

**POLICY MANUAL**  
**CAREER EDUCATION ASSOCIATES OF NORTH CENTRAL**  
**ILLINOIS**

BOONE-WINNEBAGO COUNTIES EDUCATIONAL SERVICE REGION  
Administrative Agent

**PARTICIPATING DISTRICTS**

Belvidere, District 100  
Harlem, District 122  
North Boone, District 200  
Rockford, District 205  
Hononegah, District 207  
Oregon, District 220  
Meridian, District 223  
Byron, District 226  
South Beloit, District 320  
Winnebago, District 323

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## ARTICLE 1 – INTRODUCTION

### Section 1

#### **Section 1.01 – Philosophy**

The Career Educations Associates of North Central Illinois shall function to coordinate vocational education programs and services for students enrolled in participating schools. The education for employment system exists to provide high quality vocational education programs which are efficiently operated and accessible to all students who can benefit from them.

The principal purpose for which the Career Education Associates of North Central Illinois exists is to prepare students for entry into employment or for further education. In support of the principal purpose, the following statements of belief are affirmed: The Career Education Associates of North Central Illinois exists to:

1. Assure that all students attain appropriate levels of achievement in areas fundamental to their continuing career development;
2. Assure that all students are prepared for successful transition to work, further education or later employment;
3. Assure equal opportunities to all students by providing access to education for employment programs and services in a non-discriminatory and equitable manner;
4. Articulate secondary education for employment programs and services with community college programs and services;
5. Assure that system programs are responsive to the ever changing nature of the labor market, to technological advances, to the changing nature of the workforce and to the changing developmental needs of the students;
6. Assure that a viable program of curriculum update, staff development, and equipment modernization be maintained within the education for employment system;
7. Assure that system programs reflect current employment practices;
8. Assure offering of a full-range of career related services to all students including those with special needs; and
9. Assure the continual assessment and adjustment of system programs and services.

In summary, the education for employment system will provide education for and about work. The system will endeavor to meet society's need for a skilled workforce and increase each individual's career opportunities and satisfaction. Vocational education benefits the individual and society by promoting appreciation for basic learning while simultaneously expanding career options. System programs and services will enhance member districts' capacity for providing quality vocational programs through judicious use of available resources.

*Philosophy adopted on May 1986.*

## **Section 1.02 – Rationale**

The education for employment system will provide education for and about work. The system will meet the area's needs for competent workers and provide individuals with career opportunities and satisfaction. Education for employment benefits both the individual and society by promoting appreciation for basic learning while simultaneously expanding career options. The Career Education Associates of North Central Illinois will facilitate efforts of the participating local education agencies (LEAs) to provide comprehensive programs to all students who can benefit from education for employment training opportunities. Through cooperative efforts, both large and small agencies can provide high quality vocational programs and services which are efficient and accessible to all who need and want them. Further, the system will attempt to utilize all available resources within the region to achieve the purpose.

*Rationale adopted on May 1986.*

## **Section 1.03 – Goals and Objectives**

The following goals and objectives are aligned with the goals and objectives of participating districts and are established to provide impetus for action based on the philosophy and rationale contained herein:

### GOAL 1:

To provide education for employment programs that are realistic in light of actual or anticipated opportunities for gainful employment.

#### Objectives:

- 1.1 To monitor national, state and regional labor market information,
- 1.2 To make adjustments in system programs and services in light of changing labor market demands,
- 1.3 To organize and utilize an effective program advisory committee system,
- 1.4 To maximize interface with business and industry within the education for employment system, and
- 1.5 To coordinate system programs and services with other organizations such as the Job Service, Department of Labor, Department of Commerce and Community Affairs, etc.

### GOAL 2:

To assure that vocational education programs and services are available to all students who need, and can profit from them.

#### Objectives:

- 2.1 To conduct a periodic follow-up of all students who have been served by system programs,
- 2.2 To monitor prospective students with regard to their career development needs,

- 2.3 To make appropriate adjustments in system programs and services in light of information obtained from follow-up surveys,
- 2.4 To provide new system programs and services based on identified needs, and
- 2.5 To facilitate understanding among participating districts of system programs and services.

GOAL 3:

To provide ancillary services necessary to foster and maintain high quality programs.

Objectives:

- 3.1 To coordinate career guidance services for students within the system,
- 3.2 To provide job placement services for program completers and early leavers,
- 3.3 To develop and/or coordinate a staff development program for system personnel,
- 3.4 To periodically evaluate education for employment system programs and services,
- 3.5 To adjust system education for employment programs and services in light of information collected,
- 3.6 To assure development and delivery of competency-based programs of instruction that are based on employer validated task lists, and
- 3.7 To maintain a program of equipment and facility evaluation and update.

GOAL 4:

To assure that education for employment programs are developed for all eligible clientele.

Objectives:

- 4.1 To assure that education for employment programs and services are available to all students regardless of race, color, age, national origin, sex, or handicap,
- 4.2 To assure that all education for employment programs are free from sex bias,
- 4.3 To inform non-public local education agencies of education for employment system opportunities,
- 4.4 To provide special services for disadvantaged, handicapped, and limited English proficient students to help them succeed in vocational programs, and
- 4.5 To provide special services for adult retraining as well as single parents and homemakers to help them gain marketable skills.

GOAL 5:

To facilitate linkages among governmental agencies, educational institutions, labor, industry, commerce, and the professions.

Objectives:

- 5.1 To facilitate cooperative efforts among career service providers within the education for employment system,
- 5.2 To utilize available personnel, equipment, facilities, supplies, and services obtainable from private business and industry within education for employment boundaries,
- 5.3 To make maximum use of appropriate types of experimental programs,
- 5.4 To monitor education for employment programs and services offered by all institutions and agencies within the education for employment system, and
- 5.5 To facilitate understanding by regional institutions and agencies of programs and services offered by the education for employment system.

*Goals and objectives adopted on May 1986.*

## ARTICLE 2 – BOARD OF CONTROL

### Section 2.00

#### **Section 2.01 – Organization**

Meetings of the Board of Control shall be held at least quarterly. Meetings shall be held in the Rockford Area Career Center unless changed by Board action. Meetings will be held in accordance with the Illinois Open Meetings Act which provided that all meetings of public agencies in the State exist to conduct the peoples' business.

From its Membership the Board of Control shall elect a President, Vice-President, Secretary, and Assistant Secretary each of whom shall serve for a term of one year. This election will occur at the regular August meeting of each fiscal year.

A special meeting of the Board may be called by the President or by any three Board members. The Secretary of the Board of Control shall give each member at least 48 hours written notice or 24 hours personal notice prior to the special meeting. The notice must state the time, place, and purpose(s) of the meeting. Public notice shall be given at least 24 hours prior to any special meetings.

