

# GRANADA HILLS CHARTER HIGH SCHOOL

## PROM 2017 INFORMATION PACKET AND REQUIRED FORMS

May 13, 2017 Ronald Regan Presidential Library

Please read through this packet for all information regarding this event including ticket sales, bus information, and a timeline for the event.

### VENUE DETAILS

Ronald Reagan Presidential Library  
40 Presidential Dr., Simi Valley, CA 93065  
7:30PM-11:30PM

The evening will include a DJ, large dance floor, full gourmet buffet dinner (including vegan options), unlimited refreshments, Air Force One tours, royalty coronation, and more!

### TICKET PRICES (Per Person)

April 18-April 24	\$120.00
April 25-May 2	\$130.00
May 3- May 5	\$140.00

*All ticket purchases are final. Tickets are non-transferable. Prices apply to seniors and their guest.*

### TO PURCHASE A TICKET

1. **Clear all debts and detentions.** All debts and detentions must be cleared 48 hours prior to purchasing a ticket.
2. **Print and fill out required paperwork.** All required forms are in this packet. Required forms include *behavior contract* (all attendees), *bus contract* (all attendees), and *guest form* (NON GHCHS students). Guest form must be cleared through the activities office at least one day prior to purchasing a ticket at the student store.
3. **Go to the student store at the same time as your friends.** You will be assigned to a bus according to ticket number. The earlier you buy your ticket, the more likely you will be assigned to the same bus as your friends.
4. **Pay for your ticket at the student store.** Students can pay for their tickets Monday-Friday before school, at nutrition or lunch, and after school. Standard student store hours are 7:45AM-4:00PM. Students may not purchase tickets during class time. To purchase a ticket, a student must:
  - a. be a senior or the guest of a senior. The senior must be present with their CURRENT Granada Hills Charter High School identification card.
  - b. have signed behavior contract (GHCHS students AND their guests).
  - c. have signed bus contract (GHCHS students AND their guests).
  - d. have signed guest forms with Activities Office clearance (NON GHCHS students).
  - e. have full payment in the form of cash, check, or credit/debit card.

## **TIMELINE FOR PROM NIGHT: Saturday May 13, 2017**

<b>5:30PM-6:00PM Registration In Classrooms</b>	STUDENTS MUST HAVE TICKET / GHCHS ID (or other identification for NON GHCHS guests). Students arrive to GHCHS and register in their assigned classrooms. Classrooms will be assigned by ticket number/bus number and posted for reference. Students will not be able to leave the classroom once they are checked in so please plan accordingly. Students who are late to registration will not be allowed to board the bus with their group and are in jeopardy of missing the event.
<b>Security Checks Bus Loading</b>	All students are subject to a thorough search of their belongings and their person. Items that will be confiscated include gum, water, headphones, and all liquids including perfume. A detailed list of items that will be confiscated appears on the behavior contract.
<b>Bus Departures From GHCHS</b>	Busses will depart as they fill. Students must stay on their assigned bus for transportation to the event. Any student who attempts to take their own transportation to the event will not be allowed admittance.
<b>7:30PM-11:30PM PROM</b>	Students enjoy an evening of food, dancing, and entertainment. Coronation will take place at 9:45PM.
<b>10:30PM-11:30PM Bus Departures From Regan</b>	The first bus departures will begin at 10:30PM. Students may make the choice to leave at this time. Once they leave the venue to board the bus they may not re-enter. Busses will not leave the venue to return to the school site until they are full.
<b>11:00PM-12:00AM Return to Granada For Pick Up</b>	The last busses will leave the venue at the conclusion of the dance (11:30PM). The last buses should arrive to GHCHS by 12:00AM. Students should have transportation arranged for pick up at GHCHS at no later than 12:00AM.

### **DROP OFF/ PICK UP and PARKING**

Student arriving to the GHCHS campus for prom will enter campus through the Zelzah access gate. This is located in the south Zelzah parking lot between the C building and physical education facilities. Please follow signs for drop off vs parking. Students are encouraged to take pictures with family and friends prior to their arrival at Granada Hills Charter High School. Only event ticket holders will be allowed inside the classrooms for the registration process.

End of the event pick up will also occur at the GHCHS campus. Buses will drop off students on Kingsbury / Zelzah. Students are encouraged to alert their ride as soon as they board the bus at the venue to ensure their transportation is ready when the bus arrives.

Student MAY drive themselves to and from the school and leave their car parked for the duration of the dance. Parking in the lot is on a first come first serve basis.

## **BUSSES TO PROM**

Every student attending prom (including GHCHS students and NON GHCHS students) is required to utilize the coach bus transportation that is departing from and returning to the school. Every student who purchases a ticket will have a seat reserved on a bus. We will do our best to accommodate groups of friends together, but this is NOT GUARANTEED. Students who buy their tickets early are more likely to be accommodated.

