

Military Recruiters in Public Schools: Model School District Policies

Attached are copies of complete policies, guidelines and opt-out forms adopted by selected school districts to address various aspects of recruiting in schools. Additional information is available at <http://www.nnomy.org> or as published online at each school district website.

The attached documents are copies directly from school district public records represented by the following districts:

- **Austin Independent School District**
Memo: Information About Non-Military and Military Options
- **Los Angeles Unified School District**
Policy with regard to military access to schools
- **Minneapolis Public Schools**
Resolution on Recruiter Access to Students
- **Boulder Valley School District**
Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers
Parents' and students' opt-out forms for disclosure of personal information
- **Montgomery County Public Schools**
Memo: Procedure for Administration and Release of Information to Armed Services
- **Chicago Public Schools**
Policy manual on recruiter access
- **NY City Department of Education**
Regulation of the Chancellor, No Child Left Behind Disclosure of Information
Student Opt-Out Letter and Student Opt-Out Letter
- **Oakland Unified School District**
Resolution: Student Privacy and Equal Access
- **San Diego City Schools**
Policy on Recruiting Activities in San Diego City Schools
- **San Francisco Unified School District**
Policy: Equal Access for those Offering Post Secondary Opportunities
- **Seattle Public Schools**
Policy: Equal Access for Recruiters



Austin Independent School District

Office of the General Counsel

DATE: August 16, 2005
TO: All High School Principals
THROUGH: Rosalinda Hernandez, Ph.D., Associate Superintendent
FROM: Mel Waxler, General Counsel *MW*
SUBJECT: Information About Non-Military and Military Options

It is recommended that campuses that display or provide access to information about military service also display or provide access to information about non-military options in a manner and location similar to that for military options.

There is currently no law or court decision that would require public schools in Texas to provide students with access to information about non-military, as well as military, options. However, the First and Fourteenth Amendments require that the District not discriminate against speech on the basis of viewpoint. An appellate court in another part of the country found that when schools create a forum for the military or its proponents, they must also provide equal access to those with opposing, non-military points of view. If such a case were to come before a court with jurisdiction over Texas, it is possible that a similar decision would be reached.

If you have any questions, please feel free to contact me directly.

pmc

cc: Pascal D. Forgione Jr., Ph.D., Superintendent
Karen Sperry, Chief of Staff

1111 West Sixth Street

Austin, Texas 78703-5399

Mel Waxler, General Counsel

(512) 414-6425 (F) 414-8080

Dr. David Duty, Director, Intergovernmental Relations

(512) 414-3960 (F) 414-8080

Ylise Janssen, Senior School Law Attorney

(512) 414-9812 (F) 414-9878

Priscilla Casall, Legal Assistant

(512) 414-9813 (F) 414-9878

Mariann Hill, Administrative Assistant

(512) 414-3974 (F) 414-8080



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Military Access to Schools
NUMBER: BUL-2067.1
ISSUER: Robert Collins, Chief Instructional Officer
Secondary Instruction
DATE: May 17, 2007

ROUTING

All Employees
All Locations

POLICY: This Bulletin establishes the policy of the Los Angeles Unified School District with regard to military access to schools. The District is committed to protecting the rights of its students as well as providing as many options and opportunities as possible.

MAJOR CHANGES: This is a revision of BUL-2067.0, dated 10/21/2005.

GUIDELINES: The following guidelines apply.

I. Military Access Rights

Under federal and state law, members of the military have specified access to school campuses. Members of the military may:

- Access school campuses to the same extent that prospective employers and representatives of higher education may access school campuses (20 USC section 9528; Education Code section 49603); and
- For purposes of recruitment, receive names, addresses, and telephone numbers of students ages seventeen and eighteen unless the parent/guardian/eighteen-year-old student has informed the school that this information should not be released (20 USC section 7908; Education Code section 49073.5).

It should be noted that all visitors to school campuses, including members of the military and representatives from higher education and prospective employers, must follow all District and school rules and regulations regarding visitors. The school principal/designee has discretion to determine whether to grant access and the degree of access to campus for any visitor (Board Rules 1265, 1268; Bulletin No. 1325, Visitors to School Campuses, 10/11/2004). Reasonable regulations on visitor access may include, but are not limited to, the following:

- Specified time limits;
- Location limits (e.g., career fair area, guest speaker in participating



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classroom);

- Limits on distribution of materials (e.g., provide advance copy to site administrator prior to distribution, do not block students from accessing campus facilities while distributing, do not ask students/school employees to distribute materials on campus, distribution limited to certain areas to minimize disruption to educational operations).

If a campus visitor, including a military representative, does not follow visitor guidelines and/or engages in conduct that is disruptive or unlawful, the visitor must leave the premises. In addition, the school principal/designee may contact the organization or supervisor of the campus visitor to report the misconduct as well as issue a letter limiting or prohibiting future access by that visitor and/or the visitor's organization or service.

In addition, the school notifies students and families annually of information that may be provided by the school to requesting agencies, including the military, along with a form for parents/guardians/eighteen-year-old students to complete to "opt out" of having this information released by the school. This form is found in the LAUSD Parent Student Handbook under the heading, "Information Release Form." Parents/guardians may also opt out by providing the school with written notification of their desire to opt out. Also, LAUSD sends a separate letter informing families of students in 11th and 12th grades of the right to opt out of having this information released to the military. The opt-out information will be maintained in LAUSD's computerized database for the full academic year, and requests for contact information for the purpose of military recruitment are processed through the centralized Student Information System, not the individual schools.

II. Rights and Responsibilities of Students and Families

Students and families should be aware of the following rights and responsibilities:

- No student is required by the school to meet with or speak to a recruiter;
- Families may opt out of disclosing their student's contact information to military recruiters by returning the "Information Release Form," found in the LAUSD Parent Student Handbook, to the school and indicating in the check box for "Do Not Release" that they do not wish the military to have access to that information. Families should review the form and, if they wish to opt out, be sure to return the form to the school by the deadline. The parent/guardian or eligible pupil is not required to use the LAUSD form to opt out and may alternatively provide the information, in writing, to the school;



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- In general, students retain their First Amendment rights of free expression while on campus as long as the expression does not fall outside the First Amendment, including obscene, libelous, or slanderous matter. Any material that creates a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, is also prohibited. Students may protest the military via written materials or peaceful demonstrations on campus as long as the expression is not prohibited or disruptive, as described above. Please also see Board Rules 1274, 1275, and 1277 for further information on this topic.
- No student is required to take the ASVAB (Armed Services Vocational Aptitude Battery) as part of the school program. A student who opts not to take the ASVAB will not be disciplined by the school. The ASVAB is a general aptitude test offered at no cost and no obligation to high school students through a joint program of the Department of Defense and Department of Education. Taking the ASVAB does not require a student to enlist in military service; however, a junior or senior can use ASVAB scores for up to two years to enlist in the military after graduation, and the contact information provided as part of the test, as well as scores, is accessible to military recruiters. If a student is contacted by a military recruiter, requests that no further contact be made, and the military recruiter continues to contact the student, the student/family should contact the commanding officer at the recruiting station (not the recruiting office) to report the unwanted contact and request that it stop. In addition, if school personnel become aware of unwanted and repeated contacts by military recruiters, school personnel may report the situation to the military representatives listed in Attachment A.

