

WESTLAKE HIGH SCHOOL GUEST PASS

FOLLOW THESE STEPS IN ORDER TO OBTAIN A GUEST PASS FOR PROM:

1. **Parents/Guardians Signature:** Parent/Guardian of WHS student and guest must sign below to verify their knowledge and approval of student's guest.
2. **Administrator Signature from Guest School:** The Guest Pass must then be approved and signed by an Administrator from the guest's high school, if applicable, prior to submitting to WHS Assistant Principal of Activities for approval.
3. **A business card of the administrator who signs must be attached to this Guest pass.**
4. **A copy of the Guest's current I.D. must be attached to this Guest pass.**
5. **Place in "Guest Passes In" folder:** The Completed Guest Pass must be placed in the "**Guest Passes In**" hanging file outside of the AP of Activities office. **Allow 24 Hours for processing.**
6. **Pick up from "Guest Passes Out" folder:** Students must then pick up from the "Guest Passes Out" hanging file, 24 hours after being submitted.
7. **Take Completed Pass to Student Store:** Students must take the signed Guest Pass with the copy of Guest's current ID attached, to the WHS Student Store to purchase the Guest's ticket.

(To be completed in ink. Guest must be @ least 14 and no more than 20 years of age)

WHS Student Name: _____ Grade _____

WHS Student Phone # _____ ID # _____

Guest Name: _____

Guest Phone Number: _____ Guest Age: _____

All individuals attending a Westlake High School activity, on or off Campus, are expected to know that appropriate behavior is required and all school rules are enforced.

- All school rules and policies, including dress code, apply to school activities. See the Student Handbook to review the dress code.
- Students and guests **WILL NOT be allowed in the dance after 9pm. No exceptions.**
- **Students and guests will not be allowed into the dance without an ID card.**
- **Once students leave the dance, they will not be allowed to return.**
- All guests must be no older than 20 years and no younger than 14 years. No exceptions.
- **Guests must check into the dance with their WHS host. Guests attending must have a guest pass with a photo ID attached on file with the Assistant Principal's office.**
- Attire must be appropriate for semi-formal/formal events.
- Dancing style must be appropriate. Students/Guests will be asked to leave the dance if they do not comply.
- WHS reserves the right to refuse entrance of any guest to any event.
- All attendees (WHS students and guests) are subject to drug/alcohol testing by school and/or law enforcement personnel. Students/guests who show positive results on drug/alcohol usage tests will be required to leave the activity in the care of parents/guardians, who will be notified by school and/or law enforcement personnel.
- To ensure safety of all attendees, **light pat downs for all students and purse checks** will be done prior to entering facility.
- The following items are not allowed at the dance and will be confiscated: drugs, alcohol, tobacco products, weapons, canes, chains of any kind, lanyards, phone charging cords, bandanas, non-prescription medication, gum, mints, glow in the dark items, lighters, matches, markers, ink pens, pencils, sharp objects, water bottles, outside food, liquid items such as mouth wash, eye drops, perfume, body spray, hand sanitizers, travel size products, glue, deodorant, liquid eye liner. **These items will not be returned.**
- Parents, WHS sponsor student, and guest student must read, understand and sign this agreement.

"I understand all school events are drug, alcohol, and tobacco free. I agree to remain drug, alcohol and tobacco free at this school event. Furthermore, I have read and understand the above rules pertaining to behavior at school events. I understand the consequences for any inappropriate behavior. I further realize that all student activity **tickets are not transferable.**"

Guest Signature/ Date

WHS Student Signature/Date

"I understand these rules and agree to support my child as he/she follows the above behavioral agreement. In addition, I agree to the above rules and support the school and Board policy."

Guest's Parent/Guardian Name (print)

Guest's Parent/Guardian Signature

Emergency Phone #

WHS Parent/Guardian Name (print)

WHS Parent/Guardian Signature

Emergency Phone #

Print Name of Guest's School Administrator: _____

Guest's School Administrator Signature: _____

WHS Administrator's Signature: _____