A majority of all voting members present shall constitute a quorum of the Board of Control and a majority vote of those present is required for official action.

To insure that complaints and concerns are resolved at the lowest level possible, organizations and individuals who desire to address the Board shall contact the Director who shall include them on the agenda of the next regularly scheduled meeting. In the event that organizations or individuals appear at a Board meeting without previous notice, their request to be heard may be postponed until the next regular meeting.

All regular and special meetings of the Board of Control shall be public and open unless by a majority vote the Board adjourns to a closed session to discuss matters expressly allowed by the Open Meetings Act.

Robert's Rules of Order, Revised shall govern the conduct of all regular and special meetings of the Board.

An agenda shall be prepared by the President of the Board of Control in advance of each regular meeting and shall be submitted to Board members at least two days before such meetings. Agendas shall set forth orders of business and shall be accompanied by supporting data.



Agendas for regular business meetings shall include:

1. Call to order,
2. Roll call,
3. Approval of minutes,
4. Approval of agenda,
5. Audience participation,
6. Approval of bills,
7. Old business,
8. New business,
9. Informational, and
10. Motion to adjourn.

Records of all official actions of the Board of Control shall be set forth in full in the minutes. The minutes are official after the Board meets and approves them. The minutes shall be retained as permanent, official records. The Secretary shall act as custodian of the minutes and shall make them available to any citizen desiring to examine the same.

Duplicated copies of the minutes shall be prepared promptly after each meeting and shall be distributed to each Board member.

*Policy adopted on May 1986.*

### **Section 2.02 – Membership**

Full voting membership in the Career Education Associates of North Central Illinois is extended to all districts within reasonable distance and which satisfy applicable laws and reasonable distance and which satisfy applicable laws and regulations, including regulations of the Board of Control. No district shall be excluded if it is willing to assume legal, equitable administrative costs, provided approval is granted by the Board of Control. A two-thirds vote of the Board is required to admit a new district.

*Policy adopted on May 1986.*

### **Section 2.03 – Voting**

Votes shall be by a voice vote of “yes” or “no” or “abstain” and the votes shall be recorded.

Each motion which is voted upon shall be recorded in the minutes together with the record of voting and the President’s ruling as to the disposition of the motion, i.e., “passed or failed”. On all questions involving expenditures, or transfer or dismissal of personnel, a roll call vote shall be taken and the yeses, no’s, and abstentions entered in the record of proceedings of the Board. On all other matters, the vote may be taken vocally.

*Policy adopted on May 1986.*

## **Section 2.04 – Duties and Responsibilities**

Major duties of the Board of Control shall include:

1. Establishing policies for the operation of the education for employment system;
2. Employing personnel needed to carry out the philosophy and goals of the system;
3. Adopting a budget for the system;
4. Considering recommendations and issues brought before it;
5. Determining salaries of system employees;
6. Adopting policies and procedures necessary for effective and efficient operation of the system;
7. Approving payment of monthly bills;
8. Acting as the final appeal for all system-related issues;
9. Assuring appropriate communication of actions taken;
10. Providing safe keeping for all system records;
11. Overseeing annual audit of all system funds and accounts;
12. Maintaining an effective public relations program;
13. Orienting new members to the Board of Control;
14. Determining system programs/courses and services; and
15. Evaluating system programs/courses and services.

*Policy adopted on May 1986.*

## **Section 2.05 – Board Sub-Committees**

Special sub-committees of the Board may be appointed by the President for any purpose approved by the Board. The function of such sub-committees shall ordinarily be fact finding, and their reports shall be made to the Board for discussion and action. The function of such committees may be legislative or administrative when so authorized by special action of the Board. The President of the Board shall be an ex-officio member of all sub-committees. Special committees shall be discharged upon completion of assignments.

*Policy adopted on May 1986.*

## ARTICLE 3 – ADMINISTRATION

### Section 3.00

#### **Section 3.01 – Administrative Agent**

In accordance with Section 3-15.14 of the Illinois School Code, the Boone-Winnebago Counties Education Service Region superintendent shall be designated as Administrative Agent.

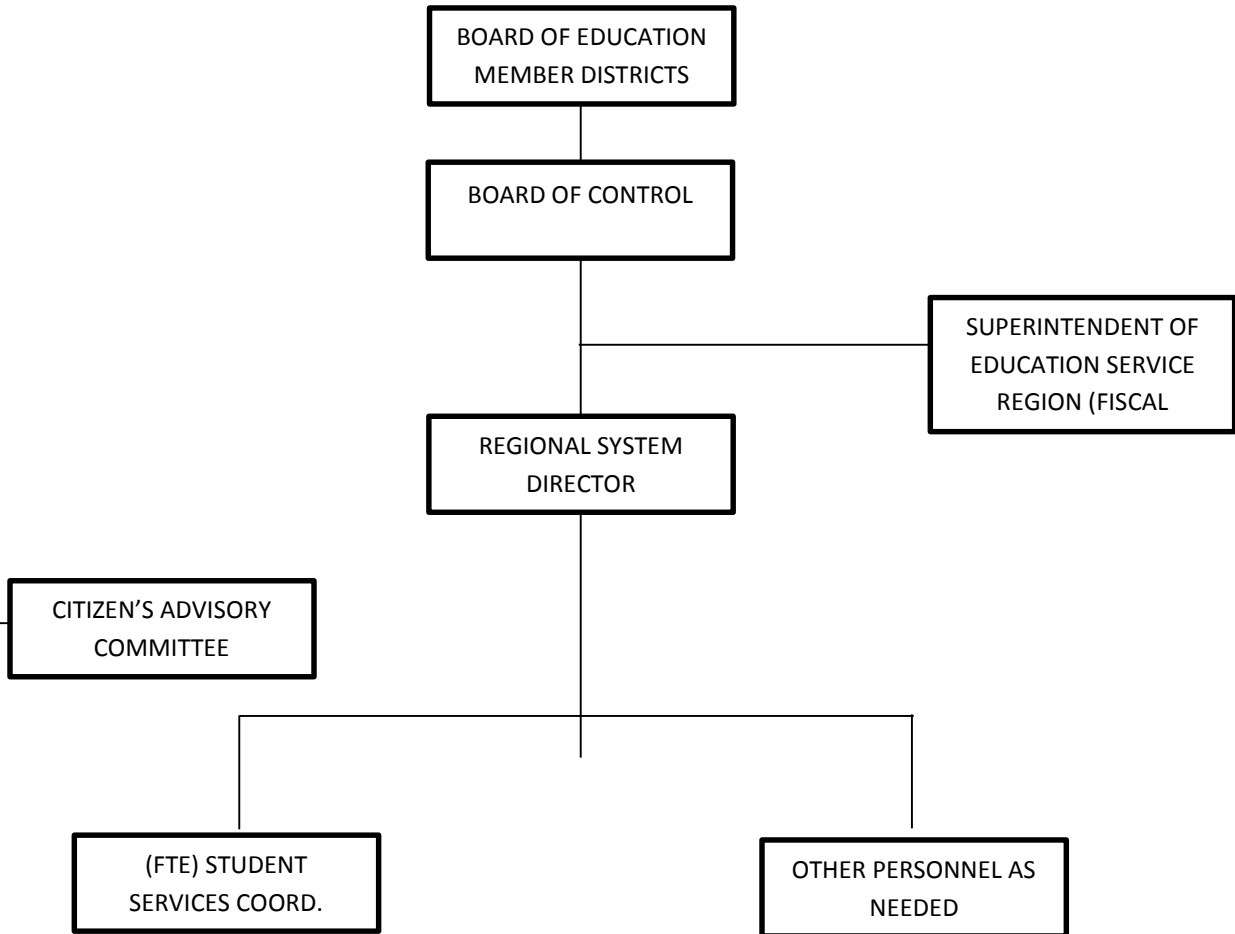
Designation of the Administrative Agent under the Cooperative Agreement may be changed by the Board upon approval by two-thirds, vote of the member boards of education as outlined in the Intergovernmental Agreement. The effective date of any change of designation of Administrative Agent shall be the beginning of the Intergovernmental Agreement's fiscal year. A vote to change the designation of the Administrative Agent must occur prior to March 31 to be effective in the coming fiscal year.

