



HoustonBallet
Academy

2023-2024

STUDENT HANDBOOK

PROFESSIONAL PROGRAM

HOUSTON BALLET CENTER FOR DANCE

601 Preston Street • Houston, TX 77002

CONTACT US

Tel: (713) 523-6300 • Fax: (713) 523-4038

Email: HBAcademy@houstonballet.org

VISIT OUR WEBSITE

CLICK HERE

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HOUSTON BALLET ACADEMY LEADERSHIP

Stanton Welch, AM and Julie Kent
James Nelson
Jennifer Sommers

Artistic Directors
Executive Director
Director of the Academy

ACADEMY STAFF

Yahudi Castañeda
Katie Wesche
Carla Cortez
Dustin Shaw
Bryana Bordelon
Reagan Lynch
Tempest McLendon
Angela Galvez
Jocelyn Sierra
Amy Pearl

Associate Director of Academy Artistic Operations
Associate Director of Academy Administration
Academy Registrar
Academy Programs Manager
Academy Student Life Manager
Academy Artistic Operations Coordinator
Academy Administrative Coordinator
Academy Student Support Coordinator
Academy Resident Dorm Supervisor, Center for Dance
Academy Resident Advisor, Market Square Tower

For additional faculty and staff please visit our website [HERE](#).

PROFESSIONAL ADVISORS



Cheryne Busch
Upper School Principal
Advisor to Pro 1 Women
[Click for Email](#)



Susan Bryant
Principal Instructor
Advisor to Pro 2 Women
[Click for Email](#)



Kelly Myernick
Principal Instructor
Advisor to HBII Women
[Click for Email](#)



Orlando Molina
Boys Program Coordinator
Advisor to Pro 1 & Pro 2 Men
[Click for Email](#)



Claudio Munoz
HBII Ballet Master
Advisor to HBII Men
[Click for Email](#)

HEALTH & WELLNESS TEAM

Dawn Stuckey
Akihiro Kawasaki
Emily Travis MPH, RD, LD, CEDRD
Kelsey Fyffe MA, LPC

Athletic Trainer
Head Strength & Conditioning Coach
Nutritionist
Licensed Professional Counselor

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.

ACADEMICS TEAM

Nate Nakadate
Peter Nguyen and Amber Cox
Judy Spong

English/Language Arts Academic Advisor
Math/Science Academic Advisors
English as an Alternative Language Teacher

ACADEMY GENERAL INFORMATION



Academy Office Hours

Mon-Fri 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 monthly.



ACADEMY CALENDAR

All information relating to the Academy calendar can be found in your [student portal on Classe365](#) or the link [HERE](#).

ACADEMY WEEKLY SCHEDULE

Weekly schedules are posted on all call boards as well as Classe365 in your student’s Learning Management System (LMS).

ENROLLMENT

The Professional Program is for **students 14+** years old as of **September 1, 2023**. An audition is required to enroll for the Professional Program. In-person auditions are held in May and December for the 2023-2024 Academy Year. Video auditions are accepted as well. Students who attend the Summer Intensive Program may audition during the program in July.

Levels of the Professional Program

Pro 1	Pro 2	HBII
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Students enrolled in the Professional Program will be given **priority registration** for the Summer Intensive Program and following school year. **Placement** for the Summer Intensive Program is sent in December and for the following school year is sent in May.

Students who miss a semester are required to audition for re-admission.

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 (HBII)

HBII is Houston Ballet’s second company and the highest level of the 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

2023-2024 Registration
open May-August

Summer 2024 Registration
open December-February

Registration is first come, first served.

Tuition by Level
Click Here

Professional Program Registration:

34-Week Academy Year

¼ of tuition + \$275 student activity fee + \$100 registration fee
due at the time of registration

