

CIRCLE IN THE SQUARE THEATRE SCHOOL





OUR MISSION

OUR ACTOR TRAINING CONNECTS EMOTIONAL TRUTH WITH THE POWER OF IMAGINATION, **CULTIVATING ARTISTS WITH STRONG TECHNIQUE WHO ARE PREPARED TO THRIVE IN ALL STORYTELLING PLATFORMS.**

WE COMMIT TO AN INCLUSIVE, DIVERSE CURRICULUM AND CULTURE, HONORING OUR STUDENTS' UNIQUENESS WHILE CHALLENGING THEM TO EXPAND THEIR PERSPECTIVES AND ADVANCE THEIR CRAFT.

EMBRACE WHO YOU ARE.
BECOME THE ARTIST YOU CAN BE.

CODES OF CONDUCT

All students at Circle in the Square Theatre School need to be aware and mindful of our rules, policies, and procedures. At Circle in the Square, we believe diversity, equity, and inclusion should be at the center of our culture, teaching, and curriculum.

We celebrate each actor as a unique artist and approach the work with curiosity, bravery, and imagination. We believe in courageous, honest, open conversations. We encourage students to challenge the status quo of our industry. By promoting these values, we strive to create an environment where everyone feels seen, heard, valued, and safe.

As a student, you have the right to expect an equitable and safe space regardless of gender, race, religion, nationality, and/or sexuality. Additionally, you are responsible for treating the faculty, staff, colleagues, and the space with respect and dignity. Please remember that words have power. The way in which you choose to communicate affects each of us and our community as a whole.



1633 BROADWAY

To access the school you must enter through the main entrance at 1633 Broadway. Entrances are located on Broadway at 50th Street or on 50th Street between 8th and Broadway. While the building entrance is open 24 hours a day, you may access the school entrance only between the hours of 8:00am to 6:00pm. You must have your electronic Student ID Key Card with you for entry into the 1633 main building as well as the school.

When there is a show in our Broadway theatre, the Box Office lobby doors will open at 10am and you may use these doors to access the school. Please note that during matinee shows, the double doors leading to the concourse level of 1633 Broadway will be locked requiring you to make all entrances into the space via the Box Office lobby. Be prepared to show your student ID to the box office/ticket attendant.

The building is not available for use on the weekends and will not be accessible from either entrance unless a rehearsal has been arranged by a member of the Faculty or Administration.

Students are not allowed to wear roller blades or bring bicycles inside 1633 Broadway. Scooters must be folded and carried in. This rule will be enforced both by the School Administration, and the 1633 security force.

Students may not rehearse or congregate in the hallways of the Concourse level. Face masks must be worn on school property at all times.

SCHOOL ID CARDS

You will be issued an electronic Student ID card on the first day of school. This card is used to gain entrance at the 1633 entrance and again at the internal entrance to the School (double doors at the end of the concourse.)

A deposit of \$20.00 dollars is required upon issue of your electronic Student ID Key Card. Your deposit will be refunded when your card is returned upon your graduation from Circle in the Square.

In the case of a lost card, a replacement card will be issued. Card replacement fee: \$20.00.

LOBBIES/HALLWAYS/STAIRWELLS

Please maintain a low volume level in the lobbies, halls, and stairwells. The Theatre and the School operate side by side and sharing our space requires a professional environment at all times.

STUDIO SPACES: FOOD AND BEVERAGES

On campus, food may be consumed in the studios only as part of a scene. All waste must be placed in the correct trash or recycling receptacles (located in the hallway and the Student Lounge) and any dishes used during scenes must be washed and returned to their proper places in the Prop/Costume room. Beverages may be taken into the studios/classrooms but must also be disposed of in the proper trash or recycling receptacles.

CAMPUS-WIDE: SMOKING/CANDLES

Students are not allowed to smoke cigarettes or light candles/incense anywhere in the building. There are absolutely no exceptions to this rule...not even for scene work.

STUDIOS SPACES: REHEARSAL ETIQUETTE

A digital sign-up sheet detailing all available rehearsal rooms days and time blocks will be released on Friday afternoons for the following week. If you opt to cancel a studio you've reserved, it is essential that you make that change on the sheet. Please be on time for the start and end rehearsals with enough time to clean and return the space to "neutral" for the following group.

