



Student Handbook 2017 – 2018

(updated 07/13/2017)

Elder High School
3900 Vincent Avenue
Cincinnati, Ohio 45205-1699
(513) 921-3744
FAX: (513) 921-8123
www.ElderHS.org (public access)
www.ElderHS.net (student/parent)

Communication: The school office and switchboard are normally open for business from 7:00 A.M. until 3:30 P.M. during the school year. At times other than those listed, parents have access to a voice messaging system for all school personnel via the telephone number above. Faculty/staff e-mail addresses and telephone extension numbers may be found on the Elder homepage: www.ElderHS.org. Parents who wish to meet with faculty and/or staff are encouraged to make appointments.

ELDER HIGH SCHOOL STUDENT HANDBOOK

ORGANIZATION

- A. Archdiocese of Cincinnati:** Elder High School is a comprehensive, four-year secondary school for young men in the Archdiocese of Cincinnati. This school was founded in 1922 and is named after the Most Reverend William Henry Elder, the third Archbishop of Cincinnati. It is administered by diocesan priests and lay people.
- B. Membership in an Accrediting Association:** Elder High School operates with Full Accreditation as a member of the Ohio Catholic Schools Accrediting Association. The “academic year” is the time between the beginning and end of the school year, as published annually and included in this publication as well as elsewhere. The seven class periods are 45-50 minutes in length.

PHILOSOPHY OF ELDER HIGH SCHOOL

Elder High School, a Roman Catholic secondary school, seeks to serve the community by assisting adolescent young men in their quest to become growing, knowledgeable men. As a comprehensive high school serving young men with a wide variety of physical, intellectual, moral, cultural and social endowments, the educational process begins with the young man himself, with his strengths and weaknesses. In thus accepting the young man, we hope to assist in the development of his personality and the broadening of his horizons to the extent that upon graduation he is prepared to pursue whatever further development is necessary for him to make his personal contribution to life and building the Kingdom of God.

We seek, therefore, to aid in the development of a young man intellectually aware of the world as it is, morally attuned to the value of human life and to the responsibility of using technological advances and personal ingenuity in preserving and enhancing that value, culturally refined to profit from the increased availability of freedom and leisure, socially adept at relating to others in a positive way, physically conditioned and emotionally matured to meet the demands of daily living.

MISSION STATEMENT OF ELDER HIGH SCHOOL

To lead young men to serve God, others, and pursue *Altiora* according to the teachings of the Roman Catholic Church.

Elder High School admits students of any, religion, race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of religion, race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs.

VISION STATEMENT

Working in partnership with the parents of our students and our surrounding communities, Elder High School will endeavor to prepare students to be lifelong seekers of both knowledge and skills, and to be followers of Jesus Christ in word and in deed.

Consistent with this statement, we will strive to accomplish the following goals:

- A.** To enable each student to prepare for his immediate post high-school career, providing the requisite academic courses for achieving these ends;
- B.** To prepare the student to make his own personal life decisions by discussing and teaching the Roman Catholic tradition, its principles, values and attitudes;
- C.** To provide the facilities and personnel for educational, vocational, and personal guidance on an individual and group basis;
- D.** To assist the student in the continuing formation of his conscience that he might realize the potential of his freedom and be responsible in his actions;
- E.** To make the student aware of his Christian responsibility to face up to and seek a just solution for contemporary personal and social problems;
- F.** To provide the student a variety of meaningful liturgical and paraliturgical experiences;
- G.** To provide the proper appreciation for U. S. citizenship and the responsibility incumbent upon anyone with this dignity;
- H.** To teach acceptance, understanding, and appreciation of a multitude of cultures, religions, and ethnicities as we educate the student to be part of an ever-increasing global community and economy;
- I.** To make available possibilities of cultural refinement by promoting an appreciation of all forms of the arts and encourage creativity in articulate self-expression;
- J.** To offer a broad program of extra-curricular activities, which might enable and encourage the young man to make positive use of his leisure time.
- K.** To provide opportunities for the student to participate in community service events so that he may see the value of assisting others throughout his life.

The education of a student is a partnership between parents and the school. Just as the parent has the right to withdraw a student if desired, the administration reserves the right to require the withdrawal of a student if it determines that the partnership between parent and school is irreparably broken.

The Administration of Elder High School maintains the right to amend, modify, or interpret any and all policies contained within this Handbook.

ACADEMICS

- A. Entrance Requirements:** Students wishing to enter the Freshman class, who have been promoted by the grade school to the ninth grade, will be expected to attend an orientation program held at Elder (see School Calendar). Preregistration is held in early spring. The student's records of ability and grade school achievement are utilized in the placement process.
- B. Promotion:** In order for a student to be promoted to the next higher grade he must fulfill these requirements:
- 1. Minimum Credits:** Promotion to the Sophomore class requires $5\frac{3}{4}$ credits; promotion to the Junior class requires $11\frac{1}{2}$ credits; and promotion to the Senior class requires 18 credits. **A minimum of $3\frac{3}{4}$ credits must be earned during each of the Freshman and Sophomore academic years for promotion. A minimum of $4\frac{1}{2}$ credits must be earned during the Junior year for promotion.** The "academic year" is the time between the beginning and end of the school year, as published annually and included in this publication as well as elsewhere. Credits earned in summer school do not count toward the minimum number of credits needed during the regular school year.
 - 2. Required Subjects:** A student must successfully complete required subjects (see Academics, section C-2) in order to graduate. Failures in required subjects must be made up in the Summer Session. If a student should fail three required subjects, he may make up two in the Summer Session with the understanding that he must make up the third in the following Summer Session provided he first meets the minimum credit requirements (see Academics, section B-1). All Science courses must be made up in summer school unless the student has already earned 3 credits in Science. A student is not permitted to make up three full credits during one summer.
 - 3. Summer School:** A failure in a subject must be made up in an approved summer school if the subject is required or if the student does not have the necessary credits for promotion to the next class. The subject must be taken in Elder's Summer School if offered. If the subject is not successfully made up, then the student will not be permitted to return to Elder. Students who are in danger of failing must contact the teacher and/or the guidance department to determine if they have failed the course and if the course must be made up in summer school.
 - 4. Insufficient Credits:** Any student who fails to acquire the required number of credits for promotion (see Academics, section B-1) is required to leave Elder.

