2022-2023
Student Handbook
Professional Program

Fall Semester: August 22, 2022 – January 15, 2023
Spring Semester: January 17, 2023 – May 21, 2023

Houston Ballet Center for Dance
601 Preston Street
Houston, TX 77002
Tel: (713) 523-6300
Fax: (713) 523-4038
HBAcademy@houstonballet.org
https://www.houstonballet.org/about/academy1/
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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

Academy Staff
Yahudi Castañeda, Associate Director of Academy Artistic Operations
Katie Wesche, Associate Director of Academy Administration
Carla Cortez, Academy Registrar
Bryana Bordelon, Academy Manager of Student Life
Dustin Shaw, Academy Programs Manager
Shelby Connolly, Academy Artistic Operations Coordinator
Tempest McLendon, Academy Administrative Coordinator
Maria McCain, Academy Resident Dorm Supervisor, Center for Dance
Amy Pearl, Resident Advisor, Market Square Tower

For additional faculty and staff please visit our website HERE.

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:

<table>
<thead>
<tr>
<th>Level</th>
<th>Advisor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro 1 Women</td>
<td>Cheryne Busch, Upper School Principal</td>
<td><a href="mailto:cbusch@houstonballet.org">cbusch@houstonballet.org</a></td>
</tr>
<tr>
<td>Pro 2 Women</td>
<td>Susan Bryant, Academy Instructor</td>
<td><a href="mailto:sbryant@houstonballet.org">sbryant@houstonballet.org</a></td>
</tr>
<tr>
<td>HBII Women</td>
<td>Kelly Myernick, Academy Instructor</td>
<td><a href="mailto:kmyernick@houstonballet.org">kmyernick@houstonballet.org</a></td>
</tr>
<tr>
<td>Pro 1 &amp; 2 Men</td>
<td>Orlando Molina, Boys Program Coordinator</td>
<td><a href="mailto:jmolina@houstonballet.org">jmolina@houstonballet.org</a></td>
</tr>
<tr>
<td>HBII Men</td>
<td>Claudio Muñoz, HBII Ballet Master</td>
<td><a href="mailto:cmunoz@houstonballet.org">cmunoz@houstonballet.org</a></td>
</tr>
</tbody>
</table>

Sports Medicine and Wellness Team
Athletic Trainer: Leanne Wonesh MS, LAT, ATC
Strength & Conditioning Coach: Akihiro Kawasaki
Nutritionist: Emily Travis MPH, RD, LD, CEDRD
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.

Academic Advisors
TBD, English/Language Arts Academic Advisor
Peter Nguyen, Math/Science Academic Advisor
Andrew Faulk, Math/Science Academic Advisor
Judy Sprong, EAL Teacher
ACADEMY GENERAL INFORMATION

Academy Office Hours
Monday–Friday ...........................................9:00am – 6:00pm
Saturday .........................................................8:30am – 4:00pm
Sunday ..........................................................10:00am – 5:00pm

Lost and Found
Lost and found is located in the Academy office. All items in the Lost and Found bin are discarded on a regular basis.

Call Boards
All students 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. Schedules will be made available in Classe365 in the student's Learning Management System (LMS). 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 HERE.

ENROLLMENT
The Professional Program is comprised of Pro 1, Pro 2, and Houston Ballet II. In-person auditions are held twice prior to the start of the Fall semester and once prior to the start of the Spring semester. Video auditions are accepted as well. Please refer to the Academy website for audition dates HERE.

All students auditioning will be notified by email of their audition results within two weeks of the audition. Houston Ballet Academy maintains a policy of non-discrimination regarding race, color, national origin, religion, sex, gender, gender expression, physical/neurological ability, sexual orientation, and economic status.

Houston Ballet II
Houston Ballet II (HBII) is Houston Ballet’s second company and the highest level of Houston Ballet Academy. HBII prepares students for a professional career in the field of dance. Admittance into HBII is by audition only or by artistic placement. Dancers may submit a video audition first and then may be invited to audition in person. The video audition application is open from January 1-March 1 prior to each season.

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.

Tuition information is available on our website HERE.