STUDENT LOUNGE

The Student Lounge serves both the 1st and 2nd year and is open for use from the start to finish of each school day. It will be the student body's responsibility to organize a rotating clearing schedule in which two students are assigned to clean the room at the end of each day. Each student will be assigned a cubby for their use throughout the year, but valuables should not be left in them at any time. The refrigerator must be emptied every night.

LIBRARY

Circle in the Square Theatre School has a small library where books, plays and music can be checked out during library hours. These hours will vary day to day and will be posted. Books may be checked out for a 7 day period. If an item is not returned by it's due date, a charge of \$1.00 per day will be assessed for a total of 10 days.

Any item not returned within 10 days of it's due date will need to be "purchased" by the borrower at the following rates: \$15.00 per play / \$20.00 per book / \$35.00 per score

EMERGENCY EVACUATION PROCEDURE

In the event of an emergency, please exit the building via the box office entrance to Circle or an alternate emergency exit. Evacuation plans will be outlined and rehearsed every semester. Everyone should then congregate on 50th Street in front of the building entrance, where we will take roll.

If you are in class with anyone who may have difficulty getting out in a timely manner, please help them out of the building. Remain calm and please take care of each other. In the event of a blackout, every classroom is equipped with an emergency flashlight located just inside the door.

LOBBIES AS REHEARSAL/LOUNGE SPACE

The Broadway Theatre offices are located in the Lower Bathroom Lobby. While this area is open to students, we ask that you behave in a professional manner.

The Theatre (middle) Lobby may be used by the students when shows and classes are not utilizing the space. There is no official sign-up for this space.

The Box Office (street level) Lobby is not available for rehearsal/lounging at any time.



EVALUATIONS/ATTENDANCE/ PROBATION AND DISMISSAL

Students are expected to familiarize themselves and to comply with the rules and regulations, standards of conduct, attendance and satisfactory progress of Circle in the Square Theatre School.

EVALUATIONS/ SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress (SAP) Policy applies to all students enrolled in the CIRCLE IN THE SQUARE THEATRE SCHOOL, whether receiving Federal Title IV Funds, private loans, scholarships, grants, or self-paying.

Circle in the Square does not use a letter grade format, however each student's progress is evaluated based on a common rubric (listed below). Administration holds a minimum of four formal meetings with the Faculty over the course of the School year where student progress is discussed and any concerns are voiced. At the end of each semester each student meets with the Artistic Director of the School to discuss their individual evaluations from the Faculty. At these conferences, mid-year warnings and/or probation may be issued to those students whose work or behavior is not satisfactory.

EVALUATION RUBRIC					
	ATTENDANCE	CLASS PREPARATION & HOMEWORK	COMPREHENSION OF CONCEPTS	APPLICATION OF CONCEPTS	OVERALL ARTISTIC GROWTH & PROGRESS
EXCEPTIONAL	0 - 3 class absences	Score of 5 on a scale of 0-5	Score of 5 on a scale of 0-5	Score of 5 on a scale of 0-5	Score of 5 on a scale of 0-5
OUTSTANDING	4 - 6 class absences	Score of 4 on a scale of 0-5	Score of 4 on a scale of 0-5	Score of 4 on a scale of 0-5	Score of 4 on a scale of 0-5
SATISFACTORY	7 - 9 class absences	Score of 3 on a scale of 0-5	Score of 3 on a scale of 0-5	Score of 3 on a scale of 0-5	Score of 3 on a scale of 0-5
UNSATISFACTORY	10 or more class absences	Score of 1-2 on a scale of 0-5	Score of 1-2 on a scale of 0-5	Score of 1-2 on a scale of 0-5	Score of 1-2 on a scale of 0-5

ATTENDANCE

(A) Each student will be allowed no more than ten (10) single-class absences per semester. These single-class absences must not exceed two (2) missed classes per subject.

(B) If a student misses a third class in a single subject they will be put on and immediate 2-day probation. When a student is on probation they are required to attend, but not participate in classes (including voice lessons) until the work has been turned in and/or presented. *During this period of probation, scene partners will work with another actor on-book.

(C) If, in either the *first* or *second* semester of their 1st Year or in the first semester of their 2nd Year, a student exceeds the ten (10) allotted class absences or the three (3) - with probation - allotted absences in a single

subject, the student will be dismissed from the program, but may be offered the opportunity to begin their year of study over again the following fall.

(D) If, in the *second* semester of their 2nd Year a student exceeds either the ten (10) allotted class absences or the three (3) - with probation - allotted absences in a single subject, they will be allowed to continue with the semester and/or year, but will not be allowed to participate in the 2nd Year Industry Showcase.

