



THE ORCHESIS DANCE COMPANY HANDBOOK

Artistic Director, J'aime Griffith

The Orchesis Dance Company is the resident dance company of Grambling State University.

Mission Statement

To further the pioneering vision of founder, Catherine Williams, by providing quality training and performance opportunities to students. We are committed to fostering our four main purposes:

1. To train dancers aesthetically.
2. To develop high artistic standards and foster an appreciation of dance as an art form.
3. To create a community awareness of dance and make it an accessible experience.
4. To develop an on-going repertoire that educates as it entertains.

1. MEMBERSHIP SELECTION AND PARTICIPATION

This organization shall be open to all students meeting reasonable established organizational qualifications, and such qualifications shall not be based on race, sexual orientation, age, gender, national origin, religion, color, veteran status, or physical disabilities (except in cases where physical condition are bona fide qualifications).

2. COMPANY AUDITION

Company auditions will be held on a designated date(s) during the spring semester or during summer break. All prospective company members must audition to become a member of the company. After the completion of the audition each member will receive their placement.

There are 3 categories within the company.

- Gold - This dancer displays strong technical skills and is considered performance ready. Dancer must attend all company classes, all rehearsals, and all company performance auditions.
- Black/Apprentice- This dancer displays moderate technical skills and is almost performance ready. Dancer must attend all company classes and all company rehearsals, but must be invited to company performance auditions.
- Red/Trainee- This dancer's technical skills need more attention. Dancer is invited to attend all company classes to further train and strengthen their technique.

** Depending on their progress, Black/Apprentices and Red/Trainees may move up a level(s). **

Following company auditions, each member will receive an updated Orchesis Dance Company handbook and must submit a signed contract before engaging in any classes, rehearsals, and performances. The Orchesis Dance Company is a full year commitment (June-July virtual class and rehearsals, August- May fall and spring semester classes, rehearsals, and performances).

3. **ACADEMIC REQUIREMENTS**

G.P.A. equal to or better than 2.0 per semester. Only full-time students may participate.

All members should be in good standing as a Grambling State University student. Fall 2022 midterm and final grades and Spring 2023 midterm and final grades will be checked.

Full time students are allowed to participate with the Orchesis Dance Company for 4 years during your undergraduate matriculation and 2 years during graduate school. (starting with Fall 2022 new members)

Students participating in the VAPA Dance Concentration and Dance Minor Program must train and rehearse with the Orchesis Dance Company to gain experience in public performance all four years. It is a degree requirement.

4. **CASTING**

4. Casting for each performance shall be determined by the director and/or assistant director by observation of class and rehearsal or by audition.

The director may require a performing member to re-audition at any time.

The director can make revisions to a cast list at any time.

Guest choreographers may determine their own casting for their choreography unless director or assistant director specify a specific cast list in said choreographer's contract.

Company members will be cast in the role where they are needed, but should understand that they will not be used in every performance.

Company members must accept the roles assigned to them, since they are assigned with consideration for the level of development and specific capabilities of the dancer, and the requirements of the overall production. All dancers not selected should understudy. Choose a part if one is not assigned.

No spot is guaranteed. **Performance Auditions:** The Orchesis Dance Company performs at the football games, basketball games, on the theatre stage for our annual showcase "Dance His High Praise", and various events on and off campus. For football and basketball season, there is an audition each week to determine who will perform at that week's game. For other performances on and off campus, there is also an audition prior to each performance. The director may decide to not have an audition but decide casting based on class and rehearsal.

5. CAPTAIN/CO-CAPTAIN SELECTION AND REQUIREMENTS

The director shall determine the requirements and the process used to determine the captain. The director may choose to appoint a company member as captain based on their experience with said company member in previous season(s). The director may also choose to appoint a company member as captain based off of an official captain audition.

The captain is selected each year by the Director of the company, as the Director is responsible for observing on a daily basis the work ethic, dance skill, leadership, academic scholarship, performance ability and personality of all dancers and is best qualified to make this selection.

