

BROOKHAVEN ACADEMY SPONSORED EVENT GUIDELINES

SPONSORSHIP GUIDELINES

- 1. The sponsoring school organization is responsible for making appropriate and timely arrangements with the Brookhaven Academy Educational Foundation (BAEF) Board of Director's and BAEF Athletics and Activities Committee which is in charge of student activities for event approval. All requests for dance/function sponsorship must be approved by the BAEF Board of Directors (the Board). The sponsoring organization is also responsible for decorations, clean up, DJ booking, security, etc. Event themes, music, arrangements and decorations must meet BAEF Board of Directors' approval.**
- 2. Brookhaven Academy Administrative Staff and members of the Board will be the event chaperones for all school associated dances. Heretofore, this group may be referred to as "chaperones".**
- 3. Regular school rules, policies and guidelines will be in affect and enforced during all school sponsored events.**
- 4. The sponsoring organization of the event must pre-sell tickets if a ticket is required for admittance. No tickets will be sold at the door the day of the event. Headcount attendance information is to be given to the BA Administration two days prior to the event.**
- 5. Dance arena lighting will be determined and adjusted at the discretion of Administrative Staff and Board members on duty. In general, perimeter lighting will be on while the lights over the dance floor will be off unless circumstances warrant otherwise. At no time will all the lights be off.**

EVENT ATTENDANCE GUIDELINES

- 1. BA students will fill out a Brookhaven Academy Event Registration Form for themselves and include the name of their date if they wish to invite a non-BA student to the event. Registered non-BA dates must be Jr. High or High School students or non-high school students who are no older than 20 years of age. Dates must be an individual of the opposite sex.**
- 2. Non-BA students may not attend BA sponsored events/functions alone. Non-BA students may attend these events if accompanied by a BA student and they have properly been registered as a date via the pre-event sign up form. Each BA student may bring ONLY one date.**
- 3. All BA students must bring their current BA identification cards. Administrative Staff and/or Board Members may not know all students, so ID's will be required. All registered dates must show proper identification (School ID, Driver's License, etc.) at the door.**

4. Students must enter the dance prior to the close of doors. Doors will be closed and no entry allowed 1 hour and 15 minutes after scheduled start time of the event. Entry will not be allowed after that point or unless pre-arranged notice is given and approved. Students and dates may not leave the event and re-enter.

5. Regular school rules, policies and guidelines will be enforced during all school events. Students not choosing to adhere to school rules, policies and guidelines may be removed from the event and may be disciplined in accordance normal school policy.

SPECIFIC DANCING GUIDELINES

1. No 'Dirty' Dancing

- A. No "Freaking" / Freak Dancing.**
- B. Any exposure of private parts is strictly prohibited.**
- C. No groping.**
- D. Students may not dance in a manner that simulates sexual acts. Grinding and/or sandwich dancing will not be allowed.**
- E. No non-organized line dance or group dancing allowed**
- F. Dancing will be allowed with partner of the opposite sex only. Exception will be for known "group line dances" like The Slide or Cha-Cha.**

Student will be politely asked by a chaperone to abide by the above dance rules. If non-compliant, student will be required to have a private meeting with the chaperones as a group regarding adherence to the rules.

If student does not comply, further action will be taken.

2. No Dangerous Dancing

- A. Students may not 'bang' bodies or body parts**
- B. Body 'passing' is prohibited**
- C. Students may not engage in flips or other dangerous dance moves.**

Student will be politely asked by a chaperone to abide by the above dance rules. If non-compliant, student will be required to have a private meeting with the chaperones as a group regarding adherence to the rules.

If student does not comply, further action will be taken.

3. Dance Removal

A. Students may be removed if they are rude / disrespectful to a chaperone, if they are non-compliant to requests, engage in a verbal or physical fight or refuse to abide by BA's guidelines, policies and rules.

B. If a student is suspected of being under the influence or in possession of illegal substances, school and/or Police intervention may occur. Further disciplinary action in accordance with the BAEF written policies will be administered. Parents will be contacted immediately and the student will not be allowed to leave the function on their own. The Student will only be released to leave the event with a parent or approved adult, for obvious safety reasons.

Failure to abide by these dance guidelines and BA school policies may result in removal from the event and/or additional school discipline.

GENERAL

- 1. For the purpose of this document the term “Student” refers to Brookhaven Academy (BA) Student attendees as well as their date if the date is not a BA Student.**
- 2. Chaperones will handle all policing, administering and overseeing of the event as well as event rules and regulations. They are the hands-on, eyes and ears of the event. If a situation escalates or if a situation becomes one that would involve possible school administration action after the function, chaperones will meet and document the situation at that time.**
- 3. If a student is asked to leave function for breaking a rule, the student’s parent(s) will be called immediately by a chaperone to inform the parent(s) of the situation and the immediate course of action. Future course of action may also be administered at a later date. A chaperone can request that a student leave the event for not adhering to the rules at any time.**
- 4. Chaperones are not to dance with the students or other chaperones at any time. Though this could be considered innocent fun and enjoyable, however, this could also be construed as inappropriate and taken the wrong way. Parents attending the event for other reasons like serving food and drinks, music, decorations, pictures, etc, also, are not allowed to dance with students or other parents at any time.**
- 5. The chaperones will provide an atmosphere for a pleasant, fun, positive environment for our students and guests. However, they are responsible for ensuring the adherence to all rules and regulations so all attendees have a safe, enjoyable and memorable experience.**
- 6. Parents of Students that are not on duty as part of the Administrative Staff or a Board member, are not allowed to attend the event unless prior arrangements are made and approved. Cases for exceptions would be attending for a short period of time to take pictures, bring food, observe presentment of Students and dates, pick up a student, bring a message to a student, etc.**

7. Any questions or concerns from parents regarding a decision made by the Administrative Staff and BAEF Board of Directors (chaperones) during the event will be conveyed in private and handled in a respectful manner. Should the issue not be resolved at that time, the concern should be brought to the attention of the BAEF Board of Directors for further review.

Disclaimer: All possible scenarios and situations could not and are not covered in this guidelines document. A situation may occur that is not directly conveyed in this document and it will be the responsibility of the Administrative Staff and BAEF Board members present to make a decision during the event to ensure the overall safety of the event attendees. At this point the decision, which will be in the best interest of BAEF and the student participants, will be adhered to by all.