



SECONDARY DANCE POLICY

Dances are an opportunity for students to socialize in a safe and fun environment. In order to maintain the privilege of dances, students must follow Secondary Dance Policy.

1. Dances will be organized by Advisory groups or school clubs/organizations. Organizers should obtain administrative pre-approval for the proposed date.
2. Groups wishing to organize a dance should complete, submit, and present the first half of the attached Secondary Dance Packet to Student Operational Group. If more than one group wants a specific dance date, they may team up or Student Operational Group will vote on who gets the dance after each group gives a testimony. Groups must have a sponsoring staff member(s) who agree to facilitate and supervise preparations, finances, and the entire dance; including set-up and clean-up.
3. After receiving approval, groups must complete the next section of the Secondary Dance Packet to include food/beverage and music plans, other special considerations, student staffing, and administrative and parent chaperone information. This must be submitted to the Principal, Safety/Security Officer, and Student Operational Group Treasurer by the Wednesday prior to the dance.
4. Prior to the first dance of the year, appropriate dance behavior should be reviewed at a Student Operational Group meeting and then brought back to advisory groups for discussion.
5. Hosting groups must adhere to the following:
 - a. Ask the front office to notify the Anchorage Police Department of any scheduled dance.
 - b. Dances will not exceed the maximum capacity of the room in which it is held; a running tally of students entering the dance must be kept at the ticket table.
 - c. Reserve the building, by contacting the Administrative Assistant, who will contact the district.
 - d. All dances will be open to grades 6-12, with the exception of prom, which will be open only to grades 9-12.
 - e. All locations reserved for prom must have a business parking lot.
 - f. The group hosting the dance is responsible for publicizing, staffing, and managing the dance; this includes set-up, clean-up, ticket table/sales, and securing all chaperones.

- g. Exceptions to these rules can be made on a case-by-case basis, with Administrative approval.

6. Budget

- a. Expenses for decorations, refreshments, etc. are decided on and handled by the hosting group.
- b. Benefiting organizations/causes/groups must be designated and approved prior to the dance.
- c. 30% of dance earnings go to Student Operational Group budget.
- d. All money collected must be counted and secured prior to leaving the dance. Copies of the finalized dance packet should be submitted to the front office (along with the deposit) and the Student Operational Group Treasurer on the next school day following the dance.

7. Guest Sign-Up

- a. All guests must be a currently enrolled secondary student, home-schooled, or a graduate within the last two years.
- b. Each grade 6-12 student is permitted to bring up to two guests, when space is available. Special dances may allow for more guests, or less, depending on the circumstances, such as room capacity, which will be approved by the principal.
- c. Guest sign-ups may be turned in until Noon on Monday prior to the dance.
- d. The name, grade, and home school of the guest must be provided on the guest sign-up sheet along with a phone number where a parent or legal guardian can be contacted in advance or in case of an emergency.
- e. If a student other than a 6-12 grade Polaris student or a designated guest arrives at the door, they may not enter.
- f. Every guest may only enter with their Polaris host and must show some form of ID at the door.
- g. Should a guest or their Polaris host be asked to leave for any reason, both students must leave the school premises.
- h. Hosts are responsible for informing their guests of our dance policy and reminding them to behave appropriately. Appropriate behavior is defined as: acting in ways that both respect and avoid violating other people's bodies, personal space, and property.

8. Dance Times

- a. Dances must end prior 11:00 PM and all proms must end prior to 12:00 AM.
- b. The starting and ending times are determined by the hosting group within ASD guidelines.
- c. A maximum of eight dances plus two formal dances may be held during the school year.

9. Supervision

- a. Two Polaris Administrative chaperones and four parent chaperones for every shift must be confirmed by the Wednesday prior to the dance and included in the dance packet. Failure to meet the required amount of chaperones will result in cancellation of the dance.
- b. The adult chaperones are in charge of monitoring the exits and student behavior during the dance. Students must obey reasonable requests by chaperones.
- c. The dance cannot begin until all of the chaperones scheduled for the first shift arrive.