The captain is a member of the company tasked with upholding the vision and artistic standards established by the artistic director. They are the link between the company and the artistic director. As captain(s) and co-captain(s), the dancer represents Grambling State University and the Orchestis Dance Company. Therefore, the dancer is expected to present themselves positively in and out of the studio and on all social media platforms. The captain(s) and co-captain(s) are also expected to possess the following qualities:

- Responsible
- Respectful
- Reliable
- Strong leadership skills
- A wide range of technical skills and artistic sensibility
- Professionalism
- Excellent communication skills
- Teachable
- Proactive
- Ability to perform under pressure
- Positive attitude

Responsibilities and duties:

- Maintain peak physicality to be able to perform at your highest level.
- Commit to further developing your technical skills and challenging the company members to do the same.
- Lead stand routines during football and basketball games.
- Lead the dancers when marching in and out of the stadium.
- Keep company on task at rehearsals and at all performances.
- Remain approachable and willing to help and motivate all company members.
- Maintain a positive relationship with all company members and the artistic director.
- Work creatively and collaboratively with the artistic director
- Stay prepared to help with choreography (field shows/ half time routines, stand routines, pep rally routines, formations ect.) Record band music weekly.
 - Lead warmup/ teach company class if asked to do so.
 - Meet with the artistic director regularly. Willing to arrive early, leave late, and attend extra rehearsals if needed.
 - Relay messages to the company from the artistic director. Contact company members when asked to do so by the artistic director.
 - Help with game day packing, checkout costumes, send performance checklist to all participating dancers. (costumes, shoes, tights, hair, makeup, water, ect.) The day of a performance: go through checklist with company, make sure everyone is there, make sure everyone looks presentable (hair, makeup, nails, no bonnets/hair scarves, neat attire. After game: check in costumes.
 - Address all concerns, issues, etc. with the artistic director. Do not gossip and discuss ODC business.

Must be organized and timely. Timeliness may be determined by the dancer arriving to rehearsals "prior to" call time and at the end of rehearsal, the dancer should be observed assisting in ensuring that all equipment is properly stowed and staying after to assist other dancers who may require additional help with the choreography.

Must maintain an appropriate appearance that is representative as the lead ambassador of the organization. Hair, attire and personal grooming must be maintained daily as the captain is representative of the entire group. A disheveled appearance at anytime is completely unacceptable.

The captain should ALWAYS avoid gossip and remain tactful, respectful and courteous at all times. Outbursts of negativity should never be displayed. To be considered captain, a record of outstanding participation in the fall dance season as well as the spring concert season must be observed. This may be determined by field and stand performance during the fall semester and lead roles during the spring semester. Exceptional performance ability and showmanship is also considered.

The Director is at liberty to make changes to the student leadership as she deems necessary if a case so arises throughout the academic year.

ALL CHOREOGRAPHY CREATED BY CAPTAIN/ CO- CAPTAIN AND ANY OTHER MEMBER OF THE COMPANY MUST BE APPROVED BY THE DIRECTOR BEFORE PERFORMING CHOREOGRAPHY*

There is not a set number of captains, co-captains, or leadership positions.

The captain(s) and co captain(s) will be held to the highest standard. If the captain and co captain(s) does not meet the standards of an ODC leader, they may be striped of their title and responsibilities.

6. ATTENDANCE

In preparation for such performances, members of the organization spend 5 to 7 days each week training in modern, ballet, and jazz techniques, learning choreography, auditioning and rehearsing for scheduled engagements.

Our goal is to develop your skills to a level consistent with the reputation enjoyed by Grambling State University Orchesis Dance Company, at sporting events and on the theatre stage. The Orchesis Dance Company is an organization where you can improve and advance your dance skills. However, you cannot improve if you are not regularly attending class and rehearsal.

Company Class: Company class is M-TH at 4:00- 5:30 PM in the Assembly Center Rm 163. Friday's company class begins at 12 PM due to campus closing at 12 PM. If a rehearsal is called during the weekend, company class will precede the rehearsal.

Rehearsal: M-TH at 6:30 PM and Friday TBD Assembly Center Rm 163. Rehearsal may be called during the weekend if needed.

Level Gold, level Black, and all VAPA Dance Concentration majors and minors are required to attend all company classes and rehearsals unless specified by the director or assistant director

All absences must be approved by the director. Examples of an excused absence: university class, doctor's appointment followed up with doctor's note, death in family.

