



**Lee's Summit West High School**  
**2600 SW Ward Road**  
**Lee's Summit, MO 64082**  
**816.986.4000**  
**lswhs.lsr7.org**

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March 26, 2021

Dear students, parents, and guardians,

I hope this letter finds you well. I am pleased to inform you that Jackson County has approved our plan to hold prom this year. Like most events this school year, we had to make changes to our typical format, but we will hold the Lee's Summit West Prom on April 24, 2021. One major change will be that we will have prom on our campus at Lee's Summit West High School instead of John Knox Pavillion. Having the event at our own facility allows us more control over the event. We felt this was the best option for us to give our students a safe and fun prom.

Tickets to prom will be available for purchase by juniors and seniors only. Freshman students, sophomore students, and all outside guests will only be permitted as a guest of a LSW junior or senior. To ensure that all seniors have the ability to attend, we will be prioritizing ticket sales for seniors only from April 7 to April 9. Beginning on April 12, juniors will also be able to purchase any remaining tickets during lunch. All LSW students purchasing tickets (both the purchaser and guest) must have their student ID with them when making the purchase. See the details on the next page for more information on ticket purchases.

In order for us to ensure some level of social distancing while also offering prom this year, we have broken the evening up into one hour time slots. Students will sign up for one of three time slots and will only be allowed to attend during that time. The times available to students are 7:00pm to 8:00pm, 8:30pm to 9:30pm, and 10:00pm to 11:00pm. Once students select their time, they will be able to plan around that time for dinner reservations, pictures, etc.

On the following pages you will find detailed information about our prom. Should you have any questions, please feel free to reach out to the activities office at 816-986-4008 or email Ms. Seabaugh at [monte.seabaugh@lsr7.net](mailto:monte.seabaugh@lsr7.net).

Sincerely,

Chad Hertzog, Ed.D  
Principal, Lee's Summit West High School

# LSW Prom 20-21

## Covid Protocols

General Info Type	Specific Considerations
<b>Attendance</b>	600 Students
<b>3 Sessions of 200 students</b>	Session 1 7:00pm -8:00 pm Session 2 8:30pm-9:30pm Session 3 10:00pm-11:00pm  30 minutes between each session for cleaning
<b>Priority Ticket Process</b>	Seniors can begin to purchase tickets on April 7 (see ticket pricing for details). Juniors can begin to purchase tickets on April 12 (see ticket pricing for details).
<b>Commons, Fieldhouse, and Aux gym</b>	Fieldhouse 90FT X 65FT  10X10 Pods of 10, w/ 3X3 of unoccupied space
<b>Ticket Pricing/ Protocol</b>	\$10 -April 7th in Commons 12pm-2pm (Enter through Courtyard)  \$10 - April 8th-14th during lunch periods and after school from 2:30 to 2:45pm outside the main office.  \$20 - April 19th-23rd during lunch periods and after school from 2:30 to 2:45pm outside the main office.  Students must have their student ID and payment with them to purchase tickets. Cash or check only. <b>NO Tickets will be sold at the door</b> <b>**Seniors only April 7th-9th</b> <b>**Seniors &amp; Juniors April 12th-23rd</b> *Outside guests need to be pre approved as in the past. <a href="#">Outside guest approval form</a>
<b>Entrance/ Exit Procedure</b>	Students will enter through the Courtyard entrance at the beginning of the session and exit through the Courtyard entrance at the end of the session. Students must have their student ID and ticket with them in order to enter. There will be 30 minutes between each session.

<b>Parking</b>	Students and guests should park as close to the building as possible. The Courtyard entrance will be used for all students and their guests.
<b>Restrooms</b>	Restrooms will be provided and will have hot water and soap. There will be one entrance and one exit to all bathrooms. Mobile rolling hand-sanitizing stations will be at entrances and hand sanitizing areas will be stationed throughout
<b>Signage</b>	We will have signage up throughout the school, at prom, and on the school website that would illustrate our social distancing procedures and expectations. When purchasing tickets, students will select a pod to stay in during the entire prom. We will confirm that location and then give each student a ticket to their session with their pod number on the ticket.
<b>Supervision</b>	Staff will be on the parameter of the gym, in the aux gym and commons, as well as in the unoccupied space.

