



Administrative Directive 6.20.041-AD

Recruiting Activities on Campus

Students gain valuable information from colleges, universities and prospective employers, and it is the policy of Portland Public Schools to allow recruiters from such organizations to visit schools under the rules established in this administrative directive. Public Law 114-95, the Every Student Succeeds Act (ESSA), requires the district to provide to military recruiters the same access to schools, to students and to certain student information as that enjoyed by post-secondary institutions, prospective employers and the Oregon National Guard. By Resolution 4503, the Board directed the Superintendent to also allow access to military counter-recruiters and other organizations that provide information for students about options to military service. This administrative directive will set forth the terms and conditions under which recruiters are permitted in Portland Public Schools.

I. Definitions

- A. "Recruiting organizations" are entities with information for students about a college or university; trade school or apprenticeship; scholarship, grant or loan; or other post-secondary school vocational or career opportunity. "Recruiting organizations" includes military recruiters. "Recruiting organizations" also includes "military service information and alternatives organizations," which are defined as organizations that provide students with additional information on, and alternatives to, military careers. This includes military counter-recruiters, as well as other organizations that have a demonstrated history of providing students with information about military service and/or alternatives to military service.
- B. "Armed Forces" includes United States Military Branches of Army, Air Force, Navy, Marines, National Guard, and Coast Guard.
- C. "Military Recruiters" are representative of one of the Armed Forces whose job or purpose is to secure enlistment of persons into the Armed Forces.
- D. "Recruiting visits" are the designated time for a recruiting organization to provide information about the opportunities it offers for students.
- E. "Administrative visits" are the time for recruiters to obtain individual student information from the front office.



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II. Access to Students on School Grounds

A. Campus Recruitment Visits by Recruiters:

1. All recruiters must contact the College Coordinator (generally the Career Counselor, Career Coordinator, or Vice Principal) at each high school in advance to make an appointment for a mutually convenient time for an on-campus visit. Unannounced, unscheduled visits are not permitted.
2. Recruiters will follow the same rules regarding visitor check-in as do other visitors to the school.
3. Recruiters must wear visitor identification at all times on school grounds.
4. The high school will determine the location within the school for the visit. All recruiters shall be provided comparable locations during their recruiting visits.
5. Recruiters shall only display or distribute materials that contain age-appropriate information for students.
6. Recruiters shall not:
 - a) Interfere with the educational process, engage in any activity that creates a substantial disruption or likelihood of substantial disruption, or create a nuisance that interferes with the students' ability to engage in their learning environment;
 - b) Solicit personal information from students who do not approach the recruiter;
 - c) Interact with students on school grounds outside the area designated by the school;
 - d) Provide information to students who do not approach the recruiter;
 - e) Utilize or distribute interactive video games on school grounds;
 - f) Sponsor drawings, lotteries, or chance activities, or provide gifts or prizes to students unless they are of nominal value (i.e. under \$5.00);
 - (1) Activities and gifts of "nominal value" may not be used as a means of obtaining student information.
 - g) Move about the building unaccompanied by school staff;



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- h) Interrupt instructional time.
 - i) Engage in “informal recruiting.” For instance, recruiters cannot come onto campus while in uniform to have lunch with students or engage in “informal” conversations with students.
7. High schools will decide how recruiting visits are to be publicized and will control access to communication channels. High schools will provide comparable communication about all recruiting visits.
- a) Communications about recruiting visits may include announcements in the daily bulletin, posters provided by the recruiter, newsletters and internet messages. The Principal or designee will determine where posters are placed.
 - b) Recruiters may update any folders maintained by the counseling office and/or the College and Career Center that contain information about their programs, catalogues, posters and fliers. These materials may be updated during recruiting or administrative visits.
- B. Specific Guidelines for Military Recruiters:
- 1. No military recruiting activity is permitted in elementary, middle, or K-8 schools.
 - 2. At the beginning of each school year, each high school will designate specific days during the school year when military recruiters, and military service information and alternatives organizations, may engage in recruiting activities. It is recommended that each high school establish three days during the school year for these organizations to engage in recruiting activity. These should be the only days during the school year when these organizations engage in recruiting activities on campus. Ideally, high schools should establish a location where military recruiters, and military service information and alternatives organizations, can be co-located, so that students will have easier access to information from all groups.
 - 3. High schools cannot provide more recruiting visits to military recruiters than are provided to colleges, universities, or prospective



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employers. High schools are not permitted to grant any additional access to military recruiters.

