

**Students****Activities****Employment, Post-secondary Educational Institutions and Military Recruitment of Watertown High School Students****General**

1. Parents will be notified each year in writing of the Board's policy on recruitment of students by employers, post-secondary educational institutions and the military.
2. Students will be notified in writing of the Board's policy on recruitment of students by employers, post-secondary educational institutions and the military via the student handbook or other communications at the beginning of each school year.
3. Parents and students will be notified of a parent's or student's right to not have directory data released (student's name, address, telephone number, etc.). A specific form restricting release of directory data will be provided to parents and students at the beginning of each school year.
4. School Counselors will be available to assist students and parents in making decisions about employment, attendance at a post-secondary institution, or joining the military.

**Guidelines Relating to Distribution of Written Recruitment Information At Times Other Than On-campus Visits**

1. With the prior approval of the principal, representatives of employers, post-secondary educational institutions and each branch of the military may request that written information be available to high school students in the student counseling office.
2. Recruitment materials shall be furnished by the respective group to the student counseling office and shall be labeled or identified (unless distributed during an on-campus visit by recruiters). All materials must specify a contact name, organization and telephone number in order for parents and students to obtain further information.

**Guidelines Relating to Employers, Post-secondary Educational Institutions and Military Recruiters Visiting Watertown High School**

1. Employers, post-secondary educational institution counselors, and military recruiters shall be allowed to recruit students on campus on an appointment basis. Employers, post-secondary educational institution counselors and military recruiters shall conduct their visits in an area or room designated by the principal.
2. Whenever possible, students are to meet with employers, college admission counselors and military recruiters at times that do not take the student away from scheduled classes.
3. College admission counselors, from a specific institution, may visit the high school to meet with students on dates determined by the principal in consultation with the high school student counseling

staff. Upon request of the parent or guardian, students may be excused from school attendance to visit college campuses.

4. Military recruiters representing a specific branch of service may visit the high school to meet with students on dates determined by the principal.
5. Employers may visit the high school to meet with students on dates determined by the principal.
6. When a student is giving serious consideration to a particular employer, post-secondary educational institution or to joining the military, a conference involving the student, parent or guardian, school counselor, and recruiter for the particular organization is encouraged.

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