

## **Military Recruiter Guidelines**

Eagle Mountain Saginaw ISD values the relationship we have with our faculty, staff, students, and military recruiters. We deeply appreciate and respect the armed services and recognize how important it is to provide our students with valuable information and opportunities.

We also understand that some families prefer not to share contact information with military recruiters and wish for their students not to engage with recruiters. To honor these preferences, we have put the following procedures in place:

### **General Guidelines:**

- Interactions with students should always be voluntary and initiated by the students themselves.
- When a parent contacts us, we clearly explain our policies regarding recruiting visits. Please adhere to these procedures to ensure we provide accurate information.

### **Campus Visits:**

- Recruiters can set up a table with information during campus lunch periods. The lunch periods are scheduled as follows:
  - 3rd Period Lunch: 11:00-11:50 am
  - 4th Period Lunch: 11:55-12:45 pm
  - 5th Period Lunch: 12:50-1:40 pm
- Recruiters must sign in and out at the front office and remain at their information table during lunch periods.
- Lunch visits must be scheduled in advance.
- Recruiters are not allowed on campus during state or national testing dates.
- No visits will be scheduled for August.
- No visits will be scheduled on Mondays or Fridays throughout the semester.
- Requests to use special equipment (e.g., pull-up bar) must be approved by the school prior to each visit.

### **Special Events:**

- Military recruiters will be invited to all college and career fairs, as well as related events throughout the school year. These events may occur during or outside school hours, depending on the nature of the event. Examples of past events include EMS ISD College Night and EMS ISD Super Saturday.

### **Classroom Presentations:**

- Classroom presentations are generally not permitted for military recruiters and college representatives, as classroom time is reserved for instruction related to course content.

- Presentations may be approved if they directly address the knowledge and skills required by the state curriculum. Teachers must follow the approval guidelines for guest speakers, and these visits must be approved by the campus Academic Principal.

#### **College and Career Center:**

- The College and Career Center houses all information related to the military. Recruiters are welcome to leave literature for distribution to interested students. Counselors will provide contact information to students who express interest in military opportunities.

#### **Parent/Student/Recruiter Meetings:**

- Any recruiting meetings with students and parents must occur outside the student's scheduled school day. Students cannot be called out of class for a meeting.
- The school cannot provide a facility for family/recruiter meetings. These meetings must be scheduled outside school hours at a location other than the campus.
- Students are not allowed to leave campus with anyone not listed on their family or emergency contact information. Please do not take any students off campus at any time.

#### **ASVAB:**

- Students in grades 10-12 will have the opportunity to take the ASVAB each year, typically in the fall semester. Military recruiters will be notified of testing dates and score return dates and may assist in score interpretation for students.

#### **Professionalism:**

- Communication with students must be professional. Teachers have strict policies regarding phone and social media communication with students. Ensure that any communication is professional and related only to military recruitment. Do not bring treats for students, as some may have severe allergies.

#### **Registrar Information:**

- To assist our registrar and save time, please follow these guidelines for information requests:
  - **Transcript Requests:** Call ahead for transcript requests. The registrar will print and seal transcripts for students seeking military entrance. Transcripts will not be provided directly to students. Recruiters must pick up transcripts in uniform, and parent and student approval will be obtained before releasing any documentation.
  - **All Other Information Requests:** Allow 48 hours for information requests to be fulfilled.
  - **Class Lists:** Class lists must be requested from the district communications office. Contact information is provided below.