

BARDSTREET CODE OF CONDUCT

Please go over the Bardstreet Code of Conduct. If you are registering child(ren) for Bardstreet Programming, please go over the Code of Conduct with your child(ren) in an age-appropriate way. In order to create a positive experience and develop work that is truly collaborative, educational, and high quality, there must be some ground rules in place. Thank you for your help in this matter!

A. The Mission of Bardstreet

Bardstreet is committed to the integration of theater and the Catholic faith as an important part of cultivating the soil of Christian Culture. We are inspired by St. John Paul II (1920-2005) and The Rhapsodic Theater, who strove, in a dark time, “to tell the truth, beautifully.”¹

We take the art and craft of theater as an opportunity to practice charity toward our fellow actors and crew and toward our audience, and to engage in mutual support, service, and compassion. We pursue truth, beauty, and goodness through the production of classic dramatic plays and the development and production of new works.

Inspired by Christ himself, who came in person, in the flesh, to dwell among his people, we embrace the fact:

- We are body-soul creatures made for communion with God and others.
- The body is good and a gift from God.
- Theater has its origin in liturgical worship.

And so there will always be something important about coming together, in person, in the flesh, to tell great stories and praise God in communion with others through the vehicle of live, embodied theater.

Prayer as part of our Programming is always optional for participants, but elements of Catholic faith are infused into all our operations and interactions.

*“Then I was beside him, like a master worker;
and I was daily his delight,
rejoicing before him always,
rejoicing in his inhabited world
and delighting in the human race.” (Proverbs 8:30–31)²*

¹ Leah Libresco, “[Karol Wojtyła and The Rhapsodic Theater](#)”

² Scripture quotations are from the *New Revised Standard Version Bible: Catholic Edition*, copyright © 1989, 1993 National Council of the Churches of Christ in the United States of America. Used by permission. All rights reserved worldwide.

B. Definitions

This Code of Conduct applies to individuals participating in the Programming and operations of Bardstreet, including actors, artists, students, campers, cast members, crew members, directors, designers, production staff, interns, apprentices, instructors, employees, and independent contractors. It does not apply to audience members, ticket purchasers, guests, or visitors. This Code applies whenever an individual participates in Bardstreet Programming or otherwise acts in connection with Bardstreet activities, whether on-site, off-site, or online. Nothing in this Code creates a contractual right to participate in Bardstreet Programming. For the purposes of all areas of Bardstreet's Code of Conduct and any related policies, the following definitions apply:

1. Youth
 - a. Any individual 17 years of age or younger, involved in Bardstreet Programming. Individuals are considered a "Youth" at Bardstreet throughout a particular Program in which they are involved, even if they turn age 18 during the course of the Program or are an 18-year-old high school student.
 - b. All Youth as defined herein must have the written consent of a legal guardian to participate in Bardstreet Programming.
 - c. Youth 17 and under must abide by the Youth Code of Conduct.
 - d. Youth who turn 18 during a particular Program remain classified as Youth for purposes of supervision, safeguarding, and boundary policies until the conclusion of that Program. They are expected to comply with the Adult Code of Conduct, beginning with the next Session following their eighteenth birthday.
2. Adult: Any individual 18 years of age or older, involved in Bardstreet Programming.
3. Staff: Any employee or independent contractor acting on behalf of Bardstreet LLC.
4. Private Space: All non-public spaces including elevators, any office space, dressing room, green room, bathroom, rehearsal room, and classroom.
5. Public Space: Any common space, accessible to the general public or to those granted security access to the facilities including lobbies, theaters, and hallways.
6. Programming: The collective educational, artistic, and community activities offered by Bardstreet.
7. Program: A specific Bardstreet activity, whether consisting of a single Session or multiple Sessions, including but not limited to play productions, workshops, courses, camps, meetings, events, competitions, field trips, online activity, or other event sponsored by Bardstreet.
8. Session: A single scheduled part of a Program, including but not limited to a rehearsal, class meeting, camp day, performance, workshop meeting, audition, and/or other scheduled gathering.

C. Guidelines for All

Together, we are responsible for the care and safety of one another. This is an extension of the Catholic call to love God and neighbor.

