

**Attendance Policy**  
Updated for Fall 2024

**SECTION TWO - ATTENDANCE POLICY**

A. Definition of Absences:

- a. Excused absences include: class, serious illness or injury, religious holiday, required academic events (including varsity sports), professor-led review session, family emergency, work shifts( if they can't be moved), participating in a dress rehearsal or show for dance program performances, and orchestral concerts.
- b. Unexcused absences include: homework, studying, TA-led review session, social event, greek philanthropy events, musical and outside dance rehearsals, and club sports.
- c. If the event is not listed under the excused or unexcused absences it will be up to the executive board's discretion whether or not it is excused
- d. In the event of minor illness or injury, members are still expected to attend rehearsals to sit and watch. The member must be fully attentive if sitting out, otherwise it will count as an unexcused absence. Virtual attendance is an option for special events if approved by the Executive Board.
- e. Vacations count as excused absences only in circumstances approved by the executive board.
- f. Members must contact their choreographer or classical captain before missing a rehearsal. Members must contact the secretary before missing a special event by the specified deadline.
- g. If a member violates multiple sections of the attendance policy, their punishment will be taken more seriously.

B. Student Choreography and Classical Attendance:

- a. Members must make arrangements with choreographers and classical captains to learn any missed material.
- b. All unexcused absences must be made up with workshop and fundraising attendance. In circumstances approved by the executive board, absences may be made up through additional opportunities through outreach volunteering or other events that pop up.
- c. Two instances of arriving late or leaving early, by five minutes or more, shall constitute one unexcused absence.
- d. Missing more than half of one rehearsal shall constitute one unexcused absence.
- e. If a student choreographer hosts a make-up rehearsal, attendance can not be made required for the dancers in that piece.
- f. A member may be moved from performance classical to technique classical if they accumulate two absences, whether they are excused or unexcused, at the discretion of the technique coordinator and executive board. A third absence, whether they are excused or unexcused, will lead to a member being moved from performance to technique classical.

- g. A member may be removed from a student choreographed dance if that member accumulates two absences, whether they are excused or unexcused, at the discretion of the choreographer and the executive board. A third absence, whether they are excused or unexcused, will lead to a member being removed from a dance.
- h. If a member is moved from performance to technique classical or removed from a student choreographed dance, they will be required to meet with the President. Excluding outstanding circumstances, they will be asked not to return to BPG as an active member the following semester they are on campus. They will still be able to join as an associate member.

C. Special Events Attendance:

- a. Special events shall include mid-semester showings, photoshoots, elections, show week rehearsals, publicity events, and fundraising hours.
- b. All active members taking part in student choreographed pieces are required to attend mid-semester showings. Excused absences will be accounted for if the member has contacted both their choreographer and the secretary before the specified deadline.
- c. All active members are required to attend photoshoots and elections. For both special events indicated, if the member does not arrive 20 minutes after the start of the event, it will be an unexcused absence. Leaving early from these events will be held on a case-by-case basis.
- d. For all active members they must inform the secretary by the deadline set at the secretary's discretion for that particular event in order for the absence to be excused
  - i. Exceptions will be made in the case of illness or family emergencies
- e. All active members taking part in student choreographed dances and/or performance classics are required to attend all show week rehearsals.
  - i. Exceptions to the late policy will be made at the President's discretion
- f. All active members are required to participate in two fundraising hours and one publicity event per semester.
- g. If a member has unexcused absences from special events, they will at the e-board's discretion meet with the President and, excluding outstanding circumstances, may be asked not to return to BPG as an active member the following semester they are on campus. They will still be able to join as an associate member.

D. Exceptions to any part of this policy may be made at the Executive Board's discretion.