- As a member of the Orchesis Dance Company, you are allowed participate in other extracurricular activities. However, there has to be constant communication with the director. The dancer is expected to communicate upcoming events, practices, and meeting at least a week in advance. If it requires you to miss class and rehearsal excessively, you will have to make a decision to participate in your organization's event or perform with ODC . If it causes the dancer to miss class and rehearsal excessively, the dancer may be replaced for a performance at the director's discretion. It is up to the director's discretion if absence ^{will} be counted as excused or unexcused.

All members must be punctual for all classes, rehearsals, and performances as scheduled unless previously excused. If a dancer is late it is at the director's discretion if the dancer will be allowed to join.

Each individual is to arrive **15** minutes early for a personal warm-up.

Any company member that is not in attendance (company classes/rehearsal) leading up to a performance will not be allowed to audition for that performance. Furthermore, excessive unexcused absences will lead to dismissal from the

company. 4 unexcused absences per semester are allowed before the dancer is dismissed from the company. If the dancer is absent a 5th time without a valid excuse they will be dismissed from the company.

Dancers are responsible for keeping themselves informed on times and places of classes, rehearsals and performances.

Dancers must complete a full dance year. No exceptions.

If a dancer chooses not to complete a full year (season), they will wait a full year before rejoining. It is up to the director discretion if a dancer will be allowed to rejoin earlier.

****SPECIAL NOTE: YOU ARE NOW ON A UNIVERSITY LEVEL. NO ONE WILL CONSTANTLY REMIND YOU OF YOUR RESPONSIBILITIES. IF YOU MISS A REHEARSAL AND NO ONE IS INFORMED, YOU SHOULD UNDERSTAND THAT YOU ARE INELIGIBLE FOR AUDITIONS. WE DO NOT ACCEPT EXCUSES AFTER THE FACT. NO EXCEPTIONS. WE OPERATE AS A PROFESSIONAL COMPANY****

7. COMMUNICATION

Communicating effectively will be the most important tool in each student's experience in the Orchesis Dance Company. If uncertain about any issue, please consult, in the following order:

- The Orchesis Dance Company Handbook
- The captain(s) or co-captain(s) of the Orchesis Dance Company
- The director of the Orchesis Dance Company

Keep your up-to-date CDO Handbook ready. Read it thoroughly. It includes answers to most questions. Each section will give cues to help in areas of professional work as well as health and welfare.

Our main means of communication will be through email. Please check your email daily to stay informed.

All company members are required to check the bulletin boards in the studio daily for announcements, special information, rehearsal schedules, crew assignments, etc. Students wishing to post information on the dance bulletin boards must secure permission from the director.

All communication pertaining to the Orchesis Dance Company and casting will take place between the members of the company and the director/ assistant director/ captain/ co-captain **ONLY. Parents and guardians should not contact the director/assistant director/captain/co-captain to complain about their dancer not getting casted in a specific piece/ performance. It is a disruption and if it is done repeatedly, their dancer will be dismissed from the company.**

