All-College Policies Handbook

2013
DATE: December 2012
TO: The Illinois College Community
FROM: Axel D. Steuer, President
SUBJECT: All-College Policies and Procedures Handbook

I am pleased to share the updated All-College Policies and Procedures Handbook with you. This publication contains current All-College policies that were developed as a guide for the Illinois College community. Many of these policies are also included in various other College publications, such as the Faculty Handbook, the Student Blue Book, the Staff Handbook, and the College Catalog. Please be advised that the statements of the current All-College Policies that appear in this All-College Handbook take precedence over any earlier statements that may appear in other College publications.

There are additional policies less broad in scope, e.g., academic policies, faculty governance policies, and residence hall policies, that appear in other College publications such as the College Catalog, the Faculty Handbook, and the Student Blue Book. Please consult those publications for specific policies that may apply to you.

This 2013 edition of the All-College Handbook also contains a section on procedures to be followed in the case of campus emergencies. Please take the time to become familiar with those procedures.
# TABLE OF CONTENTS

**Part I: Campus Policies**

**Academic Freedom** 1

**Access to Student Records Policy/The Family Education Rights and Privacy Act** 1

**Alcohol and Drug Policy**
- **Alcohol Policy** 2
- **Drug Policy** 3
- **Drug and Alcohol Free Awareness Programs** 3

**Conflict of Interest Policy** 4

**Information Technology Policy** 4

**Nondiscrimination Policy** 7

**Non-Retaliation Policy** 7

**Harassment, Assault and Title IX Policies**
- **Statement of Purpose** 7
- **Definitions** 8
  - Sexual Harassment 8
  - Sexual Violence 8
  - Gender Based Harassment 8
  - Sexual Orientation Harassment 9
  - Example of Sexual Harassment 9
  - Hate Crimes, Bullying and Other Forms of Harassment 9
  - Title IX Violations 9
- **Handling of Complaints Covered by this Policy** 10
  - **Title IX Coordinator/Deputy Coordinators** 10
- **Reporting of Complaints Covered by this Policy** 11
- **Options for Reporting and Availability of Support** 12
- **Investigation** 12
  - Pre-Investigation 12
  - Investigation 13
  - Outcome of Investigation 13
  - Appeal to the President of the College 13
- **Additional Procedures or Considerations for Harassment** 14
- **Confidentiality** 15
- **Retaliation** 15
- **Malicious, False Accusations** 15

**Posting of Notices Policy**
- **Guidelines** 15

**Privacy Policy/USA Patriot Act** 16
Smoking Policy

Social Media Policy and Guidelines
   Policy for Starting Official College Sites
   Best Practices for Official Sites

Weapons Policy

Whistleblower Policy
   Purpose and Applicability
   Policy Statement
   Process for Reporting
   Handling of Reports
   Non-Retaliation Policy
   Prohibition Against Providing False information

Part II: Campus Procedures

Emergency and Campus Security Procedures

Campus Emergency Operating Plan
   General Evacuation Procedures
   General Telephone Reporting Procedures
   Internal Communication Procedures
   External Communication Procedures

Specific Procedures for Specific Emergencies
   Airborne Release
   Behavioral/Psychological Crisis
   Bomb Threat
   Chemical or Radiation Spill
   Disturbance/Demonstration
   Earthquake
   Elevator Malfunction
   Explosion
   Fire
   Gas Leak
   Tornado/Severe Weather
   Inclement Weather/Winter Weather
   Medical Emergencies
   Violent or Criminal Behavior
   Shooting Incident on Campus
   Suspicious Letter or Parcel
   Water Boil
PART I: CAMPUS POLICIES

Academic Freedom

It is the policy of the College to maintain and encourage freedom within the law and within College policy of inquiry, discourse, teaching, research, and publication of the academic staff. The College believes that academic freedom is essential to teaching and learning in higher education. The preservation of academic freedom is essential to the bylaws of the College. Special provisions are included in the faculty handbook related to academic freedom.

Access to Student Records Policy/The Family Educational Rights and Privacy Act

It is the policy of Illinois College to fully comply with the Family Educational Rights and Privacy Act (FERPA) of 1974 (referred herein as “the Act”). Students and parents are advised of their rights through notification in the Illinois College Catalog and Blue Book. Unless otherwise required by law, Illinois College will not disclose personally identifiable information from students’ educational records without the written consent of students. The Act provides for some exceptions including disclosure to College staff with a legitimate educational interest, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. A complete copy of the Act is available in the business office at Illinois College or can be accessed online at 20 USCA 1232g.

For purposes of this Handbook, it is important that those persons who come in contact with student records understand the restrictions placed on the confidentiality of those records per the Act. Specific guidance concerning any questions dealing with the Act should be directed to the Vice President for Business Affairs at Illinois College.

It is the policy at Illinois College to limit access to student education records. This means that student education records may only be viewed by such persons as personnel in the offices of the dean of students, dean of the college, registrar, admissions, academic advising, student financial assistance, and faculty members who have a need to know this information.

Student “education records” are defined by the Act. In general, “education records” does not include records of instructional, supervisory, and administrative personnel and ancillary educational personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. For example, “education records” do not include records maintained by a law enforcement unit of the college that are created by that unit for the purpose of law enforcement.

In accordance with the provisions of the Act, Illinois College may provide directory information which will not violate the Act. Such information may include such things as the student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
Alcohol and Drug Policy

It is the policy of Illinois College that chemical abuse in the form of the abuse of alcohol or drugs, is neither socially nor morally acceptable nor responsible. The College also recognizes the reality of chemical dependency and is aware of its presence in the academic community. The College endorses the Drug Free Schools and Campuses Act (referred herein as “the Act”) and will abide by the provisions of that Act.

In compliance with the Act, Illinois College prohibits the unlawful manufacturer, distribution, possession, or use of alcohol and/or any other illegal substance use, including unlawful prescription and over-the-counter drugs on College premises. The College has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. Anyone who violates any portion of this policy will be disciplined according to the severity of the violation. Such discipline may include termination of an employee and expulsion of a student as well as referral for prosecution by the appropriate law enforcement agency.

The College expresses the following objectives with regard to alcohol and illegal drugs:

• To support and encourage those who choose to abstain from the use of alcohol and other drugs;
• To educate members of the College community regarding the effects of use, misuse and abuse of alcohol and other drugs;
• To formulate and maintain guidelines for appropriate response to the misuse and abuse of alcohol and other drugs;
• To expect individuals who use alcohol to act responsibly, safely and respect the rights, needs and lifestyles of other members of the community;
• To provide awareness to faculty, staff and students to the implications of chemical use, and especially to the needs of those who misuse or abuse alcohol;
• To provide direct assistance and/or referral for those with substance abuse problems.

All members of the College community are expected to support the objectives of this policy. This policy will be subject to periodic review by the Board of Trustees working together with students, faculty and administrators.

With regard to specific segments of the College community, whether that be students, faculty, or staff, further information on discipline or specific application of this policy in particular circumstances, are contained in the Handbooks specifically prepared for students, faculty and staff.

In general, Illinois College has adopted and adheres to a policy, practice and standard which encompasses faculty, staff and students. The Handbooks for students, faculty and staff have alcohol and drug policies and are meant to supplement the general policy stated in this Handbook.

Alcohol Policy

• Illinois law and College policy prohibit the possession or consumption of alcoholic beverages by persons under the age of 21. Providing alcohol to a minor, or assisting a minor in any way in obtaining alcohol, is a violation of state law.
• State and local laws prohibit the purchase and resale of alcoholic beverages without a license.
• Promotion on campus (including, but not limited to circulars, posters and campus publications) of consumption of large amounts of alcohol, or of events where drinking is the primary focus, is prohibited.
• The College allows the serving of alcoholic beverages on campus at special events such as receptions, symposiums and special dinners in designated facilities, e.g., the Faculty Lounge, Barnes House, Bruner Fitness and Recreation Center and Parker Dining Room. Designated areas shall be determined and reviewed by the appropriate Vice President or Dean and are subject to approval by the President.
  o The sponsor(s) must sign a request form detailing their event and indicating an understanding of the responsibilities of a sponsor of a social event at which alcoholic beverages are served.
  o The event must be confined to the designated area.
  o The event must be confined to the times listed on the application. The type and amount of alcoholic beverages must be limited to what is specified beforehand. Nonalcoholic beverages must be continuously available in a similar manner as the specified alcoholic beverages for underage guests and those wishing to abstain.
  o Serving of alcoholic beverages must be in conjunction with a reasonable amount of food.
  o The sponsors will be responsible for returning the area to its prior condition.

