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TRINITY

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H I G H S C H O O L

**DEPARTMENT OF THEATRE ARTS**

**COMPANY HANDBOOK**

Fall 2019 - *The Three Musketeers*

# TRINITY DEPARTMENT OF PERFORMING ARTS

2019-2020 SEASON – FALL COMEDY 2019

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**TRINITY DEPARTMENT OF THEATRE ARTS**  
**2018-2019 SEASON – SPRING MUSICAL 2019**  
***THE THREE MUSKETEERS***

Welcome!

We hope that you will accept this invitation to join the company of *The Three Musketeers*, but first, you need to be made aware of certain things you must do before becoming a member of the Company!

First, please read the entirety of the Company Book, cover to cover. There have been many changes made this season.

Second, review these documents with your parents/guardians. Please make sure the Parent/Guardian Letter, Volunteer Form, and Due Date sheets are review thoroughly.

Third, Trinity Students ONLY, please review all academic curriculums as there have been some changes made this year.

Fourth, we ask that students **and** parents read and sign all appropriate documentation.

The following have been converted to a Google form found on our Trinity DOTA website, [www.trinitydota.com](http://www.trinitydota.com), under the “COMPANY BOOK PAPERWORK” tab:

- STUDENT: Student Company Acceptance Form, Company Biography Form, Code of Conduct, Conflict Form
- PARENT: Parent/Guardian Volunteer Form, Parent Agreement to Student Company Acceptance Form

All Google Forms are due by: **THURSDAY, SEPTEMBER 5, 2019.**

The following paperwork is still in hardcopy form and located in your Company Book or on our website: [www.trinitydota.com](http://www.trinitydota.com) located under the “COMPANY BOOK PAPERWORK” tab:

- Trinity Student Matinee Permission Slip
- Female Matinee Permission Slip
- Parent’s Permission for Medical Treatment Card (Female Only)
- Derby Dinner Playhouse Field Trip Order Form

All Hardcopy paperwork is due by: **FRIDAY, SEPTEMBER 13, 2019.**

Lastly, we ask each company member help sell at least one AD for the show program, this includes both acting and technical company members. An Order Form and advertising letter is included with your company book.

**CONGRATULATIONS AND WELCOME!**

Kate E. Reedy  
Producer & Artistic Director

Joy Durbin  
Coordinator for the Dept. of Theatre Arts

# TRINITY DEPARTMENT OF THEATRE ARTS

## PARENT/GUARDIAN LETTER

DEAR PARENTS:

August 2019

Thank you for allowing your son/daughter to become a company member of the spring musical production of *The Three Musketeers*, offered by Trinity's Department of Theatre Arts. The long tradition of excellence in theatre we have established requires a strict discipline and the support of all involved. Please take the time to review with your son/daughter all the materials in the *Company Book* you now have.

We ask your help in having the students meet their rehearsal and performance responsibilities. **Please help them get to and from rehearsals or work sessions on time.** Students are asked to inform the adult staff, in writing, of any schedule conflicts with the published rehearsal and performance schedule on the first day of rehearsal. We do understand emergency conflicts do arise throughout the rehearsal schedule; we ask that you please allow one week advance written notice and please keep to as few conflicts as possible since our rehearsal schedule is quite a bit shorter than previous years. In fairness to the other students and the theatre program, we must insist that social plans not be made in conflict with the published rehearsal and performance schedule. Your help in this matter is very much appreciated. We aim to form a partnership with our parents in bringing the understanding to our young performers that success is partially talent but heavily relies on hard work, dedication, and commitment.

You, too, have become part of the program by allowing your son to participate in *The Three Musketeers*. We need your support to continue to offer our students quality theatre experiences. Let me share with you a few ways you can help:

- Place an advertisement in the show program. **All company members are required to sell at least one ad of any size.** (See Pink form in the company booklet).
- Purchase "Shout Outs" that will appear in the show program. (See Cherry form in the company booklet)
- Help with one or more of the following theatre department support committees. (See Purple form in the company booklet)

Examples:

- Costuming
- Props/Sets
- Publicity
- Ticket Sales
- Artist Care/Crunch Night Food Assistance

In accordance with Trinity High School, the Trinity Department of Theatre Arts does not allow or encourage *student parties*, a gathering of 4 or more company members, outside of the scheduled rehearsal or performance schedule. If a parent wishes to entertain members of this company, **WE ASK THAT WE BE INFORMED IN ADVANCE BY THE PARENT SO WE CAN ASSURE ADULT SUPERVISION WILL BE PRESENT AND THE PARENTS HOSTING ARE COMMITTED TO AN ALCOHOL AND DRUG FREE GATHERING. ONLY THEN WILL WE ANNOUNCE & CONDONE THE GATHERING.** Parents should always feel free to e-mail me with questions or concerns at reedy@trinityrocks.com.

With your support we can continue to offer quality theatre experiences to our performers, technical workers, and audiences. On a closing note, we are keenly aware the young people in this company are students. They have other schoolwork and grades to keep in order. We always stress the importance of study and discipline both in the theatre arts and other academic areas. There will be grade checks throughout the rehearsal and performance process. We encourage the performers to bring study materials to use when they are not on stage during rehearsal. Again, if you see a problem or have any questions, please feel free to call me at (502) 736-8294 or e-mail me at reedy@trinityrocks.com.

**TO THE PARENTS OF TRINITY STUDENTS ONLY:** You should be aware that your son's work in the theatre department is treated as an academic class at Trinity as well as a co-curricular activity. He will receive academic credit and grades that will be posted on report cards and school transcripts. **It is possible for a Trinity theatre student to earn up to four full academic credits for his work!** He may also earn department recognition with a Trinity Varsity letter, theatre pin and service bars.

Thank you for sharing your son with our program as we strive to enlighten, entertain, and enrich all involved. And thank you for being such an intracule part of Trinity Department of Theatre Arts.