After a vote to change designation, all districts, and the Administrative Agent, may agree by stipulation to accelerate or postpone the effective date of the change.

Said Agent shall be the legal and fiscal entity required to execute the program in accordance with Section 10-22.31a of the School Code. The Agent shall be responsible for establishing and directing the fiscal and accounting requirements and procedures of the system.

*Policy adopted on May 1986.*

**Section 3.02 – ADMINISTRATIVE STRUCTURE**



*Organizational Chart adopted on May 1986.*

### **Section 3.03 – Duties of System Personnel**

#### Duties of the Director

The Director may be an employee of a member district and under contract to the SYSTEM, or an employee of the administrative agent and shall report directly to the Board of Governors.

The \_\_\_\_\_ shall prepare and present policies relative to development, implementation, and supervision of the education for employment system for approval by the Board. Such policies shall be in accordance with provisions of Illinois law. These policies shall be administered by the Director and staff under supervision of the \_\_\_\_\_ in accordance with established, written procedures.

The Director shall be responsible for operation of the system in accordance with policy established by the Board. The Director's duties shall include supervision of professional and non-professional system staff, budgeting, financial planning and management, curriculum development, and other tasks necessary for effective and efficient operation of the system.

The Director of Career Education Associates of North Central Illinois receives authority from the system's Board of Control.

The duties and/or responsibilities of the Director are to:

1. Implement policies established by the Board of Control;
2. Coordinate activities of the education for employment system;
3. Maintain close working relationships with community and state agencies and area commerce, industry, and labor organizations, to provide training consistent with identified needs;
4. Continuously appraise and evaluate the total education for employment program to achieve the established goal of providing opportunities for people to prepare for gainful employment;
5. Maintain current knowledge of all pertinent rules and regulations affecting vocational education;
6. Actively pursue state and federal funds for vocational and technical education programs;
7. Assume responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state and other external agencies;
8. Recommend needed vocational and technical programs for post-graduate and alternative programs for non-graduates;
9. Assist with supervision of all instructional personnel in the vocational education program;
10. Coordinate gathering, selecting and analyzing of data with respect to jobs available to area high school program completers;
11. Work to identify and define local job opportunities and the role of schools in meeting these opportunities;
12. Arrange and direct in-service education for vocational and related staff;
13. Interpret the education for employment program to the public;
14. Prepare and administer the budget and use appropriate bid procedures to purchase equipment and supplies;
15. Promote health and safety in the educational program by conforming with regulations of the State;
16. Provide leadership for the system's instructional programs and services;
17. Initiate curriculum development activities to improve system programs;

18. Make recommendations for long-term adjustments, changes, additions, and deletions to the vocational education program to meet changing job trends and needs;
19. Assist in the recruitment and screening of system personnel;
20. Maintain membership in, and participate in, the affairs of professional societies devoted to the advancement of vocational education. The Director's membership in the Illinois Vocational Association and the American Vocational Association shall be paid by the Board;
21. Establish lay advisory committees and appoint members to such committees;
22. Maintain all records, inventories, and reports pertaining to the system;
23. Provide leadership for the development and conduct of a public relations program;
24. Transmit communications from the Administrative Agent and/or Board of Control to members of the instructional and non-teaching staff, and from them to the Agent and the Board;
25. Maintain administrative relationships with the State Board of Education to prepare documents such as the Local Plan, claims and reports, the Quality Assistance Plan, equipment requests, and others;
26. Participate with the area Educational Service Center for the VIP Program; and
27. Perform other duties as assigned by the Board of Control or Administrative Agent.

#### Duties of Student Services Coordinator

The Student Services Coordinator shall:

1. Work through counselors of member high schools to provide an overall vocational guidance program to acquaint students with the world of work and with programs offered by the system;
2. Provide and/or coordinate assessment of the interests, abilities, and special needs of students ;
3. Coordinate job and post-secondary educational placement services for program completers or early leavers;
4. Conduct periodic meetings of guidance personnel to plan, conduct, and evaluate student services, including managing the Guidance by Objectives System;
5. Inform guidance personnel of opportunities available in the system;
6. Coordinate services for handicapped, disadvantaged, and other special needs students in system programs;
7. Facilitate career development of students in system programs; and
8. Establish and maintain a system for follow-up of program completers and early leavers.

*Policy adopted on May 1986.*

### **Section 3.04 – Advisory Committees**

#### Duties

Two types of advisory committees will be utilized. They are (a) General Advisory Committee (GAC) and (b) Program Advisory Committee (PAC).

The GAC shall be composed of citizens, employers, and educational and labor representative (of the geographical area), and shall be formed for the purpose of advising the Director and the Board regarding the education for employment system.

