

Tabor College

Hillsboro Campus

Annual Security and Fire Safety Report

Calendar Year: 2023

Published: October 1, 2024

Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires all higher education institutions to collect, prepare, publish and distribute information concerning campus crime statistics and campus security policies. This Annual Security Report is intended to fulfill the requirements of the Clery Act.

The Clery Act requirements include disclosing campus crime statistics for the most recent calendar year and during the two preceding calendar years. Crime statistics are collected in the following categories: on-campus, on-campus residence halls, public property, or non-campus property. Also included in the Clery Act requirements is the disclosure of specific Campus Safety Policies.

Preparation of Crime Statistics

The Student Life Office at Tabor College, in consultation with the Hillsboro Police Department, provides data and information related to criminal activity in the past calendar year for the Hillsboro Campus. This information is reviewed and published as the Annual Security Report.

The final report is emailed annually to all students, faculty, and staff. Prospective students and employees, parents, and other interested parties can request a copy of this report or access the full report on the Tabor College website (www.tabor.edu). Copies of the report can be requested from the Academic Affairs Office located in the Lohrenz Building on the main floor or by phone at (620) 947-3121.

Tabor College reserves the right to update or revise the contents of this report at any time.

Crime statistics for Tabor College or other institutions are available at the Department of Education Campus Security Website: <http://ope.ed.gov/security/>

Crime Statistics – Tabor College Hillsboro Campus

Criminal Offenses	On-Campus			On-Campus Residence Halls			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Rape	1	0	0	1	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	4	2	0	4	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0

ARRESTS	On-Campus			On-Campus Residence Halls			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	3	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

DISCIPLINARY ACTIONS	On-Campus			On-Campus Residence Halls			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
Drug Law Violations	24	11	15	24	11	12	0	0	0
Liquor Law Violations	12	10	27	12	10	27	0	0	0

NON-CAMPUS PROPERTY - There were no reported criminal offenses, arrests or disciplinary actions listed above in Tabor College non-campus property during the 2023 calendar year or the previous two calendar years.

Campus Security Policy

Reporting Criminal Activity or Emergencies

All campus community members (students, faculty, and staff) are encouraged to report crimes or other emergency situations to appropriate college personnel. Reports made to college officials will be used for Annual Security and Timely Warnings if needed. The following are offices and positions that are available to receive reports of crimes or emergencies:

Academic Office	620-947-3121 Ext 1044
Student Life Office	620-947-3121 Ext 1033
Director of Housing	620-947-3121 Ext
Men's Quad Resident Educator	620-947-3121 Ext 1034
Women's Quad Resident Educator	620-947-3121 Ext 1035
Townhouse Resident Educator	620-947-3121 Ext 1038
Facilities Operations Department	620-947-3121 Ext 1051

In case of an immediate emergency, community members are encouraged to dial 911.

Confidential reporting and resources are available for victims and others through a confidential advocate. Each year the college designates individuals who are able to receive confidential reports and offer confidential support services both on and off campus.

Timely Warning

If an incident or situation arises that creates an ongoing or continuing threat, a community-wide "timely warning" will be sent. Decisions regarding the issuance of a timely warning will be made by the Student Life Office, Academic Affairs Office, or a member of the Crisis Management Team. Timely warnings will be issued through a contracted early alert system that notifies all community members through e-mail, text messaging, and other social media options. All community members are encouraged to register updated information with the early alert system. Contact the Academic Affairs Office for questions regarding the early alert system.

Security and Access

During regular business hours, primary college buildings (excluding all housing areas) will be open to all students, faculty, staff, parents, and guests. Residential housing areas are secured by resident keys 24 hours per day and should remain locked at all times. During Christmas break and spring break, the housing areas will have their locks changed to provide enhanced security.

As a part of normal maintenance and facilities practice, buildings and pathways are checked regularly for potential safety concerns and appropriate lighting. The Student Life Department and Facilities Operations work collaboratively to ensure safety standards are maintained in the housing areas.

Local Law Enforcement

Tabor College and Hillsboro Police Department (HPD) maintain a close working relationship on safety and security issues. HPD provides security for specific campus events, such as athletic contests and regular patrol. The college does not employ campus police officers or campus security personnel.