To ensure consistency with the opt-out provisions for release of contact information to the military, District schools shall select "Option 8" prior to the administration of the ASVAB at the school. The District employee facilitating the test's administration shall request Option 8 when scheduling the ASVAB test for the school.

- Participation in JROTC or ROTC is voluntary. JROTC/ROTC participation may count towards physical education requirements, but students also have the option of taking physical education in an available class during the same term and/or during intersession or summer school. Students who are enrolled in a JROTC/ROTC class in lieu of physical education who choose to drop the JROTC/ROTC class will be prioritized for enrollment in physical education.
- The school shall not release a student who is under 18 years of age from



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campus without written parent/guardian permission. Families should understand that any trips or transporting by military recruiters outside of school hours is not approved, authorized, or supervised by the school or school personnel and these arrangements must be made between the family and the military representative.

III. Role of the School

- Provide the same access to military recruiters as is afforded to college representatives and prospective employers, in accordance with applicable laws and District policies;
- As with any issue that relates to the First Amendment, all school employees must maintain neutrality during work hours, particularly while in direct contact with students.
- If ASVAB will be conducted on campus, schedule the test, provide information regarding the ASVAB to families, and ensure a school employee is present at the test site.

IV. Responsibility of Military Representatives:

- Follow all applicable District and school guidelines for visitors;
- Obtain approval in advance from the school principal/designee before distributing any materials on campus; do not have students distribute recruitment materials or recruit other students while on campus;
- Refrain from recruiting activities at the ASVAB test site during or immediately after the ASVAB is given;
- Do not ask the school to guarantee a number of recruits in exchange for providing the ASVAB;
- Do not transport any student under 18 years of age without written consent from the student's parent/guardian;
- Do not bring military equipment or vehicles on campus unless the Office of Risk Management has approved the request in advance;
- Do not suggest that students drop out of high school and pursue a GED as a means of recruiting;
- Obtain approval in advance from the school principal/designee before



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bringing any materials or prizes intended to be distributed on campus; and

- Respond to requests for information, including providing translation services where necessary.

AUTHORITY: 20 U.S.C. sections 7908, 9528
California Education Code sections 35160, 49063, 49073.5

RELATED Board Rules 1265, 1265

RESOURCES: "Visitors to School Campuses," Bulletin No. 1325, dated October 11, 2004.

ASSISTANCE: For assistance regarding the ASVAB, please contact your career advisor.

For assistance regarding JROTC, please contact High School Programs at (213) 241-6895.

For assistance with First Amendment issues, please contact the Office of General Counsel at (213) 241-7600.



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Attachment B

General Information for Students and Families Regarding District Policy for Military Access to Schools

- No student is required by the school to meet with or speak to a recruiter;
- Families may opt out of disclosing their student's contact information to military recruiters by returning the "Information Release Form," found in the LAUSD Parent Student Handbook, to the school and indicating in the check box for "Do Not Release" that they do not wish the military to have access to that information. If you wish to opt out, be sure to return the form to the school by the deadline. You are not required to use the LAUSD form to opt out but if you want to opt out, you must provide the information, in writing, to the school by the deadline;
- In general, students retain their First Amendment rights of free expression while on campus as long as the expression does not fall outside the First Amendment, including obscene, libelous, or slanderous matter. Any material that creates a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, is also prohibited. Students may protest the military via written materials or peaceful demonstrations on campus as long as the expression is not prohibited or disruptive, as described above.
- No student is required to take the ASVAB (Armed Services Vocational Aptitude Battery) as part of the school program. If you opt not to take the ASVAB the school will not discipline you. The ASVAB is a general aptitude test offered at no cost and no obligation to high school students. Taking the ASVAB does not require you to enlist in military service; however, a junior or senior can use ASVAB scores for up to two years to enlist in the military after graduation, and the contact information provided as part of the test, as well as scores, is accessible to military recruiters. If you are contacted by a military recruiter, request that no further contact be made, and the military recruiter continues to contact you, you should contact the commanding officer at the recruiting station (not the recruiting office) to report the unwanted contact and request that it stop. You may request additional military contact information from the school if you are unable to resolve the issue.

To ensure consistency with the opt-out provisions for release of contact information to the military, it is recommended that students taking the ASVAB use the school's address, rather than their residential address, on the ASVAB form.

- Participation in JROTC or ROTC is voluntary. JROTC/ROTC participation may count towards physical education requirements, but students also have the option of taking physical education in an available class during the same term and/or during intersession or summer school. If you are enrolled in a JROTC/ROTC class in lieu of physical education and choose to drop the JROTC/ROTC class, you will be prioritized for enrollment in physical education.



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- The school shall not release a student who is under 18 years of age from campus without written parent/guardian permission. Any trips or transporting by military recruiters outside of school hours is not approved, authorized, or supervised by the school or school personnel and these arrangements must be made between the family and the military representative.

Chicago Public Schools Policy Manual

Title: RECRUITER ACCESS

Section: 708.1

Board Report: 08-0123-PO3

Date Adopted: January 23, 2008

Policy:

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education adopt a new Policy on Recruiter Access.

PURPOSE: This policy is being adopted pursuant to federal and state laws that require school districts to grant military recruiters the same access they grant to colleges and other career recruiters. 10 U.S.C. 503 (Enlistments); 20 U.S.C. 7908 (Strengthening and Improvement of Elementary and Secondary Schools); and the Illinois School Code, 105 ILCS 5/10-20.5a, 5/34-18. It establishes the parameters for college recruiters, military recruiters, prospective employers and other providers of career information to have access to high schools, high school students or their directory information. It is meant to ensure that students have access to information about the range of educational and career options available to them so they can make informed decisions. By adopting this Policy, the Board does not intend to endorse the message of any particular recruiter or to designate its school buildings or any part thereof as a public forum.

POLICY TEXT:

I. Definitions. For the purpose of this Policy only, the following definitions apply:

A. "Recruiter" means an entity with information for high school students about a college or university; trade school or apprenticeship; scholarship, grant or loan; or other post-secondary-school vocational or career opportunity. Recruiters include, but are not limited to, college recruiters, prospective employers, military recruiters and entities that offer information on alternatives to military careers.

B. "Career Information" means factual material designed to help students make an informed decision whether or where to continue their education, seek job training and/or get a job.

C. "Career Information Site" means a bulletin board in a counseling office or other area of the school that is accessible to students or a location on the school's website where career information can be posted for viewing by students.

D. "Directory Information" means a high school student's name, address and telephone number.

II. Release of Directory Information to Institutions of Higher Education and Military Recruiters

A. Requests for Directory Information: Institutions of higher education and military recruiters may request Directory Information on high school seniors and juniors only by submitting a written request to the Office of High Schools and High School Programs (OHSP), 125 South Clark Street, 12th floor, Chicago, IL 60603. All such requests for the release of Directory Information must be submitted to OHSP for handling. Recruiters may not request individual high schools to release Directory Information on their students. Release of Directory Information will not occur prior to the completion of the opt-out process noted in Section II.B. below.