At the time of registration, a payment of the first installment of tuition and the registration fee ($175) is required to hold a student's class selection.

For the 2022-2023 school year, parents/guardians may pay tuition in one of three ways:

1. Payment in full – Discount of $100 will apply if this is selected and paid at the time of registration
2. Payment in four installments
3. Payment in seven installments – Fee of $20 will be applied to each installment due September through February
### 2022-2023 Tuition Installment Dates:

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Pay in Full</th>
<th>Four Installs &quot;Quarterly Plan&quot;</th>
<th>Seven Installs &quot;Monthly Plan&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>At Registration</td>
<td>9/15/2022</td>
<td>100% - $100</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>9/1/2022</td>
<td>9/15/2022</td>
<td>25%</td>
<td>12.5% + $20</td>
<td></td>
</tr>
<tr>
<td>10/1/2022</td>
<td>10/15/2022</td>
<td>25%</td>
<td>12.5% + $20</td>
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<tr>
<td>11/1/2022</td>
<td>11/15/2022</td>
<td>25%</td>
<td>12.5% + $20</td>
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</tr>
<tr>
<td>12/1/2022</td>
<td>12/15/2022</td>
<td></td>
<td>12.5% + $20</td>
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<tr>
<td>1/1/2023</td>
<td>1/15/2023</td>
<td></td>
<td>12.5% + $20</td>
<td></td>
</tr>
<tr>
<td>2/1/2023</td>
<td>2/15/2023</td>
<td>25%</td>
<td>12.5% + $20</td>
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</table>

If payment is not received by the posted due dates, an late fee of $25 will be applied on the next business day at 4:00pm CT.

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

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.

### Returned Checks

A $25 fee will be charged 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 opens January 1, 2022 for the Summer 2022 and 2022-2023 school year. Those who complete an application for the Summer Program do not need to reapply for the Fall/Spring.

- Applications are not considered until a student has registered for an Academy program.
- Applications may take up to one month for review. Decisions will be sent by email.
- Financial assistance is not automatically renewed each year.
- Financial assistance covers only a portion of tuition and is typically no more than 25% of the total tuition.

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 the Academy at 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/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 Megan Raines at mraines@houstonballet.org or (713) 535-3241.

Change of Address/Information
Families must promptly notify the Academy Registrar of any change in address or phone number. Changes to address and contact information can also be made directly in Classe365 through the Parent Portal.

Refund Policy
**TUITION AND 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’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. Should a student withdraw in the beginning, middle, or a quarter which has been paid, the remaining tuition will be forfeited to HBA. The HBA is not liable or obligated in any way to process any refunds or issue any tuition credits.

CLASS UNIFORMS
Class attire requirements are available on our website HERE.

Skin Tone-Inclusive Tights and Shoes
All female-identifying students have the option to wear pink or skin tone-inclusive tights, ballet shoes, and pointe shoes. For pink tights, students should wear Zarely (brand), Z2 (style), Stage Pink Performance tights. For skin tone-inclusive tights and ballet shoes, please refer to the Houston Ballet Academy Shoe Matching Guide below.

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HOUSTON BALLET ACADEMY SHOE MATCHING GUIDE

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

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**Purchasing Class Uniforms**

Class leotards and uniform shirts should be purchased through E-Commerce store in Classe365. Follow the instructions below to access E-Commerce and purchase class uniforms.

1. Please click [HERE](#) to view our E-Commerce Online Store.

2. Hover your mouse over "HB Academy Fall/Spring Class Uniforms" to expand the product menu by program and school. Click on “Professional Program Uniforms” to view the uniform options.

3. 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".

4. If you would like your order to be delivered to you, be sure to add and pay for an E-Commerce Shipping Fee.

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:

<table>
<thead>
<tr>
<th>Jazz Rags</th>
<th>Dance Trends</th>
</tr>
</thead>
<tbody>
<tr>
<td>25701 Interstate 45 N #10A</td>
<td>14520 Memorial Drive Suite 106</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>

**Additional Requirements**

- Female-identifying students must have their hair pulled back away from the face and secured neatly in a classical bun. Students with short hair must wear a headband and secure the hair at the back. For students with textured hair that is in braids, twists, or locs, please secure hair back without loose ends and off the nape of the neck.

