



ANNUAL SECURITY REPORT

Published Fall 2024

I. Introduction

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Taylor Business Institute (“TBI”) with information on: TBI’s security arrangements, policies, and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures TBI will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

II. Policy for Preparing the Annual Report

This report was prepared by Florence Davis, TBI’s Director of Financial Aid, in cooperation with local law enforcement authorities and includes information provided by them. Each year TBI requires all students to sign an acknowledgement indicating their report of the Annual Report. Faculty and staff receive seminal notifications. Hard copies of the report may also be obtained at no cost by contacting Florence Davis, Director of Financial Aid.

TBI is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff.

III. Policies Concerning the Law Enforcement Authority of Campus Security Personnel

TBI cooperates with outside law enforcement agencies and exchanges criminal information with these agencies. The local police department, sheriff’s department, state agencies, and federal law enforcement agencies have criminal jurisdiction of the TBI campus.

Below is the contact information for the local law enforcement agency for TBI:

Chicago Police Department
District One
1718 South State Street
Chicago, IL 60616
Phone: 312-745-4290
Fax: 312-745-3694

IV. Other Officials to Whom Crimes May Be Reported

TBI also has designated other officials to serve as additional campus security authorities.¹ Reports of criminal activity can also be made to these officials. They in turn will ensure that they are reported to the

¹ At the time of publication of this Annual Security Report, the officials named in this report serve in the roles identified. If during the 2024-2025 year the officials leave their current employment role, the person who assumes their role also will assume their campus security authority related responsibilities.

appropriate people for collection as part of TBI's annual report of crime statistics. These additional campus security authorities are:

- **Florence Davis, Safety and Security Coordinator**
29 E. Madison St., 9th Floor, Chicago, IL 60602
florence.davis@tbiil.edu, (312) 658-5100
- **Mr. Rakesh Kumar, Chief Academic Officer**
29 E. Madison St., Lower Level, Chicago, IL 60602
rakesh.kumar@tbiil.edu, (312) 658-5100

V. Policies on Reporting a Crime or Emergency

TBI encourages accurate and prompt reporting of all criminal actions, accidents, injuries, or other emergencies occurring on campus to the appropriate law enforcement even when the victim of a crime elects not to do so or is unable to make such a report. Such reports should be made as follows:

- Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling **911** from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred. After making the 911 call, also make a report to one of the campus security authorities identified above.
- Students, staff, and visitors should report criminal actions. Accidents, injuries, or other emergency incidents to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a member of TBI staff will assist a student in making the report to the police.
- Anonymous incident reports can also be made.

TBI will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim, or disciplining the perpetrator will know the victim's identity. Moreover, TBI will withhold the identity of victims in publicly available records, to the extent permitted by law.

Any victim of a crime who does not want to pursue action within TBI disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority as discussed in Section IV above. With the victim's permission, a report of the details of the incident can be filed without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps TBI take appropriate steps to ensure that future safety of the victim and others. With such information, TBI can keep an accurate record of the number of incidents involving students, determine where a pattern of crimes may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for TBI.

Additionally, upon written request, TBI will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by this institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased because of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

TBI has no officially recognized student organizations with off-campus locations. However, if criminal activity occurs while students are attending school sponsored events or training off campus, the reporting procedures are the same as those stated above.

VI. Educational Programs Related to Security Awareness and Prevention of Criminal Activity

TBI is committed to providing a safe and secure environment for all students, visitors, faculty, and staff. TBI seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform them about the prevention of crimes.

Various programs inform students and employees about campus crime security procedures and practices and encourage everyone to be responsible for their own, and others', security.

TBI's security program is an ongoing process that includes development and enforcement of regulations and procedures to provide a reasonable level of security for property, information, and personal safety of individuals. TBI encourages all individuals to practice personal safety awareness.

TBI will host security awareness seminars during the 2024-2025 year.

