



ANNUAL SECURITY REPORT

Published Fall 2025

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1. 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, 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.

2. Policy For Preparing the Annual Report

This report was prepared by Florence Davis, TBI’s Safety and Security Coordinator, in cooperation with local law enforcement authorities and includes information provided by them. Each year TBI emails all students, indicating the Annual Security Report is available and how to obtain a copy of it. Hard Copies of the report may also be obtained at no cost by contacting Florence Davis, Safety and Security Coordinator, at florence.davis@tbiil.edu.

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

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

TBI cooperates with outside law enforcement agencies and exchanges information with these agencies. The Chicago Police Department, the sheriff’s department, state agencies, and federal law enforcement agencies have criminal jurisdiction on the TBI campus.

Below is the contact information for the local Chicago Police Department Office:

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

4. 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 appropriate people for collection as part of TBI’s annual report on 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 x5106
- **Donna Pitts, Deputy Title IX Coordinator**
29 E. Madison St, LL, Chicago, IL 60602
donna.pitts@tbiil.edu, (312) 658-5100

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 2025-2026 award year, the officials leave their current employment role, the person who assumes their role also will assume their campus security authority related responsibilities.

- **Rakesh Kumar, Chief Academic Officer**
29 E. Madison St, 9th Floor, Chicago, IL 60602
rakesh.kumar@tbiil.edu, (312) 658-5100

5. 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 the reporting individual must 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 report it to appropriate police agencies. If requested, a member of TBI staff will assist the victim in making the report to the police.
- Anonymous incident reports can also be made to TBI.

TBI will protect the confidentiality of victims. Only those with a need to know the identity for purpose 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 wish to pursue action within the 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 four (4) 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 the future safety of the victim and others. With such information, TBI can keep an accurate record of the number of incidents involving students/employees, determine whether a pattern of crimes may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in TBI's Annual Security Crime Report.

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 or employee 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 victim's next of kin 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.

6. 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 as well as encourages 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 2025-2026 award year.

7. 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 6:00p.m. TBI is located at 29 E. Madison Street, Chicago, IL. The school is located on the Lower Level and the TBI administrative offices are located 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 along with proof of identity 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 approved by the TBI President. 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.
- Request students and employees to display their I.D.
- 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 at the front reception desk 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 people 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.

8. 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, 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 used for the dissemination of information to all staff, faculty, and students:

- Posting of TBI's website and social media
- Posting on campus electronic monitors
- Text Messaging
- Classroom Announcements
- Notice Distribution
- Email Notification

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

9. Emergency Responses 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 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.

The President, Chief Academic Officer or the Safety and Security Coordinator can confirm some emergencies. Local law enforcement can confirm significant emergencies, or threats, to the campus community and surrounding area. Together these people determine who to notify and what procedures should be put in place. Depending on the nature of the emergency, law enforcement working alongside TBI personnel will determine who to contact, what information should be disclosed, how to inform those involved and what are the next steps to take.

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
- Mass text messaging and email notification
- Classroom announcements
- Notice distributions

The above actions will be initiated by the President or her designee, the Chief Academic Officer or his designee or the Safety and Security 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 schedules and tests its emergency response and evacuation procedures at least once a year. Also, at various times TBI will provide training, testing, and evaluating its emergency response plan. Annually TBI will distribute the emergency response and evacuation procedures along with in-person training.

10. 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, including sexual harassment and acts of domestic violence, dating violence, sexual violence, and stalking, in its educational programs and activities. 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.

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.

Illinois Law

Criminal Sexual Assault, "consent" is defined as, "a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent." 720 ILCS 5/11-1.70(a) Further, "A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct." 720 ILCS 5/11-1.70(c) Finally, consent cannot be given by a person who is under the age of 17, except that it shall be a defense to a charge of criminal sexual assault if the accused reasonably believed the person to be 17 years of age or over." 720 ILCS 5/11-1.70(b) This means consent requires an affirmative act or statement by each participant. Consent is not passive.

- If a person is not 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, then there is no consent.
- If a person is asleep or unconscious, there is no consent.
- If a person speaks a different language, 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 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 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 related 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 to 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 of 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 program 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 in the office of 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, Deputy Title IX Coordinator of the Chief Academic Officer.

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

Deputy Title IX Coordinator
 Donna Pitts
 29 E Madison St LL
 Chicago, IL 60602
 (312) 658-5100
donna.pitts@tbiil.edu

Chief Academic Officer
 Rakesh Kumar
 20 E Madison Street LL
 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 or 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 with 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://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, Florence Davis the Title IX Coordinator or Donna Pitts the Deputy 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.

11. 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 the TBI campus may do so by contacting the President in writing.

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.

12. 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 unlawful manufacture, distribution, and 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.

13. Pregnant and Parenting Policy

In compliance with the 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 she is pregnant and is 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, or the Deputy Title IX Coordinator, who will assist in assessing the needs of the student. Pregnant and parenting students are not required to make use of the services of Title IX Coordinator but are highly encouraged to do so.

All pregnant and parenting students will be referred to the Title IX Coordinator or the Deputy Title IX Coordinator for assistance in making an accommodation plan. At that time, the student will be asked for the 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 data following the medical withdrawal. These documents will remain in a confidential, protected status in the Education Office.