• If alcohol is consumed on campus or at a College event, it is expected that such consumption is in compliance with College policies and regulations, is safe and responsible, does not violate the rights of others and does not lead to conduct that is disorderly, disruptive or destructive.
• Any violation of the above rules will be considered an offense subject to disciplinary action by appropriate authorities depending on whether the violator is a student, staff or faculty. The College reserves the right to request assistance from law enforcement officials where federal, state or local laws are being violated.

Drug Policy
Possession, use, distribution or solicitation of illegal drugs or paraphernalia is a violation of Illinois law and Illinois College policy. Drug paraphernalia includes but is not limited to any item that is designed for the use of drugs (bowls, bongs, etc.) or any items fashioned for the purpose of facilitating drug use. Over-the-counter and prescription medications must be stored in original containers and may not be shared or sold. For purposes of this policy, illegal drugs as defined are controlled substances under either state or federal law. Persons unclear as to the definition of controlled substance or illegal drug may consult the Illinois Controlled Substances Act, the Illinois Cannabis Control Act and the federal Controlled Substances Act.

As a condition of employment at Illinois College, all employees (student, staff, and faculty) must abide by the terms of the College’s Drug and Alcohol Policy. Furthermore, any student, faculty, or staff convicted under a drug statute for an offense which occurred entirely or in part at the College or in a College activity, whether on or off campus, must report that conviction within five days of the conviction. Students are required to report such convictions to the Dean of Students, faculty must report to the Dean of the College and staff must report to the Vice President of Business Affairs. Failure to report such convictions may result in immediate separation from the College. The conviction, when reported, will be reviewed and disciplinary action may be taken, as/if appropriate.

Faculty and staff are hereby advised that, whether personally consuming or not, if they are present in spaces where illegal drug activity is occurring, they may be subject to disciplinary action.

Drug and Alcohol Free Awareness Programs
Drug-free awareness programs are available at different times throughout the year on campus. Students, staff and faculty are urged to attend these programs. The College also offers drug counseling
and employee assistance programs. These programs provide for confidential handling of diagnosis and treatment of problems relating to alcohol and drug addiction. In addition, the College offers limited on-campus services for counseling related to drug and alcohol related problems. These include services through the Templeton Counseling Center. Employees may seek referrals under the employee assistance program to members of the professional community outside of the College who can provide additional services. While Illinois College does not have a formal treatment program, the College does provide referral resources. For further information relating to treatment and/or diagnosis, consult the Director of the Templeton Counseling Center at 217.245.3073.

**Conflict of Interest Policy**

It is the responsibility of the College and its employees to protect against conflicts of interest which might compromise the integrity of the Illinois College community. Employees may not engage in conflicts of interest. A conflict of interest can occur in a variety of instances including but not limited to:

- If an employee or someone with whom the employee has a close personal relationship has financial or employment relationships with a competitor, vendor, potential vendor or customer of Illinois College, the employee must disclose this fact in writing to the Director of Human Resources. The organization will determine what course of action must be taken to resolve any conflict it believes may exist. Illinois College has sole discretion to determine whether such a conflict of interest exists and to take whatever action may be deemed necessary to resolve the conflict.
- If an employee has a financial or personal relationship or interest in a matter which impairs the employee’s ability to be fair and impartial. Unless reviewed and approved by the President or a Vice President, an employee of the College may not also act as a contractor or service provider to the College.
- If an employee’s position or authority is used to influence or make decisions that lead to any form of financial or personal gain for that employee or his or her family. Immediate family members of an employee are similarly precluded from receiving contract business with the College unless such a contract is the end result of a competitive bidding process. College employees shall recuse themselves from the decision process in cases where family members, friends, relatives, former employers or firms in which the employee is a shareholder are being considered for College business.
- If an employee engages in outside employment and community activities that do not enhance the professional development of the College and adversely affects or interferes with the employee’s performance of his or her job duties at the College. This could include work schedule conflicts, the misuse of College resources or any involvement or participation in activities which conflict with the educational mission of Illinois College or the performance of the employee’s assigned duties to the College.
- Accepting gifts from any person doing or seeking to do business with the College except for inexpensive tokens of appreciation such as candy, flowers or food items. As a general rule, if the item has a value of over $50, the item is not an inexpensive token of appreciation. Disciplinary action will be taken should an employee violate this policy.

**Information Technology Policy**

The College provides many employees with electronic mail (e-mail) and Internet access for business purposes. The system permits limited informal or personal use. Supervisors will notify computer users if incidental personal use is not permitted. No employee shall enter the College computer resources
unless authorized to do so. Information contained within the College’s computer resources may be used only for authorized purposes.

The College generally does not monitor online communications. However, the College reserves the right to examine computer records or monitor activities of individual computer users to protect the integrity or security of the computing resources or protect the College from liability. The College may also need to monitor online usage or examine records to investigate unusual or excessive activity or investigate apparent violations of the law or College policy. Finally, the College may be required by law or exigent circumstances to examine computer records or monitor activities of individual computer users.

In limited circumstances, the College may be compelled to disclose information relating to business or personal use of the computer network to governmental authorities, or, in the context of litigation, to other third parties. Employees should be careful to insure their use of the College’s e-mail and other computer services is accurate, appropriate and lawful.

College computing facilities are not to be used for the following activities:

• Illegal or fraudulent purposes
• Entertainment
• Large mailings
• Tying up work stations
• Large print jobs
• Forged mail or postings
• Personal or commercial gain
• Printer is not to be used as a copier
• Giving out passwords
• Software piracy
• Unlicensed copying of copyrighted material
• In violation of any of the policies in this Handbook

Only authorized users have access to administrative data. Examining and/or making unauthorized changes to this data are direct violations of Illinois College’s standards of ethical conduct.

Unauthorized access to another person’s account to view their files is also a violation of these standards. This includes, but is not limited to, accessing the files for another student, professor or colleague.

It is against the law to copy commercial software that has not been placed in public domain or distributed as freeware. Software piracy injures all of us. It reduces the incentives for the software industry to invest in new software projects; it substantially reduces the willingness of vendors to support computing at Illinois College through attractive discount programs; and it makes us vulnerable to criminal prosecution. But worse than any of these, software piracy is morally wrong. Indeed, it is ethically indistinguishable from shoplifting or theft.

While Illinois College enjoys a high-quality computing environment, during peak periods demand for computing resources may exceed supply. All employees are advised to be sensitive to the needs of all those who seek to use Illinois College’s resources, and limit your use of these resources to performing only the most essential academic tasks during periods of peak demands.

Within the broad context of free academic discussion and debate, communications between members of the College community are expected to reflect high ethical standards and mutual respect and civility.
It makes no difference whether the communication medium is a face-to-face exchange or a local or national computer network. The use of obscene, racist or sexist language clearly violates the ethical standards of the Illinois College community and is as inappropriate for computer-mediated communications as for other forms of College discourse.

It is considered a violation of this policy to:

- Access or attempt to access, another individual’s or entity’s data or information without proper authorization regardless of the means by which this is accomplished; and to give another individual the means with which to access such data or information.
- Supply or attempt to supply, false or misleading information or identification in order to access computers or network systems or to access data or information stored in or transmitted across computers or network systems.
- Improperly obtain another’s password, or improperly obtain or use another’s password to access computers or network systems, or to access data or information stored in or transmitted across computers or network systems.
- Inspect, modify, distribute or copy proprietary data or software without proper authorization. It is also a violation to give another individual the means by which to inspect, modify, distribute or copy proprietary data or software.
- Subvert, obstruct or attempt to subvert or obstruct, the operation of any computer or network system such as by introducing a virus, worm or other rogue program in the system; or modify, alter or otherwise tamper with the system’s hardware or software; or hoard computer or network resources.
- Initiate or encourage the promulgation of chain letters or other types of electronic broadcast messages.

To enforce this policy, the College may restrict the use of its computers and network systems for electronic communications, that is, the communicating or posting of information or material by way of electronic mail, bulletin boards, or other such electronic tools, when faced with evidence of violations of other College policies or codes, or state or federal laws.

