

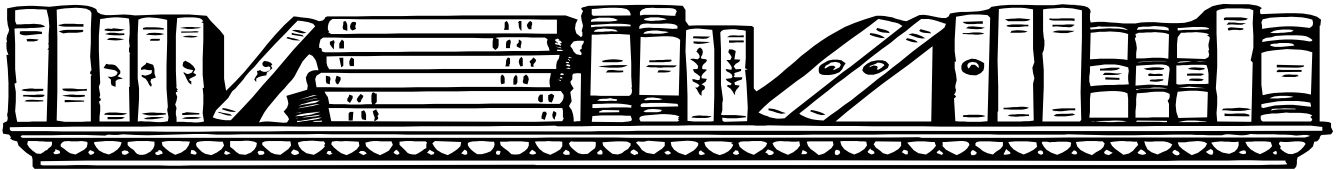
Lourdes University TRIO/Upward Bound Program



LOURDES
UNIVERSITY

TRiO
UPWARD BOUND

Student/Parent Handbook



**LOURDES UNIVERSITY
TRIO/UPWARD BOUND PROGRAM
APPLICATION PACKET CHECKLIST**

It is important for you to complete the items on this checklist in order for you to be considered for participation in the Upward Bound Program.

Information Requested

Application

- Family Financial Statement-Verification is Necessary
- Confidentiality Statement
- Accuracy of Information Statement
- 50 Word Essay
- Release of Information Form
- Guidelines
- Complete Needs Assessment
- Counselor & Teacher Recommendation Forms

Interview with Director (Student & Parent/Guardian)

Consent Forms

- Emergency Medical Authorization
- Field Trip Permission (Blanket)
- Media Release
- Student Contract
- Student/Parent Handbook Received

Meet with Academic Skills Coordinator

- Academic Enrichment Plan (AEP)
- Learning and Study Strategies Inventory (LASSI-HS)

Student Commitment Contracts

Upward Bound students are required to sign a Student Commitment Contract upon accepting the invitation to participate in the program. By signing the contract, students are agreeing to commit to furthering their academic endeavors as well as utilizing the opportunities that Upward Bound offers. Moreover, the student acknowledges that attendance at tutorials, workshops, events, and academic advising during the Academic Year is mandatory.

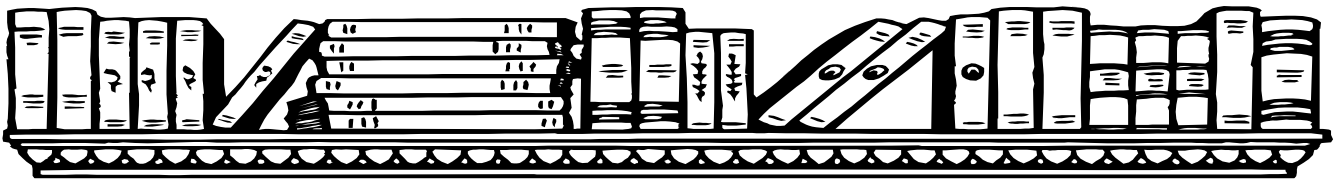
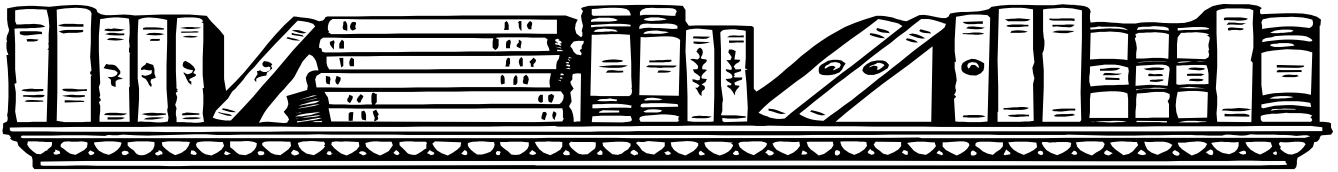


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TRIO/Upward Bound “Providing Hope and Opportunity”

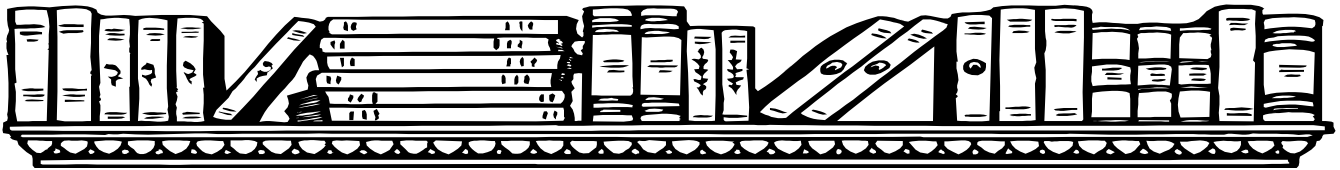
Welcome to the Lourdes University TRIO Upward Bound Program. We are happy that you have chosen to join us. This will prove to be an exciting and rewarding venture for you. Through your commitment and involvement in the activities of the Upward Bound Program, you can become an important part of the program and the Lourdes University community. We have prepared this handbook to provide you with information that you will need to know about Upward Bound in general, and specifically the Lourdes University TRIO Upward Bound Program.

Again – **Welcome Aboard!!**



Upward Bound Goals

- Generate the skills and motivation necessary for success in completing high school and enrolling into post-secondary education.
- Encourage youth in the program to remain and complete the secondary level of education.
- Encourage youth to enroll in a post-secondary institution and graduate.



Upward Bound Mission Statement

Lourdes University TRIO Upward Bound (UB) is committed to providing support to participants in their preparation for post-secondary education, and to increase the rates at which these participants enroll in and graduate from college. Our program helps participants succeed by providing cultural and educational opportunities to encourage both academic and personal growth.

