP) at the time of registration. There is an option for undecided, but those students will be required to choose before May 15, 2022.

Who Will Be Sheltered

Houston Ballet is responsible for students who have opted to participate in the HEP. This plan is available to students living at the University of St. Thomas and Center for Dance dormitories, or for those students that do not live with a parent or family during the summer intensive program. Please note that all students will be required to stay at the shelter, unless otherwise noted in advance.

Houston Ballet Academy’s Shelter

In the event that a hurricane evacuation has been issued for Harris County, Houston Ballet will evacuate students to a safe shelter. Students will be transported in vans and cars. Houston Ballet will work with the American Red Cross to secure this location. Food, water, and first-aid supplies will be provided and prepared for students. Students will be chaperoned for the entire length of stay in the shelter.

When Will Students Evacuate to the Shelter

In the event that a hurricane evacuation is issued while students are in class, students will be transported in vans back to their dorms to pack their necessary belongings. Please remember that Houston Ballet will not provide transportation for students to the airport or any other location when the HEP is in effect.

Communication with Houston Ballet

Messages will be left on staff voicemails and sent out via email notifying parents/guardians that the HEP has taken effect. Messages will be updated on the hour during an evacuation. Staff will notify students that the plan is in place, and those not participating in the HEP will prepare for their individual plans (purchasing plane tickets, etc.) at that time. Chaperones and staff members will also advise students to tell their parents/guardians that the HEP is in effect. Staff will have an emergency telephone. The shelter telephone will not be available for students to make outgoing and incoming telephone calls.
Student Responsibilities

Students not participating in Houston Ballet's HEP should have transportation plans in place. Their departure should take place immediately upon issuance of a hurricane evacuation. These students must check out with their chaperone or an Academy staff member. Please remember that Houston Ballet will be unable to coordinate or assist students in making alternate hurricane evacuation plans.

Students participating in Houston Ballet's HEP are to immediately return to the University of St. Thomas and gather in the main lobby on the first floor. Students are to contact their families and notify them that the HEP is taking effect. Students may bring one duffle or regular-sized piece of luggage with necessary belongings to the shelter. Students should pack important documents and, if applicable, their supply of prescription medicine. Houston Ballet is not responsible for administering and monitoring medications. Each student is responsible for their own medication regimen and dosage. Students should also bring a blanket and their pillow.

Returning after Evacuation

Once it is declared safe to return, students will be transported back to their Houston Ballet dormitories and/or apartments. Houston Ballet chaperones will email notices to parents/guardians and leave an updated message at 713-535-3210 upon our return. Students will also be encouraged to contact their parents/guardians when they return.

HEALTHY WEIGHT MANAGEMENT POLICY

Houston Ballet Academy is committed to supporting the health and well-being of its students. 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/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 student approached with an underweight concern may return to classes only with a physician’s written approval.

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, 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).

CYBER BULLYING

Cyber bullying is any message or image online posted/texted that is cruel towards others. Houston Ballet does not tolerate cyber bullying.

Criteria for cyber bullying:

- Intent to do harm physically or emotionally
- Emotional unfair match- victim cannot defend him/herself from electronic distribution of images or messages.
- Repeated harassment, embarrassment, intimidation
- Threats of harm are illegal and should be reported immediately to authorities.

When cyber bullying occurs:

- Take it seriously, it is not harmless.
- Document- save text, image, message, etc.
- Report it.
- All schools have a provision to acceptable use policy (AUP) reserving the right to discipline students for online behavior.

Passing on the damaging message/video is being part of the cyber bullying, so the sender is also guilty of the offense even though they didn't originally post it.

Is it True?
Is it Helpful?
Is it Illegal?
Is it Necessary?
Is it Kind?

THINK before you send/post it.
Dear Families,
This email contains all of the information you need regarding final performances and class observation. We are excited to share with you the casting and ticket sales information for this year’s Summer Intensive performances at the Margaret Alkek Williams Dance Lab in our Center for Dance. We hope that you find this information helpful. If at any time you need assistance regarding ticket sales, please call our box office at (713.227.2787).

Performance Casting Chart:
The final performance casting chart PDF is attached to this email and lists each summer student in alphabetical order by last name. Listed next to the name is the assigned performance for which 2 reserved tickets are available to purchase. Although your child may be cast in more than one performance, you are only guaranteed tickets to the specified performance in the chart. Casting decisions are made by artistic staff and are non-negotiable. Casting will be posted for students at the Center for Dance on Monday (7/13).

- Reserved tickets are available to purchase beginning Monday, July 13 at 10 AM (CST).
- If a student and a sibling are listed for the same performance, there are only 2 reserved tickets per family for that performance.
- If a student is listed twice on the performance casting chart, his/her parent may purchase 2 reserved tickets for each performance noted for that student. A student is only listed twice if he/she is performing in two different pieces in two separate performances.

Purchase Tickets:
- On Sale: Monday, July 13 at 10 AM (CST).
- Pricing: $15 per ticket.
- Purchase By Phone: 713.227.2787, during the business hours of 9 AM - 5 PM (CST), Monday - Friday. All tickets are general admission (no reserved seating). No late seating. You may not purchase tickets online for this event. Please note the phone number provided will lead you to a box office representative. This individual will not have any more information regarding casting or be able to answer questions regarding the Academy’s programs.
- Deadline to purchase the reserved tickets: Wednesday, July 15 at 5:00 PM (CST). Note: there are 3 business days to purchase your reserved tickets. After that time, unsold tickets will be released for general sale.
- Any unsold tickets for all performances will be released for general sale: Thursday, July 16 at 10 AM (CST).
- No refunds. Exchanges are limited to changes in casting.

