

All recruiters must remember that the primary goal of **West Seattle High School** is to educate our students. Any recruiting activities that interfere with the educational activities on any given day are prohibited.

The West Seattle High School recruiter policy applies to recruiters for all post-secondary programs, *i.e. employment, education, service opportunities, military, or military alternatives*. It has been developed pursuant to the revised Seattle School Board policy of August 2007. Under this policy, all recruiters will be **given equal access** to the students of West Seattle High School **under the following conditions**:

1. No recruiting organization will visit the campus more than twice per academic year. For the purposes of this policy, each branch of the military service will be considered a different organization.
2. Recruiters must receive written permission to be on campus from the Principal or his/her designee. Such permission may be given for both visits during the academic year at the same time.
3. All recruiting activities must take place during non-instruction times, *i.e. before or after school or during lunch*. This includes individual recruiting appointments.
4. Every recruiting organization must schedule their visit at least one week ahead of time. This must be done over the phone or via email, NOT through a personal visit. The contact person will be the Career Specialist. If that position is vacant, the Head Counselor will be the contact person.
5. The school contact person will keep a monthly calendar of all upcoming recruiter visits. This will be posted (minimally) in the Main Office, Counseling Office, the Career Center and on the WSHS website.
6. All recruiters must sign in and sign out in the Main Office at every visit.
7. All recruiters must clearly identify the organization for which they are recruiting.
8. All military recruiters must be in uniform.

West Seattle High School
Recruiter Policy

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9. All recruiters will set up in the Commons or in the Career Center, as designated by the school contact person.
10. All *information* left by recruiters will be placed in the Career Center. It must be dated and clearly identify a contact name and number to be reached by anyone with questions.
11. Recruiters are prohibited from recruiting in all classrooms during any class period or during any assembly. It is not considered recruiting if, in conjunction with the stated curriculum, a person is invited into a classroom to talk about his/her experiences.
12. No private appointments may be held on campus unless it is pre-arranged through a staff member, the student consents, and it is during non-instruction time.
13. Organizations that counsel alternatives to military service are permitted on campus at the same time and at the same location as military recruiters. The school contact person will notify the military recruiters if such organizations are going to be in attendance.

Recruiters who harass students or staff, provide misleading or untrue information, or who do not comply with applicable state and federal laws, Seattle School District rules or the West Seattle High School recruiter policy will have their organization's permission to recruit on campus revoked for the remainder of the school year, or the first semester of the following academic year if the infraction takes place in the last 5 weeks of the current school year.

This policy will be posted in the Main office, the Counseling Center, the Career Center and on the WSHS website.