Fulfilling this mission is possible because of the cooperation with Toledo Public Schools and Lourdes University.

Lourdes University Mission Statement

Lourdes University, rooted in Catholic and Franciscan traditions, provides a values-centered education that enriches lives and advances academic excellence through the integration of the liberal arts and professional studies.

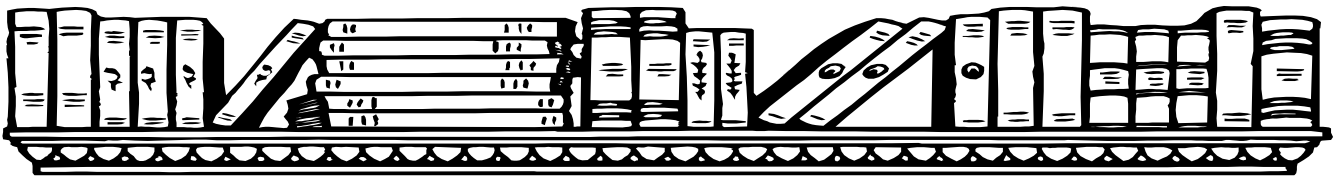
Lourdes University expresses its Franciscan identity as:

- a Community of Learning
- a Community of Reverence
- a Community of Service

Upward Bound Learning Outcomes

1. Students will increase self-esteem.
2. Students will develop cultural awareness and social responsibility.
3. Students will improve written communication skills.





Introduction to the Upward Bound Program

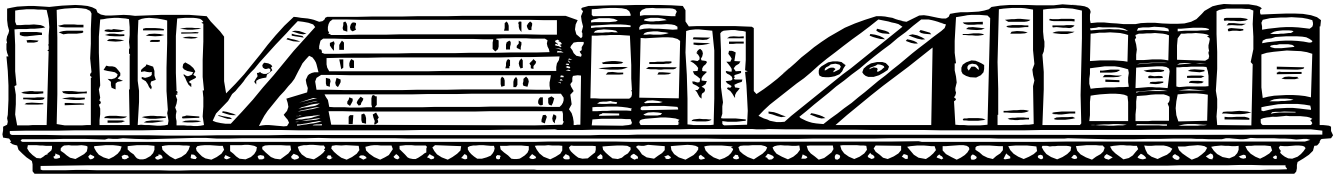
Upward Bound is a program funded by the U.S. Department of Education. It is a pre-college program designed to assist students who are willing to make sacrifices to achieve academic and personal goals.

The purpose of the program is to provide high school students with support in developing and enhancing skills necessary for graduation from high school, enrollment in a college or university, and ultimately graduation. It is the oldest and largest of the federal TRIO programs, all sharing the objective of helping students achieve success at the post-secondary level.

Upward Bound programs offer extensive academic instruction as well as counseling, mentoring, and other support services. Students meet throughout the school year and participate in a summer program for six weeks. The Upward Bound staff maintains contact with the students through school visits. It is mandatory that the student attend Upward Bound tutorial sessions and other academic enrichment and cultural events scheduled during the academic year.

Students must also attend the six-week summer program, which is held on campus at Lourdes University. The Upward Bound staff maintains contact with the students through school and special events.

The Upward Bound staff is concerned with the academic, cultural and social growth of each student. The program aims to motivate students toward attainment of realistic educational goals beyond high school. The Upward Bound experience is a developmental one; therefore, the student is encouraged to continue participation in the program until after high school graduation. Parents are encouraged to be involved with the Upward Bound Program through participation in the Parent Alliance and by supporting the attendance of their students in all phases of the program.



The Upward Bound Staff

Program Director	Tonya Colbert	Office: (419) 824-3866 Cell: (419) 360-9149
Academic Skills Coordinator	Candice Kwapich	Office: (419) 824-3681 Cell: (419) 360-9150
Advisor	Lisa Hess	Office: (419) 824-3864 Cell: (419) 262-0795

All the members of the staff are dedicated to helping you with all aspects of the program. Each staff member is concerned about your academic, social and developmental well-being and is available for individual conferences upon your request. Please do not hesitate to ask our staff members to meet with you. We are here to help you.

High School Contacts

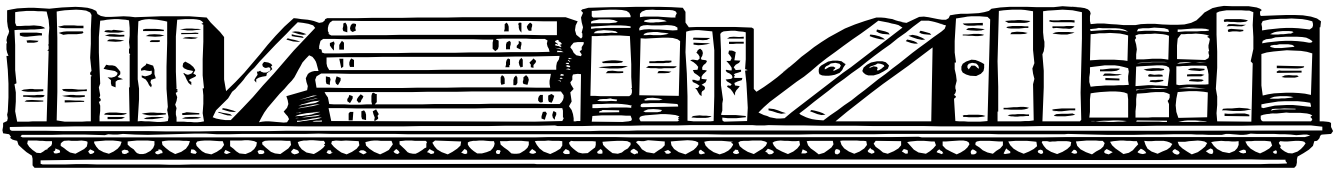
Waite High School

Robert Bailey (419) 671-7000

Woodward High School

Sarah Ramirez (419) 671-6000





Program Policies

It is our desire that you will enjoy an experience that will help you to develop and grow as an individual. You will have the opportunity to sharpen academic skills, explore new avenues for future ventures, learn through travel and cultivate social development skills.

It is the expectation of staff that students join the program with the intention of increasing their academic ability. We are a program that is academically oriented and want to expend as much time and energy as possible with those students who share these goals. For these reasons, it is possible that any student who does not share these goals or displays counterproductive behavior will be dismissed from the program. It is our aim to provide the support and guidance necessary to retain all students selected for the program.

Therefore, we find it necessary to establish the following policies. These policies are applicable during the academic year and the summer program. It is our intention to keep them as simple and as straight-forward as possible.

Who is a Participant?

