Prospective Student Placement Tour Policy

1. Purpose

Prospective Student Placement Tours provide students & families with an opportunity to learn about the school's educational programs, communication environment, and student support services while determining whether the school may be an appropriate educational placement for the student.

Placement tours are intended to support informed educational decision-making and are not admissions interviews or placement determinations.

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2. Tour Request & Approval Process

All Prospective Student Placement 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.
- Families and school districts must review the published placement tour schedule before submitting a request.
- Tours are available only on designated dates and times as published on the school's website.
- Tour availability is limited and subject to school operations, staffing, and student schedules.

The Center Director may approve, deny, modify, reschedule, or cancel any placement tour to protect student safety, confidentiality, or school operations.

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3. Scheduling & Availability

Placement tours generally last between **1½ and 2 hours**.

Tours are conducted during the school’s regular business hours. Specific tour times will be coordinated with the prospective student’s family based on schedule availability.

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4. Participants & Tour Guides

Placement tours are intended for:

- Prospective students
- Parents or legal guardians

To provide a personalized experience:

- Student visits are generally limited to one prospective student and up to four accompanying guests.
- Larger groups require prior administrative approval.

Tours are led by qualified school staff and may include Deaf professionals, teachers, educational supervisors, or admissions personnel.

Interpreter requests or other accessibility accommodations must be indicated on the online tour request form.

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5. Tour Experience

Placement tours may include:

- Welcome and program overview
- Information regarding the school's mission and educational philosophy
- Overview of communication approaches and language access
- Classroom observations, when appropriate
- Visits to instructional, residential (if applicable), and student support areas
- Discussion of academic programs, related services, extracurricular activities, and transition services
- Opportunity for families to ask questions regarding placement, enrollment, transportation, and support services

Classroom observations are subject to student privacy and instructional schedules and may be modified or omitted as necessary.

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6. Visitor Conduct & Confidentiality

All visitors must:

- Check in at the main office upon arrival.
- Present a valid photo ID if requested.

- Wear a visitor badge at all times.
- Remain with the assigned tour guide.
- Follow all campus safety procedures.
- Refrain from photographing, recording, or livestreaming without prior authorization.
- Respect the privacy and confidentiality of all students and staff in accordance with FERPA and other applicable privacy laws.

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7. Placement Determinations

Participation in a placement tour does **not** guarantee admission or placement.

Educational placement decisions are made through the appropriate referral, evaluation, and Individualized Education Program (IEP) process in collaboration with the student's resident school district, family, and the school.

Additional records or evaluations may be requested before placement recommendations can be considered.

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8. Termination or Cancellation of Tour

The school reserves the right to deny, cancel, reschedule, or terminate a placement tour before or during the visit if:

- School policies are violated.
- Visitor behavior is disruptive or inappropriate.
- Student privacy or confidentiality is compromised.
- Safety or security concerns arise.
- School operations require immediate changes.
- Emergency situations or inclement weather affect campus operations.