5. **State-Required Standardized Testing:** The State of Ohio mandates that candidates for graduation must successfully pass all required standardized testing.

C. **Graduation:** Elder is owned and operated by the Archdiocese of Cincinnati. All diplomas are issued in the name of and over the signature of the Most Reverend Archbishop of Cincinnati. In order to receive a diploma, a student must satisfy the following requirements:

1. To graduate, a student must have 24 credits.

2. The following are required subjects for graduation:

Religion.....	4 credits
English	4 credits
Mathematics	4 credits
Science	3 credits *
World Cultures.....	1 credit
American History.....	1 credit
American Government/Economics	1 credit
Physical Education (2 semesters).....	½ credit
Health.....	½ credit
Computer Science	½ credit **

* one must be Biology

** not including Mobile Computing

3. **College Preferences:** Students planning to attend college after graduation from high school should find out early the particular requirements of their college choices. A general list of courses which are preferred by colleges is as follows:

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies.....	3 credits
Foreign Language	3 credits
Fine Arts	1 credit *

* especially for state-supported colleges in Ohio

4. **State Requirements:** All courses are designed to meet all requirements of the State of Ohio for graduation.

5. **Valedictorian/Salutatorian Awards:** The award of Valedictorian is granted to the senior with the highest Quality Point Average for all classes taken through Elder High School. The calculation for Quality Point Average for the purpose of granting the Valedictorian award will be made at the end of the 7th semester. The calculation will be made to the one thousandth decimal place. The award of Salutatorian is granted to the senior with the second highest Quality Point Average for all classes taken through Elder High School. The calculation for Quality Point Average for the purpose of granting the Salutatorian

award will be made at the end of the 7th semester. The calculation will be made to the one thousandth decimal place.

6. **Diploma with Honors:** A diploma with honors will be awarded to those students who have successfully completed the college preparatory curriculum including 15 courses at an Honors level or above and have met any eight of the following nine criteria.

- Earn four units of English
- Earn four units of Mathematics
- Earn three units of Science
- Earn three units of Social Studies
- Earn three units of one Foreign Language or two units each of two Foreign Languages
- Earn one unit of Fine Arts
- Earn ½ unit of Business/Technology
- Maintain an overall GPA of at least 88%
- Obtain a composite score of 27 on the ACT, or a combined score of 1210 on the SAT (excluding scores from the writing section).

Students are placed in honors (5-level) courses in their freshman year based on STS high school placement tests, grade school transcripts, and Terra Nova scores. After freshman year, students take honors courses based on teacher approval (departmental permission), parental approval, student's ability/interest/motivation, student's performance in prerequisite courses, and approval of the guidance department.

7. **Honors Program:** Students selected to the Honors Program are scheduled for the most rigorous academic courses at Elder High School. For scheduling purposes, courses must be taken in the summer. Developing leadership skills is an important part of the Honors Program. To this end, students are enrolled in semester-long leadership courses during the freshman and sophomore years as well as attending evening activities focused on leadership. Admission to the Honors Program is only possible for incoming freshman and prior to the sophomore year.
8. **Elder High School Credit Flexibility Plan:** Any student may apply to earn academic credit toward completion of the requirements for graduation in ways not limited solely to "seat time" or the walls of Elder High School. Interested students should:
- a. Discuss their desire to participate in the credit flexibility program with their counselor and their parent.
 - b. Submit a one-page proposal containing the details of the proposed program to their counselor. The proposal should

include a list of the concepts learned and skills developed during the program, a list of the Ohio academic standards met by the program, a list of the ACT College Readiness Standards met by the program, specific activities to be completed, and a timeframe for completing the program not to exceed one academic year.

- c. The proposal will be reviewed by an assistant principal, counselor, and subject area teacher.
- d. An assistant principal and counselor will meet with the student and the student's parent to construct and sign an official agreement on the program and the credit to be earned.

At any point in the process the proposal may be denied if the student has not demonstrated the capacity to earn the credit, the proposal is incomplete or lacks substantive evidence of producing the necessary learning outcomes.

Any student whose proposal is denied may appeal the decision to the principal. The principal's decision is final.

- D. Change of Class:** The approval of the Principal or his delegate is required to withdraw from a class. A change of classes can only occur during the first two weeks of the class (freshmen are permitted three weeks). There is a \$25 charge for schedule changes. If a student wishes to withdraw from Elder, his parents are expected to give formal written notice to the Principal. Failure to do so could result in truancy charges being placed against the student by the state authorities. Parents will be asked to complete the Archdiocese of Cincinnati Schools Exit Survey.
- E. Communication:** Open and timely communication between parents, students and the professional staff is essential to the development of the school community. Parents and students who have concerns are urged to communicate them as soon as possible to the staff member closest to the issue who has the ability to address it. Students or parents who have concerns about the actions of a teacher should first speak with the teacher. If the concern remains unresolved after the conversation, the next step is to speak with the appropriate assistant principal and then the principal.
- F. Student Responsibility.**
 - 1. Absence:** Absence does not excuse a student from any assignment, test or assessment. It is the RESPONSIBILITY OF THE STUDENT to make arrangements with his teachers to make up the work that was missed. Failure to make up the work in a reasonable time will result in a grade of zero being assigned and computed in the student's average. This rule holds for all work, including assessments.

2. **Class Assignments:** Students are expected to complete all assignments on or before the due date published by the instructor. Failure to do so will result in the grade being lowered or loss of course credit.
3. **Requests:** Any request for an alternate assignment or recalculation of a grade must be received in writing from the parent within one week of the assignment or grade publication.
4. **Appeals:** Any dispute or appeal not resolved at the instructor level should be submitted in writing to the appropriate academic or disciplinary administrator prior to the end of the quarter in which it was initiated.

G. Grades.

1. **Achievement:** In accordance with the requirements of the Archdiocese of Cincinnati, numeric grades are given in all subjects. These are given at the end of each of four quarters (approximately 9 weeks) and are based on results of tests, homework and class work. In addition, exams or comprehensive projects are given at the end of the 2nd and 4th quarters. Passing mark: 70% or above. Failure: 69% or less. (For summer school requirements, see Academics, section B.)

