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## Operational Services

### Exhibit - Notification to Staff and Parents/Guardians of CPR and AED Video

*On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars*

Date:

To: Parents/Guardians and Staff

Re: CPR and AED Video

State law requires the Ill. High School Association to post a hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) training video on its website. The law also requires the District to notify staff members and parents/guardians about the video. You are encouraged to view the [brief video](#), ~~which will take less than 15 minutes of your time~~, at:

[www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx](http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx) [www.ihsa.org/health-safety/cpr-training](http://www.ihsa.org/health-safety/cpr-training).

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**Operational Services**

**Exhibit - Resolution to Increase Driver Education Fees**

WHEREAS, Section 27-~~815~~24.2 of the School Code (105 ILCS 5/27-815) provides that the School District may charge a reasonable fee, not to exceed \$50, to students who participate in a driver education course;

WHEREAS, ~~the Illinois General Assembly amended that same section of the School Code in P.A. 97-145 to~~105 ILCS 5/27-815 allows a school board to increase the fee to an amount not to exceed \$250 by school board resolution following a public hearing on the increase, provided that the fee is waived for students who are unable to pay for the course;

WHEREAS, the School Board held a public hearing to increase the driver education course fee to an amount not to exceed \$250 on           [insert date]          ;

WHEREAS, the Board already waives the driver education course fees for students who are unable to pay (Board policy 4:140, *Waiver of Student Fees*);

WHEREAS, the Administration provided evidence at the hearing that a fee of \$250 for each student taking the driver education course when added to the reimbursement from the State for driver education will not exceed the total cost of the driver education program in any year;

THEREFORE, BE IT RESOLVED, that the School Board hereby increases the driver education fee to an amount not to exceed \$250, effective on           [insert date]          , and waives this fee for any student who is unable to pay for the course according to the provisions in Board policy 4:140, *Waiver of Student Fees*.

Attested by: \_\_\_\_\_  
Board President

Attested by: \_\_\_\_\_  
Board Secretary

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### Students

#### **Exhibit - Consent to Participate in Extracurricular Drug and Alcohol Testing Program**

To be returned to the Building Principal. Please print.

Student \_\_\_\_\_ School year \_\_\_\_\_

#### **To be read and signed by the student-participant and his/her parent/guardian:**

We have received, read, and understand the District Extracurricular Drug and Alcohol Testing Program. We voluntarily agree that our child shall be subject to its terms for his or her entire high school extracurricular career (grades 9-12). We accept the method of obtaining breath and urine specimens, the testing and analyses of such specimens, and all other aspects of the program. The student-participant agrees to cooperate in furnishing urine specimens upon request.

We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program. This consent is given pursuant to all State and federal privacy statutes, and it is a waiver of nondisclosure rights only to the extent of the disclosures required in the program.

We understand that there is more information available in the Ill. High School Association (IHSA) Performance-Enhancing Drug Testing Policy, located in the IHSA Handbook, available online at: www.ihsa.org/about/constitution-by-laws-policies on the following websites: www.ihsa.org/documents/sportsMedicine/Resource\_Exchange\_Center\_Flyer.pdf and www.ihsa.org/Resources/Sports\_Medicine/Performance\_Enhancing\_Drugs\_Steroid\_Education.

\_\_\_\_\_  
Parent/Guardian #Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian sSignature

\_\_\_\_\_  
Student sSignature

#### **To be read and signed by student who is not participating:**

I have decided **not to participate** in any extracurricular activities sponsored by the School District for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to a urinalysis.

\_\_\_\_\_  
Student sSignature

\_\_\_\_\_  
Date

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**Students**

**Exhibit - Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information**

*For ease of administration, this letter combines the parent/guardian notices required by 10 U.S.C. §503(c), 20 U.S.C §7908, and 105 ILCS 5/10-20.5a, amended by P.A. 104-15.*

*On District letterhead*

Date

Re: Military Recruiters and Postsecondary Institutions Receiving Student Directory Information

Dear Parents/Guardians:

~~From time to time~~Periodically, military recruiters and postsecondary educational institutions, including in conjunction with the Ill. Student Assistance Commission (ISAC), are granted access to some or all of the following information: the names, telephone numbers, addresses, birth dates, and electronic mail (email) addresses of our secondary students. This information is used for recruiting purposes and/or to inform students of educational and career opportunities. The school must provide this information unless the parent/guardian, or the student if he/she has attained the age of 18, submits a written request that the student's records not be released without their prior written consent.

**Important:** If you do not want military recruiters, ~~or~~ institutions of higher learning, or ISAC to be given your secondary school student's name, telephone number, address, birth date, and/or email address, ~~and telephone number~~ without your prior written consent, please complete the form below and return it to the Building Principal.

Sincerely,

Superintendent

*To be completed and submitted to the Building Principal.*

**For parents/guardians:**

Do not release my child's name, telephone number, address, birth date, and/or email address to military recruiters, ~~or~~ institutions of higher learning, or ISAC without first obtaining my prior written consent.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature (if student is under age 18)

\_\_\_\_\_  
Date

**For ~~S~~students age 18 or older:**

Do not release my name, telephone number, address, birth date, and/or email address to military recruiters, ~~or~~ institutions of higher learning, or ISAC without first obtaining my prior written consent.

