

SECTION: PUPILS

TITLE: STUDENT RECRUITMENT

ADOPTED:

REVISED:

# SCHOOL DISTRICT OF PITTSBURGH

<p>1. Authority 51 P.S. 20221 et seq. 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908</p> <p>2. Guidelines</p>	<p style="text-align: center;">250. STUDENT RECRUITMENT</p> <p>In accordance with law, the Board shall permit disclosure of required student information about secondary students to military recruiters upon request unless the parent or student has requested that his/her directory information not be released to military recruiters.</p> <p>The Board shall compile a list of all graduating seniors annually.</p> <p>Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.</p> <p>Military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/ guardian requests that such information not be released without prior written consent.</p> <p>The district shall annually notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to military recruiters without prior written parental consent. The district shall provide parents and students with a form to submit their request.</p> <p>The district shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year in which they will graduate. All juniors shall receive written notice that their name, address and telephone number shall be included on this list unless they object in writing to having their information included. The district shall provide notification of these rights and a form for juniors or their parents/guardians to submit to be excluded from the list.</p> <p><u>Guidelines for Recruiter Access to Secondary Students</u> <b>Recruiters</b>, unless otherwise designated, shall include military recruiters, representatives from post-secondary institutions, including trade schools, and representatives of prospective employers whose purpose is to recruit students for enlistment, enrollment or employment.</p>
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2. Guidelines  
(Continued)

Guidelines for Access (Continued)

1. All Recruiters must provide Act 151, Act 34 and Act 114 clearances to the school administrator prior to entering school property or attending a school sponsored event.
2. All Recruiters must register with the building principal or administrator immediately upon arrival at a district building or school event.
3. Recruiters shall not sponsor or host activities involving contests, drawings, or lotteries, or engage in transactions that include the exchange of money or gifts (other than promotional items of minimal value or scholarships).
4. Recruiters shall not be permitted to utilize exhibits that violate the district's weapons policy and shall not utilize interactive electronic games. All proposed exhibits and materials shall be approved by the building principal or his/her designee prior to display or distribution.
5. Recruiters shall only interact with students in areas and venues pre-approved by the building principal prior to the Recruiter's visit. Recruiters shall not interact with students in school cafeterias, hallways or at school sponsored sporting events.
6. Recruiters shall not be permitted to serve as mentors, tutors, coaches or sponsors of intramural activities such as school clubs, except in their capacities as parents or guardians of individual students at specific schools.

3. Delegation of  
Responsibility

The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers subject to the limitations and guidelines contained in this policy. The building principal reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation of the school.

The building principal shall create and maintain a system for logging complaints made by parents and students regarding Recruiters. A record of each complaint made shall be maintained for a period of no less than four (4) years from the date of each complaint. Every complaint shall be investigated within thirty (30) days of receipt and a written response shall be mailed to the complainant. The building principal shall make a complete report of all complaints and dispositions available upon request by the Board or its designee.

3. Delegation of Responsibility (Continued)

51 P.S. 20221 et seq.

10 U.S.C Sec. 503

20 U.S.C. Sec. 7908

The Superintendent or designee shall notify all *juniors* prior to the end of their junior year of school of the following:

1. The district is required to compile a list of all senior students that will graduate prior to the first day of school and make this list available to military recruiters.
2. A student's name, address and telephone number will be made part of this list unless the parent/guardian or student objects in writing to having the student's information included on the list of graduating seniors.
3. A parent/guardian or student has the right to request that his/her information not be included on the annual list of graduating seniors.

The Superintendent or designee shall notify parents/guardians of all *secondary students* annually of the following:

1. Notice that the school is required to disclose names, addresses and telephone numbers of secondary students to military recruiters upon request, subject to a parent's/guardian's or secondary student's request not to disclose such information without prior written parental consent.
2. Explanation of the parent's/guardian's or secondary student's right to request that information not be disclosed without prior written consent.
3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.

The notifications required by this policy shall be made utilizing the attached form letters.

References:

PA Consolidated Statutes, Military Affairs – 51 P.S. 20221 et seq.

No Child Left Behind Act– 20 U.S.C. Sec. 7908

National Defense Authorization Act– 10 U.S.C. Sec. 503

[School Letterhead]

Parent/Guardian  
Student

**RE: MILITARY AFFAIRS / ARMED FORCES RECRUITING**

**NOTICE TO ALL JUNIORS**

Dear Parent/Guardian and/or Student:

Pennsylvania law, 51 P.S. §20222, requires the School District to compile a list of seniors, including their names, addresses and telephone numbers. The District is required to make this list available to military recruiters annually by the first day of school.

If you would like the student's name to be excluded from this list, you must sign and return this form within twenty-one (21) days of receiving this letter. If you do not want the student's name made part of the list of seniors, you must return this form, even if you have previously objected to the release of this student's directory information.

**If no objection is received the student's name, address and telephone number will be part of the list of seniors made available to military recruiters.**

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I, \_\_\_\_\_, DO NOT WANT \_\_\_\_\_ [student's name] \_\_\_\_\_  
INFORMATION MADE AVAILABLE TO MILITARY RECRUITERS.

**Name of Student:** \_\_\_\_\_

**Signature of Student, Parent and/or Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

[School Letterhead]

Parent/Guardian  
Student

**RE: MILITARY AFFAIRS / ARMED FORCES RECRUITING**

**NOTICE TO SECONDARY STUDENTS**

Dear Parent/Guardian and/or Student:

Federal law requires the School District to provide secondary school students' names, addresses and telephone numbers to military recruiters upon request. A secondary school student or the parent of the student may request that the student's information not be released without prior written consent.

If you do not want the student's information to be made available to military recruiters, you must complete the below form and return it to your school.

**If no objection is received the student's name, address and telephone number will be made available to military recruiters upon request.**

I, \_\_\_\_\_, DO NOT WANT \_\_\_\_\_ [student's name] \_\_\_\_\_  
INFORMATION MADE AVAILABLE TO MILITARY RECRUITERS.

**Name of Student:** \_\_\_\_\_

**Signature of Student, Parent and/or Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_