Among responsibilities of GAC's are to:

1. Serve as a communication channel between the education for employment system and community groups and to assist in identifying program needs;
2. Foster cooperation and understanding between employers, the general public, and the system;
3. Speak on behalf of community leaders in suggesting curricula;
4. Suggest related and technical information which should be considered in development of vocational programs;
5. Suggest ways of improving dissemination of program information;
6. Keep the system informed of changes in specific needs in the labor market, and review the curricula in light of local, state, and national needs;
7. Assist in recruiting students, providing facilities, and placing qualified graduates in appropriate positions;
8. Assist in the evaluation of the vocational programs;
9. Give advice on space needs for vocational program;
10. Recommend ways through which vocational needs can best be met; and
11. Suggest and support needed local, state, and national action to assure, adequate occupational education programs.

Among responsibilities of PAC's are to:

1. Speak on behalf of employers and employees from specific vocational program areas;
2. Serve as a communication channel between programs and community occupational groups.
3. List specific skills, and suggest related and technical information, for the program and courses required for entry into, and advancement in, a specific occupational cluster;
4. Advise regarding skills, knowledge, and attitudes needed to prepare students for entering into occupations;
5. Recommend characteristics of facilities and equipment for the vocational program area;
6. Make suggestions which will promote the highest quality program;
7. Recommend standards of competency and achievement necessary to enter into employment and advancement in the occupational area;
8. Participate in evaluations of the program of instruction;
9. Suggest ways for improving dissemination of program information to potential students and employers;
10. Keep the system informed of specific changes in the needs of the labor market;
11. Provide a means for the system to inform the community of needed vocational programs; and
12. Assist in long-term program planning.

Membership

1. The GAC shall be composed of at least one member nominated by each LEA;
2. The GAC shall be composed of not more than 30 members;
3. The GAC membership shall be representative of the population served by the education for employment system;
4. Appointment of members to the GAC shall be made on recommendations of the Director by the Board of Control;
5. The GAC and PAC chairpersons shall be elected by the respective committee membership;

6. The Director shall, to the extent possible, serve as secretary of each committee;
7. The personal qualifications of advisory committee members shall be:
  - a. willingness to devote time to the committees,
  - b. wide range of experience,
  - c. recognize leadership,
  - d. commitment to vocational education,
  - e. Interest in development of education for employment, and
  - f. knowledge of the region.
8. One member from each PAC shall be a member of the GAC;
9. Each PAC shall be composed of 6-8 members;
10. Members of each PAC shall be nominated by instructional personnel in respective program areas; and
11. Members of the GAC and PAC will be appointed for one year.

#### Organization

1. Bylaws governing the operation of the advisory committees shall be formulated by committee members with direction from system personnel;
2. The Director shall, to the extent possible, represent the Administrative Agent at all meetings;
3. The Director shall work with each committee chairperson to establish meeting times and places, formulate agendas, and assure proper committee operation;
4. The Director shall be responsible for recording and disseminating minutes of each meeting;
5. The Director shall develop a handbook for advisory committee members; and
6. Advisory committee recommendations shall be made to the Director for transmission to the Administrative Agent and Board of Control.

*Policy adopted on May 1986.*

#### **Section 3.05 – Student Services**

Student services for Career Education Associates of North Central Illinois will be delivered through the following methods:

1. The Education for employment system will designate one full-time equivalency (FTE) staff member to coordinate services within the system. This staff member will coordinate student services activities in the system;
2. The student services coordinator will work with local guidance counselors who will be responsible for testing, placement, and counseling of students;
3. Meetings will be held monthly during the school year to coordinate student services activities of the region.

*Policy adopted on May 1986.*



### **Section 3.06 – Secretary/Bookkeeper**

The secretary/bookkeeper for the Career Education Associates of North Central Illinois shall:

1. Be employed for twelve (12) months;
2. Be directly responsible to the Director of the system;
3. Provide and maintain records and filing systems as the Director may determine necessary;
4. Be responsible for providing secretarial services for the system; and
5. Perform other reasonable duties requested by the Director.

*Policy adopted on May 1986.*

### **Section 3.0-7 – Fair Employment Practices**

No employee, student, Parent., or any other person having affiliation with Career Education Associates of North Central Illinois shall on the basis of age, color, sex, race, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity under the jurisdiction of the education for employment system. The question of jurisdictional responsibility may vary from one region to the next. The administrative agent, system, board, or agency delivering the program may all have varied responsibilities in this regard.

#### Grievance Procedures

When any person shall have a complaint relating to any form of discrimination, the following steps shall be taken.

#### *Step I*

- (a) Complaints of employees shall first be brought to the attention of their immediate supervisors for efforts toward resolution within ten (10) school days from the occurrence.
- (b) Complaints of students, parents, and other persons having affiliation with the school shall first be brought to the attention of the building principal within ten (10) school days from the occurrence for efforts toward resolution.

#### *Step II*

Written complaints shall be forwarded within ten (10) school days to the coordinator of the program for compliance with section 504 of the Rehabilitation Act and the program for compliance with Title IX who is \_\_\_\_\_.

Lack of resolution shall lead to:

#### *Step III*

Written complaints, and written responses, shall be forwarded within ten (10) school days to the system Board of Control for final disposition at the local level.

NOTE: Due process shall exist throughout the procedure with the right to: (1) representation, (2) present witnesses and evidence, (3) confidentiality, (4) review relevant public records, (5) proceed without harassment and/or retaliation.

## Title and Sections Applicable

### TITLE VI

Section 601. No person shall, on the ground of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.

### TITLE IX

No person shall, on the basis of sex be excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity receiving Federal financial assistance.

### SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any program receiving Federal financial assistance.

*Policy adopted on May 1986.*

### **Section 3.08 – Sexual Harassment**

It is the policy of CEANCI Board of Governors that there be no discrimination against any employee or applicant on the basis of sex. In keeping with that policy, the Board of Governors will not tolerate sexual harassment by any of its employees. It is the Board of Governor's policy that all employees are responsible for assuring that the workplace is free from sexual harassment.

Sexual harassment is a violation of federal and state law. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an implicit or explicit condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Any employee who has a complaint of sexual harassment by anyone, including supervisors, co-workers, or non-employees must bring the problem to the attention of the responsible CEANCI officials. Employees may bring their complaints to the Director, Fiscal Agent, or chairperson of the Board of Governors. All complaints should be reported in a timely manner so they can be promptly investigated. Special privacy safeguards will be applied in handling sexual harassment complaints.

In that each employee is responsible for preventing sexual harassment, each employee will also be held responsible for taking all appropriate actions to remedy sexual harassment, including coming to the aid of a fellow employee so affected, as well as reporting such conduct. Strict confidentiality will be kept for those employees reporting or providing information about sexual harassment, as well as (pending the

investigation) for the person accused. The fact that an employee has brought a sexual harassment complaint (and the surrounding investigation) will not be disclosed to subsequent employers.

