

VUPOINTE BALLET THEATRE 2019-2020

Attendance Policy

All Company

- All company members must attend VUPointe Ballet Theatre company rehearsals, which will be held weekly unless otherwise noted. We expect all members to work their schedules around rehearsals since they have been predetermined. Attendance will be taken at each rehearsal.
- Members are expected to arrive 5 minutes early before company and group rehearsals to carry out proper warm-up and to prevent injuries. *VUPointe is not responsible or liable for any injuries. It is highly recommended and expected that all dancers warm-up and stretch as necessary before each rehearsal, especially for variations that require pointe shoes.*
- Members who arrive *more than 5 minutes late* to company and group rehearsals will be marked for “late.”
- It is required, when asked, to watch the recorded videos before the subsequent rehearsal, in order to ensure productive and efficient usage of time. Failure to do so will result in the equivalent of a “late absence.”
- Choreographers will be in charge of filling out the absences and lateness form (shared with them through Google Drive).
- Members who are marked late more than *3 times* combined for company rehearsals or for group rehearsals will be subject to one hour of work for VUPointe (pick up posters, table, etc).
- Excused absences for company rehearsals must be submitted at least *a week prior* to rehearsal via the VUPointe Conflicts document.
- Members may have up to *4 excused rehearsal absences per semester*.
- If a member exceeds the number of allowed excused rehearsal absences per semester, he or she is required to make it up by helping the executive board with a planned event, such as a bake sale or a social gathering. Further details must be discussed between the member and the executive board.
- Members are *not allowed any unexcused rehearsal absences*.
- If a member is marked for any *unexcused* rehearsal absences, he or she is required to make up the time to the executive board. If there are multiple recurrences, his or her chances of getting roles in the subsequent performance will be jeopardized.
- If a member is marked for an unexcused rehearsal absence, he or she is required to make up the equivalent amount of time missed doing work for VUPointe (tabling, etc.).

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- Dress and tech rehearsals are *mandatory* for all dancers.
- If a member has a conflicting dress or tech rehearsal with another organization, further discussion is necessary with the executive board.
- If a member is unable to dance but is feeling well enough to attend class, we expect he or she to participate by observing so that he or she can retain key elements of rehearsal.
- For any absences, the dancer will be responsible for learning the material that he or she missed before the next rehearsal.
- Exceptions to attendance policy:
 - A doctor's prescription stating the student is restricted due to illness or injury.
 - Hospitalization of the student or an immediate family member.
 - Bereavement.
 - Student's graduation or immediate family member's graduation.
 - Student's dress rehearsals or performances for another commitment.
 - Family obligations that take you out of town.
- Cases of prolonged absence due to illness or injury must be discussed with the executive board.
- Additional meetings, socials, or gatherings will be announced on an event-by-event basis. Attendance requirements will vary based on the event and is at the discretion of the executive board.
- In addition to participating in company performances, active membership calls for mandatory participation in outside guest performances and the promotion of the company through fundraising efforts each semester. Fulfillment of this requirement can include being a part of VPAC performances, guest performing at other organizations' events, and any other events at the discretion of the executive board. If a member cannot fulfill the additional requirements of being a part of the company due to prior conflicts or commitments, he or she must notify the executive board well in advance.

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Attendance Policy

Executive Board

- All executive board members must attend VUPointe Ballet Theatre board meetings, which will be held weekly unless otherwise noted. We expect all board members to work their schedules around board meetings since they have been predetermined. Attendance will be taken at each meeting.
- Members may have up to *2 excused meeting absences per semester*.
- If a member exceeds the number of allowed excused meeting absences per semester, he or she is required to make it up. Further details must be discussed between the member and the executive board.
- “Studying for school,” to an extent depending on the workload, counts as an “excused absence” since we go to Vanderbilt and school always comes first.
- Members are *not allowed any unexcused meeting absences*.
- If a member is marked for any unexcused meeting absences, his or her chances of getting roles in the subsequent performance will be jeopardized.
- Exceptions to the attendance policy are similar to the ones mentioned above.