Sincerely,

Kate E. Reedy - Producer & Artistic Director, Trinity Department of Theatre Arts

**TRINITY DEPARTMENT OF THEATRE ARTS**  
**DUE DATES & CHECKLIST**

**FORM**

**DUE DATE**

- 
- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> <b>Mandatory Parent/Guardian Meeting</b>   | <b>Tuesday, September 3, 2019</b>  |
| <input type="checkbox"/> <b>First Rehearsal</b>   | <b>Thursday, September 5, 2019</b> |
| <input type="checkbox"/> <b>Required Student Information (Google Form)</b>  | <b>Thursday, September 5, 2019</b> |
| <input type="checkbox"/> <b>Required Parent/Guardian Information (Google Form)</b>  | <b>Thursday, September 5, 2019</b> |
| <input type="checkbox"/> <b>Technical Requirements</b>  | <b>Saturday, September 7, 2019</b> |
| <input type="checkbox"/> <b>Parent's Permission for Medical Treatment Card</b><br>All female and young students participating in <i>The Three Musketeers</i> must have a medical card signed, notarized and returned by the first day of rehearsal, Thursday, January 8, 2019, in order to remain part of the company of <i>The Three Musketeers</i> . <b>(Hard Copy)</b> | <b>Friday, September 13, 2019</b>  |
| <input type="checkbox"/> <b>Matinee Permission Slip</b><br>All students must fill out a Matinee Permission Slip in order to miss school to perform. It is unclear at this time if we will have a matinee performance of <i>The Three Musketeers</i> or not. We are asking all permission slips be turned in just in case. <b>(Hard Copy)</b>                              | <b>Friday, September 13, 2019</b>  |
| <input type="checkbox"/> <b>Derby Dinner Playhouse Field Trip Permission &amp; Ride Form</b><br><b>(Hard Copy)</b>  | <b>Friday, September 13, 2019</b>  |
| <input type="checkbox"/> <b>Derby Dinner Playhouse Field Trip Money</b>   | <b>Monday, October 7, 2019</b>     |
| <input type="checkbox"/> <b>Advertisement Form (Google Form)</b>  | <b>Monday, October 7, 2019</b>     |
| <input type="checkbox"/> <b>"Shout Outs" Form (Google Form)</b>   | <b>Friday, October 11, 2019</b>    |
| <input type="checkbox"/> <b>Show Needs &amp; Makeup</b><br>o (This includes all shoe requirements)  | <b>Friday, October 11, 2019</b>    |
| <input type="checkbox"/> <b>Written Work</b><br>Trinity Students Only: All written requirements are due by Final Performance in order to receive full credit for your acting or technical class.  | <b>Saturday, November 9, 2019</b>  |

# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **FACT SHEET**

### ***THE THREE MUSKETEERS***

#### **ADULT STAFF:**

Producer & Artistic Director: Ms. Kate E. Reedy  
Coordinator for the Dept. of Theatre Arts: Mrs. Joy Durbin  
Technical Director: Mr. Steve Payne  
Set Designer: Mr. JC Reedy  
Costume Designer: Mrs. Corrie Miyamoto  
Lighting Designer: Mr. Scott Bagley  
Props Mistress: Mrs. Karen Ranzau

#### **REHEARSAL PERIOD:**

Mandatory Parent Meeting: Tuesday, September 3, 2019  
Rehearsals: September 5 – October 29, 2019  
Rehearsal Days: Tuesday, Thursday, Friday, & Sunday (until Tech Week; please see rehearsal schedule)  
Rehearsal Times: After School (Please See Rehearsal Calendar for Details and Times)  
Technical Build Days: Saturdays, usually 9am – 5pm (until Tech Week; please see tech schedule)

\*\*Please check our website: [www.trinitydota.com](http://www.trinitydota.com) for rehearsal/tech days & times, PARENTS & STUDENTS please make sure to check it daily, as some changes may be made quickly.\*\*

#### **PERFORMANCE SCHEDULE:**

All performances held in the Trinity Auditorium, 115 North Sherrin Avenue, Louisville, Kentucky

<b>Wednesday, October 30, 2019</b>	<b>7:00pm</b>
<b>Friday, November 1, 2019</b>	<b>7:00pm</b>
<b>Saturday, November 2, 2019</b>	<b>7:00pm</b>
<b>Tuesday, November 5, 2019</b>	<b>7:00pm</b>
<b>Wednesday, November 6, 2019</b>	<b>7:00pm</b>
<b>Thursday, November 7, 2019</b>	<b>7:00pm</b>
<b>Friday, November 8, 2019 (Student Matinee?)</b>	<b>10:00am - TBA</b>
<b>Saturday, November 9, 2019</b>	<b>2:00pm</b>
<b>Saturday, November 9, 2019</b>	<b>7:00pm</b>

#### **TICKET PRICES:**

Adult	\$15.00
Students (18 and under)	\$13.00
Seniors (60 and older)	\$13.00
Trinity Students with ID*	\$10.00 *(Advance Purchase only; Must have ID.)

\*\*Tickets will be available for purchase through our online vendors on our website. [www.trinitydota.com](http://www.trinitydota.com)\*\*

# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **NEW ADDENDUMS & POLICIES**

### **REHEARSAL INFORMATION:**

All rehearsal information will be posted online through our website: [www.trinitydota.com](http://www.trinitydota.com). It will also be posted daily to our backstage call board. All students should check this call board *DAILY* at rehearsal.

### **TECHNICIAN REQUIREMENTS:**

All technicians are now required to bring the following to every technical work session. Please have all materials by the first work session, Saturday, September 7, 2019:

- Protective eye wear (no chemistry goggles, but prescription eyeglasses are acceptable. Must have shatter proof lenses)
- Ear Protection
- Strong Work Gloves
- Metal Tape Measure minimum 25 ft.