VII. Building Security

TBI is a private institution and reserves the right to restrict access and movement of staff, students, visitors, and others who are conducting business on site. The campus is accessible to members of the TBI community and visitors during normal business hours Monday through Friday from 8:30a.m. to 5:00p.m. TBI is located at 29 E Madison Street, Chicago, IL. The school is located on the Lower Level and some administrative offices are on the 9th floor. The 29 E Madison building has a security guard who is present 24 hours a day, seven days a week. Access to the school during non-business hours is restricted and must have prior authorization. Admittance during non-business hours must also require sign-in and sign-out at the building's security front desk. Additional security arrangements can be made upon request. Access to the school during non-business hours is restricted and must be coordinated with the office of the 29 E Madison building management. Exterior doors are locked and secured by the building maintenance personnel.

We ask that you stay aware and avoid circumventing policies that are meant to preserve your safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured.
- Do not lend keys to unauthorized individuals and do not leave them unattended.
- Do not give access codes to anyone that does not belong to the campus community.

Keys/codes to the offices, labs, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Employees must adhere to policies stated in the Employee Handbook regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. Violation of these policies may lead to termination.

Students must adhere to the Student Conduct and Discipline policies listed in the school catalog and Student Handbook, which include statements regarding theft of, or damage to school property, and any other criminal activity that occurs within campus buildings or on the grounds. Violations of these policies may lead to permanent suspension.

All individuals entering the building, who are not current students or staff, must check in with the front desk receptionist on the lower level. All visitors must also obtain a visitor's pass from the receptionist's desk.

Employee and student identification cards may be used to verify the identity of persons suspected to be in the building without permission.

TBI does not maintain residence housing, therefore there are no policies regarding campus residences.

Security also is a consideration in maintaining campus facilities. For example, maintenance personnel regularly check to ensure pathways are well-lighted and that egress lighting is working in hallways and stairwells. Doors can also be locked to prevent entry. TBI also uses a key/code system that controls access and prevents unauthorized persons from accessing certain areas.

VIII Timely Warnings

To provide timely notice to the TBI community in the event of a serious incident, it is the policy of TBI to issue a Timely Warning to all staff, faculty, and students. Should a situation arise, either on or off the campus that, in the judgement of TBI's President either in collaboration with the Chief Academic Officer or Safety & Security Coordinator individually, constitutes a serious threat to the staff, faculty, and students of the campus a Timely Warning will be issued.

Decisions regarding the issuance of a Timely Warning will be made on a case-by-case basis considering all the facts of the situation. If it is determined that the TBI campus is in imminent danger, a Timely Warning will be issued. Timely Warning will include a description of the offense, description of the suspects, and any additional information that pertains to the incident that will help ensure all members receiving the Warning will understand the incident and the treat. The following methods of notification may be employed for the dissemination of information to all staff, faculty, and students:

- Posting on TBI website and social media
- Posting on campus electronic monitors
- Text messaging
- Classroom announcements
- Notice distributions
- Email notification

Anyone with information warranting a timely warning should immediately report the circumstances to the President or other campus security authority.

IX Emergency Response and Evacuation Procedures

TBI has an emergency plan for its campus designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to tornadoes, bomb threats, disease outbreaks, or armed intruders. TBI has communicated with local police requesting their cooperation in informing TBI about situations reported to them that may warrant an emergency response. Students, staff, and visitors are encouraged to notify the President, Chief Academic Officer or Safety and Security Coordinator of any situation that poses such a threat.

The President or her designee will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for confirming the emergency and initiating TBI's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other TBI departments may be involved in the confirmation process.

Local law enforcement agencies are primarily responsible for confirming that there is a significant emergency or threat in the campus community. Additionally, the President, Chief Academic Officer or the Safety and Security Coordinator, depending on the circumstances, also may be able to confirm certain types of emergencies. The President, Chief Academic Officer or the Safety and Security Coordinator, in collaboration or individually or with other appropriate personnel, will determine who should be notified and 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 professional judgement or responsible authorities; compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Depending on the segments of the campus the notification will, in the

professional judgement or responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The President, Chief Academic Officer or the Safety and Security Coordinator will direct the issuance of emergency notifications, which will be accomplished using one or more of the following means, depending on the nature of the threat and the segment of the campus community being threatened:

- Posting on TBI website and social media
- Posting on campus electronic monitors
- Text messaging
- Classroom announcements
- Notice distributions
- Email notification

The above actions will be initiated by the President or her designee, the Chief Academic Officer or his designee or the Security and Safety Coordinator or her designee.