The decision was made to pilot the busses to prom system this year in order to ensure student safety, allow for students to enjoy the entirety of the event by moving security check to an alternative location, and avoid previous issues with unreliable transportation. This is a mandate for the 2017 prom and will not be changed. Full cooperation will ensure a safe, fun, and memorable evening for all.

## **PHOTOGRAPHY**

White's Studios will be available on site at the prom venue to offer commemorative photo opportunities for students. Details about package pricing is available on the White's Studios picture information sheet. Students may elect to take pictures with their date or groups of friends. Simply stand in line at the venue and have your payment ready in the form of cash or check.

## **COAT CHECK**

There will be a coat check available at the venue for coats only. Students may drop off their coat to be stored. You may only access the coat again for pick up, you may not check it in and out throughout the evening. The coat check cannot store purses or other personal items.

## **ENDING THE EVENING**

Students will have the option to depart from the venue starting at 10:30PM. Students can line up near the exit to board busses. Busses will not leave until they are full. Busses will return to Granada Hills Charter High School. Student should alert their parents/ ride that they are on their way back to the school. Students will be checked onto the bus at the venue and then provided transportation back to the school. Students must utilize the busses to return to the school at the end their evening. Students will not be allowed to utilize any other transportation method.

## **QUESITONS /CONCERNS**

Please read this packet in its entirety before sending questions or concerns to Norm Holloway, Administrator of Activities ([nholloway@ghchs.com](mailto:nholloway@ghchs.com)) or Kaitlin Mogan, Senior Leadership Class Advisor ([kmogan@ghchs.com](mailto:kmogan@ghchs.com)). To leave a message for the activities office please call the school at (818)360-2361.

Student (last name, first name):	Student ID or "Guest":
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Ticket Number (Office Use Only)
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GRANADA HILLS CHARTER  
HIGH SCHOOL

## Bus Contract: 2017 GHCHS Prom

**Please Note: All GHCHS Students and their guests must complete this form.**

**Event:** Senior Prom 2017 (Formal)      **Day & Date:** Saturday May 13, 2017      **Time:** 7:30PM – 11:30PM  
**Venue:** Ronald Regan Presidential Library      **Parking Details:** Bus Transportation from GHCHS,  
40 Presidential Dr, Simi Valley CA 93065      Parking in GHCHS lot on 1<sup>st</sup> come first serve basis

**By signing this contract, I hereby agree to abide by the following rules for transportation:**

1. Students are REQUIRED to utilize the bus transportation provided by the school to attend the 2017 Senior Prom. Students MUST ride their ASSIGNED bus to the prom venue.
2. Students will be assigned to their busses based on ticket number. Students should purchase their tickets at the same time and stand in the same line in order to increase the likeliness they will sit together.
3. Although the school will do its best to accommodate groups, being assigned to the same bus is NOT GUARANTEED. Students who purchase their ticket earlier in the ticket sale window are more likely to be accommodated.
4. Students who are LATE for registration in their assigned classroom on the day of prom will NOT be allowed to board the bus with their group and will jeopardize their opportunity to attend the event.
5. Students who are LATE for registration in their assigned classroom on the day of prom will NOT have the option to provide their own transportation to prom.
6. Students who elect to take their own transportation to prom will NOT be allowed admittance.
7. Students will NOT be allowed to park vehicles at the prom venue site or utilize any other transportation method when leaving the prom venue.
8. Students will NOT be allowed to leave any items on the bus for the duration of the event. Any items left behind are NOT the responsibility of the school.
9. Students WILL be subject to a thorough search before entering the bus. Items on the confiscation list WILL be taken and the school is NOT responsible for ensuring these are returned to the student.
10. Students ARE responsible for providing their own transportation to the SCHOOL SITE before and after the event.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

(Guest of Name: \_\_\_\_\_ ID #: \_\_\_\_\_)

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Student (last name, first name):	Student ID or "Guest"
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Ticket Number (Office Use Only)
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GRANADA HILLS CHARTER  
HIGH SCHOOL

# Behavioral Contract for Dances

Please note: All GHCHS students and their guests must complete this form.

Dance & Type: Senior Prom 2017 (Formal) Day & Date: Saturday, May 13, 2017 Time: 7:30p.m. to 11:30p.m.

Venue & Address: Ronald Reagan Presidential Library  
40 Presidential Drive, Simi Valley, CA 93065 Parking Details: Buses provided by GHCHS; GHCHS  
Parking Lot on a 1<sup>st</sup> come, 1<sup>st</sup> serve basis

By signing this contract, I, \_\_\_\_\_, hereby agree to abide by the following rules of conduct for this event.