The Board of Governors considers sexual harassment to be a major offense which may result in the reprimand, suspension or discharge of the offender. Those employees who fail to aid an employee subjected to sexual harassment may also be disciplined.

*Policy adopted on June 3, 1994.*

### **Section 3.09 – Fiscal Year**

The fiscal year shall begin on the first day in July in each year and end on the last day of June the following year (July 1-June 30).

*Policy adopted on May 1986.*

### **Section 3.10 – Travel Compensation**

Reimbursement for professional travel will be made to system staff, affiliated school personnel, and other individuals for costs of travel incurred as party of a CEANCI activity commensurate with the rates paid by the Illinois State Board of Education. Reimbursement shall be paid for costs incurred that related to travel, per diem, lodging, registration fees and any other costs associated with professional travel. All travel shall be pre-approved by the CEANCI Director on the appropriate travel form to be eligible for reimbursement.

The system mileage reimbursement rate is that of the Internal Revenue Service and will be adjusted as appropriate.

Claims for travel reimbursement shall be submitted on appropriate CEANCI forms. Travelers shall indicate the purpose of the travel and itemized costs. Claims shall be accompanied by receipts.

*Policy adopted on April 30, 2003.*

### **Section 3.11 – Food Related Expenditures**

CEANCI will permit the purchase of food-related items for project activities such as staff development, curriculum development and business/industry partnership meetings related to training. Costs will be budgeted in funding applications and amended if necessary and must be necessary to the completion of grant activities.

Costs associated with food-related expenditures must be reasonable and necessary and include appropriate records to authenticate cost.

Contract food-related expenditure guidelines are as follows:

1. Food-related expenditures must be budgeted and requested in the original funding application or through the amendment process.
2. The expenditure request includes a written explanation of the purpose of the expenditure, the maximum cost per person and the total projected cost.
3. Costs associated with food-related expenditures must be reasonable and necessary to achieve the intent of the grant/contract and cannot be at variance with local policy governing the purchase of food-related expenditures.

The following clarifications are applicable to the above guidelines:

- Any entity making expenditures for food-related purchases will be audited against the above guidelines and must maintain appropriate records including cancelled checks, invoices, and other documentation such as agendas, participant lists, etc., to substantiate the food-related costs.
- Food-related costs for events which are primarily social including receptions, open houses, etc., are not permitted.
- Alcoholic beverage expenditures are not permitted.
- Food-related costs for award banquets and other ceremonies including culminating events are not approved grant/contract expenditures unless otherwise provided for under specific guidelines, rules, and regulations governing the grant/contract.
- Food-related costs for students as part of their regular in-class functions are not permitted.

*Policy adopted on April 30, 2003.*

### **Section 3.12 – Consultants and Contractual Services**

The Career Education Associates of North Central Illinois may contract with individuals or agencies for specific services related to system activities. Such contracts for service shall be by written agreement specifying work to be done, timelines, cost, Illinois State Board assurances and other appropriate considerations.

Consultants and other individuals providing contractual services shall be employed as independent contractors and will not be eligible for employee benefits accruing to regular CEANCI personnel.

Contractors shall be bound by the same rules, assurances and other applicable legal considerations as the system.

Claims for reimbursement shall be submitted by contractors on appropriate CEANCI forms which shall indicate the purpose of the travel and itemized costs. Claims shall be accompanied by receipts.

*Policy adopted on April 30, 2003.*

**Section 3.13 – Consultant Fees**

Consultants shall be engaged at the best rate negotiated. Factors such as the number of districts represented, number of individuals anticipated to attend, and the credentials of the presenting consultant shall be considered.

*Policy adopted on April 30, 2003.*

## ARTICE 4 – INSTRUCTIONAL PROGRAM

### Section 4. 00

#### **Section 4.01 – System Regional Program Philosophy**

System programs exist to provide high quality education programs which are efficiently operated and accessible to all students who can benefit from them. System programs will develop and sustain respectful relationships through responsiveness to the ever-changing nature of the labor market, to technological advances, and the needs of the individual students enrolled in the programs. System programs and services will enhance member districts' capacity for providing quality career and technical education programs through judicious use of available resources.

*Policy adopted on August 2014.*

#### **Section 4. 02 – Career Center Designation**

Designated centers must be approved by the CEANCI Board of Governors and the hosting high school. CEANCI Career Centers offer facilities/instruction in the schools' a) existing class section/s or b) additional/new class section/s.

Program locations will be selected based on the following preferred criteria:

1. Facility physical attributes
2. High quality equipment and technology
3. Availability of space and instructors
4. Proximity to participating districts
5. Classrooms/Labs located in close proximity of each other with ease of access for student travelers to come in and out of that area of the building.
6. Appropriate space for transportation, movement and parking

*Policy adopted on August 2014.*

#### **Section 4.03 – Programs of Study**

System instructional programs are available to all high school juniors and seniors in the CEANCI region. Each POS must contain a sequence of courses that are approved by the ISBE and are instructed by an ISBE approved career and technical education instructor. The instructional system used by Career Education Associates of North Central Illinois is designed to provide outcome-oriented programs that lead to or acquire post-secondary and/or industry-recognized credentials. Where appropriate, system programs will be aligned with post-secondary programs offering students articulated or dual-credit.

Selection of POS will be based on the combination of the needs of the local and regional workforce and adequate program interest (students/employers).

*Policy adopted on August 2014.*

#### **Section 4.04 – Student Selection**

The program admission requirements are established by the Program Curriculum Review Committee. Proportional Student Selection is used to ensure fair and equal student access to CEANCI Career Centers. Students' selection is based on the sending schools' size and the number of program applicants.

*Policy adopted on August 2014.*

#### **Section 4.05 – Program Tuition**

The Financial Advisory Committee in collaboration with the designated Career Center establish program tuition on an annual basis. Regional Program tuition rates are approved by the CEANCI Board of Governors.

All sending schools, including the hosting high school pay program tuition. Program tuition will be based on space rental, instruction and curriculum, and administrative expenses.

*Policy adopted on August 2014.*

#### **Section 4.06 – Safety**

Safety instruction in each of the program areas is the responsibility of the instructor. Safety instruction will be evaluated by each instructor. Records should be maintained by each system instructor showing complete student understanding of instructions presented.

*Policy adopted on August 2014.*

#### **Section 4.07 - Monitoring Student Progress**

The hosting site grading system will be followed to monitor student academic progress. Student academic progress at Regional Program sites that are not an educational institution will be monitored by CEANCI. All Regional Program sites will communicate student academic progress to the sending schools on a quarterly basis.