8. APPEARANCE

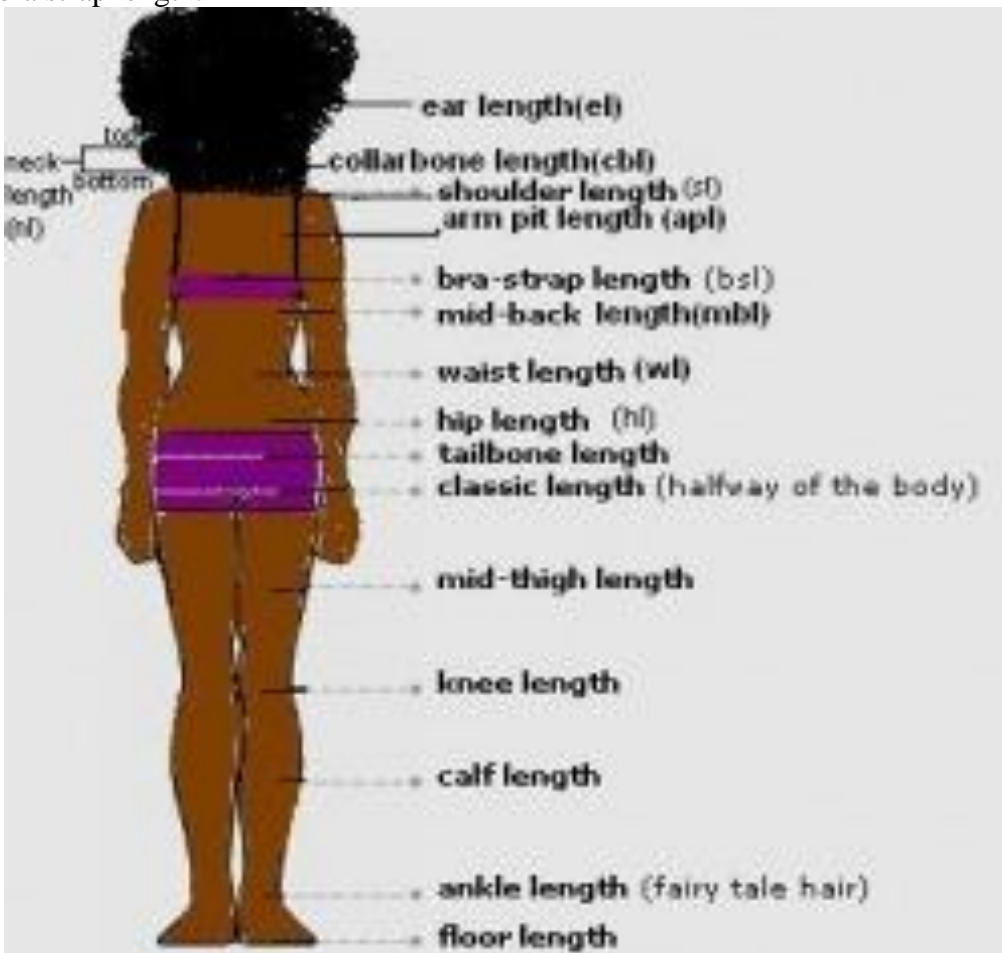
The Orchestis Dance Company does **NOT** have specific height and weight requirements. The dancer should strive to maintain a toned, well proportioned, and **strong** body.

No dangling earrings allowed in the studio. Small stud earrings may be worn. Necklaces, bracelets, or rings must be removed before class or rehearsal begins.

HAIR should be pulled back out of your face during a ballet, modern, or contemporary company class or rehearsal. A bun, french twist, cornrolls, and a small- medium size afro ect. are all appropriate hairstyles.

Hair may be worn down during a jazz, hip hop, and African dance company class and rehearsal.

Hair should not interfere with dancing. When performing with hair down, hair should not go past bra strap length.



Be cautious of heavy hair styles as it can throw your balance off.

FINGER NAILS should not interfere with dancing. Long finger nail are never allowed when performing. For football season refer to the photo below for the **maximum length**:



Finger nails should be manicured and painted each week for football game performances and pep rallies ect. You do **not** need to get your nails done professionally, you can manicure and paint them yourself as long as they are presentable. **No French tips**. Nails should be a solid light pink frost or a nude color or color decided on by director only. For bare feet performances, toe nails should be bare or painted a light pink or nude color.

ATTIRE:

*****The studio is often very cold. Warm ups are permitted for the first few exercises. The dancer should arrive at least 15 mins before company class to warm themselves up.*****

BALLET COMPANY CLASS AND REHEARSAL ATTIRE:

Female: any color leotard, flesh tone footed or convertible tights, flesh tone canvas (not leather) ballet slippers. Ballet skirt optional. Additional undergarments must be worn if needed.

Male: Fitted Black Joggers/tights/leggings with leotard, form fitting tank, fitted t-shirt, or an athletic top. Flesh tone canvas (not leather) ballet slippers can be worn with joggers, convertible or footless tights, or leggings. If you choose to wear black canvas ballet slippers tights must be footed. **Dance belt must be worn.**

CONTEMPORARY/MODERN COMPANY CLASS AND REHEARSAL ATTIRE:

Female: any color leotard, black convertible or footless tights or leggings, black unitard.
Bare foot unless told by the director otherwise.

Male: Fitted Black Joggers/convertible or footless tights/leggings with leotard, form fitting tank, fitted t-shirt, or an athletic top. Bare foot unless told by the director otherwise.

JAZZ COMPANY CLASS AND REHEARSAL ATTIRE:

Female: sports bra/crop top, form fitting spandex shorts, leggings, leotard, biketard, unitard, or athletic top. Jazz shoes must be worn.