2. **Grading System:**

A	100	–	90	4 points
B	89	–	80	3 points
C	79	–	75	2 points
D	74	–	70	1 point
F	69	–	0	0 points

3. **College Recommendation:** To be recommended for college, a student must have a general average of at least 80% in college preparatory subjects.
4. **Effort:** Comments may be given each quarter in each course. The comments appear below the quarter grade

H. Report Cards: The report card, which is issued every quarter, indicates the student’s achievement, application, deportment, and attendance. Parents are expected to examine this report carefully in order to ascertain any deficiencies on the part of the student and to apply proper remedies when needed. In addition, progress reports are available on-line and parent visitation days are held during the 2nd quarter. Report cards and on-line access are liable to be withheld in the event the tuition account is delinquent as defined in this handbook (see Finances, Payment Policy).

I. Academic Probation: At the end of the 1st, 2nd and 3rd quarters, any student who is failing two or more subjects will be placed on academic probation. His report card will be stamped **“ACADEMICALLY DEFICIENT”** and is to be signed by a parent and returned to Elder

within two school days after receiving it. Any student not meeting the requirements to go on to the next year will receive a letter from the Academic Board at the end of the school year after his record has been reviewed (see Academics, section B).

- J. Honor Roll:** All the courses taken at Elder, with the exception of Physical Education, are included on the Honor Roll. Honors require that a student receive no grades below 80% in any subject with the exception of Physical Education. Second Honors are awarded for averages of 85.0% up to 90.0%. First Honors are awarded for averages of 90.0% and above. Each quarter, the names of the students on the Honor Roll are posted in the Main Hallway. Any student on the Honor Roll four consecutive quarters is awarded the Honor Letter “E” at the annual Honors Banquet held each Fall.
- K. Exams:** Students will be required to complete comprehensive projects or comprehensive exams in all courses with the exception of Physical Education, Mobile Computing, and Health.
- 1. Midterm Exams:** Students enrolled in a 1st semester-only course with a minimum 90% average for the semester may be exempt from the exam at the discretion of their teacher.
 - 2. Final Exams:** Students with a minimum 90% year (or semester, if it is a semester-only course) average may be exempt at the discretion of the teacher.
 - 3.** Students cannot be exempt from a comprehensive project.
- L. Scholarship:** Nothing truly worthwhile can be accomplished in life without adequate time and effort being devoted to it. Every student should have goals. These should be his own growth spiritually, intellectually and physically. Intellectual development can only be achieved with a spirit of true scholarship on the part of the student. True scholarship means that the student takes a real interest in learning and then organizes his daily life in such a way as to make this learning possible.

Students who have difficulty in a subject should request assistance as soon as the difficulty appears. The teacher’s help should be sought as well as that of one’s friends and family, if possible. Tutoring by upperclassmen is also available by contacting the Guidance Office.

- M. Advanced Placement Courses:** A student enrolled in an AP course is required to complete the AP examination for that course. The College Board charges a fee of \$92 for each AP examination. Students are required to pay \$10 of the fee and Elder provides a subsidy for the remainder of the fee.

N. Access to Student Records will be granted to biological parents unless otherwise directed by a court order. Student records include but are not limited to grades, health information, and personally identifiable information in paper or electronic form. Questions about access to student records or official changes to the record of individuals having access to student records must be directed to the Assistant Principal for Academics.

FINANCES

- A. Tuition and Fees:** The tuition and fees at Elder High School for the 2017-2018 academic year are:

Tuition.....	\$10,800
Technology Fee.....	\$600
General Fee	\$100
Senior Fee	\$135
Senior Kairos Fee.....	\$150

FACTS TUITION PAYMENT PROGRAM:

Elder High School uses FACTS Tuition Management Services for billing tuition. Families will need to set up an account with FACTS regardless of which payment plan option they choose. Families have the option of choosing one of the three payment plans listed below:

1. The entire tuition paid in full to FACTS or Elder by June 10. *
2. Part of the tuition paid to FACTS or Elder by June 10 and the remainder financed from July to April of the academic year. Payments are made through the FACTS auto-debit or credit card program directly from the parent's designated checking/savings/credit card account. *
3. The entire tuition amount financed from July to April of the academic year. Payments are made through the FACTS auto-debit or credit card program directly from the parent's designated checking/savings/credit card account. *

* A finance charge will be added to accounts carrying a balance over a ten-month plan. Access to the Panther Portal and NetClassroom (including grades) may be withheld until a tuition account is current on any past due balances.

PAYMENT POLICY:

1. All prior-year tuition must be paid in full before student schedules can be processed for the coming year.
2. All student accounts must be current before they begin classes in August. Students with accounts that are not current will not be permitted to start school.
3. Students with delinquent accounts at the end of the first semester will not be permitted to begin the second semester. Students with accounts 90 days past due are subject to withdrawal for non-payment of tuition.
4. Payments are due on the 5th or 15th or 20th of the month (July–April) for those families on the FACTS Payment Program.

5. Payments (checks or electronic) returned to Elder by the presenter's bank will incur an additional \$35 NSF (Not Sufficient Funds) charge per occurrence.
6. Late/short payments incur a \$30 charge.
7. Elder High School may, at its option, refuse to let a parent participate in the FACTS Payment Program due to delinquent payment history.
8. No official transcript (including college application transcripts) or diploma will be issued by Elder High School unless all financial obligations have been met. The school reserves the option to require final payment in cash or certified funds.
9. A student's continued enrollment will indicate acceptance of all tuition and fee obligations currently charged. The lack of a signed tuition plan on file does not excuse the parent/guardian from responsibility for the tuition charges/fees.
10. An official Withdrawal Form must be completed and accepted by the Principal in order to stop tuition/fees from continuing to accrue. A withdrawal credit(s) will be calculated to the end of the quarter following the approved withdrawal date, less \$700 for school/tablet fees, plus cost for any missing items not turned in.

FINANCIAL AID:

Students who receive financial aid are required to participate in the annual Elder Walk for Others as 80% of the money raised benefits the tuition assistance program.

EdChoice

Families receiving financial aid and/or scholarships who are eligible for the State of Ohio EdChoice Voucher Program are required to apply for an EdChoice Voucher. EdChoice-eligible families who do not apply for the EdChoice Voucher Program will have financial aid or scholarships reduced or rescinded.

