WESP-DHH Academic Community Tour Policy

1. Purpose
Academic tours are designed for educators, researchers, professionals, and educational groups interested in observing instructional practices and learning more about the school's educational programs.

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2. Tour Request & Approval Process
All academic tour requests must be submitted through the official online tour request form.

Walk-in, phone, or email requests will not be accepted.

Incomplete submissions will not be processed.

Submission of a request does not guarantee approval.

Visitors must review the official tour schedule for available dates and times prior to submitting a request.

Tours are only provided on designated dates and times as published on the school's official tour schedule.

Tour availability is limited and subject to change based on school operations and events.

Requests are reviewed by the Center Director's Administrative Assistant, with final approval authority held by the Center Director.

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3. Background Checks & Screening
Due to the potential for classroom observation, academic tour visitors may be required to complete additional screening, including:

- Background checks
- Government-issued identification

Background check requirements are determined at the discretion of WESP-DHH Administration or the Center Director's Administrative Assistant.

Failure to comply with screening requirements will result in denial of the tour.

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4. Scheduling & Availability
Academic tours are generally scheduled on designated bi-monthly tour dates when classrooms are available for observation.

Tour hours are typically Tuesday through Thursday between 8:00 a.m. and 12:00 p.m.

Tours may last up to two (2) hours.

Alternative scheduling may be approved by administration.

Tours are not available outside of designated dates and times unless explicitly approved by administration.

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5. Group Size & Tour Guides
Minimum group size: 3 visitors
Maximum group size: 20 visitors

Tour guide assignments:

- 3–10 visitors: One (1) Deaf tour guide
- 11–20 visitors: Two (2) Deaf tour guides

All tours are led by Deaf tour guides.

Visitors needing interpreters must indicate this request on the online form.

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6. Dates When Tours Are Not Available
Academic tours are generally not available during:

- The last two weeks of August through September
- Thanksgiving week through the third week of January
- The full months of May and June
- Annual testing periods
- Mondays and Fridays

Additional blackout dates may be designated.

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7. Visitor Conduct & Confidentiality
Visitors must:

- Sign in and wear a visitor badge

- Remain with the assigned guide
- Refrain from photographing or recording without authorization
- Maintain confidentiality of student information under FERPA

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8. Termination of Visit

The school may terminate a visit if policies are violated, behavior is disruptive, or safety concerns arise.