How to pay
remaining tuition

Pay in Full

*Must be paid in full at
time of registration*
Discount of \$100 applied

Quarterly Plan

Four Installments
Due dates listed below

Monthly Plan

Seven Installments
Fee of \$20 applied to
installments after

Tuition Installment Dates

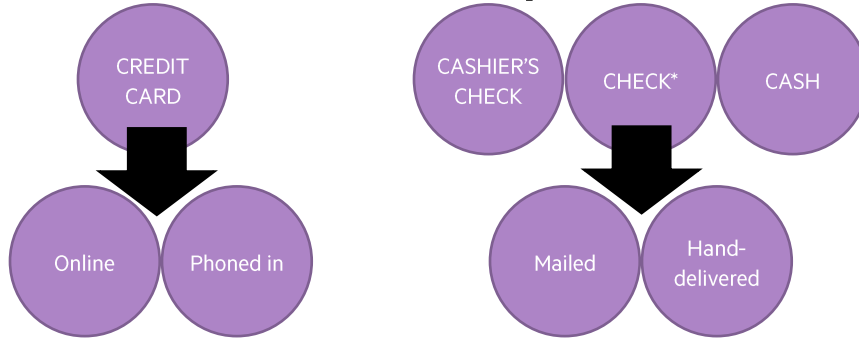
Invoice Date	Due Date	Pay in Full	Four Installments "Quarterly Plan"	Seven Installments "Monthly Plan"
At Registration		100% (less \$100)	25%	25%
9/1/2023	9/15/2023		25%	12.5% + \$20
10/1/2023	10/15/2023			12.5% + \$20
11/1/2023	11/15/2023		25%	12.5% + \$20
12/1/2023	12/15/2023			12.5% + \$20
1/1/2024	1/15/2024			12.5% + \$20
2/1/2024	2/15/2024		25%	12.5% + \$20

****Please note that students with delinquent accounts will not be able to register for future programs until their account is current.**

REGISTRATION & TUITION

\$25 Late Fee
applied next
business day at
4:00pm CT.

Forms of Payment



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

Scholarship Donations

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 Erika Jordan, ejordan@houstonballet.org or (713) 535-3241.

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. 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.

[CLICK HERE FOR WITHDRAWAL FORM](#)

CLASS ATTIRE REQUIREMENTS

Click links below to purchase.

Skin Tone-Inclusive Tights & Shoes

Informational Video

Click to View

CLASS UNIFORMS

Female-Identifying Dancers

Pro 1

Leotard: [Galate - Light Grey](#)
Tights: [Zarely style Z2 – stage pink performance](#) OR [Skin-tone convertible](#)
Shoes: pink OR skin-tone ballet slippers & pointe shoes

Pro 2

Leotard: [Galate - Dark Grey](#)
Tights: [Zarely style Z2 – stage pink performance](#) OR [Skin-tone convertible](#)
Shoes: pink OR skin-tone ballet slippers & pointe shoes

HBII

Leotard: [Galate – Black](#)
Tights: [Zarely style Z2 – stage pink performance](#) OR [Skin-tone convertible](#)
Shoes: pink OR skin-tone ballet slippers & pointe shoes

Male-Identifying Dancers

Pro 1 – Pro 2

Shirt: [Conrad White Crew Shirt](#)
Tights: [Body Wrappers style M90 – slate](#)
Belt: [Discount Dance Supply style 62S – black](#)
Shoes: white ballet slippers & crew socks

HBII

Shirt: [Conrad Black Crew Shirt](#)
Tights: Black footed tights
Belt: [Discount Dance Supply style 62S – black](#)
Shoes: black ballet slippers & crew socks

HOUSTON BALLET ACADEMY SHOE MATCHING GUIDE

Click boxes below to access websites to purchase shoes and tights.

	Blendz Tights	Shoe Options
Confident Cocoa		Blendz Confident Cocoa, Spray Fashion Brown
Brazen Brown		Blendz Brazen Brown, Capezio Mocha, Spray Tan
Maven Mahogany		Blendz Maven Mahogany, Spray Bark
Tenacious Tan		Blendz Tenacious Tan, Capezio Light Suntan, Capezio Nude, Spray Chamois

	Capezio Tights	Shoe Options
Maple		Blendz Brazen Brown, Blendz Maven Mahogany, Capezio Mocha, Spray Tan or Bark
Lt Tan		Blendz Tenacious Tan, Capezio Light Suntan, Capezio Nude, Spray Chamois
Nude		Blendz Tenacious Tan, Capezio Light Suntan, Capezio Nude, Spray Chamois

Where to Purchase Class Uniforms & Attire

Leotards & Shirts

E-Commerce Online Store

Tights & Shoes

Dance Trends
14520 Memorial Drive
Suite 106
Houston, TX 77079
281-558-1400

Tights & Shoes

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

Hair Requirements for Class

Female-Identifying Students

- Classical bun - pulled away from face and nape of neck
- Short hair – wear headband and secure hair at the back
- Textured hair – secure hair at the back with loose ends off the nape of the neck

