

## DANCE/PROM PROTOCOLS

1. Check with the Athletic Director, Principal and school calendar to ensure that the date wished is open.
2. Complete a “Dance Approval Form” and a “Fund Raising Request Form” a minimum of ten (10) days prior to the planned event.
3. If the dance/prom is to be held at school, a copy of the “Dance Approval Form” is to be given to the Maintenance Director and Athletic Director seven (7) days prior to the event.
4. Set up and clean up is the responsibility of the sponsoring group and advisors.
5. Once at the dance, all chaperones are to be present and visible.
6. Dances/Prom are open only to RLRS students and their dates. Students bringing dates from outside of Rangeley are to complete and present to the Principal a “Guest Request for Dances/Prom” form, a minimum of three (3) school days before the event. The Principal will copy this form, keeping one for file purposes and provide one to the lead chaperone.
7. High school students and/or their date may not enter the dance after 9:00 p.m. and middle school students and/or their date may not enter the dance after 7:30 p.m.
8. Once a student and/or their date leaves the dance, he/she/they cannot re-enter. If a student should, however, have to leave for a legitimate reason, eg. Forgot purse in a car, a chaperon must accompany that student and that student may re-enter.
9. All school rules are in effect at dances/prom.
10. Any student who violates a school rule is to be asked to leave the dance/prom.
  - Call the parent to inform them
  - Call the police if necessary
11. If drugs and alcohol are suspected:
  - Isolate the student(s)
  - Determine the status
  - If the student(s) is believed to be under the influence, call the parent to come to get the student. Then call the police and inform them of the situation: When the police arrive, they are in charge of the situation. Only release the student(s) to the parent/guardian when permission is given by the police. If the police indicate they are not coming, release the student to the parent or guardian.
  - If the parent refuses to come or cannot be reached, call the police to take charge of the student(s).
  - If the student(s) become violent or abusive, call the police and the parent.
  - If the student flees, call the police and provide the student(s) names and who they are with and if they are driving.
  - Then call the parent and advise them of the circumstances.
  - Document the incident and provide that to the Principal on the next school date after the incident.
12. When the dance/prom is over, ensure that:
  - Clean up has occurred
  - All students have left (Never leave a student(s) unattended!)
13. Inform the Principal of any incident of misbehavior related to #9 above on the next school day following the dance/prom.