



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4370

PAGE: 1 OF 5

CATEGORY: **Instruction, Cocurricular/Extracurricular**

EFFECTIVE: **1-29-62**

SUBJECT: **Banquets, Dances, and Parties**

REVISED: **2-01-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for approving, scheduling, and supervising banquets, dances and parties in elementary and secondary schools.
2. **Related Procedures:**
 Activities by foundations, booster clubs,
 and other nondistrict organizations 9325
 Security, general..... 5000

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy F-3500, F-3800, F-3810; Education Code Section 48930; California Code of Regulations, Title 5, Sections 300, 301, 5531, 5551.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling and Guidance Department, Institute for Learning.
2. **Responsibilities**
 - a. **Principal and faculty:** Maintain good order, protection of the school plant, and a conservative schedule of expenditures, and plan and execute all social activities.
 - b. **Principal:** Observe all state and local laws, as well as school standards and regulations.
 - c. **Principals and vice-principals in secondary schools:** Recommend policies and standards for organization and administration of social activities.
3. **Policies and standards** outlined in city ordinances are incorporated in regulations and procedures of the district.
4. **Financial Expenditures**
 - a. Compensation for police and custodians, if their services are required, is a legitimate expense for approved dances and parties (Procedure 5000).

- b. Pay activities such as school dances and parties, shall be few in number (not more than four during a school year), and will take place after school day.
5. **Sale of Tickets for Dance.** Sale of tickets at the door shall not be permitted; all tickets must be sold in advance.
6. **Collection of Money**
 - a. Admission charges may be made for any game, play, or other extracurricular activity when held at a time other than during the actual time a student's attendance is being credited for appointment purposes.
 - b. Charges may be made for programs held during noon hour by student bodies when students attend at their own option and are not involved in attendance reporting.
 - c. Charges may be made for an activity held after close of a minimum school day declared by the district, if a student's attendance at the activity is not required as part of his/her programmed day.
 - d. Fund-raising activities must have approval of the governing board of the general student body, and must conform to policies of the district.
7. **Scheduling Junior High School Banquets, Dances, and Parties**
 - a. Activities such as parties and dances are to be held in the afternoon on school site; there will be no outside guests.
 - b. Principal may approve afternoon activities conducted off school site when only small groups are involved and facilities are not available on school site.
 - c. As a general rule, dances and parties are held separately for student groups according to grade.
 - d. Live bands may be used at a junior high dance only if the band is composed exclusively of students presently enrolled at the school.

8. Senior High Schools

- a. Annual banquets may be arranged by organizations such as Girls' Athletic Association, Publications. Such banquets may be held only on school nights and must close no later than 10 p.m.
- b. **Evening social affairs other than banquets**, with exception of Senior Prom and ASB Ball which may be on Saturday nights, shall be held only on Friday nights or on evenings preceding a school holiday. Closing time shall be 11 p.m. Senior Prom, ASB Ball, Junior Prom or one other semiformal dance, and approved postgame dances may be extended to 12 midnight.
- c. Only one major event may be scheduled on any particular night.
- d. Dances and parties are to be held in respective school buildings with exception of Senior Prom, one ASB Ball, Junior Prom *or* one other semiformal dance.
- e. One member of each couple attending a social event must be enrolled at the high school sponsoring the event, except when a group officially representing another school may be invited with approval of schools concerned. *Students are responsible* for their guests' behavior.
- f. Neither students nor their guests may return once they leave an evening social affair.
- g. No alcoholic beverages shall be sold, consumed, or be available on the premises, in or about which any youth dance is held. Admission shall be denied to any person showing evidence of drinking or of having on his/her person an alcoholic beverage.
- h. No person, not a participant or a sponsoring member, shall loiter around or about the premises at which a youth dance is being conducted.
- i. Private police or security guards may be employed to provide supervision necessary to enforce district regulations governing youth dances.
- j. No campus advertising nor ticket selling will be permitted for agency-sponsored club activities that involve more than one school. If the principal does not approve such activities, he/she may forbid participation by the affiliated club at his/her school.

9. Parties in Elementary Schools

- a. Elementary school staffs may establish their own policies regarding types of parties and social events that have an appropriate place in the learning situation.
- b. A statement of local school policy or practice should be included in the school handbook and made available to the local PTA board.
- c. Such parties should be held to a limited number so they do not seriously detract from time for instruction.
- d. Types of parties that may make a contribution to school life are:
 - (1) End-of-year parties.
 - (2) Parties for student helpers.
 - (3) Parties at a time of special holidays.
- e. Charges may not be made for such parties, and no monies shall be collected from students for financing of an activity (Procedure 9325).
- f. Birthday parties in grades 1 through 6 are not recommended; birthday parties in kindergarten can be planned at discretion of the teacher with approval of the principal.

10. Nonschool Sponsored Events

- a. Off campus events, such as after prom and Grad Night, are not school-sponsored activities.
- b. Events not sponsored by a school may be held only with the prior approval of the principal.
- c. The sponsoring parent group is responsible for the organization and the supervision of these events.
- d. Parent groups may hold events not sponsored by the school on campus providing they follow all district and site policies regarding admissions to the event, behavior standards for school events and supervision of the students.

- e. The sponsoring group is responsible for any costs that may be incurred for the event, including but not limited to, overtime for custodians, overtime for school police officers, and damage to school facilities.

D. IMPLEMENTATION

- 1. **Organization** submits request in writing to site administrator, well in advance; includes a statement of:
 - a. Type of activity.
 - b. Date and time.
 - c. Tentative expenses and admission charges.
 - d. Sponsor or sponsors.
- 2. **Principal or Designee**
 - a. Approves or disapproves proposed function.
 - b. If approved, provides appropriate supervision for an event.

E. FORMS AND AUXILIARY REFERENCES

- 1. Forms developed at individual schools

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education