

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

## 250-AR-0. STUDENT RECRUITMENT

### List Of Graduating Students

Each year, the high school principal will ensure that designated staff compiles a list of male and female junior and senior students for the current academic year, prior to the first day of the school year. The list will include directory information that states the name, address and telephone number, if published, of each student.

The principal will provide this list, upon written request, to representatives of postsecondary institutions and recruiters from the active, reserve and National Guard components of the military, unless the student or parent/guardian completes a written request form that a student's information not be released without prior written student or parental consent.

Recruiters and representatives of postsecondary education are entitled to request and receive this list throughout the school year.

### Notice To Students/Parents/Guardians

Each academic year the principal will ensure that written notice is provided to all junior students about the list of students that the school must routinely make available to military recruiters and representatives of postsecondary institutions during the following school year.

The written notice will inform students and their parents/guardians of their right to request that directory information regarding the student not be released to military recruiters or representatives of postsecondary institutions without their prior written consent. The notice will contain the form and the timeline for submitting such a request.

Students and parents/guardians will be given twenty-one (21) days to make a written request to be excluded from the list before it is made available for release. The school will comply with all such requests.

Notice of the right of students and parents/guardians to request that the directory information not be released to military recruiters and representatives of postsecondary institutions without prior written consent will be posted on the district's website, noted in student handbooks and/or mailed directly to students' homes.

### Access To Senior Students

The building principal will ensure that equitable access to junior and senior students during the school day is provided to military recruiters, postsecondary education representatives, and prospective employers. Recruitment presentations will be limited to the same number for each group per school year, and usually will not exceed two (2) per year.

All recruiters, representatives of postsecondary institutions and prospective employers requesting access to secondary students will submit a written request to the building principal, who will schedule the access.

The building principal is authorized to ensure that on-campus recruitment of students is conducted in an orderly manner that is not disruptive to the operation of the high school program. The building principal will determine under what conditions and when access to secondary students will be provided. Options will include, but are not limited to:

1. School assemblies.
2. Individual student appointments.
3. College and career fairs held on district property.
4. District career and education presentations.

The principal will inform senior students of upcoming scheduled visits by recruiters, representatives of postsecondary institutions and prospective employers.

On-campus follow-up meetings with individual students will be permitted only upon a student's request and the principal's approval.

### Reimbursement Of Costs

Any costs incurred by the school in complying with the state law will be reimbursed by the military recruiters, upon submission of written documentation of expenses by the building principal.