

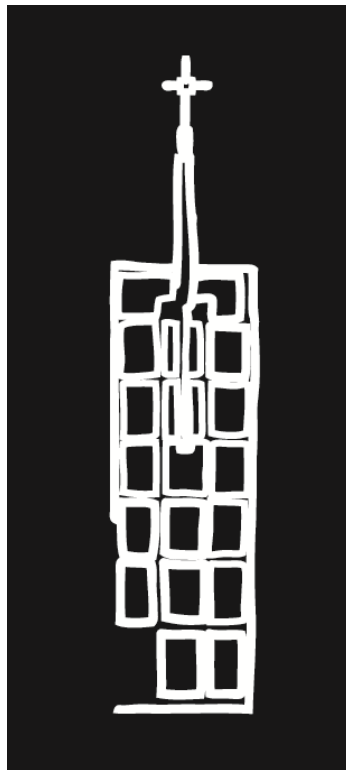
BISHOP O'DOWD HIGH SCHOOL

# Bishop O'Dowd High School

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2011-2012 Student – Family Handbook

[Subject to change, Not Yet Final until May 2011]



## **BOARD OF REGENTS**

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David Bail '87	Eric Kelly	Steven Burke
Paul Manca	Tom Counts	Fr. Jay Matthews
Denis Ducey	Leslie Sims Robertson '81	Fr. Leo Edgerly
Deborah Roosevelt	Ray Galka	Gregory Schopf
Stephen Ghiglieri '79	Bob Senna	Enrico Hernandez
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Peter Ross '83		

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Principal	Joseph Salamack
Vice President for Advancement	Michael Petrini
Assistant Principal: Academics	Pam Shay
Assistant Principal: Campus Life	Kevin Cushing
Assistant Principal: Campus Ministry	Brian Judd
Director of Counseling	Fran Warmerdam
Director of Curriculum and Instruction	Janet Vax
Chief Information Officer	Romeo Baldeviso
Director of Technology Infrastructure	Paul Jackson
Director of Finance & Facilities	Steve Depetris
Deans of Students	Sondra Arnsdorf
	Gary Mason
Director of Athletics	Mike Bowler
Director of Student Activities	Katie Pittman
Director of Admissions	Tyler Kreitz
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English	Renee Early
Fine & Performing Arts	Thien Pham
Library	Annette Counts
Mathematics	Dennis Dougherty
Physical Education	Paul Perenon
Religious Studies	Alex Macmillan
Science	Tim Newman
Social Studies	Brian Cushing
World Languages	Zachary Polsky

## 2010-11 ASSOCIATED STUDENT BODY OFFICERS

President	Michelle Dold
Vice President	Laura Goslee
Secretary	Mackenzie Daniel
Treasurer	Kevin Daley
Publicist	Sam Clark-Clough

## CLASS OFFICERS

### CLASS OF 2011

President	Siobhan Kelly
Vice President	Stephen Capell
Secretary/Treasurer	Rebecca Tharp
Homeroom Representatives	
Allen Williams	Nicolas Carera
Lynne Takagaki	Christina Humphrey
Michael Belick	Danny Andrada
Yaretzie Amaya	Taylor Brandon
Kirstin Bunkley	John Marcuzzo

### CLASS OF 2012

President	Katelin Chan
Vice President	Zoe Karanfilian
Secretary/Treasurer	Lacey Maas
Homeroom Representatives	
Chloe Gregori	Brooke Wainwright
Rochelle Galman	Sheila Springer
Grace Scott	Audrey Carson
Stephanie Schopf	Crystal Rosas
Livvy Gee	Caroline Counts
Clare Deck	

### CLASS OF 2013

President	Stefan Nixon-Green
Vice President	Andrea Uribe
Secretary/Treasurer	Adam Gold
Homeroom Representatives	
Alexis Carney	Kristina Lorch
Makda Medhanie	Taylor Page
Cayla Whitley	Sophie Vaughan
Callie Prince	Olven Yu
E'Senz McConico	

### CLASS OF 2014

To Be Elected in September 2010

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# Chapter 1: History of Bishop O'Dowd High School

## *1.1 History of our School*

Bishop O'Dowd High School was established in September, 1951 by the Archdiocese of San Francisco as a Catholic co-institutional memorial high school named in honor of Bishop James T. O'Dowd. At the time of his sudden death, Bishop O'Dowd was in the process of planning a new Catholic high school in the East Bay.

The school opened with 120 freshmen in facilities provided by St. Louis Bertrand School, with a faculty of two priests and four sisters. The school was staffed by diocesan priests, the Sisters of St. Dominic of Adrian, Michigan and lay men and women. The late Bishop Mark J. Hurley (Father Hurley) was the first principal. In September, 1952, classes met for the first time on the present campus and one class was added each year until the school reached capacity enrollment with its first graduates in 1955.

In 1966, four years after the new Diocese of Oakland was formed, Bishop Begin transferred the administration of the school to the California Province of the Missionary Oblates of Mary Immaculate. Under their direction, the school became co-educational and enhanced its reputation for academic and athletic excellence.

In 1978, the Congregation of St. Basil (Basilian Fathers) agreed to administer the school for the Diocese of Oakland. During this era the school experienced major physical improvements, including its first football field, new parking, computer labs, and expanded library facilities. In 1991, the science labs were updated, and the physically challenged gained greater accessibility to the school with the addition of an elevator. In 1993, a two story, ten-classroom addition replaced the five portables present from the 1960's. A 325-seat performing arts center was opened in April of 2000. In the summers of 2003 and 2004 an all-weather artificial surface was installed on the lower playing field and the locker rooms were modernized.

Bishop O'Dowd High School began a new phase of its history in July of 2005 with the President/Principal governance model and a Board of Limited Jurisdiction. This leadership group has developed the school's first strategic plan that includes a clear and compelling religious Charism, a visionary master facilities plan, and support for curriculum and instruction to meet the needs of students who will live and work in a collaborative age where knowledge and learning are paramount. The school is currently half way through a capital campaign to remodel all of its academic facilities. In the fall of 2008, Bishop O'Dowd launched a one-to-one laptop program.

Today's student body includes 1175 young men and women served by 130 full-time educators and staff and about 70 part-time coaches and staff. The school is recognized as a leader in college preparatory education in the digital age, rich in diversity, while affirming its Catholic values and traditions through its new Charism. About 98 percent of Bishop O'Dowd graduates enroll in colleges and universities in California and across the nation. More than 13,000 graduates from 57 graduating classes fulfill roles of leadership and service, both in the local community and worldwide.

## ***1.2 Mission Statement***

Bishop O’Dowd High School is a Catholic, coeducational, college preparatory high school administered by the Diocese of Oakland. The school affirms the teachings, moral values, and ethical standards of the Catholic Church. It is a unique and diverse community. The faculty and administration strive to develop young men and women of competence, conscience, and compassion through an integrated academic, spiritual, and extra-curricular program. Bishop O’Dowd High School seeks to develop persons of influence who are loving, open to growth, religious, intellectually competent, and skilled leaders committed to justice and peace.

## ***1.3 Philosophy of Bishop O’Dowd High School***

As a Catholic high school, Bishop O’Dowd High School challenges and encourages all members of its community to be loving and rejoice in our diversity. While giving preference to Catholics, we welcome students of all faiths who embrace our philosophy and are willing to contribute to it. We have rooted our educational philosophy in our Catholic heritage so that our graduates will care for creation and live extraordinary lives dedicated to building a moral, just, and peaceful world.

## ***1.4 Charism Statement***

Finding God in all things calls us to

- Community in Diversity
- Strength of Character
- Kinship with Creation
- Social Justice
- Joy

## ***1.5 Creating a Positive School Environment***

A primary goal of Bishop O’Dowd High School is that students learn to base human relations on Catholic principles of justice, service and love. The highest priority is given to students’ spiritual, moral, intellectual and physical development. Students grow in character through accepting responsibility, responding to advice and suggestions, and learning to accept school rules as expressions of mutual freedoms.

Students, parents/guardians and the school community mutually create a climate that is characterized by respect, personal integrity, pride in one’s work, and achievement. Through regulatory action and disciplinary policies, students are educated to appreciate the importance of developing responsibility and self-control.

By registering at Bishop O’Dowd High School, students and their parents/guardians indicate their willingness to accept and observe the school’s regulations. At the time of registration, each student submits a form signed by his/her parents/guardians indicating acceptance of the school’s philosophy, rules, and policies.



## **1.6 Morning Prayer**

At the start of every school day, the Bishop O'Dowd High School community joins in prayer. Starting our day in common prayer brings a sense of common purpose and focus to the day, uniting and strengthening our community. Morning Prayer is a time to offer prayers of concern, blessing, hope, or thanksgiving to God for the sake of our community. Though we understand that many of our students and staff are not Catholic, this should still be a time of quiet reflection. Because we are truly *One Community with Many Parts*, it is important that all members of our school community feel welcome to lead the school in Morning Prayer.

## **1.7 School Traditions**

**MOTTO:** Cor Unum in Christo (One Heart in Christ)

**COLORS:** Black and Gold

**MASCOT:** Dragon

Bishop O'Dowd High School chose the Dragon as its mascot because according to ancient Oriental beliefs, the Dragon is the head of all creatures. The Dragon has a strong, positive influence to all who encounter him. It is hoped students will be touched in a very positive way by the people they meet and by what they learn at O'Dowd. As a result, they will strive to be the very best Christians they can and thus continue the strong positive influence of a true Bishop O'Dowd Dragon.

### **Alma Mater**

Verse One:

High upon the rolling foothills  
Flies our banner bold;  
Guardians of the lore of ages,  
Colors black and gold!

Verse Two:

In our hearts a hallowed echo  
Rings forever true,  
"Cor Unum" is our chosen motto  
As a pledge to you.

Chorus:

Raise her banners!  
Sing her praises  
Loyal, staunch, and proud!  
Hail to thee, our Alma Mater  
Hail to thee, O'Dowd!

Verse Three:

Then forever we'll remember  
That we loved her best  
Since her guiding hand has led us  
To our vision blest!

## **1.8 Graduate Outcomes**

Guided by the Mission Statement of Bishop O'Dowd High School to prepare students for lives of spiritual, intellectual, and personal growth, graduates will be:

### **Academic Achievers who...**

- Exhibit knowledge and skills necessary for college.
- Practice critical thinking and problem solving skills.
- Research, analyze, and synthesize information effectively.
- Demonstrate innovation, creativity, and a love of the arts.

### **Spiritual Individuals who...**

- Demonstrate knowledge and appreciation of Catholic faith and traditions.

- Participate actively in their faith community.
- Respect diversity of religion and culture.
- Make moral, ethical, and healthy choices in daily living.

#### **Effective Communicators who...**

- Exhibit expert reading and writing skills.
- Articulate ideas clearly and creatively.
- Use information technology effectively and ethically.
- Understand divergent points of view.

#### **Active Leaders who...**

- Model personal integrity, responsibility, and ethical behavior.
- Utilize emotional and social skills to build collaboration and teamwork.
- Embrace diversity and promote excellence.
- Demonstrate effective decision-making skills.

#### **Globally Responsible Citizens who...**

- Model human connectedness through a commitment to social justice.
- Respect cultural and ethnic influences.
- Work for a moral, just, and peaceful world.
- Exhibit care and respect for the environment.

#### **Life-long Learners who...**

- Demonstrate openness to growth.
- Take responsibility for their own actions and the welfare of others.
- Critically assess the values of contemporary culture in light of the Gospel
- Promote justice and peace in service to their faith

## ***1.9 Responsibilities of Parents/Guardians***

In keeping with our mission as a Catholic high school, the administration, faculty, and staff of Bishop O’Dowd High School seek to work closely and cooperatively with our students’ parents/guardians in support of their educational aims and goals. By its very nature, this relationship requires regular communication between school and home that is characterized by mutual trust and respect. We notify parents/guardians whenever we learn that their child is in: a) academic danger; b) legal danger; c) medical danger; or d) physical danger.

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

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court –certified copy of the order.

## Chapter 2: Academic Programs and Policies

Bishop O’Dowd is an academic high school with a strong college preparatory curriculum. Its goals are to provide the best possible program to meet the current needs of the student body and to lay the foundation for the continued education of every student at the college level. The entire school program is focused on the achievement of the graduation outcomes expressed earlier within the framework of the school philosophy that strives for our graduates to “live extraordinary lives dedicated to building a moral, just, and peaceful world.”

### 2.1 *Statement of Integrity*

As a community that affirms the traditions and values of Christianity and the Catholic faith, Bishop O’Dowd High School expects academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff, and administrators work together to maintain and enforce an atmosphere of honesty and respect for individual work and ideas in all areas of campus life. Personal integrity is essential for building community and promoting social justice. Behavior that reflects a disregard for the importance of ethical conduct in connection with academic work will be addressed in such a way that students will be made more aware of the moral implications of this behavior and violations will be cumulative for the duration of the student’s attendance at Bishop O’Dowd.

#### **Academic dishonesty includes, but is not limited to:**

- **Plagiarism:** Plagiarism is defined as the theft and use of another’s ideas or writings as one’s own, with, or without the knowledge of the other person.
- **Cheating:** Cheating is defined as using unauthorized notes, materials, and/or resources of any type on an exam, quiz, paper, and/or homework assignment. Violating testing procedures or knowingly enabling another student to cheat is also considered cheating.

#### **Teacher’s Role:**

- Teachers will confiscate the work and will meet with the student to discuss and clarify for students the concept of “Academic Integrity.”
- Establish that cheating has occurred by thoroughly investigating the incident.
- Notify the student and parents of the results of the teacher’s investigation and inform the Assistant Principal for Academics.

#### **Consequences:**

Depending upon the severity of the incident, and in order to create an understanding of the ethical implications of the improper behavior, consequences may be:

- Students will receive a zero on the assignment but will still be required to redo the assignment or an equivalent assignment
- Informal warning
- Formal warning
- Complete an activity designed to create a reflection on the moral dimensions of violating the integrity policy
- First or Second Stage Probation, which would include a notation on college recommendations about probationary status
- Referral to the Academic Review Board, where consequences could be removal from courses, a loss of academic credit, or expulsion

## **2.2 Class Schedule**

Students are assigned a seven-period class schedule and periods vary according to the day of the week. One of these class periods may be an online course option. The typical 80-minute schedule divides the seven periods into odd and even numbered days. The odd numbered (1, 3, 5, 7) period day is called GOLD. The even numbered (2, 4, 6) period day has three designated colors determined by activities and dismissal time. They are BLACK, SILVER, or WHITE. A few times, each semester we have DRAGON days, which means all seven periods meet for 45 minutes each. Dragon days end at 3:00 p.m. Silver days have an early dismissal at 1:15 p.m. Gold, White and Black days all end at 3:00 p.m. The school has also implemented late start days in order to provide students with an opportunity to begin the day at a later time and to provide faculty and staff with the opportunity for collaboration.

Liturgies and assemblies take place on White days. Black days end with a ‘meeting period’ (MP) after three classes for study halls, tutorials, club meetings, test make-ups, class meetings, or liturgies, etc.

Classes “rotate” weekly around the specified lunch periods and all classes move forward. Consult Bishop O’Dowd’s master calendar on the website for updates.

## **2.3 Assessment and Grade Reporting**

Bishop O’Dowd High School uses a semester grading system, issuing a progress report to parents mid-semester. The school uses the grade book program called *PowerSchool*. At the beginning of the academic year, parents and students will be given a personal access code so that they can follow their course grade progress online. Semester report cards are mailed to students’ home of record.

During each semester, teachers are expected to employ a variety of assessment tools for determining semester and final grades in each course, which may include but are not limited to portfolios, essays/research papers, objective tests, quizzes, examinations, group project and other alternative assessments. All Honors and other courses required for entry into the UC system will hold formal written final examinations. In all other courses, final examinations may be held at the discretion of the teacher, as approved by the department chair and the Assistant Principal for Academics.

## **2.4 Testing**

Sophomores, and juniors take the national standardized tests in October:

- PLAN – 10th grade
- PSAT – 11th grade
- 

Seniors independently register for SAT, SAT subject, and ACT testing.

Freshman will attend a retreat on this testing day. This retreat will have a religious component as well as a health and wellness component with the goal of helping students in their transition to high school life.

## **2.5 Parent – Student - Teacher Conferences**

Each semester, a parent-student-teacher night is held to provide parents/guardians and students the opportunity to meet with teachers regarding academic progress.

Parents/guardians who wish to meet with one or more teachers sign up for appointments using a form supplied online. In addition, as part of the school's goal to create a working partnership with parents and to foster open communication, parents/guardians are strongly encouraged to contact teachers at any time to discuss a student's progress.

## ***2.6 Eligibility to Attend Classes and Extra-Curricular Activities***

Students and their parents/guardians are responsible for ensuring that the school has all necessary documentation (e.g. tuition contract, health information form, signed and dated Parent Agreement form, etc.) on file prior to the start of classes each year. Students whose files are incomplete will not be permitted to attend classes or participate in school extra-curricular activities because of the legal implications involved.

## ***2.7 Students with Specific Learning Needs***

Bishop O'Dowd High School seeks to educate students in accordance with the school's Mission Statement, Philosophy, and Graduate Outcomes and admits students with criteria considered indicators of success. The school recognizes that each student is unique and learns in a variety of ways. In keeping with the commitment to "create a unique and diverse community" the school admits students with varying educational needs. Teachers, counselors, and administrators work with students and families in an effort to provide a successful high school experience. The Learning Needs Coordinator will help develop and monitor success plans for these students with special needs through formal and informal conferences with students, teachers, parents and educational consultants.

## ***2.8 Textbooks***

Each student is responsible for acquiring all necessary textbooks, eBooks, and other materials such as workbooks, calculator, notebooks, and the like. A list of required textbooks for each course for the coming year will be published no later than the middle of May of each school year. New textbooks may be purchased from the school's supplier or from independent bookstores. In the latter case, students are responsible for ensuring that they obtain the correct edition of each text.

## ***2.9 Homework***

Students are expected to do at least two hours of study and written work per night and to be up to date with all course requirements at all times. In order to create a greater understanding of individual responsibility and accountability within students, teachers may impose sanctions, including withholding of academic credit, for coursework that is incomplete or late. These sanctions will appear on the individual course information sheets provided at the beginning of each semester.

## ***2.10 Fieldtrips***

Field trips are privileges given to students and are used to enhance the learning experience. Students may be denied participation if they fail to meet academic and/or behavioral requirements.

Students going on a field trip must obtain a form from the sponsoring teacher to be signed by the teacher and the student's parents/guardians. The completed form must then be presented to and

signed by all the student's teachers at least one week prior to the scheduled trip so that other teachers can help prepare assignments and account for missed class time. Students who fail to meet this deadline for submitting a completed field trip form may not be permitted to take part in the trip.

### **2.11 Summer School**

Students who earn a mark of "F" in a course must achieve a passing grade either by attending summer school or by some other means, as provided by the Assistant Principal for Academics.

- Students who earn a "D" in a course required for college admissions must also attend. Students may attend summer school to improve proficiency in courses in which other grades were earned, but only "D" and "F" grades will be changed by summer school attendance.
- Prior approval by the Assistant Principal for Academics is necessary to receive credit for courses taken outside O'Dowd. Without prior approval, marks earned outside Bishop O'Dowd High School will not be placed on the official school transcript.

### **2.12 Summer Reading-One Book, One Community**

The purpose of this project is to bring the Bishop O'Dowd community together by reading, and sharing, a book that encompasses the ideas expressed in the O'Dowd Mission Statement and through the Graduation Outcomes that help define how this Mission is carried out through the curriculum. Activities and events related to this book will become a part of campus life throughout the school year.

### **2.13 Academic Complaint**

Where a student and/or parent/guardian believes there are reasonable grounds for a complaint concerning an academic and/or disciplinary matter involving a teacher, the following steps are recommended:

- Discuss the problem with your child first  
If you are the one who identifies what appears to be a problem, present your observations and concerns to your child, ask a few questions to gain clarity, and then listen. If your child presents the problem, ask them to give you as much information as possible. In either case, help your child to develop a strategy for meeting with the teacher.
- Encourage your student to talk with his or her teacher  
Students need to learn how to communicate with their teachers about their own grades. This promotes dialog between the student and teacher and often provides students confidence and a sense of control over their own affairs.
- Communicate with the teacher  
Talking with the teacher before contacting the student's counselor might provide you with the most immediate classroom update and give you the answers that you need to solve any problems or misunderstandings. E-mail is an excellent way to contact teachers who are required to respond to parent concerns within 48 business hours.
- Contact the department chair and/or counselor  
Department chairs work very closely with faculty and can help mediate issues between students, parents, and teachers. Counselors serve as the advocate for your student both

academically and personally. If you do not know the name of your child's counselor, consult the Counseling link on the school website or log on to Family Connection.

- Contact the Assistant Principal for Academics.  
Mrs. Pam Shay can be reached at ext. 113 or [ps Shay@bishopodowd.org](mailto:ps Shay@bishopodowd.org) if you need further assistance or facilitation of academic issues.

Please note that the Principal will not intervene in a dispute unless and until all other avenues have been exhausted.

## **2.14 Academic Probation**

As a college-preparatory school, Bishop O'Dowd expects students to exhibit a level of academic progress that empowers them to gain acceptance to colleges and universities and to succeed in post-secondary education. Students placed on Academic Probation have shown the need for assistance because they are not on track to meet this goal. Students placed on probation are expected to comply with the letter as well as the intent of this policy. Probation is used to show a student's commitment to partnering with the school and to take academic responsibility in an attempt to achieve the graduation outcomes. The following stages will be implemented for these students:

**First Stage Academic Probation** is incurred when a student:

- Earns a GPA below 2.0 for the first time, or
- Earns more than one grade of D or F in any subject required for graduation.

A student on First Stage Academic Probation must:

- Attend two hours tutoring in our Academic Support Center in the library
- May participate in sports and activities
- Must raise his/her GPA to 2.0 or above and not have more than one D or F in any subject required for graduation by the next reporting period

**Second Stage Academic Probation** is incurred when a student who is on First Stage Academic Probation:

- Earns a GPA below 2.0 in the next reporting period, or
- Fails to attend the full two-hour per week tutoring in the Academic Support Center

A student on Second Stage Academic Probation must:

- Attend four hours tutoring in our Academic Support Center in the library
- May not participate in sports and activities
- Must raise his/her GPA to 2.0 or above and not have more than one D or F in any subject required for graduation by the next reporting period

**Third Stage Academic Probation and Review** (Review for continued attendance at Bishop O'Dowd H.S.) is incurred when a student on Second Stage Academic Probation:

- Earns a GPA below 2.0 in the next reporting period, or
- Earns more than one grade of D or F in any subject required for graduation, or
- Fails to attend the full four-hour per week tutoring in the Academic Support Center

In addition, students who have been on First Stage Academic Probation at any time during the academic year will automatically be placed on Second Stage Academic Probation if they earn below

a 2.0 or have more than one grade of D or F in any subject required for graduation at a reporting period.

### **2.15 Academic Review**

Students whose academic or disciplinary standing is unsatisfactory will be reviewed at the end of each semester. The Academic Review Committee will review each student's standing at the conclusion of the school year. The Committee is composed of the Assistant Principal for Academics, the Deans, members of the Counseling Department, the Principal, and the President. The Committee will examine academic and disciplinary progress as well as written statements from teachers, coaches, students, and parents/guardians. The Committee will recommend to the Principal whether the student should be permitted to return to Bishop O'Dowd High School for the following school year. The final decision will be made by the Principal.

The following students will be placed on review and promptly notified of this:

- A student who's Grade Point Average is below 2.0.
- Students on First and/or Second Stage Disciplinary Probation.

Students whose names are submitted by two or more teachers merit a review.

### **2.16 Academic Dismissal**

Any student with failing marks (F) in three or more courses at the end of any semester will be reviewed immediately, and may be asked to withdraw from the school.

### **2.17 Withdrawal from School**

A student withdrawing from or transferring out of the school is required to submit to the Registrar a formal written request from parents/guardians. In addition, all outstanding charges to the student's account must be settled before the withdrawal/transfer can take place.

### **2.18 California Scholarship Federation**

Students with high scholastic achievements are eligible for membership in the California Scholarship Federation (CSF) at the end of each semester provided they achieve 10 (CSF) points in a maximum of five subjects. An "A" merits 3 points (4 points in and Honors/AP course) and a "B" merits 1 point (2 points in an Honors/AP course). A grade of "D" or "F" in any subject makes a student ineligible for CSF.

Membership is not automatic. Students must apply each semester by submitting a CSF form, report card, and \$5.00 dues. Membership does not require community service; however, the CSF slogan is "scholarship for service" and therefore community service is encouraged. For Active Membership, students must complete 20 volunteer hours per semester. Students who do not complete the required volunteer service are given Inactive Membership. Life membership is accorded students who are CSF members for four of the six semesters in grades 10-12. One of the four semesters of membership must be earned during the senior year. Life members receive special recognition, a gold tassel, and a CSF pin and certificate at graduation. Life members with four or more semesters of active membership are given honor cords for graduation and are eligible for Seymour and Bishop O'Dowd High School CSF scholarships.



## ***2.19 National Honor Society***

The National Honor Society was established in 1921 to recognize and honor students throughout the United States who exemplify academic excellence, personal character, leadership, and service to both school and community. NHS has more than 15,000 high school chapters in all 50 states. The National Honor Society is the national equivalent of the California Scholarship Federation and is recognized by all colleges and universities.

Students must be juniors or seniors and have a minimum of 3.5 cumulative GPA to be eligible. Students must complete and submit a Student Activity Form citing their qualifications. The eligible students and their Student Activity Forms along with any teacher recommendations are reviewed by a five member Faculty Council, which votes on whether or not to offer membership to a student. Students who are selected are offered the opportunity to join the NHS by paying the onetime \$10.00 dues and receiving the membership cards. Once a student is inducted into the NHS he/she is a life member although membership can be revoked if a student violates the standards of the National Honor Society. Graduating seniors who are members of the National Honor Society receive special recognition at graduation.

## ***2.20 Confidentiality***

In order to protect the dignity, character, and future of Bishop O'Dowd High School, all school information about students and/or their school, civic or home life is held in confidence. This information will not be released to any individual or institution unless the request is in writing and the school authorities are fully satisfied that the requesting party has a right to it.

Unless a request to the contrary is made via the FERPA portion of the online registration, the school reserves the right to publish directory information that is not considered privileged (e.g., name, address, e-mail address, telephone number, age, height, weight, membership on a team, photograph, academic honors, etc.). The school follows FERPA Law stipulations.

## **Chapter 3: Conduct, Appearance, Discipline**

### ***3.1 Student Responsibilities & Expectations***

A student is a Bishop O’Dowd High School student at all times and is expected to behave, both on and off campus, in a manner consistent with the school’s Mission Statement and Philosophy. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action, including suspension from competitive and extra-curricular activities, school suspension, and expulsion. Attending Bishop O’Dowd is a privilege, and as part of the school’s commitment to guide students toward becoming young men and women of competence, conscience, and compassion and to become skilled leaders committed to justice and peace, we fully expect our students to hold themselves to the standards reflected in the mission and philosophy of the school.

### ***3.2 Insubordination***

Willful disobedience or failure to comply with a request from any faculty or staff member of Bishop O’Dowd High School is considered insubordinate behavior and will result in disciplinary action. Students agree to follow the rules and philosophy of the school, and willful non-compliance is a strong indicator that a student no longer accepts the responsibilities and accountability necessary for the school to fulfill its mission.

### ***3.3 Anti-slur Policy***

The Bishop O’Dowd High School community regards the use of slurs by students, school officials, and other employees as contrary to our Catholic vision and mission, which calls us to respect diversity and to respect the intrinsic dignity of others. This policy views the use of slurs against any person based on race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, financial status, disability, or ability as unacceptable behavior.

Willful use of slurs of any type whatsoever will be subject to disciplinary action on the part of school authorities, and in the case of students, may result in suspension or expulsion.

### ***3.4 Profanity***

As a Catholic high school, Bishop O’Dowd High School expects each student to live the Christian life in word and deed. The school considers it a serious matter if a student uses profanity. The use of profanity seriously damages and violates the Christian atmosphere at the school and all its activities. As needed, a student will receive disciplinary consequences for use of profanity.

### ***3.5 Hall Passes***

In this student handbook, a page at the end is reserved for hall passes. Students must sign his/her name, write in the date and time, and have a teacher sign the page in the appropriate space. Students are not allowed to leave a class the first fifteen minutes or the last fifteen minutes of any class. If a student violates this policy he/she could be liable for disciplinary action as it indicates a lack of accountability and creates difficulty in maintaining a positive teaching environment within the confines of the school building.

### **3.6 Truancy**

Truancy or “cutting” is defined as an absence from class or any part of the school day without the knowledge and consent of parents/guardians or school authorities. Truancy will result in academic credit being withheld for work missed, plus appropriate disciplinary action, including loss of privileges, detentions, school project, etc.

### **3.7 Use of Cell Phones and Other Electronic Devices**

In order to ensure that instruction time is not disrupted, pagers, cell phones and other electronic devices are to be turned off or on silent at all times during class periods and passing periods. A cell phone may be used ONLY during break and lunch period outside. Any violation of this policy will result in temporary confiscation of the device in question, which will be held in the Main Office, and could lead to additional sanctions including cafeteria duty, detention, suspension, probation, or expulsion. Use of a Walkman, MP3 Player, Gameboys, PS2 Player, CD Players, IPODS, “IPOD Shuffles” or any other music device, even with earphones, is prohibited during class periods, but may be used during break and lunch period. If a student uses a prohibited electronic device during the class period, the device will be confiscated and the student will be given cafeteria duty. Students who continue to violate this policy will not be allowed to bring devices such as those mentioned above to school as it creates a disruption to the learning atmosphere within the classroom.

### **3.8 Sexual Harassment**

All students must be allowed to learn in an environment free from demeaning comments or unwanted behavior of a sexual nature, physical or otherwise. Such behavior will not be tolerated, and will be subject to disciplinary action. The school’s sexual harassment policy, copies of which are available in the Main Office, provides detailed guidelines and procedures for dealing with allegations of sexual harassment.

Sexual Harassment includes, but is not limited to, unwelcome sexual touching or advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to, the following:

**Verbal Harassment:** Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.

**Written/Typed/Text Harassment:** Suggestive or obscene letter, notes, invitations, e-mails, online posts, or text messages.

**Visual Harassment:** Leering, gesture, display of sexually suggestive objects or pictures, cartoons or posters, picture e-mails, or posted pictures.

### **3.9 Student-To-Student Harassment**

The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school. This policy prohibits student-to-student harassment, whenever it is related to school activity or attendance and occurs at any time. Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension and expulsion.

A charge of harassment shall not create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, dismissal. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including, dismissal. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

### **3.10 Sexual Activity**

If a student is engaged in any form of sexual activity on campus before, during, or after school hours or school-sponsored events, that student may be subject to disciplinary action, including expulsion.

### **3.11 Littering**

One of the graduation outcomes for O’Dowd students is to become globally responsible citizens who exhibit care and respect for the environment. In order to reflect this goal, students are expected to keep the Bishop O’Dowd campus clean and graffiti-free. Trash is to be placed in the appropriate waste containers and students should use recycling containers for all appropriate waste. Any person caught littering or not cleaning up after themselves at any time will be given cafeteria duty. Repeated offenses can result in a student being put on probationary status or being given school project duty in order to make them aware of the consequences of their actions.

### **3.12 Dress Code**

The faculty and administration of Bishop O’Dowd High School believe that appropriateness in attire has a positive influence on student work and that it enhances the learning environment for all involved. A dress code also emphasizes to students the societal expectation that personal grooming and appropriate dress reflect a person’s sense of purpose and seriousness toward their work and behavior. We realize that many factors can influence the choice of clothing. In a learning environment, we expect the attire of our students to enhance their self-image, rather than make “statements.”

With this in mind, the school’s dress code establishes certain minimal standards of neatness and modesty. Students wearing clothing other than the approved dress code may be sent home. They may be required to wear a “restricted uniform” consisting of: the school polo shirt; pants, shorts or skirt in khaki or dress slacks, plus closed toe and heel shoes for a period of 5-10 school days.

The following regulations have been established to ensure that student dress is appropriate and conducive to the learning process at Bishop O’Dowd High School:

a) All students must wear the O’Dowd polo shirt with embroidered logo. These may be purchased either on campus at specified times, or online at [MCUsports.com](http://MCUsports.com). Garments such as sweatshirts and sweaters may be worn over the polo shirt. However, the polo is the basic item of dress for all students during the school day and a shirt or blouse may not be worn over the O’Dowd polo shirt.

b) On game days, teams may wear a polo designed for the team and approved by the Athletic Director and Deans with the Bishop O’Dowd High School logo or their appropriate team uniform jersey. If the team uniform jersey is sleeveless, a shirt with sleeves covering the shoulders must be worn under the team uniform jersey. Athletes may NOT wear uniform bottoms OR sweatpants

during school on game days. Students may also wear a pre-approved t-shirt that reflects a particular Bishop O'Dowd sports team or club with prior approval from the Deans or the Assistant Principal for Campus Life. The purpose for allowing this kind of dress is to promote an activity or event and to show unity within the team or organization.

c) Students may wear jeans, khakis, or dress slacks of their choice provided they are worn with a belt and secured at and around the waist, not the hips. Pant legs must be mid-calf to ankle length. Pants must not have any holes in them, be torn, or have frayed edges.

d) Students may wear shorts, solid colors, or plaid, but the shorts must cover the legs to the knee.

e) Shoes need to be appropriate for a school setting and must not compromise safety in an emergency. No flip-flops are allowed at any time. In case of doubt, the Deans will decide whether a particular shoe may be worn.

f) Hair must be well groomed and no inappropriate hair styles will be allowed. In case of doubt, the Deans will decide whether a particular style or hair color may be worn.

g) Students may NOT wear clothing that is deemed inappropriate by the Deans. Clothing should be a reflection of the school's Mission and Philosophy and should also reflect the idea that learning occurs most effectively in an environment that is focused and purposeful. Inappropriate clothing includes sweatpants or sweat-type pants, warm-ups, tights, PJs, or clothing that has rips, holes or frayed edges. Styles of course change over time, and specific clothing types that are deemed to be inappropriate will be addressed with the student body.

h) Any clothing displaying suggestive or vulgar language or symbols, any message that promotes or seems to promote racism, sexism, ethnic hatred, homophobia or any other ideology that contradicts the mission of Bishop O'Dowd High School, is prohibited. Similarly, clothing that and/or advertises the use of drugs, tobacco, or alcohol is prohibited, including designs which display a 'likeness' to a prohibited product.

k) No headgear of any kind, including hats, may be worn at any time indoors while a student is on campus. This includes the cafeteria, the classroom buildings, the theater, etc.

l) Sunglasses may not be worn at any time indoors during the school day.

Any student who violates the dress code at any time during the school day will not be allowed to attend classes until the situation is rectified via a meeting with the Deans or having the proper clothing delivered to school by a parent/guardian. Any student not wearing the approved dress code will be required to wear a "restricted uniform" for 5-15 school days from the infraction date. Continuing non-compliance can lead to probation, including restriction of activities, school project duty, or suspension.

All members of the faculty, staff and administration are empowered to enforce all aspects of the dress code.

The Administration of Bishop O'Dowd High School reserves the right to make any and all judgments on matters not explicitly outlined in this dress code, and reserves the right to amend this dress code, after giving due notice to students and parents/guardians, at any time.

This dress code is in effect from 8:00 a.m. – 3:00 p.m., including lunch, while a student is on campus.

### ***3.13 Liturgy and Assembly Behavioral Expectations***

One of the school's learning outcomes is to develop students who are spiritual individuals who demonstrate knowledge and appreciation of Catholic faith and traditions and who respect diversity of religion and culture. Reflecting this goal, students' behavior at liturgies and assemblies is expected to be respectful and appropriate for the gathering. While loud, enthusiastic responses would be appropriate for some assemblies, such as Spirit Week, quiet and respect is expected at liturgies. Students unable to participate respectfully will be disciplined and parents will be notified.

### ***3.14 Detention***

An instructor may hold a detention. Deans may detain students after school for a period not exceeding one hour or during a student's lunch period. School project duty may also be assigned to a student. Deans will notify students when a detention is warranted for behavioral incidents. Detention may be imposed for any violation of school policies and regulations. Additionally, each time a student is late for a class, detention is imposed automatically, no other notice is given.

Students will be assigned a detention that will be served during a student's lunch period on the day the detention is warranted. Detentions may also be served immediately after school Mondays through Thursdays for a 45-minute session and on specified Saturdays.

Students who fail to report to detention or make alternative arrangements with the Deans in advance may have to report to a Saturday detention or be given school project duty. Failure to comply with this regulation will result in a first stage disciplinary probation. In cases of persistent non-compliance, a student may be suspended and/or placed on disciplinary probation, including a restriction of activities.

### ***3.15 First Stage Disciplinary Probation***

The Deans may place a student on disciplinary probation, up to one full year, as a result of serious and/or persistent breach of school policy. At the end of the probation period, the Deans and Principal will review the case. The student's conduct and attitude while on probation will be taken into account when determining whether probation is removed or continued. Consequences may include suspension from extra-curricular activities.

### ***3.16 Second Stage Disciplinary Probation***

Should a student be subject to additional disciplinary action while on First Stage Probation, Second Stage Probation will automatically be imposed. Second Stage Probation may also be imposed for a first offense if in the judgment of the Deans the nature of the offense warrants it. A student on Second Stage Disciplinary Probation may be asked to withdraw or be expelled from Bishop O'Dowd High School should he/she commit an additional offense and that student may not participate in extra-curricular activities while on second stage probation unless they ask permission from the Deans or the Assistant Principal for Campus Life.

### ***3.17 Suspension and Expulsion***

A student may be asked to withdraw or may be suspended or expelled from school for any serious breach of school policy or for any behavior that places the school in disrepute. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to

disciplinary action.

Suspension involves barring the student from participation in any school activity, including classes and/or co-curricular activities, for a specified period of time up to a maximum of 5 school days for any single occurrence. Suspensions may be served on campus and all academic work must be completed before a student will be allowed back into the classroom. Other educational assignments may be given to students depending on the reason for the suspension. Suspended students may also be given a community service requirement on campus. Suspended students may also be placed on probation and may be restricted from all activities for a period of up to 20 school days.

Expulsion, which is the requirement that a student be removed immediately and permanently from Bishop O'Dowd High School, is a sanction reserved to the Principal.

### ***3.18 Process for Appeal***

If the student and parent/guardian wish to appeal a suspension, a letter of appeal must be given to the Principal within two school days after notice of the suspension is received. Written notification will be given upon any suspension and a student may be placed on probation. A letter of appeal for expulsion must be given to the President within two school days after notice of expulsion is received. The appeal of suspension or expulsion must be based upon the specific grounds for the decision to suspend or expel.

The Principal or President will adjudicate the appeal and the decision conveyed to the student and his/her parent/guardian, within three calendar days. In the event that an appeal to the President is unsuccessful, the student and/or parent/guardian have the right of further appeal to the Superintendent of Catholic Schools for the Diocese of Oakland.

## **Chapter 4: Attendance Policies and Procedures**

### **4.1 Attendance**

Students are expected to be in class and on time every day of the school year. Permission to be absent for all or part of a school day or for early dismissal on any school day is given only for a serious reason. Parents/guardians who allow a student to miss school for less than serious reasons not only hamper that student's education in the end, but also interfere with the school's efforts to educate the student. Non-excused absences of more than seven class meetings in a semester may result in academic consequences, including the student receiving no credit in that particular class.

### **4.2 Tardiness**

All tardiness to school is recorded and becomes part of the student's permanent record. Students who arrive late (after 8:30AM) must bring a note from a parent/guardian. Tardiness is not excused unless written documentation is provided from a medical practitioner, officer of the court, or other authority, including parents. Traffic is not a reason for an excused tardy, even if a parent phone call is received indicating that reason. Students who arrive after 9:00am without a legitimate note may also be given academic consequences for the periods missed in the same way they would for a cut.

Detention is automatic for each unexcused tardy to school and for each unexcused tardy to class. Detention is held after school for a period of 45 minutes or during a student's lunch period. Missing detention may result in being required to serve it on a Saturday morning. In order to reinforce the importance of being on time, excessive tardies may also result in school service which will be served after school hours.

Notes and/or phone calls from parents/guardians do not excuse a student from serving a detention for tardiness. Notes from parents/guardians must also be followed by a call to the Attendance Office (510) 553-8691.

### **4.3 Absence**

We believe that attendance is critical for academic success. Therefore, the Deans want to work with parents/guardians on this issue to encourage the very best for our students. Because of the importance of student attendance, we count on your unqualified support. If a student is to be absent for any reason, a parent/guardian must telephone the school at (510) 553-8691.

In order to participate in athletic or other extra-curricular activities after school or in the evening of a school day, students must attend school for the day on which the activity takes place.

### **4.4 Excessive Absence**

Attending class is essential to student success. Making up assignments at home cannot replace the in-class experience of participating in discussion and other experiential learning activities.

In order to receive credit in a class, a student may not miss more than seven days (7) in any one class a semester (excluding absences at retreats). If a student accrues eight absences in a semester, either excused or unexcused, the student may be denied credit for that class and a mark of "NG"



(No Grade) will appear on the student's report card.

In order to restore credit, the student must file an Appeal for Academic Credit form with the Assistant Principal for Academics within ten (10) working days of the end of the semester. Upon receiving the form, the Assistant Principal for Academics will contact the student's teachers to ascertain whether the student's work and effort that semester deserves to receive academic credit despite missing eight or more days of class.

The Assistant Principal for Academics may also have a conference with the student and ask the student to explain their absences and explain why he or she should receive credit. At the conclusion of the process, a decision will be rendered. If the decision is a positive one, credit will be given for the class in question. Any student who does not appeal a mark of "NG" will have that grade replaced with an "F" grade.

#### ***4.5 Admit after Absence***

Upon returning to school, the student must report to the attendance office before 8:25 a.m. with a note signed by a parent/guardian giving the reason for and date(s) of absence. Failure to bring a note for a valid absence may result in a detention.

An absence is considered excused for one or more of the following reasons:

- Medical or dental appointments (confirmed by a note from the physician/dentist).
- Court appearance.
- Illness of the student.
- Serious illness or death in the family.
- A personal excuse confirmed by parent/guardian.

#### ***4.6 Homework during Extended Absence***

If a student is going to be absent for 3 days or longer, the main office must be notified as soon as possible in order that arrangements can be made for work to be accumulated for the student. When a long-term absence is anticipated, parent/guardians should contact the student's teachers as soon as possible to make appropriate arrangements for picking up the student's assignments. Students should also check their Blackboard courses for posted assignments and work they have missed during their absence.

#### ***4.7 College Visitation***

It is sometimes advisable or necessary to visit a prospective college in order to make an informed decision about possible attendance. The student is responsible for scheduling such visits around tests or other days that cannot be made up. Scheduling more than two such days may adversely affect a student's grade. The student must submit a form signed by a parent and approved by the Assistant Principal for Academics prior to the time of the tour.

#### ***4.8 Family Vacations***

Family vacations are to be scheduled when school is not in session. The education and familial advantages of vacations must be weighed against the student's ability to rejoin classes without undue burden being imposed on the teachers and other students. While teachers often are willing

to let students make up work, it is the students' responsibility to be ready to fully resume their classes upon returning. Students will not be permitted to miss or to reschedule a final examination to accommodate vacation plans.

#### **4.9 Early Dismissal**

With the exception of school sponsored co-curricular activities, leaving the school grounds requires written permission in the form of an early dismissal slip. Since the school is legally responsible for students only the principal, assistant principals, and/or the Deans can approve a student leaving the school during regular school hours, and then only with the prior knowledge of the student's parents/guardians. No teacher or other school employee may give a student permission to leave the school premises. Leaving school grounds without an early dismissal slip will be treated as truancy and dealt with accordingly.

#### **4.10 Items Brought to School**

Balloons, food, and gifts interfere with the learning process. Please do not bring these items into the classroom buildings.

#### **4.11 Lost/Found**

The lost and found is located in the Attendance Office. Students may claim identified items during school hours. Items not claimed at the end of each semester will be donated to charity.

#### **4.12 Contacting a Student During the School Day**

In case of need to contact a student during the school day, parents/guardians are to call the Attendance Office to request that a message be forwarded to the student in question. The school will make every effort to ensure that the student receives the message in a timely fashion. Please note that except in case of emergency, classes will not be interrupted for delivery of messages.

Students and their parents/guardians are responsible for notifying the school immediately of any change of guardianship, address, or telephone number.

#### **4.13 Cafeteria/Lunch**

Eating and drinking are restricted to the cafeteria, JFK Annex, the tables in front of the small gym, and the tables on the side of the library. *Food and drink are NOT to be brought into any other building or room on campus, except for water in closed containers.*

In order to respect the need for quiet for those classes in session during both lunch periods, and those taking tests and studying in the library, students are NOT permitted anywhere on the northwest side of campus or between the administration or classroom building during either lunch period.

Only the bathrooms in the gym are available to students during lunch. No access to lockers is permitted once lunch has started. No student is to be in the classroom building during a lunch period without a corridor pass from one of the Deans or cafeteria supervisors.

All persons using the cafeteria, JFK Annex, eating at the outside tables or on the porch benches are expected to assist in keeping these spaces neat and clean. All refuse must be placed in the receptacles provided, separating those items to be recycled from items with food.

Students who leave the cafeteria during lunch period are to stay on the porch (southeast side only) or quads until the passing bell rings for the next class. Seniors only may eat on the quads, as a Senior Privilege. Students must not gather in the main foyer outside the library entrance.

## **Chapter 5: Student Health and Safety**

### **5.1 Closed Campus**

As a means of ensuring the safety and security of all school personnel, Bishop O'Dowd High School operates a closed campus. Normally, only enrolled students of the school as well as school employees are permitted on campus during the school day. Visitors to the campus will be required by campus security personnel to identify themselves, state the purpose of their visit and report to the Main Office prior to proceeding to their intended destination on campus. Visitors who fail to comply will be refused access to the campus.

Parents/guardians of students who wish to meet with a teacher or other school official are subject to these provisions. In order to avoid unnecessary delays and attendant frustrations, parents/guardians wishing to meet with school personnel are strongly advised to make arrangements in advance. This can be done either directly via e-mail and/or the school's voice mail system or by calling the Main Office and leaving a message for the person in question.

Visitors found on campus without proper authorization will be asked to leave the campus immediately, and may be subject to trespass charges.

Once students have arrived at school, they may not leave the grounds during the day without presenting written authorization from a parent/guardian to do so and obtaining an early dismissal slip from the Attendance Office. In case of emergency, parent/guardian authorization may be given over the telephone. This slip must be presented to security personnel at the front gate before the student leaves the campus. Upon returning to school, a student who has left campus early must report to the Attendance Office (with appropriate supporting documentation, if this was not presented beforehand).

Students must carry their laptops in the school approved carrying case while on campus. When taking public transportation or walking home, students should store their computers safely in their backpacks.

*Students should carry their school ID cards with them at all times, both on campus and at off-campus events.*

### **5.2 Emergency Procedures**

Bishop O'Dowd High School has established procedures to be followed in the event of fire, earthquake, and other disasters. These are posted in all classrooms and are reviewed with students by teachers. In addition, the school holds drills. All students, and all school personnel, are required to familiarize themselves with these procedures and to be prepared to immediately follow them. The school's emergency preparedness plan includes provision for emergency food and shelter for all students and staff for three days.