\*\*All items can be found at Harbor Freight for minimal cost.\*\*

### **COSTUME REQUIREMENTS (ALL DUE FRIDAY, OCTOBER 11, 2019):**

- FEMALE SHOE REQUIREMENTS:**  
All females will need a minimum of 2.5" (preferably 3") nude character shoes for this production.
- GENTLEMEN SHOE REQUIREMENTS:**  
All gentlemen will need a pair of lace up black dress shoes for this production.
- TECHNICIAN REQUIREMENTS:**  
All technicians will need a pair of black pants (jeans, dress pants, etc. no sweatpants) and a black pair of shoes.

### **SOCIAL MEDIA POLICY:**

**Social Networking Websites** The school reserves the right to examine a student's personal page on social networking websites such as Facebook, SnapChat, Instagram, and Twitter, when the school has reason to believe that the Code of Conduct may have been violated. This includes the posting of unauthorized photographs or videos from the classroom, school or school events. Information gleaned from the student's personal pages may be used to generate school action, ranging from notifying the student's parent/guardian regarding what was learned to more serious consequences including suspension or dismissal. Please note: No one may use the school name, logo or media on any type of social media without the express permission of the school principal, president, or Ms. Reedy.

### **SICK ABSENCE:**

If you are sick and unable to attend school and rehearsal, please see pg. 11. Please be sure to review the Attendance, the Snow Day Policy, Academic Policy, etc. on pg. 19-20.

### **COMPANY BOOK PAPERWORK:**

We have now transferred some of the required paperwork from the Company Book to Google Forms, instead of hard copy. These forms must be completed by parents & students by: **THURSDAY, SEPTEMBER 5, 2019.**

ALL FORMS CAN BE FOUND ON OUR WEBSITE [www.trinitydota.com](http://www.trinitydota.com) UNDER THE "COMPANY BOOK PAPERWORK" TAB.

# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **COMMENTS & SHOW NEEDS**

**DUE: Friday, October 11, 2019**

- No cast member is to remain in the auditorium after dismissal without permission from the Director or the Stage Manager.
- Eat a healthy, digestible meal as early before show time as possible.
- Rest, if possible, and go over your lines each day. (songs, dance steps, business)
- Shower and take care of all personal needs before returning for the performance. (Facilities are available here).
- You are to have all your own items - nothing is to be borrowed.
- Call time is one (1) hour prior to show start time. If you need longer to prepare mentally and/or physically for the show, please arrive no earlier than an hour and a half prior to show time.
- Be mindful of dressing room etiquette. Help your fellow cast members by remaining subdued in the dressing room. Have a good time, but loud talk, laughter or music might disturb someone else.
- Go onto the set and do some work to reestablish your feel for the area. Be off the set 45 minutes prior to the show.
- Warm the voice: Stretches, humming, tongue twisters, and your most difficult speech.
- Call Board: Check in on time and read any notes.
- Check all hand and personal props before the show. Props are to be picked up from and returned promptly to the prop table during show.
- During the show - Quiet, neatness, and concentration are needed.
- After the show - Cleanliness is essential.

### **LADIES:**

- Comb and brush
- Hair spray
- Soap
- Toothpaste and brush
- Towel and Wash Cloth
- Deodorant (Antiperspirant)
- Tissues (or utility roll)
- Proper foundation garments
- Mouth Wash
- Lashes & adhesive
- Make-Up - Bring own foundation and eye make-up
- Cotton (any form, ball or roll)
- Pins (straights & safety)
- Tights or hose (when used)
- Cleansing cream or make-up remover
- Character shoes: Minimum 2 ½" heels
- Bathrobe or some easy covering

### **GENTLEMEN:**

- Carrying case, shoulder bag or small piece of luggage
- Comb and brush
- Hair spray & gel
- Makeup (Please see Makeup List)
- Soap
- Tooth paste and brush
- Towel and Wash Cloth
- Deodorant (Antiperspirant)
- Tissues (or utility roll)
- Mouth Wash
- Cut out T-shirt – as needed
- Fresh shorts and/or dance belt/jock strap – no boxers
- Cotton (any form, ball or roll)
- Pins (straights & safety)
- Over the calf socks



# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **MAKE UP NEEDS**

**DUE: Friday, October 11, 2019**

**\*\*For sanitary reasons, we will no longer be providing basic makeup for the gentlemen. We will, of course provide any specialty make up students may require.\*\***

### **MAKE UP LIST FOR GENTLEMEN:**

- LIQUID FOUNDATION: 1-2 shades darker than the skin tone on your neck.
- BLUSH: pale pink
- TRANSLUCENT POWDER
- BLACK OR DARK BROWN EYELINER: pencil.
- BLACK MASCARA: preferably waterproof
- MAKEUP EYE PENCIL SHARPENER
- MAKE UP SPONGES OR BRUSH: to put on liquid foundation
- MAKE UP BRUSH: to put on translucent powder
- NUDE LIPSTICK OR LIP LINER
- MAKE UP REMOVER: Wipes, Cold Cream, Micellular Water, etc.

### **MAKE UP LIST FOR WOMEN:**

(Make Up Requirements may change show to show. Please do not purchase anything until the director instructs you to.)

- EYE SHADOW PRIMER: suggested
- IVORY EYE SHADOW
- DARK BROWN SHADOW
- WHITE EYE SHADOW OR WHITE EYE PENCIL
- BLACK EYE LINER: Waterproof Liquid (suggested) or Pencil
- BLACK WATERPROOF MASCARA
- FOUNDATION PRIMER: suggested
- LIQUID FOUNDATION: 1-2 shades darker than the skin tone on your neck.
- POWDER FOUNDATION: 1-2 shades darker than the skin tone on your neck
- BRONZER/CONTOUR PALLET: Browns and pinks
- BLUSH: PINK-ISH
- EYE BROW PENCIL OR POWDER: you can double your eye shadow
- BURGUNDY LIP LINER
- MUTED RED LIPSTICK OR LINER
- TRANSLUCENT POWDER
- FALSE EYE LASHES
- EYE LASH GLUE
- MAKEUP PENCIL SHARPENER
- MAKE UP SPONGES OR BRUSH: to put on liquid foundation
- MAKE UP BRUSHES: Blush, Powder Foundation, Translucent Powder, Eye Shadows, etc.
- MAKE UP REMOVER: Wipes, Cold Cream, Micellular Water, etc.

# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **THEATRE DEPARTMENT PRINCIPALS AND DIRECTIVES**

-TRINITY HIGH SCHOOL IS A CATHOLIC, COLLEGE-PREPARATORY HIGH SCHOOL, FORMING MEN OF FAITH AND MEN OF CHARACTER.-

### **TRINITY THEATRE ARTS PRINCIPALS:**

1. The Department of Theatre Arts program at Trinity is an academic experience in producing an art form. The department has dual standing in the school as both academic and co-curricular.
2. As we have in the past, we will continue to produce *the best possible theatre* with high school students.
3. We strive to involve many young people in the department of theatre arts.
4. Our goal is to give an opportunity to develop whatever talent students might possess so they grow into adulthood with confidence in their abilities.
5. A Trinity student can obtain academic credit and will receive a grade in theatre for his participation.
6. A Trinity student may be awarded an *Activity Varsity Letter with Drama Pin* and *Service Bars* for work in the Theatre Program.
7. Rehearsals and work sessions are considered classes and are seriously approached.
8. As the chaplain's schedule allows, company members gather for Mass during the rehearsal period. It, too, is customary to pray before each performance. In this way we cement our commitment and thankfulness to God for our talents and gifts.

### **DIRECTIVES FOR ALL MEMBERS OF THE COMPANY:**

1. Acceptance of responsibility.
2. Willingness to learn the art form.
3. Willingness to work, share, and cooperate.
4. Promptness.
5. Willingness to take and follow direction.

**TRINITY DEPARTMENT OF THEATRE ARTS**  
**NOTES TO THE COMPANY**

1. Check in only yourself at arrival for rehearsal or technical work. You should report ten minutes ***BEFORE*** the announced starting time.
2. Speak directly to the stage manager or the director about excused absences. Make sure to have any request for an excused absence in writing with a minimum of one week's notice. No "second party" messages.
3. If you are unable to attend rehearsal due to illness, please make sure to email or call Ms. Reedy by **12:00pm** at reedy@trinityrocks.com or (502) 736-8294.
4. Post your schedule conveniently and consult daily.
5. Read the callboard ***DAILY*** for company and personal notes.
6. The care of your script is essential. Always have and take notes in a soft lead #2 pencil. Keep your script in a plastic bag to avoid wear and loss.
7. Take care of voices and bodies. On the vitamins! Off the junk!
8. Make sure your name is in the front of books in pencil.
9. Observe performers as never before.
10. Bring rehearsal clothes, sweats, shirts, and warmers.
11. Concentrate on movement in exercises, routines, and all rehearsals.
12. Guests are ***NOT WELCOME*** at rehearsals. Permission for guests is from the director only!
13. See the ***FACT SHEET*** for any public information.
14. Specific rehearsal details will be posted on the callboard and the website.
15. Quiet attention is essential at rehearsals. When not rehearsing, please make sure to work on homework.
16. All members of the company may not wear paraphernalia and/or clothing that promote alcohol, promiscuity, illegal activities, vulgarity or ideas that contradicts Christian values.
17. Boys - Haircuts: Speak to the director ***before*** any cutting or changes in style.
18. We ask every member of the company to sell one program ad to help support the cost of printing your picture and biography.

**TRINITY DEPARTMENT OF THEATRE ARTS**  
**ADVERTISEMENT LETTER**

Fall Comedy - *The Three Musketeers*

Dear Company Member of *The Three Musketeers* & Parents/Guardians:

We ask that each member of the company try to sell at least one or more ads that will appear in the show program for *The Three Musketeers*. The income from these ads allows our theater program to publish YOUR picture in the show program, print and distribute quality show posters. These funds help to underwrite the cost of this production. While we do not expect individuals to purchase these ads (you are more than welcome to), we hope that each one of you will approach an area business or company that will. In the course of this theater season many, many individuals will see our show programs. The ad will not only help the Trinity theater program but can be an effective promotional device for stores or companies. The ads not only demonstrate support for Trinity and the Trinity theater program but also send a message that these business and companies support the performing ARTS. It is important in the education of our students they understand both the performing and the business side of the theatre.

In your folder you will find a pink order form for the selling of advertisements. It does ask you to include with the order form a camera ready, digital art/logo, and/or copy with the form when it is turned in. The sooner we receive this information, the sooner we can insure the ad is placed in the program.

We thank you for this extra effort and appreciate your most needed help in selling ads. If you have any other questions or concerns, please do not hesitate to contact Mrs. Durbin at [durbin@trinityrocks.com](mailto:durbin@trinityrocks.com).

The deadline for ads is Monday, October 7, 2019.

Thank you,

Kate E. Reedy  
Producer & Artistic Director

Joy Durbin  
Coordinator for the Dept. of Theatre Arts

**TRINITY DEPARTMENT OF THEATRE ARTS**  
**PARENT'S PERMISSION FOR EMERGENCY MEDICAL TREATMENT LETTER**

Care is taken to insure the safety of all company members, but, as with all human activity, accidents can happen. In the rare event that a student is injured during a rehearsal, work session, or performance, parents/guardians will be notified immediately and treatment options will be reviewed. To insure that an injured student receives prompt and complete medical treatment when necessary and a parent cannot be contacted, we ask that you complete the *Parent's Permission for Emergency Medical Treatment* in your folder, have notarized, and return to the director or stage manager by Friday, September 13, 2019. If the *Parent's Permission for Emergency Medical Treatment* card is not returned by Friday, September 13, 2019 your son or daughter will be no longer be allowed to participate in rehearsals or work sessions and will be at risk of no longer being a member of the company until the treatment card is signed, notarized, and returned.

