

PROM 2024 Information

Date: Saturday, May 18, 2024

Time: 7:00 pm - 10:00 pm

Location: The Hayloft At Moonshine Farm, 6615 Buneo Road, Port Leyden, NY 13433

Ticket Price: \$47.50

****Please read through all of the information within the prom permission as some changes to the permission slip approval process have changed.**

–Junior Prom is a PRIVILEGE and NOT A RIGHT!

–Permission slips will be submitted completely digitally this year. Please read through all of the instructions below/on the Prom Permission for instructions on how to submit your permission slip for approval.

–Only Seniors and Juniors may purchase tickets. All permission slips must be submitted by April 19, 2024 and Online ticket sales will end on Friday, April 26, 2024 and tickets will NOT be sold after that date. Students may not purchase their ticket until they have been approved and given a code for Hometown Tickets.

–There is a limit of 1 guest per student. A guest is a 9th or 10th grade Adirondack student or a Non-ADK student. There are specific codes for both ADK and non-ADK students.

Ticket Approval Process:

1. **Get your permission form signed:** permission forms will be available starting Wednesday, April 3, 2024 on the Adirondack website - www.adirondackcsd.org
 - Print out the permission form and have your parent/guardian sign it. The permission form CANNOT be filled out or signed digitally. Physical signatures are required. Copies will also be available in the office. All students must have the permission form signed by a parent even if you are 18.

Adirondack High School Student Prom Permission Slip

2. **Complete the Prom Permission Slip Google Form** on the ADK website. - www.adirondackcsd.org Once you have your prom permission slip completed by you and your parent/guardian, please fill out the Prom Permission Slip Google Form found on the ADK website. **This Google Form is where you will submit a scan/picture of your signed permission slip.**
 - **Each ADK Junior and Senior will submit a Prom Permission Slip Google Form.**
 - If you are bringing a guest, you will be required to have their signed guest form and copy of their photo ID (for Non-ADK students) to finish this Google Form. You must fill out the Google Form for you and your guest AT THE SAME TIME.

Prom Permission Slip Google Form

3. **Check your school email:** Once you have submitted the Google Form, the Junior Class Advisor will review you and your guest's (if applicable) permission slip to ensure all information is correct. Students will keep the paper copy of the prom permission slip. Paper copies of the permission Slip will not need to be submitted. The Prom permission Slip Google Form serves as submitting your prom permission slip. **PLEASE MAKE SURE YOU COMPLETE THE PROM PERMISSION SLIP GOOGLE FORM. IF YOU DO NOT COMPLETE THE PROM PERMISSION SLIP GOOGLE FORM IT IS AS IF YOU DID NOT TURN IN YOUR PERMISSION SLIP.**

- Guest Permission Slips will be uploaded to the Prom Permission Slip Google Form. **DO NOT SUBMIT YOUR GUEST'S PERMISSION SLIP SEPARATELY.** Guest's information will be uploaded in the same Google Form submission as the ADK student.
- Once the Junior Class Advisor reviews your permission slip, you will receive an email at your ADK EMAIL ADDRESS with a confirmation email. This email will provide you with additional information on how to purchase your prom ticket.
- **YOU CANNOT PURCHASE YOUR PROM TICKET WITHOUT THE INFORMATION IN THE CONFIRMATION EMAIL.**

4. **Guests (if applicable):**

- A guest is a person who is a 9th or 10th grade ADK student or a Non-ADK student.
- Guests who are in 9th or 10th grade at Adirondack will complete the Adirondack HS Prom permission Slip.

Adirondack High School Student Prom Permission Slip

- Guests you are NOT Adirondack students must fill out the appropriate form (Prom Non-ADK Student Guest Permission Slip). Guests may NOT be older than 20 years old on the day of prom and may not be middle school students.