- Male-identifying students must have a clean-cut haircut or their hair needs to be pulled back away from the face. No facial hair. For students with textured hair that is in braids, twists, or locs, please secure hair back without loose ends and off the nape of the neck. Ponytails, barrettes, and shaved heads are unacceptable.

- Performance Hair: All students 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.

- Haircuts for students must be approved by the Associate Director of Academy Artistic Operations.

- 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.
Shoe Policy
Students who perform in Houston Ballet Company performances 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. HBII students will be provided one pair of performance shoes per HBII or Houston Ballet performance. The Academy and Houston Ballet do not provide class or rehearsal shoes for HBII dancers.

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 can be 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 the Professional Program 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.
- 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
All classes (including supplemental classes, such as Modern/Jazz/Body Conditioning) and rehearsals are mandatory. Students who miss a semester are required to audition for re-admission.

Students in the Professional Program are required to email hbacademy@houstonballet.org and to leave a voice message on the out/ill phone at 713-874-5421 to report absences. Please review the Student Wellbeing Policy on page 12 for more information about absences due to illness or injury.

Class Cancellations
Classes may be cancelled due to severe weather conditions. The Academy refers to Houston Independent School District's closing schedule for inclement weather. Please note that the Professional Program cancellations may vary from the Preschool and Pre-Professional Program depending on Company schedule. The Academy will notify parents/guardians by email should classes be cancelled. Class cancellations will also be posted on the website, Academy Facebook page, and Classe365.

Emergency Procedures
In the event of a building emergency, 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. Any individuals in the building will be guided to the appropriate safe area. Teachers will familiarize students with emergency procedures, such as fire, tornado, and lockdown, at the beginning of each semester.

Hurricane Emergency Procedure
In the event of a hurricane evacuation for Harris County, Houston Ballet will be responsible for sheltering students living in Houston Ballet housing or in apartments/homestay without parents/guardians. All students are required to evacuate and stay at the shelter provided by Houston Ballet unless otherwise noted in advance. Houston Ballet will work with the American Red Cross to determine a safe shelter location. Students will be transported in vans and cars and be chaperoned throughout their stay. Food, water, and first-aid supplies will be provided and prepared for students. Academy staff will stay in communication with parents/guardians by email and/or telephone. A hurricane evacuation plan is included in your student’s registration.
Arrival and Departure
All arrivals and departures take place at the Preston Street entrance. In order to maintain a safe environment, families should follow instructions by class monitors, security guards, and HPD officers at all times.

Drop-Off and Pick-Up Student via the Center for Dance Driveway
When utilizing the driveway for arrival and departure, cars must enter from Congress Street. The center lane is a flow lane that will only be used for cars exiting the driveway. All traffic must stop and yield the right of way to anyone crossing the driveway. No student should be dropped off or picked up directly from Preston Street. Our driveway is available for a safe drop-off/pick-up area outside of downtown traffic.

Driveway Arrivals:
- Students are dropped off in the far-left lane exiting the driver side.
- Students should not exit their vehicle until car is fully stopped at the indicated spot.

Driveway Departures:
- Students are picked up in the far-right lane entering the passenger side.
- Students should not walk down the driveway sidewalk until cars are fully stopped.
- If the parent/guardian arrives before the end of the class, they may be asked to circle the block to allow arrivals and active departures to occur and avoid congestion on the roads surrounding the Center for Dance.

Class Observation
Parents/Guardians will have the opportunity to view their students live in the Fall and Spring semesters. The final schedule is TBD and will be emailed to families when available.

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 promoted at different times.

Evaluations
- Students in Pro I and Pro 2 will have:
  - An evaluation class in the Spring semester.
  - Consultations with Academy faculty in December and May.
  - Evaluations made available to parents on Classe365 following May consultations.
- Pro 2 will have a variation evaluation in May.
- Houston Ballet II will have individual consultations following HBII evaluations in December.

