

Ballard High School Recruiter Rules

- 1. These rules apply to all recruiters wishing to visit Ballard High School. These rules will be posted in the Career Center, Counseling Office and Main Office.**
- 2. All recruiters must have permission to recruit on campus and must contact Susan Higgins in the Career Center to obtain permission. Permission may be granted for the entire school year.**
- 3. Recruiters of all types will be allowed on campus a maximum of 1 time per semester.**
- 4. Approved recruiters must make appointments for the specific times they wish to recruit on campus. Appointments can be made by contacting Susan Higgins the Career Center Specialist at 206-252-1011 or slhiggins@seattleschools.org**
- 5. All recruiters must sign in and out of the school office every time they come on campus.**
- 6. All recruiters must clearly identify the organization that they are recruiting for. Military recruiters must be in uniform.**
- 7. Recruiters may set up in the following locations:
Employment: Career Center
Education: Career Center
Service Opportunities: Career Center or Commons
Military & Military Alternatives: Career Center**

Recruiters who set up outside their designated area will be asked to leave campus, unless prior permission has been granted to set up in a different location.

- 8. Recruiters may leave informational material in the Career Center as long as it is clearly marked as to what organization has provided the materials.**

9. No recruiting is allowed in classrooms any time while class is in session.

10. Recruiters may not make private appointments to meet with students on campus and may not make private appointments to meet with students off campus during a time that the student is scheduled to be in class.

Recruiters, who interfere with the traditional activities of the school day, harass student or staff, provide misleading or untrue information, or do not comply with these rules, or other school and District rules may have their organization’s permission to recruit on campus revoked for the remainder of the current semester.

The recruiting calendar and sign in sheets will be forwarded to the Office of the Superintendent no later than July 15th of every school year.

It is the intention of the School Board that all recruiters comply with School Board Policy C 03.00, which states:

“It is the intention of the Seattle School Board to prohibit harassment, intimidation, and bullying. This includes, but is not limited to harassment, intimidation, and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical, or sensory disability. This prohibition shall apply to all District employees, volunteers, parents/guardians, and students, including contact between students, between adults, and between adults and students.”

These rules were created pursuant to School Board Procedure F 08.02.

Recruiter Signature_____

Date_____