FINANCIAL AID AND CONDUCT:

1. **Confidentiality:** Financial aid awards are considered confidential. It is expected that families receiving assistance will treat them as such. Disclosure of specific information regarding a family's award may change a family's current award and will change future awards.
2. All Students are expected to participate in school fund raising which benefits worthy causes and their fellow student families. Students who receive financial aid are required to participate in the annual "Walk for Others" as 80% of the money raised benefits Elder's tuition assistance program.

3. Students must be enrolled for the entire year. Aid will be prorated according to school policies for any student withdrawing after the start of the academic year, currently adjusted to the Quarter end from the date of withdrawal. Date of withdrawal is the date the form is received by Elder High School unless changed by the Principal.
4. Some scholarships or assistance awards have not yet been determined by other sources, such as your parish, CISE, student activity group or private donor. Consequently, Elder High School reserves the option to reverse or adjust our award if a subsequent award is applied or if tuition is billed separately to divorced/separated parents.
5. Financial assistance is made available subject to the following stipulations regarding conduct. The school will take the following actions when specific demerit totals are reached during the school year.

- a. Students receiving financial aid through Elder High School are subject to loss of a portion of the aid due to disciplinary issues:
 - 1) After accumulating 12 demerits, the parent(s) will be notified via letter that their son is in danger of losing part of the financial aid;
 - 2) After accumulating 20 demerits, a second letter of notification will be sent to the parent(s);
 - 3) After accumulating 25 demerits, a third letter will be sent to the parent(s) notifying them of the loss of financial aid. The amount of financial aid loss may be as high as 50% of the total aid.
- b. The Dean of Students will notify the Business Manager when a student reaches the 12, 20, and 25 demerit limits.
- c. The loss of financial aid will occur when a student accumulates 25 demerits or may be delayed to the following year at Elder's sole discretion. The lost aid will be charged back to the tuition account and is due in the month it is removed if the adjustment occurs in the same year. For students withdrawing from Elder during the year, the aid and/or scholarship grant will be prorated on a per diem basis, with the balance to be paid in full in order to release academic information to the student's new school.

B. Student Insurance: An insurance policy, provided by the Archdiocese of Cincinnati, covering injuries while attending Elder, going to or from Elder, and while participating in most supervised extracurricular activities at or away from Elder is required of all students. The policy premium is included in the General Fee paid by all families. Any student who plans to participate in any interscholastic sport at any time during the school year is required to be medically insured. The Archdiocese of Cincinnati policy does not cover injuries for most athletic activity.

C. Special Information on Books, Replacement and Evaluation: All books are loaned to the students. In view of this fact each student is expected to give his books reasonable care; each is held responsible for the books he has. Any loss or damage to them will be charged to the student's account and payment in full will be demanded at the end of the school year. It should be noted that any student who is responsible for the loss of or damage to the book(s) of another is bound to make restitution to him.

1. Because of the responsibility each student has with regard to his books, the following precautions should be taken:
 - a. After receiving his books at the beginning of the school year, the student is required to write his name and student number on the label found on the inside of the front cover, as this is necessary for identification purposes. At the end of the year the books returned must be the same ones given out in August. If a different book is returned, or the label is missing, or partially torn out, the student will be charged for a lost book.
 - b. When the student receives his books, he should examine each of them carefully, checking for torn pages, damaged bindings, excessive writing and the like. If anything is found to be wrong with a book, it should be taken to the Library in order that the student may not be held responsible for this damage at the end of the year. If necessary, the book will be replaced.

The deadline for returning damaged books is the last Friday of September. Failure to do so will result in the student presently using the book being held totally responsible for any damage.

- c. All textbooks must be covered. Covers may be obtained at the Library or elsewhere. Covers must be kept clean and may not be in a torn condition.
2. **Lost Books:** Any student who finds a lost book should turn it in at the Library or Main Office; any student who has lost a book should inquire about it immediately at the Library or Main Office.
3. **Replacement of Lost Books:** The student is expected to obtain a replacement for any lost book within two days; he may not continue to attend class indefinitely without the necessary book. To obtain a replacement the student should notify the Library and pay for the book. The price charged for the book will vary with its value. It should be noted that immediate payment must be made for the lost book in order for a replacement to be obtained.
4. **Purchase of Books:** If a student wishes to purchase a book, he should notify the Library. The purchase price must be paid at that time.
5. **Class Rings:** Class rings will be withheld on any account with a past-due balance.

GENERAL SCHOOL REGULATIONS

The Elder Man should always be a gentleman. Each student is expected to always follow the accepted practice of good conduct in language and in action. Conduct towards others must always be respectful. Conduct not consistent with expectations for an Elder student will be appropriately disciplined. This includes events/activities sponsored by other Catholic high schools in the Archdiocese of Cincinnati. Students who feel they have a just complaint may represent their case either to the Principal or the Dean of Students.

The Administration reserves the right to impose disciplinary measures for behavior deemed inappropriate, disrespectful, dangerous, or detrimental to the reputation of Elder High School even if the misconduct occurs off campus.

A. Personal Expectations.

1. **Responsibility:** It is the responsibility of every Elder student to respect the property and reputation of everyone at Elder. These rights must be protected even if this should mean reporting any injustices to someone in authority.
2. **Code of Honor:** The excellence, *Altiora*, which we strive for in the classroom, must be grounded in academic integrity. Cheating and other forms of academic dishonesty are contrary to the values that we teach and cannot be tolerated at any time. Cheating includes:

On tests and quizzes:

- Giving or receiving information during testing or quizzing situations either orally, visually, via an electronic device, or by any other means.
- Bringing prepared materials to the testing situation, including notes on cheat sheets, hands, arms, clothing, electronic devices, or by any other means.
- Revealing test information to other students outside of the testing areas.

On homework and assignments:

- Copying someone's homework or assignment or having someone else prepare the assignment for the student.
- Allowing another student to copy all or part of an assignment.
- Plagiarism—copying printed material (paper, electronic, or others) and submitting it as if it were one's own without indicating the source of the information.

Students shall have a conference with the teacher, a grade of zero may be given on the test/quiz/assignment, and demerits may be issued. Additional offenses will be dealt with more harshly, with escalating penalties. In all cases of academic dishonesty, the parent(s) will be informed of the incident.