B. Opt-Out: A student, or a student's parent or guardian, may opt out of the release of Directory Information to institutions of higher education or military recruiters by submitting a signed, written opt-out request to OHSP, indicating that he/she does not consent to the release of the student's Directory Information. The opt-out request must include the student's name, school and CPS identification number. For juniors, the request must be submitted prior to March 15th of their junior year to be effective for their junior and senior school years. For seniors, the request must be submitted prior to December 15th of their senior year to be effective for the current school year. Beginning with the 2008-2009 school year, opt-out requests for junior and senior students must be submitted prior to December 1st to be effective for the current school year. Once OHSP receives a written opt-out request for a student, the opt-out will be recorded for the remainder of the student's enrollment in the Chicago Public Schools unless withdrawn in writing by the student or the student's parent or guardian.

III. Recruiters Access to High Schools and District-Wide Events

A. Authorization: Recruiters may conduct recruiting activities at schools, school-sponsored events, area-wide events and district-wide events only when authorized in accordance with this Policy.

B. School Sponsored Events: Any Recruiter who seeks access to high school students at a school or school-sponsored event must obtain prior permission from the principal or his/her designee. Recruiting is not permitted at non-recruiting events such as health fairs and athletic contests. If the principal has granted permission to any Recruiter to provide career information to students in person during the school year, the principal shall grant equal access to any other Recruiter, subject to the requirements noted herein during that school year.

C. Policy Distribution: The principal shall provide a copy of this policy to each Recruiter requesting access to the school and/or students and shall make this policy available in the school's counseling office.

D. Building Usage Schedule:

1. Recruiters shall schedule dates and times for visits through the school Principal or designee. In no event may a Recruiter request a recruiting visit less than 48 hours prior to the date they wish to appear at school. If the school does not have adequate space to accommodate all interested Recruiters at a particular time, the principal or his/her designee shall ensure that Recruiters are provided equal access to students at other times during the school year.

2. The principal shall determine the frequency of Recruiter visits, may identify a limit on the number of Recruiter visits per school year, and shall assign public locations for Recruiters to provide career information to students. The principal or designee shall maintain a building usage schedule and a log to record the name of the Recruiter and the date and time the Recruiter visited the school.

3. A Recruiter must register with the school principal or designee immediately upon arrival. A Recruiter granted permission to provide career information in person shall comply with the restrictions described in Section IV below and the building usage schedule and other requirements established by the principal.

E. District Events: A Recruiter who seeks access to high school students at a district or area-wide career or college recruiting event must obtain prior permission from OHSP. A Recruiter granted permission to provide career information to students at a district or area-wide event shall comply with the restrictions described in Section IV below, the event schedule and other requirements established by OHSP.

F. Posted Materials: Any Recruiter who seeks to post career information on the school's Career Information Site must obtain prior permission from the principal or designee. If the principal has granted permission to any Recruiter to post career information on the school's Career Information Site, the principal shall grant equal access to any other Recruiter, subject to the requirements noted herein. The principal may impose reasonable restrictions on the size of the submission to be posted, and may reject any information that does not adhere to the tenets of this policy. For example, the principal may reject materials that do not offer career information for students.

G. Administrative Visits: The requirements of this section do not apply to visits by Recruiters to administrative offices solely for the purpose of meeting with school personnel provided they register with the principal or designee upon arrival. Recruiters shall refrain from engaging in recruiting activities when making administrative visits to a school, unless otherwise authorized by the Principal pursuant to this Policy.

IV. Recruiter Conduct

A. General Restrictions: Recruiters shall not:

1. interfere with the educational process or create a nuisance that interferes with students' peaceful enjoyment of school activities;
2. interact with students on school grounds or at school-sponsored events outside the area designated by the principal, and may provide materials only to those students who approach them to ask for information;
3. utilize or distribute interactive video games on school grounds;
4. require students to take predictive tests or career suitability assessments on school property;
5. sponsor drawings, lotteries or other chance activities, or provide gifts or prizes to students unless they are of nominal value not to exceed \$5.00 (e.g. pens, pencils, key chains and water bottles);
6. move about the building unaccompanied by school staff;
7. engage in recruiting activities where students are not free to leave the Recruiter's presence;
8. conduct recruiting activities at non-recruiting events such as health fairs and athletic contests; or
9. deviate from any other restriction imposed by the principal or OHSP.

B. Test Participation: No CPS employee or school shall require a student to participate in any examination of career suitability that is offered or administered by a Recruiter. All such participation shall be voluntary.

C. Recruiter Identification: When visiting a school building or attending a district-wide or area-wide recruiting event, agents of a Recruiter shall at all times display on their person the following:

1. the visitor or event badge/pass issued to the Recruiter by the school or event manager; and
2. the official identification badge issued by the Recruiter.

V. Violations

A. Any violation of this Policy shall be reported to the principal or OHSP.

B. Any employee who violates this Policy will be subject to discipline in accordance with the Employee Discipline and Due Process Policy.

C. If a principal finds that a Recruiter has violated this Policy, he or she shall deliver written notice of the violation to the Recruiter, explaining that additional violations may result in the Recruiter's exclusion from the school. In the event of repeated violations of this policy, the Principal may exclude the Recruiter, or any individual agent thereof, for the remainder of the school year.

D. If the principal determines that a Recruiter is interfering with the educational process or creating a nuisance that interferes with students' peaceful enjoyment of school activities, the principal may withdraw permission for the Recruiter to access school facilities and/or direct the Recruiter to leave the premises. After taking either action, the principal shall notify the Recruiter and OHSP, in writing, of the reason for the action.

VI. Appeal

Any Recruiter who is denied access to the school, or who disagrees with any restriction imposed by the principal, may make a written appeal to OHSP. OHSP shall decide the appeal within five school days and that decision will be final.

Amends/Rescinds:	Adopted 08-0123-PO3
Cross References:	
Legal References:	10 U.S.C. 503, 20 U.S.C. 1232g-h, 7908; 105 ILCS 5/10-20.5a, 5/34-18(16), 10/6.



Boulder Valley School District

File: KLMA

Adopted: March 14, 2006

Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers in High Schools

Associated Exhibit: KLMA-E

This policy is established by the Board of Education to provide high-school students with a convenient way to obtain accurate information about potential careers, employers (including the military), and post-secondary educational opportunities, and to give students convenient access to recruiters representing organizations which provide these kinds of opportunities. This is best accomplished by allowing recruiters access to high-school facilities and students during the school day. Such access must be limited in order to maintain balance against the potential disruption to the greater educational mission of the school.

Employers are defined as recognized companies that offer structured employment or internship opportunities to high-school graduates.

General meetings or recruiting events will be limited to 2 per school year with principal approval and will take place in a location specified by the principal. In addition, recruiters will be allowed to conduct meetings during the school day with those students who have expressed an interest. All meetings and events referenced above will be limited to the counseling office, career center, or specific classrooms, and only distribution and posting of written literature will be allowed as determined by the school principal or designee.

Evening fairs or other recruiting events scheduled outside of school hours shall not count toward the two-day limit for a specific recruiting entity. Classroom teachers may schedule organizational recruiters as career awareness activities, and such activities also shall not count toward the two-day limit for a specific recruiting entity.

All military recruiters, postsecondary institutions and prospective employers shall be treated uniformly with regard to the conduct of on-campus student recruitment. A schedule of

recruiters visiting the District's high schools will be announced to the student body in advance by each school's guidance office through publications and/or by posting on bulletin boards.

