

## *Keansburg High School*

140 Port Monmouth Road  
Keansburg, NJ 07734-1999  
(732) 787-2007

# SENIOR PROM CHECKLIST

SENIOR \_\_\_\_\_

GUEST \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_

\_\_\_\_\_ PARENT/STUDENT/HEALTH FORM CONTRACT SIGNED

\_\_\_\_\_ GUEST CONTRACT SIGNED (IF APPLICABLE)

\_\_\_\_\_ FINES PAID (MAIN OFFICE)

\_\_\_\_\_ EARLY DISMISSAL PERMISSION SLIP (IF APPLICABLE)

\_\_\_\_\_ TABLE RESERVATION (ONE PER TABLE)

**ALL FORMS MUST BE SUBMITTED AND BIDS PAID BY  
MONDAY, MAY 23<sup>RD</sup>**

**\*ALL STUDENTS MUST BE AT KHS BY 4:30PM ON JUNE 2ND\***



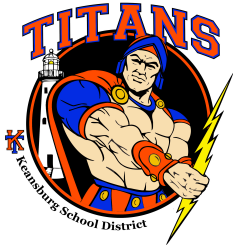
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# PLEASE SEE Ms. BRUNO OR Ms. ROTONDI TO RETURN FORMS AND PURCHASE PROM BIDS 😊

## RULES FOR PROM

- 1) *Students may invite a guest of their choice. That guest MUST BE UNDER 21 YEARS OLD. All guests must have a permission slip and approval of the Principal. All non-KHS guests must follow all KSD rules and policies. Guests who violate any rules/policies jeopardize the KHS senior's participation in the graduation ceremony.*
- 2) *The Prom is a function sanctioned by the Board of Education. All Board of Education policies, rules, and regulations will be strictly enforced. This includes Board Policy #5533 and #5530 relating to Tobacco, Alcohol, and Drugs. You may not bring cigarettes on school property or smoke at the Prom. You are also subject to Board Policy #5536, specifically, Random Drug Testing.*
- 3) *Students **MUST** be in school the day of the Prom.*
- 4) *NO ONE will be dismissed from school before the 12:44 pm sign out time. State law requires a four-hour day. If you arrive late to school on Thursday, you will not be eligible for early dismissal.*
- 5) *No refunds will be given after bids are purchased. Bids will be available for cash/check purchase only.*
- 6) *Purchaser of bid and their guest must be cleared of ALL fines owed to Keansburg High School.*
- 7) *No refunds will be given if students are requested to leave the Prom.*
- 8) *All students and guests must be at the high school by **4:30pm** to check in. All prom attendees and guests must sign in upon arrival at KHS.*
- 9) *Students are NOT permitted to exit and return to the Prom at will. The parking lot and cars will be off limits while the Prom is in progress.*
- 10) *The advisors MUST be notified of a change in guest if he/she is a student at Keansburg High School. The principal/administration must approve any changes if your guest is not a student at Keansburg High School.*
- 11) *You may not attend the Prom if you have 75 or more infraction points.*
- 12) *Proper attire is expected (no sneakers, shorts, etc.). Students NOT dressed appropriately will be removed from the Prom. Parent and/or guardian will be informed and be responsible for picking up their child.*
- 13) *The person who purchases the bid is responsible for supplying a copy of this form to their guest. All guests must abide by these rules and regulations.*
- 14) *All students must be picked up promptly at **10:15 pm**. If students are walking or getting a ride with another student, they must fill out the appropriate form.*
- 15) *ALL GUESTS ARE REQUIRED TO HAVE A PHOTO ID. Administration can refuse your admission if you DO NOT show identification.*
- 16) *All bags or personal belongings are subject to search. Anything found that violates KSD policy will result in disciplinary action and the student may be denied participation in the graduation ceremony.*
- 17) *The Prom attendees are under the direct supervision of the Administration of Keansburg High School during the hours of the prom. Parents/Guardians must assume responsibility from the time of dismissal.*



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## PROM 2016 CONTRACT

TO BE COMPLETED BY ALL KHS STUDENTS ATTENDING THE 2016 PROM

Name of KHS Student: \_\_\_\_\_ HR: \_\_\_\_\_

### STUDENT CONTRACT:

- 1) I will not consume alcoholic beverages or controlled substances before, during, or after the Prom.
- 2) I understand and will abide by the rules provided by the Keansburg High School and the Board of Education. In addition, please refer to list of "Rules for Prom."
- 3) If applicable, I will provide a completed guest permission slip/health form at the time of bid purchase.
- 4) I will attend school the day of the prom; otherwise I will not be eligible to attend Prom.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### PARENT CONTRACT:

I agree with the school rules concerning the Prom and will give my parental cooperation for the following:

- 1) I will not serve alcoholic beverages before the Prom to Keansburg High students or their guests.
- 2) I will remind my son/daughter that he/she will not be permitted to leave the Prom for any reason. Once my child leaves, he/she may not return.
- 3) No refunds will be given once the bid is purchased.
- 4) I understand that my son/daughter must attend school the day of the Prom.
- 5) I understand that my son/daughter may not attend this event unless this form is returned to the class advisors at the time of bid purchase. I further understand that a parental signature is required even though the student may be eighteen years of age or older and that guests from other schools must obtain a parental signature as well.

