



# Jacksonville Independent School District ADMINISTRATIVE REGULATION

**CODE: 001 SCHOOL GOVERNANCE**  
**RE: 001.006 Campus Tour Procedure**

It is the policy of Jacksonville Independent School District that three days a month be set aside for visitors from other school districts. Three specific days a month will be designated as days for other districts to visit our campuses:

- 2<sup>nd</sup> Tuesday of month
- 3<sup>rd</sup> Tuesday of month
- 4<sup>th</sup> Tuesday of month
- No holidays or testing days

These guidelines and procedures will ensure that the tour experience is maximized as well as minimize the disruption of the learning process for learners and facilitators.

## **Procedure:**

1. Contact the campus principal or district administrator about interest in visiting campuses.
2. Complete the online request form and fax to the principal or district administrator.
3. Schedule visit at least one week in advance.
4. General tours are approved for the second , third, or fourth Tuesday of each month.
5. Tours are not considered scheduled until district receives confirmation.
6. Arrive at time set for visit.
7. Check in at office for tour badges.
8. No photography or filming during the tours unless prior consent of principal.



# JISD CAMPUS TOUR REQUEST

*\*Note: All requests must be approved 7 days in advance*

Date Request Submitted				
Campus to Tour				
School/Organization Requesting Tour				
Contact Person	Name:			
	Address:	Street or P.O. Box:		
		City, State, Zip		
	Phone:		Fax:	
	Email Address:			
Number of Participants				
Reason for Visit				
Designated Days of Month for Tours	2 <sup>nd</sup> Tuesday	3 <sup>rd</sup> Tuesday	4 <sup>th</sup> Tuesday	No Holidays or Testing Days
1 <sup>st</sup> Choice for Date of Visit				
2 <sup>nd</sup> Choice for Date of Visit				

**To arrange a tour, please complete this form and fax to the principal of the campus or Judy Terry at the JISD Central Office @ 903-586-3133.**

Date Set for Visit: \_\_\_\_\_

Time Set for Visit: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Principal or Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date