**\*\*Please note: You MUST, have a current card on file or you WILL NOT be allowed to work in the theater.\*\***

# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **TRINITY HIGH SCHOOL CODE OF CONDUCT - Sections 42-51**

### **42. PHILOSOPHY OF DISCIPLINE**

Trinity's Code of Conduct is formulated to assist the school in maintaining her daily operations to fulfill the mission of "forming men of faith and men of character." The goal of the Student Affairs Office is to sustain an orderly school where learning can take place. The purpose of this Code of Conduct is to assist in that goal. Also vital to this effort are the help and support of parents in assisting us by subscribing to this Code's regulations and intent.

Trinity believes that through firm, consistent and caring guidance, each student can develop the mental maturity and moral character to adopt patterns of behavior consistent with Christian values and tradition. It will provide a nurturing and supportive environment with appropriate limits conducive to the development and maintenance of self-discipline and responsible behavior.

Trinity's Code of Conduct is predicated on two premises. First, that every student has the right to certain expectations (an atmosphere conducive to personal growth and development, the physical integrity of the facilities and the protection of one's personal property), and second, that every student has the duty to preserve these rights for others. The underlying concept is not one of legalisms, punishments or discipline for discipline's sake; rather, it is one of personal and community responsibility and good stewardship.

Trinity's Code of Conduct is intended primarily to address student conduct on school grounds or at school sponsored functions. However, the school reserves the right to take disciplinary action, including dismissal, should serious misconduct occur in other places or at other times. "Serious misconduct" generally refers to behavior that is not only wrong or un-Christian but possibly illegal (the use of illegal drugs or alcohol, fighting, vandalism, theft, etc.). Such serious misconduct typically harms others as well as the perpetrator and detracts from the good name of the school. It also gives strong indication that the student does not value his relationship with Trinity High School.

Since no list of rules can cover every situation, the administration presumes that personal responsibility, common sense, mature judgment and Christian values are the guides by which every Trinity student will measure his actions. As the principal's designees, the Student Affairs Directors oversee the day-to-day enforcement of the Code of Conduct, and in all areas of ambiguity or disagreement, their decision is final.

At the start of each school year, students and parents are required to confirm they have read the Student Manual, including the Code of Conduct, and agree to abide by the policies and regulations contained therein. The Catholic Church and Trinity recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

The principal or Student Affairs Directors reserve the right to deviate from any and all disciplinary regulations for just cause or at their discretion.

### **43. BASIC VALUES AND EXPECTATIONS**

Choosing Trinity is a choice of values. Flowing from our Catholic tradition are these values upon which the Code is built:

- Courtesy                      - Cooperation                      - Respect                      - Honesty

#### **A. COURTESY**

Students must address and speak to each other and to adults with courtesy at all times. Trinity does not accept shouting, crude or vulgar language, or any behavior that does not show courtesy.

#### **B. RESPECT**

Respect for the dignity of the individual is a fundamental Catholic tradition. Trinity students must demonstrate tolerance and acceptance for the social and cultural differences found at school and in the community. Respect must be shown to all at school and at school events, including those present who are not Trinity students.

Disciplinary consequences may result for the following and other violations of courtesy or respect for others and self:

- Defiance of the authority invested in adults working with students.
- Fighting with others, on or off campus.
- Damaging the property of others or that of the school. This includes any damages done to sites visited on field trips. Students may be asked to make financial restitution in such cases.
- Possession of or irresponsible use of an item that could endanger the safety of others, (e.g., explosives, weapons, firearms, lab materials, prescription or non-prescription drugs, etc.).
- Trafficking in alcohol and/or other illegal drugs on or off campus, on the way to or from school or at a school event.
- Causing a false fire alarm.

- Objectionable conduct in traveling to and from school, including on public transportation or at bus stops.

Bullying among students will not be tolerated by Trinity High School. Bullying is any type of behavior, whether or not it occurs at school, whose purpose is to inflict physical or emotional distress upon any member of the Trinity Family. Bullying can take many forms:

- Verbal – name-calling, threatening, verbal harassment based on racial differences, presumed sexual orientation or physical appearance, lying to cause trouble, etc.
- Physical – hitting, kicking, spitting, stealing, damaging another person’s belongings, etc.
- Psychological – social exclusion, spreading rumors/gossip, intimidation, etc.
- Cyber – electronic harassment via email, blogs, websites, text messaging, social networking, etc.

Bullying behavior of any type that is brought to the attention of teachers or administrators will be dealt with as a school matter and may have potentially serious consequences for the perpetrator since such actions may affect the lives and reputations of those in our community. Trinity considers the following actions to be violations of self-respect:

- Possession and/or use of alcohol or other illegal drugs.
- Selling, distributing or in any way abusing prescription or over-the-counter drugs.
- Speeding or reckless driving, on or off school property, and/or on the way to/from school or a school event.
- Affiliation, involvement or membership in groups or trends that promote attitudes and behaviors not in keeping with Catholic Church teachings, including but not limited to gangs, satanic cults, racist groups, anarchist groups, etc., including the display of items promoting such.
- Marking or defacing one’s personal property with words and/or symbols that promote attitudes or behavior opposing Catholic Church teaching.
- Other behaviors that endanger one’s physical and/or emotional health and safety.

Should Trinity become aware of behaviors that endanger a student’s own physical or emotional health or safety or those of another person when the student is not under the jurisdiction of the school, Trinity reserves the right to inform the student and his parents of what has been learned. In such situations, as stated in Section 42 of the Code of Conduct, Trinity reserves the right to apply school disciplinary measures depending upon the individual circumstances of the case.

