

ARMED SERVICES RECRUITING

These policy guidelines set forth reasonable expectations for both school officials and armed services recruiters as they work together to provide information and services for students. These guidelines assume that representatives of all the armed services are accorded a reception in schools equal to the reception given to the representatives of other career and educational institutions.

- I. **Annual Planning Meeting.** It is desirable that a meeting of school officials and armed services' recruiting representatives be conducted prior to the beginning of each school year. A key objective of the meeting should be to develop a clear understanding of the school and school district policy and procedures in the coming year.

School representatives should include the principal, the head of guidance department, and the school counselor with primary responsibility for military career information.

Each service's recruiting representatives with supervisory/liaison authority and the designated recruiter for that school should attend. Recruiting representatives are expected to provide the name, address, and telephone number of their respective commanding officer to facilitate quick resolution of misunderstandings.

Issues to be discussed at the annual planning meeting should include:

- a. Recruiter access to students.
- b. School district policy relating to the release of student directory information.
- c. Student absences for recruiting activities.
- d. Armed Services Vocational Aptitude Battery (ASVAB) testing program.
- e. Armed services' stay-in-school policy.
- f. Current information on armed services' education and career opportunities.
- g. An informational meeting early in the school year for all interested faculty members with armed services' representatives.
- h. Mutual expectations for the school year.

The school representatives are encouraged to discuss and make available to recruiters the following materials:

- a. Student handbook.
- b. Course catalog and schedule of classes.
- c. Major events in the school calendar.
- d. School organization chart.
- e. A school map/floor plan.

- II. **Recruiter Expectations of the School Staff.** It is reasonable for the armed services' recruiters to expect the school staff to:

1. Provide opportunity for presentations and individual student contact on armed services' careers and educational opportunities on par with other career and educational institutions.
2. Display information on armed services' careers and educational opportunities along with information on all other career and educational opportunities.
3. Assist with the interpretation of Armed Services Vocational Aptitude Battery (ASVAB) test scores as requested by students and parents.
4. Assist in developing awareness of career and educational opportunities offered by armed services.
5. Assist students in making appropriate occupational choices regarding the armed services.
6. Release student directory information in accordance with legislative and school district policies.
7. Invite recruiters to participate in career fairs, college nights, and other activities where career and educational options are presented by nonschool personnel.

III. School Expectations of Recruiters. It is reasonable for school officials to expect armed services' recruiters to:

1. Encourage all students to stay in school to graduate.
2. Reinforce student participation in academic, technological, and vocational courses appropriate to their career plans.
3. Encourage acceptance of the ASVAB program and aid in interpretation of the results.
4. Contact students within the guidelines established by school officials.
5. Present clear, accurate, and complete information to students, giving honest answers on both positive and negative aspects of military life, so that students may make informed choices.
6. Visit the school in accordance with guidelines established at the annual planning meeting.
7. Make appointments in advance for visits to school officials.
8. Have written permission from a student or parent, if the student is a minor, before requesting school records.

Initially Adopted: October 8, 1990
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