1. Respect each other's personal space.
 - a. No hitting, pushing, or any other inappropriate physical activity. Prohibited conduct includes any form of physical or verbal bullying and any crude, vulgar, disrespectful, harassing, or sexually inappropriate (whether suggestive or explicit) language or behavior toward one another or toward any Bardstreet Staff.
2. Respect our surroundings.
 - a. We are responsible for throwing away our trash appropriately and remembering to bring our belongings home after every Session. We are guests in Program spaces, and respect them accordingly, following rules, keeping spaces tidy, staying in authorized locations within the buildings, and parking in designated spaces only.
3. Arrive on time as specified by the particular Program schedule.
4. Come prepared with materials as specified by the particular Program guidelines.
5. Follow the directions of Bardstreet Staff. Please be polite and respectful when asked to help with a task.
6. NO cell phone use (including calling and texting) or other electronics and hand-held devices during a Bardstreet Session unless authorized by Bardstreet Staff for instructional or production purposes. It can be very disruptive to the learning environment. Cell phones may only be used in an emergency or at the END of the Session. We have the same rule for Adults and Youth, which allows consistency and full focus on the Session.
7. Play Rehearsal/Performance-Specific Behavior
 - a. Wear layers and comfortable closed-toe shoes. Bring a water bottle and any other materials as specified by the particular production guidelines.
 - b. Base costume. For productions with only one dressing room (i.e. no separate dressing rooms), all participants are required to wear a base costume (description will be given for the particular production). The base costume is a layer of clothing worn by actors for costume fittings and underneath their costume during the run of the show. In a single dressing room, boys, girls, Adults, and Youth must share the same space in which to apply make-up, dress hair, and put on costumes and costume pieces. Additionally, Bardstreet Staff may need to open or keep the dressing room door open. The base costume provides a layer of clothing for modesty when trying on and removing costumes with and in front of the rest of the cast and in a room with a door open to public spaces. Participants who arrive not wearing their base costume can use an appropriate space (e.g., bathroom) to change into the base costume and then enter the cast dressing room with the other cast and crew members. As much as possible, try to arrive wearing your base costume. It wastes time when numerous people line up to change in the bathroom.

- c. Do not cut your hair or change your appearance without consulting the director between auditions and final curtain.
- d. You must be responsible for your own personal effects. Clothing should be neatly stacked or in a bag clearly marked with your name.
- e. Each actor is in charge of hanging up his or her costume and making sure his or her props are placed back on the prop table.
- f. Do not handle the props unless you are using them for a scene. They are very important items for production of the show. Never engage in any pranks such as moving or hiding props.
- g. During a performance, all areas of the theater (other than the stage), are QUIET areas. If you must talk, it should be in a whisper. No running, yelling, horseplay. Do not climb over or under seats, tables, props, or any other furniture.

D. Additional Guidelines for Youth

1. Set a Good Example
 - a. Younger Youth should rise to the challenge, bringing all their energy to match their elders in focus, commitment, and maturity. Older Youth should be respectful and encouraging toward younger members and set a positive example – be good leaders.

2. Check in and out
 - a. Youth in a Bardstreet Program are required to check in and out with Bardstreet Staff for each Session. After a Session, Bardstreet Staff ensure that students are picked up by their appropriate parents/guardians.

3. Snacks
 - a. You may bring a small, tidy snack to a Session. Please: no sauces, snacks with lots of crumbs, or beverages besides water.

E. Additional Guidelines for Adults

1. Set a Good Example: Adults should be respectful and encouraging toward Youth and set a positive example – be good leaders.
2. Regarding Youth who turn 18 during the course of a Program or are an 18-year-old high school student
 - a. Adults who were already 18 and graduated from high school when the particular Program began must:
 - i. Continue to define individuals who turn 18 during the course of the Program or are an 18-year-old high school student as Youth until the end of the particular Program.
 - ii. Abide by the Code of Conduct policies outlining Adult behavior toward Youth.
3. Rule of 3
 - a. No Adult shall be alone with a single Youth in a Private Space. Bardstreet practices safe Adult to Youth ratios with a “Rule of 3,” with at least two Adults or two Youth in a group at all times. Adults must comply with the Rule of 3.
 - b. However, should Adults need to work one-on-one with Youth (e.g., beginning of Session while waiting for other Youth, end of Session before Youth is picked up, during Session for discussion, instruction, or coaching), the door to any Private Space will remain fully open providing access to Public Space and to other personnel on the floor.
4. Boundaries: Adults must maintain appropriate physical and emotional boundaries with Youth. Physical contact can be easily misconstrued and should occur only when it is completely non-sexual and when other Adults are present. Corporal punishment or demeaning language is not to be used in working with Youth.
5. NO smoking or tobacco vapor products use during Bardstreet Programming in, on, or around any venue or venue campus, regardless of venue policies.
6. NO impairment due to the use of alcohol or other intoxicating substances, including the illicit use of legal drugs, and no use, possession, or distribution of illegal substances (including the distribution of alcohol or tobacco to, or their possession by, minors).
7. Limited Criminal Background Check
 - a. Bardstreet Staff and Adult participants who are likely to have direct, ongoing contact with Youth within the scope of their work/participation must pass a limited criminal background check. Checks are not required in cases of minimal contact with Youth. A release must be signed before any background check is conducted. The information obtained will be treated confidentially and will not be released except pursuant to state law or court order. Information will ordinarily be destroyed after one year unless a longer retention period is required by law or reasonably necessary for an ongoing investigation. Cost associated with the background check will be covered by Bardstreet.
 - b. Bardstreet will review limited criminal history background reports before permitting a Staff member or Adult participant who is likely to have direct, ongoing contact with Youth to begin work/participation in Bardstreet Programming.

F. Violations of the Bardstreet Code of Conduct

1. General
 - a. For Youth: If the Bardstreet Code of Conduct cannot be followed by a Youth, a parent/guardian will be notified immediately. Inappropriate or disruptive conduct, serious violations of the Code of Conduct, or recurring minor violations will constitute grounds for dismissal from the Programming with no refund.
 - b. For Adults: Inappropriate or disruptive conduct, serious violations of the Code of Conduct, or recurring minor violations will constitute grounds for dismissal from the Programming with no refund.
 - c. Bardstreet reserves the right to take into account participants' online and offline behavior outside of Bardstreet Programming (when that conduct reasonably affects the safety, welfare, reputation, or effective operation of Bardstreet Programming and/or participants) when determining current and future participation in Bardstreet Programming.
 - d. Bardstreet also reserves the right to end the participation of any individual in any Bardstreet Programming at any time, including a permanent ban from participation in all Bardstreet Programming.
2. What to Do If I Experience or Witness Minor Violations
 - a. If the violation is minor and you feel comfortable doing so, feel free to let the individual know that the incident made you uncomfortable and request that he or she not repeat the behavior. You may ask a Bardstreet Staff member for assistance if desired.
3. What to Do If I Experience or Witness More Serious Violations
 - a. If the violation is more serious, if you are not comfortable speaking with the individual directly, or if the behavior continues, please immediately contact: Gwen Adams, director@bardstreet.com, 765-237-9498.
 - b. All incidents involving drug/alcohol abuse, harassment, bullying, discrimination, sexual harassment, or illegal activity, or involving minors, should be treated as serious and reported immediately (within 24 hours) to one or more of the individuals above.
 - c. Please let us know *immediately* if you experience any behavior which makes you feel uncomfortable or unsafe. Even if you do not wish to file a formal complaint with Bardstreet, it is helpful to document problematic behavior as soon as it begins, in case the behavior escalates. In addition, if Staff receive similar seemingly-minor concerns from multiple people, they may point to a deeper problem which needs to be addressed.
 - d. If the violation involves a Bardstreet Staff member, please contact a non-involved Staff member.
4. Mandated Reporting
 - a. In addition, an Indiana Adult resident is considered a “mandatory reporter” required by law to report suspected child neglect or abuse, including sexual abuse and/or that an “endangered Adult” is suspected to be the victim of battery, neglect or exploitation. All Adults are expected to be familiar with the law, including any definitions set forth therein. Unless you are certain a report of the incident has already been made, the steps are as follows:
 - b. Your First Step:

- i. For Minors: Make an oral report either to the Indiana Department of Child Services (DCS) 24-hour hotline at 1-800-800-5556 or to a law enforcement agency at 911. DCS allows these reports to be made anonymously.
 - ii. For Endangered Adults: Make a written or oral report either to the Adult Protective Services 24-hour hotline at 1-800-992-6978 or to a law enforcement agency having jurisdiction over the endangered Adult (start with calling 911).
 - iii. For a participant who began participation in a particular Program as a minor but has turned 18 before the end of a particular Program: Make an oral report either to the Indiana Department of Child Services (DCS) 24-hour hotline at 1-800-800-5556 or to the Adult Protective Services 24-hour hotline at 1-800-992-6978 or to a law enforcement agency at 911. It may be that the suspected neglect, abuse, battery, or exploitation began while the individual was still a minor. Each of these agencies will be able to recommend next steps.
 - c. Your Second Step: Contact Gwen Adams, director@bardstreet.com, 765-237-9498.
5. Bardstreet Process for Investigating All Reports of Serious Violations of the Code of Conduct
- a. Bardstreet will investigate all reports of serious violations of the Code of Conduct, and will follow up on all reports of minor violations, until resolved. We will ask for a written report in order to begin an investigation. We cannot honor a request *not* to investigate a submitted report (whether made verbally or in writing). All reports will be kept confidential to the extent allowed by law; however, Bardstreet may need to disclose certain information in order to complete an investigation and/or resolve a complaint.
 - b. All reports involving illegal activity, or for which the law requires mandatory reporting, will immediately be shared with the appropriate law enforcement agency or other authority as required by law. Bardstreet will fully comply with any requests for information, records, or testimony required by the relevant legal authorities.
 - c. Bardstreet reserves the right to restrict any and all participants' involvement in Bardstreet Programming during any external or internal investigation, temporarily or permanently.
 - d. Once the investigation is complete, Bardstreet will take appropriate disciplinary action, up to and including warnings, probation, termination of employment or affiliation with Bardstreet, and a permanent ban from future participation in Bardstreet Programming.
 - e. No one who makes a report of a Code of Conduct violation in good faith, or who shares truthful information in connection with an investigation under this policy, shall be subject to retaliation by Bardstreet Staff. Anyone who retaliates against another individual for utilizing in good faith the procedures in this Code of Conduct (including retaliation against the reporter, the child or endangered Adult with respect to whom the report was made, or anyone involved in a related investigation) will be subject to disciplinary action, up to and including termination of any affiliation with Bardstreet and a permanent ban from future participation in Bardstreet Programming.

“If you love me, you will keep my commandments. And I will ask the Father, and he will give you another Advocate, to be with you for ever. This is the Spirit of truth, whom the world cannot receive, because it neither sees him nor knows him. You know him, because he abides with you, and he will be in you. I will not leave you orphaned; I am coming to you. In a little while the world will no longer see me, but you will see me; because I live, you also will live.”
(John 14:15–18, NRSVACE)