Notice of Campus Security Procedures/Crime Prevention

The Student Life Office provides specific training to all residence life staff, including professional and student staff, regarding safety and security. Residence life staff members are responsible for monitoring housing areas and student conduct for potential safety risks.

During orientation week, all students are educated on safety expectations and how to report safety concerns or potential criminal activity. Although Tabor College and Hillsboro have low reported crime rates, students are encouraged during orientation and throughout the academic year to take precautions, such as locking vehicles, dorm rooms, etc. All first-year students receive additional education on prevention during the TC101 course.

Off-campus Organizations

Tabor College does not currently have officially recognized student organizations with off-campus locations.

Alcohol and Drug Policies

Consistent with its obligations under federal law and in keeping with its commitment to provide a drug-free environment, Tabor College has formulated the following policy regarding substance abuse and is distributed annually.

Tabor College strictly prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students on any property of the College or as part of any activity associated with the college. Tabor College also prohibits the transport, manufacture, or promotion of drugs, drug paraphernalia, or look-alike (simulated) drugs on its campus or as part of any activity associated with the College.

Illegal use or possession of drugs or alcohol may also be subject to criminal prosecution. Tabor College may refer violations to appropriate authorities for prosecution. Disciplinary action will be taken according to Tabor College Student Handbook.

Tabor College recognizes the importance of assisting students in dealing with substance abuse problems. The Student Life Office provides informational materials, and referrals may be made to confidential off-campus resources for counseling and treatment. Only those who have a need to know shall have access to such information.

A concerted effort will continue to be made concerning drug and alcohol education. This instruction will be in the form of seminars and workshops, which will be available to all students. All first-year students receive additional education during the freshman orientation course. It is the intent of the college to provide a positive approach to a drug/lifestyle problem. However, if the student refuses to cooperate or has repeated violations, suspension or dismissal is a possible consequence, as outlined in the discipline process.

Emergency Response and Evacuation Procedures

Tabor College has in place several systems to provide notification to the campus community in the event of a significant or dangerous situation. The notification includes text messaging, email notification, campus intranet announcements, phone messages, and social media updates. All Tabor employees and students are encouraged to keep up-to-date contact information with the college. Contact the Student Life Office for further information.

The college has a working Crisis Management document that outlines procedures and coordination in the event of an emergency and/or evacuation. Periodically the campus conducts evacuation drills and tabletop exercises. Part of the role of the Crisis Management Team is to continually evaluate the plan and adjust response protocol as needed. The Crisis Management team maintains a close working relationship with local emergency responders and meets regularly to coordinate response plans.

A member of the Crisis Management Team will confirm the presence of an emergency or dangerous situation. If time allows, all decisions related to emergency notifications are processed by the team. Upon confirmation of an emergency or dangerous situation, a member of the Crisis Management team will initiate notification through a combination of communication methods mentioned above. The Crisis Management Team will determine if the entire campus community needs to be notified or if the emergency is localized. As a part of this review, the content of the notification messages will also be determined. If needed, the team will send separate messages to sub-populations, such as on-campus residents, depending on each group's need of specific information

It is the responsibility of the Crisis Management Team to process all time-sensitive information and send notifications as soon as possible for the safety of the campus community. The team has the responsibility to consider multiple variables, including overall campus safety, care for potential victims, and directives from first responders. The amount of information given in the notification and follow-up communications will need to be considered.

The following positions are key positions included in the Crisis Management Team:

President	Vice President of Academic Affairs
Dean of Students	Chief Financial Officer
Director of Facilities Operations	Athletic Director

If appropriate, the Communications Department will coordinate notifications during and post-emergency situations to the broader public, including the local community and parents. Based on the type of notifications, the director may use one of many forms of communication and news outlets.

Policy on Missing Student Notification

The Student Life Office will receive, document, investigate and make all required notifications in response to a report of a student missing for more than twenty-four hours. A student believed to be missing should be reported to a Resident Educator or other Student Life staff member. The Student Life Office will contact local law enforcement and emergency contacts of missing students as appropriate.

State of Kansas Registry for Sex Offenders

The Kansas Bureau of Investigation maintains a website for public access that offers information related to persons who have been convicted of crimes such as sex offenses and drug offenses. Below is the registry website. Please contact the KBI if you have further questions.