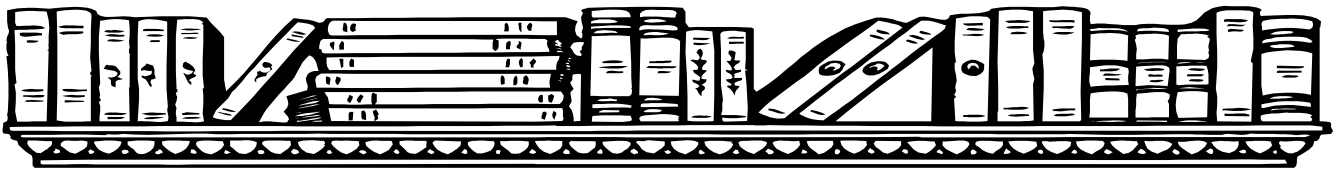
A student:

- who has completed all paperwork and turned in financial verification
- whose parents have met with the Director
- who has met individually with the Academic Skills Coordinator
- **who has regularly participated in tutorial sessions for 60 days during academic year (four hours required weekly) or 10 days during the summer program. (This requirement must be met each academic year to be considered a continuing participant.)**

New Student Probationary Period

New students enter the program under a 60-day probationary period. This gives students the opportunity to see if Upward Bound will be a useful tool to help achieve their educational goals. The probation period will also help determine if the new student is committed to meeting our program's standards.

During this program period, students will be eligible for all Upward Bound services and activities, except for the stipend. The probation period begins when the students attends their first afterschool tutoring session. After the 60 days are complete (10 days for Summer Programming), there will be an evaluation of the students' attendance, grades, attitude, and overall compliance with Upward Bound policies/procedures. If they meet the overall requirements expected of Upward Bound students, a letter of final admission will be sent. The student will be eligible for their first stipend upon the next configuration date (monthly).



Attendance Policy

It is the responsibility of the Lourdes University TRIO/Upward Bound Program to provide opportunities for each student to learn and grow. It is the student's responsibility to take advantage of these opportunities.

It is the policy of the Lourdes University Upward Bound Program to **require participants to attend afterschool tutoring for at least 4 hours each week.** Students should attend all scheduled classes and activities. A student will not be tardy in arriving to scheduled classes and activities; neither will a student be absent from classes or other scheduled activities without an excuse approved by the Advisor, Academic Skills Coordinator, and/or Program Director.

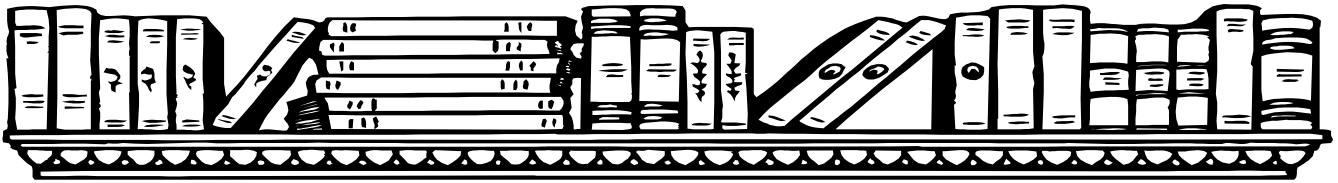
Students who are involved in a sport need to discuss this with the Upward Bound staff and decide what hours the student will attend afterschool tutoring during their involvement with the sport. Lourdes University Upward Bound excuses students for one extra-curricular activity. **Please understand it is up to the discretion of the Lourdes University Upward Bound Staff to implement penalties for those who do not attend tutoring, as stated above, up to dismissal from the program.**

Finally, students (who are in good standing) are required to participate in social and cultural activities arranged by the Upward Bound Project. Those students who sign up for an event are expected to attend. If a student fails to attend the event that they signed up for, that student may not be allowed to attend future events. Furthermore, the students stipend may be reduced to cover costs as a result of a not attending. Again, it is up to the discretion of the Lourdes University Upward Bound Staff to implement penalties for students not participating in events.

Event Policy

Students may sign up for events or be invited to events by the UB staff. If a student signs up to attend an event, their attendance is expected the day of the event. Completed permission slips are necessary to attend any UB event. Students must return permission slips by the designated due date for transportation and admission purposes. If a student does not return a completed permission slip to a UB staff member by the designated due date, the student may not be able to attend the event.

In situations where Upward Bound is providing transportation to an event it is the parent/guardian's responsibility to arrange for their student's transportation between the school and home. Drop off times listed on event flyers are approximate. Students will be instructed to call their parent/guardian after events to give a more exact drop off time. In the event outside transportation is used (i.e. TPS Bus, LU Shuttle, etc.) a UB staff member will ride with students while being transported to and from events. Violations of this policy will be handled by and at the discretion of the UB Director.



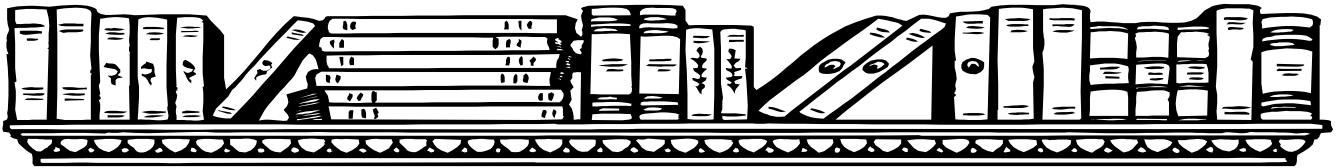
Academic Policy at Lourdes University

One of the fundamental goals of the Upward Bound Program is to assist the student in improving academic performance. An Academic Enrichment Plan (AEP) is a way to track student's progress in taking college preparatory classes, and also lists specific goals students set out to achieve for a specific quarter or semester. The AEP is reviewed at the end of each semester for students.

