Policy: Visitor Check-In | CR1008

Purpose of Policy:

To establish standard procedures and maintain a safe campus, The Preuss School UC San Diego is instituting a visitor check-in policy. This policy is intended to ensure the safety and security of the school's students, staff, and visitors. Thank you for your cooperation in helping us maintain a safe and welcoming environment for everyone.

Content of CR1008:

1. All visitors to the school must check-in at the main office prior to entering the school campus.
2. Visitors must provide a valid form of identification, such as a driver's license or government-issued ID.
3. The purpose of the visit and the name of the person they are visiting must be clearly stated.
4. All visitors must wear a visitor's badge, which will be provided by the school, at all times while on school property.
5. Visitors are not permitted to enter a classroom without prior approval from the teacher of record, the Principal, and/or their designee.
6. Any visitor who appears to be under the influence of drugs or alcohol, or who poses a threat to the safety and security of the school, will be asked to leave the premises immediately.
7. All visitors are expected to comply with the school's policies and procedures, including but limited to respecting the privacy and confidentiality of students and staff.
8. Any violation of this policy may result in the visitor being denied access to the school in the future.

Authorized: Principal Dr. Matthew Steitz