*Policy adopted on August 2014.*

#### **Section 4.08 – Field Trips**

Field trips for Regional Program students shall be educational in nature and related to the respective career and technical program.

Field trips for vocational system students shall be educational in nature and related to the respective vocational program. The building principal's approval of field trips must be secured ten (10) days prior to the date of the activity. Instructors must secure parental permission for each student to take part in the field trip. Field trip permission forms shall be used.

*Policy adopted on August 2014.*



## ARTICLE 5 – COMMUNITY RELATIONS

### Section 5.00

#### **Section 5.01 - Rationale**

It is the intent of Career Education Associates of North Central Illinois and its staff to explain to the public the work and activities of the system. Frequent news releases are encouraged. News items which pertain to system personnel or to the system itself, shall be approved by the Director before being released to the press.

*Policy adopted on May 1986.*

#### **Section 5.02 – Community Involvement**

The Administrative Agent and the Board of Control believe that the best interests of the system are served when lay citizens and professional educators work together, toward educational improvement. Residents of the systems' districts are encouraged to express their opinions regarding the quality of education offered by the system. Constructive criticism of the system is welcomed when it is motivated by a sincere desire to improve the quality of the educational programs offered by the system.

*Policy adopted on May 1986.*

#### **Section 5.03 – Producing Goods and Providing Services**

System students may produce goods and provide services for community organizations or groups only to the extent that such production furthers students' educational development and is in compliance with the state and federal law. Care must be exercised to avoid providing unfair competition for free enterprises operating within the Career Education Associates of North Central Illinois.

*Policy adopted on May 1986.*

## ARTICLE 6 – STUDENTS

### Section 6.00

#### **Section 6.01 – Attendance Policy**

Student attendance in system programs shall be regulated by the home school calendar. Students attending system programs in location other than their home schools must follow the attendance requirements established by the host school. Conflicts arising from attendance problems resulting from students from one school attending another school should be brought to the Director for resolution.

*Policy adopted on August 2015.*

#### **Section 6.02 Student Suspension**

Students will be suspended only for gross disobedience or misconduct. Any one of the following violations (considered to be gross disobedience or misconduct) may be cause for suspension from the system for a period of time not to exceed ten (10) days. Hearing officers from respective school district shall hear suspension cases.

1. Threatening or striking a school employee;
2. Deliberate destruction of school property;
3. Possession for sale or furnishing of narcotics, cannabis, unauthorized controlled substances or alcoholic beverages;
4. Theft;
5. Possession of a weapon;
6. False fire alarm or bomb threat;
7. Setting a fire or using an explosive; and
8. Unmodified and persistent behavior as listed below.

The following offenses are considered less serious. A student in violation of these policies will be suspended from class for a period not to exceed five (5) days.

1. Striking or fighting with another student;
2. Defiant or disrespectful behavior toward authority;
3. Possession or under the influence of narcotics, cannabis, unauthorized controlled substances or alcoholic beverages;
4. Violation of safety rules or regulations;
5. Intimidation of another student;
6. Continuous disruptive classroom behavior;
7. Smoking tobacco in the school building;
8. Failure to abide by corrective measures;
9. Conduct unbecoming a student; or
10. Unmodified and persistent behavior as listed below.

A student may also be referred to the office for lesser offenses and will be suspended for a period not to exceed two (2) days.

1. Engaging in “horseplay” or rowdy behavior including but not limited to pushing, shoving, throwing objects, or excessive noise;
2. Smoking tobacco outside the building and outside the designated area;
3. Use of abusive language including profanity and racial remarks;
4. Attending classes without required materials (uniform, tools, safety glasses, etc.);
5. Failure to participate in class/laboratory activities;
6. Leaving assigned class/laboratory early without permission;
7. Unsafe driving practice to and from regional system classes;
8. Failure to comply with classroom rules and regulations;
9. Improper dress that may disrupt the educational process; or
10. Truancy.

Flagrant or continued violation of conduct standards as listed under reasons for referral shall constitute good and sufficient reason for suspension from system classes.

The following actions are authorized to be taken when there is a breach of school rules and regulations.

1. Detention with assigned work activities;
2. Denial of privileges which may include expulsion from class or extra-curricular activities;
3. In-house suspension;
4. Suspension from one (1) to ten (10) days. Generally, suspensions are also applicable at the home school and vice-versa; and
5. Expulsion.

The suspension shall be reported immediately to the parent or guardian and the home school principal. The report to the parents shall be made by letter through registered mail or by personal delivery. The letter shall give a full statement of the reasons for the suspension and notice to the parents or guardian regarding their rights to a review.

1. All requests for review shall be made by the parent or guardian within five (5) days after receipt of notice of suspension and shall be made to the person ordering the suspension;
2. The parent or guardian requesting the review shall appear and discuss the suspension with the hearing officer appointed by the Board of Control. Hearings shall be held within five (5) days after receipt of the request for review;
3. Thereafter, the hearing officer shall report to the Board by written summary the evidence heard at the meeting;
4. Upon receipt of the report, the Board may take such action as it finds appropriate and any hearings thereon shall be held in executive session for the protection of the student involved;
5. The Board of Control, by a majority vote, may recommend to the Administrative Agent that a student be expelled for the remainder of the school year; and
6. The Administrative Agent will conduct a review of the Board of Control’s recommendations and take formal action as to the disposition of the case.

*Policy adopted on August 2014.*

### **Section 6.03 – Student Records**

A parent or guardian, or any person specifically designated as a representative by a parent or guardian, shall have the right to inspect and copy all student permanent records of that parent's or guardian's child. A student shall have the right to inspect and copy his or her permanent record. Access shall also be granted to the following parties:

1. The official records custodian of another school within Illinois or an official with similar responsibilities in a school outside Illinois, in which the student has enrolled or intends to enroll , upon request of such official or student;
2. Any person for the purpose of research, statistical reporting or planning, with the permission of the State Board of Education or an authorized official of such board, provided that no student or parent can be identified from the information released;
3. Any person specifically required by State or Federal law; and
4. Any person, such as a potential employer, with the prior specific dated, written consent of the parent or guardian designating the person to whom the records may be released, provided that, at the time any such consent is obtained, the parent shall be advised in writing that he or she has the right to inspect and copy such records.

As provided in the Illinois School Code, the system shall:

1. Take reasonable measures to assure that all persons accorded rights or obligations under this Act are informed of such; and
2. Take all action necessary to assure that school personnel are informed of this Act.