Further, if local law enforcement authorities confirm that a significant emergency or dangerous situation is occurring at the TBI campus that may impact the TBI campus' local community, and emergency notification will be posted on TBI's website by the President or her designee, the Chief Academic Officer or his designee or the Security and Safety Coordinator or her designee.

TBI tests its emergency response and evacuation procedures at least once a year. That test will be scheduled to be conducted at a minimum of once a year. Also, at various times TBI will provide training, test, and evaluate its emergency response plan. The President will maintain a record of tests and training exercises, including a description of them, the dates, and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, TBI will distribute to its students and employees' information to remind them of TBI's emergency response and evacuation procedures.

X. Policy, Procedures and Programs Related to Various Sex-Related Offenses

Consistent with the requirements of Title IX of the Education Amendments of 1972, TBI prohibits discrimination based on sex in its educational programs and activities, including sexual harassment and acts of domestic violence, dating violence, sexual violence, and stalking. TBI also prohibits any retaliation, intimidation, threats, coercion, or any other discrimination against any individuals exercising their rights or responsibilities pursuant to this policy. A full statement of TBI's Title IX policy and the procedures for filing, investigating and resolving complaints for violations of that policy may be found at <http://www.tbiil.edu/student-consumer-information/>.

The following discusses TBI's educational programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking; provides information concerning procedures students should follow if they become a victim of one of these offenses; and advises students of services available in the event they do become a victim.

A. Educational Programs to Promote Awareness and Prevention of These Offenses:

TBI prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Offenses related to sexual assault lack consent. With respect to these offenses, the following definitions apply within the State of Illinois:

Consent: Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity. This means consent requires an affirmative act or statement by each participant. Consent is not passive.

- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- A prior sexual relationship does not indicate consent to future sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

Domestic Violence, Dating Violence and Stalking

The crimes of domestic violence, dating violence and stalking constitute a form of sexual misconduct when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

1. Domestic Violence

“Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- For state law definitions covering domestic violence see: 750 ILCS 60/) Illinois Domestic Violence Act of 1986; also see <https://www.ilga.gov>

2. Dating Violence

“Dating violence” means violence committed by a person:

- (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the people involved in the relationship.

- For state law definitions covering dating violence see: 750 ILCS 60 – Illinois Domestic Violence Act of 1986; also see <http://www.ilga.gov>.

3. Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress.

- For state law definitions covering domestic violence see: 720 ILCS 5/12-7.3 (Stalking); 720 ILCS 5/12-7.4 (Aggravated Stalking) and 720 ILCS 5/12-7.5 (Cyberstalking); see also <http://www.illinoisattorneygeneral.gov/IllinoisLawCanProtectYouFromStalking.pdf>

Most sexual offenses that occur on campus communities are committed by people who are known by their victims. Often, these types of assaults are not reported to police or campus authorities because people do not

think this unwanted sexual contact constitutes sexual assault since they know the assailant. These assailants, however, can continue to exploit people by manipulating that trust. By reporting these incidents, you will significantly decrease the likelihood that this individual can subject another person to this type of victimization.

The following risk reduction information is intended to help mitigate the likelihood of perpetration, victimization of bystander inaction as it relates to sexual activity:

- If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:
 - Make your limits known before going too far.
 - You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
 - Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
 - Grab someone nearby and ask them for help.

- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you reduce your risk of being accused of sexual assault or another sexual crime:
 - Remember that you owe sexual respect to the other person.
 - Don't make assumptions about the other person's consent or about how far they are willing to go.
 - Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
 - If your partner expresses a withdrawal on consent, stop immediately.
 - Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you, their intentions.
 - Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
 - Don't take advantage of someone who is incapacitated, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
 - Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomited, unusual behavior, passing out, staggering, etc.

