

Annual Security Report 2026

(Containing information for the 2026-2027 academic year.)



HIGHLAND COMMUNITY COLLEGE

In compliance with the Campus Security Act of 1990, and the Higher Education Act of 2010 as amended, Highland Community College presents the following reports:

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Introduction to the Security and Safety Report

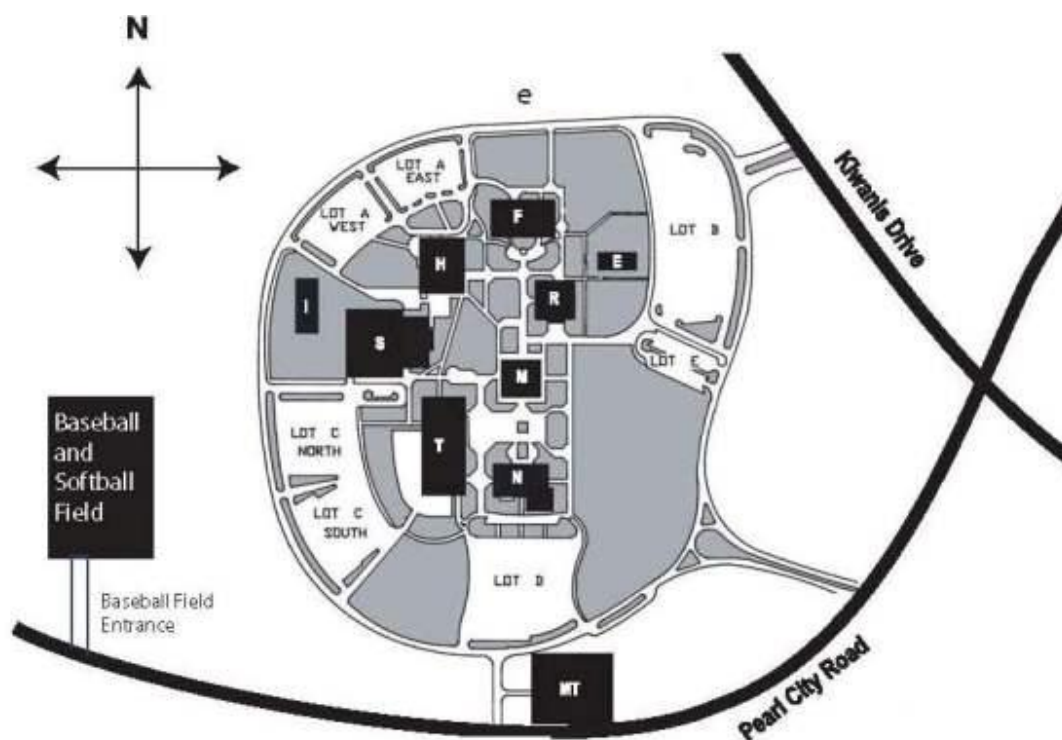
The Campus Safety Act (Clery Act) is a federal law which requires colleges and universities to publish an annual security report containing campus security policies and procedures as well as crime statistics. The Clery Act was enacted in 1990 and amended in 1991, 1992, 1998, 2000, 2008, 2013, and 2024. All statistics in this Annual Security Report are presented and updated in compliance with all amendments to the act.

Daily Crime Log

Campus Security personnel, stationed on campus, maintain a Daily Crime Log which is available to the public for review, at the Campus Security Office in the Student/Conference Center room H114, from 8 a.m.– 5 p.m. Monday through Friday, excluding holidays.

Safety on the HCC Campus

Highland Community College (HCC) takes campus security and safety seriously. HCC, located at 2998 West Pearl City Road, Freeport, IL operates in an open environment and provides security and safety for guests, students, and employees at all times. Uniformed Security personnel are on campus from 7:30 a.m. to 10:30 p.m. weekdays, and College custodial/maintenance staff members are on campus 24 hours per day Monday through Saturday. Access to College buildings is controlled after normal hours. The campus is continuously monitored by Campus Emergency Operations Team members and custodial/maintenance staff members and by video surveillance. The map below represents a graphical depiction of the HCC on-campus property. Generally speaking, HCC's campus is bordered by the College's loop road with the exception of the athletic fields and adjacent parking lot and the property at 3156 W. Pearl City Road, which are directly across from the loop road. Non-campus College property includes 55 acres of farm land and an agriculture center, located in the 3585 W. Stephenson Street, Freeport IL and property at 22 North Van Brocklyn Road, Freeport, IL.



Policy Statement Addressing Security and Access

During normal business hours, the College is open to the public, which includes but is not limited to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to the buildings is restricted; contact Security in order to request entrance to the buildings.

HCC Security Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters. To reach HCC Security, call 815-599-3652.

The College does not own or control on campus student housing facilities, which is defined by the Clery as the following: any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

Security Considerations Used in the Maintenance of Campus Facilities

HCC maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting during hours of darkness between 4:30 am to 11:00 pm. HCC Security Officers work closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the College community are helpful when they report equipment problems to HCC Security Officers or to Facilities Management.

Policy Statement on the Relationship between HCC and Stephenson County Sheriff's Department

The College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the College. All persons on the campus are subject to these laws and rules at all times. The College is an open campus and law enforcement officers may enter the campus to conduct business as needed.

HCC does not maintain an in-house police department. HCC has a contractual relationship with State Protection Service, Inc. for security officers. State Protection Service, Inc. Officers staff the Campus Security office located in H114, and patrol campus weekdays from 7:30 am to 10:30 pm, and are referred to as Security Officers and/or Campus Security throughout this report. They do not have arrest powers. In the event that law enforcement officials are needed, HCC Security notifies 9-1-1 for assistance from the Stephenson County Sheriff. The response time of Sheriff's Department Deputies is typically less than ten minutes for emergency calls.

HCC Security Officers and Campus Emergency Operations Team members are immediately notified of all crimes or emergencies on campus via the two-way radio or telephone (campus phones and/or cellular phones). Campus Emergency Operations Team members and custodial/maintenance staff members rely on telephone to contact the Stephenson County emergency dispatch center for law enforcement emergencies or emergency medical needs. The College relies upon telephone and an automated fire alarm and monitoring service for reporting fire emergencies to dispatch. All victims are offered an opportunity to report crimes to HCC Security Officers or HCC staff, as identified in the "Policy Statement Addressing How to Report Criminal Offenses" section below.