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

Texas state law requires that students training at the Academy from outside the Houston area, who have not received a high school diploma or GED and are under the age of 18, must be continually working on their education. Houston Ballet Academy requires that these students attend Study Hall with the Academic Advisor during the Fall and Spring semesters. Study Hall will be held two days a week. Students must attend each session. The Academic Advisor will assist with school work, proctor student exams, and monitor student progress. Study Hall fees in the amount of $275 per semester will be added to students' accounts each semester.

Students who speak English as an additional language may be required to attend English as an Additional Language classes (EAL) to learn English. EAL classes will be held two days a week. EAL fees in the amount of $275 per semester will be added to students' accounts each semester.
International Students
Students that are not citizens of the United States need special documentation to attend the Professional Program. All non-United States citizens are required to pay Houston Ballet Academy a non-refundable i20 processing fee of $200. This fee is applied to the student’s account once a year either at the beginning of the Academy school year or at the beginning of the Summer Intensive Program.

Canadian students only need an i20, which is issued by Houston Ballet Academy. All other international students need an i20 and an M1 visa. To apply for an M1 visa, you must first receive your i20 from Houston Ballet Academy and then make an appointment at the consulate. After registering, please email Bryana Bordelon at bbordelon@houstonballet.org for more information and instructions on applying for an M1 visa. All parents/guardians and students must review and complete the agreement in the International Student Handbook.

STUDENT BENEFITS

Student Life Activities
Students in the Professional Program have the opportunity to participate in various activities throughout the school year. The activities may include audition photo and video shoots, prom, holiday celebrations, and professional dance performances. All students in the Professional Program will pay a $275 student life fee at the beginning of the school year to have access to these activities as well as the Athletic Trainer, Student Wellness staff, and appointment transportation.

Athletic Trainer
Students in the Professional Program may see the athletic trainer (AT) during designated hours. Company members’ needs will be the highest priority for appointments. Hours available to Academy students are posted in the ATS Athlete Portal daily.

Students will see ATs in the 4th floor Body Conditioning (BC) room. Students may not enter the 4th floor BC room without a confirmed appointment in the portal.

The AT is onsite and available for acute injuries that happen in the studio. If there is an injury that requires an AT to come to the studio, that dancer should not be moved (or move themselves) until the AT arrives.

Students in the Professional Program who are injured must have a Return to Dance Plan from the AT that indicates if the student should observe class, participate in class, or be seen by a doctor. Students are not permitted to sit out from class without a pass. If the AT is not present, the student should see the Academy office.

Student Wellness
Students in the Professional Program may schedule an appointment with the Academy Nutritionist or Counselor at their convenience. The Nutritionist and Counselor are available on Monday mornings, and appointments are first come, first served. Students may speak to the Academy Manager of Student Life or the Director of the Academy to make an appointment.

Body Conditioning
Body Conditioning classes are offered to Professional Program students as part of their weekly schedule. In addition, students may register for semi-private or private health and wellness sessions at an additional fee. These sessions include Body Conditioning, Pilates, Yoga, and Gyrokinesis. Contact hbacademy@houstonballet.org for more information.

Attending Adult Classes
Students currently enrolled in the Professional Program may take adult classes free of charge. Students will need to create a Mindbody account and email hbacademy@houstonballet.org to have the discount added to their account prior to registering for any classes.

Complimentary Tickets
Students in the Professional Program 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 Coordinator in the Academy office.

Physical Education Class Credit
Several schools recognize a student’s hours spent at Houston Ballet Academy as an alternative to regular physical education classes at the school. Should your child wish to receive credit for their training at Houston Ballet Academy, please first contact the student’s school to confirm that Houston Ballet Academy is an acknowledged program partner. Please also ask about the necessary paperwork to register the student for the program and the process for reporting grades.

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 include 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 Academy Administrative Coordinator at tmclendon@houstonballet.org.

HOUSING
Students in the Professional Program have many options of places to in the area near the Houston Ballet Center for Dance, including chaperoned and non-chaperoned housing. Students who need assistance with housing may contact Bryana Bordelon at bbordelon@houstonballet.org.

Off-Campus Housing
There are several apartment complexes within a 4-mile radius of the Houston Ballet Center for Dance. Many students live within walking distance of the building at Market Square Tower, Aris Market Square, and The Rice Apartments. There are also additional options available that are easily accessible using the METRO bus system or bicycles for transportation. Rent ranges are dependent upon which area students choose.

