Alumni Tour Policy

1. Purpose
Alumni tours allow former students, alumni, and former staff to reconnect with the school and revisit its history while maintaining a safe and respectful environment for current students.

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2. Tour Request Process
All alumni and former staff must submit a request using the official online tour request form.

Walk-in visits are not permitted.

Phone or email requests 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.

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

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3. Alumni Considerations
While the school values its alumni and former staff community:

- Past affiliation does not guarantee approval
- Priority scheduling or special access may not be available

All requests are reviewed based on:

- Availability
- Safety considerations
- Operational needs

The school reserves the right to deny or limit access when necessary.

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4. Scheduling
Alumni tours are typically scheduled on designated bi-monthly tour dates.

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

Tours may last up to two (2) hours.

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

Tour availability may be limited or unavailable during special events, including the Annual Deaf Gathering event.

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

Tour guide assignments:

- 3–10 visitors: One tour guide
- 11–20 visitors: Two tour guides

All tours are led by Deaf tour guides.

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6. Visitor Conduct
Visitors must:

- Sign in and wear a visitor badge
- Stay with the tour guide
- Respect current students and staff
- Refrain from photographing or recording without authorization
- Maintain confidentiality of student information in accordance with FERPA

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7. Termination of Visit
The school may end a tour immediately if:

- Policies are violated
- Visitor conduct is disruptive
- Safety concerns arise