Male: fitted Black Joggers/convertible or footless tights/leggings with leotard, form fitting tank, fitted t-shirt, or an athletic top. Black jazz shoes must be worn.

HIP HOP COMPANY CLASS AND REHEARSAL ATTIRE:

Female: baggy clothing permitted, street wear, crop tops, sweat pants, tennis shoes, ect.

Male: baggy clothing permitted, street wear pants, tennis shoes, ect.

FIELD SHOW AND STAND ROUTINE REHEARSAL ATTIRE:

Female: form fitting clothing, bike shorts, crop top, sports bra, leggings, athletic top, ect.

MAKEUP: For stage performances, **ALL company members** must wear appropriate stage make up. For football season, **ALL** performing company members must wear a full face of makeup.

PERSONAL HYGIENE: Females must remove hair from arm pits, legs, and bikini area for all performances. Use of deodorants, body sprays, and feminine hygiene products is recommended. Use of deodorants are recommended for men as well.

Dance-wear must be kept clean.

All company members must look presentable at all times. You are an ambassador of the university and ODC. Do not arrive to class, rehearsal, or a performance looking as if you just rolled out of bed.

9. ATTITUDE

The expectation is that regardless of race, age, gender, sexual preference, religion, ect.,, company members will TREAT EVERYONE WITH RESPECT AND KINDNESS. PERIOD. NO EXCEPTIONS.

The expectation is that each dancer will enter the studio with an open mind.

The expectation is that each dancer will carry himself or herself in a professional manner with

respect for the company and the performing art form, dance.

The expectation is that each dancer will give 100% effort 100% of the time.

Respect must be given to director, assistant director, and any guest instructors and choreographers. **Failure to do so may result in dismissal from the company**

Obedience is necessary and honorable. Conforming to rules and regulations is an indication of maturity and respect for the organization.

100% attention to the instructor, in class and rehearsal, is required as well as cooperation. Positive attitudes should be reflected in your cooperation in practice and performance.

“Representing GSU” involves certain behavioral guidelines. You are to exemplify Tiger pride at all times. Old members should set good examples for new members. All Company dancers are required to participate in, and be supportive of, all projects and activities of the Orchesis Dance Company.

Loud profane language will not be tolerated.

Violence will not be tolerated and **will result in dismissal from the company.**

10. HEALTH/ ILLNESS/INJURIES

Company members should be aware that dance is a physically demanding art requiring physical exertion comparable to athletics. Injuries can occur during intense periods of dance exercise (class, rehearsal, performance) and students should make every effort to follow the director, assistant director, and guest instructor directions completely. The director reserves the right to limit further class participation if the student appears injured or fails to seek appropriate medical attention for an injury. Company members have an obligation—to the company and their classmates as well as to themselves—to be aware of injuries or other physical limitations relevant to the student’s ability to dance.

Students injured during the summer should notify the director of the Orchesis Dance Company as soon as possible before the fall semester begins. The director will do its best, based on their professional judgment, to work with injured students through appropriate accommodations. However, ODC does not provide medical advice or care and students should understand that they bear the risk of injury or aggravation of existing injuries through participation in the company.

The Orchesis Dance Company director reserves the right to require a physician’s release for further enrollment in company classes following any serious injury.

Company members experiencing mild injury or illness who may be unable to participate in a class or rehearsal are expected to observe it, if at all possible. Major illness or injury that prevents a student from active participation in classes or rehearsals should be reported to the

director before class begins and an injury sustained during a class or rehearsal should be brought to the director's attention immediately.

Well-balanced and healthy nutrition is important for every dancer. Dancers should be aware that they make extraordinary demands on their bodies and should treat them accordingly with sound health and nutrition habits. Good habits include adding rest and recovery time into the schedule. Recovery time allows the body to replenish energy stores and repair damaged tissues.

12. STUDIO USE

No food, chewing gum, or drinks may be brought into the studio. Students must step outside to eat and drink anything other than water.

The use of baby powder or rosin on the dance floors is not permitted.

