

REGULATION

GLEN RIDGE BOARD OF EDUCATION

R 5850 SOCIAL EVENTS AND CLASS TRIPS

A. Evening or After School Activity

The sponsor of an evening or after school activity assumes overall responsibility for the supervision of the particular event. The sponsor should not be personally involved in the activity so that they are able to provide appropriate supervision of the event. The activity sponsor will follow the following process:

1. All groups, classes, clubs, etc., planning an activity must first get the approval of the Principal or Assistant Principal, through the advisor.
2. Social activities of any sort are not permitted during regular school hours or on any evening other than Friday and Saturday, except by special permission of administration.
3. A written application (Building Use Form) must be submitted for permission to use the building. These applications must be two weeks in advance and submitted to the Assistant Principal.
4. Once a date for the event is secured and placed on the building calendar, the sponsor is responsible for the following:
 - a. Ensure that all students involved in the activity are eligible to be present. Check to see that students have not lost their privilege to attend due to attendance, academic or disciplinary reasons.
 - b. Arrange for an appropriate number of chaperones for the event.
 - c. Arrange for police coverage of the event.
 - d. Determine which administrator will be present for the activity. If an administrator will not be present, one will be assigned to be available if needed.
 - e. Arrive at least one hour prior to the start of the activity.
 - f. Report any infractions to the administration. If a student is sent home for any reason, the parent must be notified as to the situation. If police action of any kind is necessary, the administration must be notified immediately.

Regulation #R5850 - Social Events and Class Trips

Page 2

g. Arrange with the custodial staff for access to the building and for clean up following the activity.

h. Remain at the school/activity until all student participants have left the premises.

i. A written financial report should be submitted to the Principal within one week following the activity.

B. Chaperones

All staff members should share the responsibility of chaperoning equitably. It is hoped that many teachers will share the task of supervising athletic events, dances and assemblies. Chaperoning is an opportunity to relate to students in a non-academic setting. Chaperones are assigned through the activity sponsor, on a voluntary basis.

Teachers involved in chaperoning activities are responsible for the following:

1. Teachers/chaperones are to check with the sponsor on the day of the event for any special instructions.
2. Arrive for the activity at least fifteen minutes before it is scheduled to start and remain until all students attending have left.
3. Station themselves in the area of the activity or as directed by the sponsor to assure proper supervision.
4. Supervise all areas of the building in use: halls, lavatories and main room.
5. Supervise student dress - students are to be dressed according to the dress code established in the Student and Parent Handbook.
6. Chaperones are to provide general coverage of the activity in progress by circulating throughout the area to make that no problems arise. Chaperones should not be involved in other activities or remain in one place throughout the event.
7. Students are to be admitted to any activity only once. If they choose to leave, they will not be permitted to re-enter or loiter in the halls or outside the building.

C. Dances

Regulation #R5850 - Social Events and Class Trips

Page 3

Attendance at dances is a student privilege. Students are expected to follow the rules set up for dances or risk losing their privilege:

1. Students must be in school the day of the dance in order to attend the dance. Any student who is dismissed early may not attend the dance unless they have a doctor's note for the early dismissal.

2. Students are expected to arrive on time to the dance. Any student who will be late by more than a half-hour must notify the administration during the school day and have a parent drop them off in the gym lobby. Other wise, the student will not be allowed to attend the dance.

3. Students must be dress appropriately. This means no halter, tube, thin strap, backless, bare midriffs nor low revealing neckline shirts.

4. Students are not permitted to bring cell phones, pagers, or other communication devices.

5. Glow sticks are not permitted.

1. Dances are only for students who are enrolled in the Glen Ridge School District.

2. Some students leave dances early; once a student leaves the dance they will not e permitted to return.

3. We will allow only one student in the bathroom at a time.

It is our hope and mission to provide school activities that are alcohol and drug free. We make every attempt to monitor students while in our care. Parents are encouraged to discuss this with their child. Student's health and safety is the district's primary concern.

Issued: 25 November 2002