

prevent drug and alcohol abuse have been implemented to promote a crime-free environment. Information regarding these programs is available from your college office of student services and at www.iecc.edu/safety.

EMERGENCY RESPONSE PLANS (100.24)

Emergency Response Plans have been developed that outline the strategies for managing major emergencies and incidents that may threaten the health, safety, and welfare of the college community or disrupt its programs and activities. The plans are reviewed and revised annually as necessary. Procedures for specific emergency scenarios are accessible to students, faculty, staff and the public at www.iecc.edu/emergencyplans.

IECC ALERTS

A notification system allows IECC to send urgent messages, including class cancellations, to your cell phone or email. Students and employees may sign up via their Entrata account and the general public may do so at www.iecc.edu/alerts. There are no fees assessed for this service, but message and data rates may apply through your cellular phone carrier.

CONCEALED FIREARMS POLICY (100.28)

It is the policy of the Board of Trustees to comply with the provisions of the Firearm Concealed Carry Act. PA 98-63. Under that Act, the Board hereby adopts the definitions contained therein, "Concealed firearm" means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle. "Handgun" means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. To view the complete policy, see Appendix I.

DRUG-FREE SCHOOLS AND COMMUNITIES

SUBSTANCE ABUSE POLICY (100.9) And DRUG-FREE WORKPLACE POLICY (400.19)

The possession, use, manufacture and/or sale of a controlled substance or abuse of legal drugs and alcohol by anyone while on IECC owned or controlled property is strictly prohibited. As appropriate, violators will be reported to local law enforcement and can face immediate expulsion or dismissal.

Programs of education, rehabilitation, and treatment are implemented to promote a substance-free college environment. To view the corresponding policies and resources available to students and employees, visit www.iecc.edu/drugfree.

TOBACCO-FREE/SMOKE-FREE CAMPUS POLICY (100.15)

As of July 1, 2015, smoking and the use of tobacco products are prohibited on all IECC property, both indoors and outdoors, including District owned or leased vehicles. Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited. See Appendix J for the complete policy and view the tobacco-free/smoke-free campus maps at: www.iecc.edu/safety.

PREVENTING SEXUAL MISCONDUCT (100.31)

Illinois Eastern Community Colleges District #529 is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. See Appendix B for the complete policy.

For the procedure, notification of rights and options, reporting information, and other valuable resources, visit www.iecc.edu/titleix.

SEX OFFENDER REGISTRATION

Within three days of enrollment, admittance, or employment at IECC, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any student or employee that is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act must register with the Assistant Dean of Student Services at the College of attendance or the IECC Human Resources Department at the District Office (if an employee).

The Complete Sex Offender Registration policy may be viewed at www.iecc.edu/safety. To access the statewide registry or for additional information regarding registered sex offenders in Illinois, visit www.isp.state.il.us.

CHRONIC COMMUNICABLE DISEASES (100.10)

Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and college personnel on the basis of qualified medical advice. Contractors to IECC District 529 will be expected to cooperate in implementing this policy.

IDENTITY THEFT

Identity theft is a widespread and growing national problem. Identity theft occurs when someone wrongfully obtains your personal information, such as your Social

5. Specific competencies must be identified and verified by the employer in written documentation submitted to IECC;
6. The retraining shall be limited to courses regularly offered by IECC and completed within one (1) calendar year.
7. A written retraining plan must be developed by the employer, the graduate, and the appropriate IECC dean specifying the courses needed and all other costs that might be associated with taking the course;
8. The Board of Trustees will waive tuition, lab, activity, maintenance, and facilities fees for those courses identified in the retraining plan, but the student shall be responsible for all other costs that might be associated with taking the course(s); and,
9. In the case of licensure, the student must attempt to pass the licensure exam at least two (2) times within fourteen (14) months of graduation and submit documentation from the licensing entity of the unsuccessful attempts at passing the licensure exam. This guarantee entitles the student to a maximum of fifteen (15) semester hours of IECC instruction regardless of the number of times the test is taken or failed. However, no guarantee is made that the student will meet other educational licensure requirements.

Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee shall be limited to fifteen (15) credit hours of additional IECC training, with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by IECC. This guarantee is given in lieu of any other guarantee expressed or implied.

APPENDIX B - PREVENTING SEXUAL MISCONDUCT POLICY (100.31)

I. Policy Statement

Illinois Eastern Community Colleges District #529 is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Nondiscrimination Policy (100.8).

It is the policy of Illinois Eastern Community Colleges to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and

Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

II. Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Program Director of Grants and Compliance as the Title IX Coordinator, who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

III. Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

IV. Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and the Department of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging

sexual violence, domestic violence, dating violence, or stalking;

- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator, Deputy Title IX Coordinators, Title IX investigators, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

APPENDIX C - FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY (500.11)

A. Purpose

Illinois Eastern Community Colleges (IECC) respects the rights of students and their education records regarding privacy, confidentiality, inspection and review, amendment, and disclosure. The intent of this policy is to be in accordance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, 34 CFR Part 99 (collectively, "FERPA"), and other existing requirements, and to ensure that every endeavor is made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes.

B. Definitions

1. *Eligible student*: A student who has reached 18 years of age or is attending a post-secondary institution.
2. *Education record*: Any record directly related to a student and maintained by IECC or by a party acting for IECC. The following documents **are not** considered education records:
 - a) Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker;
 - b) Employment records of individuals employed by the colleges other than as student employees;
 - c) Records created or received by IECC after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
1. *Record*: Information recorded in any medium, including, but not limited to, handwritten, printed, computer media, video or audio tape, film, microfilm, and microfiche.
2. *Directory information*: Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. IECC has designated the following as directory information:
 - a) Name

- b) Current/permanent address
 - c) Telephone number
 - d) Email address
 - e) Date of birth
 - f) Current term hours carried
 - g) Major field of study
 - h) Classification (freshman, sophomore, continuing)
 - i) Academic unit
 - j) Dates of attendance/anticipated graduation date
 - k) Degrees and honors earned and dates (including commencement)
 - l) Most recent previous educational agency or institution attended prior to IECC
 - m) Participation in officially recognized activity or sport (including weight/height for athletes)
 - n) Picture
3. *Personally identifiable information*: Information contained in an education record of a student which can be used to distinguish or trace an individual's identity. The following are considered personally identifiable, confidential, and **are NOT** directory information. (This is representative in nature and not all-inclusive):
 - a) Social security number
 - b) Student ID number
 - c) Race, ethnicity, nationality
 - d) Gender
 - e) GPA
 - f) Parent information

4. *School officials*: Includes faculty, staff, and administrative personnel employed by IECC. A school official can also be an individual employed by an educational agency that is performing institutional services or functions on behalf of IECC.
5. *Legitimate educational interest*: Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Legitimate educational interest will be reviewed by appropriate Student Services staff on a case by-case basis.

C. Rights of Students

1. *Inspect and review education records*: A student may inspect and review his/her education record by completing an Education Record Request Form available from Student Services at the college of attendance.

The appropriate Student Services personnel will comply with this request within 45 days, but generally will not exceed seven working days after the request has been made. Records requested and approved for release may be inspected at the college during normal office hours, Monday through Friday, except on designated holidays or otherwise posted at the college.