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**Administrative Regulation:**

**#561.1**

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## **Regulations Regarding Dances at Maynard High School**

### **A. Approval for Activity**

1. Permission and dates will be obtained from the principal by the faculty advisor or student body president.
2. For school-related activities sponsored by agencies, organizations or persons outside the school, permission must be obtained from the principal by a duly authorized representative of the sponsoring organization.
3. Scheduling of school-sponsored activities will take precedence over activities proposed by other groups, consistent with School Committee Policy #705.
4. The Principal or designee may require additional police, custodians, or chaperones as necessary. Any expenses incurred will be billed to the sponsoring organization.

### **B. Chaperones**

1. For school-related dances, a minimum of two male and two female chaperones must be present.
2. For school sponsored dances, the High School Principal or his/her designee, the class or organizational advisor, and at least one additional member of the faculty must attend.

### **C. Police**

1. Police Department will be notified at least one week in advance of the activity by- the class or organization advisor or his / her designee.
2. If not scheduled to be present at the activity, the Police Department will be requested to drive by at least once during the activity and be present outside of the building at the conclusion. When necessary, police will be called in by the Principal or designee.

### **D. Custodial Support**

One custodian must be present to:

1. Open the building.
2. Provide assistance to chaperones in the use of the school facilities. The custodian is not a chaperone.
3. Close the building.

### **E. Specific Regulations**

1. Hours for dances are from 7:00 to 10:00 p.m. \*exceptions to the above must be approved by the Principal. The Prom and Homecoming Dance will have longer hours.
2. No student will be permitted to enter the dance after 9:00 p.m. A student who must arrive late due to work may request an exception from the principal in advance.
3. If a dance, in progress, is ended before 10:00 p.m. due to student misconduct, there will be no refunds.
4. Persons eligible to attend dances:
  - a. Members of the Maynard High School student body. (only)
  - b. A date or escort of a Maynard High School student (must be signed-in at the MHS office and paid for two days before the dance) are allowed to attend the Prom and Homecoming Dance only.
5. Students sponsoring the dance are responsible for clearing the areas at the end of the dance.
6. Any student who fails to comply with the school rules governing the use of alcoholic beverages or drugs will be reported to the police and will be required to leave the dance with parents upon notification. If the parents are not available, the student will be removed by the police. Any such MHS student will be disciplined in accordance with procedures in the MHS Student Handbook.
7. Dates and escorts of Maynard High school students who fail to comply with the dance regulations or with the school rules governing smoking and/or the use of alcohol or drugs will be required to leave the dance. .Any such person will not be permitted to attend future school activities.
8. School rules described in the MHS Student Handbook and School Committee Policy Manual will be strictly enforced.

### **F. Student Check-in Procedure**

1. Maynard High School students must be verified as a Maynard High School student at the check-in table.
2. A Maynard High School student with a non-MHS student date or escort must sign that person in at the check-in table.
3. The date or escort of a Maynard High School student must leave with the MHS student from the dance.

### **G. Activities Check List**

1. The person in charge of the sponsoring group must complete, in duplicate, the School Activities Application Checklist (obtainable from the MHS Principal's office) at least ten (10) days prior to the scheduled activity.
2. Return the completed forms to the Principal or designee.

These Regulations will be strictly followed by any group sponsoring a dance or activity involving students.

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Current Version: 4/29/04

Earlier Version: 1/95

Cross References: #231, 271, 550, 642, 643, 705, MHS Student Handbook

Legal References: MGL: 71:37H, 272:40A

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# MAYNARD HIGH SCHOOL

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**John Lent, Principal**

## School Activities Application / Checklist

This form must be completed in duplicate by sponsoring group ten (10) school days prior to the activity.  
 One copy should be given to the High School office and one copy should be given to the advisor.

<b>Sponsoring Organization:</b>			
<b>Name of Advisor:</b>		<b>Date of Activity:</b>	
<b>Nature of Activity:</b>			
<b>Print Chaperone Names</b>		<b>Chaperone Signatures</b>	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
<b>Cost Commitments to Student Activities Fund</b>			
<b>Entertainment Fee:</b>		<b>Police Fee:</b>	
<b>Other Fee:</b>		<b>Total Amount:</b>	
<b>Print Custodian's Name</b>		<b>Custodian's Signature</b>	
<b>Publicity Chairperson</b>			
<b>Ticket Chairperson</b>			
<b>Clean-up Chairperson</b>			
<b>Other Chairperson</b>			
<b>Checklist</b>			
		<b>List of Restricted Students</b> (Obtain from Assistant Principal)	
		<b>Police (This must be completed seven days prior to activity)</b> (Principal will determine whether police must be present or on call)	
		<b>On Call</b>	<b>On Duty</b>
<b>Police Signature</b>			
<b>Principal Signature</b>			