(E) Excused absences and/or remote learning can be issued/enacted in extraordinary circumstances with a case by case review by Administration and, if needed, in consultation with the Steering/Faculty Advisory Committee.

VOICE LESSON ATTENDANCE

(A) A single voice lesson may be rescheduled with 24 hours notice given to the teacher.

(B) All further voice lessons, if missed, will count as an absence and will not be rescheduled/ made up.

LATENESS

(A) Faculty will take roll within 5 minutes of the start of class.

(B) If a student arrives after the roll has been taken, they will be marked late and three (3) lates will equal one (1) absence.

PROBATION

(A) If a student misses a homework assignment or the presentation of a scene or project, they

(B) will be given a 1st warning in which they will be given 7 days to turn in the missing homework or to rectify the missed presentation in a way that is satisfactory to the teacher. (i.e. - if the assignment is missed on a Monday the student will have until the following Monday to turn in the assignment)

(C) If, after 7 days, the missing homework has not been turned in and/or the missed presentation or project has not been rectified in a way that is satisfactory to the teacher, the student will be placed on probation. When a student is on probation they are required to attend, but not participate in classes (including voice lessons) until the work has been turned in and/or presented. *During this period of probation, scene partners will work with another actor on-book.

(D) Students will be removed from probation immediately after having turned in and/or presented the missing work.

(E) A student may be on probation for a maximum of 2 weeks. If a student exceeds their two weeks of probation (following 1 week of "Warned" status for a total of 3 weeks) they will not be allowed to continue with the semester, but will be allowed to begin their year of study the following fall if they so choose.

ADMISSION TO 2ND YEAR

Admission to the Second Year of either program is based on a review of individual progress at the end of the First Year.

SHOWCASE AND PROJECT PARTICIPATION

Participation in Scene Showcase, Musical Showcase presentations and Performance Projects are by invitation only (codified by an audition process) and are dependent on the student making satisfactory progress.

Additionally, all student accounts must be paid in full.

All students who have successfully completed all the requirements of their specified program will be awarded a Certificate of Completion.

subject, the student will be dismissed from the program, but may be offered the opportunity to begin their year of study over again the following fall.

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RE-ADMISSION TO 2ND YEAR

Admission to the Second Year of either program is based on a review of individual progress at the end of the First Year.

SHOWCASE AND PROJECT PARTICIPATION

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Additionally, all student accounts must be paid in full.

All students who have successfully completed all the requirements of their specified program will be awarded a Certificate of Completion.

DISMISSAL

The Faculty and Administration reserve the right to dismiss any individual student after a thorough evaluation on the basis of:

(A) The student's progress or lack thereof.

(B) Any behavior that interferes with the safety of our student body as a whole, individual students or our campus/rental spaces.

(C) Delinquent tuition accounts

In the event of a student's dismissal, the reasons for the dismissal and the criteria used will be fully explained to the student in a personal interview with the School Director. If the student wishes to appeal his or her case, they may do so, in writing to the School Director. After a review period in which the Director further consults the Faculty, the student will be notified as to the disposition of their appeal.

DISCLAIMER NOTICES

Circle in the Square Theatre School reserves the right to refuse to continue to honor the contract signed by Jeanne Slater if the student is found to be in violation of any state or federal law concerning the possession or distribution of controlled substances.

Circle in the Square Theatre School reserves the right to refuse to continue to honor the contract signed by Jeanne Slater if the student is found to be in violation of the attendance policy as stated in this handbook.

Under New York State Law, any person who believes he or she had been aggrieved by an institution may file a written complaint with the New York State Education Department.

Circle in the Square Theatre School stipulates that any Student, Faculty or Staff who believe they have been aggrieved by the School, have the right to file a written complaint to the schools' Artistic Director Jeanne Slater and Administrative Director Erica Moore. Additionally, a list of reporting hotlines have been included in the Resources sections of this handbook.

For information and guidance on how and under what circumstances enrolled and prospective students may file a formal complaints, please visit the New York State Office of College and University Evaluation website at (<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>)

For complaints regarding our accreditation, please see the guidelines found in the NAST Handbook at the National Association of Schools of Theatre website at (<https://nast.arts-accredit.org/>)





REFUNDS, REPAYMENT

LATE FEE

A late fee of a hundred dollars (\$100.00) will be assessed for past due tuition payments

REFUNDS

To officially withdraw from the Professional Workshop, you must state your intentions in writing to the School Directors. You must contact the Bursar Office to clear up any outstanding debts and, if you have received financial aid, the Financial Aid Office. Your withdrawal will not be formally recorded until you have completed the actions as listed above.

You may apply to the Finance Office for a refund in the following cases:

- An official withdrawal* or enrollment status change, as certified by the Registrar
- Cancellation of a course or program without offering an appropriate substitution and/or replacement
- Errors in billing

Upon official withdrawal, tuition for the **Fall and Spring terms** of enrollment is refunded according to the following schedule **less the deposit of \$500.**

IF A STUDENT WITHDRAWS:

Before classes begin,	100% of tuition paid to date minus contract deposit
Within the first calendar week,	85% of tuition paid to date
Within the second calendar week,	70% of tuition paid to date
Within the third calendar week.	55% of tuition paid to date
After the third week,	no refund is available
In extraordinary circumstances,	prorated credit is allowed for future use.

Early Withdrawal Regulations and the Return of Federal Aid: Should a student withdraw for any reason before completing 60% of the term, a portion of the Federal Aid awarded to the student must be returned in proportion to the number of days in the semester that the student has completed. However, should a student withdraw after completing 60%, no aid is required to be returned.

$$\text{Percentage of Earned Aid} = \frac{\text{Number of School Days Completed in the Term}}{\text{Total Number of Days in the Term Including Weekends}} \times 100\%$$

To keep 100% of the aid awarded, this calculation must equal 61%.



SCHOOL POLICIES AND PROCEDURES

STATEMENT OF EQUAL OPPORTUNITY

CITSTS is committed to providing an environment free from unlawful discrimination and harassment. CITSTS does not discriminate on the basis of any protected characteristic, in its admissions, financial aid, employment, or casting practices. It is the policy of CITSTS to recruit, hire, promote, compensate and administer all employment practices and benefit programs without regard to race, color, religion, creed, sex, sexual orientation, gender (including gender identity or expression), pregnancy, age, disability, national origin, military or veteran status, marital status, alienage or citizenship status, domestic violence status, genetic predisposition or carrier status, partnership status or any other legally protected characteristic.

SEXUAL HARASSMENT AND TITLE IX

Addendum to be released

SMOKING

Students are not allowed to smoke cigarettes, light candles/incense anywhere in the building. Violations will result in disciplinary action or dismissal. If the student is dismissed, scholarship, financial aid, and VA benefits will be terminated if applicable.





REPORTING

ON-CAMPUS REPORTING

If you wish to submit a written report, the school offers three levels of reporting forms. The form can be found on a QR code located outside the student lounge (or) under “helpful links” located at the end of this handbook.

A Level 1 form is solely informational and will be filed for future reference if needed.

A Level 2 form will result in a meeting between the complainant and The Directors to discuss the circumstances and possible resolution options.

A Level 3 form will result in the immediate inclusion of a neutral third party (moderator, mediator, investigator or police) appropriate to the given situation. A full description of each form, its requirements, and the actions that will result from its submission, can be found under the “Report Forms” tab on the website.

No adverse action will be taken against a Student, Faculty member or Staff member for filing a report form. The reporting individual may withdraw their complaint or involvement from the process at any time.

The School endeavors to resolve all complaints within the appropriate time frame necessary for the investigation of a complaint.

The School will maintain adequate documentation of all formal reporting and its resulting action and/or resolution for a period of at least six years after the closing of the report.

OFF-CAMPUS REPORTING

The School is not responsible for off-campus gatherings, rehearsals or activities. In the instance of any off-campus incident taking place between students, the affected parties are encouraged to seek assistance from an appropriate neutral third party. The School may not adjudicate, negotiate or resolve an off-campus dispute, of any kind, between students.

If the affected students would like School Administration to be made aware of any off-campus incident or dispute you may submit an Off-Campus Informational Report, which can be found on a QR code located outside the student lounge (or) under “helpful links” located at the end of this handbook. As the School cannot adjudicate, negotiate or resolve an off-campus incident or dispute of any kind, the School will, in the case of a third party investigation of an off-campus incident or dispute, acknowledge and accept the judgment of the neutral third party.

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

Federal Student Loans come with repayment rights and responsibilities. To learn more before borrowing a loan, please read The Student Guide created by the U.S. Department of Education, available online at <http://studentaid.ed.gov/guide>.