As a means of supporting students in meeting these standards, the Lourdes University Upward Bound Program has developed the following policy:

1. A student is considered to be in GOOD STANDING when:
 - a. The student is enrolled in college preparatory classes. The minimum core for college preparation is as follows:

English	4 years
Math	4 years
Science	3 years
(Must include two of the following: Biology, Chemistry &/or Physics)	
Social Studies	3 years
Foreign Language	1 year
Fine Arts	1 year
 - b. The student maintains a Grade Point Average (GPA) of at least 2.5 (B-/C+) for each grading period.
 - c. The student must attend a minimum of four (4) hours per week of tutorial/study sessions.
2. A student whose GPA falls between a 2.499-2.0 will receive a WARNING letter and must meet with the Academic Skills Coordinator. The student, with the support of the Academic Skills Coordinator, must develop an Academic Plan of Action which will identify specific steps the student will implement in order that he/she return to a status of Good Standing.
3. A student whose GPA falls below a 2.0 for one quarter will receive a WARNING letter and must meet with the Academic Skills Coordinator. The student, with the support of the Academic Skills Coordinator, must develop an Academic Plan of Action which will identify specific steps the student will implement in order that he/she return to a status of Good Standing.

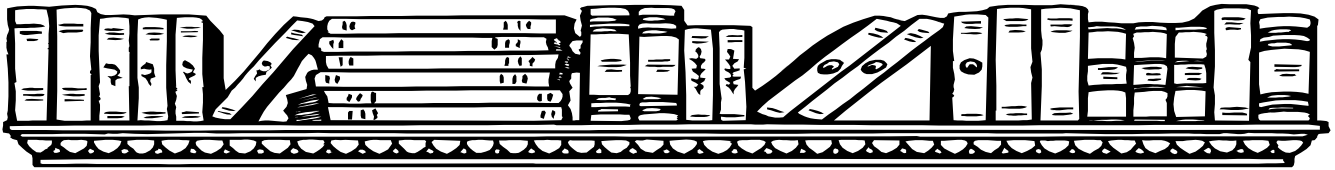


Academic Policy (cont.)

3. A student whose GPA falls below a 2.0 for two (2) consecutive quarters will be placed on PROBATION. The student on Probation status must:
 - a. meet with the Academic Skills Coordinator along with her/his parent(s)/ guardian(s) to discuss student's status and review the Academic Plan of Action.
 - b. utilize a Bi-weekly Progress sheet for each subject in which there is a grade of C or lower.
 - c. attend tutoring for subject(s) in which there is a grade of C or lower.
 - d. **forfeits his/her stipend.**

4. A student whose GPA falls below a 2.0 for three (3) consecutive quarters will be placed on SUSPENSION for one quarter. During this period the student:
 - a. must attend scheduled tutorials.
 - b. must meet with the Academic Skills Coordinator to weekly to discuss progress and assess areas of need set in the Academic Plan of Action
 - c. may not attend any social or cultural events sponsored by Upward Bound.
 - d. **forfeits his/her stipend.**
 - e. must earn at least a 2.0 GPA by the following grading period, or is demonstrating significant academic progress as indicated by teacher and tutor reports.

5. A student whose GPA falls below a 2.0 for four (4) consecutive quarters (an entire school year) will be **DISMISSED** from the Lourdes University Upward Bound Program.



Electronic Device Policy

The Lourdes University Upward Bound Program will follow the Electronic Device Policy of Toledo Public Schools. Therefore, students may use their electronic device during Upward Bound Tutoring and the guidelines for which are stated below.

- Students may use cell phones, iPods, Kindles for educational purposes. Ex. Looking up information for a research paper.
- Students may listen to music devices while doing homework as long as earbuds are used. Student must leave one ear free in order to hear any important instructions in case of an emergency. Music should not be heard by others.
- Students should not use their cell phones or other electronic devices to play games, text friends, or call anyone except for parents.
- A student can be asked by Upward Bound Staff to put their electronic device away for any reason they so chose. Devices should not be used during the Lesson of the Day or Current Event discussions, nor during workshops or other instances when they are being addressed by an Upward Bound staff member.

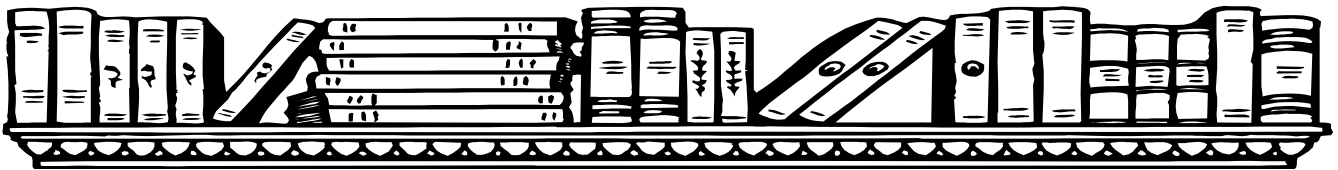
Failure to comply with the guidelines set forth for electronic devices could be grounds to have your device taken and not returned until a parent picks the device up from an Upward Bound staff member.

Evaluation Policy

It is the practice of the Lourdes University Upward Bound Program to routinely monitor and evaluate the progress of each student. Therefore, each student will be required to complete all evaluation measures throughout each academic year.

- ◆ Academic Enrichment Plans-Students will work with the Academic Skills Coordinator at the beginning of each semester to develop.
- ◆ Formative Assessments-Students will be required to complete the assessment at the beginning of each semester and at the end of the academic year.
- ◆ Written Essays-Students will be required to write an essay at the beginning and end of each academic year.

Students who fail to complete the various forms of evaluation may be dismissed from the Lourdes University Upward Bound Program.



Anti-Bullying Policy

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Lourdes University Upward Bound Program will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the Program, including activities on school property, on a school bus, or while en-route to or from an Upward Bound sponsored event, and those occurring off school property if the student or employee is at any UB-sponsored, UB-approved or UB-related activity or function, such as field trips or afterschool tutoring events where students are under the control of the Upward Bound Program, in a school vehicle, or where an employee is engaged in Upward Bound business.

