

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

Registering as a Sex Offender at IECC

State and federal law require sex offenders or sexual predators (as defined in the Illinois Sex Offender Registration Act) to register as such, within 3 days, at the college or university they attend or are employed. Sex offenders who fail to properly register their status as a student or employee at an institution of higher education are in violation of the law and face arrest for a Class 3 Felony.

Students are required to register as a sex offender/predator with the Student Services Specialist at the college of attendance upon enrollment/admittance to college. Students who neglect to self-identify by the third day of beginning school (or within 3 days of a sexual offense conviction that requires registration) may be subject to immediate expulsion.

Employees who fail to register with Human Resources within 3 days of employment or conviction will be subject to dismissal.

Note that this IECC registration process is in addition to their responsibility to register with their agency of jurisdiction in which they reside as well as the agency of jurisdiction where they attend school/work.

Due to the presence of minors, IECC has the right to limit access by sex offenders to courses, programs, and areas on campus.

Illinois State Police Sex Offender Registry

To access the statewide registry, or for additional information regarding registered sex offenders in Illinois, visit <https://isp.illinois.gov/Sor/Disclaimer>.

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 Security number or driver's license number, and uses that information to obtain credit cards, loans or merchandise and services in your name. In order to control reasonably foreseeable risks to students from identity theft, Illinois Eastern Community Colleges has an Identity Theft Prevention Program and Policy. For more information, visit www.iecc.edu/safety.

STUDENT CODE OF CONDUCT

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health, and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services. Therefore, IECC has established the Student Code of Conduct to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations.

The Student Code of Conduct is available on the IECC website and upon request in the Student Services Office at each campus. By registering for classes or utilizing services at any IECC location, the student agrees to follow the regulations set forth in the code of conduct. We highly

recommend all students review the code of conduct at www.iecc.edu/studentconduct immediately upon enrolling.

POLICY TO ADDRESS A COMPLAINT (100.16)

Illinois Eastern Community College District 529 is committed to providing the IECC community with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of complaints and applies to all employees, faculty, and students of the District. It is not applicable to, nor does it supplant, complaints that are governed by other IECC policy, procedure, or the faculty collective bargaining contract.

Employees, faculty, and students are entitled to due process and have the right to their own legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by a supervisor or administrative officer to the next higher authority and through appropriate successive steps to the Chair of the Board of Trustees or his/her designee. Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

Days are defined as days in which the district office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be adhered to unless there has been mutual agreement between the complainant and the administrator to extend the time limits. Failure by the administration at any step of the process to communicate the decision on a complaint within the specified time limit shall permit the complainant to proceed to the next step. Failure on the part of the complainant to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the complaint.

Students shall follow the steps defined below for complaints other than those that are governed by other IECC policy and procedure (e.g. sexual harassment complaints, grade appeals, and readmission petitions).

- Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant should meet with his/her instructor or service provider. If the matter is not resolved within ten days from the date of the meeting, the complainant may file a formal written complaint.
- Step 2: Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the Dean of the College/ Instruction. If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. A written response shall be provided within five