

<b>3220</b>	<b>Visitor Policy</b>
<b>Approval Date:</b>	<b>April 2015</b>
<b>Category:</b>	<b>General School Administration</b>
<b>Governance Accountability:</b>	<b>Board of Directors, Leadership</b>
<b>Audience:</b>	<b>Employees, Families, Volunteers</b>

The board encourages the community and parents to be involved in and support the schools and the educational program. To encourage involvement, the following opportunities are provided to visit the schools: visitors are welcome at the schools to observe and learn about the educational programs and attend public events, such as athletic events, musical programs, and dramatic productions.

While visitors are welcome, the paramount concern of Pine Lake Preparatory is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized. The Head of Schools and each principal may establish and enforce reasonable rules to address this concern. In addition, the following requirements apply:

- All school visitors must report immediately to the administrative office at the school for permission to be in the school and receive a visitor's badge. Each principal is responsible for ensuring that signs are posted in the school to notify visitors of this requirement.
- Any personnel who see an individual in a school who has not received permission must either direct the individual to the administrative office or notify the principal, depending on circumstances.
- Students should notify any staff member of any unusual or suspicious behavior that may endanger safety. Staff must report immediately to the principal any student's information or their own observation of such behavior.
- Any individual who disrupts the educational environment, acts in a disorderly manner, damages school property or violates board policy or law, may be requested to leave. Such individual also may be prosecuted and may be prohibited from attending any other events sponsored by Pine Lake Preparatory for the remainder of the year.

Legal Reference: G.S. 14-132, -132.2, -159.11, -159.12, 159.13; 115C-523, -524, -526