The Stephenson County Sheriff, HCC Security Officers and HCC share crime data with each other on a regular basis. Frequent meetings or telephone conversations between the Stephenson County Sheriff (or his designee) and the HCC Campus Emergency Operations Team members allow for exchanges of routine information on a timely basis. Additionally, special needs are communicated between agencies as they occur. Instances in which other resources are needed are determined jointly between the Stephenson County Sheriff and the HCC Campus Emergency Operations Team. Crimes committed at off-campus facilities under the control of Highland Community College will be disclosed in these statistics.

Policy Statement Addressing Campus Law Enforcement Authority

HCC employees and State Protection Services, Inc. Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at HCC. Security Officers and HCC custodial and maintenance staff have the authority to issue campus parking tickets. HCC custodial and maintenance staff and Security Officers do not possess arrest power. Criminal incidents are referred to the Stephenson County Sheriff's Department who have jurisdiction on the campus and off campus. All crime victims and witnesses are strongly encouraged to immediately and accurately report the crime to the Security Officers' on-campus Office (located in H-114 and at 815-599-3652) and/or the appropriate police agency, including when the victim elects to, or is unable to, make such a report.

Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Stephenson County Sheriff's Deputies have the authority to enforce College policies, and state and Federal laws and to make arrests. Student policy and code of conduct violations will also be referred to the due process procedures as outlined in the Student Code of Conduct, included in the College catalog.

HCC Security and the Stephenson County Sheriff augment one other during mutual investigations, arrests, and prosecutions. HCC Campus Emergency Operations Team members regularly communicate with local law enforcement agencies to exchange ideas and problems which may be of concern for HCC.

There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between HCC and the local police department.

Policy Statement Addressing Issuing Timely Warnings

In the event that a situation arises, within the HCC Clery Act Geography, that, in the judgment of the Public Information Officer, constitutes an ongoing or serious threat, a campus wide timely warning will be issued. The warning will be issued through the HCC website, by email, and/or through the text messaging system. For immediate threats to life safety, an emergency notification will be sent out to the campus community.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter.
- Aggravated Assault (Reports involving assaults among known parties, such as two students fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if there is believed to be an ongoing threat to the larger HCC community.)
- Robbery Involving Force or Violence (Reports of minor theft will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis.)
- Sexual Assault (All reports will be considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred and was reported, and the amount information known by the institution).
- Major incidents of Arson.
- Other Clery crimes as determined necessary by the institution.

Timely Warning Notices may also be posted for other crime classifications and locations, even those not required by the law, at the discretion of the institution.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Timely Warning Notices are typically written and distributed by the Public Information Officer, or designee.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Anyone with information warranting a Timely Warning should report the circumstances to Campus Security by campus emergency telephone (press “Security” button), by telephone at 815-599-3652, or in person at the Campus Security office in H-114.

Policy Statement Addressing Issuing Emergency Warnings

In the event of an emergency, HCC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors.

If the HCC Security Officers, in conjunction with other College administrators, local first responders, Public Health Officials and/or the National Weather Service, confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the HCC Community, the HCC Security Officers, College officials and Community Relations will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the HCC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

HCC will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: HCC Security Officers, Stephenson County Sheriff’s Deputies, Freeport Police Department, and/or the Freeport Rural Fire Department and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The College has established procedures to notify persons of emergencies using a variety of methods, depending on the emergency. Response to specific emergencies is included in the Emergency Guide, available on the HCC website at the following quick link: <https://highland.edu/staff-faculty-and-students-emergency-guide/>

If an emergency occurs requiring a building evacuation, such as a fire, either the fire alarm will be activated or voice announcements will be made through the P.A. system. If an emergency occurs which requires sheltering in place, voice announcements will be made via the P.A. system. Staff with two-way radios are also assigned to and dispatched to specific areas of the campus to assure that the warning notification has been received and everyone is taking appropriate actions. A text messaging system is also used for some emergency situations. Emergencies not requiring public notification are communicated through two-way radio and the campus telephone system. Face to face communication may be used if necessary to communicate emergency notifications to the HCC community.

System	Primary message creator	Backup message creator	Authority for approving & sending messages	Primary message sender/ distributor	Backup message sender/ distributor
PRIMARY					
Public Address System	Director of Facilities & Safety	VP of Administrative Services	President or designee	Director of Facilities & Safety	VP of Administrative Services
Phone batch calling	Director of Marketing and Community Relations	VP of Administrative Services	President or designee	Director of Marketing and Community Relations	VP of Administrative Services
Text messaging (HCC Alerts)	Director of Marketing and Community Relations	VP of Student Development and Support Services	President or designee	Director of Marketing and Community Relations	VP of Student Development and Support Service
SECONDARY					
Website (highland.edu)	Director of Marketing and Community Relations	VP of Student Development and Support Services	President or designee	Director of Marketing and Community Relations	VP of Student Development and Support Service

Students and employees are automatically enrolled in emergency text and voice messaging. Community members can opt in by signing up at <https://highland.edu/student-information/text-alerts/>.

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community, and direct them to where they can receive additional information. Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the HCC homepage and/or social media.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

All College employees are authorized and trained to initiate emergency procedures. Employees have been assigned and trained to handle specific responsibilities in emergencies, including confirming the emergency, making verbal announcements, and assisting individuals with disabilities to descend from upper floors. College-wide drills are conducted biannually. Posters with specific emergency procedure information are posted in all classrooms. Employees receive periodic updates at in-service sessions.

Any questions or suggestions regarding response and evacuation or sheltering procedures should be addressed to the Director of Facilities and Safety (Room W101). Input from all campus constituencies is welcome and encouraged.

Policy Statement Addressing How to Report Criminal Offenses

Any safety concerns or incidents of concern may be reported on campus using the incident reporting system:

<https://cm.maxient.com/reportingform.php?HighlandCC>

To report a crime on campus:

Contact Campus Security from a campus emergency telephone (press “Security” button), at 815-599-3652, or dial 9-1-1 (emergencies only) to report a crime. Any suspicious activity or person seen in the parking lots or loitering around vehicles, or inside building should be reported to the Campus Security. In addition, you may report a crime to our designated Campus Security Authorities.

