

GUIDELINES FOR ARMED SERVICES RECRUITMENT IN THE HIGH SCHOOL

The relationship between the persons involved in Armed Services recruitment activities and the educators in a school district is a potential source of conflict for both sets of public servants. With respect to ensuring the delivery of current and accurate military career information, and to protect the rights of students, three primary issues emerge in the minds of both recruiters and educators:

- A. Access to students during school time.
- B. Release of lists of student's names and addresses.
- C. Administration and use of the Armed Services Vocational Aptitude Battery (ASVAB)

The purpose of this policy is to set forth reasonable expectations for both school officials and Armed Services recruiters and to provide a basis for discussion and policy-making in their own work settings. These guidelines assume that representatives of all the Armed Services are accorded a reception in the high school equal to the reception given to the representatives of other career and education institutions.

Annual Planning Meeting **Subsection 6177.1**

It is desirable that an annual meeting of high school administration and Armed Services recruiting representatives be conducted prior to the beginning of the school year. A key objective of the meeting is to develop a clear understanding of the school and district policies and procedures for the coming year.

The school representatives will include the principal, the head of the guidance department and the officer in charge of the AFROTC program.

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

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

- A. Recruiter access to students.

**Guidelines for Armed Services Recruitment in
the High School (Continued)
Annual Planning Meeting, Subsection 6177.1 (Continued)**

- 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 high school administration is encouraged to discuss and make available the materials normally provided students, e.g.:

- A. Student handbook.
- B. The course catalog and schedule of classes.
- C. School activities; major events in the school calendar.
- D. School organization chart.
- E. A school map/floor plan.

Recruiter Expectations of the High School Principal
Subsection 6177.2

It is reasonable for the Armed Services recruiters to expect the high school principal to:

- A. Allocate opportunity for presentations and individual student contact on Armed Services careers and educational opportunities on par with other career and educational institutions.
- B. Display information on Armed Services careers and educational opportunities along with information on all other career and educational opportunities.

**Guidelines for Armed Services Recruitment in
the High School (Continued)
Recruiter Expectations of the High School Principal (Continued)**

- C. Assist with the interpretation of Armed Services Vocational Aptitude Battery (ASVAB) test scores as requested by students and parents.
- D. Assist in developing awareness of career and educational opportunities offered by the Armed Services.
- E. Assist students in making appropriate occupational choices regarding the Armed Services.
- F. Release student directory information in accordance with legislative and school district policies.
- G. Invite recruiters to participate in career fairs, college nights and other activities where career and educational options are presented by non-school personnel.

The High School Principal's Expectations of the Recruiters
Subsection 6117.3

It is reasonable for the high school principal to expect Armed Services recruiters to:

- A. Encourage all students to stay in school to graduate.
- B. Reinforce student participation in academic, technological and vocational courses appropriate to their career plans.
- C. Encourage acceptance of the ASVAB program and aid in interpretation of the results.
- D. Contact students within the guidelines established by the high school principal.
- E. 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.
- F. Inform students about use of information students provide to recruiters, including test data, in accordance with the Family Rights to Privacy Act and other federal and state statutes.

**Guidelines for Armed Services Recruitment in
the High School (Continued)**

The High School Principal's Expectations of the Recruiters, Subsection 6177.3 (Continued)

- G. Visit the school in accordance with guidelines established at the annual planning meeting.
- H. Make appointments in advance for visits to school officials.
- I. Have appointments in advance for visits to school officials.
- J. Have written permission from a student or a parent, if the student is a minor, before requesting school records.

Policy Adopted:
May 20, 1985

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