In accordance with BVSD Board Policy AC, AC-R Nondiscrimination, students will be informed annually in the Students Guide to Rights and Responsibilities Handbook that the military has a policy to deny employment to people who are openly homosexual. See 10 U.S.C.A. §654 - Policy Concerning Homosexuals in The Armed Forces.

High-School Parents' & Students' Right to Refuse Disclosure of Personal Information to Military

Upon request and in accordance with applicable law, the District will release high-school juniors' and seniors' names, addresses, and telephone numbers to military recruiters. The District will release this information within 90 days after a request is made and may seek reimbursement for the costs of complying with the request.

The District will inform high-school students and their parents annually in the Students Guide to Rights and Responsibilities Handbook of their right to request that the District not release their student information to military recruiters. In addition, an Opt-Out form is available as an attached Exhibit (KLMA-E) to this policy and a copy of the form will be included in all registration materials at all high schools in the District.

Students or parents are allowed to opt-out of the release of information to military recruiters by filing a written statement with their high school. Any opt-out statement, whether from a parent or a student can be done at any time during the year and will be effective for the remainder of the student's time in BVSD.

After a request to opt-out is made, the District will not release the student information to military recruiters unless the District has received subsequent written parent consent to rescind the opt-out and release the student information.

If the test known as the Armed Services Vocational Aptitude Battery (ASVAB) is used, high-school staff will take reasonable steps to ensure that no student who has an opt out form on file will participate in the ASVAB testing.



Boulder Valley School District

File: KLMA-E

Adopted: March 14, 2006

**PARENTS' AND STUDENTS' OPT-OUT FORM FOR DISCLOSURE OF
PERSONAL INFORMATION TO MILITARY**

**IMPORTANT NOTICE TO BOULDER VALLEY HIGH SCHOOL STUDENTS AND THEIR
PARENTS/GUARDIANS ABOUT ACCESS TO STUDENT INFORMATION**

According to the Federal No Child Left Behind Act of 2001:

“(1)...each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

(2) CONSENT A secondary school student or the parent of the student may request that the student's name, address and telephone listing described in paragraph (1) not be released without prior written consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.” (Section 9528)

Instruction to NOT release student information to recruiters

The No Child Left Behind Act REQUIRES that the school district provide student names, addresses, phone numbers to recruiters from the US military and institutions of higher education UNLESS a parent or the student request in writing that this information be withheld.

Full Name of Student

Name of School

As a parent or legal guardian,

- ☐ I request that you DO NOT release the name, address, phone number or school records of the above student to any Armed Forces recruiter or the US Department of Defense.
- ☐ I request that you DO NOT release the name, address, phone number or school records of the above student to any institution of higher education.

As a student,

- ☐ I request that you DO NOT release my name, address, phone number or school records to any Armed Forces recruiter or the US Department of Defense.
- ☐ I request that you DO NOT release my name, address, phone number or school records to any institution of higher education.

Signature

Date


INFORMATION

Office of the Deputy Superintendent
Information and Organizational Systems
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

July 31, 2006

MEMORANDUM

To: High School Principals

From: John Q. Porter, Deputy Superintendent
for Information and Organizational Systems 

Subject: Procedure for the Administration and Release of Information for the
Armed Services Vocational Aptitude Battery

This is to provide you with information regarding the Armed Services Vocational Aptitude Battery (ASVAB) offered to Montgomery County Public Schools (MCPS) high school students. The ASVAB is a test of multiple aptitudes administered by the Department of Defense to both high school and postsecondary school students.

Schools have eight options regarding the administration and release of ASVAB information. These options range from Option 1, which permits test results and other student information to be released to military recruiters without prior consent, to Option 8, which requires active consent to release the ASVAB test results and other student information.

Ensuring student privacy, as well as parental notification and consent, are of the utmost importance to MCPS. Therefore, beginning with the 2006-2007 school year, each MCPS high school should select Option 8 for the ASVAB test administration. Selecting Option B ensures that student information is not provided universally and is released only upon active consent.

JQP:csa

Copy to:

Dr. Lacey, Mr. Kress, Mr. Bedford, Dr. Wright, Community Superintendents, Career Center
Information Counselors, Mrs. Carlson, Directors of School Performance, High School
Resource Counselors, Ms. Steinberg, Mr. Weaver, Mr. Zagami, Dr. Newman

**Minneapolis Public Schools
Board of Education**

February 26, 2008

RESOLUTION ON RECRUITER ACCESS TO STUDENTS

WHEREAS, the U.S. Military expends approximately \$1.4 billion annually (FY 2006) in recruiting efforts; and

WHEREAS, the military has access to student directory information unless the student's parent has chosen to opt out as mandated by Section 9528 of the "No Child Left Behind Act" (NCLB) which access is provided by the District under threat of loss of federal funding for schools; and

WHEREAS, to continue its core mission of providing a free and effective education for local youth, Minneapolis Special District No. 1 cannot sustain itself without adequate federal funds; and

WHEREAS, questions about the extent of access by military recruiters to students during the school day on school premises can be addressed through the standards in the District's visitors policy; and

WHEREAS, the Minneapolis School Board is charged with giving guidance as to policy implementation; and

WHEREAS, it is in the best interests of Minneapolis Public School students to receive information about all post-secondary options available to them; and

WHEREAS, it is in the best interests of Minneapolis Public Schools students to be exposed to a variety of viewpoints on controversial issues which may affect their education or welfare; and

WHEREAS, community based organizations may be valuable sources for information on military service;

BE IT THEREFORE RESOLVED: That the Minneapolis Special District No. 1 Board of Education directs the Superintendent and staff to allow access to high school students by organizations which provide information about all aspects of military service if approved as a community partner organization through the District approval process.

BE IT FURTHER RESOLVED that military and other recruiters may interact with students only in school approved locations such as high school College & Career Centers.

BE IT FURTHER RESOLVED, to establish a standard procedure for campus access, all recruiters requesting campus access shall submit a request in writing on official letterhead at least 2 weeks in advance and that notice of their presence will be available to students and the public at least 1 week in advance on either a school web site or designated location for such announcements in the school.

BE IT FURTHER RESOLVED: When high schools permit military recruiters to speak with students regarding military career opportunities, the school must provide equal access for organizations that wish to counsel alternatives to, or provide additional information about, military service. If literature encouraging military service is displayed for students to read or pick up, groups counseling alternatives to military service may similarly display their literature.

BE IT FURTHER RESOLVED: That to assure privacy protection for students, entities receiving private student directory information will sign a statement identifying the specific use of the information and certifying that use of the information conforms with all city, state and federal laws regarding privacy and is non-discriminatory.

Signed by:

Lydia Lee
Board of Education Chairperson

Date

Sharon Henry-Blythe
Board of Education Clerk

Date

Regulation of the Chancellor

Category: **STUDENTS**

Issued: 6/23/09

Number: **A-825**Subject: NO CHILD LEFT BEHIND (NCLB) DISCLOSURE OF INFORMATION TO
INSTITUTIONS OF HIGHER LEARNING AND THE MILITARY

Page: 1 of 3

ABSTRACT

This is a new regulation. The No Child Left Behind Act (NCLB) requires the New York City Department of Education (DOE) to provide the names, addresses, and telephone numbers of 11th and 12th grade students to military recruiters and institutions of higher learning that request this information, except where the parent or student opts-out by notifying the DOE that he/she does not consent to release of this information. The law also requires that military recruiters be given the same access to high school students that is generally provided to post-secondary educational institutions and prospective employers.