The College reserves the right to limit access to its network through College-owned or other computers, and to remove or limit access to material posted on College-owned computers. The College encourages all members of its community to use electronic communications in a manner that is respectful to others. The College also wishes to enforce its policies regarding harassment and the safety of individuals; to protect the College against seriously damaging or legal consequences; to prevent the posting of proprietary software or the postings of electronic copies of literary works in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computer, networks and data either at the College or elsewhere.

Computers and network systems offer powerful tools for communication among members of the College community and of communities outside of the College. When used appropriately, these tools can enhance dialogue and communications. When used unlawfully or inappropriately, however, these tools can infringe on the beliefs or rights of others. The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may willingly or unwillingly come across or be recipients of material they find offensive. The College cannot control the posting of material on computers it does not own, even if such computers are attached directly to College networks. The College may, however, limit access to such networks.
Furthermore, the College cannot, in general, prevent the transmission of electronic communication across its networks based on the content of material transmitted, whether or not such material originates inside or outside of the College. Passwords may not be shared with third parties, including fellow employees, unless an authorized College supervisor requires the password. Questions regarding this policy should be directed to the Vice President for Business Affairs.

Misuse of the College’s electronic resources, through excessive personal use or use violating law or College policy may result in disciplinary action up to and including termination.

**Nondiscrimination Policy**

The commitment of Illinois College to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving the Illinois College community be based on individual merit and be free from unlawful discrimination in all of its forms, as specifically prohibited by law. It is therefore the policy of Illinois College to fully comply with all applicable federal and state laws of nondiscrimination and equal opportunity laws, orders and regulations. Illinois College will not engage in discrimination or harassment against any person because of race, sex, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination and equal opportunity laws, orders and regulations. This nondiscrimination policy applies to admission, employment, access to and treatment in the College programs and activities.

For additional information or to file complaints within the College community concerning violation of this policy please contact the Vice President responsible for supervision in your area. You may also consult a handbook applicable for your situation (student, staff, or faculty) for further information.

**Non-Retaliation Policy**

It is a violation of this policy for any person to retaliate against, interfere with, coerce or take any other adverse action against a College faculty member, staff, trustee or student who makes a good faith report concerning violation of any College policy. Any complaint that retaliation has occurred will be investigated and discipline will be administered as deemed appropriate by the College under the circumstances. Reports or complaints of retaliation may be made in accordance with the problem solving, grievance or reporting procedures set forth in the designated handbooks depending on the status (student, faculty or staff) of the complainant.

**Harassment, Assault and Title IX Policies**

**Statement of Purpose**

Illinois College is committed to creating, fostering and maintaining an educational, employment, business and campus environment that is free of sexual harassment and sexual violence. When harassment or violence targets an individual or group protected by state or federal law based on such characteristics as sex, race, color, religious belief, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status or age, this is a form of discrimination. Furthermore, Illinois College is committed to creating, fostering and maintaining an educational, employment, business and campus environment that is free of discrimination on the basis of sex as required by Title IX and other laws. Illinois College does not tolerate discrimination on the basis of sex and is dedicated to prohibiting such conduct in all aspects of college life consistent with the College’s Mission Statement, Vision Statement, Values Statement and Strategic Plan as well as the provisions of Title VII of the Civil
Rights Act of 1964, Title IX of the Education Amendments of 1972, the Illinois Human Rights Act and all other applicable state and federal laws.

There are reporting procedures for staff, faculty and students for discrimination complaints. Persons with complaints concerning harassment or discrimination must follow those specific procedures listed in the Handbooks for each College constituency, if there is a grievance policy or procedure in that Handbook. In other situations, complaints may not be covered by the specific Handbook and, therefore, complaints must be made pursuant to this policy.

Definitions

- **Sexual Harassment:** Sexual Harassment is a form of discrimination on the basis of sex. Sexual harassment is unwelcomed conduct of a sexual nature. Unwelcomed conduct includes conduct that an individual did not solicit or incite and that the individual regarded as undesirable or offensive. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;
  - Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual;
  - Such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating or hostile work or educational environment.

  In light of the power differential inherent in the relationship between faculty and students and between a supervisor and subordinate and the potential for either intentional or unintentional misuse of that professional power differential, the College strongly advises against romantic and/or sexual relationships between faculty and students, between staff and students, or between supervisors and subordinates. It should be noted that in such cases “consent” may not constitute a defense.

- **Sexual Violence:** Sexual violence refers to physical sexual acts perpetrated against an individual’s will; or where an individual is incapable of giving consent due to the use of drugs or alcohol or because of intellectual or other disabilities. With respect to any instances of sexual violence that involves the use of drugs or alcohol, it is the College’s position that the use of drugs or alcohol by a victim never makes that individual at fault for sexual violence. A primary concern of the College is each individual’s safety, and as such, any other rules violations will be addressed separately from the sexual violence allegations. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment. Use of the term “sexual harassment” throughout this policy includes sexual violence.

- **Gender Based Harassment:** Gender based harassment includes verbal, non-verbal and physical acts of aggression, intimidation or hostility based on an individual’s gender identity or gender expression, even if those acts do not involve conduct of a sexual nature. Gender identity is a person’s internal, deeply-felt sense of being male, female, something other or in between. Gender expression is an individual’s characteristics and behaviors such as appearance, dress, mannerisms, speech patterns and social interactions that are perceived as masculine or feminine. Gender based harassment will exist if an individual is harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to
stereotypical notions of masculinity and femininity. Use of the term “sexual harassment” throughout this policy includes gender based harassment.

- **Sexual Orientation Harassment**: Sexual orientation harassment includes verbal, non-verbal, and physical acts of aggression, intimidation or hostility based on an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or transsexuality. Use of the term “sexual harassment” throughout this policy includes sexual orientation harassment.

- **Example of Sexual Harassment**: Sexual harassment can occur both on and off campus and take many forms. The harassment may be subtle and indirect or blatant and overt. Such harassment can also occur in person or via electronic, print or other media. It may consist of repeated actions or may arise from a single incident if sufficiently severe. The complainant as well as the respondent may be male or female and the complainant does not have to be of the opposite sex of the respondent. Depending on the circumstances sexual harassment may include:
  - Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery and sexual coercion.
  - Intentional unwelcomed physical conduct that is sexual in nature such as kissing, touching, poking, grabbing, pinching, fondling, rubbing, patting or brushing against another individual’s body.
  - Offering or implying an academic or employment related reward in exchange for sexual favors or submission to sexual conduct.
  - Threatening or taking a negative academic or employment action because unwelcomed conduct of a sexual nature is rejected.
  - The use or display in the classroom of materials of a sexual nature that do not serve a reasonable or legitimate educational purpose.
  - Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome.
  - Gestures, displays, noises, remarks, jokes, questions or comments about an individual that are unwelcomed and of a sexual nature.

- **Hate Crimes, Bullying and Other Forms of Harassment**: This includes behavior or acts (whether verbal, written or physical) that are targeted against an individual or group based on characteristics protected by federal or state law including but not limited to race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status or age. The kinds of incidents that may constitute this type of harassment includes but are not limited to the following:
  - The use of racial slurs or derogatory names directed at individuals or groups that convey hatred or contempt for persons.
  - The creation of graffiti that conveys hatred or contempt for persons or groups.
  - The display of symbols that are commonly understood to convey hatred or contempt for persons or groups.
  - The use of telephone, letters (signed or anonymous), text-messaging or social networking sites to convey hatred or contempt for persons or groups.

- **Title IX Violations**: Title IX of the Education Amendments of 1972 (29 USC 1681-1688) provides, “No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”
Essentially, Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training or other education program or activity operated by the College. Title IX also provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time, under any education program or activity operated by the College. The College acknowledges its obligations under Title IX and is committed to complying with all Title IX requirements.

The areas covered by Title IX include:
- Access to higher education
- Athletics
- Career education
- Education for pregnant and parenting teens
- Employment
- Learning environment
- Math and science
- Sexual harassment
- Standardized testing
- Technology

**Handling of Complaints Covered by this Policy**
The Title IX Coordinator is responsible for coordinating the College’s compliance with Title IX as well as other complaints brought concerning violations of this policy. The Title IX Coordinator’s responsibilities include overseeing all Title IX reports of sexual harassment and identifying and addressing any patterns or systemic problems that arise during the review of such reports. To assist the Title IX Coordinator the College has designated Title IX Deputy Coordinators, all of whom are authorized to conduct investigations. The Title IX Coordinator may perform the investigations also, but will provide supportive services to the Deputy Coordinators in such aspects of the investigation process as deemed necessary and appropriate including gathering documentation, disseminating information and assuring compliance with the procedures outlined in this Policy.