4. Military recruiters, and military service information and alternatives organizations, may not bring food to their meetings if college or employer recruiters are not allowed to do so.
 5. Military recruiters, and military service information and alternatives organizations, cannot volunteer while in uniform. From time to time, military recruiters apply for volunteer positions at the high schools, particularly in areas where there is a high level of student contact such as the athletic department. The recruiter may not volunteer while in uniform and may not engage in recruiting activities while he or she is acting as a volunteer.
- C. Off Campus Visits by Recruiters:
1. If recruiters schedule off campus presentations during the school day, then:
 - a) Attendance by students must be pre-arranged according to the pre-arrangement protocol at each school.
 - b) Students and their parents will be responsible for providing their own transportation to and from the presentation.
 2. If the high school chooses to publicize off campus presentations, then the presentations of all recruiting organizations including colleges, universities, prospective employers, military recruiters, and entities offering alternative information on military careers will be publicized using the same processes.
 3. Off campus presentations by recruiters are not considered Portland Public Schools sponsored events.

III. Requests for Student Information from Military Recruiters

The district is required by the Every Student Succeeds Act of 2015 to comply with a request by a military recruiter for the names, addresses and telephone numbers of high school juniors and seniors, unless a parent or student, if the student has reached 18 years of age, has 'opted out' of providing such information. This request to opt out must be made in writing.



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Guidance from the US Department of Education and the US Department of Defense instructs that the parents/guardians or student, if the student is 18 years of age or older, must affirmatively opt out of disclosure of this information. If a parent or student chooses not to affirmatively opt out, then the student's information will be included in the data given to recruiters.

A. Notice to Parent/Guardians/Students

1. The District will provide an annual notice to families that the District will disclose names, addresses, and telephone numbers of their students to military recruiters, subject to the parent or student's request for non-disclosure.
2. The notice will advise the parent and student of how to opt out of this disclosure, and the method and the timeline within which to do so.
3. Recruiters and school staff shall not attempt to influence a student or family's decision regarding "opt-out" status.

B. Opting Out

1. Student Registration Form
 - a) Parents of newly enrolled juniors and seniors may opt out by responding to the statement "I do not want my child's name, address and phone number released to" by checking the "Military Recruiters" box in the Permissions/Authorizations section on the back of the student registration form
 - b) If the student is 18 years of age or older, the student must sign the "Opt-out for Military Recruitment Information" form to opt out.
2. Annual Verification Form
 - a) Parents/guardians or students may check the appropriate box on the annual verification form to indicate that the district should not provide information to military and/or college/university recruiters.
3. Parents or students who have not exercised the opportunity to opt-out, or families who decide at a later date that they wish to opt-out



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may do so by contacting their student's school and initiating a change on the registration/verification form. If, however, the information has already been provided to the military, families must contact the military to ask that the name be removed from contact lists.

C. District Reporting of Data to Recruiters

1. The district will centrally compile the required information from registration and verification forms.
2. Individual schools will not provide lists of student information to recruiters.
3. All requests from military recruiters for lists of junior and senior student information will be directed to Information Technology. Requests for individual student information may be handled at the school level with the recruiter providing a release of information signed by the student and/or parent/guardian.
4. Lists of juniors and seniors who have not opted out of disclosure will be provided to recruiters upon request to Information Technology after October 1 of each school year. The lists will contain student name, address and phone number.

D. Transcripts and Administrative Visits

1. A student or parent must submit a written request for a transcript to be sent or released to a recruiter.
2. Recruiters may request a transcript directly with the appropriate release signed by the parent (or student, if the student is 18 years or older).
3. Schools may require that recruiters call prior to picking up such documents and to transact business in the same manner as representatives of colleges/universities.
4. Recruiters may enter school grounds to pick up transcripts or engage in other specific business in the main office. These visits are designated as "administrative visits." Recruiters cannot engage in any formal or informal recruiting during these administrative visits.



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IV. Information for Students About Military Services

- A. On at least an annual basis, high schools will send home information with students about military service. This information will be prepared by the district.
- B. Libraries and resource centers may contain and accept military information, books and documents. United States Armed Forces recruitment pamphlets, forms and posters may be accepted and retained in the same manner as pamphlets, forms, and posters of colleges and universities.
- C. Scholarships, awards, and grants may be accepted by students and schools and may be announced by the providing branch of the military at appropriate assemblies in the same manner that other scholarships, awards and grants are announced.
- D. Career development materials and tests relating to the United States Armed Forces may be used by the schools in the same manner as materials by other institutions.

AD History: Approved 10/05; Amended 7/08; 8/12; 5/16; 11/17