

Swann Special Care Center
Elementary School

Visitor Policy

Swann Special Care Center Elementary School encourages visitors and volunteers in the facility. In fact, community volunteers are one of the ways of ensuring community integration and interactions with nondisabled peers for our students who have difficulty accessing the community due to their severe/profound multiple disabilities and medical needs.

All visitors to the facility, including volunteers must check in by signing in and out at the front office area of Swann. Temporary name tags are available in this area for them to wear. All visitors must wear a name tag identifying them as a visitor.

Visitors must state the reason for the visit and their destination within the school. If a person does not have a legitimate reason to be at the school, they will not be allowed entrance to the facility and will be asked to leave the premises. A visitor restriction list is also maintained and includes the names of individuals who may not visit the school as a result of court actions, family wishes, past issues when visiting, etc.

Personnel from the Illinois State Board of Education (ISBE) or the contracting public school district of any enrolled student may visit Swann Special Care Center Elementary School at any time, with or without prior notice.

Parents/Guardians, approved school volunteers, and other authorized individuals may visit in the classroom as long as it does not cause an interruption or if they are there to observe the student in the classroom. Other visitors who need to meet with staff, students, etc. will need to use the conference room if available or another designated area. These other areas may also be utilized by parents/guardians, school district personnel, ISBE personnel, etc. if privacy is required for a visit.

Volunteers at the school must be supervised at all times by staff. One time volunteers and volunteers who are not going to interact with the students do not need to complete the volunteer orientation and training. All other volunteers need to complete an orientation and training.

Visitation to Swann Special Care Center Elementary School may be limited depending upon current State of Illinois rules and recommendations pertaining to infectious diseases (Flu, Covid-19, etc.). During such times, certain precautions may need to be taken when visitors are allowed in the building.

Reviewed 8-11-25