The College has designated the following individual as its **Title IX Coordinator**:
Teresa C. Smith  
Director of Human Resources  
Illinois College  
1101 West College Avenue  
Jacksonville, Illinois 62650  
Phone: 217.245.3002  
Fax: 217.245.3148  
Email: tcsmith@ic.edu

The College has designated the following individuals as **Title IX Deputy Coordinators**:

For reports by staff or third parties
Frank Williams  
Vice President for Business Affairs  
Illinois College  
1101 West College Avenue
All students, faculty, staff and applicants, who have concerns about discrimination on the basis of sex, Title IX violations or requirements, including any concerns pertaining to sexual harassment, sexual violence or any matters covered by this policy, are encouraged to seek the assistance of either the Title IX Coordinator or a Title IX Deputy Coordinator. The Coordinator and Deputy Coordinators are knowledgeable about, and will provide information on, all options for addressing and resolving such reports or concerns. Those options may vary depending on the nature of the incident; whether the complainant is a student, faculty, staff or applicant; the wishes of the complainant regarding confidentiality; and whether the complainant prefers to proceed formally or informally. Together, the Coordinators play an integral role in carrying out the College’s commitment to creating, fostering and maintaining an educational, employment, business and campus environment that is free of discrimination on the basis of sex and other discrimination as well as sexual harassment.

**Reporting of Complaints Covered by this Policy**

All students, faculty, staff, applicants, volunteers, vendors and agents are strongly encouraged to report any incidents of violations of this policy. Reports may be orally or in writing and such reports should be made to the Title IX Coordinator or a Title IX Deputy Coordinator. Reports may also be made to any Supervisor, Department Chair, Associate Dean, Resident Director, Head Coach, Vice President or Head Security Officer. Such personnel that receive reports of violations of this policy and responsible employees that know or reasonably should know of the occurrence of violations of this policy are required to forward those reports to the Title IX Coordinator or a Title IX Deputy Coordinator. The Title IX Coordinator is to be made aware of all complaints made pursuant to this policy so that she may monitor compliance.
In addition to the foregoing, all faculty and staff who become aware of or suspect sexual abuse of a minor (under the age of 17) must report that information to the Title IX Coordinator or a Title IX Deputy Coordinator who shall then inform local, state and/or federal law enforcement officials of such incident as required by law.

Options for Reporting and Availability of Support

In addition to reporting the matter to the Title IX Coordinator or Deputy Coordinator, or a supervisor, persons may also need to address immediate physical and/or emotional trauma associated with the harassment or assault. Importantly, a victim should contact any of the following immediate care support providers:

- Emergency Call 911
- Jacksonville Police Department - 217.479.4630
- Passavant Hospital - 217.245.9541
- Prairie Center Against Sexual Assault – 217.243.7330
- William Tennill, Templeton Counseling Center – 217.245.3338 (after hours via Campus Security)
- Judy Tonry, Chesley Health and Wellness Center – 217.245.3038 (after hours via Campus Security)
- IC Campus Security, Gardner Hall, Room 7 – 217.245.3111
- Campus Security can also reach any Title IX Coordinator after hours at this number – 217.245.3111

There are also support resources outside the College community. The Templeton Counseling Center maintains a list of local therapists, including psychologists, social workers and psychiatrists in private practice. While the cost of counseling outside the College is not covered for students by the College, many students have insurance benefits that will cover all or part of the cost of such counseling.

Investigation

- **Pre-Investigation:** Upon receipt of a report of a complaint covered by this policy, the Title IX Coordinator or the Deputy Coordinator shall inform the complainant about:
  - Available counseling, medical and other support services;
  - The option to avoid contact with the respondent during the pendency of the investigation;
  - Their Title IX rights;
  - Their grievance rights;
  - Their right to file a criminal complaint, if applicable.

The Title IX Coordinator shall provide the complainant with a copy of this policy and the applicable grievance procedures identified herein.

Additionally, the Title IX Coordinator or the Deputy Coordinator may make a preliminary, non-binding assessment of the information contained in the report, and any supplement to the report, to determine whether that information, if true, would pose an imminent threat of immediate harm to the complainant or others. If there is an imminent threat of immediate harm then, consistent with the grievance procedures identified below, temporary measures may be imposed against the respondent to mitigate the threat during the pendency of the investigation. The need for such temporary measures will be reevaluated on a regular basis during the pendency of the investigation to ensure that need for such temporary measures remain present.
• **Investigation:** Upon receipt of a report of a complaint covered by this policy, the Title IX Coordinator or the appropriate Deputy Coordinator, or her designee, shall conduct a prompt, thorough and impartial investigation of the incident consistent with the applicable grievance procedures identified below. If complainant and respondent are members of different constituencies (e.g. faculty, staff, students) then the investigation may proceed as a collaborative effort between the Deputy Coordinators for those respective constituencies. Such investigations shall, barring exigent circumstances, be completed within sixty (60) days.

In all investigations the Title IX Coordinator shall monitor compliance to ensure the parties are provided with a parity of protections. Additionally, all investigations shall utilize a preponderance of the evidence standard in determining whether or not sexual harassment occurred.

• **Outcome of Investigation:** The Title IX Coordinator, or the designee, shall provide the complainant and respondent with written notice of the outcome of the investigation (i.e. whether harassment was found to have occurred) within seven (7) days of such a finding being made. If the Coordinator has determined that harassment has occurred, the Coordinator shall immediately take reasonably effective action to eliminate the harassment, prevent its recurrence, and address its effects. When allowed for by applicable State and Federal law the Coordinator shall also notify the complainant of any sanction(s) imposed upon the respondent.

• **Appeal to the President of the College:** If resolution of the complaint is reached following the investigation, the Title IX Coordinator or appropriate Deputy Coordinator will file a summary report to be kept on file. However, if resolution is not reached and either party wishes to appeal the decision, the complainant or the person disciplined as a result of the complaint may appeal the decision to the President of the College or follow the appropriate grievance appeal procedure (as referenced above), depending on whether the complainant is faculty, staff or student.

If either party chooses to appeal to the President pursuant to this policy procedure rather than the grievance procedure outlined in the appropriate Handbook, and/or the complaint is not covered by the appropriate Handbook, the appeal shall be conducted as follows:

  o Appeals to the President of the College can have two grounds:
    • That the investigation and related actions did not correctly follow Illinois College’s policies and procedures.
    • That the final decision and actions taken or recommended by the investigating Coordinator were not appropriate to the actions found to be in violation of College policies.

  o If there is an appeal, the President will form an appeal committee consisting of:
    • One member chosen by the accused or defendant. The member may be from the faculty, staff or student body.
    • One member chosen by the complainant or victim. The member may be from the faculty, staff or student body.
    • Two members chosen by the President. The members may be from either the faculty, staff or student body.
    • The President will be the fifth member of the appeal committee.
    • The appeal committee members must be current staff or faculty of Illinois College, or currently enrolled students and cannot have been persons providing
any information for the investigation or involved in the incident under investigation.

- None of the appeal committee members may be attorneys.

  - The appeal committee will have available the record of the investigation, any materials used on the investigation and the decision taken by the Coordinator.
  - After the appeal committee has met, reviewed the information and discussed it, the appeal committee will make a decision, by vote if necessary. The majority rules.
  - The appeal committee may choose from the following decisions for the President to implement:
    - To affirm the decision and actions taken by the investigating Coordinator and to direct implementation of the committee’s decision.
    - To return the case to the investigating Coordinator with instructions for further investigation or reconsideration of particular issues.
    - To assign the case for further investigation by a different Coordinator if there is a conflict of interest with the original investigating Coordinator.
  - After the appeal process is exhausted and the President directs implementation of the decision, the decision is final.

### Administrative Contacts
Illinois Department of Human Rights (IDHR)  
Chicago: 312.814.6200 or 800.662.3942  
Chicago TTY: 866.740.3953  
Springfield: 217.785.5100  
Springfield TTY: 866.740.3953

Illinois Human Rights Commission (IHRC)  
Chicago: 312.814.6269  
Chicago TTY: 312.814.4760  
Springfield: 217.785.4350  
Springfield TTY: 217.557.1500
United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800.669.4000
Chicago TTY: 800.869.8001

Confidentiality
A complainant may report or make a complaint pursuant to this policy, yet request confidentiality. If the complainant requests confidentiality or asks that the report not be pursued, the College will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue the investigation – as long as doing so does not prevent the College from responding effectively to the complaint and preventing harassment of other third parties.

Upon a request for confidentiality, the College shall inform the complainant:
- If the College cannot ensure confidentiality;
- That a confidentiality request may limit the College’s ability to respond to the report;
- That the College prohibits retaliation and that such retaliation is subject to disciplinary action under this policy.

Notwithstanding the foregoing, should the report concern an instance of sexual violence involving a minor (under the age of 17), then in that event, the College shall investigate the report without regard to the request for confidentiality and shall inform local, state and/or federal law enforcement officials of such incident as required by law.

Retaliation
It is a violation of this policy for any person to retaliate against, interfere with, coerce or take any other adverse action against a student, faculty, staff, applicant or other third party that:
- Seeks advice concerning a violation of this policy;
- Makes a report of a violation of this policy;
- Assists or supports another individual that makes a report of a violation of this policy;
- Participates as a witness or in the investigation of a report made pursuant to this policy.

Such conduct is in violation of this policy and will be investigated and adjudicated accordingly.

Malicious, False Accusations
It is a violation of this policy to make a report of a violation of this policy that is known to be false. Such conduct is in violation of this policy and will be investigated and adjudicated accordingly.

Posting of Notices Policy

The following guidelines have been established to help the Illinois College community promote events and activities that support the mission of the College and the Affirmation of Community Responsibility. It is not the intent of this policy to censor or otherwise control the content of notices or other materials to be posted on campus. Any posted materials should not be in violation of College policy or civil law. For the purposes of this policy, publicity is defined as materials including, but not limited to: flyers, posters, table tents, sidewalk chalk and banners.

Guidelines
- Publicity should include the name of the sponsoring organization.
• Publicity may be posted on general use bulletin boards in all campus buildings. Some bulletin boards that have been designated for particular campus organizations or departments are not for general postings.
• The metal sign strips should be reserved for large hand-made posters.
• Publicity may be posted in any campus building on glass, but not on doors, walls or on any painted surface. Doors not in community walkways are an exception, such as faculty and staff offices, restroom stalls and student residences.
• Publicity should not be posted on floors, light fixtures, stairways, stair railings, exterior walls, outdoor furniture, trash receptacles, utility poles, trees, shrubs or grassy areas on campus.
• Only one item per event should be posted on each bulletin board.
• Persons who post are asked to be considerate of others who have posted. No publicity may cover previously posted material.
• Flyers or notices should not be placed in or attached to automobiles on campus.
• Red paper may not be used for publicity. The Office of Campus Security reserves the right to use red paper to post timely notices important for the campus community.
• Using duct tape, scotch tape, nails, etc. in nonstandard posting locations is prohibited and may result in damage billing.
• The sponsoring organization should remove notices within 48 hours after the conclusion of the event.
• All campus community members are encouraged to remove any notices that are clearly expired.
• The sponsoring organization assumes the responsibility that all its notices will be posted and removed according to these regulations.
• Materials to be posted in residence halls should be submitted to the Office of Residential Life. If meeting policy guidelines, the materials will be distributed to the residential life staff for posting. For one announcement per residence hall floor, 35 flyers should be submitted.
• As a general rule, the College prohibits the use of campus grounds or buildings by non-college personnel for the purpose of commercial solicitation of students or sales of any type.

Privacy Policy/USA Patriot Act

The USA Patriot Act mandated full compliance with existing immigration laws. In addition, the internet is now a favorite mode of communication for many persons, a capability typically supplied by colleges and universities. Three key acts were affected by the USA Patriot Act which involved colleges. This includes the Family Education Records Privacy Act (FERPA), Foreign Intelligence Surveillance Act (FISA), and Electronic Communications Privacy Act (ECPA).

One result of this Act is that Illinois College cannot guarantee an expectation of privacy on the internet or local area network. Internet use, network use and e-mail are, by their very nature, not private and there should never be any expectation of privacy in their use. Information is shared, copied, stored and disseminated repeatedly and indiscriminately, all as a matter of transmission and delivery. Those that use the internet or local area network should be aware of this.

While it is the policy of Illinois College to respect the privacy of the individuals in Illinois College community, the College community must understand the College is required by law to release certain information and, in carrying out its role as an institution of higher education cannot guarantee privacy.
**Smoking Policy**

All indoor areas or within 15 feet of the perimeter of the building on the Illinois College campus are designated as tobacco and smoke free. It is expected that all tobacco products used on College property will be disposed of in containers provided for that purpose.

**Social Media Policy and Guidelines**

The College recognizes that the use of blogs, networking sites (like Facebook, LinkedIn, Twitter and YouTube), cell phones, video recording and sharing as well as the use of other social media which is typically web-based technology (in this Policy referred to in general terms as “social media”), are possible tools to support the College’s educational and operational goals. However, the College is aware that such social media tools can also be used in an irresponsible manner which can cause harm to the College or to individuals who are the subject of, or reported in, the social media.

Social media as a platform is a powerful tool for communication, marketing and interactive dialog. The ease and speed of both publishing and accessing information make social media tools both attractive and potentially dangerous. Because the voice of the institution and that of the individual are at risk of blending and blurring, the College has adopted this policy with guidelines for the development and use of social media. This Policy is an addition to other policies of the College on the use of the internet.

Illinois College does not encourage or discourage personal use of social media by the faculty, staff, and students. The College is mindful that faculty and staff may and will have occasion to use social media for good purpose. Good, responsible judgment must be used at all times.

Faculty, staff, and students should be mindful that things said or done or posted on social media are often publicly available and searchable and may be forever accessible. Social media users must be aware that laws protect persons being photographed, recorded or videotaped without consent in some situations. Without consent, the one taking such action may have liability to non-consenting persons.

This policy recognizes that conflicts of interest can occur between the interest of the College and the student, staff or faculty such that actions taken by a student, staff or faculty in social media could interfere with or appear to interfere with the interest of the College. Conflicts of interests are to be avoided. All faculty, staff, and students must conduct themselves with honesty and integrity and exercise sound judgment when engaging in social media activities.

The following are guidelines to help anyone who uses social media personally or professionally to follow best practices for the platform:

- **Think before you post:** As stated in the introduction, online privacy is a perception that is far from reality. Only post if you are comfortable with it being seen by a wide audience and in other formats, such as quoted in a newspaper article. Never post anything you would not want to be seen by a general audience. Never post information that is defamatory, libelous or harassing.
- **Authorship:** Anonymity is rare and things posted by one person are often reposted and relayed by others. Tracking authorship takes time but can be done, even if the original post has been deleted.
- **Get it right:** Be sure to be grammatically correct and check spelling, particularly if posting on behalf of the College. Never post rumors and be sure facts are correct before posting.
• Protect yourself and others: Honor confidentiality and proprietary information about Illinois College, its faculty, staff, students, alumni and friends. Respect the intellectual property and copyrights of others when posting.

• Audience: Posts can and should be constructed to best reach a particular audience. In doing so, please be careful not to alienate any campus group or community.

• Personal affiliations: Being affiliated with the College may make your personal profile(s) of interest to others. Please make sure that no posting reflects poorly on the College, provokes or alienates any group such as prospective students, faculty, staff, alumni, donors, friends or the greater community as a whole. In addition, it should be clear to readers that the opinions stated on your personal profile(s) are not necessarily shared by Illinois College.

• Privacy: Utilize the privacy settings available to users to restrict visitors from viewing your full profile but understand that nothing online is ever fully private.

• Endorsements: Do not use the Illinois College logo or your personal connection to the College to endorse something on behalf of Illinois College.

• Usage: Please remember that college-provided computers and time during office hours are reserved for college-related business and make appropriate and professional decisions on how you use your time and resources.

Policy for Starting Official College Sites
If you are considering a social media site (such as a Facebook page) as an official page for your office or organization, please note the following policy should be followed:

• Notify the College: Proposals to develop a social media presence directly associated with Illinois College should be presented to the Office of Marketing and Communication to ensure the site coordinates with the overall brand and other Illinois College sites. Proposal should be presented to the Office of Marketing and Communication in writing but a representative is welcome to present the proposal in person.

• Have a plan: Social media is only effective when interaction communication takes place. A plan for posting content, managing the site, reviewing user content and monitoring communication should be outlined in the proposal and determined prior to site creation. While there may be a variety of students and staff posting on the page, the user(s) responsible for the pages should be a full-time employee who has received approval from the Office of Marketing and Communication and their department/division head before proceeding.

• Be brand savvy: As an extension of your office, the site acts as a representative of Illinois College and should fully follow the voice and message of the Illinois College brand. While the medium lends itself to casual exchange and full adherence to strict brand guidelines may not be appropriate (such as using abbreviations instead of spelling out words in address), in no way should the brand itself or the voice and message of the College be compromised.

• Use good judgment: It is never appropriate to use a social media platform to be unprofessional or disrespectful. Under no circumstances should posts disparage other institutions, communities or people. Pranks and jokes should not be posted and controversial topics should be avoided. College news should link to the official press release. Gossip, innuendoes or presumptions should never be posted. Your personal preferences and views should be separate from your posts on behalf of the College or one of its affiliates.

• When in doubt: If you are uncertain about a posting or topic please contact your supervisor or the Office of Marketing and Communication.
Best Practices for Official Sites
While the Office of Marketing and Communications will not closely monitor official sites, the Office recommends the following best practices for updating official sites. If these best practices cannot be met, the Office recommends not starting the site.

• Post regularly, but not too often: Official pages should have 1-3 postings a week in order to keep followers interested without overwhelming them. Rarely should multiple posts be made in the same day. If necessary, spread them out over the course of the day. Never post multiple items in a row.
• Be open to critics: Transparency equals credibility in social media and the nature of the platform opens users up to criticism. Critical posts should usually be left up and carefully addressed. Often these posts are appropriately addressed by other users. Only posts that are libelous, scandalous, offensive or qualify as spam should be removed. When in doubt, contact the Director of Marketing and Communication for advice on responding to or removing a questionable post.
• Be vigilant: Like any password protected space, be vigilant in protecting the site and the password. Avoid phishing schemes and alert IT and your divisional Vice President if the site is compromised.
• Know the rules: The National Collegiate Athletic Association (NCAA) has specific rules about contacting recruited athletes via social media. Please refer to NCAA rules and be certain all social media interaction is in compliance. In addition, all Family Educational Rights and Privacy Act (The Act) and other field specific privacy rules apply in this and every medium.

While the College does not monitor personal social media sites, the College reserves the right to view for compliance purposes any site or activity brought to its attention as potentially violating the guidelines established in this policy. The College may require staff, faculty or students to remove posts that violate this policy or applicable law.

Students, staff or faculty of the College who violate this policy or use social media to violate College policy or federal or state law, will be subject to discipline.

Weapons
The College is committed to preventing workplace violence and to maintain a safe work environment. Workplace violence will not be tolerated. Firearms, knives, ammunition, explosive materials and any other dangerous weapons or materials, concealed or otherwise, are prohibited on all College premises (including College parking facilities) and at all functions sponsored by the College. Firearms may not be stowed in vehicles parked on or in College parking facilities.

Whistleblower Policy
This policy of reporting misconduct may be used in place of and/or in addition to other means of reporting specified in specific written policies of the College relating to prohibited conduct applicable to staff, faculty and students.

Purpose and Applicability
Illinois College is committed to maintaining the highest standards of ethics and conduct consistent with applicable legal requirements and existing College policies. The purpose of this “Whistleblower Policy” is to ensure that the College maintains an effective, easy-to-use mechanism for any member of the College’s faculty, staff, Board of Trustees, or student body to raise concerns regarding potentially
unlawful or unethical behavior within the College and to ensure protection against retaliation for the whistleblower.

**Policy Statement**

It is the policy of Illinois College that faculty, staff, trustees and students shall be free, without fear of retaliation, to make known allegations of alleged “wrongful conduct” existing within the College, which may include any of the following: wire fraud, mail fraud, bank fraud, questionable accounting, internal control and auditing matters, violation of College policy, or violation of a federal, state, and/or local law, rule or regulation (collectively referred to hereinafter as “wrongful conduct”).

**Process for Reporting**

- College faculty and staff should first report information regarding allegedly wrongful conduct to their immediate supervisor. If the immediate supervisor is either an alleged participant in the alleged wrongful conduct or is unresponsive to the report, then College faculty and staff should report the alleged wrongful conduct to the President of Illinois College and/or the Vice President of Business Affairs.
- Members of the College’s Board of Trustees should report information regarding allegedly wrongful conduct to the Chair of the Board. If the Chair of the Board is allegedly a participant in the alleged wrongful conduct, or is unresponsive to the report, then reports should be made to the President of Illinois College and/or the Vice President of Business Affairs.
- Students of the College should report information regarding allegedly wrongful conduct to the Dean of Students. If the Dean of Students is allegedly a participant in the alleged wrongful conduct, or is unresponsive to the report, then students should report the alleged wrongful conduct to the President of Illinois College and/or the Vice President of Business Affairs.

If any College faculty, staff, trustee, or student would rather contact an independent source outside of the College, he or she may contact the Campus Conduct Hotline© at 1.866.943.5787.

This policy of reporting wrongful conduct may be used in place of and/or in addition to other means of reporting alleged wrongful conduct as specified in the written policies of Illinois College which are applicable to staff, faculty and students.

Any person making such a report should, in good faith, provide a description of the facts, including all relevant information known to that person, such as the name(s) of person(s) allegedly involved, dates and details related to the allegedly wrongful conduct.

**Handling of Reports**

All reports of allegedly wrongful conduct will be dealt with promptly and in a manner intended to provide for a full and fair investigation. While the college cannot guarantee confidentiality, the college will attempt to protect the confidentiality of the reporter as much as is reasonably possible.

**Non-Retaliation Policy**

Retaliation against any College faculty, staff, trustee or student who makes a good faith report under this “whistleblower policy” is prohibited. The term “retaliation” includes discriminating against, mistreating or taking adverse employment or academic action against someone who has made a report under this policy.
In the event that retaliation occurs, the retaliator may be subject to discipline up to and including: suspension, termination, removal from campus or any other disciplinary action deemed appropriate by the College under the circumstances.

**Prohibition Against Providing False Information**
If any College faculty, staff, trustee or student knowingly provides false information related to a report of allegedly wrongful conduct, then he or she may be subject to disciplinary action up to and including: suspension, termination, removal from campus or any other disciplinary action deemed appropriate by the College under the circumstances.

**PART II: CAMPUS PROCEDURES**

**Emergency and Campus Security Procedures**

In compliance with the Illinois Campus Security Enhancement Act of 2008, Illinois College has adopted procedures to follow during specific types of emergency and security related incidents on campus. The procedures should always be followed in the sequence listed, unless conditions dictate otherwise.

**CAMPUS EMERGENCY OPERATING PLAN**

**General Evacuation Procedures**
- Building evacuations will occur when the fire alarm sounds continuously and/or when notified by Security personnel.
- Know the marked exits for your building. Know the exit routes from your work area.
- Leave the building immediately if an alarm sounds or if directed to do so by Security personnel.
- Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.
- Do not use elevators in case of fire.
- Once outside, move to a clear area a safe distance from and within sight of the building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless directed to do so by Security or emergency personnel.

**General Telephone Reporting Procedures**
Important Phone Numbers: Campus Security: 217.245.3111 Emergency Services: 911
- For help with any type of emergency, phone 911 or security at 217.245.3111
- Explain the problem and location to the Officer.
- Do not hang up until told to do so.

**Internal Communication Procedures**
In case of emergency, notification and communication will be done in a variety of ways. Messages will be broadcast through the campus-wide phone system as well as campus email. The IC Alert System will also be employed to notify students, faculty and staff through cell phones, home phone or other designated number. To update your information or register for IC Alert, go to [www.ic.edu/alert](http://www.ic.edu/alert).
External Communication Procedures
The Office of Marketing and Communication staff will direct communication with the media and in most cases, the Marketing and Communication staff or the President will speak on behalf of Illinois College. In emergency situations, when media personnel need information, please direct them to the Director of Marketing and Communication (217.245.3595) or the Office of the President (217.245.3001). In some instances the Director of Marketing and Communication or the President of the College may authorize or direct another employee to speak directly to the press or media on behalf of the College.

Employees should contact the Director of Marketing and Communication or their supervisory vice president in the event they have questions or concerns about this policy or if situations arise and the employee is uncertain how to handle the matter.

SPECIFIC PROCEDURES FOR SPECIFIC EMERGENCIES

Airborne Release
Important Phone Numbers:  Campus Security: 217.245.3111    Emergency Services: 911

The College recognizes the potential for an airborne release of a toxic or hazardous substance which may occur due to transportation accidents or other causes in or around the campus area. Should an airborne release incident occur, there is typically a short lead time to allow for a safe evacuation. Therefore, if safe evacuation is not possible, the recommendation is to shelter in place.

In the event there is insufficient time for safe evacuation, after being notified by the internal communication procedure or in person by a campus official, you should do the following:
  • Close all doors to the outside and close and lock all windows.
  • Turn off fume hoods, range hoods, air handlers and all air conditioners and switch inlets to the closed position. Seal any gaps around window type air conditioners.
  • Seal off all vents, grills or other openings to the outside to the extent possible.
  • If the gases start to bother you, hold a wet cloth or handkerchief over your nose and mouth.
  • Minimize the use of elevators in buildings. These tend to pump outdoor air in and out of a building as they travel up and down.
  • Turn to the Emergency Broadcast Station on your radio or television for further information and guidance.
  • Do not evacuate your building unless told to do so by an Illinois College official.

Behavioral/Psychological Crisis
Important Phone Numbers:  Campus Security: 217.245.3111    Emergency Services: 911

A behavioral/psychological crisis exists when an individual has threatened or harmed or is threatening harm to himself/herself or others or whose behavior is a major disruption to the community. If a behavioral/psychological crises occurs, follow this procedure:
  • If there is concern for immediate harm to the person or others (e.g. someone with a weapon threatening to use it on self or others; someone putting him/herself in harm’s way), call Emergency Services at 911. If the situation allows, then call Illinois College Campus Security at 217.245.3111. Provide the following information:
    o Your name
    o Precise location
    o Observed symptoms of behavior
    o Individual’s name, if known
• Until help arrives, stay calm, be pleasant, considerate and understanding to avoid aggravating the situation.
• Do not argue with the individual. Try to determine and accept the individual's point of view. Do not confront/detain the individual if violent/combative.
• Meet campus security at the entrance to the building and provide up-to-date information for appropriate response.
• Ask campus security to call Templeton Counseling Center (TCC) and share information about the crisis.
• If the nature of the situation appears to be a crisis but there appears to be no sign of potential imminent (immediate) danger, call TCC at 217.245.3073, identify yourself, clearly state that you are dealing with a psychological crisis and need to consult with a clinician. In consult with the clinician, it may be determined that a clinician will come to your location, that you may accompany the person to TCC to meet with a clinician immediately or that 911 should be called.

**Bomb Threat**

Important Phone Numbers:  
Campus Security: 217.245.3111  
Emergency Services: 911

• If you observe a suspicious object or potential bomb on campus do not handle the object. Clear the area and immediately call campus security at 217.245.3111 and/or 911.
• Any person receiving a telephone call concerning a bomb threat should try to determine the following information from the caller:
  o Exact location of bomb (building, floor, room, etc.)
  o Time bomb is set to go off
  o Kind of bomb, timing device, etc.
• Make a note of the following during or after the phone call:
  o Date and time of call
  o Location of alleged bomb
  o Detonation time of alleged bomb
  o Type of alleged bomb
  o Speech pattern, accent, distinguishing characteristics, etc. of caller
  o Background noise
  o Critical statements made by caller
• If the threat of explosion is imminent, evacuate the building.
• Evacuate the building by the nearest available exit. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the bomb threat area. Alert emergency personnel of their location.
• Do not use elevators
• Once outside move to a clear area that is at least 500 feet away from affected building. Keep streets and walkways clear for emergency vehicles and crews.

**Chemical or Radiation Spill**

Important Phone Numbers:  
Campus Security: 217.245.3111

• Report any spillage of a hazardous chemical or radioactive material immediately to Campus Security at 217.245.3111.
• When reporting, provide the following information:
  o Your name
  o Name of material spilled
Estimated amount
Exact location of spill
Report injuries
Actions you have taken

• Campus security will contact the necessary emergency personnel.
• Vacate the affected area at once and seal it off to prevent further contamination.
• Unless you are the person trained and assigned to handle the spill, you should evacuate the building by the nearest available exit. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the spill site. Alert emergency personnel of their location.
• Do not use elevators.
• Once outside, move to an area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
• Do not return to an evacuated building unless authorized by campus security or an authorized Illinois College official.

Disturbance/Demonstration
Important Phone Numbers: Campus Security: 217.245.3111

While most campus demonstrations are peaceful and non-obstructive, there may be demonstrations of which are not peaceful and do cause disturbances and obstructions. Should the disturbance/demonstration be something other than peaceful and non-obstructive, you should do the following:
• Keep calm. Resistance may only increase destruction of property and threat to bodily harm. Do not confront demonstrators.
• Call campus security at 217.245.3111 and provide the following information:
  o Location (building, entrance, floor, etc.)
  o Approximate number of leaders
  o Size of group
  o Obvious objective or demand of the group
  o Group is: rational, organized, violent, etc.
• If possible, continue with your normal work schedule until campus security arrives.
• When campus security arrives, provide them with an update and follow their instructions.

Earthquake
Important Phone Numbers: Campus Security: 217.245.3111 Emergency Services: 911
Office of Facilities Management 217.245.0324

During an earthquake, remain calm and quickly follow the steps outlined below:
• If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass, windows, shelves and heavy equipment.
• If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized.
• After the initial shock, evaluate the situation and if emergency help is necessary call campus security at 217.245.3111 or Emergency Services 911. Report all injuries.
• Damage to facilities should be reported to the physical plant at 217.245.3024
• Note: Gas leaks are sometimes a result of an earthquake and create special hazards. Please refer to the gas leak emergency procedure and follow it.
**Elevator Malfunction**

Important Phone Numbers:  
Campus Security: 217.245.3111  
Office of Facilities Management 217.245.3024

- If you are trapped in an elevator, use the emergency phone to notify campus security. If the phone is inoperable, turn on the emergency alarm which will signal for help. Do not attempt to exit a stalled elevator unless told to do so by a campus official.
- If a person is stranded in an elevator, do not attempt to force open the elevator doors.
- Notify campus security at 217.245.3111 and provide the following information:
  - Your name
  - Building
  - Floor
  - Present situation
- A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives.
- If you find an inoperable elevator without occupants, immediately notify the physical plant at 217.245.3024 or campus security at 217.245.3111.

**Explosion**

Important Phone Numbers:  
Campus Security: 217.245.3111  
Emergency Services: 911

In the event of an explosion on campus, take the following action:
- Immediately take cover under tables, desks or other objects which will give protection against falling glass and debris.
- After the initial effects of the explosion have subsided, notify the Jacksonville Fire Department at 911. Give your name and describe the location and nature of the emergency.
- Activate the building fire alarm.
- Evacuate the building by the nearest available exit. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the damaged area. Alert emergency personnel of their location.
- Do not use elevators.
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless authorized by a Jacksonville fire official or an authorized Illinois College official.

**Fire**

Important Phone Numbers:  
Campus Security: 217.245.3111  
Jacksonville Fire Department (Emergency Services): 911

- In case of fire, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety.
- Call the Jacksonville Fire Department at 911. Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the emergency operator.
• Evacuate the building by the nearest uninvolved exit. If disabled persons cannot safely evacuate the building, assist them to the nearest uninvolved stairwell. Alert emergency personnel of their location.
• Do not use elevators.
• Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
• Do not return to an evacuated building, unless authorized by a Jacksonville fire official or Illinois College official.