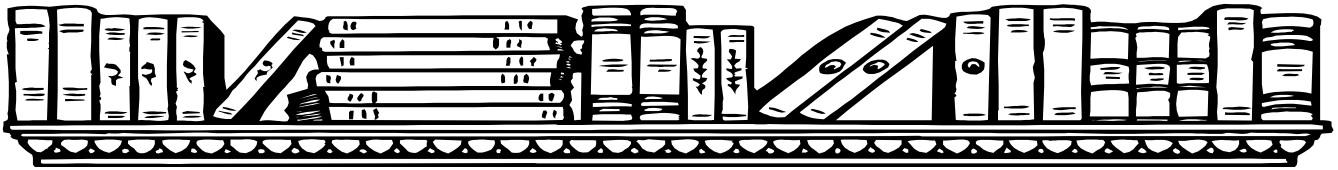
Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Upward Bound Program Director by completing a formal complaint form which is located on the Lourdes University Upward Bound website (link listed below) as well as in the Upward Bound classrooms. The student may turn in completed forms enclosed in an envelope to other Upward Bound staff who will be responsible for submitting the form to the Program Director.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above. All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

To access Bullying/Harassment forms online, please visit the Lourdes University Upward Bound Program website.



Social Media Guidelines

Representing Upward Bound is an honor and a privilege provided to a select group of individuals. Along with that privilege come a set of expectations and responsibilities; you are held to a higher standard and are recognized by your school, community, and our organization as a proponent for your educational success. The conduct of Upward Bound students on social media sites reflect upon the reputation of not only themselves but the program as a whole. Please understand, colleges/universities can and have rescinded admission to students based upon information posted to their social media accounts. Therefore, we suggest students follow the practices outlined below when deciding to post content to any social media platform.

Do's

- ⇒ Make good use of privacy settings.
- ⇒ Understand that who you have listed as followers and friends is a reflection of you.
- ⇒ Think before you post, tweet, or re-tweet—Will this positively reflect myself?
- ⇒ Talk to your academic advisor or someone knowledgeable about how to use social media to your advantage.

Don'ts

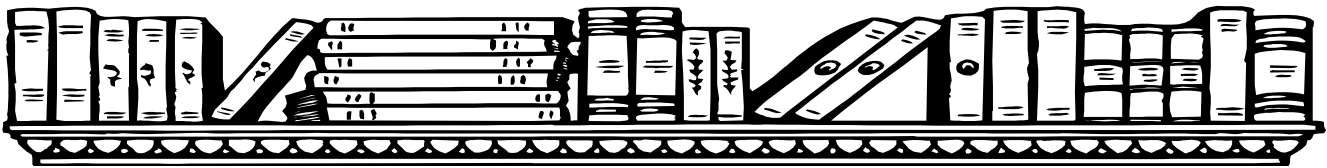
- ⇒ Don't accept friend or follow requests if you are not sure who they are coming from.
- ⇒ Don't put anything on social media that you would not want your family, your teachers, your future professors, your future employers, or the world to see.
- ⇒ Don't post offensive language, personal attacks, or racial comments.
- ⇒ Don't post when you are emotional, like right after a disagreement or a hard test. You are more likely to say something you will regret.
- ⇒ Don't post anything negative or threatening about a teacher, school, Upward Bound staff member, or peer.
- ⇒ Don't post or Tweet anything during a class.

If you have to ask whether or not a post will be offensive or frowned upon, it's best not to post it at all!!!

Relationship Protocol

In the event Upward Bound students find themselves to be in a relationship, certain rules and limitations must be enforced to ensure appropriate behavior during all program activities.

- As with all students, public displays of affection (or aggression) will not be tolerated. This includes, but is not limited to, handholding, kissing, inappropriate hugging/touching, and other forms of sexual contact.



Relationship Protocol Continued

- Students in a relationship are expected to remain on task during UB activities and participate fully in all Upward Bound events.

In the event the student relationship ends, regardless of good or bad terms, the following applies:

- The ended relationship may not interfere with either student's participation in UB activities.
- If participants fail to adhere, termination from the program will be an option.

Using Tobacco, Alcohol, or Other Drugs

Upward bound is a tobacco free program; UB students are prohibited from using tobacco during UB sanctioned events. This includes, but is not limited to, cigarettes, cigars, snuff, and chewing tobacco. Students may not possess, sell, distribute, smoke, burn, or otherwise use any substance containing tobacco, including e-cigarettes and vapor pens, while on campus at Lourdes University or attending any Upward Bound event. Underage possession and use of alcohol is prohibited by law, and at no time is the consumption or possession of alcohol and/or illegal drugs permitted by UB students while in the Upward Bound Program.

If it is determined that alcohol and/or illegal drugs were consumed prior to or during a UB event, the student will be found to be in violation of Upward Bound policy and the following disciplinary procedure will apply:

1st Offense: The student will be placed on probation for ___ weeks, in which the student is not eligible for stipends. Notification letters will be sent to the students parents/guardians and high school.

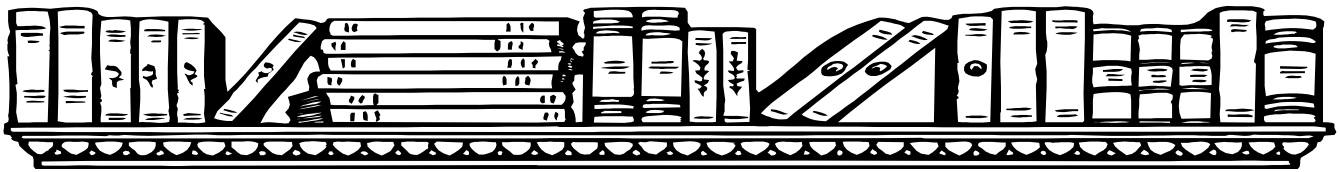
2nd Offense: The student will be dismissed from the Upward Bound Program. Notification letters will be sent to the student's parents/guardians and high school.