## ENTRANCE INFORMATION & REQUIREMENTS

I agree and understand that...

- This event is a fundraiser for student activities. Therefore, NO REFUNDS will be made for ANY REASON.
- A current, valid ID is required for admission. Granada students will not be admitted without a current GHCHS ID. Guests will not be admitted without a current school or state ID.
- A dress code is in place for this event. Should I violate it, I will not be permitted to enter or I will be asked to leave as necessary. No refunds will be given.
- Any student considered to be under the influence of any illegal substance will not be permitted to enter or will be asked to leave as necessary. Further action may be meted out by the authorities as necessary.
- Re-entry is NOT allowed. Once a student has left, he/she may not return.

## GUEST INFORMATION & REQUIREMENTS

I agree and understand that...

- Guests who attend Granada do not need to submit the guest permit form.
- Guests who do NOT attend Granada do need to submit the guest permit form.
- Non-Granada guests must:
  - Be approved by the Administrative Director of Student Services.
  - Be between 16 and 20 years of age.
  - Provide proof of current high school enrollment, college enrollment, or high school equivalency if aged 18 years or under.
  - **Provide a copy of a current school ID, state ID, or passport.**
  - Have a clean Granada record if they were a former Granada student.

## DRESS CODE

This is a **FORMAL** event. The following dress code will be applied at this event. If you have questions about your attire, please contact the Activities Office BEFORE the event. All students must be neat, formal, and dressy in appearance. Please see the attached samples of do's and don'ts to assist in choosing appropriate attire for this event.

For students wearing slacks...	For students wearing dresses...
<ul style="list-style-type: none"> <li>• Tuxedos and/or suits are required for formal events.</li> <li>• Ties are required for formal events, unless dress shirts with a Mandarin collar are worn.</li> <li>• Dress shoes are required.</li> <li>• Denim, t-shirts, and/or shorts are not permitted.</li> <li>• Chains, coins, and/or canes are not permitted.</li> <li>• Baseball hats or gang affiliated headwear is not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Bodices must be cut high enough to be modest. No plunging necklines.</li> <li>• The midriff area must be covered by opaque fabric.</li> <li>• Backless dresses may not fall below the waistline (measured by the navel).</li> <li>• Skirts, slits, and/or hemlines must be no shorter than fingertips plus one inch <b>while dancing.</b></li> <li>• Clothing may not have any cutouts that reveal any area required to be covered.</li> <li>• Material that is overly clingy, tight, or sheer is not appropriate.</li> <li>• Dresses must be acceptable without any accompanying cover-ups.</li> <li>• Dress shoes are required.</li> <li>• Denim, t-shirts, and/or shorts are not permitted.</li> </ul>

## SAFETY & PROHIBITED ITEMS

I agree and understand that...

- Entrance to this event may require security screening. My person and belongings may be thoroughly searched. Any prohibited items found will be confiscated.
- The event staff and GHCHS administrators have the right to confiscate any item which might be deemed a safety or defacement hazard. Confiscated items will not be returned. Such items include but are not limited to:

Alcohol/Flasks  
Mouthwash  
Water bottles  
Eye drops

Perfumes  
Any other liquid items  
Any prescription drugs not pre-approved

Any illegal substances  
Any tobacco products  
Lighters/matches  
Weapons, sharp objects

Canes  
Chains (wallet, zoot suit, other)  
Pens, pencils, markers  
Gum

- GHCHS will not be held responsible for any lost, stolen, or confiscated items.
- The defacement or destruction of any property at the event is prohibited.
- Trespassing beyond the established boundaries of the event is prohibited.

### BEHAVIORAL EXPECTATIONS

I agree and understand that...

- The rules of the Granada student handbook apply at this event.
- The authority of GHCHS security personnel, administrators, and chaperones is final and is to be respected.
- Engaging in any behavior deemed disruptive is not permitted. Examples include but are not limited to: fighting, pushing, endangerment, illicit acts, overtly sexual dancing and/or acts, and otherwise lewd behavior.
- Violation of any of the terms enclosed herein may result disciplinary action and/or jeopardize my ability to attend future GHCHS activities. Disciplinary action includes but is not limited to: non-admittance to the event, removal from the event, assessment of detention hours, parental notification, police notification.

### MEDICAL AUTHORIZATION

I agree and understand that...

- Should medical treatment be needed while at this event, GHCHS personnel may use their judgment in obtaining and administering medical services.
- Should a physician be needed, he/she may be selected by GHCHS personnel and may render medical treatment as necessary.
- GHCHS has no insurance covering such medical or hospital costs incurred for the attendees and, therefore, any costs incurred for such treatment shall be my sole responsibility.
- If an attendee has prescription medication needs, they must be registered on this form with instructions on dispensing below.
- All prescription drugs must be kept and distributed by GHCHS staff.