### **C. COOPERATION**

As a large school community, it is imperative that all work together to achieve common and individual goals. Establishing community is a fundamental Gospel mandate. Cooperation must be given by all to create a community of learning and caring for one another. Trinity students demonstrate such cooperation through adherence to these expectations:

- Following rules established by classroom teachers, moderators, coaches, proctors and substitute teachers.
- Following rules for grooming and dress.
- Following rules regarding attendance and tardiness.
- Remaining attentive during class time (no sleeping).
- Exhibiting proper behavior in the hallways and cafeteria, and at school assemblies and other special events.
- Observing rules regarding behavior during emergency drills (e.g. following outlined procedures, maintaining order and silence, etc.).

### **D. HONESTY**

Trinity students must practice honesty. Being true to that which is right and moral is basic to Christian teaching. To fully achieve successful adulthood, students must learn the values that come from accepting responsibility for one’s actions. Trinity will not accept these violations of honesty:

- Cheating (see Section 34C).
- Lying or misrepresenting the truth.
- Tampering with school administrative and educational systems (e.g., computer systems and equipment, electronic equipment, safety and security systems).
- Stealing or trafficking in stolen property or keeping property that does not belong to you – regardless how it was obtained.
- Any dishonest act against a person or property.

# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **RACISM STATEMENT & POLICY**

### **STATEMENT AND POLICY ON RACISM APPROVED BY THE TRINITY HIGH SCHOOL BOARD JANUARY 17, 1990**

Trinity takes seriously its responsibility to proclaim the message of Jesus especially as it pertains to our relationships with others.

**“As a community of faith, the Archdiocese of Louisville has a special duty to proclaim the Gospel message about the dignity and equality of all. We are also called to exercise leadership in the struggle against racism and all other forms of injustice.”**

**Archbishop Thomas C. Kelly OP  
November, 1989**

**“Racism is not merely one sin among many; it is a radical evil that divides the human family and denies the creation of a redeemed world. To struggle against it demands an equally radical transformation, in our own minds and hearts as well as in the structure of our society.”**

**Bishop’s Pastoral Letter on Racism  
November 1979**

Trinity hears the clear message promulgated by our leaders and enjoins all in its community to shed all forms of racial discrimination and injustice. Even though societal conditions persist which sadly allow racism, sexism and other forms of discrimination to continue, Trinity does not condone such behavior or attitudes. Trinity’s faculty and staff should serve as role models in word and deed, adhering to the standards set forth in this policy and those to which all are bound in relation to the Christian mission of this school. Teachers, parents, students, or any other affected persons should confer with the Director of Students when a situation arises in which racial harassment or discrimination may have occurred. Upon the reporting of an incident of racial discrimination or harassment will be considered as serious offenses and against school policy. In the event that such evidence is found, severe disciplinary action will be taken against the offender with suspension and/or dismissal within the right and responsibility of the school.



# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **ALCOHOL AND OTHER ILLEGAL DRUGS**

### **ALCOHOL AND OTHER ILLEGAL DRUGS**

Trinity's mission and philosophy require the school to promote a healthy lifestyle. Thus, the Code of Conduct strictly forbids students to possess, use or distribute alcohol or other illegal drugs. While this policy focuses primarily on student conduct on school grounds or at school-sponsored functions, the school also "reserves the right to take disciplinary action, including dismissal" should serious misconduct occur outside of school. Trinity High School will use whatever means available to work toward a drug-free campus. These include working with the canine unit of the Louisville Metro Police Narcotics Squad, involving local authorities, increasing our own surveillance and random checks of students and their possessions. Trinity also uses Passive Alcohol Sensors to detect alcohol on students' breath at all dances and reserves the right to do so at school when deemed necessary. Please note the following guidelines:

- Any student judged to be selling, promoting the sale of or in any way trafficking alcohol, prescription drugs, other illegal chemicals or any substance or paraphernalia deemed inappropriate or unsafe by THS administration will be dismissed from Trinity. His parents will be notified of the offense, and as required by KRS, Section 158, the proper law enforcement authorities will be informed. When possible, any confiscated illegal substances will be given to those authorities.
- Any student judged to have willingly and knowingly received alcohol, prescription drugs, other illegal chemicals or any substance or paraphernalia deemed inappropriate or unsafe by the THS administration, whether or not in exchange for money, while at school or a school-sponsored event, will be considered for immediate dismissal. The school will weigh the nature of the offense and the student's discipline and academic record before deciding on dismissal.
- Any student found to be under the influence of or in possession of alcohol, prescription drugs, other illegal chemicals or any substance or paraphernalia deemed inappropriate or unsafe by the THS administration will face serious school consequences. "Possession" includes materials found in his locker, car, backpack, etc. His parents will be notified of the offense, and as required by KRS, Section 158, the proper law enforcement authorities will be informed. When possible, any confiscated illegal substances will be given to those authorities. Consequences given the student will depend upon the nature of the incident and his discipline record to that point.
- A student who commits a second violation of use or possession is eligible for dismissal. If such a student should be allowed to remain at Trinity, he forfeits his right to participate in any extracurricular activities for another 60 school days or longer if deemed necessary.
- According to Kentucky state law, students who are dismissed from a school for alcohol or drug violations must travel with an official form that notifies other schools what has happened.

If the student is allowed to remain at Trinity, consequences will take two forms: discipline and counseling.

### **TOBACCO AND E-CIGARETTES (VAPING)**

Possession of or use of tobacco products on campus or at school functions is forbidden. Violating this rule will result in demerit(s) and a Saturday detention. If a student is caught with e-cigarettes, vape pens, vaping liquids or other paraphernalia, he will be suspended from extracurricular activities pending the results of a regular and synthetic drug screening at his parent's expense. If the results of the screening are negative, he will receive a demerit and a Saturday detention but will be allowed to return to participation in extracurricular activities. A positive drug test result will be considered an AOD violation, and he will receive the consequences listed in Section 51A of the Code of Conduct.

