Education Service Center Region 11

Visitor Guide

Welcome to ESC Region 11

ESC Region 11 is committed to providing a welcoming, safe and professional environment for our staff, visitors and guests. To help us maintain a secure and positive experience for everyone, all visitors are expected to follow the guidelines below.

This guide applies to individuals who are visiting ESC Region 11 but are **not registered for an ESC Region 11 session, training or event.**

Visitor Check-In

All visitors must:

- Check in at the **Front Office** upon arrival.
- Provide any required identification.
- Wear the appropriate **visitor badge at all times** while inside the building.

Children Visiting with a Parent or Guardian

While children may visit ESC Region 11 with their parent or guardian, their presence is not encouraged in order to maintain a professional and focused learning environment for participants to fully engage in their sessions. If a child does accompany a parent or guardian, the child must remain with them at all times and may not attend or disrupt professional learning sessions. All children must be **signed in at the Front Office** and **wear a visitor badge at all times** while inside the building.

Children 14 and under

Children 14 and under must **remain with their parent or guardian at all times** while at ESC Region 11.

- The student must be signed in at the Front Office.
- The student must wear a visitor badge at all times.
- The parent or guardian is responsible for supervising the child.
- The child may attend a session with their parent or guardian, provided they remain with their parent or guardian and are not disruptive to the learning environment. If a child becomes disruptive or interferes with the session, the parent or guardian may be asked to step out of the session with the child.
- The child may not be left unattended in a waiting area or elsewhere in the building.
- The child must remain with their parent or guardian throughout their visit.

Children over the age of 14

Children over the age of 14 may either **stay with their parent or guardian** or **wait independently in a designated waiting area** while their parent or guardian attends a session.

If the student waits independently:

- The student must be signed in at the Front Office.
- The student must wear a visitor badge at all times.
- The student must remain in a designated waiting area.
- The student is expected to follow all ESC Region 11 visitor expectations.
- If the student is waiting or sitting independently without their parent or guardian, the parent or guardian must provide a current phone number to the Front Office so they can be contacted if needed.

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Participant Spouses and Family Members

Spouses and other family members who are not attending a session may wait in the **main lobby**, but may not proceed past the designated doors into session areas.

Teachers and Educators

Teachers, educators and other school employees who are visiting ESC Region 11 but are not registered for a session may use the designated ESC Region 11 space to **wait, work or complete school-related tasks**.

To do so, educators must:

- Present a **valid school identification badge** to the Front Office.
- Check in upon arrival.
- Wear the designated **educator visitor badge at all times**.
- Remain in designated areas.
- Not attend or participate in ESC Region 11 sessions unless they are registered or otherwise authorized to attend.

Vendors and Business Representatives

Vendors, sales representatives and other business representatives visiting ESC Region 11 must have a **Region 11 employee meet them at the Front Office** before proceeding into the building.

Vendors must:

- Check in at the Front Office upon arrival.
- Wait in the designated waiting area until their Region 11 contact arrives.
- Wear the appropriate visitor badge while in the building.
- Remain with or be accompanied by their Region 11 contact as directed.
- Not enter offices, session spaces or other areas without authorization.

Vendors should not proceed into the building on their own.

Visitor Badge Expectations

Visitor badges help staff and visitors quickly identify who is authorized to be in the building.

All visitors are expected to:

- Wear their assigned badge **at all times while inside ESC Region 11**.
- Keep the badge visible.
- Not lend or give their badge to another individual.

If a visitor loses or forgets their badge, they should return to the Front Office for assistance.

Session Attendance

ESC Region 11 session spaces are reserved for individuals who are registered and authorized to attend, with the exception of children accompanying a parent or guardian as outlined in this guide. If there is a question about whether an individual is authorized to attend a session, the Front Office or the appropriate ESC Region 11 staff member should be contacted.

Thank You!

Thank you for helping ESC Region 11 maintain a welcoming, professional and secure environment for everyone who visits our campus.