Gas Leak
Important Phone Numbers:       Campus Security: 217.245.3111
                                  Office of Facilities Management: 217.245.3024

• If you smell or suspect a gas leak, stop what you are doing.
• Do not switch on lights or any electrical equipment.
• Evacuate the building by the nearest exit. As you leave the building, advise other building occupants to do the same. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.
• Do not use elevators.
• During regular working hours (8 a.m. - 5 p.m. Monday through Friday), after exiting the building immediately notify the Office of Facilities Management at 217.245.3024. State the location and extent of involvement of the gas leak. After hours, weekends or holidays, notify campus security at 217.245.3111.
• Once outside, move away from the building at least 500 feet. Keep the streets and walkways clear for emergency crews.
• Do not return to an evacuate building unless authorized by campus security or the physical plant.

Tornado/Severe Weather
A tornado watch/severe weather watch means tornadoes are likely to develop. Be alert to changing weather situations and be prepared to take action if upgraded to a warning. A tornado warning means a tornado has been spotted in your area. Immediate action may be the difference between life and death. During a tornado warning for our area the tornado sirens will wait for five minutes. If you hear the sirens do the following:
• If you receive notification of a tornado warning or sight a tornado, move to the designated shelter areas for your building or go to the lowest level in the interior hallway of the building as quickly as possible. Listen to a local radio, television station or weather radio for further details on the storm.
• Stay away from windows and areas with a large expanse of glass.
• Avoid auditoriums, gymnasiums and other large rooms with free-span roofs.
• Do not use elevators.
• If disabled persons cannot safely move to the lowest level, assist them to an interior hallway away from windows and areas with a large expanse of glass. Alert emergency personnel of their location.
• Protect your head and face. If possible, get under a sturdy table or other structure.
• Listen to local radio or television stations or a weather radio for progress of the storm. Stay in shelter until an all clear signal is made.
Inclement Weather / Winter Weather

Important Phone Numbers:       Office of Marketing and Communication 217.245.3048
                                 Switchboard: 217.245.3000

In the event of inclement weather conditions or hazardous winter weather conditions, Illinois College will carry on all on-campus operations to the extent possible. Facilities may close to the public but, unless power outages or other critical circumstances preclude the use of College buildings, the Campus will remain open. Therefore, it should be assumed that scheduled activities will continue unless notification is made from the Office of the President to the contrary.

Employees who must travel to and from Campus should use good judgment as to whether or not travel is safe in the event the College remains open. In the event a faculty member finds it necessary to cancel a class, the faculty member is to notify his/her department chairperson and to schedule an appropriate make-up session.

In the event inclement weather conditions require Campus-wide notification, the Office of the President will initiate appropriate action and will notify the Illinois College campus community by the following means:

• Calls concerning inclement weather will be forwarded to the switchboard or Office of Marketing and Communication. The Office of the President will determine the nature and extent of action, if any, to be taken.
• A press release concerning the inclement weather action will be drafted and released by the Office of Marketing and Communication. The release will be specifically directed to the local radio and television stations and to a designated list of campus officers.

Medical Emergencies

Important Phone Numbers:       Campus Security: 217.245.3111       Emergency Services: 911
                                 Campus Health Services: 217.245.3038

• In the event you personally suffer a serious illness or injury or witness someone else suffering a serious injury or illness on campus, immediately contact Emergency Services at 911. Give your name, describe the nature and severity of the medical problem and the campus location of the victim. Do not hang up until released by the emergency operator.
• If conscious and oriented, the person suffering the serious illness or injury should be given the opportunity to determine his/her health care needs and the response to those needs. In circumstances involving a person who is unconscious and/or disoriented, calling Emergency Services and campus security is the appropriate response.
• Keep the victim still and comfortable until help arrives. Do not move the victim.
• In case of a minor injury or illness, students may call health services location on the 3rd floor of the Bruner Fitness and Recreation Center from 9 a.m. to 4 p.m.

Violent or Criminal Behavior

Important Phone Numbers:       Campus Security: 217.245.3111       Jacksonville Police Department (Emergency Services): 911
                                 Jacksonville Police Department (Emergency Services): 911

The campus community is asked to be alert to suspicious behavior that may lead to violent or criminal behavior or that has already escalated to violent or criminal behavior. All such behavior should be
promptly reported to Campus Security at 217.245.3111 or to Jacksonville Police Department (Emergency Services) at 911. Please follow the following procedures:

- If you are a victim, observe a criminal act or observe a suspicious person on campus, immediately notify campus security at 217.245.3111 or the Jacksonville Police Department (Emergency Services) at 911 and report the incident, including the following:
  - Your name
  - Nature of incident
  - Location, date and time of incident
  - Description of person(s) involved
  - Description of property involved
- Assist the officers when they arrive. Provide additional information upon request.
- What to do is you are a victim of a violent/personal crime:
  - Be observant, as the more information you can provide, the better chance the criminal will be apprehended.
  - While the crime is being committed, you have three options:
    - Submit to suspect
    - Passive resistance (talking or reasoning with suspect)
    - Active resistance (physical intervention)
- Remember, whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.
  - As soon as possible get to a safe place, notify campus security at 217.245.3111 or the Jacksonville Police Department (Emergency Services) at 911. Advise officer of the nature of the incident, location, if medical assistance is needed and a description of the person(s) involved.
  - Meet with the officer. Follow the officer’s instructions.
- What to do if you are a victim of a property crime:
  - Go to a safe place and notify campus security.
  - Do not touch anything.
  - Meet with the officer at the location the officer requests.
  - Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow the officer’s instructions.

**Shooting Incident on Campus**

**Important Phone Numbers:** Campus Security: 217.245.3111 Emergency Services: 911

Should a shooting occur on the Illinois College campus, the College community should note the following:

- **Warning Siren** - When you hear the official shelter-in-place warning siren, you should:
  - Direct any non-threatening individuals into your area.
  - Lock or barricade your area door and windows, if possible.
  - If you are outside on campus, exit the campus. Entering a building is dangerous as the shooter may be in the building.
- **Do not call campus security:**
  - Once the siren has sounded, campus security is aware of the emergency.
- **Only call campus security if you have a life-threatening emergency or specific information on an immediate dangerous situation.**
- **Notification** – An e-mail message will be sent to all Illinois College email addresses indicating the nature of the emergency and what steps you should take to protect yourself. Those enrolled in IC Alert will also receive a message through the options they enrolled in.
• Move away from doors and windows.
  o Direct others in your area to move away from doors and windows and stay silent.
  o Do not open your door for any reason.
  o Campus security and facility management will have keys to open doors.
• Cover windows/turn off lights.
  o Cover area windows/close blinds (is possible).
  o Turn off lights.
• If you hear gunfire:
  o Lie flat on the floor and direct those around you to do the same.
  o Remind everyone to stay silent and silence their ringer on their mobile devices.
• Take roll of those present:
  o Someone should take roll of everyone present.
  o Be prepared to provide this information to campus security.
• Stay where you are:
  o Stay where you are until the all clear siren is sounded or an all clear e-mail is received.
  o You are given face-to-face instructions by campus security or an Illinois College administrator that the emergency is over.

**Suspicious Letter or Parcel**

Important Phone Numbers: Campus Security: 217.245.3111 Emergency Services: 911

**What constitutes a suspicious letter or parcel?**

Some typical characteristics which ought to trigger suspicion include letters or parcels that:

- Have powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that cannot be verified as legitimate.
- Are of unusual weight, given their size or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as “Personal” or “Confidential”.
- Have strange odors or stains.

**What to do if you receive a suspicious letter or parcel**

- Remain calm.
- Do not handle the mail piece or package suspected of contamination.
- Make sure the damaged or suspicious packages are isolated and the immediate area is cordoned off.
- Remind all persons who have touched the mail piece that they should wash their hands with soap and water.
- Notify campus security or your local law enforcement authorities.
- List all persons who have touched the letter and/or envelope. Include contact information and have this information available for the authorities.
- Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement authorities.
- As soon as practical, shower with soap and water.
Water Boil

Important Phone Numbers: Campus Security: 217.245.3111

Should the campus come under a boil order whereby the water supply to campus becomes unsafe for human consumption until boiled the following procedures should be followed:

• Do not consume campus water.
• All water used for drinking, cooking, or washing of eating utensils should be boiled at a rolling boil for at least five minutes.
• Ice and any beverages prepared with unboiled water should be discarded.
• Continue the water boil until campus security or other campus officials notifies you that the boil order has rescinded.