Overall Discipline Policy

Lourdes University Upward Bound Program will enforce the City-Wide Student Discipline Code established by the Toledo Public School Board of Education during the academic year (see Addendum A).

The Lourdes University Student Discipline Code will be enforced during the summer component (see Addendum B). Upward Bound students are also subject to the policies and procedures contained within the Student Handbook. Failure to comply with these policies and procedures during the academic year and summer component could result in dismissal from the Upward Bound Program.

Disciplinary actions not described within this Handbook are administered at the **Discretion** of the Upward Bound staff. This Handbook may be amended at any time by the Upward Bound administrative staff.



Stipend Disbursement

Students will receive a monthly stipend for attending and actively participating in weekly tutorials and skills development sessions during the academic year and during the summer program.

Stipends are based on the following:

a. Academic Year

- Participation in a minimum of four (4) hours of tutorial and skill development sessions per week.
- Maintaining at least a 2.0 GPA each quarter.
- Active participation in all program activities.
- Being respectful toward all staff and fellow students.
- Abiding by the rules and regulations of the Toledo Public Schools.

b. Summer Program

- Attendance and promptness for classes.
- Daily attendance for tutorials and skill development sessions.
- Attendance at all scheduled extracurricular activities.
- Being respectful toward all staff and fellow students.
- Abiding by the rules and regulations of Lourdes University.

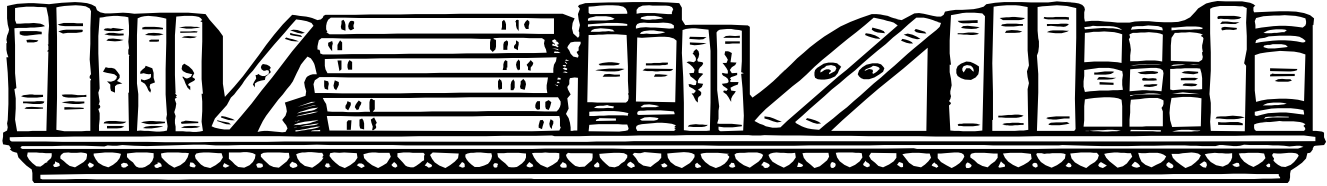
Active participation is defined as students working diligently on home work, a basic skills course, or self-development activities. Stipends are not paid to the student who does not attend or actively participate in tutoring and skill development sessions, monthly workshops, or maintain at least a 2.0 GPA in his/her college preparatory classes.

Stipends are reduced when students are absent, tardy, or are not actively participating. Instructor/tutors can recommend that a student does not receive a stipend if his/her behavior causes a disturbance or if his/her work is unsatisfactory due to lack of effort in tutorials/skills development sessions and/or class. The first stipend for the academic year will not be configured until 60 days of programming has taken place. Therefore, tutoring hours for these weeks will be combined for a 2 month stipend (\$40/month = \$80 possible).

Furthermore, all necessary paperwork, contracts, assessments or essays must be turned in or a student's stipend will be withheld until the required information is given to an Upward Bound staff member.

Inclement Weather and Cancellations

We recognize that inclement weather and emergencies may affect transportation to and participation in planned Upward Bound events. The safety of our students and parents/guardians is of utmost importance to the program. If inclement weather conditions (e.g. tornado, fog, snow, ice, etc.) are anticipated or alter normal operation of these events, the following procedure will be followed:



Inclement Weather and Cancellations Continued

- The decision will be based on the most current weather report from Ohio State Highway Patrol, National Weather Service forecasts, and Lucas County Sheriff's Department.
- The director will have the final authority to decide whether any Upward Bound activity or workshop will be cancelled.
- The Upward Bound office will notify parents/guardian and students that said activity has been cancelled.

Tutoring/Event Closure Conditions: If one of the following weather conditions exist, then Upward Bound tutoring or events will be cancelled:

- Toledo Public School District has closed due to inclement weather.
- Lucas County Sheriffs Department has issued a Level 2 or 3 Snow Emergency.
- In the case of a Level 1 snow emergency, the Upward Bound Director will make the decision to cancel.

Notification:

If school is in session, the Upward Bound staff will contact the high school to have the cancellation added to the school announcements. We will request notes to be placed on the door outside the Upward Bound classroom. Finally, texts regarding cancellations will be sent out to students and parents/guardians.

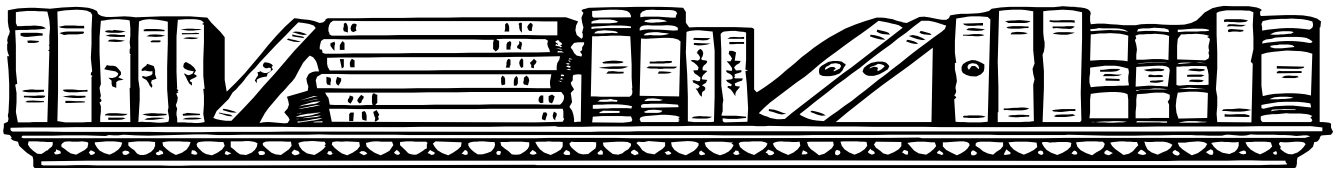
Reschedule Policy:

Canceled events will be rescheduled on a situational basis.

Student Records/FERPA

FERPA is the Family Educational Rights and Privacy Act of 1974, which governs the release of and access to education records maintained by Upward Bound. FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day Upward Bound receives a request for access.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right of nondisclosure of designated directory/public information.
- The right to file a complaint with the U.S. Department of Education and Lourdes University concerning alleged failures by Upward Bound to comply with the requirements of FERPA.



