



A Michelle DeAngelis Dance School

Culver City Academy of Ballet
Student and Family Handbook

Letter from the Artistic Director

Dear Students & Families,

Welcome to Culver City Academy of Ballet!

CCAB was created to provide elite, high-level ballet training in an environment that prioritizes both excellence and student well-being. As a former professional ballerina, I understand the discipline, consistency, and resilience required to succeed in this art form. At the same time, I strongly believe that dancers thrive best in environments that are not only structured, but also supportive, respectful, and deeply encouraging.

At the heart of our program is a strong sense of community. We strive to create a space where dancers feel seen, valued, and inspired - not only as artists, but as individuals. It is important to us that our students grow not just in technique and artistry, but in confidence, character, and their love for dance.

Our goal is to develop technically strong, disciplined dancers while also fostering resilience, self-assurance, and a healthy relationship with their training. This balance is central to our philosophy and something we are deeply committed to every day.

Students in this program are expected to approach their training with focus, dedication, and professionalism. In return, we are committed to providing thoughtful, individualized instruction in a positive, structured, and nurturing environment.

Thank you for being a part of our community and for trusting us with your training.

With Gratitude,

Michelle DeAngelis

Artistic Director

About Culver City Academy of Ballet

Founded by Michelle DeAngelis, Director of Michelle's Dance Academy and a former professional ballerina, Culver City Academy of Ballet is a premier school dedicated to classical ballet training.

CCAB's pre-professional program provides rigorous instruction rooted in proper technique and dynamic artistry. Our goal is to guide dedicated dancers toward reaching their fullest potential.

We recognize that each dancer's journey is unique. Through small class sizes and individualized attention, our faculty supports each student's technical and personal growth.

Program Philosophy

CCAB's Pre-Professional Program emphasizes discipline, consistency, artistry, and technical excellence. Students are expected to approach training with focus, dedication, and professionalism at all times.

Training Expectations

Consistent attendance is required. All missed classes must be made up.

Students may not train at other ballet schools during the academic year. This policy is in place to ensure consistency in technique, terminology, and training philosophy, which is critical for proper development.

Upper-level students may attend outside summer intensives that are approved and suggested by CCAB.

Participation in the CCAB summer session is mandatory for all students.

Level Placement

Students are placed in a level for the full academic year and will not change levels mid-year.

Upper-level students will participate in evaluation meetings each spring with faculty to discuss level placement for the following year.

Lower-level students will receive written evaluations and level placement via email each spring.

Training Commitment by Level

Culver City Academy of Ballet is a pre-professional training program that requires consistent commitment in order to support each student's technical development and artistic growth.

Each level has a minimum weekly training requirement:

- **Level 1:** 1 technique class per week
- **Level 2:** 2 technique classes per week
- **Level 3:** 3 technique classes per week
- **Level 4:** 4 technique classes per week, plus conditioning
- **Levels 5 & 6:** Minimum of 5 classes per week, plus conditioning

Students are expected to meet the requirements of their level in order to fully participate in the program and progress appropriately.

Advanced Level Commitment (Levels 5 & 6)

Students in Levels 5 and 6 are strongly encouraged to follow the full training schedule, as these levels are designed for pre-professional development and require a higher level of consistency and dedication.

While students may elect to train at a reduced schedule of four days per week, this is considered a modified commitment to the program.

Students who do not meet the full Level 5/6 training requirements may have limited eligibility for casting opportunities, including featured or advanced roles.

Performance Requirements

All pre-professional students are required to participate in performances.

CCAB presents two annual performances in December and June.

As ballet is a performing art, performances are an essential part of a dancer's training and development.

Dress Code

Female Identifying Students must wear the following for every class and rehearsal:

- Pink Footed/Convertible Ballet Tights
- Uniform Leotard
- Hair in a neat ballet bun
- No big jewelry. Simple, small jewelry is fine.
- Pink Ballet Shoes (canvas split sole is preferred)

Male Identifying Students must wear the following for every class and rehearsal:

- Black Tights
 - White fitted t-shirt
 - White ankle socks
 - White Ballet Shoes (canvas split sole is preferred)
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Tuition Policy

Tuition is billed monthly and must be paid on time.

Levels 1 and 2 tuition is calculated monthly based on the total number of classes taken.

For Levels 3 through 6, tuition is a fixed monthly rate based on the student's selected weekly schedule and commitment to the program.

Once a schedule is established, a student's placement and class spots are reserved for the full month. As a result, monthly tuition remains consistent regardless of attendance, absences, or holidays.

Tuition received after the 4th of the month will incur a \$10 per day late fee.

CCAB does not offer refunds or monthly credits for missed classes. Students are expected to make up all missed classes.

Attendance Policy

Students are allowed no more than two unexcused absences per semester.

Exceeding this limit may result in a meeting with faculty and possible re-evaluation of placement.

Excused absences include illness, emergencies, and approved academic or family commitments.

Unexcused absences include social events, optional activities, or failure to notify the studio.

Students must notify the studio in advance if they will be absent or late.

Students must schedule a makeup class for all missed classes.

Health & Sick Policy

Students must stay home if experiencing symptoms of illness, including but not limited to:

- Fever
- Cough
- Sore throat
- Nausea, vomiting, or diarrhea
- Runny nose or congestion (not allergy-related)
- Muscle aches or chills
- Unexplained rash

Students must be fever-free for at least 24 hours without medication before returning.

If diagnosed with a contagious illness (such as flu, COVID-19, strep throat, or pink eye), the studio must be notified and appropriate health guidelines followed.