The studio will remain locked when not in use. Students wishing to use a studio must ask the director's permission. All scheduling must be done through the director. All studios must be left with doors locked and lights turned off. **Only rehearsals pertaining to the Orchesis Dance Company classes and productions may be scheduled in the dance studios unless permission is given by the director of the Orchesis Dance Company.**

13. TRAVEL ETIQUETTE

Company members must arrive before or at the designated call time.

Company members must arrive in travel attire. For football season, hair must be done. Once on the bus, dancers may wear a scarf or bonnet. Anytime we leave the bus, hair must be done and dancer must be /wearing light make up.

Company members must arrive with everything needed for performance and travel. Please label all personal items. ODC is not responsible for any lost or stolen personal items.

Company members are responsible for returning all company property at the completion of trip. (costumes and practice attire) If assigned costume and practice attire is not returned the dancer is responsible for replacing items and will not participate in any company activities until completed.

Company members must be respectful to the bus driver and their peers by keeping a moderate noise level and cleaning up after themselves. Always thank the bus driver!

If the trip calls for an overnight stay at a hotel, dancers must be respectful to all hotel staff and roommates. Store your things neatly in designated area of hotel room. Clean up after yourself. Be mindful of noise level at all times but especially at night.

Review daily agenda and prepare for it before you go to bed.

Curfew will be assigned at the discretion of the director. Be considerate of others who are trying to sleep. (Set yourself up for a successful performance by getting a good night's rest.

No room service allowed. Do not charge anything to your room. No phone calls (local or long distance) may be made from rooms. Student will be responsible for any purchases.

14. THEATER ETIQUETTE

When the company has completed its performance, or is waiting to perform, and as a member of the audience, you must show support and respect for all other dancers performing. No talking during performances.

When entering the theater go to the dressing room, warm up, do not talk, and listen for directions. Most times, we have ONE "walk through" and ONE "run through". If we do not get through our blocking/spacing rehearsal quickly, we will not have time to run our piece.

The theatre is often cold. Dancers must bring attire to stay warm. Dancing while muscles are cold can result in injury.

Be on time. Absolutely no food or drinks allowed in dressing rooms near costumes, or on stage.

Dressing rooms must be left cleaner than you found them.

Backstage etiquette is absolutely imperative "NO TALKING ALLOWED"!!! Professionalism is expected at all times. Be on best behavior at all times. Dancers must wear required stage Makeup.).

Use good manners. Be respectful, kind, and considerate to other dancers and members of the crew backstage at all times. Think before you speak!

Your performance backstage is just as important as onstage.

Thank the stage hands and backstage crew for their help.

Dancers are responsible for returning all costumes.

15. FOOTBALL GAME PERFORMANCE ETIQUETTE

When in uniform, no excessive talking.

Once lined up to march in, no talking and no waving to spectators. The dancer should be focused on mentally preparing to perform.

During photograph sessions, observe 10 minute overall time limits.

When in the stands, do not get up unless you get an OK from director or assistant director. No talking and waving to spectators while in the stands.

During a game, it is difficult to smile the entire game; however it is mandatory to keep a pleasant face. Dancers must maintain good posture throughout the entire game.

Remember, you are performing at all times. Don't break character. All eyes are on you! During a game we may have to change on a bus. Keep tights, undergarments and other personal items secure.

We do not have security for personal items when on the field, therefore leave all expensive jewelry, cameras, etc. at home. The Orchesis Dance Company is not responsible for any personal items lost or stolen during a performance.

Dancers must change quickly for halftime to allow time to properly warm up.

Hair and make up should be presentable at all times. Pack makeup and a brush in the costume bag to freshen up before halftime.

The Orchesis Dance Company should only dance during the football game when accompanied by the band. **We do not dance to the music played over the loud speaker.**

DANCERS WILL NOT BE ALLOWED TO PERFORM FOR ANY OF THE FOLLOWING VIOLATIONS:

- Improper behavior/conduct, use of profanity, bullying, verbal or physical altercations in-person or on social media
- Not showing respect to fellow dancers, director, assistant director, captain and co-captain
- Use of drugs
- Not having the proper attire for performance (hair, makeup, shoes, tights, nails)
- Poor attendance. Tardiness.
- Grades, not in good standing with university

16. SOCIAL MEDIA

As a member of the Orchesis Dance Company, you are a representation of Grambling State University and the Orchesis Dance Company. You must present yourself in a graceful, respectful, and professional manner at all times. This means in person and on social media.

