

- C. implementing procedures for receiving and responding to nondiscrimination complaints.
- IV. Retaliation Prohibited
Retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful discriminatory practice is prohibited.
- V. Related Policies and Procedures
Consult the following policies which are specific to the form of discrimination or harassment for which they address:
 - 100.12 Americans with Disabilities Act: Provides for an inclusive and accessible environment in compliance with ADA and defines the process for requesting a reasonable accommodation.
 - 100.31 Preventing Sexual Misconduct: Provides for an environment free from discrimination, harassment, and other misconduct on the basis of sex and defines the process for assistance and reporting alleged sex-based misconduct.

For additional information, visit www.iecc.edu/nondiscrimination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (500.11)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records.
2. The right to request amendment of education records.
3. The right to consent to disclose personally identifiable information contained in education records.
4. The right to restrict the release of directory information.
5. The right to file a complaint.

To review the complete policy, see Appendix G or go to www.iecc.edu/ferpa. For questions or requests related to a student's education record, visit Student Services at the college of attendance.

STUDENT RELIGIOUS OBSERVANCES POLICY (500.34)

In compliance with the University Religious Observances Act (110 ILCS 110), IECC does not discriminate against students based on religious observances. IECC will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Additional information regarding student responsibilities and expectations is available at www.iecc.edu.

The following is being provided per Section 1.5 of the Act which states: *"A copy of this section shall be published by each institution of higher learning in the catalog of the institution containing the list of available courses."*

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section.

APPROPRIATE USE OF INFORMATION

TECHNOLOGY RESOURCES POLICY (200.2)

Students are supplied access to information technology resources with the expectation that all authorized users will act responsibly in the use of these resources. IECC's Appropriate Use of Information Technology Resources Policy outlines these responsibilities. Following is an excerpt from this policy. See Appendix H for the complete policy.

STUDENT EMAIL AND ELECTRONIC COMMUNICATIONS

IECC provides email accounts to students as a tool for sharing important and official information regarding registration, financial aid, deadlines, student life, and more. Email allows IECC to communicate quickly and efficiently and provides standardized, consistent communication with IECC students. The student email accounts are cost-effective and environmentally friendly. The IECC email account is IECC's official communication and notification method to students.

IECC expects that every student will receive email at his or her IECC email address and will read email on a frequent and consistent basis. A student's failure to receive and read IECC communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

CAMPUS SAFETY AND SECURITY POLICY (500.17)

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment which is safe and free of crime. Programs of crime

prevention, college security procedures, and programs to 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.

In addition to striving for a safe and crime-free college environment, IECC complies with the Jeanne Clery Act, a federal law requiring higher education institutions that receive federal funding to report crime statistics, notify the campus community of threats, and compile and distribute an annual campus security report to the campus community and prospective students. This security report also includes various policies relating to safety and security matters. A hardcopy of IECC's Annual Security Report is available by request in the student services office and may be viewed/printed at www.iecc.edu/annualsecurityreport.

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 College 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 K 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 (as defined in the Illinois Sex Offender Registration Act), any student or employee that is required to register as a sex offender pursuant to the Act, must register with the Student Services Specialist at the college of attendance (students) or the IECC Human Resources Department at the District Office (employees).

The complete Sex Offender Registration policy and registration violation consequences 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.