This regulation implements the requirements of NCLB with respect to the release of student information to the military and institutions of higher learning. It sets forth the procedures that schools must follow with respect to opt-out letters and military recruitment in the schools.

I. OPT-OUT NOTIFICATION

Each school with students in grades 9, 10, 11, and/or 12 is responsible for maintaining up-to-date information regarding which students have opted out of releasing their name, address, and telephone number to military recruiters and/or institutions of higher learning. Accordingly, each school is responsible for following the procedures set forth below.

- A. Each principal/designee must provide the parent opt-out letter (see Attachment No. 1) to the parents of all students in grades 9-12 between September 17 and October 3 of each school year. Parent opt-out letters in eight languages are available at <http://schools.nyc.gov/StudentSupport/StudentAttendance/MilitaryOptOutLetters/default.htm>. Parents may opt-out of releasing information to military recruiters and/or institutions of higher learning.
- B. Each principal/designee must distribute the student opt-out letter (see Attachment No. 1) to all students in grades 9-12 by the end of the first week of October of each school year. Student opt-out letters are available in eight languages at <http://schools.nyc.gov/StudentSupport/StudentAttendance/MilitaryOptOutLetters/default.htm>. Students may opt out of releasing information to the military and/or institutions of higher learning. Opt-out forms must also be included within the orientation/intake packet that every new student in grades 9-12 receives. In addition, the opt-out letter must be provided to the parents of these new students.
- C. Each principal of a school with grades 9, 10, 11, and/or 12 must designate a staff member to serve as a point person on issues relating to military recruitment and requests for information from institutions of higher learning who can provide guidance to students who request it regarding these issues.
- D. Each principal/designee must enter the names of the students who have opted out and/or whose parents have opted them out into the ATS system, using the ATS function Update Student Codes (UPCO). The student opt-out code that has been selected remains in ATS unless the student and/or parent choose to change it.
- E. Parents and students may exercise their right to opt out at any time during the student's school career.

Regulation of the Chancellor

Category:	<u>STUDENTS</u>	Issued: 6/23/09	Number: A-825
Subject:	NO CHILD LEFT BEHIND (NCLB) DISCLOSURE OF INFORMATION TO INSTITUTIONS OF HIGHER LEARNING AND THE MILITARY		Page: 2 of 3

- F. Each Principal/designee may elect to distribute opt-out letters to students and parents at additional times during the school year.
- G. Student information will be centrally disseminated to military recruiters upon request during the first week of November. Schools **must not** provide student information to military recruiters and must inform military recruiters who directly request such information to contact their supervising officers in regard to the protocol for obtaining this information. Any further questions or concerns pertaining to military recruiters may be directed to Lilian Garelick, Office of School and Youth Development, Director of Mandated Responsibilities: e-mail: lgareli@schools.nyc.gov or telephone: 212-374-6095.
- H. Student information will be disseminated to institutions of higher learning locally, at the school level. Upon request, schools must provide the names, addresses, and telephone numbers of 11th and 12th grade students who have not opted out to institutions of higher education that request such information, unless an opt-out form has been received by the school. In order to generate this information, schools may use the ROPO Report on ATS.
- I. Opt-out information is included in the Bill of Student Rights and Responsibilities in the Citywide Standards of Discipline and Intervention Measures (Discipline Code). In addition, the lesson plans that are provided to schools to teach students about the Discipline Code and the Bill of Student Rights and Responsibilities will include military opt-out information.
- J. Each principal/designee of a school with grades 9, 10, 11, and/or 12 must include, as part of its School and Youth Development Consolidated Plan, the following information: (1) a summary of the school's plans and procedures for access by military recruiters, post-secondary educational institutions and prospective employers; (2) a plan for ensuring that students understand their opt-out rights and receive opt-out forms; and (3) the name of the staff member designated to oversee the plan.

II. **MILITARY RECRUITMENT**

- A. Federal law requires schools to give military recruiters the same access to students as is given to other educational institutions and prospective employers.
- B. All visitors must follow the procedures in the building safety plan, including signing in and out and holding meetings only in designated locations.
- C. No visitor should be given unfettered access to students in classrooms, cafeterias, gyms, or other areas of the school building.
- D. Information about opportunities in the military should be posted in the same manner and same areas that other educational and career information is posted. Students should generally be provided with information about career, educational, or military opportunities in forums dedicated to that purpose. Classroom time should be used only for instruction.
- E. A list of "Frequently Asked Questions" (FAQs) has been prepared to assist guidance counselors and college and career offices in addressing students' questions regarding their rights under the NCLB with respect to military recruitment in the schools. The FAQs are available on the Office of School and Youth Development website: <http://portal.nycboe.net/sites/FinanceAdmin/OSYD/SchoolPortal/StudentSupportServices/NCLB/default.aspx>.

Regulation of the Chancellor

Category: **STUDENTS**

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INSTITUTIONS OF HIGHER LEARNING AND THE MILITARY

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III. ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

A small number of NYC public schools administer the ASVAB. Students who take this test are asked to sign a statement authorizing the Department of Defense to score the test and report the results to the student's school. The ASVAB lists eight options for schools with regard to releasing ASVAB results to military recruiters. In order to protect the rights of students and parents to determine how student information is released to the military, it is the policy of the NYC DOE that schools which administer the ASVAB must elect Option 8, which does not permit the results to be released to military recruiters. Students who wish to contact the military after receipt of their scores should contact their guidance counselor for assistance.

IV. INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

Telephone:
212-374-6095*Office of School and Youth Development*
N.Y.C. Department of Education
52 Chambers Street – Room 218
New York, NY 10007Fax:
212-374-5751

OPT-OUT LETTER

Dear Parent/Guardian and Student:

Federal law requires the New York City Department of Education (DOE) to provide names, addresses, and telephone numbers of 11th and 12th grade high school students to military recruiters and institutions of higher education that request this information, except where the parent or student opts out by notifying the DOE **in writing** that he/she does not consent to release this information.

While we are committed to protecting the confidentiality of our students, we must comply with the law. Parents/guardians and students who do not want contact information disclosed to military recruiters and/or institutions of higher education **must** fill out the attached form and return it to the school's guidance counselor by **the second Friday of October**. We are required to release contact information to military recruiters and/or institutions of higher education for all 11th and 12th grade students unless the student or parent/guardian returns the attached opt-out form.

Please be aware that you can change your options at any time. If you do not submit the form now, you may still opt out at **any time**. Please advise the principal in writing if you change your decision at a later date.

For more information or assistance, please refer to Chancellor's Regulation A-825 or contact the Military Recruitment Liaison in your school.

Thank you.

Sincerely,

PARENTAL OPT-OUT LETTER

Dear Parent or Guardian:

This form allows you to opt out of releasing your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

If you do **not** consent to the disclosure of this information, you **must** fill out the attached request form and return it to your child's guidance counselor by **the second Friday of October**. If you do not return the form by this date and your child is in the 11th or 12th grade, we will release your child's information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at **any time** during your child's school career and the request for non-disclosure will be honored.

