

## SOUTH PUTNAM HIGH SCHOOL

### **Military and College Recruiters Guidelines**

South Putnam High School appreciates and values the many entities who attempt to educate and promote college and career opportunities for our students. With this in mind the below guidelines have been established to allow students and recruiters access to each other in a safe environment while also not impeding in the educational goals of the school.

- All recruiters must prearrange their visits through the guidance department at least five days in advance.
- All recruiters must sign in and wear a visible name badge.
- Recruiters may display materials and be available during lunch periods at most once per month unless prior arrangements have been made with the administration.
- Recruiters may meet with small groups of students in either the Office Conference Room or the Guidance Conference Room.
- No recruiter will be allowed to meet with individual students either in a private space or in a public space without either a parent, teacher, or coach present.
- No recruiter will be allowed to pick up a student from school for any reason.
- Recruiters should make appointments with the Counseling, College, and Career Center prior to their visit if they request a meeting with a teacher.
- Recruiters should make arrangements with the Athletic Director if they wish to have a display or provide materials during a sporting event.
- Any request for paperwork should be given in advance, please allow up to 5 business days to complete.
- In keeping with Federal Public Law 107-110, section 9528 of the ESEA, SPHS will provide names, addresses, and phone numbers as required by law. A list will be provided once per semester. Please call in advance.

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