Registered Offenders Search: http://www.accesskansas.org/kbi/offender_registry.

Tabor College Sexual Misconduct and Title IX Policy

INTRODUCTION

Tabor College, Hillsboro, Kansas, a four-year liberal arts college, is committed to providing a working and learning environment that is free from all forms of discrimination, including discrimination based on sex. This policy covers all forms of discrimination, including but not limited to the following forms of sexual misconduct: sexual harassment, sexual assault and sexual violence by employees, students and third parties.

Title IX (1972) is a federal civil rights law that prohibits discrimination based on sex for all educational organizations that receive Title IV federal assistance. The following policies are designed to prevent and prohibit all forms of sexual discrimination, including all forms of sexual misconduct. This policy includes, but is not limited to, employment, admission and all student-related services. Tabor College has jurisdiction over and a responsibility to address all Title IX complaints.

Tabor College is committed to ensure that students are not denied or limited in their opportunity to engage in the educational programs and activities on the basis of sex. The college will take prompt and effective steps to end sex discrimination, prevent recurrence and remedy its effects.

Members of the Tabor College community, guests and visitors have the right to be free from all forms of gender- and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to the college's attention, and a responding party is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The nature of the Title IX law and policy guidelines published by the Department of Education requires there to be two processes to cover all possible occurrences of sexual misconduct. There are specific guidelines that determine which process will be used for each report of sexual misconduct. The two processes are:

- Title IX Formal Complaints Process (begins on page 7)
- Standard Process (begins on page 12)

The Department of Education has determined the criteria for all Title IX formal complaints. The parameters and criteria of this process will be discussed later in the policy. The standard process will be used to determine if sexual misconduct has occurred for all non-formal complaints.

GUIDING PRINCIPLE

Tabor College is committed to addressing all concerns related to potential sexual misconduct directed towards anyone connected to the college. The college is equally committed to completing the process of addressing these concerns or allegations in a **fair and equitable** manner. All parties included in a process of alleged sexual misconduct, including the

complainant and the respondent, will be treated equitably, with the goal of restoring and maintaining equal access to all educational programs and activities.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Sexual Exploitation

1. SEXUAL HARASSMENT

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following which trigger the formal complaint process (the standard process is not an option):

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct; or
- Sexual assault, dating violence, domestic violence or stalking (see definitions below)

2. NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. SEXUAL EXPLOITATION

Occurs when a Tabor community member takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another community member;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another community member;

- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

ADDITIONAL APPLICABLE DEFINITIONS:

Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment. In Tabor College's Standard Process, this individual is referred to as the "reporting party."

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. (A respondent is presumed innocent until allegations of harassment are proved according to the standard of evidence regardless of process.)

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- a. Rape: 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. This offense includes the rape of both males and females.
- b. Fondling: 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 or because of his/her temporary or permanent mental capacity.
- c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. Statutory Rape: Sexual intercourse with a person who is under the age of consent (18 years old).

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 and with consideration of the length of the relationship,
- the type of relationship, and
- the frequency of interaction between the persons involved in the relationship.

Domestic violence: A felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 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
- 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 in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In alignment with the MB Confession of Faith, "sexual intimacy rightfully takes place only in marriage." This is reflected in Tabor's Community Life Covenant and the Policy Manual. We recognize, however, that even in marriage, consent is required for all 1 In January of 2015, Tabor College was granted exemption on specific aspects of Title IX that conflict with elements of the Mennonite Brethren Confession of Faith. Please see Appendix A for the specific areas where exemption was granted. sexual activity. Whether married or not, the following expectations regarding sexual misconduct apply: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but nonverbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent. Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.
- Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if he/she cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because he/she lacks the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."
- Any sexual activity outside of marriage by members of the Tabor community, regardless of consent, is inappropriate and subject to intervention and/or sanction.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes it clear that they do not want sex, that they want to stop,

or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
 - Incapacitation is a state in which individuals cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint or from the taking of rape drugs. Possession and use and/or distribution of any of these substances are prohibited, and administering one of these drugs to another student is a violation of this policy.
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

KEY COMPONENTS

The following are general descriptions of key components that are included in both the Title IX Formal Complaint Process or the Standard Process.