Campus Security Authorities (CSA) include:

- HCC Administrators (President, Vice President, Dean, or Director)
- Title IX Coordinator
- Athletic Coaches
- Title IV Coordinator

Responsible Employees must report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct shared by a student or employee, including the date, time and specific location of the alleged incident, and the names of all involved individuals. Examples of Responsible Employees include:

Title IX Coordinator(s)

College Administrators

Supervisors and Managerial Staff

Faculty

Campus Security

Coaches

Student Advisors (student advisors, success coaches, career advisors, financial aid advisors)

Advisors of the following student clubs/organizations: Phi Theta Kappa (PTK), Physical Science Club, Dance Team, Cheer Team, Women in Science, Psychology Club, Student Senate, Student Organization Visual Arts (SOVA), Performing Arts Club, AG Club, Black Student Alliance (BSA), Chess Club, Dairy and Livestock Judging Team, Environmental Awareness Represented through Highland Club (E.A.R.T.H.), Equine Club, History Club, Nursing Student Organization, Intervarsity Club, Forensics, Criminal Justice Club, Medical Assistant Club, Pride Club, Chess Club, and Dungeons and Dragons Club

Policy Statement Addressing Voluntary Anonymous Reporting and Confidential Reports of Sexual Assault

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a report. You can file an anonymous report on the details of the incident without revealing your identity through the on-line reporting tool, available on the HCC website at the following link:

<https://cm.maxient.com/reportingform.php?HighlandCC>

Students wishing to confidentially report a sexual assault may do so by contacting the confidential advisor through the online incident report, available on the HCC website at the following link:

<https://cm.maxient.com/reportingform.php?HighlandCC>

The purpose of a confidential report of sexual assault is to comply with your wish to keep the matter confidential, while taking steps to receive counseling, assistance, and access to local resources. The purpose of anonymous reporting is to allow the College to investigate and work to prevent future incidents. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes

statistics for the institution.

HCC Security Officers encourage anyone who is the victim or witness of any crime to promptly report the incident to the police. The police and Sheriff's Deputies do not have a voluntary confidential reporting process because police reports are public records under state law, thus the police and Sheriff's Deputies cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics should follow the reporting and disclosure procedures included above. CSAs are also Responsible Employees under Title IX, and they are obligated to share reported information involving sexual misconduct, domestic/dating violence and stalking, including information about the identity of the victim and accused, with the Title IX Coordinator. Reports to the confidential advisor will remain confidential unless the victim chooses to report the incident to a CSA at a later date. Professional counselors are encouraged to inform their clients, if and when they deem it appropriate, of the procedures to report crimes to primary CSAs, when they deem it appropriate.

Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to Campus Security in a timely manner.

To report a crime in progress or an emergency on the HCC campus, press "911" button from a campus emergency telephone, call 9-1-1, or call 815-599-3652. To report a non-emergency security or public safety matter, call campus security at 815-599-3652.

Response to Reports

HCC behavioral misconduct incident reports involving students are forwarded to the Vice President/CSSO of Student Development and Support Services for review and potential action. College investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Behavioral Intervention Team if a threat assessment is deemed necessary.

If assistance is required from the local police departments or fire departments, HCC will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene will offer the victim services including information on how to contact the Title IX Coordinator and agencies to contact as outlined in the resources for victims of sexual assault, published on the HCC website. Procedures related to Title IX are followed as required.

Crimes should be reported to Campus Security or a campus security authority to ensure that the victim receives access to necessary services, inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Policy Statement Addressing Counselors and Confidential Crime Reporting

Campus professional counselors are not considered to be a campus security authority and are not required to report for inclusion into the annual disclosure of crime statistics except for when they believe the person is a potential harm to themselves or others. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Professional Counselor

A professional counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the College and who is functioning within the scope of his or her license or certification. HCC contracts with Transformative Growth Counseling and VOICES to offer professional counseling services to students seeking assistance. The professional counselor is a member

of HCC's Behavioral Intervention Team. The VOICES counselor serves as the College's Confidential Advisor.

Pastoral Counselor

HCC does not have any employees performing in an official pastoral or professional counselor role although referrals are made to professional counselors and counseling organizations; therefore, HCC does not have policies or procedures regarding pastoral counseling.

Policy Statement Addressing Security Awareness and Crime Prevention Programs for Students and Employees

During student orientation sessions and in the First Year Experience Seminar, students are informed of services offered by Campus Security. Students are told about crime on campus and in surrounding neighborhoods.

Similar information is presented to new employees. Crime Prevention Programs, drug and alcohol awareness, and Sexual Assault Prevention Programs are offered on an annual basis. ALICE training is provided to all employees on an ongoing basis.

HCC offered sexual assault, violence, and crime prevention programs for new students during Orientation and First Year Experience classes (approximately 371 students). Student-athletes were enrolled in online Title IX modules with 83 completions. Highland employees are asked to complete sexual harassment prevention training on an annual basis. In the reporting year, 162 employees completed the training.

Periodically college organizations and departments present awareness and prevention programs on sexual assault (rape and acquaintance rape), bystander intervention, drug and alcohol abuse, theft, and vandalism. These awareness and prevention programs included 136 students attending a Thirsty Thursday alcohol awareness event; 75 students participating in a tabling event with VOICES, the local domestic violence and sexual assault agency; 18 students attending Joyful Resilience sexual assault awareness presentation; and 33 students attending Sex Signals session.

Occasional posters in the campus restrooms provide information about policies and reporting, and students annually receive notification of sexual misconduct policy information through the campus email system.

When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through the college's email, and text messaging systems.

Policy Statement Addressing Intoxicants, Illegal Drugs, Alcoholic Beverages, and Tobacco

Board policies are available from the Vice President/CFO of Administrative Services' Office (Room H234, 815-599-3412), the College Library, and divisional offices. The College complies with the requirements of the Drug-Free Schools and Communities Act of 1989. The following Board Policies reference the College's drug, alcohol, and smoking policies.

3.21 Intoxicants—Use of in Highland Community College Facilities (Revised 10/18/22)

The possession of and the use of intoxicants while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited with the exception of Policy 4.37. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of

intoxicants. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the consumer information section.

3.22 Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities
(Revised 10/18/22)

The possession, use, sale, exchange, or sharing of illegal drugs, while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited. This will include the illegal sale, illegal exchange, or illegal sharing of prescription drugs. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of drugs. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the consumer information section.