List all drugs and instructions on dispensing: \_\_\_\_\_

\_\_\_\_\_

Check here if no blood transfusions or blood products are to be given.

### TRANSPORTATION NOTICE & LIABILITY RELEASE

I agree and understand that...

- Transportation to this event will be provided by GHCHS.
- Transportation should be arranged individually to and from GHCHS site and should not violate any state curfew laws for minors.
- Private transportation to and from the venue will not be permitted.
- Must READ and SIGN bus contract information page, attached.

### ATTENDEE & PARENT SIGNATURE

Signing below indicates that the attendee has parental permission (where necessary) to attend this event, and that the attendee agrees to abide by the terms outlined in this contract. Violation of any parts of this contract may result in removal or other disciplinary action, in which case no dance fees or associated costs will be refunded.

\_\_\_\_\_  
Signature of Attendee\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian\*

\_\_\_\_\_  
Date

Required if attendee is a non Granada guest under 18 years.  
Required if attendee is a Granada student without an over 18 waiver on file.

**\*MUST USE INK.**

\_\_\_\_\_  
Emergency Contact Phone Number

\_\_\_\_\_  
Emergency Contact Phone Number

Student (last name, first name):	Student ID or "Guest":
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Ticket Number (Office Use Only)
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GRANADA HILLS CHARTER  
HIGH SCHOOL

# Guest Permit Form

Please note: All non-Granada guests must complete this form. Up to 5 signatures may be required.  
**This form should accompany the guest's completed behavioral contract.**

Dance & Type: Senior Prom 2017 (Formal) Day & Date: Saturday, May 13, 2017 Time: 7:30p.m. to 11:30p.m.  
 Guest Name: \_\_\_\_\_ Guest Age: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

To ensure a safe and contained environment for this Granada event, all guests are subject to advance verification. This vetting process includes 1) submission of photo copied ID to verify age and 2) obtainment of high school authorization to verify attendance compliance and good standing of the student. Because school signatures must be verified, this form may require 24 hours for approval. Guests who attend another high school are highly encouraged to submit this form EARLY. Former Granada students who were expelled or sent to another school for any reason are not eligible to attend this event. All guests must be approved by the GHCHS Administration.

### AGE REQUIREMENTS & ID VERIFICATION

Guests must be between 16 and 20 years of age. **A copy of the guest's ID must be included with this form.** The guest must also present this ID for admission to the event. Acceptable ID forms are listed below:

- Valid, current year high school ID with photo
- Valid state identification card or driver's license card with photo and date of birth
- Valid passport or green card with photo and date of birth
- Valid college ID card with date of birth or with accompanying birth certificate
- ATM with photo, accompanied by birth certificate

### SCHOOL VERIFICATION & AUTHORIZATION

This section is only for guests aged 18 and under. Per California compulsory attendance law, students aged 18 and under must be enrolled in high school, have graduated high school, or be able to show proof of passing the California High School Proficiency Exam.

- Students not presently in high school must submit supporting documentation of their high school (or alternate) completion.
- Students presently enrolled in high school must be verified by their school as being in good standing. Students in good standing do not have detention, truancy, or disciplinary problems. School clearance should come from an administrator, principal, or other school designee, and must include either the embossed school seal, school stamp, or attached signee's business card. This requirement applies to students in traditional high school, home school, distance learning school, or any other recognized high school alternative.

Name of school: \_\_\_\_\_  
 School phone number: \_\_\_\_\_  
 Print name of administrator: \_\_\_\_\_  
 Signature of administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature not valid without seal, stamp, or business card affixed on the right)



The below signees understand that the Granada student will be held responsible for his/her guest's actions and adherence to Granada school rules. All attendees must bring their IDs in order to be admitted to the event. Evidence of misrepresentation on this form, or failure to adhere to the items outlined in the Behavioral Contract may result in removal from the event. Guests not approved by the Granada administration and/or guests removed after approval will not receive a refund or other compensation.

### GRANADA SIGNATURES

### GUEST SIGNATURES

\_\_\_\_\_  
PRINT & Signature of Student\* Date

\_\_\_\_\_  
Signature of Guest\* Date

\_\_\_\_\_  
Signature of Parent/Guardian\* Date  
Required if student does not have the over 18 waiver on file.

\_\_\_\_\_  
Signature of Guest's Parent/Guardian\* Date  
Required if guest is under 18 years.

\*MUST USE INK.

ADMINISTRATIVE DIRECTOR, STUDENT SERVICES APPROVAL: \_\_\_\_\_