Do not post any photos of yourself with drugs or alcohol visible.

Refrain from using any profanity in post or caption.

The director of the Orchesis Dance Company holds the vision for the company and is responsible for protecting its reputation as the resident dance company of Grambling State University. Therefore, no member of the company is allowed to participate in an interview on behalf of the Orchesis Dance Company without first getting permission from the director. No company member is allowed to participate in any events on behalf of the Orchesis Dance Company without receiving permission from the director. For example, if someone asked a company member to teach at a camp or judge a competition and "Orchesis Dance Company" ,

“ODC”, “Grambling State University Orchestis Dance Company”, or anything else suggesting that the dancer is participating on behalf of the Orchestis Dance Company and will be used to advertise the event, you must get permission from the director. If the event does not align with the Orchestis Dance Company mission, the company member will not be given permission to move forward. **Failure to receive permission from the director before participating may result in dismissal from the company.**

Do not share choreography owned by the Orchestis Dance Company on social media without permission from the director or choreographer. This include student choreography and work set by guest choreographers. If a company member or captain/ co-captain choreographs a stand routine, field show, or concert piece and agrees to teach the choreography to the company, it is then owned by the company. If the company member graduates or decides to leave the company, the company may continue to perform the student’s choreography.

Do not share ODC business on social media.

The only instagram page associated with the Grambling State University Orchestis Dance Company is @danceatgram. The only youtube account associated with the Grambling State University Orchestis Dance Company is @danceatgram5678. The only tik tok account associated with the Grambling State University Orchestis Dance Company is @danceatgram. No member of the Orchestis Dance Company is to create and run a social media account claiming to be the Orchestis Dance Company. No member should offer information about the Orchestis Dance Company on social media. This will result in dismissal from company.

Refrain from any altercations on social media. It is not a good look! Do not engage in debates and arguments pertaining to the Orchestis Dance Company and any of its members. **Failure to adhere, may result in dismissal from the company at the discretion of the director.**

17. BULLYING

Grambling State University defines bullying as “engaging in repeated actions which cause another person to experience intimidation, the unlawful use of physical force or harassment that is so severe, pervasive, and objectively offensive that it denies the victim equal access to the University’s resources or opportunities.”

The purpose of this policy is to communicate to all supervisors, employees, and students, that Grambling State University will not tolerate bullying behavior. Should it be determined that there is a violation of this policy, the individual in question faces possible disciplinary action(s), which can range from a letter of reprimand up to and including suspension. Students found in violation of this policy will be disciplined under applicable procedures established under the

[Student Code of Conduct](#).

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when appropriate disciplinary action is needed. Grambling State

University considers the following types of behavior examples of bullying when they are part of a pattern of conduct that rises to the standard set forth above:

- Verbal Bullying: slandering, ridiculing, or maligning a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; using a person as the butt of jokes; remarks that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; use of nicknames after being warned that the nickname is considered by the victim to be offensive; constant criticism on matters unrelated to a person's job performance or description or on matters that cannot be documented;
- Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture Bullying: non-verbal threatening gestures such as, but not limited to, the following: approaching another person with fists clinched or with one or more other fighting gestures which could reasonably be interpreted as threatening; brandishing a weapon; making gestures that would reasonably be interpreted as amorous or sexual in nature.
- Social Bullying (which may include cyberbullying): engaging in verbal bullying via mail, email, text message, phone, or voicemail; deliberately interfering with mail, email, text messages, phone, voicemail, or other communication; spreading malicious rumors or gossip about another person; manipulating the workload of another person in a manner designed to cause that person to fail to perform his or her legitimate functions; inflicting menial tasks on an employee not in keeping with the employee's normal responsibilities.
- Cyber Bullying is any activity that deliberately threatens, harasses, intimidates an individual, places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially

disrupting the orderly operation of the individual's daily life via the use of electronic information and communication devised, to include but not be limited to:

- e-mail messages,
- instant messaging,
- text messaging,
- cellular telephone communications,
- internet blogs,
- social media sites,
- internet chat rooms,
- and internet postings.

18.INSURANCE

****The Orchesis Dance Company has insurance through Relation Insurance Services.****

Every situation may call for a different solution. Therefore, all of the above is left up to the discretion of the director.