



Take this home with you.

Circle Handbook 2022-23

Circle is more than an academy. Circle is a creative place, an encouraging place, a place where vision and potential come together to celebrate. Our students and associates are committed to the highest standards of performance and visual art and to restoring them as an ennobling force in contemporary culture. Our classes and training will empower students to achieve their goals and pursue their dreams as they find the joy of developing the talents God has given them. With a well-balanced blend of fun and discipline, our instructors' experience and passion will motivate and inspire excellence!

Circle is a ministry of Courtyard Media Ministries (CMM, established 1977) and Exalt Church. We are proud to center our work around a joyful Christian world view.

General Guidelines

Attire

All students are to have the appropriate attire for each class. If the class does not call for special attire, then we ask that students wear clothing that is modest with no indecent, gruesome, crude or profane wording or pictures and allows for proper movement for each class. We define modest as follows: skirts/dresses require shorts underneath, shorts must be mid-thigh or below, any shirt above the waistline must have a tank top that covers midriff area, all clothing should be opaque, no low cut necklines.

If student does not arrive in appropriate attire/uniform, teachers reserve the right to deny participation in the class which will result in them being marked as absent.

Costuming and Uniforms

Ballet classes require uniforms that need to be purchased through Circle. Also there will be costuming fees that will be due in three equal payments over the first 3 months of the school year (September, October and November). Costume ordering can be very competitive and costumes must be ordered in January to be sure we will get the right sizes in time for our showcase and plays.

Attendance

It is important that students are consistent in their attendance. Many of the classes depend on group participation and it not only affects the missing student, but also the other students in the class. However, we realize that sometimes things happen beyond our control and a student

(1 per family)

must miss due to illness, accident, family emergencies or other unforeseen circumstances. In those cases, we ask that you **contact the class instructor number you will be given** to let us know your student will not be in class. **Students may only miss 3 classes per semester.** Parents will receive notification after 3 misses. If 4 misses occur, the student will be dropped from the class unless there are extenuating circumstances. It will be at the sole discretion of the academy leadership whether a student is allowed to continue. (Please note: Three tardies will equal 1 absence.)

Theatre Rehearsals Attendance (Musical Theatre Students Only)

Please note that rehearsal misses/tardies are calculated separately from class attendance. Students may only miss 2 rehearsals. Parents will receive notification after 2 misses. If 3 misses occur, the student will be dropped from the show unless there are extenuating circumstances. It will be at the sole discretion of the show's director whether a student is allowed to continue. (Please note: Three tardies will equal 1 absence.)

Punctuality

To keep class disruptions to a minimum, please help your student be punctual. That way there is no interruption and your child doesn't miss anything important. *If a student is late 15 minutes or more, they will be marked tardy. Three tardies equal 1 absence.*

Calendar

You will receive a school year calendar. Please refer to it as the year progresses to know when class will and will not be in session.

Showcase

Please **take note of the dates for Christmas and the end of year Showcases dress rehearsals and performances.** We choose material for the Showcase based on all the students. **Every student needs to be in all Showcase shows unless we have been informed otherwise by the first day of the second semester in January, or otherwise extenuating circumstances arise.**

Also, we ask that if at all possible, your child **not miss class in the three weeks prior to the Showcase or Play.** This is the time that we are putting the polish on the shows and it is **very important** that all the students are present.

Payments

It is imperative to the health of Circle that parents take seriously the commitment to pay for classes by the first of each month. Our teachers depend on their pay and it would become difficult to make payroll if tuition payments aren't received on time. **If you are unable to pay by the first, please let us know so we can make adjustments and work out a payment**

schedule for you. There is no refund or deduction for missed classes. Tuition is based on a yearly fee, but is broken into monthly payments to help with your budgeting each month. Also, please note that some classes have extra fees which are due at the beginning of the year.

Field Trips

From time to time an instructor may find it beneficial to take a class on a field trip. Permission slips must be signed and returned with any field trip fees (if applicable) prior to the field trip. If the permission slip is not received, the student will not be able to participate in the field trip.

Image Release Form

Classroom photos and videos are sometimes produced for promotion of Circle and Circle events. **An image permission document must be signed to participate in Circle.**

Code of Conduct

Because Circle is a Christian organization, there are some standards to which students are expected to adhere. The leadership of Circle enthusiastically embraces Biblical values and guidelines. **No drug, alcohol or tobacco use will be tolerated. Language should reflect Godliness. Obscene, crude or rude language is not permitted.** Participants must recognize that the only acceptable intimate relationship is in the marriage of one man to one woman. Anything else will not be acceptable. It will be at the sole discretion of the academy leadership whether a student is allowed to continue if found to be in violation of these things.

Class Entry

Only students enrolled in a class may enter or sit in on a class. No one else is permitted in class unless previous permission to do so is granted. If a student suffers an injury that prohibits physical activity, it will be solely the discretion of the instructor of a class whether that student can sit in to observe the class.

Phone and Electronic Device Use

No Phone use is permitted during class time unless cleared by the instructor. Any student viewing inappropriate material at any time while at Circle will be reprimanded and possibly expelled from the academy depending on the severity of the infraction. **There will be no texting, calling or surfing the internet while in class unless mandated by the instructor.**

Use of electronic devices (phones, pads, computers, etc.) is not permitted during class unless it is necessary for class or making a phone call to parents. Any explicit, overly violent or inappropriate material displayed on these devices is not permitted and **any device showing such material will be confiscated until the student leaves for home and the student will be reprimanded.**

Outdoor Guidelines

Students are not to exit the building until their designated rides arrive, unless for class purposes (for example: art class projects, film making projects, etc.) at which time the class will be accompanied by an instructor. Students above the age of 12 may be outside in groups of two or more, but must remain within direct view from within the lobby on concrete pad. Students under the age of 12 must be accompanied by a parent/guardian or teacher at all times when outside of the building.

Contacting Us

If you have a question or issue at any point, please do not hesitate to approach a teacher or staff member. We are always happy to help and answer any question you may have. If you are unable to speak with someone in person, we can be reached via text or call at (941) 713-7153, or email at explore@circle.com/contact.