4.37 Alcohol and Drugs in the Workplace (Reaffirmed 11/28/23)

- A. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property owned or controlled by Highland Community College. The use of alcohol or cannabis while on Highland Community College owned or controlled property, including meal periods and breaks is prohibited, except as authorized below. The federally mandated Drug-Free Schools and Communities Act requires college campuses to prevent the use and possession of illegal drugs. Under federal law, cannabis is classified as an illegal drug, therefore, cannabis use and possession is illegal on Highland's campus. An employee must notify Highland of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- B. No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder and/or for disciplinary action up to and including dismissal.
- C. Employees with a prescription for cannabis will notify Human Resources. Human Resources will review the matter with the employee and determine if an accommodation is needed or can be attained.
- D. In accordance with State Law, the College Board of Trustees or its designee may authorize the availability of alcoholic beverages in designated on-campus facilities or property at College, Foundation, or Alumni Association events for which the Foundation is the host or considered a sponsor or co-sponsor. The authorization shall be given in writing by the President of the College.
- E. Any Highland Community College employee determined to have violated this policy may be subject to disciplinary action up to and including dismissal.

5.131 Smoking and Tobacco (Reaffirmed 5/24/22)

Smoking is prohibited in or on Highland Community College owned, operated or leased property which includes grounds, facilities and College owned vehicles in accordance with the Illinois Smoke-Free Campus Act. This includes the burning of any type of cigar, cigarette, pipe, or other smoking equipment. Research, educational, ceremonial, and/or artistic purposes that involve smoking, the use of tobacco products or e-cigarettes may be requested in writing for approval by the President or his/her designee.

In addition, use of tobacco products is prohibited in or on Highland Community College owned, operated or leased property which includes grounds, facilities and College owned vehicles. This includes smokeless/chewing tobacco.

Use of e-cigarettes or vapor cigarettes is subject to the same restrictions as smoking.

Use of FDA approved smoking cessation products is permitted in or on Highland Community College owned, operated or leased property. Smoking and tobacco use inside private vehicles is permitted.

Fines for students, visitors, and employees are included in the Code of Conduct. Disciplinary actions and an appeal process for students and visitors are included in the Code of Conduct. Disciplinary actions and appeal processes for employees will follow the appropriate union contracts and College policies.

Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, HCC publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for HCC students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at: <https://highland.edu/student-information/student-right-know/>.

Monitoring and Recording of Criminal Activity by Students at Non-campus locations of Recognized Student Organizations

HCC does not have officially recognized student organizations that own or control housing facilities outside of the HCC core campus.

Policy Statement Addressing Title IX, Sexual Harassment and Sexual Violence Awareness and Prevention on HCC's Campus

HCC takes sexual harassment and sexual violence very seriously. Board Policies 3.27 Sexual Misconduct and Violence, 3.28 Prohibition of Sex-Based Misconduct and 4.034 Sexual and Other Harassment are as follows:

3.27 Sexual Misconduct and Violence (Revised 3/18/26)

Highland Community College prohibits students, employees, volunteers, or those on College property or those at College events, from engaging in sexual assault, dating violence, domestic violence, and stalking. Such conduct violates the values and principles of our institution and disrupts the learning and working environment for students, faculty, staff, and others. Conduct of students, employees, volunteers, or others on College property or at College events that is in violation of this Policy and reported to the College will be investigated, and where appropriate, result in action by the College.

A. Highland Community College definitions for the purposes of enacting this policy include:

1. Sexual Misconduct includes sexual harassment as identified in policy 4.034, sexual assault, domestic violence, dating violence, or stalking.
2. Consent is an affirmative, unambiguous and freely given agreement to the act of sexual penetration or sexual conduct. Use of alcohol, drugs, or other intoxicants does not diminish one's responsibility to obtain consent. Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. An individual's manner of dress cannot independently provide consent. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship, participation in prior sexual activity, or the lack of any verbal or physical resistance. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.
3. Sexual Assault is any type of sexual contact or behavior that occurs without consent of the recipient of the unwanted sexual activity. It also includes sexual acts against people who are unable to consent either due to age, incapacity, or physical or mental disabilities.
4. Domestic Violence is defined by Illinois law as physical abuse, harassment, forcible actions, or interference with the personal liberty of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates).
 - a. Domestic violence can be physical, sexual, emotional, economic, or psychological. It includes any behaviors that are intended to intimidate, manipulate, frighten, terrorize, coerce, threaten, injure, or wound someone.
5. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The nature of dating violence can be physical, emotional, or sexual. Dating violence is a form of domestic violence and is also known as intimate partner violence.
6. Stalking is committed when a person
 - a. engages in a course of conduct directed at a specific person, and the conduct would cause that person to fear for his or her safety or the safety of another, or suffer other emotional distress;
 - b. follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member; or
 - c. has previously been convicted of stalking and on one occasion follows/observes that same person and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member.

B. Reporting Procedures:

1. It is the express policy of the College to encourage victims of sexual misconduct, regardless of where the incident occurred, to come forward with such claims. Claims not involving Highland students, employees, volunteers, or not occurring on Highland property, should be reported to law enforcement. In order to permit Highland to perform an investigation of incidents involving students, staff, or those on College property, any incident of sexual misconduct should be reported as follows:
2. Formal Reporting by a Victim or Bystander (third party) Reporting to a College Official:

- a. When a report of an incident of sexual misconduct or violence is made by a student it will be investigated by Liz Gerber, the Title IX Coordinator or a deputy investigator. Reports of incidents by College employees may be made to the Title IX Coordinator or filed electronically. If the Title IX Coordinator is the offending person, reports may be made to Christie Lewis, the Director of Human Resources (investigator), Anthony Musso, Career Services Manager (investigator), Dr. Stephanie Eymann, Dean of Nursing and Allied Health (investigator), or Kris Fuchs, the Human Resource Manager (investigator), who will investigate the complaint. Incidents can be reported in the following ways:
 - Leave a private voice message for the Title IX Coordinator at (815) 599-3531;
 - Send a private email to the Title IX Coordinator at liz.gerber@highland.edu;
 - Mail a letter to the Title IX Coordinator's office at 2998 West Pearl City Road, Freeport, IL 61032;
 - Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability) in the Marvin-Burt Liberal Arts Center room 101;
 - Reporting to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the Title IX Coordinator.
 - File a report through the online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>
3. Anonymous Reporting:
 - a. Anonymous reporting may be made through the College's incident reporting system available on the College web site at: <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>
 - b. The College will investigate anonymous reports, to the extent possible, in an effort to end disruptions of the learning environment and attempt prevent future sexual misconduct.
4. Confidential Reporting:
 - a. Individuals who desire to confidentially discuss an occurrence of sexual misconduct, harassment, sexual violence, or stalking, may confidentially report such occurrences to certain individuals. These individuals, unless otherwise required by law to report such matters (e.g. Mandatory Reporters for Abuse/ Neglect under state law) can provide confidential advice and assistance.
 - b. Confidential reporting is available through the HCC Counseling Center (Ashlee Casado, VOICES counselor) during regularly posted hours of operation, or by email at counseling@highland.edu. Confidential reporting may also be made through the College's incident reporting system available on the College web site at: <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>.
 - c. These individuals will listen and identify resources or explain options available to those persons who make a confidential report. They can also supply the individual with information regarding medical care and the range of options available to them for reporting or seeking help from law enforcement. **DISCUSSING OPTIONS WITH THESE INDIVIDUALS DOES NOT CONSTITUTE AN OFFICIAL COLLEGE REPORT AND WILL NOT, ABSENT FURTHER CONSENT AND REPORTING, RESULT IN INVESTIGATION BY THE COLLEGE.**
5. Reporting to law enforcement:
 - a. Victims are strongly encouraged to report incidents of sexual misconduct or violence to law enforcement. If requested the College will provide assistance in making reports to law enforcement. Students may also report to a Stephenson County Sheriff's Sergeant or Deputy assigned to the campus. Reports will also be made to the Title IX Coordinator by law enforcement assigned to campus. Campus Security may be contacted at (815) 599-3652.

6. Reporting to a Community Based Sexual Assault Crisis Center:

- a. In Stephenson County, the crisis hotline is available 24 hours a day, 7 days a week, at
Sexual Assault Crisis Line: 815-232-7200
Domestic Violence Crisis Line: 815-235-1641
565 N Turner Ave. Freeport, IL 61032
<http://voicesofsc.org/>
- b. In Jo Daviess County the crisis hotline is available 24 hours a day, 7 days a week, at
Galena Sexual Assault
1-888-707-8155
Galena Domestic Violence
1-815-777-3680
<http://www.riverviewcenter.org/>
- c. In Carroll County the crisis hotline is available 24 hours a day, 7 days a week, at
Mt. Carroll Sexual Assault
1-877-273-7772
Mt. Carroll Domestic Violence
1-815-244-1320
<http://www.riverviewcenter.org/>
- d. The National Domestic Violence Hotline
1-800-799-SAFE (7233)
<http://www.thehotline.org/>

C. Confidentiality of Complaints and Reports:

1. The College recognizes that victims, witnesses and those accused have reasonable expectations of confidentiality and sensitivity in the investigation of sexual misconduct allegations. The College will endeavor to honor and respect such privacy/ confidentiality within the parameters of the law. For example, the Title IX Coordinator or investigator is required to disclose certain information to the alleged victim, complainant, accused or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to other College officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the College's compliance with federal law. The written investigation report for formal complaints and written decision will be disclosed within seven days of the decision to the alleged victim, complainant, respondent, Title IX Coordinator, and Chris Kuberski, College President, and Liz Gerber, VP/CSSO, Student Development and Support Services. It will be distributed to other College officials as necessary to prepare for subsequent proceedings (e.g., legal counsel or due process hearings).

D. Immediate Care, College Response and Interim Measures:

1. Victims of sexual misconduct may obtain a forensic medical examination at no cost pursuant to the Sexual Assault Survivors Emergency Treatment Act. The nearest facility to campus with this service is FHN Hospital at 1045 West Stephenson Street, Freeport, IL. The hospital's telephone number is 815-599-6000.
2. The College will provide victims and complainants with written information about the survivor's rights and options. To the extent necessary the College may take interim measures to assist or protect the parties during the inquiry or investigation process, as deemed necessary and when appropriate with the alleged victim's consent. Such interim measures may include arranging for changes in class schedules, issuing a campus no-contact order, arranging counseling, and modifying test schedules or other class requirements on a temporary basis.

E. Retaliation:

1. Highland prohibits any form of retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking.

F. Complaint Response and Investigation:

1. The College will have a sufficient number of individuals trained to resolve complaints so that a substitution can occur in the case of a conflict of interest or recusal and an individual or individuals with no prior involvement in the initial determination or finding hear any appeal brought by a party.
2. The College will provide assistance in reporting to law enforcement (if requested) and will investigate complaints made regarding violations of this policy in a timely manner using the process outlined below:
3. A person who has experienced, witnessed, or otherwise knows of sexual misconduct in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator. A formal complaint may be made either orally or in writing.
4. Consistent with obligations of due process a copy of the Formal Complaint will be shared with the accused (Respondent) within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.
5. The Respondent will be given an opportunity to provide a written response to the Formal Complaint within fifteen (15) calendar days of his or her receipt of the Formal Complaint.
6. The Title IX Coordinator and investigators will:
 - a. Designate an investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the Complaint and response) and interviews with appropriate employees, students, and witnesses. The Title IX Coordinator may serve as investigator;
 - b. Determine the identity and contact information of the Complainant;
 - c. Identify the correct policies allegedly violated;
 - d. Conduct a thorough, reliable, and impartial investigation including attempts to interview the respondent and witnesses;
 - e. Provide opportunities for a complainant, victim and respondent to present evidence and witnesses;
 - f. Allow the complainant, victim and respondent to have an advisor present. Advisors may not speak for the individual or act as an advocate during the process, but are permitted solely for the purpose of providing guidance to the individual;
 - g. Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct—more time is necessary to complete the investigation);
 - h. Present findings based on the preponderance of evidence; and
 - i. Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within (10) working days, to the President or designee.
7. The President shall accept, reject, or modify the recommendation using a preponderance of the evidence standard and provide a written notification of the decision, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator. Any student of the College who is determined, after an investigation, to have engaged in sexual misconduct or violence in violation of this policy is subject to disciplinary action, including, but

not limited to, suspension and expulsion consistent with the College's Student Code of Conduct, and where appropriate or requested by a complaining party, referral to law enforcement.

8. The respondent, complainant and victim have a right to timely appeal if the party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation. If a student wishes to appeal the decision of the President, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review board within seven days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony.
9. In cases involving employees of the College, accused of violating the policy, with or without a recommendation or decision to dismiss, an employee may appeal the decision of the President by submitting notice of appeal to the President. The appeal will then be heard before the Board of Trustees within 10 business days thereafter. Decisions of the Board of Trustees shall be final, unless the employee is subject to a collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act, Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).

G. Amnesty Clause:

1. It is the express policy of the College that individuals who report incidents in good faith will receive immunity from disciplinary procedures for student code of conduct violations committed by them that become known as a result of investigation by the College, except in the case of egregious misconduct. Any person who knowingly makes a false accusation regarding sexual misconduct or violence will be subject to disciplinary action up to and including expulsion or termination of employment. This is not a legal proceeding, so the College will not award any compensation to a victim.

3.28 Prohibition of Sex Discrimination (Revised 3/18/26)

A. Policy Statement:

1. Highland Community College is committed to maintaining a safe and healthy educational and employment environment that is free from harassment and other forms of discrimination based on sex characteristics, pregnancy, sexual orientation, and gender-related identity and expression. The College prohibits all forms of sex-based misconduct, including, but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment based on protected characteristics under its Sexual Misconduct and Violence (3.27), Discrimination-Related Harassment (4.035), and Sexual Harassment (4.034) policies.
2. It is the policy of Highland Community College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

3. Employees or students found to have engaged in prohibited misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.

B. Title IX Compliance:

1. As required under Title IX and its implementing regulations, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education program or activity that it operates. The College's commitment not to discriminate and prohibition on discrimination extends to admission and employment.
2. The College has designated the VP/CSSO, Student Development and Support Services as the Title IX Coordinator(s), who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s) or deputy coordinators, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

C. Retaliation Prohibited:

1. Retaliation, including intimidation, threats, coercion, adverse educational or employment actions, or discrimination against any person who, in good faith, reports or discloses alleged discrimination, files a complaint, or otherwise participates or declines to participate in an investigation into allegations of discrimination, is strictly prohibited.

D. Implementing Procedures:

1. The College will establish, maintain, and publish procedures implementing this policy, which set forth:
 - a. The application and scope of the College's prohibition on sex-based discrimination;
 - b. Definitions of prohibited conduct and a definition of consent;
 - c. Responsibilities of and contact information for the College's Title IX Coordinator(s), Deputy Coordinators, and Department of Human Resources;
 - d. Rights and Options for assistance by the college, law enforcement, a medical facility, or a crisis center, following an incident of sex-based misconduct;
 - e. Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against an elected official;
 - f. Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable;
 - g. The College's response to reports of alleged sex-based misconduct;
 - h. The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
 - i. Prevention and education programming provided to College students; and
 - j. Training and education provided to the Title IX Coordinators(s), campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other sex-based misconduct, or involved in the referral or provision of services to survivors.

4.034 Sexual Harassment (Revised 4/22/25)

The College shall provide students, employees and third parties an environment free from unwelcome sexual-or gender-based advances, requests for sexual favors and other verbal, written, electronic (including, but not limited to social media), visual, virtual, and/or physical conduct constituting sexual harassment as herein defined and as otherwise prohibited by state or federal law. College employees, students, and third persons

are prohibited from sexually harassing other employees, students, or third persons. For purposes of this policy, third persons include any person other than College employees and students, on College property, or at any College-sponsored event or at any activity which bears a reasonable relationship to the College.

Sexual harassment is prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Educational Amendment of 1972, and the Illinois Human Rights Act. Retaliation for making a good faith complaint of sexual harassment or for participating in an investigation is also prohibited by law.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, a student, or a third-party on campus.
- The employee, student or third-party does not have to be the person harassed but could be anyone directly affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the offender.
- The harasser's conduct must be unwelcome.

This policy applies to all members of the College community including students, employees, volunteers, and other representatives of the College. In certain circumstances, this harassment policy also applies to third parties, such as subcontractors, sales representatives, repairpersons, or vendors doing business with the College.

A. Definitions of Sexual Harassment:

1. Sexual harassment means:
 - a. Any unwelcome sexual advances by an employee, student or third person toward an employee, student or third-party person; or
 - b. Any request by an employee, student or third person to an employee, student or third-party person for sexual favors; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic (including, but not limited to social media), visual, virtual, or physical conduct based on sex when:
 1. submission to or participation in such conduct is made, whether explicitly or implicitly, a term or condition of an individual's employment at the College, or
 2. submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual's employment at the College, or
 3. the student's submission to or rejection of such conduct is, whether explicitly or implicitly, a term or condition of the student's grade, extent or nature of work necessary to successfully complete course work, or student's participation in any College-sponsored event or activity; or
 4. submission to or rejection of such conduct is used as the basis for decisions concerning the student's grade or the student's selection or participation in any College-sponsored event or activity; or
 5. such conduct has the purpose or effect of substantially interfering with a student's performance or creating an intimidating, hostile or offensive collegiate environment; or such conduct has the purpose or effect of substantially interfering with an individual's work or student performance or creating an intimidating, hostile or offensive environment.
2. Sexual harassment prohibited by this policy includes intentional and/or unwelcome verbal, written, electronic (including, but not limited to social media), visual, virtual, or physical conduct that tends to be severe or repetitive in nature. Some conduct obviously constitutes sexual harassment – such as a threat that a grade or promotion will depend on submission to a sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor- subordinate, faculty-student, student-student, colleague, etc.) and the specific setting. The inquiry can

be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some. Some examples of sexual harassment are:

- sexual advances
 - touching of a sexual nature
 - graffiti of a sexual nature
 - displaying or distributing sexually explicit drawings, pictures and written materials (including displaying or distribution through electronic communications and social media)
 - sexual gestures
 - sexual or “dirty” jokes
 - pressure for sexual favors
 - touching oneself sexually or talking about one’s sexual activity in front of others
 - spreading rumors about or rating other individuals as to sexual activity or performance
 - offering employment benefits in exchange for sexual favors
 - retaliating or threatening retaliation after a negative response to a sexual advance or after an employee or student has made or threatened to make a harassment complaint.
3. The terms intimidating, hostile or offensive as used above include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in the light of all of the circumstances.
 4. This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas in the classroom. Instructional freedom will include appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation. Classroom discussion of alternative ideas or controversial points of view on related topics shall not be considered harassment.

B. Responsibilities:

1. The College encourages prompt reporting of harassment. It is the express policy of the College to encourage targets of harassment to come forward with such claims.
2. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Supervisors shall be responsible for ensuring compliance with this policy by:
 - a. Monitoring the workplace environment for signs of sexual or other harassment;
 - b. Promptly notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois. In addition, all such incidents should immediately be reported to the Title IX Coordinator at (815) 599-3531, or the Director of Human Resources at (815) 599-3402, or the HR Manager at (815) 599-3602, or the Coordinator Career Services at (815) 599-3597.
 - c. Promptly stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene.
 - d. Promptly reporting any complaint of harassment or discrimination to one of the College investigators.
3. Each employee is responsible for assisting in the prevention of discrimination and harassment by:
 - a. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
 - b. Intervening if they find themselves as a bystander to any inappropriate behaviors on campus and feel it is safe to do so.

- c. Promptly reporting harassment or discrimination or suspected harassment or discrimination to management and supervisors before it becomes severe, persistent or pervasive.
4. In most cases, there is a clear line between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Individuals covered by this policy are free to form social relationships of their own choosing. However, when one person is pursuing or forcing a relationship upon another person who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. A person confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.
5. If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.
6. The College does not consider conduct in violation of the sexual harassment policy to be within the course and scope of employment or education and does not sanction such conduct on the part of any employee, including supervisory and management employees or any employee with authority over another person covered under the sexual harassment policy.

C. Dissemination of Policy/Procedures:

1. Information on this policy will be distributed in the College's Policy Manual, College Catalog, the College website, College's General drive under HR-Payroll Resources, and via posters and brochures placed around campus. Periodic notices sent to students and employees about the College's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.
2. Students registered at Highland Community College will receive information annually related to this policy. Informational brochures are distributed throughout campus and posters related to sexual harassment and reporting harassment are posted throughout campus.
3. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and complete on-line harassment training. Employees are to complete annual on-line training and are encouraged to report any evidence of sexual or other harassment in the workplace whether they are victims or if they witness such harassment. Supervisors and managers are required to report any known or reported harassment and will be trained to recognize and take action against harassment of any kind.
4. The sexual misconduct and violence policy 3.27, prohibition of sexual misconduct policy 3.28, non-discrimination policy 4.031, and/or the non-violence policy 4.39 may also apply in some incidents that are reportable under policy 4.034. Refer to those policies for additional guidance related to reporting responsibilities and protocol.
5. The process to file a complaint of actual or suspected discrimination-related harassment can be found in the Policy 4.036, Sexual Harassment and Discrimination-Related Harassment Reporting Process.

Policy Statement on Hazing

Highland Community College is committed to fostering a safe, healthy, and inclusive environment for all. Students, student groups, and athletic teams (formal and intramural) are essential contributors to Highland's mission, offering meaningful experiences that promote leadership, connection, and personal development. College student groups (e.g., registered student organizations, intramural, club and athletic teams, and other recognized student groups) and individual students are prohibited from engaging in hazing. Acts

of hazing undermine core values and are prohibited under Illinois & Federal law. Hazing is not a healthy tradition or an effective way to convey or share group experiences. As such, Highland Community College prohibits any form of hazing, whether conducted alone or in collaboration with others on or off campus.

A. Definition:

Highland Community College defines hazing in accordance with state and federal laws. Hazing is defined as any intentional, knowing, or reckless act committed by a person whether individually or in concert with others, against another person or persons regardless of the willingness of such other person or person to participate. This act, or series of acts, are considered hazing when committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the organization. Hazing includes, but is not limited to acts that:

- Cause or create a risk of physical or psychological injury
- Result in humiliation, intimidation, or demeaning treatment
- Go beyond the reasonable risks typically encountered during participation in a Highland Community College Student Organization

B. Reporting:

Students who believe they have been subject to, or in some form experienced, hazing or belief that another student has experience hazing are strongly encouraged to report the same. No student or individual making a good faith report of such activities will be subject to any form of retaliation.

Reporting options include:

- Code of Conduct Violation Process
- Report in person to Campus Security, Room H114
- Call the on-campus Security at 815-599-3652
- Report incident online using the Incident Reporting system on highland.edu
- Call 911

C. Investigating Incidents:

The Vice President/CSSO, Student Development & Support Services, or designee, will investigate and address reports of hazing violations in accordance with the Highland Community College Code of Conduct. In addition, reports of hazing may be investigated by the on-campus Security Department, with support from other law enforcement agencies, as outlined in of the Code of Conduct. All disciplinary actions and appeals will follow the procedures established in the Code of Conduct. A student or student group, found responsible for hazing is subject to a range of penalties. These penalties can include, but are not limited to, suspension, expulsion, or revocation of recognition of student group status. Students, or student group, where appropriate, may also be reported to law enforcement for appropriate criminal prosecution.

E. Campus Transparency Report:

Campus Hazing reports will be posted on the College website, where reported and determined founded, and updated every 6 months.

F. Prevention and Awareness Programs:

In alignment with the Illinois Higher Education Hazing Act (110 ILCS 21/) and federal mandates, Highland Community College delivers ongoing, evidence-based hazing prevention and awareness programs designed to reach all tiers of the campus community. Resources may also be found at: Stophazing.org and Hazingpreventionnetwork.org

Policy Statement Addressing Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

HCC complies with Illinois law in recognizing orders of protection by providing the resources to comply with protective orders and assist victims of sexual assault, domestic violence, dating violence, and stalking. Any person who obtains a protective order from Illinois or any reciprocal state should contact HCC Campus Security who can work with the Vice President/CSSO of Student Development and Support Services/Title IX Coordinator to coordinate services and assistance to the survivor. This information will be shared with additional persons only at the request of the victim/survivor. Survivors may choose to meet with Campus Security and HCC staff to develop a safety action plan. HCC cannot apply for a legal order of protection, no contact order or restraining order for a victim. HCC can provide resources regarding the necessary processes to individuals seeking a legal order of protection, no contact order or restraining order. HCC may issue an institutional “no trespass” or a “campus no contact” order if deemed appropriate.

Policy Statement Addressing Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The federal law requires state law enforcement agencies to provide HCC with a list of registered sex offenders who have indicated that they are enrolled or employed at HCC.

HCC Security Officers maintain a list of registered sex offenders who are enrolled or employed at HCC; this list can be requested from HCC Campus Security located at H114, 815-599-3652.