Center for Dance Dormitory
Houston Ballet Academy’s chaperoned dormitory is located on the 6th floor of the Houston Ballet Center for Dance. The dormitory houses 16 students and a live-in chaperone. This housing option is offered by invitation only from the artistic staff. Rent is $875.00 per month, plus a $200 cleaning fee charged per program session.

Market Square Tower
Houston Ballet in partnership with Market Square Tower leases 10 apartments that houses 20 students. A resident advisor is available to students as needed. This housing option is offered by invitation only from the artistic staff. Rent is $875.00 per month, plus a $200 cleaning fee charged per program session.

HEALTH POLICIES

Student Physicals
Students in Pro 1, Pro 2, and HBII are required to have a physical at the beginning of the Fall semester. Physicals submitted during the Summer Intensive Program may be used for Pro 1 and Pro 2 students who attended the 2022 Summer Intensive Program. HBII students will have a physical completed with Houston Methodist at a specified time at the beginning of the season. Drug testing may be administered at this pre-season physical.

If a student is not in HBII and under the age of 18, a guardian or responsible adult must accompany him/her to the doctor's office or clinic. Underage international students can complete their physical in their home country using Houston Ballet Academy’s physical form. Additional forms will be required, such as general medical history and orthopedic history. All health forms will be completed via CampDoc.

Medical Insurance
All students are required to be medically insured in order to dance in the Professional Program. Proof of insurance must be scanned and submitted to Bryana Bordelon at bbordelon@houstonballet.org by August 19, 2022. Insurance should be eligible in the state of Texas, and students must have a provider within network to avoid being sent home.
International students are required to obtain health insurance through Pinnacle Student Insurance (PSI) in order to participate in the Professional Program. Coverage would begin as of August 1, 2022 and would last through July 31, 2023. Payments can be made directly to Pinnacle with a check, money order, or a credit card. Please note that pre-existing conditions are not covered by this plan. The Premier Silver plan offered by Pinnacle Student Insurance is an accident/sickness plan. This plan will cover more medical expenses than other leading international student insurance companies. International Students will receive a packet with more information.

Academy Students Wellbeing Policy
The health of our students is essential to maintaining a positive and productive environment. Houston Ballet Academy provides resources to address the physical and emotional health of students that may arise during the Academy hours or after hours. Students who encounter health issues are encouraged to reach out to any number of Academy resources, including but not limited to the Resident Dorm Supervisor, MST Resident Advisor, Manager of Student Life, Academy Chaperones, Director of the Academy, Academy Nutritionist, Academy Counselor, and the Houston Methodist Athletic Trainer available onsite. Parents/Guardians who are concerned about their student’s health are encouraged to contact the Academy staff for support.

Houston Ballet Academy is not responsible for administering any medications and will not administer any medications. All students are responsible for their medications on a daily/as-needed basis.

Students who become ill or injured must notify a staff member immediately. In the event that a student is ill and has not attended a doctor’s appointment, it is the policy that the student must see a doctor if they do not recover within three days. If a student becomes ill or injured, and a doctor’s appointment is necessary, the Manager of Student Life will arrange an appointment for the student. The parent/guardian of the student will be notified. Appointments are typically made at Houston Methodist facilities or the Medspring Urgent Care locations, and an Academy staff member will drive the student to the doctor’s office and accompany them to the appointment. The parent/guardian will be notified of the appointment via the Houston Methodist secure patient portal. The student will be responsible for bringing proof of medical insurance and all fees, including co-pay, full payment upfront if needed.

The Manager of Student Life must be notified if the student will be missing classes.

- For safety, we do not want minors to travel by themselves in an Uber, Lyft, or taxi.
- For medical and HIPAA reasons, we cannot have minors at medical appointments by themselves without an adult in the room.
- Any time a minor is riding in the personal car of a Houston Ballet employee, the staff member should have written consent from the parent/guardian of the student to be driven by the staff member. The Manager of Student Life will be responsible for obtaining this consent for staff members outside of the Academy department.

