Public Community Tour Policy

1. Purpose

Public Community Tours provide community members, visitors, organizations, and other interested individuals with an opportunity to learn about the school's history, mission, programs, Deaf culture, campus facilities, artwork, and legacy while respecting the privacy, safety, and daily operations of students and staff.

The school welcomes public interest in its campus; however, the campus is not open for unscheduled public access. All visitors must participate in an approved tour or have authorized business on campus.

Individuals who wish to view campus buildings, grounds, artwork, exhibits, or other facilities must follow the procedures outlined in this policy.

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2. Tour Request & Approval Process

Online Request Requirement

All public community tours must be requested through the official online tour request form.

- Walk-in, phone, or email requests for tours will not be accepted.
- Individuals who arrive without prior approval will not be permitted to tour campus buildings or grounds.
- Incomplete submissions will not be processed.
- Submission of a request does not guarantee approval.
- Visitors must review the official tour schedule before submitting a request.
- Tours are available only on designated dates and times published by the school.
- Tour availability is subject to staffing, school operations, and special events.

Administrative Review & Authority

All requests are reviewed by the Center Director's Administrative Assistant according to established scheduling procedures and policy requirements.

The Center Director retains final authority regarding:

- Large group tours
- High-profile visitors
- Requests requiring background checks
- Safety or security concerns

- Operational considerations
- Requests for exceptions to established procedures

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

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3. Campus Access

For the safety and security of students and staff:

- The campus is not open for self-guided public tours.
- Visitors may not enter buildings, classrooms, residence halls, athletic facilities, or other campus areas without authorization.
- All visitors must remain with their assigned tour guide at all times.
- Unauthorized access to campus facilities may result in removal from campus.

Individuals who stop by campus without an approved tour or school business may be directed to the main office for assistance and information regarding future tour opportunities.

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4. Scheduling & Availability

Scheduled Tour Dates

Public community tours are generally scheduled on designated dates published on the school's website.

Tours are offered to:

- Community members
- Organizations
- Prospective partners
- Visitors interested in learning about the school and Deaf culture

Additional tours may be approved based on availability and administrative approval.

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 designated dates and times unless specifically 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, reflecting the school's commitment to Deaf leadership and its ASL-rich environment.

Visitors requiring accommodations, including interpreters, must indicate their needs on the tour request form.

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6. Dates When Tours Are Not Available

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 state or standardized testing periods
- Mondays and Fridays

Additional blackout dates may be established as needed.

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7. Visitor Conduct, Photography & Confidentiality

All visitors must:

- Sign in upon arrival.
- Wear a visitor badge while on campus.
- Remain with their assigned guide at all times.
- Follow all safety and security instructions.

Visitors may not:

- Photograph, video record, or audio record without prior authorization.

- Interview students or staff without approval.
- Enter restricted areas.
- Disrupt educational activities or school operations.

Photography and video recording of buildings, artwork, exhibits, and approved public areas may be permitted at the discretion of school administration and tour staff.

Visitors must maintain the confidentiality of any student information observed or discussed during the visit in accordance with applicable privacy laws, including FERPA.

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8. Unscheduled Visitors

Individuals who arrive on campus without an approved tour, appointment, or official school business are considered unscheduled visitors.

For security reasons:

- Unscheduled visitors may not independently explore campus grounds or buildings.
- Unauthorized photography, videography, or drone use is prohibited.
- Staff may direct unscheduled visitors to leave campus or schedule a future tour through the official process.

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9. Termination of Visit

The school reserves the right to terminate or cancel a tour at any time if:

- School policies are violated.
- Visitor conduct is disruptive or inappropriate.
- Safety or security concerns arise.
- Confidentiality requirements are compromised.
- School operations require immediate modification of the tour schedule.

Visitors who violate school policies may be denied future access to campus.