3. **Harassment Policy:** Our Judeo-Christian faith embraces each individual as a gift from God, worthy of love and respect. Therefore, harassment in any form, including but not limited to race, gender, religious belief, nationality, disability, or sexual orientation is prohibited. Harassment is defined as unsolicited, offensive behavior, assault, or the display of pictures or other visual material. All harassment should be reported to a teacher, counselor, or administrator. The complaint will be investigated. Disciplinary action against students may include suspension, expulsion, and/or notification of legal authorities.
4. **Child Protection Policy:** Elder High School will follow the prescribed steps in the Archdiocesan Child Protection Decree. Civil authorities will be notified when the situation calls for that response. For the complete document, see: <http://www.catholiccincinnati.org>.
5. The administration reserves the right to search anything brought onto the Elder campus, the grounds of the Panther Athletic Complex, and to any school-sponsored event.
6. No one may use the school name, logo, or motto on any type of social media or any other way (e.g. tee-shirt) without the express written permission of the principal or business manager.

B. The Demerit System.

1. A student is liable to receive demerits for all infractions of the rules and regulations of Elder and for any misconduct while at school or at any school-sponsored activity. A demerit slip indicates the nature of the offense, the date, and the number of demerits. A demerit slip carries with it the penalty of detention. The student must have this notice of demerits signed by one of his parents/guardian and return it to the Main Office before class the following morning.
2. Students receiving a demerit slip will be assigned one hour of detention for each demerit received. Suspended students are automatically assigned a minimum of 10 hours of detention and 10 demerits.
 - a. **Detention:** The manner of serving detention will be determined by the Dean of Students. Ordinarily, any student who is assigned detention will be required to report to the Detention Moderator in the assigned classroom on Saturday by 7:55 A.M. If a student arrives late, he will be given an extra hour to serve (which he can do that morning if he has time). If a student arrives to detention out of dress code, he will also be given an extra hour (that he can serve that same day if he has time). Nobody will be admitted to detention after 9:00 A.M. The student will be expected to perform the assigned tasks indicated

Suspension is the most serious penalty (short of expulsion) given for misconduct. Suspended students are automatically placed on disciplinary probation.

5. **Expulsion:** The reasons for expulsion include, but are not limited to, the following: accumulation of 35 demerits, violation of the terms of disciplinary probation, repeated acts of misconduct, a second suspension during his years at Elder, very grave offenses, acts which endanger the safety of others, possession of a weapon, delinquency and/or immorality that could result in commitment to a correctional institution or would constitute a definite menace to the morale of the school, incorrigibility, persistent irregular attendance, actions contrary to the philosophy and objectives of Elder High School, possession of, use of, or trafficking in alcohol/drugs (see section I), and for behavior which is harmful to the Elder Community. The school and parents are partners in the education of the student. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from school.

The following procedure will be followed in cases of expulsion:

- Parents will receive written notice stating the reasons for the student's removal and proposed expulsion.
 - A hearing will be scheduled with school officials and parents at the convenience of both parties.
 - The superintendent of schools will receive a detailed report of the expulsion.
 - Parents who believe their son has been expelled from Elder for insufficient reason have the right to appeal, in writing, to the superintendent of schools. The decision of the superintendent to either uphold the school or to order the reinstatement of the student is final.
 - The withdrawal of the student will be reported to the Attendance Department of the local public school district.
6. **Legal Violations:** Civil authorities will be notified when the administration has reason to believe a felony has been committed.
- C. **Attendance:** Normal hours of scheduled classes are 7:50 A.M. to 2:30 P.M. Students are to remain in the cafeteria until 7:30 A.M. when they may go to their locker. Supervision is provided in the cafeteria beginning at 7:00 A.M. The Main Office operates from 7:00 A.M. to 3:30 P.M. To be in the building after 4:00 P.M. requires the principal's permission.
1. **Absence:** Regular attendance is required of every pupil. It is the responsibility of the student to make up assignments/work/notes

missed while absent. Absence from school is considered to be either excused or unexcused.

Excused absence includes: illness, quarantine, approved college visits, and death in the immediate family. Doctor appointments should be made at times other than school hours. The school must be informed beforehand of planned absence (out of town for any number of reasons).

Unexcused absence includes: truancy, work, indisposition and slight ailments, parental neglect. Parental neglect is evidenced by such unacceptable explanations as “overslept,” “had to go to the store,” “visiting,” “had to work around the house.” Missing a bus or “ride connections” does not excuse from school. The student is still expected to get to school as soon as possible.

If the student is doubtful about the validity of his reason for absenting himself from school at a future date, he should consult the Dean of Students before proceeding. Excessive excused absence (more than five days in one quarter or more than 15 days in one year, without sufficient mitigating circumstances) can result in the loss of scholastic credit unless the work missed is satisfactorily made up after school or at home. For each day absent over the limit, the student will be assigned one Saturday of detention. Unexcused absence may incur an appropriate penalty.

2. **Procedures During Absence:** Any student who is absent must have one of his parents or his guardian telephone the school Main Office by 9:00 A.M. of the same day.
3. **Late Arrivals:** Any student who arrives late to school must first go to the Main Office to check in and obtain a Tardy slip. An arrival after the conclusion of the first period is considered a partial absence. This must be done before he goes to his locker. He may not go above or below the Main Floor until he has first obtained a Tardy Slip. The slip must be given to the teacher to gain admittance to the classroom. Exceeding two late arrivals per quarter will make a student liable for detention (one hour per occurrence).
4. **Early Dismissal:** Students will be permitted to depart early from school provided a parental note of explanation is presented at the Main Office before 7:45 A.M. The note should include a phone number for verification. Requests will not be approved without a parent/guardian’s permission. Students (except freshmen) who have a scheduled Study Hall during seventh period may have the privilege of an early dismissal.

Students who take advantage of this early dismissal must have special permission to leave after sixth period with the understanding that they will be required to stay at school until 2:30 P.M. on some occasions.

Under no circumstances are students who leave early to loiter around the building or disturb other classes in progress. Students who fail courses may lose this privilege.