10. Behavior Expectations

- a. All grade 6-12 students attending the dance must follow the rules as designated by the Anchorage School District's Student Handbook. This prohibits such actions such as carrying weapons, displaying inappropriate behavior such as, violence, profanity, vandalism, excessive public displays of affection etc.
- b. Drugs or alcohol will not be tolerated. If any student or guest is found to be under the influence or in possession of an illegal substance(s) during the dance, the dance will be shut down immediately.
- c. Should an incident occur (such as fighting) the administration may decide to shut down the dance.
- d. Minor offenses by a Polaris student may result in the loss of dance attendance privileges for the remainder of the school year and/or a conference with the student, principal, their advisor, and a parent or legal guardian.
- e. All guests committing an offense will be asked to leave and will not be welcome to any future Polaris dances. Depending on the offense their emergency contact, home school and/or authorities will be notified.
- f. Administration will be responsible for dealing with severe offenses by a Polaris student. Punishment for severe offenses may include suspension or expulsion.
- g. No students will be allowed upstairs, in classrooms, or in lounges during the dance unless given permission by an administrator or teacher-in-charge. Once a student leaves the building, he or she cannot return to the dance, unless there is a designated and supervised outdoor area.
- h. All dancing must be respectful to others. This disallows moshing, sexually explicit dancing, and any other form of dancing that would harm its participants.

- i. Clothes or costumes worn at school dances should not be provocative.
- j. No student attending the dance may bring a beverage of any sort into the dance. The only beverages permitted will be those by the school store. This includes water bottles.

II. Music

- a. All music played at the dance must not contain any foul or sexually explicit language/lyrics.
- b. All music submissions or requests must be requested at least one week prior to the dance.
- c. A playlist of music must be given to Administration the Monday prior to the dance for screening.
- d. If there are to be bands at the dance, a demo tape must be provided for screening as well.
- e. DJs are in charge of all musical equipment and are to be considered authorities on the equipment and within the DJ area.

Attachment: Secondary Dance Packet



Dance Planning

<i>Hosting Advisory/Group/Organization(s):</i>
<i>Date:</i>
<i>Theme:</i>
<i>Student Dance Chairperson(s):</i>
<i>Facilitating Adult(s):</i>

Budget Planning

<i>Projected expenses:</i>	<i>Funding source(s):</i>
<i>Ticket prices:</i>	<i>Benefiting Organization*:</i>

** 30% of dance earning/profits go to Student Operational Group; all donations to charitable organizations must be pre-approved.*

To Be Completed After Approval

Submit copies of the completed dance packet to Principal, Safety/Security Officer, and Student Operational Group by the Wednesday prior to the dance date.

Food/Beverages:

No food/beverages will be served Working with Student Store Other (please explain)

Music:

DJ Committee; Chairperson: _____ Other (please explain)

Other Special Considerations:

Please attach an organized and legible plan that includes the following:

- Student staffing schedule; including names and times for set-up, clean-up, and ticket sales table. The ticket sales table is responsible for keeping a running tally of students entering. You may use the sample form provided at the end of this packet.
- Polaris Administrative Chaperones (two required for each shift)
- Parent Chaperones (four required for each shift). Include first and last name, student name, and parent cell phone.
- Chaperone shift suggestions:
 - OPTION A 6:45-8:45 (2 hours) 8:15-10:15 (2 hours)
 - OPTION B 6:45-8:00 (1.25 hours) 7:45-9:00 (1.25 hours) 8:45-10:15 (1.5 hours)

To Be Completed After The Dance

Money collected should be counted and secured prior to leaving the building. Copies of the finalized dance packet should be submitted to the front office (along with the deposit) and the Operational Group Advisor on the next school day following the dance.

<i>Total collected:</i>	<i>Final Expenses:</i>
<i>Attendance:</i>	<i>30% to Student Operational Group:</i>
<i>Benefiting Organization:</i>	<i>Amount:</i>

Student Staffing *(include names and times)*

Set-up	Ticket Sales/Table	Clean-up

Polaris Administrative Chaperones *(two for each shift)*

Time:	Time:	Time:

Parent Chaperones *(four for each shift; provide first and last name, student name, and parent cell phone)*

Time:	Time:	Time: