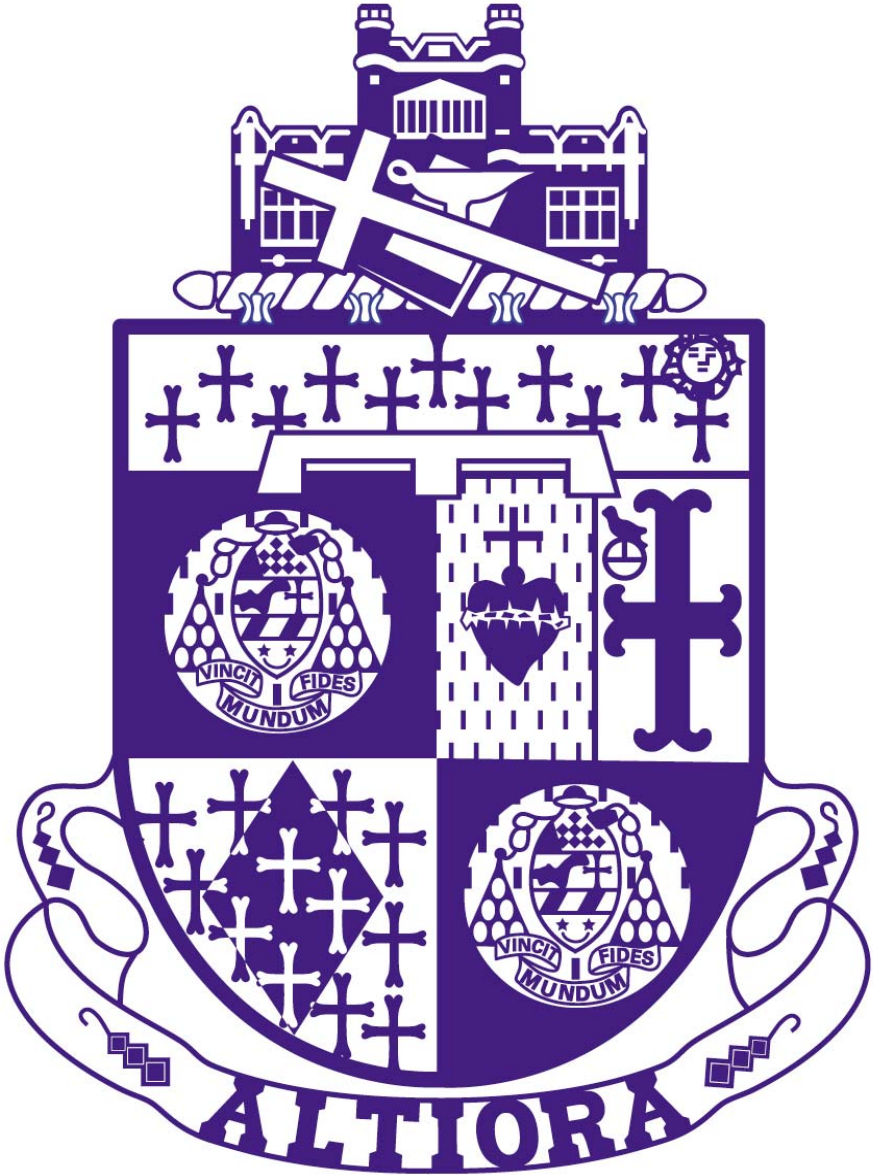


ELDER HIGH SCHOOL



Student Handbook 2009 – 2010

COAT OF ARMS (front cover)

The coat of arms is divided into four compartments. In the first (upper left) and fourth (lower right) is shown the coat of arms of His Excellency, William Henry Elder, third Ordinary of the Archdiocese of Cincinnati, from whom the school takes its name. The Latin inscription found on Elder's coat-of-arms (*Vincit Mundum Fides*) translates to "Faith Conquers the World."

The second (upper right) quarter contains an insignia of the Sacred Heart, indicating a dedication to Our Lord under this title. Also in the second quarter is a portion of the coat of arms of the Most Reverend Henry Moeller, Archbishop of Cincinnati at the time of the establishment of Elder as an inter-parochial high school.

The eleven parishes that entered into the foundation of the school are represented by the crosses that take the place of honor across the top of the shield. Below these crosses is the "label" (a symbol used in heraldry) that signifies Elder as the oldest inter-parochial secondary school in the Archdiocese.

In the third (lower left) quarter, an important event in the history of the school is depicted symbolically. It is the transfer of the girls' department (a diamond-shaped shield is regularly used for women) to Seton and the addition of twelve more parishes to the Elder district, again represented by crosses.

The crest, or top, of the shield is a conventional representation of education with the cross of Christianity and two closed books. Elder's motto, "Altiora" (to strive for "the higher things" in life), is inscribed beneath the shield.

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

Communication: The school office and switchboard are normally open for business from 7:15 A.M. until 3:45 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 in which it is situated 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 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.

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 5¼ credits; promotion to the Junior class requires 10½ credits; and promotion to the Senior class requires 16 credits. **A minimum of 3½ credits must be earned during each of the Freshman and Sophomore academic years for promotion. A minimum of 4 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). 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. **OGT Tests:** The State of Ohio mandates that candidates for graduation must successfully pass all required Ohio Graduation Tests (OGT).

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 22 credits.

2. The following are required subjects for graduation:

Religion.....	4 credits	
English	4 credits	
Mathematics.....	3 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

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 drawn up in such a way as to meet all requirements of the State of Ohio for graduation.

5. **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 a 5-level or above and have met any eight of the following nine criteria.

- Earn four units of English
- Earn four units of Mathematics (an exception would be granted to those advanced students who take Geometry as freshmen)
- 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 1200 on the SAT

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.

- 6. 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. In addition to those components, the students complete service projects as a group before designing an individual service project to be completed as seniors. Admission to the Honors Program is only possible for incoming freshman and prior to the sophomore year.
- 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. School Transfer:** As a general policy, any student who transfers from Elder to another high school during the school year, and does not move out of the Elder district, will not be released to play athletics at the school to which he transferred, until the following academic school year.
- F. Student Responsibility:** Absence does not excuse a student from any assignment, test or examination. 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 examinations.

G. Marks.

1. Achievement: In accordance with the requirements of the Archdiocese of Cincinnati, numerical marks are given in all subjects except Computer Literacy. 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, semester examinations are given after the 2nd and 4th quarters. These marks are also placed on the report card. Semester exams are 20% of the semester average, and each quarter grade is 40%. Passing mark: 70% or above. Failure: 69% or less. (For summer school requirements, see Academics, section B.)

2. Grading System:

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

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 subject. The comments appear below the quarter grade

H. Reports 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, 2).

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, B).

J. Honor Roll: All the courses taken at Elder, with the exception of Physical Education and Computer Literacy, 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 and Computer Literacy. 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 Rolls are posted in the Main Hallway. Any student on the Honor Roll four consecutive quarters is awarded the Honor Letter “E” at the annual Awards Convocation held each Fall. A failed semester exam voids a student’s Honor Letter status.

- K. 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.
- L. Advanced Placement Courses:** Students enrolled in Advanced Placement (AP) courses must take the appropriate AP Exam in May.

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.

FINANCES

- A. Tuition and Fees:** The tuition and fees at Elder High School for the 2009-2010 academic year are \$7,900.

FLEXIBLE TUITION PAYMENT PROGRAM:

Families have the option of choosing one of the three payment plans listed below:

1. The entire tuition paid in full to Elder by June 10.
2. Part of the tuition paid to Elder by June 10 and the remainder financed from July to April of the academic year. *
3. The entire tuition amount financed from July to April of the academic year. *

*A finance charge will be added to accounts carrying a balance over a ten-month plan.

PAYMENT POLICY:

1. All prior-year tuition must be paid in full before student schedules can be processed for the coming year.
2. 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 withdraw for non-payment of tuition.
3. Payments are due on the 15th of the month (July–April) for those families on the Flexible Payment Program.
4. Payments (checks or electronic) returned to Elder by the presenter's bank will incur an additional \$25 NSF (Not Sufficient Funds) charge per occurrence.
5. Late/short payments incur a \$20 charge.
6. Elder High School may, at its option, refuse to let a parent participate in the Flexible Payment Program due to delinquent payment history.
7. No official transcript (including college application transcripts) or diploma will be issued by Elder High School unless all financial obligations have been met.
8. 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. An official Withdrawal Form must be completed and accepted by the Principal in order to stop tuition/fees from continuing to accrue.