The creation of an accommodation plan is an interactive process between the students, the Title IX Coordinator, or deputy coordinator, and the course dean and 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 students to develop a learning plan that meets the 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 of a pregnant or parenting student. For further questions, please see the "Pregnant and Parenting Students FAQ".

14. Homeless Students

In compliance with the Higher Education Access and Success for Homeless and Foster Youth of 2022, a federal law that ensures educational stability for homeless youth. Taylor Business Institute supports students who are homeless during their education. The following procedure is written to provide guidance for students and staff for homeless students.

Statement of Homeless Student Rights

- Students have the right to continue to participate in classes and extracurricular activities even though the student may be homeless.
- Students have the right to reasonable adjustments, such as a later start time due to their circumstances.
- TBI is required to protect all students from harassment regarding their living situation.

Procedure for Addressing Needs of Homeless Students

A student in need of accommodation due to homeless status must 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 homeless to the Homeless Liaison of the Title IX Coordinator who will assist in assessing the needs of the student. Homeless students are not required to make use of the services with the Homeless Liaison but are highly encouraged to do so.

All homeless students will be referred to the Homeless Liaison or the Title IX Coordinator for assistance in making an accommodation plan.

The creation of this plan is an interactive process between the student, the Homeless Liaison, the Title IX Coordinator, and the course dean and teachers if necessary. Some reasonable accommodation for the student may be made during this period of time, until this became more stable.

Instructors are expected to work with the student to develop a learning plan that meets the competencies of the course while accommodating the homeless students related needs. Faculty and staff are prohibited from discriminating against or making unreasonable requests of the homeless student. For further information please see the "Homeless and At-Risk Students" Policy.

15. Crime Statistics

The Clery Act requires institutions of higher education to disclose crime statistics covering the previous three years on four general categories of crime: (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:

Primary Crimes

- Murder and Non-Negligent Manslaughter
The willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter
The killing of another person through gross negligence.
- Aggravated Assault
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.
- 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.
NOTE: That only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.
- Burglary
The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

- Robbery
The taking or attempting to take anything of value from care, custody, or control of a person or persons by force or threat by force or threat of force or violence and/or by putting the victim in fear.
- Motor Vehicle Theft
The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes and farming equipment are specifically excluded from this category.

Sex Offenses

- Rape
The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling
The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental capacity.
- Incest
Nonforcible sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape
Non forcible sexual intercourse with a person who is under the statutory age of consent.

Alcohol, Drugs and Weapons Violations

The Clery Act requires institutions to collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations.

- Liquor Law Violations
The violations of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).
- Weapons Possession
The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons, and all attempts to commit any of the aforementioned.
- Drug Abuse Violations
Violations of state and local laws relating to the unlawful possession, sale, use, growth, manufacturing, and making substances include Opium and Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; Synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

Hate Crimes

The Clery Act requires institutions collect crime statistics for hate crimes associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of a vandalism of a building or property.

A **HATE CRIME** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Under the Clery Act, Hate Crimes includes any of the following offenses motivated by bias: Murder and Non-Negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property are included in your Clery Act Statistics only if they are Hate Crimes.

Violence Against Women Act (VAWA)

- Domestic Violence
A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the 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 of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by another person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Dating Violence
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the person involved in the relationship.
- Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical, or other professional treatment or counseling.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

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

	2022	2023	2024
MURDER/NON-NEGLIGENT MANSLAUGHTER			
On Campus	0	0	0
Public Property	0	0	0
MANSLAUGHTER BY NEGLIGENCE			
On Campus	0	0	0
Public Property	0	0	0
RAPE			
On Campus	0	0	0
Public Property	0	0	0
FONDLING			
On Campus	0	0	0
Public Property	0	0	0
INCEST			
On Campus	0	0	0
Public Property	0	0	0
STATUTORY RAPE			
On Campus	0	0	0
Public Property	0	0	0

ROBBERY			
On Campus	0	0	0
Public Property	13	3	6
AGGRAVATED ASSAULT			
On Campus	0	0	0
Public Property	7	0	3
BURGLARY			
On Campus	0	0	0
Public Property	0	0	0
MOTOR VEHICLE THEFT			
On Campus	0	0	0
Public Property	4	3	3
ARSON			
On Campus	0	0	0
Public Property	0	1	1
VAWA – DOMESTIC VIOLENCE			
On Campus	0	0	0
Public Property	7	4	8
VAWA – DATING VIOLENCE			
On Campus	0	0	0
Public Property	5	3	7
VAWA - STALKING			
On Campus	0	0	0
Public Property	0	0	0
ARRESTS – WEAPONS			
On Campus	0	0	0
Public Property	2	1	2
ARRESTS – DRUG ABUSE VIOLATIONS			
On Campus	0	0	0
Public Property	1	1	0
ARRESTS – LIQUOR LAW VIOLATIONS			
On Campus	0	0	0
Public Property	0	0	0
DICIPLINARY ACTIONS – WEAPONS, DRUGS ABUSE OR LIQUOR LAW VIOLATIONS			
On Campus	0	0	0
Public Property	0	0	0
UNFOUNDED CRIMES			
Public Property	0	0	0

NOTES: TBI does not have “on-campus housing facilities” or “non-campus property”.