SCPS High Schools
Prom Protocols

1. All students must show a physical or digital student ID along with their Prom ticket.

2. Any student who is currently suspended (OSS only) or receives an out-of-school suspension of two or more days during the Prom week will not be allowed to attend the Prom.

3. All the rules and requirements outlined in the SCPS Student Code of Conduct apply to the Prom. Inappropriate behavior can result in consequences including, but not limited to, suspension or expulsion.

4. School's must make a concerted effort to have a single point of entry and exit for the Prom except in the case of an emergency evacuation where multiple exit points must be accessible or when a single point of entry is impossible based on the venue's layout.

5. Upon entry into the Prom, attendees will be provided a colored wristband to easily identify individuals that have been permitted to enter. Attendees are expected to wear the wristband for the duration of the Prom, or they will be asked to leave.

6. Guest Protocols

   o A guest is defined as an attendee who does not attend the school where the Prom will take place.

   o Students are permitted to bring one date per person who would be considered a guest.

   o All guests must fill out a SCPS common guest Google form application which will include parent contact info. All guest forms need to be submitted to the Google form application one week prior to the event.

   o Guests will not be permitted to purchase a ticket until the guest application has been approved by the school's administration.

   o All guests must show a school ID, driver's license, or other form of acceptable ID with a picture upon arrival to the Prom.

   o Guests will not be approved to attend the Prom if they have received an Out-of-School Suspension (OSS) within the last year.

   o Guests must be twenty years of age and below with the exception of a currently enrolled ESE student who is under the age of twenty-two.

   o Guests with an arrest or conviction in the last year, will not be approved to attend the Prom.

7. Bag Protocols

   o No bags of any kind are allowed in the Prom except 6-inch or less sized clutch.

   o Any clutch brought to the Prom will be searched prior to entry.

8. Attendee Screening – Metal Detection is highly recommended and not required (Royal Security – SCPS Contract Through 9/24). If metal detection is utilized, the following expectations must be in place.

   o All attendees will be screened by a metal detection vendor prior to entering the Prom. Schools should consider the number of individuals hired to ensure that attendees are able to enter the Prom in a sufficient amount of time.

   o Any unauthorized items, including a vape, will be confiscated. Individuals found with an unauthorized item will immediately be escorted from the Prom, and if a minor, their parents will be contacted.

   o SCPS students found with unauthorized items will receive disciplinary consequences on Monday upon their return to school based on the SCPS Student Code of Conduct.

   o Per the contract with Royal Security, a supervisor must be hired in addition to the individuals who will perform metal detection. The supervisor will be the point of contact during the Prom.

9. Parent Volunteers

   o Parent Volunteers must be cleared as a Dividend, must comply with SCPS policies and procedures, and must sign in when they arrive and sign out when they leave.

   o Parent volunteers should be added to a group chat or group app to allow for communication with administration during the evening.

   o Parent volunteers must be briefed on safety procedures prior to attendees entering the Prom dance.

10. Law Enforcement Supervision

   o Each Prom will be staffed by the appropriate number of law enforcement officers/deputies according to the School Safety Event Attendance Staffing Matrix (see below).

   o An officer/deputy must be stationed at the entry point to oversee searching of the clutches and the metal detection along with an administrator.

- o The School Resource Officer/Deputy will be designated as the point of contact for the Prom and will assume the supervisory role of all officers/deputies.

- o Officers/deputies should not congregate together and should fulfill their assigned duties by the school administration.

- o Hotel security personnel can be considered a "security personnel" in the School Safety Event Attendance Staffing Matrix (below).

11. Administrator Supervision

- o All school administrators are expected to be in attendance to supervise the safety and security of the Prom.

- o All school administrators will be given specific Prom Coverage duties.

- o At least two school administrators must be assigned to monitor the Prom Dance Floor at any given time.

- o Schools should consider rotating administrators' duty stations throughout the night.

12. All attendees must be supervised until the last attendee is picked up or leaves the premises of the Prom. Supervision can be either by a school administrator or officer/deputy.

13. Any attendee in possession or drugs or alcohol or found to be under the influence will be escorted out of the dance and appropriate arrangements made for their departure or any other appropriate safety action. If the attendee is a minor their parents will be contacted. SCPS students will receive disciplinary consequences on Monday upon their return to school.

14. Any attendee found with any unauthorized items, including a vape, will immediately be escorted from the Prom and the items will be confiscated. If the student is a minor, their parents will be contacted.

15. Any student or non-student who attempts to enter the Prom without a ticket shall be detained by the administration until a parent can pick up the individual (if under 18 years of age). The individual will be released to the parent and the SCPS Student Code of Conduct will be followed. Individuals who are not a student at Seminole County Public Schools will be trespassed and may be arrested.

School Safety Event Attendance Staffing Matrix

	Low Risk		Medium Risk		High Risk		
Event Attendance	0-100	101-200	201-500	501-1000	1001-2000	2001-3000	3000+
Invited speaker / guests / family night / STEM night / Open House /Curriculum Night / Concerts / Summer VPK / Kid Zone & Beyond	1 Officer, Deputy or Security Personnel	1 Officer, Deputy & 1 Security Personnel	2 Officers, Deputies & 1 Security Personnel	2 Officers, Deputies, 2 Security Personnel	3 Officers, Deputies & 2 Security Personnel	4 Officers, Deputies /1 Sergeant & 4 Security Personnel	For each 500 attendees, 2 additional Officers / Deputies, 4 Security Personnel
Fair/festivals	1 Officer, Deputy or Security Personnel	1 Officer, Deputy & 1 Security Personnel	2 Officers, Deputies & 1 Security Personnel	2 Officers, Deputies & 2 Security Personnel	3 Officers, Deputies & 2 Security Personnel	4 Officers, Deputies /1 Sergeant & 4 Security Personnel	For each 500 attendees, 2 additional Officers / Deputies, 4 Security Personnel
Dances	1 Officer or Deputy	2 Officers, Deputies & 1 Security Personnel	2 Officers or Deputies & 2 Security Personnel	3 Officers, Deputies & 2 Security Personnel	3 Officers, Deputies & 4 Security Personnel	4 Officers, Deputies /1 Sergeant & 5 Security Personnel	For each 500 attendees, 2 additional Officers / Deputies, 4 Security Personnel
Sporting events	1 Officer or Deputy & 1 Security Personnel	2 Officers, Deputies & 2 Security Personnel	2 Officers, Deputies & 2 Security Personnel	3 Officers, Deputies & 3 Security Personnel	4 Officers, Deputies & 4 Security Personnel	5 Officers, Deputies /1 Sergeant & 6 Security Personnel	For each 500 attendees, 2 additional Officers / Deputies, 4 Security Personnel

Approved: Cabinet 2/2/23