Pickup Tickets:
Tickets will be available for will-call pickup on Thursday, July 23 (prior to start of show), Friday, July 24 (after observation class & prior to show) and Saturday, July 25 (after observation class & prior to show) through the start time of each performance in the lobby of the Houston Ballet Center for Dance; we recommend that parents/guardians pick up after observation classes to avoid long wait times before the performances.

Class Observation:
- Class observation of morning technique class is only available during the assigned date listed:
  - Friday, July 24 & Saturday, July 25
- Please arrive at least 15 minutes prior to the start of class to sign in at the reception desk and receive a visitor sticker for each member of your party.
- After you receive your sticker, please wait in the lobby. An Academy administrative staff member will lead groups to the classes up the stairs five minutes prior to the start of class.
- Due to limited seating available, we encourage only immediate family to attend. Please take care of younger children so they do not disrupt class. They must be under your supervision at all times.
- Photography is allowed.
- Please silence all cell phones.
- There are no building tours during observation, so please refrain from walking around unauthorized areas.
- At the conclusion of class, please return to the lobby to exit the building.
Let Us Help:
- Where to stay and dine: https://www.houstonballet.org/plan-your-visit/dining/?id=785
- Where to park: https://www.houstonballet.org/plan-your-visit/buildings-parking/ Parking is not available in the Houston Ballet employee parking lot.
CATERED LUNCH MENU SAMPLES

Monday
Beef Fajitas
Portobello Fajitas
Flour/Corn Tortillas
Toppings
Salad
Whole Fruit

Tuesday
Baked Potatoes
Toppings
BBQ Beef
Vegetarian Chili
Salad
Granola Bars

Wednesday
Chicken Creole
Eggplant Creole
Veggies
Salad
Whole Fruit

Thursday
Hamburgers
Black Bean Burgers
Salad
Whole Fruit
Granola Bars

Friday
Jambalaya
Vegetarian Jambalaya
Vegetables
Salad
Whole Fruit

Monday
Red Beans and Rice
Smoked Sausage
Cornbread Muffins
Veggies
Salad

Tuesday
Dijon Chicken
Baked BBQ Tofu
Vegetables
Salad
Whole Fruit

Wednesday
Assorted Sandwiches
Roasted Vegetable Sandwiches
Granola Bars
Salad
Whole Fruit

Thursday
Spaghetti
Meat Sauce
Marinara Sauce
Veggies
Bread Sticks

Friday
Baked Chicken
Vegetarian Garden Patties
Roasted Red Potatoes
Salad
Whole Fruit
### OFF-CAMPUS DINING OPTIONS NEAR CFD

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Address</th>
<th>Phone Number</th>
<th>Menu</th>
<th>Open Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnaby’s Café – Market Square</td>
<td>800 Congress</td>
<td>713.226.8787</td>
<td>Burgers, sandwiches, salads</td>
<td>Mon – Thurs 11:00a – 3:00p, Fri – Sat 11:00a – 8:00p</td>
</tr>
<tr>
<td>Burgers, sandwiches, salads</td>
<td>800 Congress</td>
<td>713.226.8787</td>
<td>Sandy’s</td>
<td>Mon – Thurs 11:00a – 3:00p, Fri – Sat 11:00a – 8:00p</td>
</tr>
<tr>
<td>Birraporetti’s</td>
<td>500 Louisiana</td>
<td>713.224.9494</td>
<td>Italian</td>
<td>Mon – Sat 11:00a – 12:00a, Sun 10:00a – 12:00a</td>
</tr>
<tr>
<td>Frank’s Pizza</td>
<td>417 Travis</td>
<td>713.225.5656</td>
<td>Pizza, burgers, salad, lasagna, sandwiches</td>
<td>Sunday 11:00a – 11:00p, Mon – Weds 11:00a – 10:00p, Thurs 11:00a – 1:00a, Fri – Sat 11:00a – 3:00a</td>
</tr>
<tr>
<td>Minuti Coffee</td>
<td>909 Texas</td>
<td>713.226.7500</td>
<td>Coffee and muffins</td>
<td>Mon – Thurs 6:00a – 10:00p, Fri 6:00a – 12:00a, Sat 7:00a – 12:00a, Sun 7:00a – 10:00p</td>
</tr>
<tr>
<td>Subway Sandwiches</td>
<td>405 Main</td>
<td>713.227.4700</td>
<td>Sandwiches</td>
<td>Mon – Fri 7:00a – 9:00p, Sat 8:00a – 9:00p, Sun 9:00a – 6:00p</td>
</tr>
<tr>
<td>Niko Niko’s Market Square</td>
<td>301 Milam</td>
<td>713.528.4976</td>
<td>Greek favorites, outside dining</td>
<td>Sun – Sat 8:00a – 9:00p</td>
</tr>
<tr>
<td>Burgerim Burger Bar</td>
<td>301 Milam</td>
<td>713.528.4976</td>
<td>Burgers, Wings, Salads</td>
<td>Mon – Fri 11:30a – 8:30p</td>
</tr>
<tr>
<td>Mendocino Farms</td>
<td>609 Main</td>
<td>713.487.1040</td>
<td>Sandwiches, salads</td>
<td>Mon – Fri 11a – 7:30p</td>
</tr>
<tr>
<td>Chipotle</td>
<td>909 Texas</td>
<td>713.225.6633</td>
<td>Mexican, burritos</td>
<td>Mon – Fri 10:45a – 8:00p</td>
</tr>
</tbody>
</table>