- It is also important to be aware of the warning signs of an abusive person. Some examples include:
 - Past abuse
 - Threats of violence or abuse
 - Breaking objects
 - Using force during an argument
 - Jealousy
 - Controlling behavior
 - Quick involvement
 - Unrealistic expectations
 - Isolation
 - Blames others for problems
 - Hypersensitive
 - Cruelty to animals or children
 - “Playful” use to force during sex
 - Jekyll-and-Hyde personality

Individuals are encouraged to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other things to think about include:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don't hesitate to contact the police.

TBI will provide primary prevention and awareness programs for new students and employees, as well as ongoing prevention and awareness campaigns. It is in the process of developing these educational programs. This programming will cover, among other things, the following:

- TBI's prohibition of sexual violence (including sexual assault), domestic violence, dating violence, and stalking;
- Definitions of consent, domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction (Illinois);
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual violence (including sexual assault), domestic violence, dating violence, or stalking against another person;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and
- TBI's policy and procedures that will be utilized when there is a complaint of sexual violence (including sexual assault), domestic violence, dating violence, or stalking.

B. Restraining Orders

Any student or employee who has a restraining order, order of protection, no contact order or any other such order issued by a court against another individual (whether or not that individual is also a student or employee of TBI) is highly encouraged to notify a campus security authority of the threat and to provide a copy of the restraining order so that it is kept on file with the President and can be enforced, if necessary.

C. Procedures to Follow if You are a Victim of a Sex Offense

If you are the victim of sexual violence (including sexual assault), domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has perpetrated against you, TBI recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement (dial 911), in addition to contacting TBI's Title IX Coordinator or the Chief Academic Officer.

Title IX Coordinator
Florence Davis
Taylor Business Institute
29 E Madison St, 9th Floor
Chicago, IL 60602
312-658-5100 x5106
florence.davis@tbiil.edu

Chief Academic Officer
Rakesh Kumar
Taylor Business Institute
29 E. Madison St., Lower Level
Chicago, IL 60602
312-658-5100
rakesh.kumar@tbiil.edu

If you are the victim of sexual violence (including sexual assault); domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Once a complaint of sexual violence (including sexual assault), domestic violence, dating violence, or stalking is made, the complainant has several options such as, but are not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action
- Requesting that no further action be taken

If requested, TBI will assist the victim in notifying appropriate law enforcement authorities of the assault, although the victim also has the option to decline to make such notification.

D. Available Victim Services

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available to them, both within TBI and in the surrounding community. A directory of services and hotlines may be found at <https://www.illinoisattorneygeneral.gov/safer-communities>. In the event of a sexual assault, for immediate assistance you may contact local law enforcement (911 if emergency), or the Illinois Domestic Violence Hotline (877) 863-6338.

Additionally, if you want to make an appointment with a professionally trained counselor, please contact Lena Young, Director of Student Services, Dean Kumar the Chief Academic Officer, or Florence Davis the Title IX Coordinator.

TBI will provide information to victims about options for, and available assistance in, changing academic, transportation, and working situations. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

E. Procedures for Disciplinary Action

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through TBI's Title IX Policy and Complaint Resolution Procedures. Under this policy and set of procedures, both the accused and the accuser are entitled to:

- A prompt, fair and impartial investigation, and resolution.
- A process conducted by officials who at a minimum receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to investigate and hearing process that protects the safety of victims and promotes accountability.
- The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by a support person or advisor of their choice.

- Have the outcome determined by a preponderance of the evidence standard based on the totality of the evidence presented.
- An opportunity to appeal.
- Simultaneous, written notification of the outcome of the proceeding, any change to the result and when the result becomes final.

F. Possible Sanctions or Protective Measures that TBI May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses

Following a final determination in TBI's disciplinary proceeding that one of the above offenses has been committed, TBI may impose a range of penalties depending on the mitigating and aggravating circumstances involved. They include, but are not limited to, no-contact order, mandated educational programming, suspension, probation, or termination/expulsion.

G. Victims to Receive Written Notification of Rights

When a student or employee reports to TBI that he or she has been a victim of domestic violence, dating violence, sexual assault, stalking, or other sexual misconduct under TBI's Title IX Policy, whether the offense occurred on or off campus, TBI will provide the student or employee a written explanation of his or her rights and options containing the information described in the previous sections.

