

DANCE PLANS GIVEN TO MRS. PERRY 1 WEEK BEFORE DANCE.

DANCE THEME: _____ **DATE:** _____

CHAPERONES:

*Teacher Chaperone 1: (Not to be an IA or a Sub) _____
(6:45 - 10:30 P.M. or until all students are picked up).*

*Teacher Chaperone 2: (Not to be an IA or a Sub) _____
(6:00 - 10:00 P.M.)*

*Parent Chaperone 1: _____
(6:45 - 10:30 P.M.)*

*Parent Chaperone 2: _____
(6:00 set-up - 10:00 P.M.)*

GUESTS:

Westford Grades 6-8 students are allowed to invite only one guest per dance.

Guest must not be older than 8th grade and approved by principal. Westford students are responsible for their guest's behavior (i.e. If your guest misbehaves, your parent will be contacted too.)

Must have guest's first/last name, grade and which school they are from.

Westford Student(s) not allowed at this dance. _____

EQUIPMENT NEEDED FROM HEAD OF MAINTENANCE:

Tape for walls, (4) Extension Cords, Strobe Light, Disco Ball, Wave Machine, Swirl Light, Microphone, Ladder.

Other: _____

SET UP:

Six 8th graders set- up at 6 P. M. (No 7th graders!)

PLAYLIST:

Two 8th graders make play list.

DISC JOCKEYS:

Two 8th graders.

GAME ANNOUNCERS:

Two 8th graders.

Principal's approval of play list and signature: _____

RULES AND CHAPERONE RESPONSIBILITIES

(Mrs. Perry will make copies for chaperones to read AND have in hand).

- 1) **Students in Grades 6-8 are allowed at the dance, unless otherwise noted by the principal. No one older than 8th grade allowed at the dance.**

Teacher Chaperone 2: Works at front table and sends home unapproved guests. He/she will also lock the money in Mrs. Perry's office after admissions.

- 2) **Students must stay inside the gym (except to use bathroom).**

Teacher Chaperone 1: Watches stage and circulates around gym.

Teacher Chaperone 2: Watches entrance and front hallway.

Adult Chaperone 1: Works at snack table and watches that exit.

Adult Chaperone 2: Watches far end of gym and locker rooms.

- 3) **SCHOOL DRESS CODE applies at dances. No halters, no cleavage, no exposed undergarments or inappropriate language/graphics.**

All Chaperones: Will look for dress code violations and tell a teacher chaperone.

Teacher chaperone will then ask student to cover up or change clothes. If they don't, teacher chaperone will call their parents to have the student taken home.

- 4) **No PDA-Public Display of Affection.**

All Chaperones: Will look for PDA violations and tell a teacher chaperone. Students involved will get a warning. If it then continues, teacher chaperone will call their parents to have the students taken home.

- 5) **No hitting, pushing or other dangerous behavior.**

All chaperones: Watch and remind. After reminders, teacher chaperones will call parents and have student taken home.

- 6) **Decorations must not be torn down during the dance.**

All chaperones: Watch and remind. After reminders, teacher chaperones will call parents and have student taken home.

- 7) **All 8th graders will stay until 10:15 p.m. to clean up.**

8th grade parents will pick up at 10:15 p.m. not 10:00 p.m.

___ snack money and admission money locked in Mrs. Perry's office.

___ tape and decorations removed.

___ spills cleaned up.

***Night custodian is in building.

___ gym floor dust mopped.

You can ask for mop, bags, etc.

___ hallway floors dust mopped.

___ all papers picked up and floors swept in bathrooms.

___ wastebaskets emptied in bathrooms.

___ garbage taken to outside dumpster.

___ equipment returned.