5. **Tardy to Class:** Any student who is not in his assigned seat before the bell rings for the beginning of a period, may be assigned a written penalty by his instructor. Penalty work paper to complete teacher-assigned penalties may be picked up in the teacher's classroom after dismissal.
6. **Ejection from Class:** If a student is ejected from a class or study period, he is to report immediately to the Main Office. Under no circumstances is the student permitted to remain outside the classroom or wander through the building after being ejected. A student permanently ejected from class will receive a suspension and a grade no higher than 60% for the year.
7. **Unauthorized Departure:** If a student feels that he must leave school before the close of the school day because of illness or other reasons, he must first report to the Main Office and obtain permission from the School Nurse or Principal. Failure to follow this procedure is considered unauthorized departure.
8. **Severe Weather:** When severe weather affects the start of the school day, Elder will follow Oak Hills announcements regarding delays or cancellations.
9. **Field Trip:** A field trip is a privilege afforded to a student, not an absolute right. A student may be denied participation if he fails to meet academic or behavioral requirements. The standard Elder High School Field Trip Permission form must be completed by a parent/guardian to indicate approval to participate, and turned in at least three class days prior to the field trip.
10. **College Visitation:** College visit days should be arranged during scheduled off days as much as possible. However, Seniors and Juniors will be permitted two (2) absences each year (a total of four (4) over the two years) for college visits. Students must complete and submit a College Visit Form (found in the Guidance Office) to their counselor AT LEAST one week prior to the date of the visit. College visit days may not be taken after May 1. Verification of the college visit day should be submitted to your counselor upon return. This should include the official stamp and signature of the college representative. These excused absences will not be reflected on the student's attendance record.
11. **Safety and Security:** Safety at Elder High School is a paramount interest. Students are required to be silent during the duration of emergency evacuation, tornado, lockdown and other safety drills. If the school is in a lockdown or other emergency status, visitors will

not be permitted on campus. In the event of an emergency situation on campus, students are instructed to closely follow the directions of the professional staff in charge. Parents/guardians will be informed of the school's response via one-call and/or email.

D. Dress Code.

Every student of Elder is part of a community. A genuine Christian concern for his associates (parents, teachers, fellow students and the community-at-large) will dictate that he takes a reasonable pride in his personal appearance. The purpose of the dress code is to promote an atmosphere conducive to learning. Apparel items are to be in good repair—no ripped, torn, frayed, or tattered seams/hems. The dress code is in effect every school day unless an exception is announced. A businesslike attitude of work and study is encouraged.

1. Appearance Standards:

- a.** The ordinary daily dress for students is a dress shirt, dress pants, and dress shoes with socks. Jackets and sweatshirts (except those that are approved) are not to be worn to class, rather to be kept in the student's locker. These regulations are in effect whenever school is in session, including assessment days.
- b.** All students must be clean shaven (i.e. no beards, mustaches or exaggerated sideburns that amount to quasi-beards).
- c.** Exposed tattoos are not permitted.
- d.** Any clothing which promotes drugs, alcohol, concerts, or has inappropriate comments/pictures, is not permissible. Clothing with advertisements or writing is also unacceptable. Clothing such as this is not permitted at any time or in any circumstance.

2. Body piercing is not permitted except for one earring in each ear. Gauge earrings are not permitted. In the interests of safety, no dangling earrings are permitted or other jewelry that may constitute a safety hazard or distraction.

3. Shirt: a shirt that buttons from the collar to the bottom of the shirt. Also acceptable are the golf shirts (with collar and buttons) that clearly have an Elder logo or name imprinted on it. Shirts are to be tucked into the trousers (or shorts) during school hours.

- a. Undershirt:** solid-colored undershirt without print or pictures (including Elder shirts). Long-sleeve undershirts are not to be visible.
- b. Sweatshirts:** crewneck sweatshirts imprinted with the Elder name or an Elder logo are acceptable if worn over a collared shirt. The only acceptable colors are purple, white, black, and

10. Physical Education: Special clothing is required for Physical Education. Each student must wear a pair of gym shorts and a tee-shirt. Students are also encouraged to have a gym carry-all bag which is in good condition. Valuables should be stored in the student's school locker or under the supervision of the teacher during physical education class. Gym clothes may only be carried in the gym bag. Gym clothes may not be stored at school. The student is expected to take them home each time after use.

E. Respect for School Property: Proper care of school property is the responsibility of every Elder student. All school property must be used properly by the student. Restitution must be made for all school property which is damaged or destroyed.

1. Lockers: Students are assigned a school locker in which they may secure their belongings. Each student is expected to keep his locker in good order, not allowing refuse to accumulate in it. This locker is subject to inspection. The locker is always to be kept properly locked. No student may use another student's locker even with the permission of the other student.

2. Locks: The lock issued by the school must be used on the locker. No other type of lock is to be used. Each student is responsible for proper use of the lock furnished. A defective lock is to be brought to the Main Office immediately. Tampering with the lock of another is prohibited. The lock combination should never be revealed to any other student.

3. Replacement of Locks: If a lock is damaged or lost, the student will be charged \$10 for a replacement. This replacement must be obtained within 24 hours. Any student wishing to obtain the combination for his lock may do so at the Main Office.

F. Classroom Regulations: Every student is to follow the specific rules set up by each teacher for his/her classroom. The student is not to loiter in the corridors or to stand in the classroom doorways. He is to go to his assigned place and be seated before the bell rings.

The bell at the beginning of class is a signal for silence. The door to the classroom must be open any time the teacher is not in the room. Windows, blinds, or furnishings in the rooms are not to be touched without permission.

G. Corridor, Elevator, and Stairway Regulations: While classes are in session, no student is permitted in the corridors and on the stairways, except with permission. No running is permitted in the corridors or on the stairways. The elevator may only be used with a pass available from the School Nurse or Dean of Students. Boisterous behavior is prohibited at all times and at all places within the building except the gymnasium.

H. Cafeteria Regulations: Every student is to eat only in the cafeteria. Seniors are afforded a special lunch privilege to use the Rudemiller Commons. Packed lunches, edible and drink items are to be placed in the student's locker and retrieved at the beginning of the assigned lunch period. Food or drink may not be taken from the cafeteria. Each student is responsible for the return of his lunch tray and dishes to the dishwasher, and the proper disposal of refuse. At all times, he must follow the directives of the teachers who supervise the cafeteria.

During his lunch period, a student is permitted only in the cafeteria, East Lobby, Library, Ticket Office, Spirit Store, Main Office, or Guidance Complex. To go anyplace else requires the permission of a cafeteria proctor. Each student should store his school and personal belongings in his locker during his lunch period.