Male-Identifying Students

- Clean-cut haircut – off the face
- Long hair – pulled away from face and nape of neck
- Textured hair – secure hair at the back with loose ends off the nape of the neck

**Performance hair: All students will be required to conform to the hair requirements for each piece performed. The Associate Director of Academy Artistic Operations will approve styles, cut, and color up to three weeks before any performance. Once approved, no changes may be made.*

Class Uniform Etiquette

- Wear a cover-up to and from class – class uniform should not be worn as street wear.
- Wear the required class uniform as listed above – no rubber pants, leg warmers, sweatpants, etc.
- Do not wear jewelry in class or rehearsal – only pierced ear studs are permitted in class.
- Do not apply lotion to the skin on dance days – lotion and oils can create slick spots on the dance floor.

Shoe Policy for Company Performances

Students who perform in company performances will receive one pair of shoes for a given number of performances.

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 any students.

Class Etiquette

1. Bring energy, enthusiasm, and eagerness to learn in classes.
2. Students should arrive on time.
 - 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.
 - If a student misses class due to an appointment with the Athletic Trainer, the student must have a note from the Athletic Trainer.
3. Students may bring water in a resealable plastic or metal bottle.
4. Students should refrain from distracting others during class or playing on the piano.
5. Students should wear their class uniform, including proper hair.

Attendance/Absences/Make-Up Classes

- Students should attend ALL classes regularly – including supplemental classes.
 - Students who miss a semester are required to audition for re-admission.
- Absence notification must be emailed to hbacademy@houstonballet.org and left on the out/ill voicemail (713-874-5421).
- Please review the Student Wellbeing Policy on PAGE 14 for more information about absences due to illness or injury.

Communication Methods

- [Email](#)
- [Classe365](#)
- [Website](#)
- [Academy Facebook page](#)
- [Academy Instagram page](#)

Monthly
Virtual Town
Halls

EMERGENCY PROCEDURES

Staff will familiarize students with emergency procedures, including fire, tornado, and lockdown, at the beginning of each semester.

Class Observation

FALL SEMESTER DATES

Pro 1: November 9th
Pro 2: November 10th
HBI: December 6th

SPRING SEMESTER DATES

April 25th-26th

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 off-campus housing 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.

Evaluations

PRO 1

- Students complete evaluation class in March
- Evaluations posted to Classe365 in May
- Consultations held in December and May with Academy artistic staff

PRO 2

- Students complete evaluation class in March & variation evaluation in May
- Evaluations posted to Classe365 in May
- Consultations held in December and May with Academy artistic staff

HBII

- Students complete classical & contemporary variation evaluations in December
- Evaluations printed and given at consultations
- Consultations held in December and July with Academy artistic staff

Level Placement

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

Traditional & Distance Education

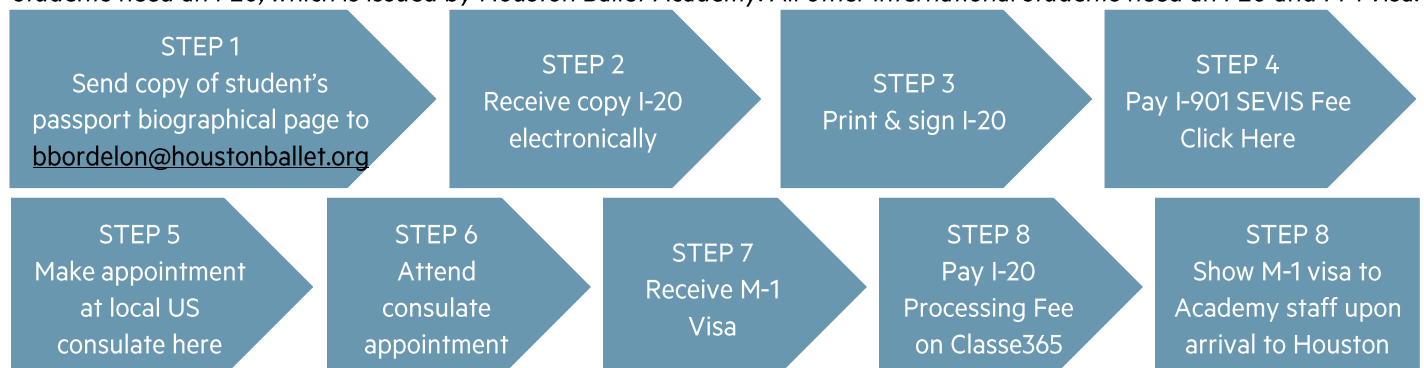
Houston Ballet Academy has a legal responsibility and fundamental belief that all students within the Academy need to continue their education, both at the Academy and within traditional educational institutions. *Texas state law requires that students training at the Academy from outside the Houston 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 schoolwork, 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, who are not citizens of the United States, need special documentation to attend the Professional Program. Canadian students need an I-20, which is issued by Houston Ballet Academy. All other international students need an I-20 and M-1 visa.