XI. Sex Offender Registration Program

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify TBI of any such information it receives. Anyone interested in determining whether such persons are on any TBI campus may do so by contacting the President.

The Illinois Sex Offender Registration Website maintains a general registry of sex offender information, which may be accessed at the following link: www.Illinois.gov/sor/OffenderRegistration.

XII Drug and Alcohol Policy

TBI, as a recipient of federal funds, is subject to the Drug-Free Schools and Communities Act, which requires the implementation of a program to prevent the use and abuse of alcohol and illegal drugs by students, faculty, and staff.

It is the policy of TBI to prohibit the unlawful, manufacture, distribution, dispensation, possession, or use of a controlled substance of alcoholic beverage during school time or on school premises, or other sites where students or employees may be assigned.

TBI considers it a violation of policy when students and/or employees engage in underage drinking and/or violate federal or state drug laws. Students and/or employees (full or part-time) who violate the standards set forth under the TBI Drug & Alcohol Abuse Policy will be subject to disciplinary actions. Sanctions include, but are not limited to, reprimand, probation, suspension, expulsion, or termination, and/or referral to the appropriate authorities for prosecution. Violations of federal drug laws could also result in the loss of financial aid.

TBI regularly schedules Drug and Alcohol Abuse prevention seminars and makes available to its students and employees' information about services within the community related to drug and alcohol abuse and prevention.

XIII Pregnant and Parenting Policy

In compliance with Title IX of the Education Amendments of 1972, a federal law that prohibits sex based discrimination in educational programs and activities, Taylor Business Institute supports students who are pregnant and/or parenting during their education. The following procedure is written to provide guidance for students and staff on pregnant and parenting students.

Title IX categorizes pregnancy as a temporary disability and all college procedures that apply to a temporary disability apply in the case of pregnancy. The one exception is excused absences: Title IX requires that schools excuse absences due to pregnancy and related conditions, regardless of the school's absence policy.

Statement of Pregnant and Parenting Student Rights

- Student has the right to continue to participate in classes and extracurricular activities even though you are pregnant and are NOT required to submit a doctor's note unless a doctor's note is required of all students with a physical or emotional condition requiring treatment from a doctor for that particular class or activity.
- Students have the right to reasonable adjustments, such as a different desk or allowing the student to make frequent trips to the bathroom during pregnancy.
- TBI must grant student excused absences due to pregnancy and childbirth for as long as the student's doctor says it is necessary.
- Students have the right to return to the same academic and extracurricular status as before the withdrawal began, which should include giving the student the opportunity to make up any work missed while out.
- TBI is required to provide pregnant students with the same special services it provides to students with temporary medical conditions.
- TBI is required to protect all students from harassment based on sex, including harassment because of pregnancy or a related condition.

Procedure for Addressing Needs of Pregnant and Parenting Students

A student in need of accommodation due to pregnancy or parental status must self-disclose this need to Taylor Business Institute. This disclosure may be made to any college employee. College employees are required to refer students who are pregnant or parenting to the Title IX Coordinator who will assist in assessing the needs of the students. Pregnant and parenting students are not required to make use of the services of Title IX Coordinator, but it is highly encouraged.

All pregnant and parenting students will be referred to the Title IX Coordinator for assistance in making an accommodation plan. At that time, The Title IX Coordinator will work with the student to obtain necessary documentation required for addressing the needs of the student. A licensed medical professional must provide this documentation. This may include a list of current pregnancy complications, statement of a high-risk pregnancy and/or documentation of an expected return to class date following the medical withdrawal. These documents will remain in a protected status in the Education Office.

The creation of an accommodation plan is an interactive process between the student, the Title IX Coordinator and the course instructors. In addition, accommodation plans must be reasonable and consistent with documentation received (i.e. allowing for a specified number of weeks of medical withdrawal following a cesarean delivery).

Instructors are expected to work with the TBI Instructors to develop a learning plan that meets competencies of the course while accommodating for the pregnancy or parenting related needs. Faculty and staff are prohibited from discriminating against or making any unreasonable requests or a pregnant or parenting student. For further questions, please see the "Pregnant and Parenting Students FAQ".