Adirondack HS Prom GUEST Permission SLIP (Non-ADK

student)

- Guest permission slips must be submitted with your permission slip to the Prom Permission Slip Google Form between April 8 - April 17 for approval. As there is no school April 18 - April 22, approval can not be given after April 17.
- The deadline to submit guest forms is April 17, 2024. Your guest will not be able to attend if their permission slip is submitted after this date.
- Guests will provide a school administrator or manager's contact information. They must be in good standing at their home school or place of employment.
- **YOU MUST SUBMIT YOUR PERMISSION SLIP AND YOUR GUEST'S PERMISSION SLIP AT THE SAME TIME USING THE PROM PERMISSION SLIP GOOGLE FORM LOCATED ON THE ADK WEBSITE.**

Prom Permission Slip Google Form

5. **Purchase Your Ticket:** Once you have been approved to purchase your ticket, you will receive

a one time use only code to purchase your Prom Ticket through Hometown Ticketing. **YOU CANNOT PURCHASE YOUR TICKET WITHOUT THE CONFIRMATION EMAIL CONTAINING THE CODE.** Each code is only to purchase 1 ticket that is specific to each student/guest. **ONCE YOU HAVE PURCHASED YOUR TICKET, IT CAN NOT BE GIVEN, SOLD, OR**

EXCHANGED TO OTHER STUDENTS. NO REFUNDS will be given to students who do not show up for any reason (including suspension from school) or not allowed to enter due to a violation of the school code of conduct.

6. **Day of Dance:** students must bring their ticket either printed or on their cellular device to be scanned for entry. **YOU CAN NOT ENTER WITHOUT YOUR TICKET.**

Other Prom Information:

- ★ **Arrival:** Doors to prom will open at 7:00 pm. It is important to be on time as students will not be allowed to enter after 8:00 pm. This is a dessert and beverage prom. There will be no dinner served. You and your guest are not to use profane language, drugs, alcoholic beverages, tobacco or vaping devices. Code of Conduct applies.
- ★ **Prom Court Information:** Voting for the court will take place through a Google Form on Thursday, May 16th from 8:00 am to 8:10 am **ONLY**. Only those ADK Juniors who are attending Prom will have access to vote. The crowning of Prom Royalty will take place at approximately 9:00 pm on the night of Prom. If one of the students who have won a place on the court is absent, the next runner-up will take their place. The event will be live streamed on the school website.
- ★ **Attire:** Basic concepts of the school dress code policy will be enforced. Attire that is overly revealing, extremely short, low cut, or excessively sheer is not appropriate for any school activity. Males are to keep their dress shirts on during the dance. Please keep this in mind when renting or purchasing attire.
- ★ **Code of Conduct:** All of the rules outlined in the ADK Student Code of Conduct apply to this school function. This code also applies to any guests that are attending with an ADK Junior or Senior.
- ★ **Any student** who is attending Prom and has had in-school or out-of-school suspension 2 weeks prior to the event, may not attend Prom and will **NOT** be given a refund.
- ★ **Leaving Prom:** Once a student has left Prom, they will not be allowed to re-enter. All guests must enter with the ADK student they are attending prom with and must leave at the same time. All students leaving Prom will be required to check out when leaving.

Prom Ticket Checklist for Students:

The checklist below has been provided to you to make sure you do not miss any important Prom deadlines.

Checkbox	Date	Description
	Wednesday, April 3, 2024	Prom Permission Slips released on Adirondack Central School Website: www.adirondackcsd.org <u>Adirondack High School Student Prom Permission Slip</u> <u>Adirondack HS Prom GUEST Permission SLIP (Non-ADK student)</u>
	Wednesday, April 3, 2024 - Friday, April 19, 2024	Print Prom Permission Slip and get it signed by a parent. All fields on the Permission Slip must be handwritten/signed. Do not fill out/sign the Permission Slip digitally. <u>Prom Permission Slip Google Form</u> DO NOT FORGET TO... <ol style="list-style-type: none"> 1. Complete the Prom Permission Slip Google Form (located on the ADK Website) 2. Submit guest Permission Slip with your permission slip during this time.
	Wednesday, April 17, 2024	Guest Permission Slips MUST BE SUBMITTED BY TODAY for approval/unapproval.
	Friday, April 19, 2024	ALL PERMISSION SLIPS ARE DUE TODAY!!! If you are bringing a guest, guest Permission Slips need to be submitted to the Prom Permission Slip Google Form along with your Permission Slip.
	Friday, April 19, 2024	Adirondack students will receive an email confirming their guest has been approved/unapproved by this date.
	Friday, April 26, 2024	FINAL DAY TO PURCHASE PROM TICKET!
	Saturday, May 18, 2024	Prom at The Hayloft @ 7 PM