FINANCIAL AID AND CONDUCT:

The school will take the following actions when specific demerit totals are reached during the school year:

1. Students receiving financial aid through Elder High School are subject to loss of a portion of the aid due to disciplinary issues.
 - a. 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;
 - b. After accumulating 20 demerits, a second letter of notification will be sent to the parent(s);
 - c. 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.
 2. The Disciplinarian will notify the Business Manager when a student reaches the 12-, 20-, and 25-demerit limits.
 3. The loss of financial aid will occur when a student accumulates 25 demerits. The lost aid will be charged back to the tuition account and is due in the month it is removed. 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.
 4. **Confidentiality:** Financial Aid awards are considered confidential. It is expected that families receiving assistance will treat it as such. Disclosure of specifics may impact future awards.
- B. Student Insurance:** An insurance policy covering injuries while attending Elder, going to or from Elder, and while participating in supervised extracurricular activities at or away from Elder is required of all students. The insurance fee is paid by Elder. Any student who plans to participate in any interscholastic sport at any time during the school year is required to pay an additional fee.
- 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 September. 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/Disciplinarian. The Principal may amend the rules and regulations of Elder High School during the course of the school year when it is deemed appropriate and/or necessary.

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 should be dealt with more harshly, with escalating penalties. In all cases of academic dishonesty, the parent(s) must 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.

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 Room 6 on Saturday by 7:55 A.M. The student will be expected to perform the assigned tasks indicated by the Detention Moderator. All school rules apply during detention.

Whenever a teacher finds it necessary to discipline a student (especially with detention), it goes without saying that the penalty takes precedence over other activities (membership in clubs, on teams, working, transportation, etc.) if there is a conflict in time. When severe weather affects Saturday detention, call the school for an announcement regarding the cancellation of detention.

- b. **Misconduct Report:** Misconduct reports may be written by teachers for offenses which are not marked on demerit slips.
- c. **Discipline Board:** The Discipline Board, consisting of faculty members, will be used in helping the Administration and the faculty to handle serious discipline problems. The function of this board will be to work with students who have received excessive demerits, to review any cases of a serious nature referred to it by the Administration or a faculty member, and to investigate and recommend a solution for the students referred.

3. **Disciplinary Status:** If any student accumulates excessive demerits, he will be assigned a Discipline Board advisor.
 - a. **Disciplinary Warning:** Students are placed on official warning for accumulating 12 demerits. The purpose of the warning is to alert both the student and the parents that if his misbehavior continues, he could be placed on Disciplinary Probation.
 - b. **Disciplinary Probation:** Students are placed on probation for one of two reasons: (1) If suspended (see below) for any reason; (2) An accumulation of 20 demerits. Students placed on probation during the 1st semester will remain under probation until the end of the current school year; those placed on probation during the 2nd semester will remain until the end of the 1st semester of the following school year. Probation serves notice that matters have degenerated to a point that cannot be tolerated. It is an ultimatum that immediate and continued progress must be achieved in order to remain at Elder.
4. **Suspension:** In the event that a student is suspended, the Dean of Students will inform his parents in writing of the specific reason. Offenses including, but not limited to, the following are considered very serious and make a student liable for suspension (10 demerits): truancy, skipping a class (or part thereof), skipping detention, stealing, deliberate destruction of property (school or private), public disorder, actions which endanger the safety of others (snowball throwing, fireworks, etc.), fighting, and belligerent, hostile, uncooperative or disrespectful conduct toward others.

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 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 pastor of the student's parish will be informed in writing of the expulsion.
 - 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.

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, 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. **Return From Absence:** After any absence the student must present a note at the Main Office no later than 7:45 A.M. of the second day returning to school. The note should indicate the date(s) and the specific reason for the absence from classes. This note must be written and signed by one of his parents or guardian, even in the case of those students who are 18 or over. This written note is always required even though the student's parents have previously notified the school of the absence by telephone.
4. **Late Arrivals:** Any student who arrives late to school must first go to the Main Office to check in and obtain a Tardy slip (if the student arrives after the conclusion of the first period he is considered absent and a parental note is required—see #3 above). 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).
5. **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 failing two or more subjects are not eligible for the seventh period early dismissal from Study Hall privilege.
6. **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 at the Main Office after dismissal.
7. **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.
8. **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 Principal. Failure to follow this procedure is considered unauthorized departure.

9. **Severe Weather:** When severe weather affects the start of the school day, Elder will follow Oak Hills announcements regarding delays or cancellations.
10. **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.
11. **College Visitation:** College visitation must be arranged through the Guidance Department. Parents should contact the counselor to discuss their plans for a college visit. We urge you to make any college visits during the first three quarters of the school year, preferably on days when school is not in session. College visitations which must be made during the fourth quarter or during school hours because of extenuating circumstances, may be made only after consulting with the counselor and with the permission of the Principal. Arrangements must be completed at least three days prior to the date of the visit. It is understood that the student is responsible for making up all work that is missed. School days (full or partial) utilized for visiting colleges are considered days absent.

