



Ingraham High School Recruiter Policy



These rules apply to all recruiters (employment, education, sports, service opportunities, military, or military alternatives) who wish to recruit at Ingraham High School. These rules shall be posted in the main office, the counseling office, and on the school's website.

Per Seattle School District's Policies and Procedures, recruiters will be allowed on campus a maximum of two times per year. This would not include any teacher-initiated requests for visits to her/her respective classroom.

Recruiters must make appointments for the specific times they wish to recruit on campus. Please contact the Counseling Office at #206-252-3895 to schedule a visit.

All recruiters must sign in and out of the school in the school's main office each time they come onto campus to receive a visitor's pass.

All recruiters must clearly identify the organization for whom they are recruiting. Military recruiters must be in uniform.

Recruiters generally set up in or just outside the Lunchroom. Confirm the location when scheduling the day and time when you contact the Counseling Secretary.

Recruiters who set up outside of their designated area will be asked to leave campus, unless prior permission has been granted to set up in a different area.

Recruiters may leave informational material in the Counseling Office as long as it is clearly marked as to what organization has provided the materials. This material must be dated and include a contact name and number.

Private appointments may be held on campus if it is pre-arranged through a staff member and the student consents to the meeting. These appointments cannot be made during a time when a student is scheduled to be in class.

Recruiters of all types are cautioned to remember that the primary goal of the Seattle High Schools is to educate the students who are enrolled in that school. Recruiting activities that interfere with the traditional activities of a given school day are not permitted. Recruiters who harass students or staff, provide misleading or untrue information, or who do not comply with applicable state and federal laws, or other school or District rules may have their organization's permission to recruit on campus revoked for the remainder of the semester, or for the semester following the infraction, if the infraction occurs after the fifteenth week of the semester.

Seattle High School principals are reminded that school districts that receive federal funds must provide military recruiters with the same access to secondary school students as they generally provide to postsecondary institutions or prospective employers. For example, if a school has a policy of allowing postsecondary institutions or prospective employers to come on school property to provide information to students about educational or professional opportunities, it must afford the same access to military recruiters. Equal access, however, does not require more access.

Seattle Public Schools shall establish and maintain a website that collects recruitment policies and procedures, makes available forms and materials that may be useful to career counselors, parents, and students (including the opt-out form for not allowing information to be provided to the military), lists individual school recruitment policies and date on opt-out counts, and gives military recruitment program information and counter-recruitment information.