\_\_\_\_\_  
Student Name (*please print*)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student Signature (*if student is age 18 or older*)

\_\_\_\_\_  
Date

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## Students

### Exhibit - Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information <sup>1</sup>

**1. What does the Elementary and Secondary Education Act require of schools with regard to allowing military recruiters access to students?**

Schools receiving funds under the federal Elementary and Secondary Education Act (ESEA) must: (1) give military recruiters the same access to secondary school students as they provide to postsecondary educational institutions or to prospective employers or an institution of higher education, and (2) provide students' names, addresses, electronic mail (email) addresses (which must be the email addresses provided by the school, if available), and telephone listings (numbers) to military recruiters, when requested, unless parents/guardians or the student (18 years or older) have opted out (see Question 2, below). 20 U.S.C. §7908; 10 U.S.C. §503(c). Federal law requires schools to give military recruiters access to this information no later than 30 days after receiving a request from them. 10 U.S.C. §503(c)(1)(A)(iii). State law also requires schools to give access to this information, as well as students' birth dates, to military recruiters beginning on July 1, 2026, and every July 1 thereafter. 105 ILCS 5/10-20.5a.

**2. What information about students (and which students) must be disclosed to military recruiters by our administration?**

Secondary schools must disclose names, addresses, email addresses, birth dates, and telephone numbers of secondary students, unless parents/guardians, or the student if he/she has attained the age of 18 (~~an eligible student~~), have submitted a written request that the information not be released without their prior written consent.

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**3. What notification must schools provide to parents/guardians and eligible students before disclosing students' names, addresses, email addresses, birth dates, and telephone numbers to military recruiters and institutions of higher education?**

Under federal and State laws governing student records, schools must provide notice to parents/guardians and eligible students of the types of student information that it releases publicly. This type of student information, commonly referred to as *directory information*, includes names, addresses, email addresses, birth dates, and telephone numbers. The notice must include an explanation of a parent/guardian's or eligible student's right to request that the information not be disclosed without prior written consent. Under the Elementary and Secondary Education Act, schools must notify parents/guardians that the school routinely discloses names, addresses, email addresses, and telephone numbers to military recruiters and institutions of higher education upon request, subject to a parent/guardian's or eligible student's written request not to disclose such information without their prior written consent. Similarly, State law provides military recruiters and public institutions of higher education access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released.

The footnotes should be removed before the material is used.

<sup>1</sup> This document answers many questions concerning the topic for school staff members and may be distributed at will.

A notice provided through a mailing or student handbook informing parents/guardians and eligible students of the above information is sufficient to satisfy the parental notification requirements. The notification must advise parents/guardians and eligible students how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

If a school does not release directory information, it still must provide students' names, addresses, email addresses, [birth dates](#), and telephone numbers to military recruiters and institutions of higher education upon request. The school must notify parents/guardians and eligible students: (1) that it discloses information to military recruiters and institutions of higher education, and (2) that parents/guardians and eligible students have the right to opt out of this disclosure.

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**4. Does recruitment take place in a private office or out in a common area?**

Neither federal nor State law addresses where recruitment takes place. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions recruiters and/or prospective employers. [Federal law does require school districts to provide military access to career fairs or similar events upon request made by military recruiters for military recruiting purposes.](#)

**5. How frequently are recruiters present?**

Neither federal nor State law addresses how often recruiters may have access to students. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions and prospective employers.

**6. What information does a military recruiter request of students during the interview?**

The type of questions military recruiters may ask students is generally not limited. Students may refuse to cooperate or even refuse to be interviewed.

**7. Can schools supervise recruiters to ensure they do not approach impressionable students too strongly?**

Federal law does not grant authority to schools to supervise military recruiting efforts. The school may still require military and postsecondary recruiters to abide by the District's policy governing conduct on school property.

**8. What are parents' rights relative to military recruiters on campus?**

Parents may instruct their children to forgo being interviewed by military and/or postsecondary recruiters or prospective employers.

**9. What information do schools provide to families relative to recruiting that goes on at school?**

Aside from the notice described in #3, neither federal nor State law addresses what information schools must provide to parents regarding the recruiting that takes place at school – this is a local issue to be determined by the Superintendent or Building Principal.

**10. Where can I get more information on the requirements of 10 U.S.C. §503?**

The Office of the Secretary of Defense may be contacted for copies of the statute, or questions relating to it. Please contact the Accession Policy Directorate as follows:

Director, Accession Policy  
4000 Defense Pentagon  
Washington, DC 20301-4000  
Telephone: 703/695-5529

**11. Where can I get more information on the requirements of §7908 of the ESEA?**

The Student Privacy Policy Office (SPPO) in the U.S. Dept. of Education administers the Family Educational Rights and Privacy Act (FERPA) as well as 20 U.S.C. §7908. School officials with questions on this guidance, or FERPA, may contact the SPPO by submitting an

online form at <https://studentprivacy.ed.gov/contact> or calling the SPPO's Student Privacy Help Desk at 1-855-249-9072.

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