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 take 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 and sold in the Elder Spiritwear Shop) 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 exam 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.

8. **Dress Days:** There will be special occasions during the school year when students will be required to wear ties (e.g. the Memorial Mass in November).
 9. **Purple Days:** These days are for the purpose of encouraging school spirit. Any deviation from the normal dress code would be only with distinctly “ELDER” paraphernalia. Gym shoes are permitted only if “ELDER” clothing is worn. All dress items are to be in good repair. The torso is to be covered (i.e. shirts with sleeves). Unacceptable dress would include cut-offs.
 10. **Theme Days:** Acceptable dress must include all of the following: shoes, socks, pants, and a shirt. All dress items are to be in good repair (i.e. no holes, rips, etc.). The emphasis is on personal expression in order to benefit the organization sponsoring the theme day.
 11. **Physical Education:** Special clothing is required for Physical Education. Each student must wear a pair of gym shorts and a t-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 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.

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.

During his lunch period, a student is permitted only in the cafeteria, East Lobby, Library, Ticket Office, Supply Store, Main Office, or Guidance Complex. To go any place else requires the permission of a cafeteria proctor. Each student should store his books and book bag in his locker during his lunch period.

I. Tobacco, Alcohol and Drugs.

- 1. Tobacco:** Tobacco products of any type (e.g. 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.
- 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 at the beginning of the school year. 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. It will be collected at the end of the school year. 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. 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 is fully accredited in accord with the state accreditation agencies. Library/Media Center hours are from 7:30 A.M. to 3:45 P.M. unless otherwise announced. To use the Library/Media Center during the school day, it is necessary for the student to obtain a Permit Slip from his teacher of record and present it to the librarian upon arrival at the Library/Media Center. The student should retrieve the slip from the librarian five (5) minutes before the end of the period and present it to his teacher of record when he returns to class or study hall. No student will be permitted the use of the Library/Media Center unless he has a Permit Slip. Students should also have a valid library card for The Public Library of Cincinnati and Hamilton County. This will allow access to "card holder only" 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. Internet Acceptable Use Policy (AUP):** Internet access is available to all students of Elder High School who have a signed (by student and

parents/guardian) Internet AUP Agreement on file. This agreement consists of two parts:

1. The Archdiocesan Internet AUP
2. The Elder High School Internet AUP and Code of Conduct.

Students who violate either AUP are liable to have their computer privileges suspended, receive demerits, or both.

T. Personal Electronic Devices: Students may not have in their possession personal electronic devices. During the school day (7:50 A.M. to 2:30 P.M.) such equipment must be disabled/turned off and secured in the student's locker. 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 a third time during the school year, the student will receive 4 demerits (including 4 hours Saturday detention). The student may retrieve the device at the end of the school year from the Dean of Students.

U. Administration of Medication: Medication (prescribed or over-the-counter) may only be administered to a student by school personnel if the appropriate written consent of the parent/guardian and physician is on file in the school office. Medical authorization forms may be obtained by contacting the school nurse or Main Office

If a parent/guardian prefers their son to self-administer physician-prescribed or over-the counter medication during school hours, they must first contact the School Nurse and/or Principal. The departure from policy (see paragraph above) is permitted only under the following conditions:

- A copy of the prescription (if applicable) or parental note (if over-the-counter) is on file with the school.
- The medication must be in either a properly-labeled script container or OTC package.
- Only a one-day supply of the medication may be in the container.
- The medication is not to be shared with anyone.

Failure to comply with these conditions will be grounds for the matter to be considered a violation of Elder's drug policy (see I-2 in this handbook).

V. 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 full-credit classes (or the equivalent, excluding physical education) 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 reading, 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 Career Dimensions.
 - 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 on the Guidance website.
 - 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 OGT tests mandated by the State of Ohio.
 - e. Sophomores take the PLAN, a series of curriculum-based tests and interest inventory. The PLAN is recommended preparation for the ACT test.
 - f. 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.
 - g. Advanced Placement (AP) courses and testing for college credit are available for recommended juniors and seniors.
 - h. 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.
- 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: www.ElderHS.org/Home/SpiritStore)
- 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.

