

6190
Instruction

**Recruiters Access to School Facilities;
Access to Student Directory Information**

Policy

The Manchester Board of Education will establish reasonable guidelines for non-school personnel to have access to secondary school facilities, students and directory information for recruiting purposes. It shall be policy that all recruiters, military, non-military, commercial and educational, shall be treated uniformly in the conduct of on-campus student recruitment except as provided by the No Child Left Behind Act of 2001 which requires disclosure of such directory information to military recruiters absent the request from a parent or student who has reached age of majority to withhold such information.

Legal Reference: Connecticut General Statute - 10 - 210(b) (11)
Connecticut General Statute - 10 - 221b
Section 9528 of the No Child Left Behind Act of 2001

Adopted: June 10, 1985
Revised: May 13, 2002

Administrative Guidelines

1. Board of Education policy states, "All recruiters, military, non-military, commercial and educational, shall be treated uniformly in the conduct of on-campus student recruitment." Scheduling of recruiting visits of recruiters to the secondary schools will be announced to the student body in advance through guidance office publications and on the guidance office bulletin board. Recruiters will be afforded the opportunity to conduct meetings during the school day with those students who are voluntarily interested. For more than two (2) group recruiting meetings with students in any school year, specific approval of the principal will need to be given.
2. All group meetings are to be scheduled through the guidance office of the school. Classroom teachers who schedule recruiters as a career awareness activity should coordinate those activities through the appropriate member of the guidance staff.
3. Follow-up visits by recruiters which are designed to meet with individual students, will be permitted, but only upon the individual request of the student involved and with the authorization of the high school administration. The requests for follow-up individual meetings are to be scheduled through the individual student's guidance counselor.
4. Except in the case of military recruiters, directory information regarding an individual student may be released only with the written consent of the parents or the majority student, in accordance with Section 210(b) (11) which states, "Nothing in the Freedom of Information Act, shall be construed to require disclosure of names or addresses of students enrolled in any public school or college without the consent of each student whose name or address is to be disclosed who is 18 years of age or older and a parent or guardian of each such student who is younger than 18 years of age, disclosure of names or addresses of students enrolled in any public school in a regional school district to the Board of Directors or town Board of Finance, as the case may be, of the town wherein the student resides for

the purpose of verifying tuition payments made to such Board..."

5. Directory information which includes student names, addresses and telephone listings shall not be distributed to any non-school related groups, organizations or agencies except as provided for under the federal statute known as the No Child Left Behind Act of 2001. Under the provisions of this federal law, directory information will be released to military recruiters unless the parent or student of majority age specifically requests that such information be withheld. Such requests for exclusion shall be submitted in a format prescribed by the Board of Education and distributed in a timely and informative fashion.

Accordingly, the Board of Education shall, on an annual basis, each August, notify the parents/guardians of all secondary students, including new student registrants, or students who have reached the age of eighteen, including new student registrants, that federal legislation requires the Manchester Board of Education to provide military recruiters with certain information about students which shall be limited to their name, address and telephone listing. The Board shall also notify such parent/guardian of a secondary student, or each student who has reached the age of eighteen, of their right to prevent such disclosure. Such notification shall include appropriate forms and procedures for preventing such disclosure.

For the 2001-2002 school year, adult students, the parents/guardians of students in grades 8-11 and others who may not graduate on 6/17/02, shall be notified before June 1, 2002 of their right to prevent disclosure.

Re: The No Child Left Behind Act of 2001

Dear _____:

Federal legislation was passed in December of 2001, which requires the Manchester Public Schools to provide military recruiters with the name, address and telephone listing of each secondary student.

If you wish to prevent the disclosure of this information, you must notify the school district on or before June 1st. You may notify us by simply filling out the enclosed form, Notice of Refusal to Disclose, signing it and submitting it to the school office. Please also note that students eighteen years of age or older must sign their own refusal form.

Please understand that, if you do not submit the notice of refusal, the name, address and telephone listing of your child will be submitted to military recruiters upon their request.

Should you have questions concerning this matter, please call _____ at _____.

Yours truly,

_____, Principal

Re: Federal Law - The No Child Left Behind Act of 2001

NOTICE OF REFUSAL TO DISCLOSE

To Whom It May Concern:

I am the parent or guardian of _____, or I am eighteen years of age or older and a secondary student in the Manchester Public Schools.

Please consider this my formal request that no information relating to my child or me, should I be at least eighteen years old, shall be provided to military recruiters. I do not wish to disclose information including, but not limited to, name, address or telephone listing.

If you have any questions, please be kind enough to call me directly at the following address and telephone listing.

Name: _____ Parent

Guardian [circle one]

Adult Student

Address: _____

Telephone: _____

Very truly yours,

Signature