

## **Bilingual Orientation Center School Recruiters' Agreement**

These rules apply to all recruiters (employment, education, service opportunities, military or military alternatives, etc.) wishing to recruit at the Secondary Bilingual Orientation Center School. These rules will be available in the Main Office and on the school's website at [www.seattleschools.org/schools/](http://www.seattleschools.org/schools/).

1. All recruiters must have permission to recruit on campus and must contact the school principal to obtain permission.
2. All recruiters must sign a copy of this Bilingual Orientation Center School Agreement annually. Recruiters will be given a copy of the signed agreement.
3. Recruiters of all types will be allowed on campus a maximum of two times per year.
4. Approved recruiters must make appointments for the specific times they wish to recruit on campus. Appointments can be made by contacting the school office at (206)-252-2200.
5. All recruiters must sign in and out in the main office each time they come on campus.
6. A "recruiting calendar" will be kept, listing the upcoming recruiter visits. Such list will be available in the Main Office.
7. All recruiters must clearly identify the organization that they are recruiting for. Military recruiters must be in uniform.
8. Recruiters will be assigned to a specific location depending on anticipated group size, space availability on the day of the visit, etc. Recruiters who set up outside their designated area will be asked to leave campus.
9. Recruiters who wish to leave information for students may leave materials in the Main Office. The source of the information must be printed on the materials. The 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.
10. No recruiting may occur in classrooms any time when class or assembly is in session.
11. 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 students 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.

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

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

Recruiter Signature \_\_\_\_\_ Representing \_\_\_\_\_

Date \_\_\_\_\_