Historical Community Tour Policy

1. Purpose
Historical tours provide visitors with an opportunity to learn about the history, mission, and legacy of the school.

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2. Tour Request & Approval Process

Online Request Requirement

All historical tours must be requested 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.

Review & Administrative Authority
All requests are reviewed by the Center Director's Administrative Assistant, who processes requests based on scheduling parameters and policy guidelines.

The Center Director retains final authority over tour approvals in special circumstances including:

- Large group tours
- High-profile visitors
- Requests requiring background checks
- Safety or operational concerns
- Exceptions to scheduling parameters

The Center Director may approve, deny, modify, reschedule, or cancel any tour request when necessary to protect student safety, privacy, or school operations.

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3. Scheduling & Availability

Scheduled Tour Dates
Historical tours are generally scheduled on designated bi-monthly tour dates published on the school website.
These dates occur twice per month to ensure appropriate staffing and minimal disruption to school operations.
Exceptions may be approved by administration when necessary.

Tour Hours
Tours may last up to two (2) hours.
Standard tour hours are Tuesday through Thursday between 8:00 a.m. and 12:00 p.m.

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

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4. 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, reflecting the school's ASL-rich environment and commitment to Deaf leadership.

Visitors requiring interpreters must indicate this request on the online tour form.

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5. Dates When Tours Are Not Available
Historical tours are generally not available during:

- The last two weeks of August through September
- Thanksgiving week through the third week of January
- May 15 and June 15
- Annual state or standardized testing weeks
- Mondays and Fridays

Additional blackout dates may be designated as needed.

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6. Visitor Conduct & Confidentiality

All visitors must:

- Sign in upon arrival and wear a visitor badge
- Remain with the assigned guide at all times
- Refrain from photographing or recording without authorization
- Maintain confidentiality of student information in compliance with FERPA

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7. Termination of Visit

The school reserves the right to terminate a tour before or immediately during a tour if:

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