**Students may not possess or use tobacco products.  
Disciplinary results could occur if you are found using any  
form of tobacco products.**

**TRINITY DEPARTMENT OF THEATRE ARTS**  
**DRESS CODE POLICY**

“All members of the company may not wear paraphernalia and/or clothing that promote alcohol, promiscuity, illegal activities, vulgarity, or ideas that contradicts Christian values.”

**TRINITY DEPARTMENT OF THEATRE ARTS**  
**ATTENDANCE POLICY, SNOW DAY POLICY, & PICK-UP POLICY**

**ATTENDANCE POLICY:**

All students are required to be at every rehearsal they are “assigned” to attend, as well as all technicians are required to attend a minimum of eight Saturday work sessions. If a student must miss a rehearsal or a work session after turning in his/her conflict sheet, he/she must have an excused absence note approved by the Director **one week in advance**. (This does not include illness.) If a student misses a rehearsal, without an excused absence, a Trinity student’s grade will drop ½ a letter grade. If the student is from another school, roles **may** be reassigned at the will of the Director and Musical Director in the absence of the student. If a student is ill and not able to attend school or rehearsal, please call or email Ms. Reedy (502) 736-8294/ reedy@trinityrocks.com must be contacted by 12:00pm the day of. Please find a full list of excused absences listed below:

- Academic Enrichment Activity
- School Required Event/Functions (School Dances do not count.)
- Standing Vocal, Dance, or Acting Lessons (If privates can be changed, we would appreciate it)
- Family Emergencies
- For all other inquiries, please see Ms. Reedy as soon as possible.

**SNOW DAY POLICY:**

If Trinity High School is not in session, we are unable to hold rehearsal even if other schools are in session. If we are still holding rehearsal without school being in session, you will be contacted.

**PICK-UP POLICY:**

It is the policy of Trinity Department of Theatre Arts all student must be picked up within 15 minutes of the ending of rehearsal or a performance. Failure to adhere to this policy could result in disciplinary action.

# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **ACADEMIC POLICY**

### **ACADEMIC POLICY**

We expect students to fulfil satisfactorily the obligations and commitments that they undertake within the Department of Theatre Arts. We operate on the assumption that all individuals will complete the production and ALL academic responsibilities to his or her school. In order to remain a part of this production at Trinity High School, all students must be passing all classes with a 70 average or better. Anyone who falls behind in a class will still be required to attend rehearsal, but will be unable to participate. While at rehearsal, any failing students must complete incomplete school work, homework, etc. and proof of grade improvement must be verified by the director prior to being allowed to return as part of the production. Any failing students will have two full weeks to improve his/her grades. At the end of the two-week period, grades and progress will be assessed. If grades have improved, but are still not above failing, additional time to improve failing grades may be granted. If failing grades have not improved, additional repercussions may occur up to and including removal from the Department of Theatre Arts and this production. Due to the Department of Theatre Arts being a co-curricular class, the Department of Theatre Arts academic policy may differ from Trinity High School's extra-curricular academic policy.

The Following is for  
Trinity Students Only

# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **DEPARTMENT AWARDS & ACADEMIC CREDIT**

Each Trinity student involved with the theatre program may earn both department awards and academic credit. There are four levels of department awards and four possible academic credits that may be earned.

### **DEPARTMENT AWARDS:**

- LEVEL I.** After 200 hours of work in at least two productions, at least seven hours of strike time and with the recommendation of the Artistic Director and the Department Chairperson the student will earn A VARSITY TRINITY LETTER AND DRAMA PIN.
- LEVEL II.** After a second 200 hours (400 hours total) in at least a third and fourth production, at least an additional seven hours (14 hours total) of strike time and with the recommendation of the Artistic Director and the Department Chairperson the student will earn a 1ST. SERVICE BAR.
- LEVEL III.** After a third 200 hours (600 hours total) in at least a fifth and sixth production, at least an additional seven hours of strike time (21 hours total) and with the recommendation of the Artistic Director and the Department Chairperson the student will earn a 2nd. SERVICE BAR.
- LEVEL IV.** After a fourth 200 hours (800 hours total) in at least a seventh and eighth production, at least an additional seven hours (28 hours total) of strike time and with the recommendation of the Artistic Director and the Department Chairperson, the student will earn the department's highest award, THE SAINT GENESIUS MEDAL.

### **ACADEMIC CREDIT:**

A first or second year acting student may earn an **ACTING I** half or full credit given by the Performing Arts Department of Trinity High School. A third or fourth year acting student may earn an **ACTING II** half or full credit given by the Performing Arts Department of Trinity High School. A first or second year technical student may earn a **TECHNICAL THEATRE I** half or full credit given by the Performing Arts Department of Trinity High School. A third or fourth year technical student may earn a **TECHNICAL THEATRE II** half or full credit given by the Performing Arts Department of Trinity High School. The **ACTING** credits will fulfill the Communications Requirement for a Trinity Diploma, however, the **TECHNICAL THEATRE** credits will not. The half credit may be awarded for work in one production and the full credit for work in both productions offered in the same academic year. These credits carry a Grade that will be posted on the final report card of the year. The grades will be counted in the student's overall end of year average.

# TRINITY DEPARTMENT OF THEATRE ARTS

## COURSE OFFERINGS

### ACTING I (A801) 1/2 OR 1 UNIT OF CREDIT

This course meets outside regular class time. The student must audition and be cast in a production in a single academic year, complete 92 hours of theater work plus 4 hours of *Strike* time, and follow the directives and principals of the theater program for 1/2 credit. The student must audition and be cast in two productions in an academic year, complete 184 hours of theatre work, and follow the directives and principals of the theater program for 1 unit of credit. This course will also fulfill Performing Arts class requirement for graduation from Trinity High School. In this course the emphasis is on learning the basic fundamentals of stage blocking, script interpretation, taking direction and bringing a supporting character to the stage.