**We give permission for our son/daughter to participate in activities associated with the Class of 2016. We give consent for administration in charge to use their own judgment in the application of first aid treatment and in securing medical aid and ambulance service if necessary.**

Parental/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone No. where parent can be reached on prom night \_\_\_\_\_

Printed Name \_\_\_\_\_

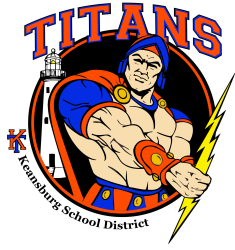
Alternate emergency phone number \_\_\_\_\_

## KEANSBURG HIGH SCHOOL MEDICAL INFORMATION FORM (PLEASE PRINT)

Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Family Doctor \_\_\_\_\_ Telephone No. \_\_\_\_\_



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### PROM 2016 CONTRACT

TO BE COMPLETED BY ALL NON-KHS STUDENTS ATTENDING THE 2016 PROM

Name of non-KHS student \_\_\_\_\_ Grade (if applicable) \_\_\_\_\_

#### **GUEST CONTRACT:**

- 1) I will not consume alcoholic beverages or controlled substances before, during, or after the Prom.
- 2) I understand and will abide by the rules provided by the Keansburg High School and the Board of Education. In addition, please refer to list of "Rules for Prom."
- 3) I will provide a completed guest permission slip/health form at the time of bid purchase.

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

#### **PARENT CONTRACT:**

I agree with the school rules concerning the Prom and will give my parental cooperation for the following:

- 1) I will not serve alcoholic beverages before the Prom to Keansburg High students or their guests.
- 2) I will remind my son/daughter that he/she will not be permitted to leave the Prom for any reason. Once my child leaves, he/she may not return.
- 3) No refunds will be given once the bid is purchased.
- 4) I understand that my son/daughter may not attend this event unless this form is returned to the class advisors at the time of bid purchase. I further understand that a parental signature is required even though the student may be eighteen years of age or older and that guests from other schools must obtain a parental signature as well.

**We give permission for our son/daughter to participate in activities associated with the Class of 2016. We give consent for administration in charge to use their own judgment in the application of first aid treatment and in securing medical aid and ambulance service if necessary.**

Parental/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone No. where parent can be reached on prom night \_\_\_\_\_

Printed Name \_\_\_\_\_

Alternate emergency phone number \_\_\_\_\_

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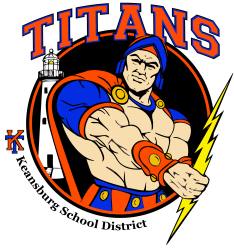
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### **KEANSBURG HIGH SCHOOL MEDICAL INFORMATION FORM (PLEASE PRINT)**

Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Family Doctor \_\_\_\_\_ Telephone No. \_\_\_\_\_



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### **PROM 2016 EARLY DISMISSAL PERMISSION SLIP**

My child has permission to leave school at 12:44pm on June 2<sup>nd</sup>. I am aware my child must be in school, on time, the day of the prom, and have submitted all completed paperwork by Monday, May 23<sup>rd</sup>. I also understand that if my child serves ISS or OSS the day of the prom, he/she cannot attend.

**My son/daughter will be** (Please mark one of the following):

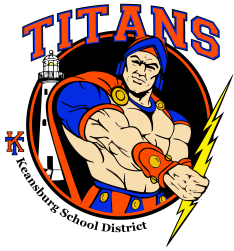
\_\_\_\_\_ Picked up by parent/guardian

\_\_\_\_\_ Driving his/her own car home

\_\_\_\_\_ Walking home

\_\_\_\_\_ Will be getting a ride home with \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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# **TABLE RESERVATION FORM**

**TABLE RESERVATIONS MUST HAVE 10-12 PEOPLE PER TABLE**

**PLEASE HAVE ONLY ONE PERSON FROM YOUR TABLE GROUP SUBMIT THIS FORM. DO NOT SUBMIT MULTIPLE COPIES.**

**MAKE SURE THE PEOPLE AT YOUR TABLE ARE ONLY AT YOUR TABLE AND HAVE NOT BEEN PLACED AT ANOTHER TABLE.**

**FORMS WITH LESS THAN 12 PEOPLE WILL HAVE OTHER PEOPLE PLACED WITH THEM AT THE ADVISORS' DISCRETION SO ALL TABLES ARE FILLED.**

**IF YOU DO NOT TURN IN YOUR TABLE FORM, YOU WILL BE PLACED AT ANY AVAILABLE TABLE AT OUR DISCRETION.**

**NEATLY PRINT THE FIRST AND LAST NAME OF THE TWELVE PEOPLE AT YOUR TABLE, INCLUDING GUESTS.**

1. \_\_\_\_\_

7. \_\_\_\_\_

2. \_\_\_\_\_

8. \_\_\_\_\_

3. \_\_\_\_\_

9. \_\_\_\_\_

4. \_\_\_\_\_

10. \_\_\_\_\_

5. \_\_\_\_\_

11. \_\_\_\_\_

6. \_\_\_\_\_

12. \_\_\_\_\_

**ALL FORMS ARE DUE MONDAY, MAY 23RD**

**IF YOU HAVE ANY QUESTIONS PLEASE STOP IN AND SEE**

**MS. BRUNO OR Ms. ROTONDI.**