Rights

1. All Professional and Musical Workshop students who are U.S. citizens have the right to be considered for Federal Financial Aid.
2. Those students who qualify for the Federal Pell Grant have the right to receive the full amount as determined by index and enrollment status.
3. Students have the right to complete information regarding financial aid awarded, aid credited to tuition and any obligation such aid may entail.
4. Students have the right to receive detailed truth-in-lending information.
5. All students have the right to receive detailed information in regards to:
 - *The School's accreditation;
 - *The School's program, faculty and facilities;
 - *Cost of attendance and refund policy;
 - *Financial aid procedures, deadlines and selection of recipients;
 - *How financial need is determined and how much has been met;
 - *Procedure for review of aid if circumstances have been changed;
 - *How satisfactory progress is determined.

Responsibilities

1. To continue to receive aid the student must file the FAFSA or renewal FAFSA by the appropriate deadline each year.
2. Aid recipients must notify the Financial Aid Director if they do not plan to continue study at the earliest possible date.
3. Federal Loan recipients must have an entrance interview and an exit interview prior to leaving the school.
4. Aid recipients must maintain satisfactory academic progress in the program.
5. All students receiving aid from Federally-funded programs must:
 - *Complete the verification process within the deadline given in order to receive aid;
 - *Notify the school if any information has changed since the financial aid application was made.
6. All recipients are expected to research, read and understand all financial aid policies and procedures.

If the student owes a refund of Federally-funded aid received at the School, no additional funds may be disbursed until that amount is repaid. Students who have received cash disbursement of federally-funded aid and who withdraw may be required to repay a portion thereof to the federal program. These amounts are determined by federal regulations. Please see below for these regulations.



RESOURCES

Broadway for Racial Justice
1-888-301-0168

National Suicide Prevention
1-800-273-8255

Victims of Crime and their Families (Safe Horizon)
866-689-HELP (4357)

Domestic Violence Victims (Safe Horizon)
800-621-HOPE (4673)

Rape and Sexual Assault Victims (Safe Horizon)
212-227-3000

NYC Well
(crisis counseling, mental health and substance misuse support)
1-888-NYC-WELL (1-888-692-9355)
text "WELL" to 651-73

LGBTQIA+ Affected Individuals
212-714-1141

TRANSPORTATION

There are multiple subway stops that are directly adjacent to 1633 Broadway. The 1 train stops at 50th Street & Broadway, the C & E stops at 50th Street and 8th Avenue, The B, D, E at 53rd street and Broadway or 7th Avenue (7th Avenue Stop). Also, the N, R, Q, W train stops at 7th Ave. and 49th street. The M104, M10 and M27 buses also stop in the area of 50th Street and Broadway.

Circle in the Square Theatre School
1633 Broadway (at 50th Street) New York, NY 10019
Ph: (212) 307-0388 Fax: (212) 307-0257
Email: admissions@circlesquare.org

Clinton Cameo Studios
307 west 43rd Street, Basement
(Between 8th Ave and 9th Ave)
New York, NY 10019

Ryan Chelsea-Clinton Community Health Center
651 Tenth Avenue (@ West 46th Street)
New York, NY 10036
(212) 265-4500
www.ryancenter.org

Walk -in GYN Care
200 W 57th St #1104,
New York, NY 10019
(917) 410-6905

City MD
315 W 57th St,
New York, NY 10019
(212) 315-2330

**353 West 48th Street, 2nd
Floor**
New York, NY 10019
(212) 757-2539

**NYC Transit
Information**
(718) 330-1234
<http://www.mta.info>

**NYU/ Miller Health Care Institute for Performing
Artists**
355 West 52nd Street, 7th
Floor
New York, NY 10019
(646) 778-5550
info@millerinstitute.org

A dense collage of various student life scenes, including people in classrooms, social settings, and group activities, all tinted in shades of blue. The collage serves as the background for the entire page.

HELPFUL NUMBERS

[STUDENT REPORTING FORM](#)

[CLICK TO VIEW](#)

[OFF -CAMPUS REPORTING FORM](#)

[CLICK TO VIEW](#)

[CONSUMER INFORMATION](#)

[CLICK TO VIEW](#)

[CRIME AND SAFETY](#)

[CLICK TO VIEW](#)

[HOUSING LINK](#)

[CLICK TO VIEW](#)