



Ingraham High School Recruiter Policy

These rules apply to all recruiters (employment, education, service opportunities, military, or military alternatives) who wish to recruit at Ingraham High School. These rules shall be posted in the main office, the counseling office, the career center and on the school's website.

1. All recruiters must receive written permission to recruit on campus. Recruiters can contact Cathy Hagood, Career Center Specialist, at #206-252-3973 or clhagood@seattleschools.org to receive permission. Such permission may be granted for the full year.
2. Recruiters of all types will be allowed on campus a maximum of two times per year.
3. Approved recruiters must make appointments for the specific times they wish to recruit on campus. Appointments may be made by contacting Cathy Hagood, Career Center Specialist, at #206-252-3973 or clhagood@seattleschools.org to receive permission.
4. All recruiters must sign in and out of the school in the school office each time they come onto campus.
5. A monthly "recruiting calendar" will be kept, listing the upcoming recruiter visits. Such list will be posted in the counseling office, the career center and on the school's website.
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: Senior Hall or Career Center
 - Education: Senior Hall or Career Center
 - Service Opportunities: Senior Hall or Career Center
 - Military & Military Alternatives: Senior Hall or Career Center

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

8. Recruiters who wish to leave information for students may leave the information on the "Recruiter Table" in the Career Center. Information must be dated, and must include a contact name and phone number that students, parents, or staff can call with questions about the information. The Recruiter Table must be clearly marked with a sign saying "Information distributed at this table has not been evaluated or endorsed by Ingraham High School or by Seattle Public Schools".
9. No recruiting may occur in classrooms during any time when a class is in session.
10. Recruiters may not make private appointments to meet with students on campus, and may not make appointments to meet with students off campus during a time when a student is scheduled to be in class.
11. Recruiters of all types are cautioned to remember that the primary goal of the Seattle high schools is to educate the students who are enrolled in that school. Recruiting activities that interfere with the traditional activities of a given school day are not permitted. Recruiters who harass students or staff, provide misleading or untrue information, or who do not comply with applicable state and federal laws, or other school or District rules may have their organization's permission to recruit on campus revoked for the remainder of the semester, or for the semester following the infraction, if the infraction occurs after the fifteenth week of the semester.
12. Seattle high school principals are reminded that school districts that receive funds under the No Child Left Behind Act of 2001 (Public Law 107-110, Section 9528) must provide military recruiters with the same access to secondary school students as they generally provide to postsecondary institutions or prospective employers. For example, if a school has a policy of allowing postsecondary institutions or prospective employers to come on school property to provide information to students about educational or professional opportunities, it must afford the same access to military recruiters. Equal access, however, does not require more access.
13. Seattle Public Schools shall establish and maintain a website that collects recruitment policies and procedures, makes available forms and materials that may be useful to career counselors, parents, and students (including the opt-out form for not allowing information to be provided to the military), lists individual school recruitment policies and date on opt-out counts, and gives military recruitment program information and counter-recruitment information.

Signature

Date