

## PCA Upper School Visitor Protocol for Events

Portsmouth Christian Academy welcomes visiting students to our campus. PCA students who are interested in bringing in visitors should be aware of the following:

- PCA students must fill out a Visitor Protocol form and have it approved by the Dean of Men or Women one week in advance of event. Students may host only one guest per event.
- Upon arrival of event, please check guest in.
- Your visitor must agree to follow the PCA code of conduct, including the dress code. The hosting student will be held accountable for the behavior of his/her visitor.
- Students, as well as visitors must be respectful of staff/chaperone instructions.
- Any deviation from expected or appropriate behavior may result in dismissal from the event and school premises as well as a phone call to parents.

If the above policies are followed, your guests will have an informative and rewarding visit at PCA. If you have any questions concerning the visitor's policy, please see Mr. Morse.

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Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

PCA Student Host: \_\_\_\_\_

Visitor's Name: \_\_\_\_\_

Visitor's Phone: \_\_\_\_\_

Visitor's Address: \_\_\_\_\_

\_\_\_\_\_

Current School and Grade Level: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

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Administration Signature: \_\_\_\_\_  
(if approved)

Reason for Declining: \_\_\_\_\_