Interim and Supportive Measures:

At any time during the reporting or investigation phase, the college may initiate interim measures for those involved in the complaint. The college will take steps to ensure equal access to all programs and activities. Decisions regarding interim measures will be determined considering what is fair and equitable for all parties, including the complainant and the respondent.

The Title IX Coordinator will remain in contact with all parties regarding potential adjustments to housing, course schedule and other activities, as well as updates throughout the investigation. The Title IX Coordinator will ensure that all parties are made aware of available resources such as: counseling, advocacy, legal assistance, local law enforcement and health services.

An individualized safety and risk analysis will be conducted by the Title IX Coordinator to determine if there is an immediate threat to anyone involved in the reported misconduct. If the level of threat warrants, the Title IX Coordinator will consider removing the respondent for the health and safety of other students or employees. If the respondent is an employee, the

Title IX Coordinator is permitted to place him/her on administrative leave if threat level warrants such action. The respondent will have an opportunity to immediately challenge this decision upon notification of removal. The College president will review this challenge for final determination.

The college will take necessary actions to remedy the discriminatory effects on the complainant and/or the respondent, including, but not limited to, “no contact” orders, course/classroom adjustments and housing relocation. The college will take reasonable steps to prevent recurrence of sex discrimination and/or harassment.

Reasonable support measures, including but not limited to counseling and school/work modifications, will be granted without charge. The complainant or the respondent may request these measures at any point before or after the filing of a complaint. Services may also be requested when no formal complaint has been filed.

Investigation:

For complaints for either process of sexual misconduct, the college has identified investigators who have completed training modules on the elements of investigation of sexual misconduct. Investigators are trained on the core principles of equity. The investigation begins with a presumption of innocence, which does not imply misconduct did not occur, but ensures that the respondent is not treated as if the misconduct did occur. Investigators will interact with all parties involved in an impartial manner without prejudice. The process of investigation will be an objective evaluation of all information and evidence. Creditability determination will not be based on a person’s status in the process (complainant/respondent).

Retaliation:

Title IX prohibits all forms of retaliation, and Tabor College will follow up on all reports of retaliation against any person involved in the investigation or Title IX formal complaint process or the standard process. Any employee or student who violates this policy will be subject to discipline, up to and including termination/dismissal from the college. Retaliation is any form of intimidation, harassment, violence, or retribution.

Standard of Evidence:

The preponderance of the evidence will be the evidentiary standard that is used in resolving all complaints. This standard means that a particular outcome was more likely than not to have occurred. The purpose of the investigation/hearing is to determine if misconduct has occurred and if so, what actions the college will take to eliminate sexual discrimination, harassment, violence and hostile environment, as well as prevent recurrence. This includes imposing potential sanctions against the respondent and providing remedies to the complainant and the Tabor College community.

Title IX Formal Complaint Process

ASSIGNED ROLES

Title IX Coordinator: Frank Johnson

Deputy Coordinators: Jim Paulus

Investigators: Jim Paulus

Designated Individuals with Institutional Authority: Ron Braun, Caleb Loss, Jeff Brewer, Terry Ens, David Janzen, Frank Johnson, Wendell Loewen, Grant Brubacher, Diane Oborny, and Jim Paulus.

Tabor College Appointable Advisors: Shawn Reed

Campus Advocates (non-responsible employees): Erin Barocio, Amy Ratzlaff, and Greg Zielke

Responsible Employees (mandatory reporters): all employees not listed as a Campus Advocate

Adjudicator: a panel will be convened

Appeals Officer: Lisa Moore

PROCEDURES

The following procedures are intended to provide prompt and equitable resolution of complaints of sex misconduct that fall under the definition of “Title IX Formal Complaints” as outlined by the Department of Education for all members of the Tabor Community (e.g. students and employees, guests, vendors). Formal complaints of sexual misconduct, including harassment, must be documented with the complainant’s signature. This signature can be physical or digital (email).