1. **Sodexo Corporation** has an exclusive contract for the food service at Elder. Students are free to bring their lunch from home. Under the contract with Sodexo, no food is permitted to be brought in from other vendors at lunch time.
2. **Prepaid Meal Program:** Parents may prepay their student's meal account either online through EZ-Pay or directly to the cafeteria (at the register or in the school's Main Office). Online payments may incur an additional fee. Students can charge their meals against this account during the school year. Refunds will not be issued when a student graduates or withdraws. Balances can be carried forward from one school year to the next while the student is enrolled.
3. Sodexo offers a texting program to keep students, staff, and parents up to date on the dining program at Elder High School. The program is voluntary, and users can opt out at any time. All messages will be vetted and approved through Sodexo and Elder High School administration. No more than 10 messages will be sent to the students/parents in a month. Messages will only be sent during hours when students are not in class. Standard messaging and data rates may apply. Information will not be shared with any outside parties.

Directions to join:

- Students: Text **ElderDining** to 822-57
- Parents: Text **ElderParents** to 822-57
- Staff: Text **ElderStaff** to 822-57

3. **Food Allergy Notification and Cafeteria Dining:** Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced if schools work closely with students, parents, and physicians to minimize risks and provide a safe environment. Parents are required to complete the Food Allergy Action Plan if their son has a

known allergy. A “Food Allergy/Peanut Free” table is provided in the cafeteria for students.

I. Tobacco, Alcohol and Drugs.

1. **Tobacco:** Tobacco products of any type (e.g. cigarettes, e-cigarettes, dip, chew, etc.) are never permitted in the school buildings or in the vicinity of school immediately before, during, or after school, as well as any school-related event.
2. **Alcohol and Drugs** include, but are not limited to, look-alikes, hallucinogens, and controlled substances. Possession of or being under the influence of alcohol or drugs anywhere in the vicinity of the school or at school-related function (including functions sponsored by another archdiocesan high school) make a student liable for each of the following:
 - To be expelled from Elder High School;
 - To receive a minimum of 10 demerits;
 - To schedule (within 10 days) an evaluation for substance use/abuse and once evaluated must follow-up on any recommendations stated by the evaluator;
 - To serve an out-of-class suspension (minimum 3 days, maximum 10 days) until an evaluation is scheduled;
 - To serve a two-week suspension from all Elder clubs and activities.

The evaluation for substance use/abuse must be provided by an agency outside of Elder. The student’s parent(s)/guardian are expected to work in conjunction with their family physician and son’s guidance counselor for possible agencies to contact. It is the responsibility of the parent(s)/guardian to schedule an evaluation.

It is the student’s responsibility to make up any assignments/tests given while serving his suspension. The student’s teachers are not expected to reteach material taught during the suspension time.

A second offense involving alcohol or drugs during his four years at Elder will make a student liable for immediate expulsion.

3. **Breathalyzer:** If a student is suspected of being under the influence at a school-related event, the use of the Breathalyzer is a means of proving that he is not affected by alcohol. There may be some school-related events in which the Breathalyzer will be administered on a random basis.

J. Weapons include, but are not limited to, look-alikes, dangerous objects, objects capable of inflicting harm, and objects used in a dangerous manner. The possession of any weapon makes a student liable for expulsion.

K. Chewing Gum: The use of chewing gum anywhere in the building is prohibited.

- L. Identification Card:** Each student is provided an identification card when he enters Elder. This must be in the possession of the student whenever he is in school or attending any school activity. Anyone in authority may ask to see it or confiscate it at any time. Any student who loses or damages this card must obtain another at the Main Office immediately. There is a \$10 charge for the replacement.
- M. Use of the Building:** The building is open from 6:45 A.M. to 3:45 P.M. on school days. Supervision is provided in the school beginning at 7:00 A.M. To be in the building at any other time requires the Principal's permission.
- N. Parking:** Students are forbidden to park cars on the school grounds except with permission. Motorcycles may be parked on the school grounds near the breezeway to the North Wing.
- 1. Vehicle Registration:** Any student who drives to school must register the vehicle's license plate on-line through his student portal. Directions to register the car will be given to the students at the start of the school year. It makes no difference where the vehicle is parked, whether in the school lot or on the street. This applies to all vehicles the student may drive to school, even if it is not the vehicle he normally drives. The purpose of this rule is to prevent the interruption of classes and to maintain order in the school's parking lot. Students who do not comply with this regulation may have their vehicles towed.
 - 2. Access to Parking Areas, Cars:** No students are permitted for any reason to loiter before school in the parking areas, nor are students permitted to go to their cars during school hours for any reason without explicit permission from the Main Office.
- O. Responsible Driving:** Students who drive cars or motorcycles must operate them in a cautious manner. Reckless driving in the vicinity of Elder or Seton makes a student liable to expulsion because of the danger to lives and property. "Parades" before or after school or connected with any school activity are not permitted because of the traffic/safety problems they create for the entire community.
- P. Library/Media Center:** The Library/Media Center hours are from 7:30 A.M. to 3:45 P.M. unless otherwise announced. Students coming to the library during the school day should sign in on the clipboard on the circulation desk, and should obtain an admit slip when leaving if returning to class before the end of the class period. Students may borrow materials with their Elder ID card. Materials circulate for a period of 2 weeks at a time and can be renewed by email or in person, if no other patrons have placed a hold on the item. Passwords for online resources are available on Elderhs.net, and on the back of the student ID card. Reservations for use of the makerspace equipment can be made online via the link on Elderhs.net or in person at the circulation desk. Students must have a qualifying badge

in order to use the equipment in the makerspace. See the library staff for more information. Students are also encouraged to have a valid library card for the Public Library of Cincinnati and Hamilton County as this will allow them additional access to valuable resources.

- Q. Telephone Calls:** A student may not be called from the classroom to answer a telephone. When an emergency exists at home, the Main Office should be given the message; this message will in turn be forwarded to the student in the classroom. Parents are asked to take note of this rule. Personal messages or messages concerning work which are not of an emergency nature will neither be taken by the Office nor forwarded to the student.
- R. Classroom Equipment:** Students may use classroom equipment only with the instructor's permission and supervision.
- S. Responsible Use of Technology (RUT):** Internet access is available to each student of Elder High School who has signed (with a parent/guardian) the RUT (part of the online Student Parent Agreement). The RUT consists of two parts:

1. The [Archdiocese of Cincinnati Responsible Use of Technology](#)
2. The [Elder High School Student Code of Internet Conduct](#).

Students who violate either part of the RUT policy are liable to have their computer privileges suspended, receive demerits, or both.