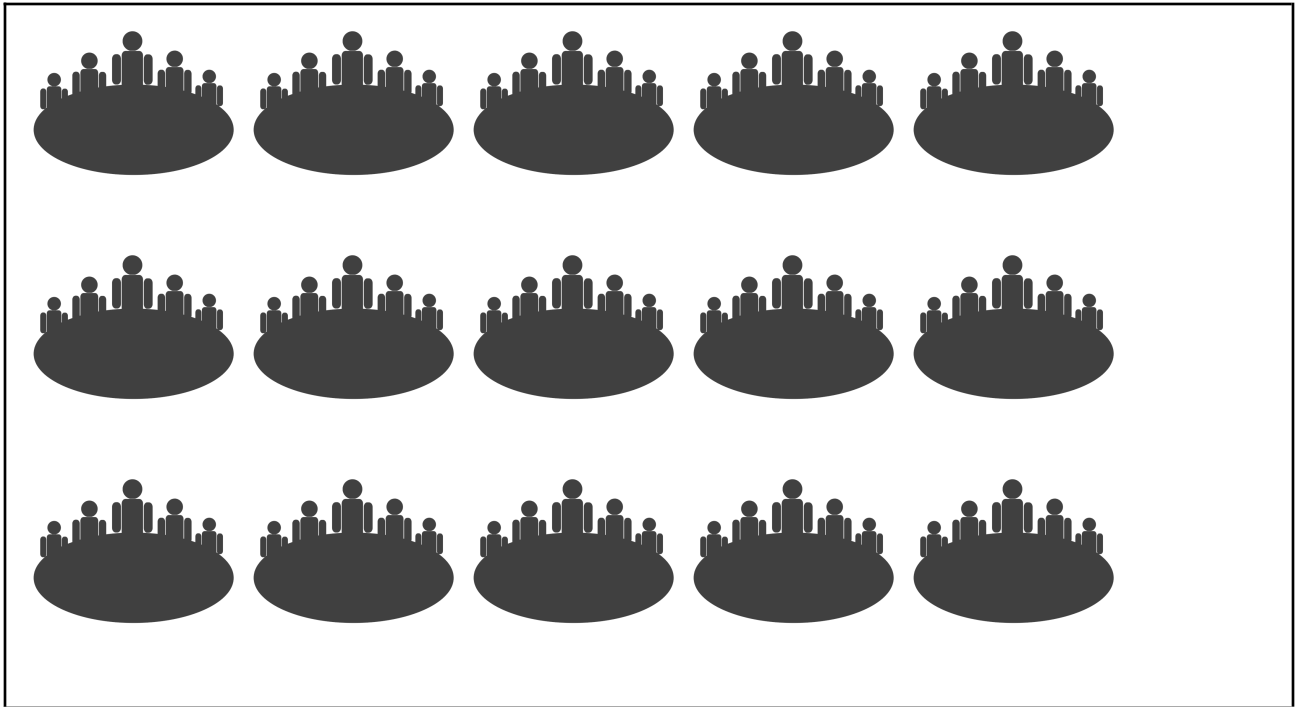
## Fieldhouse

Each pod will have a helium balloon with the color and number  
 Total of 200 people in the fieldhouse

10-pod 1		10-pod 2		10-pod3		10-pod 4
10-pod 5		10-pod 6		10-pod 7		10-pod 8
10-pod 9		10-pod 10		10-pod 11		10-pod 12
10-pod 13		10-pod 14		10-pod 15		10-pod 16
10-pod17		10-pod 18		10-pod 19		10-pod 20

# Aux South Gym

Tables 1-15 with 5 people



## Commons

Photo booth with socially distanced line,  
supervised by a prom chaperone.

Seating for 50 students