2009–2010 ELDER SCHOOL CALENDAR

—2009—

Tue	Aug 25	Freshmen-only Orientation
Wed	Aug 26	Orientation for all students
Thu	Aug 27	First full day of classes for all students
Mon	Sep 7	Labor Day—No classes
Wed	Sep 9	Parents' Night (All parents invited)
Fri	Sep 11	Last Day—Upperclassmen Schedule Changes
Thu	Sep 17	Underclassmen Picture Day
Fri	Sep 18	Last Day—Freshmen Schedule Changes
Thu/Fri	Oct 8/9	OCEA Convention—No classes
Sat	Oct 10	Elderama Auction
Mon	Oct 12	Walk for Others
Thu	Oct 22	Honors Banquet
Fri	Oct 30	End of the First Quarter
Thu/Fri	Nov 26/27	Thanksgiving Break
Mon/Tue	Nov 30/Dec 1	Parent-Teacher Conferences—No classes
Wed	Dec 23	Christmas Break begins at dismissal

—2010—

Mon	Jan 4	Classes resume
Wed/Thu/Fri	Jan 13/14/15	First Semester Examinations
Fri	Jan 15	End of the First Semester/Second Quarter
Mon	Jan 18	Martin Luther King Day—No classes
Tue	Feb 2	Last Day—Upperclassmen Schedule Changes
Tue	Feb 9	Last Day—Freshmen Schedule Changes
Mon	Feb 15	Presidents' Day—No classes
Fri	Mar 26	End of the Third Quarter
Thu–Mon	Apr 1–5	Easter Break
Tue	Apr 6	Classes resume
Mon	May 31	Baccalaureate Mass (Memorial Day)
Wed	Jun 2	Graduation
Wed/Thu/Fri	Jun 2/3/4	Second Semester Examinations
Fri	Jun 4	End of the School Year

1. REGULAR DAILY SCHEDULE

HR	7:50	—	8:00
1st	8:04	—	8:52
2nd	8:56	—	9:44
3rd	9:48	—	10:36
X-LUNCH	10:36	—	11:01
4th	11:06	—	11:53
5th	11:58	—	12:44
4th	10:40	—	11:27
Y- LUNCH	11:27	—	11:53
5th	11:58	—	12:44
4th	10:40	—	11:27
5th	11:31	—	12:19
Z-LUNCH	12:19	—	12:44
6th	12:49	—	1:38
7th	1:42	—	2:30

2. FACULTY MEETING OR PEP RALLY SCHEDULE

HR	7:50	—	8:00
1st	8:04	—	8:46
2nd	8:50	—	9:32
3rd	9:36	—	10:18
6th	10:22	—	11:04
X-LUNCH	11:04	—	11:29
4th	11:34	—	12:15
5th	12:20	—	1:01
4th	11:08	—	11:50
Y- LUNCH	11:50	—	12:15
5th	12:20	—	1:01
4th	11:08	—	11:50
5th	11:54	—	12:35
Z-LUNCH	12:35	—	1:01
7th	1:06	—	1:49
Meeting	1:54	—	2:30

3. THIRD PERIOD LITURGY SCHEDULE

HR	7:50	—	8:00
1st	8:04	—	8:40
2nd	8:44	—	9:20
Mass	9:24	—	10:41
3rd	10:45	—	11:21
X-LUNCH	11:21	—	11:46
4th	11:51	—	12:26
5th	12:32	—	1:08
4th	11:25	—	12:01
Y- LUNCH	12:01	—	12:26
5th	12:32	—	1:08
4th	11:25	—	12:01
5th	12:06	—	12:42
Z-LUNCH	12:42	—	1:08
6th	1:13	—	1:50
7th	1:54	—	2:30

4. DOUBLE 2ND PERIOD ASSEMBLY SCHEDULE

HR	7:50	—	8:00
1st	8:04	—	8:43
2nd	8:47	—	9:34
Mass	9:38	—	10:25
3rd	10:29	—	11:08
X-LUNCH	11:08	—	11:33
4th	11:38	—	12:18
5th	12:23	—	1:02
4th	11:12	—	11:52
Y- LUNCH	11:52	—	12:18
5th	12:23	—	1:02
4th	11:12	—	11:52
5th	11:56	—	12:36
Z-LUNCH	12:36	—	1:02
6th	1:07	—	1:47
7th	1:51	—	2:30

SPECIAL NOTE: Those upperclassmen who have a 7th period study hall, and have special permission to leave after 6th period, may do so 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 classes in progress. Students who fail courses will lose this privilege.