Parent/Guardian Involvement

Parents/Guardians of participants in the Upward Bound program are required to attend all necessary meetings set by the Lourdes University Upward Bound Program. All parents/guardians will be required to attend at least two meetings through the academic year. The first meeting will be held at the beginning of the academic year and the second prior to the start of the Lourdes University Upward Bound Summer Program. **If a parent/guardian fails to attend either of these meetings, their student(s) will not be eligible to participate in the program until a meeting is held.**

Furthermore, parents/guardians will also be required to attend meetings regarding their student for reasons including but not limited to, academic progress, behavior, or attendance for after school tutorials. **Any parent/guardian who fails to meet or respond to the efforts of the Upward Bound Staff to schedule a meeting, will result in the dismissal of your student(s) from the Program.**

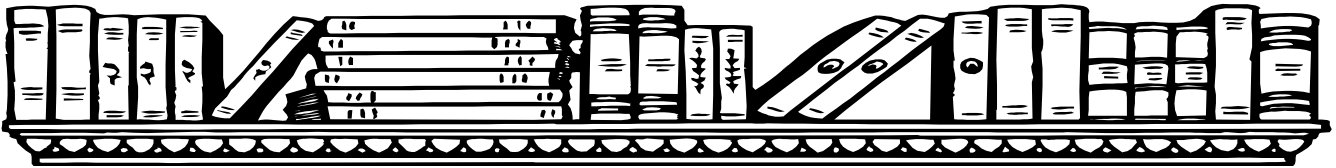
Finally, any parent/guardian who has a concern regarding their students' academic progress is encouraged to call the Upward Bound offices to set up a meeting with program staff.

Acknowledgements

We would like to thank the administration and staff at Waite and Woodward High Schools for their support.

Special appreciation goes out to the Waite and Woodward High School Counselors for their commitment to the Lourdes University TRIO Upward Bound Program.





Addendum A Toledo Public Schools City-Wide Discipline Code

Basic Rules:

- **Attend Class**
- **No Alcohol**
- **No Weapons**
- **No Gambling**
- **No Smoking**
- **All individuals must be treated with “respect to their dignity, welfare, and material goods”**

The following discipline code is applicable to all schools in the Toledo Public School system. Violations or infractions of the following rules may lead to suspension or expulsion. These rules apply to all school-related activities and behavior to and from school including school bus conduct. Special education students are also subject to the Discipline Code, however, services must be maintained after 10 days of suspension.

Attend Class

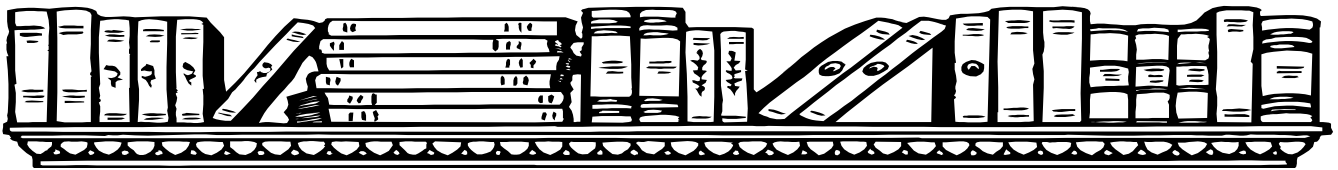
A student shall not be tardy in arriving to school or in the classroom, nor shall a student be absent from study halls, classes or other properly assigned activities without an excuse approved by the principal’s designee. A student with a habitual attendance problem (i.e., 10 days of unexcused absences in a quarter) shall be referred for an attendance hearing.

No Alcohol or Other Drugs

A student shall not possess, use, conceal, sell, offer to sell, or be under the influence of alcohol or illegal drugs, any controlled and/or counterfeit controlled substances, or any other substance that causes physical or mental change, without a doctor’s prescription. Sale or distribution of any of the foregoing will result in mandatory expulsion, and may result in a permanent exclusion.

No Weapons

A student shall not possess, handle, transmit, conceal or use a dangerous weapon or any instrument capable of harming another person. Any instrument used to physically harm another person is considered to be a weapon. Violation of this rule will result in mandatory expulsion, and may result in a permanent expulsion.



Addendum A (cont.)

No Gambling

A student shall not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

No Smoking

A student shall not smoke, use or possess any tobacco substance on school property or at any activity supervised by the school.

Arson

A student shall not burn property nor cause property to be burned. Violation of this rule will result in mandatory expulsion.

Breaking and Entering

A student shall not forcibly enter a school building.

Disorderly Conduct

A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or gang relationship cause obstruction to the educational process, including all curricular and extracurricular activities.

Explosives

A student shall not possess, handle, transmit, conceal, or use any fireworks, explosive devices or substances, which can be used as an explosive. Violation of this rule will result in mandatory expulsion.

Extortion

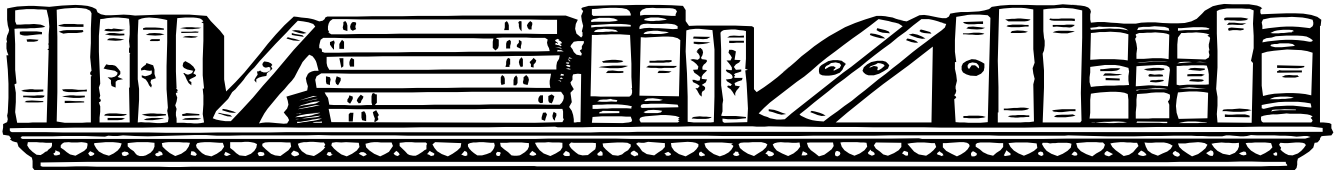
A student shall not obtain nor attempt to obtain another person's property or services by threat or coercion, expressed or implied.