In addition, a list of all registered sex offenders in Illinois is available at <http://www.isp.state.il.us/sor>. This link is available on HCC’s website.

Policy on Emergency Response and Evacuation Procedures

HCC maintains an Emergency Operations Plan that complies with the Illinois Campus Security Act. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

College units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as tabletop exercises, drills, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Emergency Evacuation Procedures

The emergency evacuation procedure is tested at least once each year. Students and employees learn

the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. HCC Security Officers do not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, HCC Security Officers on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At HCC, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the fire alarm, evacuate to a safe location using the nearest exit, and then dial 911.

1. Remain Calm
2. Close classroom or office doors behind you. Do not lock them.
3. Do NOT use Elevators, Use the Stairs.
4. Assist those with functional needs. If they are unable to exit without using an elevator, proceed to areas of rescue assistance (at the top of the stairwell landing at the following locations: the second floor of the north and south stairs of the Marvin-Burt Liberal Arts Center and the north stairwell of the Student/Conference Center) and dial "911" on the emergency phone. Let the dispatcher know where the person needing assistance is located.
5. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
6. Make sure all personnel are out of the building.
7. Do not re-enter the building.

Severe Weather Procedures

The severe weather evacuation procedure is tested at least once each year. Students and employees learn the locations of the severe weather shelters in the buildings and are provided guidance about the direction they should travel when moving to a severe weather shelter.

The purpose of severe weather drills is to prepare building occupants for an organized movement to severe weather shelter due to severe weather. At HCC, severe weather drills are used as a way to educate and train occupants on severe weather safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of severe weather shelters.

Severe Weather Evacuation Procedures

At the sound of an announcement to move to a severe weather shelter or if you are instructed to evacuate, leave your area immediately and proceed to the nearest severe weather shelter.

1. Remain Calm
2. Close classroom or office doors behind you. Do not lock them.
3. Do NOT use Elevators, Use the Stairs.
4. Assist those with functional needs. If they are unable to exit without using an elevator, proceed to areas of rescue assistance (at the top of the stairwell landing at the following locations: the second floor of the north and south stairs of the Marvin-Burt Liberal Arts Center and the north stairwell of the Student/Conference Center) and dial "911" on the emergency phone.
5. Proceed to a severe weather shelter in your building or lowest level possible, interior space. Make room for everyone.

6. Do not leave the shelter area until given the “All Clear”.

Shelter-in-Place Procedures –What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, keys, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, HCC Security Officers, College employees, police officers, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

Locate a room to shelter inside. It should be:

- An interior room; above ground level; and without windows or with the least number of windows.
- If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (College staff will turn off the main ventilation as quickly as possible.)
- Make a list of the people with you and ask someone (faculty, or staff) to provide it to HCC Security Officers when requested.
- HCC emergency text alerts and/or PA announcements will provide further instructions
- Make yourself as comfortable as possible.

Date	Drill/Exercise Type	Group Tested
2/11/25	Active Violence Preparedness Drill	All Campus
3/25/25	Severe Weather Drill	All Campus
5/5/25	Tabletop	EOC Team
9/16/25	Active Violence Preparedness Drill	All Campus
10/8/25	Fire Drill	All Campus
10/17/25	Tabletop	EOC Team
11/11/25	Tabletop	EOC Team
1/27/26	Active Violence Preparedness Drill	All Campus
2/26/26	Tabletop	EOC Team
3/2/26	Severe Weather Drill	All Campus
5/4/26	Tabletop	EOC Team

(HEOA) Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Policy Statement Addressing Preparation of Disclosure of Crime Statistics

The Vice President/CFO of Administrative Services prepares this report to comply with the Jeanne Clery Campus Safety Act.

Campus crime, arrest and referral statistics include those reported to HCC Security Officers, designated campus officials and local law enforcement agencies. Illinois law requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Counseling services staff inform their clients of the procedures to report crime to the campus security on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session. Each year, an e-mail notification is made to all enrolled students that provides the website to access this report. Faculty and staff receive similar notification.

Crime Statistics

Any questions or suggestions regarding campus security should be addressed to any of the following:

Campus Security Officers (Room H114 or 815-599-3652)

Director of Facilities and Safety (Room W101 or 815-599-3501)

Vice President, Administrative Services (Room H234, or 815-599-3412)

Input from all campus constituencies is welcome and encouraged.

The following crimes or offenses have been reported to the College or to local police agencies.

Clery Act Crime Statistics			
October 1, 2026			
Criminal Offenses on Campus			
Criminal Offense	Total Occurrences		
	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offenses on Public Property			
Criminal Offense	Total Occurrences		
	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Hate Crimes on Campus									
	2025 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Criminal Offense									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction of property	0	0	0	0	0	0	0	0	0

Hate Crimes on Campus									
	2024 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Criminal Offense									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction of property	0	0	0	0	0	0	0	0	0

Hate Crimes on Campus									
	2023 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Criminal Offense									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction of property	0	0	0	0	0	0	0	0	0

Hate Crimes on Public Property										
	2025			Sexual		Gender				National
Criminal Offense	Total	Race	Religion	Orientation	Gender	Identity	Disability	Ethnicity		Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction of property	0	0	0	0	0	0	0	0	0	0

Hate Crimes on Public Property										
	2024			Sexual		Gender				National
Criminal Offense	Total	Race	Religion	Orientation	Gender	Identity	Disability	Ethnicity		Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction of property	0	0	0	0	0	0	0	0	0	0

Hate Crimes on Public Property										
	2023			Sexual		Gender				National
Criminal Offense	Total	Race	Religion	Orientation	Gender	Identity	Disability	Ethnicity		Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction of property	0	0	0	0	0	0	0	0	0	0

VAWA Offenses on Campus			
	Total Occurrences		
Criminal Offense	2023	2024	2025
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
VAWA Offenses on Public Property			
	Total Occurrences		
Criminal Offense	2023	2024	2025
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Arrests on Campus			
	Total Occurrences		
Criminal Offense	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Arrests on Public Property			
	Total Occurrences		
Criminal Offense	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes			
	Total Occurrences		
Criminal Offense	2023	2024	2025
Total unfounded crimes	0	0	0

On Campus Student Housing Facilities:

HCC does not own or control locations that meet the Clery Act definition of an “On Campus Student Housing Facility”, which is as follows: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.