In order to maintain a safe environment, families should always follow instructions by class monitors, security guards, and HPD officers.

All classes are held at 601 Preston Street, Houston, TX 77002.

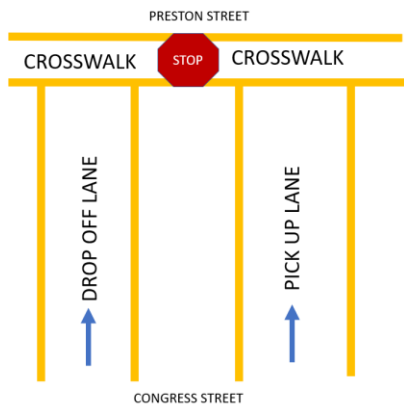
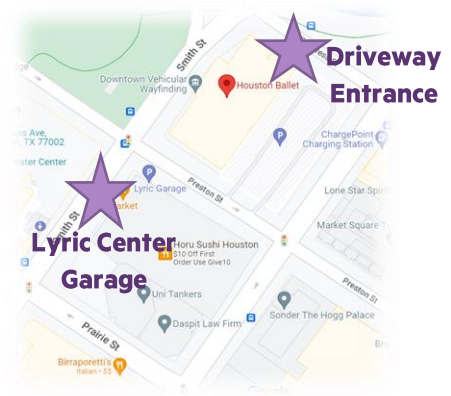
Students should enter the Preston Street entrance as seen below.



ARRIVAL AND DEPARTURE

Park & Walk

- Street Parking: FREE after 6pm on Monday-Saturday & all day on Sunday
 - Lyric Center Garage*: 2-hour complimentary with Lyric Market purchase OR receive \$2 off parking via ticket validation from the receptionist
- *Event parking may affect pricing and validation.



Driveway

- Arrivals: Students are dropped off in the far-left lane.
- Departures: Students are picked up in the far-right lane.
- Families may be asked to circle the block to avoid congestion on the roads surrounding the Center for Dance.

STUDENT BENEFITS

Students in the Professional Program have the opportunity to participate in various activities throughout the school year, including audition photo and video shoots, prom, holiday celebrations, and professional dance performances. All students in the Professional Program will pay a \$275.00 student life at the time of registration to have access to these activities as well as the Athletic Trainer, Student Wellness staff, and appointment transportation. *Please note that additional costs apply for Body Conditioning private and semi-private sessions & physical education class credit.*

Athletic Trainer

- A Houston Methodist Athletic Trainer (AT) will be available to Professional Program student during designated hours.
- Appointments should be scheduled through the ATS Athlete Portal (*more information will be available at orientation*).
- The AT is located in the 4th floor Body Conditioning room.
- The AT is onsite and available for acute injuries that happen in the studio.
- Injured students will receive a Return to Dance Plan from the AT, which indicates if a student should observe, participate, or schedule a doctor's appointment.

Student Wellness

- Nutrition & Wellness classes are offered weekly as part of their schedule
- At no additional cost, students may register for:
 - Private sessions with Houston Ballet Academy's nutritionist or counselor
- Contact bbordelon@houstonballet.org for more information.

Body Conditioning

- Body Conditioning classes are offered weekly as part of their class schedule.
- At an additional fee, students may register for:
 - Private or semi-private health & wellness sessions – Body Conditioning, Pilates, Yoga, and Gyrokinesis.
 - Monthly Body Conditioning workshops
- Contact hbacademy@houstonballet.org for more information.

Adult Classes

- Drop-in Ballet and Yamuna classes are available at no additional fee
- Create a Mindbody account [HERE](#)
- Schedule of classes is available [HERE](#)
- Contact hbacademy@houstonballet.org for more information and to receive the Professional Program discount

Complimentary Tickets

- Single tickets to Houston Ballet Company performances if availability allows
- Seating is dependent on inventory available
- Tickets are available to pick up in Academy office

Academy students may not go to ticket services and ask for free tickets under any circumstances!

