

Advisors **MUST** inform the main office a minimum of **ONE MONTH** prior to all dances!

Plattsburgh High School

Dance Request Form

2009-2010



Main office notified:

(date)

Name of Dance

Date of Dance

Signature of Advisor/Group Requesting

Date of REQUEST (min. 4-wks.)

Signature of Administrator (cc to Cricket)

The following administrative issues are **necessary!** Please be sure to get administrative approval where needed!

Duties of Group Sponsoring Dance

TIMELINE

Date Completed

Administrative Coverage & Gym Time Reserved

(4-weeks)

School Officer Coverage

(4-weeks)

Treasurer / Workers for Entry

(2-weeks)

Choice of Music

(2-weeks)

Guest sign-up sheet in Main Office (see Cindy)

(2-weeks)

Refreshments Arranged

(1-week)

Chaperones

(2-weeks)

- Minimum of 6 chaperones for minor dances;
- Minimum of 8 chaperones for major dances;
- Major dances consist of: Prom, Homecoming, Sr. Reception, March Madness, Morp & Hop;
- Minor dances consist of: Senior Toga, Holiday & Class.

Chaperone & Phone Number

Chaperone & Phone Number

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Event Procedures

- Dance time - 8 - 11 PM / Doors open at 8 PM / No one admitted after 9 PM**;
- No one will be allowed re-entry to the building once they leave the dance;
- Purses and/or backpacks will be checked at the Bookstore (students may get things they need);
- One (1) person collects & one (1) person stamps (student/parent/staff);
- **ALL school policies are in effect regarding inappropriate behavior during each dance.**

**Unless otherwise approved by the building Principal PRIOR to each dance!

Chaperones

1. The CSO is to have a list for interested parents who may wish to chaperone at the first meeting.
2. A pre-dance meeting for chaperones should take place @ 7:45 PM (just before the dance).
3. Responsibilities and/or job descriptions should be available to new chaperones/parents (i.e. walk around, check doors, be visible - gym, bathrooms-outside).

Dealing with Inappropriate Behavior and/or Suspicious Activity

1. Students are approached by chaperone to identify possible inappropriate behavior or suspicious activity. If suspicion exists, the administrator and/or CSO officer become involved;
2. If behavior involves harassing, threatening, or violent behavior, the students will be removed from the dance and notification of the responsible individuals will be made (see item #4 and #5 below);
3. If students are suspected of drug or alcohol use, the administrator and/or CSO officer become involved and the following steps will occur:
 - The student is brought to the office area where the administrator and/or the CSEO officer ask the student to take some field tests* to make a judgment of whether or not the student can return to the dance. These tests are administered on a VOLUNTARY basis only.
 - If the student refuses to perform the field tests, administration is to assume guilt and begin the procedure of contacting parents and possible police.
 - If the student fails the field test, parents and/or police are to be contacted;
4. Under any circumstances, where a student is being asked to leave a dance, and parents cannot be reached, the student's Emergency Contact will then be used. (The administrator will make ALL phone calls to parents/emergency contacts.) Students not allowed back in to a dance will remain under school supervision until placed with the responsible adult;
5. Students will be dealt with according to school policy and the Student Code of Conduct.

NOTE: The use of instruments to determine drug/alcohol use will be investigated through Board Policy.

Dance Styles

1. If questionable dancing takes place, chaperones may use discretion to separate dancers;
2. Peer pressure may/should also assist in maintaining proper activity;
3. Investigate more appropriate lighting to help with proper activity.

Visitors / Guests / Parents

1. Student must sign-up his/her guest PRIOR to each dance (guest must come with a PHS sponsoring student) with guest name, parent name, and phone number;
2. Discretion is to be used regarding guest's age, recent graduate or high school level.
3. Pass system to be explored for larger dances (50 or more guests) - color code, numbering, telling that this is my guest.

Music

1. Inappropriate lyrics to be addressed with (Inappropriate lyrics to mean "overall content of music is not directed towards profanity, sex, drugs or violence.");
2. Contracts may be drawn up with necessary concerns expressed;
3. Edited versions to be looked in to;
4. Students offended by lyrics need to address this with chaperones, faculty, advisor and/or administration.