Thank you for your cooperation.

Sincerely,

PARENTAL OPT OUT FORM

Please complete the following if you do **not** consent to the release of your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: _____

Student's First Name: _____

Student's Official Class: _____

Name of School: _____

I am requesting that my child's name, address, and telephone number **NOT** be shared with:
(please check appropriate box)

- ☐ Military Recruiters
☐ Institutions of Higher Education
☐ Both Military Recruiters and Institutions of Higher Education

Parent/Guardian: _____
Print Name

Signature

STUDENT OPT-OUT LETTER

Dear Student:

This form allows you to opt out of releasing your information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

If you do **not** consent to the disclosure of this information, you **must** fill out the attached request form and return it to your guidance counselor by **the second Friday of October**. If you do not return the form by this date and you are a student in the 11th or 12th grade, we will release your information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at **any time** during your school career and the request for non-disclosure will be honored.

Thank you for your cooperation.

Sincerely,

STUDENT OPT-OUT FORM

Please complete the following if you do **not** consent to the release of your information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: _____

Student's First Name: _____

Student's Official Class: _____

Name of School: _____

I am requesting that my name, address, and telephone number **NOT** be shared with: (please check appropriate box)

- _____ Military Recruiters
_____ Institutions of Higher Education
_____ Both Military Recruiters and Institutions of Higher Education

Signature: _____

**Resolution of
BOARD OF EDUCATION
OF THE OAKLAND UNIFIED SCHOOL DISTRICT**

RESOLUTION 0910-0163

STUDENT PRIVACY AND EQUAL ACCESS

WHEREAS, the military spends \$4 billion per year for recruiting purposes, allowing them to overshadow other youth employment programs and educational institutions; and

WHEREAS, the current economic crisis has made low-income students even more susceptible to military recruiters' promises of financial support; and

WHEREAS, Oakland students report feeling targeted by military recruitment, because military recruiters visit their schools more often than other potential employers or college recruiters; and

WHEREAS, the Board of Education affirmed the Oakland Unified School District's commitment to protect student privacy by passing Board Policy BP 5125.1 which sets policy on the No Child Behind Opt-Out form on the Armed Services Vocational Aptitude Battery test, and on equal access for military and non-military recruiters; and

WHEREAS, students expect that by signing the No Child Left Behind opt-out form, their personal information will not be turned over to military recruiters; and

WHEREAS, many Oakland students and administrators still do not even know about the No Child Left Behind opt-out form and almost none know that their personal information is also being collected by JAMRS and sold to the military; and

WHEREAS, military recruiters often visit District schools without prior notification in violation of Board Policy BP 5125.1; and

WHEREAS, it is in the best interest of Oakland youth that the School District strengthen its collaboration with the city to make more non-military extracurricular and job training resources available for youth, and that youth be given a meaningful voice in the allocation of such resources

NOW, THEREFORE, BE IT RESOLVED, that the Oakland Unified School District Board of Education directs the Superintendent to annually report to the Board on the implementation of BP 5125.1 in Oakland high schools; and

BE IT FURTHER RESOLVED, that the No Child Left Behind Opt-Out form be added to the high school student emergency cards; and

BE IT FURTHER RESOLVED, that the Joint Advertising Market Research and Student Opt-Out form be included in every high school student's registration packet, and

Resolution of
BOARD OF EDUCATION
OF THE OAKLAND UNIFIED SCHOOL DISTRICT
RESOLUTION 0910-0163
STUDENT PRIVACY AND EQUAL ACCESS
Page 2

BE IT FURTHER RESOLVED, that informational assemblies be held at the beginning of each year to inform students of their right to sign both the NCLB and JAMRS opt-out forms, and signed forms be collected and dispatched appropriately; and

BE IT FURTHER RESOLVED, that both the NCLB and JAMRS out-out forms be made visibly available in every high school office throughout the school; and

BE IT FURTHER RESOLVED, that the Oakland Board of Education continue to support ongoing efforts to develop collaboration between youth leaders from all relevant District and City of Oakland Boards, as well as non-governmental youth organizations, including, but not limited to, All City Council, Youth Commission, Oakland Fund for Children and Youth, Measure Y, to strengthen youth voice in the allocation of resources for extracurricular and job training programs for Oakland students.

Passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted, at a Regular Meeting of the Governing Board of the Oakland Unified School District held on May 12, 2010.

Edgar Rakestraw, Jr.
Secretary, Board of Education

POLICY ON RECRUITING ACTIVITIES IN SAN DIEGO CITY SCHOOLS

A. PURPOSE AND SCOPE

To ensure that district students have balanced access to information about the range of educational and career options available to them so they can make informed decisions. This policy also establishes recruiter conduct guidelines to protect student confidentiality and preserve the custodial rights of parents and legal guardians.

B. DEFINITIONS

For the purpose of this policy:

- a. **“Recruiter”** means an entity with information for high school students about a specific college, university, trade school, apprenticeship, employer, military branch, or other post-secondary school or vocational opportunity. Recruiters include, but are not limited to, college recruiters, prospective employers, military recruiters and entities offering alternative information on military careers. Recruiters do not include individuals, agencies or programs whose primary purpose is to provide general information or counseling on applying for college, jobs, scholarships and grants.
- b. **“Recruiting Organization.”** Each college, university, trade school, employer, military branch and organization with alternative information on military careers is considered a separate recruiting organization.
- c. **“Career Information”** means factual material relevant to career choices that is designed to help students make an informed decision regarding whether or where to continue their education, seek job training and/or apply for employment.

C. GENERAL

1. This policy applies to all district schools, K-12.

2. Equal Access for Those Offering Post Secondary Opportunities

- a. Recruiters offering students information on careers and post-secondary educational opportunities shall be given equal access to San Diego City Schools, including the use of publications and spaces designated for distributing such information and participation in career and college information activities.
- b. Each school shall have the flexibility to determine when recruiters may visit, but in order to be in compliance with the equal access rule, no recruiting organization shall have the opportunity to visit a school more than twice per school year. A centralized career/college fair at the school is not included as a campus visit.

- c. **Administrative Visits:** The requirements of section C.2.b. do not apply to visits by recruiters to administrative offices solely for the purpose of meeting with school personnel, provided they sign in and out at the school's main office. Recruiters shall refrain from engaging in recruiting activities when making administrative visits to a school unless the visit is counted as one of the recruiting organization's allotment of two visits per year and all Recruiter Guidelines are followed.
- d. In order to monitor the frequency of recruiter visits, visitor sign-in lists shall be retained at each school site for no less than one year.

3. Protection of Student Confidentiality and Parent/Guardian Custodial Rights. To protect student privacy and the right of parents and legal guardians to opt out of releases of student information, the following rules apply:

- a. Recruiters must follow established district procedures for requesting student contact information from the district central office (Administrative Circular #12, 9-6-2007 and Administrative Procedure 6525). Recruiters visiting schools shall not at any time solicit contact information directly from students or require it as a condition to participate in an activity or receive an award or gift. Recruiters are free to provide their contact information to students who wish to get in touch with them outside of school.
- b. Aptitude tests shall not be given during the school day if the data obtained will be directly released to recruiting personnel. To ensure consistency with opt-out provisions for the release of contact information to the military, schools that allow administration of the Armed Services Vocational Aptitude Battery (ASVAB) must notify the military that recruiter release option 8 ("results not released to military recruiting services") must be applied to all students taking the test. After students receive their test scores, they can arrange to release their aptitude data directly to recruitment representatives if they wish.