False Fire Alarm or Bomb Report

A student shall not cause a false alarm of fire to be sounded, nor shall a student falsely communicate or cause to be communicated that a bomb is located in a building or on the premises of a building owned by or being used by the Toledo Public School District. Violation of this rule will result in mandatory expulsion. A student shall not damage or otherwise tamper with a fire alarm system or equipment.

False Identification

A student shall not refuse to provide identification to authorized school personnel; a student shall not use another person's bus pass or authorized school identification card.



Addendum A (cont.)

Fighting

A student shall not physically fight with another person.

Forgery

A student shall not knowingly or recklessly cause or attempt to cause physical harm to another. Violation of this rule will result in mandatory expulsion, and may result in a permanent exclusion.

Profanity and/or Obscenity

A student shall not, verbally or by written word, direct profanity to any person, nor shall a student insult any person by an obscene act.

Robbery

A student shall not take another person's property by force or threat of force.

Sexual Activities

A student shall not engage in sexual activity on school premises or at school related activities. (see Ohio Revised Code, Sec. 2901.01.)

Sexual Assault

A student shall not sexually assault another person. Violation of this rule will result in mandatory expulsion.

Sexual Harassment

A student shall not make unwelcome sexual advances, either verbal or physical.

Theft

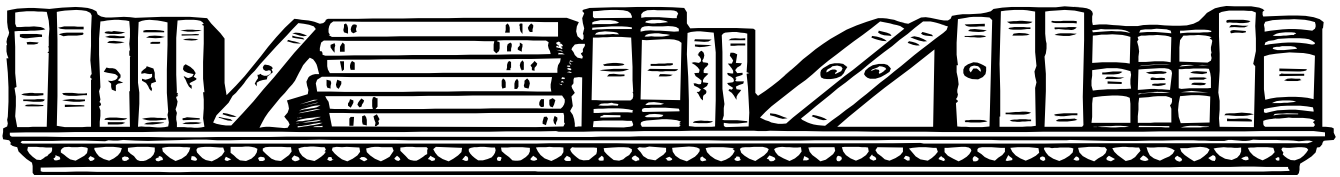
A student shall not take property which does not belong to the student.

Trespass

A student shall not enter upon the premises of any school without proper authorization or while under suspension, expulsion, or removal, a student shall not enter upon any restricted area, including, but not limited to, student lockers, storage areas, and classrooms, without proper authorization.

Failure to Follow Directives

A student shall comply with the directions of authorized school personnel during any period of time when the student is properly under the authority of the school.



Addendum A (cont.)

Vandalism

A student shall not willfully cause destruction or defacement of property, including vehicles, if the offense is school related. Serious vandalism will result in mandatory expulsion. (Serious vandalism which causes damage to property in the value of \$150 or more.)

Repeated Violation of Any of the Above

A student who repeatedly violates any of the above provisions may be expelled.

Other Good and Just Causes

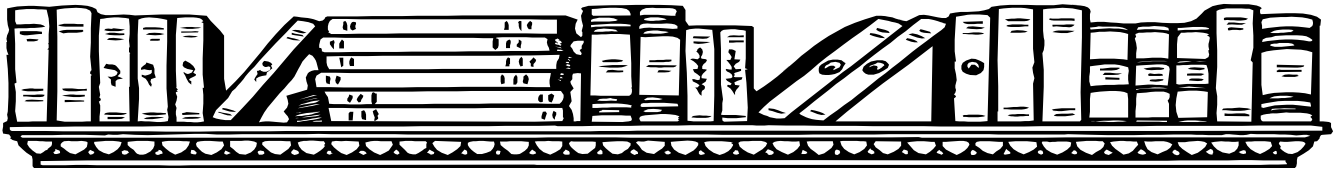
A student may be suspended or expelled for other good and just causes. Included in this category is the possession and/or use of non-smokable tobacco products. These offenses must be specifically listed on the suspension/expulsion form.

Addendum B

Lourdes University Student Discipline Code

The Vice President for Student Services is responsible for coordinating student discipline. In the interest of all members of the Lourdes University community, the following acts may result in disciplinary action.

1. Alteration or misuse of University documents.
2. Physical or verbal abuse of any persons associated with the University or any visitor.
3. Entry into any University facility without authorization.
4. Any disruption which affects the operation of the University.
5. Use or possession of firearms or any type of weapon which would endanger life.
6. Use, possession, distribution or being under the influence of alcohol or drugs, except as permitted by law and University regulations.
7. Theft or damage to University property or to that of its members or visitors.
8. Threatening, disorderly, indecent, offensive, or lewd conduct, including the use of the Internet.
9. Gambling.



Addendum B (cont)

Acts which may result in disciplinary action continued

10. Sexual harassment or assault.
11. Harassment because of race, creed, national origin, handicap, or any other nature.
12. Any other action deemed contrary to the standard mission and goals of the University.

Student Rights and Responsibilities

All members of the academic community have rights and responsibilities. These help create an atmosphere of concern and caring, one conducive to the teaching/learning process.

Students Rights Include the Following:

1. Freedom from threats.
2. Freedom from acts of violence.
3. Freedom from unfair or obscene treatment from others.
4. Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities, and public events.
5. Freedom from theft and willful destruction of personal property.
6. Right to study and learn in an atmosphere of academic freedom.
7. Right to fundamental fairness in University disciplinary action.
8. Right to be governed by justifiable academic regulations.
9. Right to be informed of the regulations for academic and social conduct, and graduation requirements of the University.
10. Right to petition for redress of grievances, academic, and nonacademic.

Students Responsibilities Include the Following:

1. To respect the right and property of others.
2. To be fully acquainted and comply with the published rules and regulations of the University.
3. To comply with all local, state, and federal laws.
4. To recognize that student actions reflect upon the individuals involved as well as upon the entire University community.
5. To recognize the University's obligation to provide and environment conducive for learning and academic inquiry.
6. To adhere to the academic requirements determined by individual instructors.



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