- T. Tablet-PC:** Each student will be provided a tablet-PC for school use.
 1. The student and his parent/guardian will be required to sign the online form [Tablet- PC User Agreement](#) for use and care of the unit.
 2. Tuition accounts must be up-to-date for the student to be eligible to receive his Tablet-PC prior to the beginning of the school year.
 3. Tablet-PC repair charges incurred during the school year shall be paid at the time the tablet is returned to the student. Failure to do so will result in the charge being applied to the student's tuition account. See [Student Tablet-PC Fees and Discipline Guidelines](#) for more information.
 4. Students may not audio/video record any time during the school day without the express permission of a teacher or administrator.
- U. Personal Electronic Devices:** During school hours (7:50 A.M. – 2:30 P.M.), the student may carry electronic devices on his person. The device must be turned off, not used, and kept in his pocket or book bag unless instructed by a teacher to do something different with it. Any non-classroom audio, video, or photographic image recording by students is not permitted during school hours unless approved by the administration.

Classroom audio, video, or photographic image recording by students is permitted only with the teacher's consent and direction. If confiscated:

1. The student will receive 2 demerits (including 2 hours of Saturday detention). The student may retrieve the device from the Dean of Students, at the end of the school day, upon paying a \$10 fine.
2. If confiscated a second time during the school year, the student will receive 4 demerits (including 4 hours of Saturday detention). The student may retrieve the device from the Dean of Students, at the end of the school day, upon paying a \$10 fine.
3. If confiscated after the second time during the school year, the student will receive 4 demerits (including 4 hours of Saturday detention). The student's parent/guardian may retrieve the device from the Dean of Students, at the end of the school day, upon paying a \$10 fine.

V. Administration of Medication: Whenever possible a student's medication, including prescription and over-the-counter, should be given outside of school hours.

Prescription Medication

In accordance with Ohio Revised Code 3313.713, no drug prescribed for a student shall be administered until the school receives written consent of the parent and licensed prescriber. Additionally, in compliance with Ohio Revised Code 3313.716 and Ohio Revised Code 3313.718, before the student may carry and self-administer an Asthma Inhaler or Epinephrine Autoinjector, written consent of parent and licensed prescriber must be provided to the school. If a student requires prescribed medication during school hours, it is the responsibility of the parent/guardian to make the necessary arrangements.

Over-the-Counter Medication

At the parents' discretion, students may carry and self-administer over-the-counter medications such as cough drops, acetaminophen, ibuprofen or topical first aid antibiotic ointments.

Sharing/giving any medication (prescription and/or over-the-counter) to another student is strictly forbidden. **All medications (prescription and/or over-the-counter) must come to school in the original container.** Elder High School assumes no responsibility for any consequences of self-administration, non-administration of any medication or for the sharing/giving of medication from one student to another.

W. Athletic and Extracurricular Eligibility: Participation in Elder's athletic/extracurricular program is a privilege. In order to represent Elder High School in competition there are criteria established in several areas: residence, academic, attendance, discipline, and personal responsibility.

1. **Residence:** Student/athletes must comply with the rules and regulations as determined by the Ohio High School Athletic Association (OHSAA).
2. **Academic:** Student/athletes must pass five classes (excluding Physical Education and Study Hall) from the previous quarter in order to be eligible to participate.
3. **Attendance:** Student/athletes must arrive at school by 11:00 A.M. with an acceptable written excuse in order to be eligible to participate that day. The Principal will adjudge extenuating circumstances. Student/athletes on probation will be liable for an earlier deadline.
4. **Discipline:** In the event that a student/athlete commits a serious violation of the rules and regulations of Elder High School, he may be denied permission to participate in athletics/extracurriculars by the Principal.
5. **Personal Responsibility:** As in the classroom, each coach/moderator is afforded the opportunity to determine specific benchmarks for his/her team or club in the form of expectations, rules, and regulations. These may exceed those listed above for Elder High School, but as a general rule will fall reasonably close to the school's policies. The Elder student/athlete is first and foremost a student of Elder High School and is expected to adhere to the expectations defined for all students.
6. **Ohio High School Athletic Association:** Elder High School agrees, as a member of the OHSAA, to adhere to the policies of the association.
7. **Sanctions:** The coach/moderator will generally make the determination and inform the student/athlete of the penalty for an infraction.

SCHOOL SERVICES

A. Department of Guidance and Testing.

1. Personnel.

- a. Elder operates a counseling and testing service under the supervision of certified counselors and in cooperation with all members of the faculty. Counselors and faculty members are available to students and parents for consultation upon request for an appointment.
- b. Through the auxiliary service program, personnel are available in the areas of remedial math, school psychology, and specialized direct instruction for students with disabilities. A school nurse is also available to assist students.

2. Testing and Other Services.

- a. Career information is accessible on-line through the Ohio Career Information System (OCIS) and Naviance.
- b. Educational information, including catalogs and videos for colleges and technical schools are available in the Guidance Resource Center. In addition, college handbooks and information on financial aid and scholarships can be obtained in the Guidance Resource Center or via Naviance.
- c. The STS High School Placement Test (HSPT) is administered to all potential incoming freshmen. The test measures verbal and quantitative abilities as well as developed skills in reading, mathematics, language and science. The test results are used in the placement process.
- d. All students take the necessary tests mandated by the State of Ohio.
- e. Sophomores and juniors take the Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in October. The results of this test will help the student estimate his ability to do college work. The test results are also used as a basis for the scholarships administered by the National Merit Corporation.
- f. Advanced Placement (AP) courses and testing for college credit are available for recommended upperclassmen.
- g. College entrance examinations are required for most colleges. Applicants are asked to submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Practice tests and registration information are available in the

Guidance Resource Center. Elder is a testing center for the SAT and ACT.

3. Elder High School abides by the provisions of the Buckley Amendment with respect to the requirement of a parent/guardian's signature to release a student's school records.
- B. Spirit Store:** Located in the Edward F. Donohoe Center. It carries some school supply items, a wide variety of acceptable school wear, gift items and spirit wear. Hours vary throughout the year and are posted both at the store and on-line (see: [*Spirit Store*](#))
- C. Lost and Found:** Located in the Main Office. Items turned into the Lost and Found will be kept for thirty (30) days. If not claimed after this time, they will be donated to a worthy charity.