Physical Education Class Credit

Many schools recognize students' hours spent at Houston Ballet Academy as an alternative to regular PE classes.

To participate complete the following steps:

1. Contact your student's school to confirm HBA as an acknowledged program partner
2. Request necessary paperwork from school to register student for the program
3. Email the Academy Student Support Coordinator at hbacademy@houstonballet.org to request off-campus PE credit (OCPE)
4. Pay \$50.00 OCPE fee through Houston Ballet Academy
5. Follow up regularly with the Academy Student Support Coordinator to complete grade reports and other necessary paperwork for your student's credit

Please note: Houston Ballet Academy will pay the annual application fee for any school district of a student requesting OCPE in order to approve our facility.

HOUSING

OFF-CAMPUS HOUSING

- Housing available within walking distance as well as less expensive options that are easily accessible using the METRO bus system or bicycles
- Rent ranges \$1200-\$3000 per month
- Contact Bryana Bordelon at bbordelon@houstonballet.org for more information



CENTER FOR DANCE DORMITORY

- Chaperoned dormitory located on the 6th floor of the Margaret Alkek Williams Center for Dance
- Houses 16 students and a live-in chaperone
- Available by invitation only from the artistic staff
- Rent is \$875 per month, plus \$200 cleaning fee charged per program session

MARKET SQUARE TOWER APARTMENT

- Partnership with Market Square Tower
- Houses 18 students in 9 apartments plus a resident advisor available to students as needed
- Available by invitation only from the artistic staff
- Rent is \$875 per month, plus \$200 cleaning fee charged per program session



STUDENT PHYSICALS

- Pro 1 & Pro 2 students are required to submit a physical prior to the start of the Fall semester
 - Physicals submitted for the 2023 Summer Intensive Program will be accepted
- HBII students will have a physical completed with Houston Methodist at the beginning of the season (pending availability)
- Additional health information must be completed in CampDoc

MEDICAL INSURANCE

- All students must be medically insured to dance in the Professional Program
 - Insurance must be eligible in the state of Texas
- Proof of insurance should be uploaded on your student's CampDoc profile

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 Professional Program. Students who encounter health issues are encouraged to reach out to any number of Academy resources, including but not limited to the Student Life Manager, Director of the Academy, and the Houston Methodist Athletic Trainer. 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 Student Life Manager 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 student will be responsible for bringing proof of medical insurance and all fees, including co-pay, full payment upfront if needed.

The Student Life Manager 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 Student Life Manager 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.

PERFORMANCES

Studio Series

Performance Dates: October 2-13, 2023 & February 5-16, 2024

Performance Location: Margaret Alkek Williams Center for Dance

What: Students in the Professional Program present free, educational performances for Houston area students.

The Nutcracker

Rehearsal Dates: Early September through November - students must be available during Thanksgiving Holiday

Performance Dates: November 24, 2023-December 27, 2023 - students must be available during Winter Holiday

Performance Location: Wortham Theater Center Brown Theater

Casting: Nightly casting released mid-Fall semester and is subject to change. *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.*

Moores School Collaboration

Performance Date: April 19, 2024

Performance Location: Moores Opera House

What: Students in the Professional Program performance various repertoire with orchestral accompaniment from University of Houston's Moores School of Music orchestra.

My First Ballet: Sleeping Beauty

Performance Dates: April 6-7, 2024

Performance Location: Margaret Alkek Williams Center for Dance

Casting: Students present a shortened version of a storybook ballet for the community.

Academy Spring Showcase

Performance Dates: April 26-27, 2024

Performance Location: Wortham Theater Center Cullen Theater

Casting: Casting will be released mid-Spring semester with ticketing information and is subject to change. *Casting for the Spring Showcase is at the discretion of the Academy artistic staff.*

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

SUMMER PROGRAMS

SUMMER INTENSIVE PROGRAM

- Five-week session in June/July
- Students in the Professional Program will be placed in the appropriate level for the Summer Intensive Program and should not attend an audition during the Houston Ballet Audition Tour.

Attendance Requirement

- Summer Level 5-Level 8 are required to attend the Summer Intensive Program unless they have received permission to attend a different program

Summer registration is emailed in December for students enrolled in the 2023-2024 Academy Year. Students who do not attend a summer program will not need to audition for the following year placement and registration.

Partial attendance of a session is not allowed.

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 Spring Showcase. Student should contact the principal of their school.