4. Notification

All recruiters must be given a copy of the following guidelines at the main office when they check in as required under C.5.c.

5. Recruiter Guidelines. All recruiters must comply with the following guidelines:

- a. Except when attending a centralized school career/college fair or making an administrative visit, recruiters must contact the principal or principal's designee prior to their visit to schedule specific times to be on campus.
- b. All recruiting organizations are limited to visiting a school twice each school year, except it is not counted when representatives are attending a centralized school career/college fair or solely visiting with school personnel.
- c. All recruiters must sign in and out in the school's main office each time they visit the campus.

- d. Recruiters shall not have unfettered access to students in classrooms, cafeterias, gyms, or other areas of the school.
- e. No recruiting activity is permitted that would disrupt the conduct of normal school activities or interfere with pupils.
- f. Recruiters shall limit all recruiting activities to the specific area designated by the principal or principal's designee. This designated area must be within a specific confined space on the campus (such as an office or next to an outside table); recruiters may not roam the campus or school grounds. Recruiters may not pursue or approach students; recruiting activities may only be directed at students who affirmatively approach the recruiter for information.
- g. Recruiters visiting schools shall not at any time solicit contact information directly from students or require it as a condition to participate in an activity or receive an award or gift. Recruiters may provide their contact information to students who wish to get in touch with them outside of school.
- h. All recruiters must clearly identify the organization that they are recruiting for: military recruiters must be in uniform, and all other recruiters must wear identification that similarly indicates the organization that they are recruiting for.
- i. Displays of weapons are not permitted at any time, including weapons simulators.
- j. Violations of these guidelines can result in the loss of school access.

D. VIOLATIONS.

- a. Any violation of this policy shall be reported to the principal or principal's designee.
- b. Two or more instances of noncompliance by a recruiter or recruiting organization shall be reported by the principal to the board of education.
- c. If a principal finds that a recruiter has violated this policy, he or she shall deliver written notice of the violation to the recruiting organization, explaining that additional violations may result in the recruiter's or recruiting organization's exclusion from the school for twelve months. In the event of repeated violations of this policy, the principal may initiate the twelve-month exclusion.

E. IMPLEMENTATION.

Within 30 days of its adoption this policy shall be implemented. Notice of implementation and copy of the policy shall be sent to all relevant district administrative staff and school site principals. Principals shall be directed to ensure that the requirements of this policy are followed by all guidance, teaching and security staff who might have contact with recruiting representatives.

9/27/10

Non-detailed General Summary and Legal/Policy Basis

POLICY ON RECRUITING ACTIVITIES IN SAN DIEGO CITY SCHOOLS

(Codes in parentheses refer to other school districts that have same or similar policies)

PURPOSE:

- To ensure that students have balanced access to information and can make informed decisions about their futures (CPS).
- Establishes recruiter conduct guidelines to protect student confidentiality and preserve the custodial rights of parents and legal guardians.

DEFINITIONS:

- “Recruiter”: a representative of a specific college, university, trade school, apprenticeship, employer, military branch or other post-secondary school or vocational opportunity (SPS, CPS).
- A person who primarily provides general information or counseling on applying for college, jobs, scholarships and grants is NOT a recruiter.
- “Recruiting organization”: each college, university, trade school, employer, military branch or organization with alternative information on military careers (SPS, SFUSD).
- “Career information”: factual information relevant to making informed post-secondary career or educational choices (CPS).

EQUAL ACCESS:

- Recruiters offering career and post-secondary education information are to be given equal access (SPS, CPS, LAUSD, SFUSD, NYCDOE).
- Each school determines when and where recruiters may visit (SPS, CPS, LAUSD, SFUSD).
- Only two visits per year for each recruiting organization. NOT counted are attendance at a centralized career/college fair (SPS, SFUSD) or visits to administrative offices to meet with school personnel (CPS).

PROTECTION OF STUDENT CONFIDENTIALITY AND PARENT/GUARDIAN CUSTODIAL RIGHTS:

- Recruiters must follow established procedures for obtaining student contact information from the district central office.
- Visiting recruiters may not solicit contact information directly from students or require it for an award or gift. Recruiters may provide their contact information for students to initiate contact outside of school.

- Aptitude tests, including the military's ASVAB test, can only be given if confidential information obtained will NOT be used for recruitment purposes (LAUSD, MPUSD, MCPS, PGCPs, HDOE, NYCDOE).

NOTIFICATION:

- All recruiters are to be given a copy of the guidelines when they visit a school (CPS).

RECRUITER GUIDELINES:

- With limited exceptions, recruiters must schedule recruiting visits in advance through the principal or designee (SPS, CPS, SFUSD).
- Recruiters must sign in and out at the main office when visiting (SPS, CPS, SFUSD, NYCDOE).
- No unfettered access to students is allowed in any areas of the school (NYCDOE).
- Recruiting activities may not disrupt the conduct of normal school activities or interfere with pupils (SPS, SFUSD).
- Recruiters must remain in specific areas designated by the principal or designee; no roaming the campus, no pursuing or approaching students; students must approach recruiters (CPS, LAUSD, SFUSD).
- The recruiting organization must be clearly identified (SPS, CPS, SFUSD).
- No displays of weapons, including weapons simulators.

VIOLATIONS:

- Two violations must be reported to the board of education and may result in exclusion of the recruiter or recruiting organization for a year (CPS).

IMPLEMENTATION:

- Implement within 30 days of adoption.

Key: CPS = Chicago Public Schools, IL
 HDOE = Hawaii Dept. of Education
 LAUSD = L.A. Unified School District, CA
 MCPS = Montgomery County Public Schools, MD
 MPUSD = Monterey Peninsula Unified School District, CA
 NYCDOE = New York City Dept. of Education
 PGCPs = Prince George's County Public Schools, MD
 SFUSD = S.F. Unified School District, CA
 SPS = Seattle Public Schools, WA

RELATED DISTRICT PROCEDURES

- Release of Directory-Type Student Information.....6525
- Display of Commercial Materials/Advertising; Distribution of Literature and/or Sales by Nonstudents and Community Organizations9350

LEGAL AND POLICY BASIS

Access to schools and student contact information:

- 10 USC 503, 20 USD 1231g-h
- California Education Code 45345, 49060-49078.
- *San Diego Committee v. Governing Board of the Grossmont UHSD*, 790 F.2d 1471 (9th Circ. 1986).

AUXILIARY REFERENCES

High School ASVAB Testing:

- ASVAB Career Exploration Counselor Manual, list of recruiter release options. DD Form 1304-5CM, November 2005, www.asvabprogram.com/.
- Department of Defense Instruction 1304.12E, DoD Military Personnel Accession Testing Programs, September 20, 2005.