The formal complaint process is guided by the following “10 Basic Requirements:”

- Equitable treatment: all complainants and respondents treated with dignity equitably. In the event a determination is made against the respondent, the complainant will be afforded remedies to restore or preserve equal access to his/her educational program or activity.
- Objective evaluation: all evidence presented in the formal complaint process will be given an objective evaluation subject to credibility determinations free from biased based on a person’s status as a complainant, respondent or witness. Further, objective evaluations will be characterized by 1) impartial consideration of all evidence, 2) no prejudgment of parties, witnesses, or facts at issue, or how facts are presented, and 3) no deference to recommendations of an investigator.
- Training of key participants: all key participants - Title IX Coordinator, Deputy Coordinator, Investigators, Adjudicator - undergo training to competently fulfil their roles and responsibilities in the formal complain process. All key participants must be be no conflict of interest and not rely on sex stereotypes so as to promote fair and impartial investigations and adjudications.

- **Presumption of Innocence:** as noted in the Additional Applicable Definitions section of this policy, respondents are presumed innocent until allegations of harassment are proved according to the standard of evidence regardless of process.
- **Prompt timeframes:** Tabor College strives to resolve all formal complaints in a reasonably prompt timeframe, while also allowing for temporary delays or limited extension when good cause can be established.
- **Sanctions and remedies:** Tabor College reserves the right to respond to sex discrimination, harassment, and violence in ways it deems necessary to eliminate a hostile environment, remedy previous offense, and prevent recurrence. Sanctions for perpetrators may include up to suspension or termination/dismissal from the college.
- **Standard of evidence:** as noted in the Key Components section of this policy, Tabor College utilizes the preponderance of the evidence as the evidentiary standard used in resolving all complaints. This standard means that a particular outcome was more likely than not to have occurred.
- **Appeal processes and standards:** appeals may be granted on the following bases:
 - a procedural irregularity that affected the outcome;
 - new evidence that was not reasonably available at the time the determination or dismissal was made and could affect the outcome; and
 - the Title IX Coordinator, investigator, or one of the adjudicators had a conflict of interest or bias that affected the outcome of the matter.
- **Supportive measures:** as noted in the Key Components section of this policy, Tabor College is committed to providing reasonable support measures, including but not limited to counseling and school/work modifications, will be granted without charge. The complainant or the respondent may request these measures at any point before or after the filing of a complaint. Services may also be requested when no formal complaint has been filed.
- **Legal privilege:** the formal complaint process neither requires, allows, relies upon or otherwise uses questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

Dismissal of Complaints

Required dismissal: in keeping with the revised Title IX rule from the Department of Education, Tabor College must dismiss a formal complaint of sexual harassment “for purposes of sexual harassment under title IX” if the alleged conduct:

- would not constitute sexual harassment even if proved;
- did not occur in the school’s education program or activity; or
- did not occur against a person in the United States.

Such a dismissal does not preclude action under the Standard Process defined in this policy. conduct.

Optional dismissal: Schools may dismiss a formal complaint of sexual harassment if, at any time:

- a complainant notifies the Title IX Coordinator in writing that he or she would like to withdraw;
- the respondent is no longer enrolled or employed by the school; or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

Upon a required or optional dismissal, schools must promptly and simultaneously send written notice to the parties.

Consolidation of formal complaints: in the event that allegations of sexual harassment arise out of the same facts or circumstances, Tabor College reserves the right to consolidate complaints provided they are 1) against more than one respondent, 2) by more than one complainant against one or more respondents, or 3) by one party against the other party.

Record Keeping

Records will be kept policy pertaining to all formal complaints for a period of 7 years and include the following:

- records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment;
- the basis for the school's conclusion that its response was not deliberately indifferent;
- documentation that the school took measures designed to restore or preserve equal access; and
- if the school did not provide supportive measures, the reasons why such a response was not clearly unreasonable in light of the known circumstances.

In the event there was an adjudication, the records also must contain:

- any determination regarding responsibility;
- any audio or audiovisual recording or transcript;
- any disciplinary sanctions imposed on the respondent;
- any remedies provided to the complainant; any appeal and the result; and
- any informal resolution and the result.

Advisors: all parties may have an advisor present during any aspect of the formal complaint process. In the event a party does not have one, Tabor College can provide one at no cost. Advisors may be, but is not required to be, an attorney. Tabor College will not restrict any party's advisor, but does limit how advisors participate in proceedings. These restrictions apply equally to all parties.