If a student begins showing symptoms during class, they will be removed from activity and a parent/guardian will be contacted for immediate pickup.

Students are expected to maintain proper hygiene, including handwashing and not sharing personal items.

Students recovering from illness may be asked to take additional precautions for a short period of time.

Students with lice may return to class only after treatment has been completed and proof of treatment has been provided.

Families are expected to prioritize the health of the studio community. Attending class while sick puts others at risk.

Rehearsal & Performance Policy

Attendance at all rehearsals is mandatory.

Absences during the choreography process may result in removal from sections.

Absences after choreography is set may result in replacement.

Students who arrive late to rehearsal may be removed from sections due to missed instruction.

Dress rehearsal is mandatory. Absence or lateness may result in removal from the performance.

Students must arrive fully prepared for rehearsals and performances, including costumes, hair, and makeup as instructed.

Costumes must be properly maintained and returned in the condition they were given. Damaged or unreturned costumes may result in additional fees.

No makeup rehearsals will be offered.

Performance, Roles & Casting Policy

All casting decisions are made at the sole discretion of the faculty.

Casting is based on multiple factors, including:

- Technique
- Attendance
- Work ethic
- Attitude
- Overall readiness

All casting decisions are final and non-negotiable.

A significant amount of thought and care is put into casting to ensure fairness and the success of the overall production.

Students and families are expected to respect all casting outcomes. Requests for specific roles, casting changes, or reconsideration will not be accepted.

Studio Closures & Holidays

A list of scheduled studio closures and holidays will be posted on our website under the class schedule at the beginning of each school year.

While reminder emails may be sent as a courtesy, it is the responsibility of all students and families to review and stay informed of these dates on our website.

Parent & Student Behavior Policy

All students and parents are expected to contribute to a respectful and positive environment.

Respectful communication must be maintained at all times with staff, students, and other families.

Negative, confrontational, or inappropriate behavior -whether in person, via email, or online - will not be tolerated.

Concerns must be addressed privately with studio staff.

Gossip, public criticism, or negative discussions about the studio or its members are not permitted.

Disciplinary action may include warnings, meetings with management, or dismissal from the program.

Anti-Bullying & Inclusion Policy

Culver City Academy of Ballet maintains a zero-tolerance policy for bullying.

Bullying, harassment, or discrimination of any kind will not be tolerated. This includes behavior based on race, gender, identity, ability, or any other characteristic.

This policy applies to:

- In-studio interactions
- Studio events
- Online or social media interactions involving studio members

Students are expected to support, encourage, and uplift one another.

All reports of bullying will be handled promptly and confidentially.

Consequences may include warnings, suspension, or dismissal from the program.

Studio Etiquette

Students must:

- Arrive on time and prepared for class
- Follow all instructor directions
- Keep personal belongings organized

- Treat studio property with care

During class:

- Remain focused and respectful
- Do not interrupt instruction

After class:

- Clean up personal belongings
 - Exit promptly to allow the next class to begin
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Competitions

While Culver City Academy of Ballet is not a competition-focused school, select students may be invited to participate in ballet competitions such as Youth America Grand Prix and similar opportunities.

Participation in competitions is not by request. Students are chosen solely at the discretion of the Artistic Staff.

Selections are based on a variety of factors, including a student's technical readiness, maturity, work ethic, and overall ability to benefit from the experience.

Competition participation is by invitation only, and not all students will be selected. Our priority is to ensure that any competitive experience supports the dancer's growth and aligns with their individual training path.

Studio Security Policy

Students and parents may not enter the studio without a teacher or staff member present.

Students may not be dropped off early or remain in the studio unsupervised without the knowledge of a staff member.

Liability & Assumption of Risk

Participation in dance classes, rehearsals, performances, intensives, and related activities at Culver City Academy of Ballet involves physical activity and carries an inherent risk of injury.

By enrolling in classes or programs, students and their parents/guardians acknowledge and accept these risks.

The studio, its owners, instructors, and staff are not liable for injuries, accidents, or loss of personal property that may occur on the premises or during studio-related activities, except where required by law.

Students are expected to participate within their physical limits and follow all instructor guidance to help maintain a safe environment.

Parents and guardians are responsible for informing the studio of any medical conditions, injuries, or limitations that may affect participation.

Social Media & Privacy Policy

Photos or videos may be used by the studio for promotional purposes with parental consent.

Parents and students may not post photos or videos of other students without permission.

Negative or harmful commentary about the studio, staff, or families on social media is not permitted.

Communication Policy

All communication must be directed through the studio's official email.

Teachers' personal contact information is private and should not be used.

Outside Conflict Policy

Culver City Academy of Ballet is not responsible for conflicts between students that occur outside of the studio.

Families are responsible for addressing any outside matters independently.

Custody & Family Matters Policy

Culver City Academy of Ballet does not become involved in custody disputes or family matters under any circumstances.

We do not take sides, interpret legal agreements, or enforce custody arrangements. All communication regarding a student must be handled by the parent or guardian responsible for the account.

It is the responsibility of the parents or legal guardians to communicate with one another regarding schedules, attendance, performances, and all studio-related matters.

If there are any legal restrictions regarding a child (including custody orders, restraining orders, or limitations on pickup), official documentation must be provided to the studio in advance. Without such documentation on file, Culver City Academy of Ballet will not restrict access to any parent or guardian.

Our priority is to maintain a safe, respectful, and focused environment for all students. We ask that all family matters be handled privately and outside of the studio.

Program Commitment

Enrollment in this program reflects a serious commitment.

If a student chooses to withdraw or pause training, they understand that their placement is not guaranteed upon return and may be re-evaluated.