XIV Crime Statistics

The Clery Act requires institutions of higher education to disclose crime statistics covering the previous three years on four general categories of crimes: (1) primary crimes (murder and non-negligent

manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex-offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson); (2) hate crimes (any of the previous offenses and any incidents of larceny-theft, simple assault, intimidation or destruction/damage/vandalism or property that were motivated by certain biases); (3) arrests or referrals for disciplinary action for weapons, drug and liquor law violations and (4) crimes of domestic violence, dating violence and stalking.

The definitions of these offenses follow FBI guidelines and are as follows:

- *Murder and non-negligent manslaughter*: The will (non-negligent) killing of one human being by another.
- *Negligent manslaughter*: The killing of another person through gross negligence.
- *Sex offenses (forcible)*: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- *Sex offenses (non-forcible)*: unlawful, non-forcible sexual intercourse (i.e. incest or statutory rape).
- *Robbery*: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- *Aggravated assault*: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.
- *Burglary*: The unlawful entry of a structure to commit a felony or a theft.
- *Motor vehicle theft*: The theft or attempted theft of a motor vehicle.
- *Arson*: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- *Domestic violence*: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction[...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- *Dating Violence*: Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship.
- *Stalking*: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Hate crimes involve those crimes motivated by the following biases: race, gender, religion, sexual orientation, ethnicity, disability, national origin, and gender identity. As noted, hate crimes include those defined above that were motivated by one or more of these biases. They also include a second category as follows:

- *Larceny-theft*: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is able to exercise dominion or control over a thing.
- *Simple assault*: An unlawful physical attack by one person upon another where the offender neither displays a weapon nor the victim suffers obvious severe or aggravated bodily injury, such as apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- *Intimidation*: Unlawfully placing another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- *Destruction/damage/vandalism of property*: Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

The third category of crime statistics disclosed related to arrests and referrals for disciplinary action for violations of law relating to weapons, drugs, or liquor. For this purpose, the following definitions apply:

- *Arrest*: A person processed by arrest, citation, or summons.
- *Referral for disciplinary action*: The referral of any person to any official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

The statistical summary of the above crimes for each TBI campus over the past three calendar years as follows:

	2021	2022	2023
MURDER/NON-NEGLIGENT MANSLAUGHTER			
On Campus	0	0	0
Public Property	0	0	0
NEGLIGENT MANSLAUGHTER			
On Campus	0	0	0
Public Property	0	0	0
AGGRAVATED ASSAULT			
On Campus	0	0	0
Public Property	10	7	0
ARSON			
On Campus	0	0	0
Public Property	0	0	1
SEX OFFENSES; FORCIBLE			
On Campus	0	0	0
Public Property	0	0	1
SEX OFFENSES, NON FORCIBLE			
On Campus	0	0	0
Public Property	0	0	3
ROBBERY			
On Campus	0	0	0
Public Property	10	7	0
BURGLARY			
On Campus	0	0	0
Public Property	0	7	2
MOTOR VEHICLE THEFT			
On Campus	0	0	0
Public Property	3	4	3
ARRESTS: LIQUOR LAW VIOLATIONS			
On Campus	0	0	0
Public Property	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS			
On Campus	0	0	0
Public Property	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS			
On Campus	0	0	0
Public Property	1	1	1
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS			
On Campus	0	0	0
Public Property	3	0	0
ARRESTS:			

WEAPONS (Carrying, Possessing, etc.)			
On Campus	0	0	0
Public Property	11	2	1
DISCIPLINARY REFERRALS: WEAPONS (Carrying, Possessing, etc.)			
On Campus	0	0	0
Public Property	0	0	0
DOMESTIC VIOLENCE			
On Campus	0	0	0
Public Property	1	7	4
DATING VIOLENCE			
On Campus	0	0	0
Public Property	1	5	3
STALKING			
On Campus	0	0	0
Public Property	2	0	0

NOTES:

- TBI does not have “on-campus housing facilities” or “non-campus property”.
- No hate crimes were reported in 2023 on campus or on public property.