Hearing Process: central to the formal complaint process is a live hearing in which each party's advisor can cross-examine the other party and any witnesses. All cross-examination will be conducted directly, orally, and in real time by the party's advisor (parties are not permitted to conduct cross-examination of each other). The hearing is conducted by a panel of adjudicators who will make relevance rulings on all advisor cross-examination questions. The adjudicators will make a determination at the conclusion of the cross-examination process.

REPORTING

Tabor College encourages all employees or students who have experienced sex and/or gender-based discrimination to make a report to the Title IX Coordinator or other responsible employee. The college takes such reports seriously and will work with victims to ensure support services and safety. The Title IX Coordinator will offer options related to reporting to authorities, reporting, grievance procedures, and the potential for interim measures.

All Tabor employees are identified as “Responsible Employees.” All responsible employees who are made aware of potential sex discrimination, harassment or sexual violence, either indirectly or directly, are REQUIRED to notify the Title IX Coordinator. The only exceptions are those employees who have been identified as Advocates, unless there is cause for fear for personal safety or the safety of others. A current list of advocates is located in the Student Life Office, Student Success Office and the Office of the Title IX Coordinator.

Title IX Coordinator: Dr. Frank Johnson
400 South Jefferson
Hillsboro, KS 67063
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Deputy Title IX Coordinators Dr. Karol Hunt and Prof. Jim Paulus
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CONFIDENTIALITY

Students and employees who have experienced sex discrimination and would like to speak confidentially with someone should contact an identified advocate on campus or seek a referral to off-campus counseling services. Information related to these options is located in the Student Life Office, Student Success Office and the office of the Title IX Coordinator.

All inquiries, formal complaints and investigations are treated with discretion. The college reserves the right to impose interim measures. Title IX includes protection from retaliation. See sections below for more information.

Amnesty for Victims – Tabor College encourages all victims of sex discrimination to report such events and seek support services. At times, student victims may be hesitant to report because of concerns related to other Community Life policy violations. To encourage reporting the college offers amnesty for other policy violations. In such instances the college will provide educational and support options as a response to these violations.

Individuals have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses and the accused individual.

FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (VAWA/Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to Campus Security Authority regarding the type of incident and its general location (on- or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Safety Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime and to ensure greater community safety. Mandated federal reporters include: student life staff, local police, coaches, athletic directors, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

PREVENTION AND EDUCATION

The college is committed to providing everyone in the Tabor community with adequate training related to Title IX. Training for employees includes how to receive reports of sex discrimination, reporting obligations as "responsible employees," the Title IX process and how to refer other employees and students to advocacy and other support services. Training will be offered on a regular basis to all new and continuing employees.

Title IX Task Force – The Title IX Coordinator and Deputy Coordinator will co-chair a task force that will be charged with evaluating, planning and providing educational programs related to sexual discrimination, harassment and violence. These programs will include regular climate surveys and trainings for new and returning students, faculty and staff. Topics could include bystander intervention, assisting victims and other prevention topics. The task force will develop training programs for investigators, advocates on campus and others as needed. An annual review of the Tabor College Title IX policy will be completed by the task force.

Standard Process

ASSIGNED ROLES

Title IX Coordinator: Frank Johnson

Deputy Coordinators: Jim Paulus

Investigator: Jim Paulus

Responsible Employees (mandatory reporters): all employees not listed as a Campus Advocate

Campus Advocates (non-responsible employees): Erin Barocio, Amy Ratzlaff, and Greg Zielke

PROCEDURES

The following procedures are intended to provide prompt and equitable resolution of allegations of sex misconduct that are *not* formal complaints.

