

Military Recruitment inside of KCS High Schools

In our district, we acknowledge the vital role that military recruiting plays in attracting educated, skilled, career-ready, and well-trained individuals to serve our country. Engaging with our high schools and ensuring access to relevant information is essential, and we are dedicated to enhancing these efforts to maintain the quality of education we offer our students. The presence of military recruiters in schools does not necessarily lead to student enlistment; instead, it provides additional avenues for college and career readiness. Our district has been made aware of TNSB0713 and will adhere to its guidelines accordingly.

TNSB0713 states the following:

As enacted, requires each public senior high school to provide official recruiting representatives of the armed forces of this state and the United States access to the high school at least once a month during student lunch periods for the purpose of informing students of educational and career opportunities available in the military and at least once every other month when school is in session to provide further information to students who have expressed interest; provides additional related access. - Amends TCA Title 49

We understand that awareness is vital, and recruiters need access to resources that not only educate potential cadets but also inform educators about the various services the military can offer. Our goal is to develop a document outlining best practices so that our schools remain accessible to recruiters, fostering a collaborative partnership that benefits both the high school environment and the military.

Best practices for visiting a high school

- It is essential to familiarize yourself with the school protocol for entering the building and to strictly follow those guidelines. Typically, this involves "buzzing in" at the front door, entering through the main office, signing in upon arrival, and signing out when you leave. Additionally, you are required to wear a visitor badge at all times and to provide a purpose for your visit. This policy is enforced across the district for all scheduled and unannounced visits. We kindly ask that you limit any unannounced visits.
- Effective communication is essential! Be sure to contact the counseling department through email or a phone call to arrange school visits. Counselors typically have demanding schedules and may not be able to accommodate "drop-in" visits. Securing a spot on their calendar for a scheduled visit is far more productive than arriving unannounced.
- Lunch is typically an ideal time for recruiters to engage with students during daily school activities without interfering with the academic schedule. Many schools permit guests,

including post-secondary institutions and military branches, to set up tables in or around the cafeteria during this period. If you wish to arrange a lunch visit, please contact someone in the school counseling department, who can assist you in selecting a suitable day and time for your visit. It is recommended that you provide schools with at least a 48-hour notice, allowing them to check their calendar and respond to your email or call promptly. Please keep in mind that voicemails may not always be checked immediately.

- Schools will allow you to address specific classes if you are interested. In such cases, please coordinate with the teacher of record via email or phone, as well as with a counselor. They will assist in arranging a suitable date and time for your visit and provide you with details regarding the class structure.
- Instructional time is a critical component of the high school environment and is taken very seriously. Educators and administrators often refer to the phrase “teaching bell to bell,” which signifies that instruction begins with the ringing of the first bell and concludes with the final bell. Classroom instructional time is diminished when students are pulled from class or when interruptions occur frequently. We aim to prioritize the “bell-to-bell mentality.

We understand that there may be instances when you need to meet with a recruit during their classroom instruction. However, we strongly encourage you to minimize these meetings as much as possible, recognizing the importance of our instructional time. If the counseling department is unable to arrange a meeting with a recruit at a time that does not disrupt instructional time, and a face-to-face meeting is necessary, please adhere to the appropriate school protocols for meeting with your recruit.

Keep in mind that this decision is ultimately at the school’s discretion, and some institutions may not allow students to be pulled from instructional time. If the school permits such meetings and you need to see a student during school hours, please follow the proper chain of command, typically beginning with the counseling office. Prior to your meeting, kindly inform the counseling department via email or phone call, providing the student's name, grade, and the purpose of your request.

School Transcripts and Records

Student information is a key component of your recruiting efforts, and access to transcripts and completed intent forms is important and invaluable. Transcripts differ from student information. Each school has a policy and procedure for individuals to obtain transcripts. This may include a federal transcript release form that is signed by both the recruit and the recruiter. Proper forms must be completed before a school can release school transcripts. To receive students' records, the Knox County School Board Policy states:

Since the Knox County Schools receives federal funding, the KCS must provide military recruiters, upon request, with student names, addresses, and telephone listings, unless parents have advised in writing that they do not want their student's information disclosed. The term directory information relating to a student includes, but is not limited to: A. Name; B. Physical and electronic mail address; C. Telephone listing; D. Date and place of birth; E. Major field of study; F. Participation in officially recognized activities and sports; G. Weight and height of members of athletic teams; H. Dates of attendance; I. Degrees and awards received, and J. The most recent previous LEA or institution attended by the student.

We ask that you give schools an ample amount of time to provide these documents. Some schools may be able to retrieve that information immediately; however, some larger schools may need longer time frames for those requests to be completed and returned to you. This is crucial so we can complete the information requested in a timely fashion. This process will allow us to streamline your request and provide better customer service to you. Just be mindful that some schools **WILL NOT** be able to fill these requests on the spot or within the same day. Please plan to get that request to the counseling departments early.

Any other recruiting-related questions, and or student lists can be directed to the following:

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