

The Post Oak School-Dance Guest Form

Event: Prom on Saturday, May 3, 2025, 7:00-11:00 p.m. at Heights Fire Station, 107 W. 12th St., Houston, TX 77008

Please read both sides of the form. A signature on this form indicates having read, understood, and agreed to the contents of the entire form. This form must be submitted for review five (5) school days prior to the scheduled event. This form is required for the purchase of a dance ticket for a guest. Tickets will not be for sale at the dance.

1. Student Host Information

I agree to be responsible for my guest's actions and adherence to all Post Oak School rules. Failure to do so will jeopardize my privilege to attend future Post Oak School events.

Post Oak School Student Name: _____

Grade: _____ Cell Phone: _____

Student Signature: _____ Date: _____

2. Guest Information

As a guest of Post Oak School, I understand that I am being welcomed by the school and must follow all school rules, including dress code and dancing. I have read, understand, and agree to the rules on both sides of this form. Failure to do so may be grounds for my removal from The Post Oak School function without refund. All guests to school dances must be younger than 21 years of age. Students not currently enrolled in a high school must present a valid photo ID at the event and attach a color copy of the same **ID** to this completed form.

Guest Name: _____ Age: _____ Cell Phone Number: _____

School Attending: _____

Guest Parent/Guardian Name: _____

Parent Signature: _____ Date: _____

Phone Number: _____ (in case of an emergency at the event)

Guest Student Signature: _____ Date: _____

3. Guest's School Information (completed by school principal)

Name of School: _____ School Phone: _____

Is the above-mentioned student currently in good standing? Yes No

Do you recommend that he/ she be admitted to a Post Oak School Function? Yes No

Principal's Affirmation Statement

By affixing my signature, I hereby attest that the student applying for an out-of-school guest approval has maintained acceptable standards of conduct, attendance, and academic performance.

Principal's Signature: _____ Date: _____

Phone Number: _____

Received: Date _____ Time _____ By _____ Parent Contacted _____ Guest Parent Contacted _____

Admin. Action-Received _____ Initial _____ Approved _____ Denied _____

4. Post Oak School Parent/ Guardian Acknowledgement

I have reviewed the information provided and give my permission for my son/daughter to attend The Post Oak School function with the person listed above.

If school personnel have any questions, I can be reached at this phone number: _____

Alternate Emergency Phone Number: _____

Parent Name (Print): _____

Parent Signature: _____ Date: _____

The school culture at The Post Oak School is characterized by respect for the rights and dignity of others. Students are expected to behave in a socially appropriate manner while on school grounds or at school activities. This means students are expected to comply with school rules and regulations and to be courteous to each other, guests, parents, employees of the school, and volunteer chaperones. Possession, use, or distribution of prohibited chemicals (including prescription drugs not prescribed to the student), or being under the influence of prohibited chemicals, at any school event constitutes a major violation of school rules. See the Family Handbook for more information.

In the event of the guest's illness or injury, the school will contact the guest student's parent or guardian. When immediate medical treatment seems essential in the judgment of Post Oak personnel, emergency medical services will be contacted to provide medical care to the student guest. This may involve transport by ambulance to a medical center.

In the event of severe misconduct by the guest, the guest's parents will be contacted immediately to make arrangements to pick up the guest at the dance location.

Dance Rules and Expectations

The dance is from 7:00 to 11:00 p.m. All students and their guests must arrive by 8:00 p.m.

All students and their guests are expected to stay at the dance until 10:30 p.m.

All students who wish to attend a school dance must buy a ticket.

All guests must be registered with the school by 4:00 p.m. on the Friday one week before the dance.

Leaving the venue without permission is not permitted. Students leaving without permission will be denied re-entry.

Guest Policy

A Post Oak School student may bring only one guest to a dance. The guest must be younger than 21 years old.

The Post Oak student host assumes responsibility for his/her guest and the guest's behavior while at the dance.

A Post Oak student planning to bring a guest must submit this completed dance guest form for approval.