1. Upon notice of a potential sexual misconduct violation, the Title IX Coordinator will initiate an initial investigation to determine if there is a reasonable cause.
2. If reasonable cause is found, and depending on campus safety assessment and potential confidentiality request from the reporting party, the Title IX Coordinator will determine if a full investigation is warranted.
3. The reporting party has the right to file a criminal complaint with local law enforcement and a Title IX complaint with the college simultaneously. The decision to file a criminal complaint is the choice of the reporting party and does not preclude the college from its responsibility to investigate and resolve formal complaints made to the Title IX Coordinator.
4. The investigation of the alleged sexual misconduct will be thorough, adequate, reliable and impartial. Investigation may include the following: interviews of the parties involved, including witnesses, and the gathering of other relevant information. Both the reporting party and the responding party are afforded equal opportunities to present a list of witnesses or other evidence. Both the reporting party and the responding party are permitted to have advisors of their choosing present during interviews. Advisors are able to attend in an advisory role only and are not permitted to participate in the interview.
5. The assigned investigator will gather and weigh evidence and make a determination if one or more policies have been violated. A complete investigation report will be submitted to the Title IX Coordinator for sanction decision. A written notice of resolution will be sent to both parties within two business days.
6. The Title IX Coordinator will consult with the Deputy Coordinator/Investigator in determining a sanction decision. All findings are final.
7. The investigation and review of all complaints will be concluded in a timely manner as possible. The Title IX Coordinator will notify both parties if delays are beyond the control of the college.
8. The preponderance of the evidence will be the evidentiary standard that is used in resolving the complaint. The purpose of the investigation/hearing is to determine if

misconduct has occurred and if so, what actions the college will take to eliminate sexual misconduct and hostile environment, as well as prevent recurrence. This includes imposing potential sanctions against the perpetrator and providing remedies to the reporting party and the Tabor College community.

9. Notice of potential sanctions: Tabor College reserves the right to respond to sex discrimination, harassment, and violence in ways it deems necessary to eliminate a hostile environment, remedy previous offense, and prevent recurrence. Sanctions for perpetrators may include up to suspension or termination/dismissal from the college.

REPORTING

Tabor College encourages all employees or students who have experienced sex and/or gender-based discrimination to make a report to the Title IX Coordinator or other responsible employee. The college takes such reports seriously and will work with victims to ensure support services and safety. The Title IX Coordinator will offer options related to reporting to authorities, reporting, grievance procedures, and the potential for interim measures.

All Tabor employees are identified as “Responsible Employees.” All responsible employees who are made aware of potential sex discrimination, harassment or sexual violence, either indirectly or directly, are REQUIRED to notify the Title IX Coordinator. The only exceptions are those employees who have been identified as Advocates, unless there is cause for fear for personal safety or the safety of others. A current list of advocates is located in the Student Life Office, Student Success Office and the Office of the Title IX Coordinator.

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Fire Safety Report

The following are policies, guidelines, and expectations for all students at Tabor College regarding fire safety, as well as information related to fire drills and fire evacuation.

Student Policies

Following behaviors are prohibited. These behaviors may result in a minimum disciplinary response of probation on the first occurrence with a semester or more suspension on the second occurrence and may also result in additional conditions or alternative requirements.

Misuse of or tampering with fire or safety equipment that is using such equipment for other than its intended purpose under circumstances justifying that use. Automatically includes a fine of at least \$500 for such misuse of fire extinguishers and knowingly making false notifications of emergencies, including the pulling of fire alarms. Referral to appropriate authorities will also occur. Possession or use of fireworks or chemicals which are of an explosive or corrosive nature. Automatically includes fines of at least \$300 for possession or use of such agents. Burning of candles, incense, or any other flammable material in the residence halls. Automatically includes a fine of at least \$100. Arson or attempted arson. This includes intentionally setting fire to any item in a non-designated area. This will include a minimum fine of \$500. (May result in suspension from the college for one or more semesters, including indefinite dismissals, on the first occurrence.)

All campus residence halls are equipped with fire alarms. When the alarms sound, all residents must vacate the building immediately. Fire drills will be held each semester. Electrical appliances such as irons, curling irons, hair dryers, etc., should not be left plugged in when not in use. Cooking in rooms is not allowed. No open flame, such as candles, incense burners, etc., is allowed in the residence halls. Halogen lamps are not permitted.

Fire Drills

One fire drill is completed per semester (twice per year). Drills are scheduled and are performed in coordination with the local Fire Marshall.

Safety/Evacuation Procedures

Facilities Operations conducts routine checks and maintenance on all fire safety equipment, including fire extinguishers, signs, and detection systems. At the beginning of each semester, on-campus residents are briefed on evacuation protocols and are followed up with regularly scheduled fire drills.