*Policy adopted on August 2014.*

### **Section 6.04 – Sickness or Injury**

When a transported student becomes ill or is injured at a system class or activity, the Assistant Director, or appropriate representative shall be notified immediately. If the illness or injury is of a serious nature, the parents, or their designated representatives, and home school shall be notified. Medical emergencies may require prompt action to save life, limb or to alleviate extreme pain, and in such situations, medical attention will be sought first, and notification will be accomplished as soon as possible.

An accident report shall be filled out and given to the Director on the day the accident occurs.

Accidents or illnesses of students attending their home school shall be handled using procedures established by the home school.

*Policy adopted on August 2014.*

### **Section 6.05 – Enrollment Policy**

All students from member high schools are eligible to attend system programs. Students who are attending private schools may attend system classes and are considered as participants from the local district in which they reside.

Upon the recommendation of the Director, the Career Education Associates of North Central Illinois will accept students not attending a participating high school in system vocational programs on a space available basis. Tuition is to be paid by the sponsoring agency for the period of enrollment.

*Policy adopted on August 2014.*

### **Section 6. 06 – Transportation**

Transportation of students both to and from system programs is to be provided by the local school districts. Teachers in system programs may for instructional purposes, request that a student drive a vehicle, but only with a properly issued student parking permit and a valid driver's license.

*Policy adopted on August 2014.*

## ARTICLE 7 – BUSINESS AFFAIRS

### Section 7.00

#### **Section 7.01 – Records Maintenance**

The administrative agent shall be responsible for maintaining the accounts and supporting documents of the system in auditable form. He/she shall prepare, or cause to be prepared, all fiscal reports and keep necessary records to control adequately the financial transactions of the system and prepare financial statements.

Financial statements will be prepared in compliance with the Illinois Program Accounting Manual under the direction of the Director, and shall be submitted to the Board at regular monthly meetings.

The Director shall file all fiscal reports with county, state, or federal agencies, as required.

The official minutes of the Board of Control and those financial records which become a part of the official audit may not be removed from the building, except upon authorization of the Director.

*Policy adopted on May 1986.*

#### **Section 7.02 – Budget**

The Board of Control shall cause to be prepared, and shall adopt an annual budget in accordance with Section 17.1 of the School Code of the State of Illinois.

A tentative budget shall be prepared and presented by the Director at the regular May meeting of the Board of Control. The final copy of the tentative budget shall be prepared by the Director for presentation at the regular June meeting of the Board of Control.

*Policy adopted on May 1986.*

#### **Section 7.03 – Purchasing and Accounting**

The business records of the Career Education Associates of North Central Illinois are public property and are open to all citizens of the participating districts who wish to inspect or review them at any time during regular business hours. All purchasing for the system shall be done by official purchase order issued through the office of the Director. Purchase orders shall be serially numbered and issued in quadruplicate. They shall show the vendor, the item ordered and the price for each item. All purchase orders are to be signed by the Director and approved by the Administrative Agent. Copies of the purchase order shall be distributed as follows:

- original copy to the vendor,
- second copy to the instructor when item(s) are paid for,
- third copy filed alphabetically in the system office with paid invoice, and
- fourth copy filed numerically in the system office.

The Director is authorized to make purchases of items which fall within the category of routine supplies and equipment.

The Director shall submit to the Board of Control for approval all major capital outlay purchases. The Director is authorized to take the action required by emergencies which necessitate immediate repairs, the procurement of standby equipment or other items of such nature. Board of Control approval will be obtained at its next regularly scheduled meeting.

Career Education Associates of North Central Illinois will use computer-based accounting in accordance with rules and regulations prescribed by the Illinois State Board of Education and the School Code of the State of Illinois.

The Director is charged with the responsibility of keeping, or causing to be kept, an accurate record of all receipts and expenditures of the system funds in such detail as may be required by the Board of Control in order that it may at all times have a clear and complete analysis of the financial condition of the system. The Director shall make such reports to and for the Board of Control as it may require or as may be required by law.

The Director shall submit to the Board of Control a monthly statement showing budget appropriations and expenditures in the various funds in accordance with provisions of Section 8.6 and 8.15 of the School Code of Illinois.

*Policy adopted on May 1986.*

#### **Section 7.04 – Payment of Bills**

Payment will be withheld pending receipt of an invoice. Invoices will contain the following information:

1. Vendor's name and business location;
2. Date of purchase;
3. Description of merchandise;
4. Quantity;
5. Unit price;
6. Total cost;
7. Signature of person authorized to make purchase; and
8. Waiver of lien when necessary.

All bills are to be paid by check.

Invoices for goods and services received may be paid upon approval by the Board of Control at regular meetings.

The Director may pay any invoice for regularly contracted goods or services when failure to pay the invoice would result in the loss of a discount or the imposition of a penalty and is further directed to present lists or such payments to the Board of Control at regular meetings.

*Policy adopted on May 1986.*

### **Section 7.05 – Payroll**

The Board of Control, in accordance with its approved salary contracts for professional employees and established wage policies for non-professional employees, authorizes the Director to authorize writing of checks for payment of wages and salaries for respective pay periods. All payroll checks the payroll journal shall be prepared by computer data processing. Both the payroll journal and the check stub shall show the date, gross amount, itemized deductions, and the net amount of the check, and both the journal and stub shall serve as a permanent record.

The salary of the Director shall be set annually by the Board of Control.

The contract of the Director shall specify:

- a. Salary;
- b. Fringe benefits;
- c. Length of term;
- d. Vacation time allowed;
- e. Sick days allowed; and
- f. Personal days allowed.

*Policy adopted on May 1986.*

### **Section 7.06 – Capital Equipment**

A Capital equipment initiative for purchase and replacement of system equipment will be established on an annual. Capital equipment is defined as any equipment that has a value of \$500 or more. Income generated from the investment of system operation funds or from other sources as so directed by the Board of Governors shall be applied to this initiative. Equipment purchased for system classes shall remain within the class for which it was purchased. When a class is dropped from system status, equipment will be redistributed to other approved System programs as deemed necessary by the Board of Governors.

*Policy adopted on August 2014.*



### **Section 7.07 – Impress and Petty Cash Funds**

To facilitate payment of bills incurred in operation of the system, and other authorized expenditures, an impress fund shall be established in the amount of \$900.00.

The Director shall pay bills as due and payable, and at the next regular monthly Board of Control meeting, present a report showing all expenditures for the preceding month.

After approval of the monthly impress fund expenditures by the Board of Control, a check will be issued and deposited in the impress fund to bring the balance of the account to \$900.00.

A petty cash fund shall be established in the amount of \$100.00. Expenditures from this fund are to be reported by the Director to the Board of Control monthly.

