



**Biennial Review of TBI's
Drug and Alcohol Procedures and Policy for
Students and Staff**

Revised January 2016

TAYLOR BUSINESS INSTITUTE'S DRUG AND ALCOHOL PROCEDURES AND POLICY FOR STAFF AND STUDENTS

Taylor Business Institute has reviewed its Drug Prevention Program and has determined that it will continue with its twice a year drug and alcohol abuse seminars for students and staff using the updated handouts the school created in the 2015 year . The institute updated handouts providing staff and students with a piece of literature that is more comprehensive and easier to read. It will further continue its annual presentation and distribution of materials to staff in the fall and advise all new hires and starting students of the institution's drug abuse and alcohol policy. Seminars scheduled for the 2015-2016 calendar year will be placed on the school's activity calendar and available on the school's website. The Student Activities Coordinator will be responsible for setting up the Drug Abuse and Alcohol Safety and Security Seminars.

As of this report, Taylor feels its current policy is effective and working as there have been no incidents of alcohol abuse at the institute.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

The Drug Free Schools and Communities Act amendments of 1989 require Taylor Business Institute to certify that it has adopted and implemented a drug and alcohol abuse prevention program as a condition of receiving federal funds and financial assistance. As a private career school dedicated to skill development through education, and improving the career opportunities and well-being of all persons, Taylor Business Institute has had a long-standing policy of promoting a campus environment free from drug and alcohol abuse. In accordance with the Drug Free Schools and Communities Act amendments of 1989 and the institute's mission, this policy restates Taylor's commitment to maintaining an environment which is free of impairment and conducive to the physical, emotional, psychological, and skill development of all persons.

SCOPE

This policy applies to all staff and students enrolled at Taylor Business Institute.

DEFINITIONS

For purposes of this policy, the following definitions will be applied:

The term "illicit drugs" includes any controlled substance listed in the Schedule I-V Section 202 of the Federal Controlled Substance Act and those listed under Illinois or other applicable laws.

The term "institute" refers to Taylor Business Institute, located at 318 W. Adams Street, Chicago, IL, 60606 and includes all facilities, property in the possession of the leased, used, or controlled by Taylor Business Institute.

The term "institute's activities" includes academic programs affiliated with Taylor Business Institute or in which students have matriculated for academic credit at Taylor Business Institute, any on-campus or off-campus event or function conducted, approved, sponsored or funded, in whole or in part, by the institute or any officially recognized student organization.

Finally, in accordance with its policy, the institute sponsors programs and seminars and has developed guidelines which will help individual members understand the advantages of a healthy lifestyle, the consequences of use and abuse of alcohol, the implication of alcohol use, and the importance of personal and community responsibility.

ALCOHOL GUIDELINES

1. No alcohol is permitted on the premises of Taylor Business Institute. Alcohol may not be purchased, in one's possession, or consumed at the institute while on the institute's property or premise.
2. No alcoholic beverages may be sold or furnished to persons under the legal drinking age.
3. Alcoholic beverages may not be consumed in public places, including hallway, lounges, or other parts of the building in which Taylor Business Institute is leasing space.
4. Institute funds may not be used to pay for any portion of an activity in which alcohol is to be served to or consumed by minors.

TAYLOR BUSINESS INSTITUTE SANCTIONS

Students who violate the institute's standard of conduct pertaining to alcohol and drug policies and guidelines will be subject to the maximum sanction of disciplinary probation.

Anyone found in violation of the institute's standards of conduct pertaining to illicit drugs will be subject to the maximum sanction of dismissal.

Appropriate disciplinary action for violations of the institute's standard regarding drugs conduct and/or alcohol policy and guidelines may include counseling and satisfactory completion of a rehabilitation program. The institute may, in its discretion, refer cases to the law enforcement authorities for arrest and prosecution.

HEALTH RISKS

There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression. These effects more often than not lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents.

EFFECTS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher manual functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tumors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition,

can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates the children of alcoholic parents are at greater risk of becoming alcoholics than other children.

LEGAL SANCTIONS

Because of the harmful effects of alcohol and drug abuse, local, state, and federal governments have enacted laws making it a criminal offense to unlawfully possess, use, or distribute illicit drugs or alcohol. These laws cover the “one time,” “social,” or “recreational” users, as well as the alcohol and drug addict. In order to assist you in understanding the potential legal implications of such conduct, a summary of the criminal sanctions which may be imposed under local, state, and federal laws is provided below.

