

## WEST VALLEY CENTRAL SCHOOL DANCE APPROVAL FORM

Today's Date \_\_\_\_\_

Class requesting approval \_\_\_\_\_

Class President \_\_\_\_\_

Tentative Date \_\_\_\_\_

Signature of 2 non advisor employee  
chaperones (paid) \_\_\_\_\_

Signature of 2 female adults  
(volunteer) \_\_\_\_\_

Signature of 2 male adults  
(volunteer) \_\_\_\_\_

Music approval, signature of Principal \_\_\_\_\_

Summary of Rules (**see attached**)

Check the following when completed

\_\_\_\_\_ (2) non advisor employee chaperones (paid)

\_\_\_\_\_ (4) volunteers

\_\_\_\_\_ Notify constables

\_\_\_\_\_ Clean-up committee formed

\_\_\_\_\_ Student sign-up sheet prepared

\_\_\_\_\_ Class pays for any damages

Signature of Class Advisor \_\_\_\_\_

Dance: \_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Signature of Administrator: \_\_\_\_\_

## Sponsoring a Dance

### TIME:

- Dances are from 7-10 pm, except Winter Ball (7-11 pm) and prom.

### APPROVAL:

- The **Dance Approval Form** needs to be filled out **at least one full week before** the dance you have planned
- Your dance is **officially approved** when this form has been signed by an administrator
- Students may not put up advertisements for the dance or begin to sell tickets until the dance is **officially approved**.

### TICKETS:

- Number the tickets
- Write the students' name and phone numbers on the WVCS Dance Admission list as tickets are sold.
- Bring this list to the dance

### CHAPERONES:

- The Advisor should be present from the beginning of setting up till the last student has been picked up from the school after cleanup. (The advisor does not get additional chaperone pay. It is considered part of the advisor stipend).
- The district **pays** for **TWO** non advisor employee chaperones
- You also need **FOUR** parents (or other adults) who will **VOLUNTEER** as unpaid chaperones.
- You are also responsible to arrange for the constable/deputy to attend.
- One of the Administrative team must be in attendance

### GUESTS:

- Anyone attending the dance who is not a WVCS student must have a completed and signed **Out of District Student permission Form**. Guests must be students in grades 7-12 of another secondary school.
- Last year's WVCS graduated (in good standing) may come to this year's dances without a guest form.
- Seniors have the privilege of bringing other guests to Homecoming, Winter Ball, and Prom. There are special senior dance forms for these dances.

## **DECORATING and CLEAN UP:**

- Decorations should be kept manageable
- Student in the club or class sponsoring the dance are responsible to clean up afterwards.
- Students in the club or class sponsoring the dance are responsible to pay for any damages.

**REMINDER:** All music played must use appropriate language. The edited version of songs must be played. If there is a student DJ and inappropriate music is played the student will face consequences according to the discipline section of the handbook and at the Administrators discretion. **If a professional or semi-professional DJ is hired, the contract should include the expectation for edited music** and the final payment should be made after the event. (In special circumstances, the complete payment may be made before the event with prior approval of the superintendent.)

## **CHAPERONE RESPONSIBILITIES:**

**The advisor should assign chaperones to specific jobs/places.**

**FRONT DOOR:** Chaperone responsibilities:

- Check that everyone coming in is a WVCS student or has a guest pass or permission form.
- Check Extra curricular eligibility list so that students do not enter the dance, if they are on this list. (Be sure you have a current list.)
- Have custodian lock the door 30 minutes after the beginning of the dance
- Get the name (and ticket number) of any students who leave the dance early.
- Check them off on the ticket/admission form. Inform the advisor so that the parents of these students can be called.
- **Do not allow any students to re-enter the dance once they have left.**

**TICKET TABLE:** Chaperone responsibilities

- Check Extracurricular eligibility list so that students do not enter the dance if they are on one of these lists. (Be sure to have current list)
- Collect the guest pass or guest form. No one may come in the dance without this pass/form if he or she is not a student of WVCS. The only exception is that last year's graduates in good standing may enter this year's dances without a guest form. Check the graduate list if someone says they graduated last year. After the dance, turn all forms in to the office.
- Check off students (as they arrive) on the ticket/admission list so that a current list of students attending is always available.
- Add names and phone numbers of additional students who buy tickets at the door.

**AUDITORIUM:** Chaperones responsibilities

- Generally, maintain order
- Gently correct students who are being overly affectionate (PDA).
- If a student does not respond correctly to your correction of any kind, bring them to the advisor's attention.
- Be aware of the music playing. If it is inappropriate (violent, vulgar), tell the DJ to stop the song or tell the advisor to do so

**BACK DOOR:** Chaperone responsibilities

- If you find it necessary to open the door at the back of the Auditorium (temperature). **The door needs to constantly be monitored while it is open/unlocked.**

**HALLWAY:** Chaperone responsibilities

- Float around the front and back hallways. Keep an eye on back hall doors.
- Help make phone calls to parents if necessary

**COURTESY CALLS:**

**The advisor should make courtesy calls to parents:**

- If a student was dropped off but can not enter the dance because he or she is on the Extracurricular eligibility list
- If a student has purchased a pre-sale ticket but has not come into the dance by 30 minutes after the starting time
- If a student leaves the dance before it is over