*Policy adopted on May 1986.*

### **Section 7.08 – Insurance**

Employees of Career Education Associates of North Central Illinois, who are employed for one half time or more, may elect coverage under a group medical and hospitalization plan specified by the Board of Control. Premiums for such coverage, which will be paid by the system, shall be established by the Board of Control.

An up-to-date insurance manual shall be kept in the office of the Director and, with regard to each policy, shall show expiration date, policy numbers, companies, agents, coverages, dates when premiums are due, and a summary of policy coverage.

Because each member school of the system provides opportunity for students to purchase accident coverage, it shall be the policy of the system not to duplicate such coverage and to encourage students to avail themselves of the opportunities offered by the home school.

*Policy adopted on May 1986.*

### **Section 7.09 – Fees**

Items for personal use such as equipment or merchandise shall not be sold by staff members to system students without the express and prior approval of the Director.

Student fees will be permitted only with the express and prior approval of the Director and the Board of Control.

*Policy adopted on May 1986.*

### **Section 7.10 – Transportation**

Each member district shall arrange transportation for students approved to participate in system programs which are located at a site other than the student's home school. Each district will then claim transportation reimbursement in accordance with policies established by the Illinois State Board of Education. Where desirable, member districts are encouraged to form transportation cooperative. However, the administration of those transportation cooperatives shall be separate from the administrative component of this system.

*Policy adopted on May 1986.*

### **Section 7.11 – Inventory**

Inventories of all education for employment system materials and equipment shall be maintained. The Director has authority to call upon instructional staff and other system employees to maintain accurate and timely inventories.

All vocational instructors shall maintain a current and an accurate inventory of system materials and equipment in their classrooms and laboratories.

No system equipment and/or materials are to be moved, altered or otherwise changed in any form unless approved by the Director.

No system equipment is to be loaned without the approval of the Director.

Instructors will provide inventories of all system equipment and materials at the end of each school term.

*Policy adopted on May 1986.*

### **Section 7.12 – Audit**

The auditable accounting procedure for the system shall be designed to conform to good business practice and guidelines from the Illinois State Board of Education. The staff of the system may confer with appropriate specialists of the State, school district auditors and any other knowledgeable persons or groups in achieving that objective.

All system financial records shall be audited annually, as soon after June 30 as practical, by a Certified Public Accountant licensed to practice in the State of Illinois and selected by the Board of Control. The audit will comply with all applicable state and federal requirements.

*Policy adopted on May 1986.*

## ARTICLE 8 – MISCELLANEOUS

### Section 8.00

#### **Section 8.01 – Map of System’s Attendance Centers**

(It may be useful for the policy manual to include a map showing the location of the attendance centers involved in the system. If developed, the map could be used in a brochure for counselors, parents, or students to encourage them to consider options that the system offers.)

#### **Section 8.02 – Vendors**

The Board of Control wishes to maintain good working relations with vendors who supply material, supplies, and services to the system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

The system shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past service and local purchasing policies being a factor if all other considerations are equal.

All letters, wires, and other types of communications shall be answered or acknowledges promptly.

The system shall not solicit gifts, funds, or material from vendors, however worthy the purpose.

No purchase will be made from an employee of the system or an employee of a participating district.

No purchase will be made from a member of the Board of Control, nor from a member of his/her immediate household, nor from any enterprise in which he/she holds a substantial interest, except for public utilities.

No employee shall endorse any product of any type or kind while identifying himself/herself as an employee of the system.

*Policy adopted on May 1986.*

### **Section 8.03 – Gifts, Grants and Requests**

The Board of Control may accept on behalf of the system any bequest or gift of money or property for a purpose deemed by the Board to be suitable, and to utilize such money or property so designated.

The Administrative Agent shall set up criteria to be met in the acceptance of gifts to the system.

Gifts presented to the system must be accompanied by a letter from the donor for official action and recognition by the Board of Control.

To be acceptable, a gift must:

1. Have a purpose consistent with those of the system;
2. Not add to staff load;
3. Not begin a program which the Board of Control would be unwilling to take over when gift or grant funds are exhausted;
4. Not bring undesirable or hidden costs to the system;
5. Place no restrictions on the program;
6. Not be inappropriate for, or harmful to students;
7. Not endorse any business or product; and
8. Not be in conflict with any provision of the school or public law.

All gifts, grants and bequests shall become system property.

A letter of appreciation signed by the chairperson of the Board of Control and by the Director shall be sent to a donor.

*Policy adopted on May 1986.*

### **Section 8.04 – Public Communications**

It is the desire of the Board of Control that two-way communication be maintained between the system and the people of the participating districts. The Board will attempt to create and maintain a system which reflects the public's wishes, and will do its best to keep the people informed of system affairs.

To help achieve the above goals, the Board of Control authorizes the Director to:

1. Prepare or guide the preparation of , informational materials, including newsletters, articles for periodicals, newspapers and /or radio releases, special pamphlets, and other material and to maintain close liaison with mass media and publicity organizations for improved dissemination of system information;
2. Organize, or assist in development of , speakers', bureaus and speaking engagements with civic, parent organizations, church, and other groups; and
3. Provide staff members with assistance and materials for working with educational conventions meeting locally and in preparation of material for community and staff consumption (handbooks, recruiting leaflets, etc.).

*Policy adopted on May 1986.*

### **Section 8.05 – Membership Withdrawal (Joint Agreement)**

Member districts may withdraw from participation in the system by petition to the Regional Board of School Trustees in accordance with the provision of said Section 10-22.31a of the School Code and in manner provided in Article 7 of the School Code. Rights of a withdrawing district shall be determined by the appropriate section of the Illinois School Code. It may be necessary for the system to develop policies on withdrawal and/or removal of a district from the agreement. These items are included in a joint intergovernmental agreement.

*Policy adopted on May 1986.*

### **Section 8.06 – Adoption, Amendment or Suspension of Policies**

Current policies and procedures of the Board of Control shall be ratified at the first of each new fiscal year.

In the event of an emergency not covered by established policy, the Director may act accordingly and request policy adoption at the next Board meeting.

The operation of any section(s) of Board policy not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

Policy decision, whether changes in present policy or additions to established policy, will be presented and discussed at a Board meeting. Each member shall be furnished with a copy of the same which shall be voted on at the next regular meeting.

*Policy adopted on May 1986.*

### **Section 8.07 – Distribution of Policy Manuals**

The Director shall make Policy Manuals and amendments available to:

1. The Office of the Regional Superintendent of School;
2. Each member of the Board of Control;
3. Regional System Director; and
4. Other copies as determined by the Board of Control.

The Director may, upon written request, make Policy Manuals available to residents of a member district. Policy Manuals shall be numbered and registered when issued and revision and modifications shall be forwarded to each policy manual holder.