ILLICIT DRUGS

Illinois Law

Conviction for possession of illicit drugs results in 4 to 50 years imprisonment and a fine of up to \$250,000, unless the offense involves smaller amounts (200 grams or less) of certain drugs, which elicits 4 to 15 years in prison and a fine of up to \$200,000.

Federal Law

Conviction for possession of illicit drugs results in 1 to 3 years imprisonment and minimum fine of \$1,000 dollars, unless the offense involves cocaine base (crack) which may carry mandatory imprisonment for 5 to 20 years. The range of penalties for conviction of unlawful distribution of illicit drugs under state and federal law is summarized in the accompanying chart. The severity of sanctions imposed for both possession and distribution offenses depend on the quantity of drugs, prior convictions, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near the institute's premises. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person's right to purchase or receive a firearm or federal benefits, such as student loans, grants, contracts, or professional or commercial licenses, may also be revoked or denied as a result of a drug conviction.

ALCOHOL

Illinois Law

The purchase and/or possession of alcohol beverages by persons under 21 years of age is punishable by up to a year in jail. The same penalties apply to persons knowingly furnishing alcohol to minors.

STANDARDS OF CONDUCT

Taylor Business Institute prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs or alcohol on its premises or as part of any institute's activities. Conduct involving prescription drugs which have not been prescribed by a physician will be treated as a violation. This policy supplements and does not limit rules of conduct pertaining to alcohol or drugs which are published in other official institute publications.

COUNSELING AND ASSISTANCE

Taylor Business Institute in concert with the Chicago School of Professional Psychology will offer confidential counseling and referrals for students needing assistance for problems relating to alcohol and drug abuse. Students may obtain information and assistance by contacting the Dean of Academic Affairs at the college. If a student or a faculty member wish assistance in addition to those provided by the college, they should contact Katie Daley, Executive Assistant, Office of the President: Taylor Business Institute, 318 W. Adams St, 5th Floor, Chicago, IL, 60606 (312)-658-5100

For assistance off-campus, the following organizations provide local referrals and information on alcohol or drug abuse through nationwide and/or local hotline services:

A.A. World Services, INC.
475 Riverside Drive
11th Floor
New York, NY 10115
(212)-870-3400

Cocaine Anonymous (IL)
P.O. Box 14518
Chicago, IL, 60614
(773)202-8898
www.illinoisca.org

Al-Anon Family Group Headquarters, Inc.
1600 Corporate Landing Parkway
Virginia Beach, VA 23454-5617
(757)-563-1600

Narcotics Anonymous
P.O. Box 9999
Van Nuys, CA 91409
(818)773-9999
www.NA.org

Nar-Anon Family Groups
22527 Crenshaw BLVD.
#200B
Torrance, CA 90505
(310)-534-8188 or (800)477-6291
National Council Alcoholism and Drug
Addiction
944 Market Street
3rd Floor
San Francisco, CA 94102
(415)296-9900
www.ncadaba.com

Boystown National Hotline
(800)448-3000
24-Hour Crisis, Resource, and Referral Line
Gateway Foundation - Chicago West
3828 W. Taylor St. Chicago, IL 60624
877-505-4673
<http://www.recovery.org/providers/gateway-foundation-chicago-west-1050569249/>

The Ardent Counseling Center
1205 W. Sherwin Chicago, IL 60626
888-870-1775
<http://www.recovery.org/providers/the-ardent-counseling-center-555973090/>

Resurrection Behavioral Health-Addiction Services
8 S Michigan Ave Suite 2110 Chicago, IL 60603
847-493-3700
<http://www.recovery.org/providers/resurrection-behavioral-health-addiction-services-3264494297/>

ALCOHOL POLICY

The legal drinking age in Illinois is 21. Knowingly furnishing alcohol to a person under the age of 21 is also prohibited by state law. Taylor Business Institute recognizes both the letter and spirit of the law, as well as the needs of students for social activities. The institute, therefore, disapproves of

drinking that infringes on the rights of others, misconduct due to drinking, or drinking by anyone under the legal drinking age. The institute does not condone any drinking patterns that lead to behaviors that are detrimental to the health and welfare of the individual, student group, or the institute's life. Social activities are expected to have clear purposes other than the consumption of alcoholic beverages. The institute encourages moderation in the use of alcohol for those of legal age who choose to drink. The institute asserts that choosing not to drink is as socially acceptable as choosing the drink. Alcohol is never permitted on the premises of the institute.

Illinois Law

The purchase and/or possession of alcohol beverages by persons under 21 years of age is punishable by up to a year in jail. The same penalties apply to persons knowingly furnishing alcohol to minors.