

# Chicago Public Schools Policy Manual

**Title:** RECRUITER ACCESS

**Section:** 708.1

**Board Report:** 08-0123-PO3

**Date Adopted:** January 23, 2008

**Policy:**

## **THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Chicago Board of Education adopt a new Policy on Recruiter Access.

**PURPOSE:** This policy is being adopted pursuant to federal and state laws that require school districts to grant military recruiters the same access they grant to colleges and other career recruiters. 10 U.S.C. 503 (Enlistments); 20 U.S.C. 7908 (Strengthening and Improvement of Elementary and Secondary Schools); and the Illinois School Code, 105 ILCS 5/10-20.5a, 5/34-18. It establishes the parameters for college recruiters, military recruiters, prospective employers and other providers of career information to have access to high schools, high school students or their directory information. It is meant to ensure that students have access to information about the range of educational and career options available to them so they can make informed decisions. By adopting this Policy, the Board does not intend to endorse the message of any particular recruiter or to designate its school buildings or any part thereof as a public forum.

## **POLICY TEXT:**

**I. Definitions.** For the purpose of this Policy only, the following definitions apply:

A. "Recruiter" means an entity with information for high school students about a college or university; trade school or apprenticeship; scholarship, grant or loan; or other post-secondary-school vocational or career opportunity. Recruiters include, but are not limited to, college recruiters, prospective employers, military recruiters and entities that offer information on alternatives to military careers.

B. "Career Information" means factual material designed to help students make an informed decision whether or where to continue their education, seek job training and/or get a job.

C. "Career Information Site" means a bulletin board in a counseling office or other area of the school that is accessible to students or a location on the school's website where career information can be posted for viewing by students.

D. "Directory Information" means a high school student's name, address and telephone number.

## **II. Release of Directory Information to Institutions of Higher Education and Military Recruiters**

A. Requests for Directory Information: Institutions of higher education and military recruiters may request Directory Information on high school seniors and juniors only by submitting a written request to the Office of High Schools and High School Programs (OHSP), 125 South Clark Street, 12th floor, Chicago, IL 60603. All such requests for the release of Directory Information must be submitted to OHSP for handling. Recruiters may not request individual high schools to release Directory Information on their students. Release of Directory Information will not occur prior to the completion of the opt-out process noted in Section II.B. below.

B. Opt-Out: A student, or a student's parent or guardian, may opt out of the release of Directory Information to institutions of higher education or military recruiters by submitting a signed, written opt-out request to OHSP, indicating that he/she does not consent to the release of the student's Directory Information. The opt-out request must include the student's name, school and CPS identification number. For juniors, the request must be submitted prior to March 15<sup>th</sup> of their junior year to be effective for their junior and senior school years. For seniors, the request must be submitted prior to December 15<sup>th</sup> of their senior year to be effective for the current school year. Beginning with the 2008-2009 school year, opt-out requests for junior and senior students must be submitted prior to December 1<sup>st</sup> to be effective for the current school year. Once OHSP receives a written opt-out request for a student, the opt-out will be recorded for the remainder of the student's enrollment in the Chicago Public Schools unless withdrawn in writing by the student or the student's parent or guardian.

### **III. Recruiters Access to High Schools and District-Wide Events**

A. Authorization: Recruiters may conduct recruiting activities at schools, school-sponsored events, area-wide events and district-wide events only when authorized in accordance with this Policy.

B. School Sponsored Events: Any Recruiter who seeks access to high school students at a school or school-sponsored event must obtain prior permission from the principal or his/her designee. Recruiting is not permitted at non-recruiting events such as health fairs and athletic contests. If the principal has granted permission to any Recruiter to provide career information to students in person during the school year, the principal shall grant equal access to any other Recruiter, subject to the requirements noted herein during that school year.

C. Policy Distribution: The principal shall provide a copy of this policy to each Recruiter requesting access to the school and/or students and shall make this policy available in the school's counseling office.

D. Building Usage Schedule:

1. Recruiters shall schedule dates and times for visits through the school Principal or designee. In no event may a Recruiter request a recruiting visit less than 48 hours prior to the date they wish to appear at school. If the school does not have adequate space to accommodate all interested Recruiters at a particular time, the principal or his/her designee shall ensure that Recruiters are provided equal access to students at other times during the school year.