### ACTING II (A811) 1/2 OR 1 UNIT OF CREDIT

This course meets outside regular class time. The student must audition and be cast in a production in a single academic year, complete 92 hours of theatre work plus 4 hours of *Strike* time, and follow the directives and principals of the theatre program for 1/2 credit. The student must audition and be cast in two productions in an academic year, complete 184 hours of theatre work, and follow the directives and principals of the theatre program for 1 unit of credit. This course will also fulfill the Performing Arts class requirement for graduation from Trinity High School. This course stresses character interpretation, makeup art and preparing for a principal role in a theatre production.

### STAGECRAFT I (A821)

This course meets outside regular class time. The student must work on both the set construction and run crews of a production in a single academic year, complete 92 hours of theatre work plus 4 hours of *Strike* time, and follow the directives and principals of the theater program for 1/2 credit. The student must work on both the set construction and run crews of a production in an academic year, complete 184 hours of theater work, and follow the directives and principals of the theatre program for 1 unit of credit. The student is introduced to the basics of set construction, theatre safety, lighting, sound, and special effects operation, the fundamentals of *props* and the role of the stagehand. This course can fulfill 2/3 of the requirement for graduation from Trinity, but does **NOT** fulfill the speaking requirement of the Performing Arts Department.

### STAGECRAFT II (A831)

This course meets outside regular class time. The student must audition and be cast in a production in a single academic year, complete 92 hours of theater work plus 4 hours *Strike* time, and follow the directives and principals of the theater program for 1/2 credit. The student must work on both the set construction and run crews of two productions in an academic year, complete 184 hours of theater work, and follow the directives and principals of the theater program for 1 unit of credit. Emphasis is on stage management, set, lights, sound, and special effects design and installation. The student in this course is expected to be a crew chief or Master in a technical theater area.

**TRINITY DEPARTMENT OF THEATRE ARTS**  
**GRADING CRITERIA ACTING I & II**  
**2019-2020**

Name: \_\_\_\_\_ ID # \_\_\_\_\_ GRADE: \_\_\_\_\_  
 Production: *The Three Musketeers* Fall 2019

Course: A801 A811 # of Shows Apart of: \_\_\_\_\_

**ACTING I & ACTING II**

Attendance	5%	_____
Progress in rehearsal	10%	_____
Taking direction		
Voice, diction, gesture, scene		
Display of understanding of form, structure & style		
Display of understanding of concept		
Department in Rehearsal – behavior & focus	5%	_____
*Character Work – written from prompts & vocabulary	25%	_____
Internal and external, display		
Personal preparation, physical		
Academic, intellectual, physical,		
Growth and development of character in rehearsal	5%	_____
Follow prescriptions in handbook (directions, forms, <b>supplies</b> )	5%	_____
Performance Department – behavior & focus on & off stage	10%	_____
Growth in Performance: character & performance develops	25%	_____
Plus 6 hours of Strike Time for a spring musical work and 6 hours of strike time for a Musical production.	10%	_____
FINAL GRADE:	100%	_____

\_\_\_\_\_  
 Instructor: Ms. Kate E. Reedy

\_\_\_\_\_  
 Date:

\*Please see Actor Written Requirements Page.



**TRINITY DEPARTMENT OF THEATRE ARTS**  
**GRADING CRITERIA TECHNICAL THEATRE I & II**  
**2019-2020**

Name: \_\_\_\_\_ ID # \_\_\_\_\_ GRADE: \_\_\_\_\_  
Production: *The Three Musketeers* Fall 2019

Course:      A821              A831              # of Shows Apart of: \_\_\_\_\_

**TECHNICAL THEATRE I & II**

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Attendance	20%	_____
Work Session Effort	20%	_____
• Taking Direction		
• Work and Display of Understanding		
• Use of Text		
Department during work sessions	10%	_____
Performance Department	20%	_____
Growth and Job Mastery in Performance	20%	_____
Written Content	10%	_____
Plus 6 hours of Strike Time for a spring musical work and 6 hours of Strike Time for a fall production.		
FINAL GRADE:	100%	_____

\_\_\_\_\_  
Instructor: Ms. Kate E. Reedy  
with Mr. Steve Payne Advising

\_\_\_\_\_  
Date:

\*Please see Tech Written Requirements Page.

# **TRINITY DEPARTMENT OF THEATRE ARTS**

## **GRADING CRITERIA STAGE MANAGEMENT**

**2019-2020**

Name: \_\_\_\_\_ ID # \_\_\_\_\_ GRADE: \_\_\_\_\_

Production: *The Three Musketeers* Fall 2019

Course: A821 A831 # of Shows Apart of: \_\_\_\_\_

### **STAGE MANAGEMENT**

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Attendance (pre & post rehearsal/pre & post performances)	20%	_____
Rehearsal and Work Session Effort	5%	_____
Follows *textbook prescriptions and directions	5%	_____
Uses forms and symbols from the *textbook	5%	_____
Displays organization and understanding for the process	5%	_____
Department in rehearsals and work sessions	10%	_____
Management techniques with staff	5%	_____
Actors	5%	_____
Volunteers	5%	_____
Growth and Job Mastery in performance	25%	_____
Plus 3 hours strike time for a straight play		
Plus 4 hours strike time for a musical	10%	_____
<b>FINAL GRADE:</b>	<b>100%</b>	_____

\_\_\_\_\_  
Instructor: Ms. Kate E. Reedy

\_\_\_\_\_  
Date:

### **SUGGESTED TEXT:**

**\*STAGE MANAGEMENT:** Lawrence Stern, Alice R. O'Grady, tenth edition