(9/27/10)

BOARD OF EDUCATION POLICY

Article 1: Community Relations

Section: 1120A

Equal Access for those Offering Post Secondary Opportunities

Recruiters of all types (including but not limited to employment, education, service opportunities, military or military alternatives) shall be given equal access to San Francisco Unified School District high schools. The principal at each school shall determine the frequency with which recruiters may visit, but in order to be in compliance with the equal access rule, each recruiter shall be granted the opportunity to visit any single campus at least as frequently as any other recruiter. No recruiting organization will be permitted to visit a campus more than twice a year. For purposes of this policy, each branch of the military is considered to be a separate recruiting organization.

This policy must be posted throughout the year. At a minimum, these rules shall be posted in the school's main office, counseling center, career center, and on the District's website.

The principal shall retain copies of the recruitment calendars and sign-in sheets and provide such copies to the Assistant Superintendent for High Schools (ISO) by June 30th of each year. The principal shall report violations of this policy to the ISO and the Legal Office.

All recruiters must comply with the following guidelines:

- Recruiters must obtain the written permission of the principal or designee to be on campus. Such permission may be granted for the full year;
- Recruiters must contact the principal or designee prior to their visit to schedule specific times to be on campus, and the monthly schedule for such visits must be posted at a minimum in the school's main office, counseling center, and career center;
- All recruiters must sign in and sign out in the school's main office each time they visit the campus;
- Recruiters shall limit all recruiting activities to the specific area designated by the principal or designee. This designated area must be within a specific confined space on the campus (such as a classroom or office); recruiters may not roam the campus or grounds. Recruiters may not pursue or approach students; recruiting activities may only be directed at students who affirmatively approach the recruiter for information.
- The principal or designee may permit recruiters to leave information in a designated area. Such information must be dated and clearly identify a contact

name and number that students, staff or others may call if there are questions about the information;

- If the principal or designee designates such an area for recruiter information, the area must include a clearly visible sign that states that SFUSD and the school do not endorse or sponsor the materials;
- All recruiters must clearly identify the organization that they are recruiting for: military recruiters must be in uniform, and all other recruiters must wear identification that similarly indicates the organization that they are recruiting for;
- Recruiters may not take students out of the designated recruitment area or off campus;
- No more than two recruiters from each organization may recruit on campus at one time;
- Recruiters shall not engage in any recruiting activity in a school building or on a street, sidewalk or public way adjacent thereto, that interferes with the peaceful conduct of normal school activities, or that disrupts the school or its pupils or school activities.


Recruiters of all types are cautioned to remember that the primary goal of the SFUSD high schools is to educate students. Recruiting activities that are disruptive or that interfere with the traditional activities of a given school day are not permitted.

Recruiters who harass students or staff, provide misleading or untrue information, or who do not comply with this policy, applicable state and federal laws or SFUSD rules or policies may have their organization's permission to recruit on campus revoked for the remainder of the semester, or the semester following the infraction if the infraction occurs after the fifteenth week of the semester. The principal or designee, in his or her discretion, may provide students with access to information to correct any misleading or untrue information provided by such recruiter(s), if available.

The Superintendent or designee shall report to the Board at the beginning of each school year on the prior year's experience with this policy, including a list of each recruiting organization that visited each high school, and the number of visits made by each recruiting organization at each high school.

HISTORY/AUTHORIZATION

Resolution #62-14Sp1.	February 14, 2006 (1st Reading)
	March 28, 2006 (2 nd Reading)


	<p>EQUAL ACCESS FOR RECRUITERS - HIGH SCHOOLS -</p>	<p>E14.02 Revised September 2005 Page 1 of 2</p>
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PROCEDURE

Recruiters of all types (employment, education, service opportunities, military, or military alternatives) shall be given equal access to Seattle Public Schools high schools. Each school shall determine the frequency with which recruiters may visit, but in order to be in compliance with the equal access rule, no recruiter shall have the opportunity to visit any single campus more frequently than any other recruiter. For the purposes of this policy, each branch of the military is considered to be a separate recruiting organization.

Pursuant to this policy, each high school is required to have written school-based recruiter rules in place no later than October 3, 2005. At a minimum, each school's rules shall include:

- A requirement that the school rules regarding recruiting on campus be posted throughout the school year. At a minimum, the rules shall be posted in the school office, the counseling center, the career center, and on the school's website;
- A provision for recruiters to receive written permission to be on campus from the principal, or principal's designee. Such permission may be granted for the full year;
- Guidelines outlining where approved recruiters may set up, as well as a location for recruiters to leave information when they are not on campus;
- A requirement that all recruiters sign in and out of the school office at every visit;
- A requirement that information left by recruiters be dated, and clearly identify a contact name and number that students, staff, or others can call if they have questions about the information;
- A requirement that a written statement shall be clearly posted in the locations where recruiters may leave information that indicates that all information is provided by the recruiters and is not evaluated or endorsed by the school or by Seattle Public Schools;
- A process for approved recruiters to schedule specific times to be on campus;
- A requirement that the principal, or the principal's designee, keep a monthly calendar of upcoming recruiter visits. At a minimum, such calendar shall be posted in the school office, the counseling center, the career center, and on the school's website;
- A requirement that all recruiters clearly identify the organization that they are recruiting for;
- A requirement that all recruiters for the military be in uniform;

	<p>EQUAL ACCESS FOR RECRUITERS - HIGH SCHOOLS -</p>	<p>E14.02 Revised September 2005 Page 2 of 2</p>
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- A rule that no recruiting is to happen in any classroom during any class period, or during any assembly. For the purposes of this policy, it is not considered to be "recruiting" if, in conjunction with the stated curriculum, a person is invited into a classroom to talk about his or her experiences. Staff should ensure that the School Board's "Controversial Issues" policy (C06.00) is complied with when speakers are invited;
- A rule that no private appointments be held on campus;
- A rule that no private appointments be held during a time when the student is scheduled to be attending class; and
- A provision that permits organizations that counsel alternatives to the military (see Board Procedure E16.00) to be on campus at the same time, and in the same location, as military recruiters.

Recruiters of all types are cautioned to remember that the primary goal of the Seattle high schools is to educate the students who are enrolled in that school. Recruiting activities that interfere with the traditional activities of a given school day are not permitted. Recruiters who harass students or staff, provide misleading or untrue information, or who do not comply with applicable state and federal laws, or other school or District rules may have their organization's permission to recruit on campus revoked for the remainder of the semester, or for the semester following the infraction, if the infraction occurs after the fifteenth week of the semester.

Schools are required to retain their recruiting calendars and sign-in sheets, and send copies of the calendars and sign-in sheets to the Office of the Superintendent no later than July 15 of each year.

Reference: RCW 28A.230.180 (requiring equal access for military recruiters)
No Child Left Behind Act of 2001, §9528 (requiring equal access for military recruiters)

Cross Reference: E14.00 Visitors To Schools
E14.01 Visitors To Schools Procedure
E14.03 Alternatives to Military Recruitment-Equal Access
C06.00 Controversial Issues
C06.01 Controversial Issues Procedure
D49.00 Anti-Harassment Policy
D49.01 Anti-Harassment Procedure—Students
D49.02 Anti-Harassment Procedure—Adults

Former Name: F. 08.02 School Visitation by Career or Educational Recruiters