2. The principal shall determine the frequency of Recruiter visits, may identify a limit on the number of Recruiter visits per school year, and shall assign public locations for Recruiters to provide career information to students. The principal or designee shall maintain a building usage schedule and a log to record the name of the Recruiter and the date and time the Recruiter visited the school.

3. A Recruiter must register with the school principal or designee immediately upon arrival. A Recruiter granted permission to provide career information in person shall comply with the restrictions described in Section IV below and the building usage schedule and other requirements established by the principal.

E. District Events: A Recruiter who seeks access to high school students at a district or area-wide career or college recruiting event must obtain prior permission from OHSP. A Recruiter granted permission to provide career information to students at a district or area-wide event shall comply with the restrictions described in Section IV below, the event schedule and other requirements established by OHSP.

F. Posted Materials: Any Recruiter who seeks to post career information on the school's Career Information Site must obtain prior permission from the principal or designee. If the principal has granted permission to any Recruiter to post career information on the school's Career Information Site, the principal shall grant equal access to any other Recruiter, subject to the requirements noted herein. The principal may impose reasonable restrictions on the size of the submission to be posted, and may reject any information that does not adhere to the tenets of this policy. For example, the principal may reject materials that do not offer career information for students.

G. Administrative Visits: The requirements of this section do not apply to visits by Recruiters to administrative offices solely for the purpose of meeting with school personnel provided they register with the principal or designee upon arrival. Recruiters shall refrain from engaging in recruiting activities when making administrative visits to a school, unless otherwise authorized by the Principal pursuant to this Policy.

#### **IV. Recruiter Conduct**

A. General Restrictions: Recruiters shall not:

1. interfere with the educational process or create a nuisance that interferes with students' peaceful enjoyment of school activities;
2. interact with students on school grounds or at school-sponsored events outside the area designated by the principal, and may provide materials only to those students who approach them to ask for information;
3. utilize or distribute interactive video games on school grounds;
4. require students to take predictive tests or career suitability assessments on school property;
5. sponsor drawings, lotteries or other chance activities, or provide gifts or prizes to students unless they are of nominal value not to exceed \$5.00 (e.g. pens, pencils, key chains and water bottles);
6. move about the building unaccompanied by school staff;
7. engage in recruiting activities where students are not free to leave the Recruiter's presence;
8. conduct recruiting activities at non-recruiting events such as health fairs and athletic contests; or
9. deviate from any other restriction imposed by the principal or OHSP.

B. Test Participation: No CPS employee or school shall require a student to participate in any examination of career suitability that is offered or administered by a Recruiter. All such participation shall be voluntary.

C. Recruiter Identification: When visiting a school building or attending a district-wide or area-wide recruiting event, agents of a Recruiter shall at all times display on their person the following:

1. the visitor or event badge/pass issued to the Recruiter by the school or event manager; and
2. the official identification badge issued by the Recruiter.

#### **V. Violations**

A. Any violation of this Policy shall be reported to the principal or OHSP.

B. Any employee who violates this Policy will be subject to discipline in accordance with the Employee Discipline and Due Process Policy.

C. If a principal finds that a Recruiter has violated this Policy, he or she shall deliver written notice of the violation to the Recruiter, explaining that additional violations may result in the Recruiter's exclusion from the school. In the event of repeated violations of this policy, the Principal may exclude the Recruiter, or any individual agent thereof, for the remainder of the school year.

D. If the principal determines that a Recruiter is interfering with the educational process or creating a nuisance that interferes with students' peaceful enjoyment of school activities, the principal may withdraw permission for the Recruiter to access school facilities and/or direct the Recruiter to leave the premises. After taking either action, the principal shall notify the Recruiter and OHSP, in writing, of the reason for the action.

## **VI. Appeal**

Any Recruiter who is denied access to the school, or who disagrees with any restriction imposed by the principal, may make a written appeal to OHSP. OHSP shall decide the appeal within five school days and that decision will be final.

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**Amends/Rescinds:** Adopted 08-0123-PO3

**Cross References:**

**Legal References:** 10 U.S.C. 503, 20 U.S.C. 1232g-h, 7908; 105 ILCS 5/10-20.5a, 5/34-18(16), 10/6.