

## **Garfield High School Recruiter Rules for 2014-15**

### **Garfield High School Recruiter Rules**

- i. These rules comply with the Seattle School District's Policies and Procedures: Equal Access for Recruiters – High Schools, E 14.02 (revised August 2007); Alternatives to Military Recruitment – Equal Access, E 14.03 (revised September 2005); and Visitors to School, E 14.00 (revised September 2005).
- ii. These rules apply to ALL recruiters visiting Garfield High School and will be posted in the College & Career Center, Counseling Office, Main Office, and on the School's website.
- iii. All recruiters must have permission to recruit on campus and must contact the College & Career Center (206.252.2444) to schedule a visit and be placed on the College & Career Center calendar.
- iv. Recruiters must make appointments for the specific times they wish to recruit on campus. Appointments can be made by contacting College and Career Specialist or the designee, at 206.252.2444. There is a calendar of upcoming recruiter visits, and this calendar shall be posted in the school office, the counseling center, the College & Career Center, and on the school's website.
- v. All recruiters must sign in and out of the Garfield's Main Office every time they come on campus to receive a visitor pass. In addition they must sign in and out of the College & Career Center in the "CCC (College & Career Center) Log".
- vi. All recruiters must clearly identify the organization that they are recruiting for. Military recruiters must be in uniform.
- vii. Recruiters for employment/jobs, education, community service, military and military alternatives will see students in the College & Career Center (Room 103) or other room as arranged for by the College & Career Specialist (including but not limited to the Commons Area).
- viii. Recruiters who set up outside their designated area will be asked to redirect to their assigned area. If they don't comply they will be asked to leave unless prior permission has been granted to set up in a different location.
- ix. Recruiters may leave informational material in the College & Career Center as long as it is clearly marked as to what organization has provided the materials. This material must be dated and include a contact name and number.
- x. Recruiting is not allowed in classrooms while class is in session or during an assembly. Additionally, no recruiting shall take place when tests are administered or results disseminated unless prior permission from the school principal or designee.

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- xi. Recruiters may not make private appointments to meet with students on campus, except that a private appointment may be held if it is pre-arranged through a staff member and the student consents to the meeting.
  
- xii. Recruiters may not make private appointments to meet with students off campus during a time that student is scheduled to be in class.
  
- xiii. In all locations where recruiting takes place or where recruiters leave information, the school shall post the District's "Acts of Hostility, Defamation or Discrimination" policy (D50.00) and a written statement that all information is provided by the recruiters and is not evaluated or endorsed by the school or by Seattle Public Schools.

Recruiters, who interfere with the traditional activities of the school day, harass student or staff, provide misleading or untrue information, or do not comply with these rules or other school and District rules may have their organization's permission to recruit on campus revoked for the remainder of the current year. Board Procedure E16.00 allows military alternatives to be on campus and in same location as military recruiters. These organizations *must not* interfere with or confront the recruiters. If the Alternatives to Military Recruiters organization interferes with or confronts the recruiters, they will be reminded of the recruiter rules. If the alternative organization does not comply, they will be asked to leave.

The Alternatives to Military Recruiters organization are responsible for following the Garfield school calendar for upcoming events and contacting the College & Career Center Specialist to request that they be in attendance on the same day and in a parallel location to the military recruiters.

The recruiting calendar and sign in sheets will be forwarded to the Office of the Superintendent no later than July 15<sup>th</sup> of every school year.

Recruiter Name: \_\_\_\_\_  
(Please Print)

Recruiter Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of School/Business/Military: \_\_\_\_\_

Address: \_\_\_\_\_

Phone contact: \_\_\_\_\_

Email: \_\_\_\_\_