

# Broughton Magnet High School - Queen of Hearts 2025 [Non-BHS Student Guest Form]

## Code of Conduct

Please read the Code of Conduct before turning in your completed form.

### Process for Approval for Guest Forms:

- A guest cannot be over the age of 20.
- Forms must be **completed with a picture** and returned to the main office by 2:30 pm on **Thursday, January 30**.
- If your approved form is **not approved** you will receive an email or notification by February 3RD or **5 days from submission**.
- Approved guests will be checked in at the dance entrance and must enter with the BHS student. Their picture ID **will be required**.
- If your guest is out of town and you are not able to get the form in hard copy it is approved to email a completed form to Mrs. Hardesty at [jbondhardesty@wcpss.net](mailto:jbondhardesty@wcpss.net) . THE DEADLINE of January 30th is still applicable.

### WHO CAN SIGN FOR YOU?

1. Administrator (current high school students)
2. Employer (Outside of High School)
3. Military Supervisor (Outside of High School)

To ensure that Queen of Hearts is an evening that everyone enjoys, please read and follow the information listed below:

1. The QOH is a WCPSS event; therefore, all WCPSS policies, procedures, and regulations apply. No student shall possess, use, distribute, sell, possess with intent to distribute or sell, be under the influence of alcohol, drugs, including any unauthorized prescription drug, tobacco, and/or any other controlled substance before, during, or after the QOH. Such activities are strictly prohibited by state law as well as school policy and school consequences will be applied. Parents/Guardians are strongly encouraged to monitor and supervise all activities before and after the QOH.
2. Inappropriate behavior may result in automatic removal from the QOH and referral for school disciplinary action.
3. The school reserves the right to withhold access to the QOH to anyone currently suspended from school or who has been placed on suspension on the day of the QOH. Refunds may not be made to those students.
4. All bags and personal belongings are subject to search according to policy.
5. All attendees are required to present a picture ID to the staff members at the check-in table upon their arrival at the QOH. The administration reserves the right to deny admittance to the QOH at their discretion. QOH tickets are not transferable. Your name must be on the check-in list on the night of QOH. Any discrepancies will lead to the individuals associated with this issue not being admitted to the QOH.
6. The Broughton student and his/her guest must enter the dance at the same time. Individuals who are not enrolled at Broughton will not be admitted to the QOH alone. If the Broughton student is not present at the check-in table at the time of the arrival of the guest, the guest may be required to leave the QOH and premises.
7. Once a student or the student's guest exits the QOH, there will be no re-entry - no exceptions. When attendees exit QOH, they must leave the premises and not return. Loitering is prohibited and may result in disciplinary action including trespassing charges.
8. The dress code is formal and the WCPSS dress code will be followed. Dresses or outfits that expose excessive skin or cleavage are not appropriate for this function. Students who do not follow the dress code may not be admitted and refunds may not be made available.
9. Any students bringing a guest who is not enrolled at Broughton must complete the guest permission below. Guests not properly registered will be denied admission.
10. Students and guests should be prepared to take a random breathalyzer test upon arrival or if suspicious behavior is observed at the event by staff. If the student refuses the breathalyzer test, the student and/or guest will not be permitted into QOH and will be asked to leave.

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**Broughton High School Guest Form: DUE BY Thursday, January 30. at 2:30PM to the Main Office**

**BHS Student Information**

BHS Student's ID Number: \_\_\_\_\_ Grade: \_\_\_\_\_

BHS Student's First and Last Name: \_\_\_\_\_

*I understand that I must purchase two tickets.*

BHS Student's Signature: \_\_\_\_\_

**Guest Information**

Guest First and Last Name: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact and Phone #: \_\_\_\_\_

High School/College Name: \_\_\_\_\_

Employer Name (if applicable): \_\_\_\_\_

Military Rank/Branch (if applicable): \_\_\_\_\_

*As a guest, I will abide by the Policies and Procedures of Broughton High School. I will be held to the Code of Conduct guidelines above. I understand that failure to do so could result in being removed from the dance.*

**I have attached a copy of my picture ID to this form.**

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

If a guest is currently enrolled in another high school, an administrator from their school must complete the following: As an administrator of \_\_\_\_\_ High School, the above-named guest student is in good standing to attend Broughton HS's Queen of Hearts.

Administrator Printed Name: \_\_\_\_\_

Administrator Signature | Date: \_\_\_\_\_

Administrator Phone #: \_\_\_\_\_

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