

# KENMORE WEST HIGH SCHOOL

## Guest Authorization Release

Please Print Legibly

Kenmore West Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Guest's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Guest's Address \_\_\_\_\_ Guest's Phone \_\_\_\_\_

Activity Requesting to Attend \_\_\_\_\_

Guest Signature \_\_\_\_\_

Guest Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Emergency Contact Phone Number(s) \_\_\_\_\_

### To be completed by School Administrator of Guest

A Kenmore West students has invited the above named student to a Kenmore West function.  
Please complete the following information so that we obtain some background on your student.

School Attending \_\_\_\_\_

Is the student currently in good standing in your school? \_\_\_\_\_ Yes \_\_\_\_\_ No

If your school held a special event tonight, would you allow  
this student to attend? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you know of any reason why this student should be  
excluded as a guest at our school function? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain (be specific as to dates, etc.) \_\_\_\_\_

\_\_\_\_\_

Name of person completing \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### To be Completed by Employer if Guest is not Enrolled in School:

Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

**Guest access will be determined on a case by case basis. All guests must be enrolled in high school or have graduated from high school or a high school equivalency program. All guests must be under 21 years of age.**

**PLEASE FAX THIS FORM TO KENMORE WEST: 716-874-8527**

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## Dance, Ball, and Prom Information & Expectations

Our school and district have taken several proactive measures to ensure that all students are safe at school dances. The Ken-Ton School District also has a zero tolerance Anti-Harassment Policy.

**Start/End Times:** All school dances will begin at 7:00 PM and end at 10:00 PM.

**Bags/Purses:** All bags and purses are subject to search. Students are encouraged not to bring bags, purses, and valuables, as there is no lockable storage available for students at dances. The school is not responsible for lost or stolen property.

**Eligibility:** Students must be academically eligible and in good standing to attend school dances and proms. Middle school students are not permitted to attend.

**Entrance/Exit Procedures:** Students will enter all dances through doors 24 and 26

**Valid School Student ID:** Students must present a valid 2017-2018 school picture ID at the entrance in order to be admitted into any school dance, ball, or prom.

- Comply with SAVE Policy rules and expectations
- Follow staff directions
- Maintain personal space and property
- Offer help when you see a need
- Speak quietly (without swearing or insults)
- Clean up after yourself/recycle
- Alert staff to potential safety/security emergencies
- Refrain from taking any videos or pictures (unless authorized by staff)

### Guests:

- Guests are only permitted to attend open dances, balls, and proms and must complete a guest authorization form and be approved by KW Administration for admittance (available in the main office)
- For an open dance, guests must complete an authorization form and bring a 2017-2018 valid ID
- Any guests observed to be under the influence of drugs or alcohol at a school dance or is suspected to be under the influence and refuses to consent to a sobriety check, will be permanently barred from participating in any Kenmore West dances, balls, or proms
- Any guest who engages in a physical fight/altercation at a school dance, ball, or prom will be permanently barred from participating in any Kenmore West dances, balls, or proms