* The FOUNDATION reserves the right to revoke, change, or supplement guidelines at any time without notice.

The Houston Ballet Academy employs thoroughly trained instructors, and the utmost care is given to all students; however, the Academy cannot be held responsible for any injuries sustained by a student. Students who become injured will be evaluated by our on-site Athletic Trainer and, if necessary, see a doctor. Based on the doctor’s opinion, the Athletic Trainer will work with the student and faculty in their recovery, and the student will need the doctor’s release to return to full class schedule.

Medical Center & Pharmacies

* Houston Methodist Smith Tower at the Med Center - 6550 Fannin Street - 4.5 miles
a. Take the rail (South Bound) – 0.4 miles to pick up approx. 8-minute walk
   a. Go southeast on Preston; Turn right on Main
   b. Get off at the “Dryden/TMC” Stop (15-20 min ride on the rail)
   c. Cross the street (left side and head North towards the Smith tower)
b. Take the rail (North Bound)
   a. Get off at Preston St
   b. Head northwest on Preston towards Smith until you reach the Building
CVS Pharmacy - 300 Milam Street - 0.1 mile
  - Monday-Friday: 7am-7pm
  - Saturday: 10am-6pm
  - Sunday: 10am-5pm

Target Pharmacy - 2580 Shearn Street - 2.4 miles
  - Monday-Friday: 9am-8pm
  - Saturday-Sunday: 9am-6pm

Walgreens Pharmacy - 950 Studemont Street - 2.1 miles
  - Monday-Friday: 9am-9pm
  - Saturday: 9am-6pm
  - Sunday: 10am-6pm

PERFORMANCE OPPORTUNITIES

Students in the Professional Program have several opportunities to perform a diverse range of repertoire by Artistic Director Stanton Welch AM and other acclaimed choreographers.

**Studio Series**
Performance Dates: October 3-14, 2022 & February 6-17, 2023

For two weeks in the Fall and Spring semester, students in the Professional Program present free, educational performances for Houston area students.

**The Nutcracker**
Performance Dates: November 25-December 24, 2022 (possible extension of performances to December 27, 2022)

Rehearsals for The Nutcracker begin in early September and continue until performances. Nightly casting is released mid-Fall semester and is subject to change.

Students will need to be available for rehearsals and performances during the Thanksgiving Holiday and Winter Holiday. Please note performances may be extended through Tuesday, December 27th.

**IMPORTANT CASTING INFORMATION:**
All students participating in this year’s production of The Nutcracker will be required to be fully vaccinated. More information will be available closer to the date of the audition.

Placement and casting are at the discretion of the Academy Artistic Staff and will be made with attention to Company casting requirements and Houston Ballet health policies.

**Moore’s School Collaboration**
Performance Date: March 25, 2023

Students in the Professional Program perform various repertoire with orchestral accompaniment from University of Houston’s Moore’s School of Music orchestra.

**My First Ballet**
Performance Dates: April 15-16, 2023

Students in the Professional Program present a shortened version of a storybook ballet for the community.

**Academy Spring Showcase**
Performance Dates: April 28-29, 2023
Casting is an artistic decision, and students may be cast in one or both performances. Performance casting will be released in early April, and will be sent via email. Please do not contact the Academy office or the box office regarding final performance casting.

You have the following options when purchasing tickets:
- Call the box office at 713-227-ARTS (2787)
- Go online at www.houstonballet.org
- We recommend you do not purchase tickets until casting has been released.

**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

**SUMMER PROGRAMS**
Summer Intensive Program is held in a five-week session during the middle of the Summer.

**Registration and Placement Information**:
- Students in the Professional Program will be placed in the appropriate level for the Summer Intensive Program. Students should not attend an audition during the Houston Ballet Audition Tour.
- Summer registration is emailed in the Winter.
- Students who register for the following year but do not attend the Summer Program will not need to re-audition.

**Summer Attendance Policy**:
- Partial attendance of a session is not allowed without permission from the Director of the Academy.
- Summer Level 5-8 students are required to attend the Summer Intensive Program unless they have received permission from their principal to attend a different program.

**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 should contact Associate Director of Academy Artistic Operations for a request form.