

## Community Relations

### Recruiters Access to School Facilities

The Board of Trustees understands the value and the educational benefits of allowing recruiters to have access to school facilities and students enrolled at The Academy. It shall be policy that all recruiters, military, nonmilitary, commercial and educational, shall be treated uniformly in the conduct of on-campus student recruitment.

All recruiter's purposes must be in accordance with The Academy's mission, be approved by the Head of School or his/her designee, and adhere to these procedures:

- All recruiting requests should be made to the Head of School or his/her designee at least 48 hours in advance;
- All group meetings are to be scheduled through the counseling office;
- Classroom teachers who schedule organizational recruiters as a career awareness activity should coordinate those activities through the department head;
- Notice of the scheduling of recruiting visits of recruiters to The Academy will be announced to the student body and staff in advance;
- Recruiters will be afforded the opportunity to conduct meetings during the school day with those students who are voluntarily interested; and
- Follow-up visits by recruiters to The Academy to meet with individual students will be permitted, but only upon a request by the individual student involved and with the authorization of the Head of School or his/her designee. The requests for follow-up individual meetings are to be scheduled through the individual student's guidance counselor.

Directory information or class lists of students' names or addresses shall not be distributed to any non-school related groups, organizations or agencies. Any directory information regarding an individual student may be released only with the written consent of the parents or the majority student in accordance with C.G.S. 1-19 and Board of Trustee Policy 5125 (Student Records).

Legal References:            Connecticut General Statutes  
                                       1-19 Access to public records. Exempt records;  
                                       Connecticut Freedom of Information Act  
                                       Federal Family Education Rights and Privacy Act of 1974 (Section 483 of the General Education Provisions Act, as amended)

Policy Adopted: August 25, 1992

Policy Updated: June 17, 2014

Policy Reviewed by the Policy Committee: September 11, 2019

The Woodstock Academy  
 Woodstock, Connecticut