In the event of a major disaster, the school will make every effort to maintain communication with parents.

### **5.3 Security of Personal Property**

Part of the school's mission is to develop young men and women of conscience and to affirm moral values and ethical standards. As part of this goal, students need to be aware that theft will not be tolerated, but it is each student's responsibility to ensure that all personal possessions are kept secure from possible theft and/or vandalism. Valuables should be left at home. Bishop O'Dowd High School cannot and does not assume responsibility for stolen/vandalized possessions. Student laptops should not be stored in PE lockers or left unattended. The only lockers that should be used for storage of laptops are those in the main classroom building. If an item is lost or missing, students should meet with the Deans to complete a report that will begin an investigation.

### **5.4 Student Lockers**

The locker assigned to each student is for that student's sole use. Students are not to change lockers without authorization from one of the Deans. School lockers are not insured against theft of valuable personal possessions, which should not be stored in them for any length of time (no matter how brief). Each locker remains the property of Bishop O'Dowd High School, which reserves the right to enter it at any time, with or without the permission of the student and/or student's parent/guardian. Security and/or the Deans may check lockers each semester.

### **5.5 Search**

In cases where the Deans or Principal has reasonable cause to suspect that a student may be in possession of an illegal, dangerous, or stolen substance or object, the Deans, the Assistant Principal for Campus Life, or the Principal may ask the student to submit to a search of the contents of the student's locker, backpack, pockets, and/or vehicle. In the case of backpacks and pockets, the Deans, the Assistant Principal, or the Principal, in the presence of another adult staff member, will have the student empty the contents onto a table or other surface that has been cleared for this purpose.

Students are subject to random searches by the Deans or the Principal if behavior or actions raise suspicion. Should a student refuse to submit to a search ordered for reasonable cause, he/she may be suspended, expelled, or asked to withdraw from school. If it is suspected that the student is in possession of an illegal substance or object, the police may be called. As delineated in section 5.9-e, the school will do random searches, using a K9 vendor service, as a deterrent measure against drugs and alcohol being brought onto campus.

**Investigation:** Students are expected to cooperate and participate in investigations.

Parents/guardians may not interrupt investigations and they will be notified after the search.

Property subject to school violations will be seized and may be kept. The Deans or the Principal may also search a student's cell phone records, given reasonable suspicion, for photos, numbers, or text messages; and, these may be saved by the school.

### **5.6 Supervision of Students**

Parents/guardians are advised that the school's ordinary supervisory responsibilities extend from 8:00 a.m. to 4:00 p.m. on normal school days. The school cannot and does not take responsibility for supervising students arriving at or staying on campus outside these hours, with the exception of those taking part in a school-sponsored activity conducted by an authorized staff member, such as an extra class or team practice/game. Students should not loiter on campus, in or near the quad

area, after 4:00 p.m. Please make arrangements to have students picked up before 4:00 p.m. If attending an extra-curricular activity, students need to be picked up in a timely manner and there may be penalties imposed for certain activities where supervisory personnel are forced to monitor students beyond a specified time designated for pick-up, such as school dances and formals.

### **5.7 Student Drivers**

Students are not permitted to be the school-sponsored means of transportation for other students to school-sponsored activities. Student athletes should read section 9.3 regarding transportation to sporting contests or practice. Bishop O'Dowd High School assumes no liability or responsibility for injuries or accidents that occur on the way to or from school-sanctioned activities in cases where transportation is not provided by the school.

### **5.8 Parking Lot & Vehicles**

- Students are not permitted to be in their cars between classes, during lunch or during the school day for any reason. Books and lunches are not to be kept in cars.
- On campus parking is strictly limited to students who receive parking permits from the Deans in accordance with school policy. Unauthorized vehicles parked in any school lot may be tagged and/or towed.
- Carelessness in driving, excessive speed, lack of registration of a car, improper parking, etc. are subject to disciplinary action, whether on campus or when going to or from school or school events. Students with an on-campus parking pass whom act irresponsibly may lose their parking privilege.
- Any car parked on campus or near the school vicinity may be searched by the Deans if deemed necessary.
- The school is not responsible for damage to vehicles at any time on or off campus, at school or at school-sponsored events.

### **5.9 Drug, Alcohol, Tobacco, Substance Use Policy**

Administration, faculty, and staff are committed to maintaining a healthy, safe, respectful, and positive environment. We assist students and families as each student grows in the ability to make informed choices and moral decisions and pursue a healthy lifestyle. Bishop O'Dowd High School is a drug and alcohol free school.

The following regulations are in effect on and around school premises and at all school-sponsored activities, both on-campus and off-campus.

a) Students found to have sold; received money with intention to purchase; intended to buy or sell; distributed, received, exchanged or be in possession of controlled or mind altering substances may be expelled. Students who are present/accompanying those who engage in unlawful/controlled behavior may be subject to disciplinary action.

b) If a student is suspected to be in possession of, be involved in the sale or exchange of, or under the influence of controlled substances, such as illegal drugs, alcohol, tobacco (including chewing tobacco), or mind altering substances, the school will commence an investigation. The investigation may require the student to submit to searches and testing for controlled substances and may include the filing of a police report or a request for police investigation. Refusal to submit to

searches, testing, or assessment in a timely manner may result in a decision to expel the student. The student will be suspended pending completion of the investigation by the administration.

c) Students found to have possessed or used controlled or mind-altering substances will be required to submit to assessment by a school-approved agency. School authorities will review the assessment and determine the school's response. Possible consequences of the assessment may include, but are not limited to expulsion, probation, periodic testing and assessment, education, counseling, inpatient or outpatient treatment and exclusion from school activities such as clubs, athletics, social events, or graduation exercises. A repeat offense will result in expulsion.

d) Failure to comply with the outcome of the assessment may result in expulsion or other disciplinary action. Failure of parents/guardians to cooperate and support the conditions for the student's continuing at the school may result in the school's request that the parents/guardians withdraw their student or a decision not to accept continued enrollment of the student. Persistent refusal by either or both the student and parents/guardians to comply with any provision of this policy will result in expulsion.

e) Bishop O'Dowd reserves the right to conduct random and specific drug and alcohol testing at any and all school events. In an effort to create a safe learning environment for all students, the school has adopted a program to detect the presence of drugs, alcohol, gunpowder-based items, abused medications and other contraband normally prohibited on campus. Facilitated by the use of non-aggressive detection dogs, the school uses a K9 vendor, which will make periodic unannounced visits to campus throughout the school year in order to provide a deterrent, as opposed to a method of apprehending violators. The dogs are not used to "alert" on individuals. Instead, they will concentrate on lockers, classrooms, parking lots, and other areas identified by school administrators. Individuals found in possession of contraband are in violation of school policy and appropriate disciplinary action will be taken.

f) We expect students' activities in private homes reflect the same values and philosophy as those of Bishop O'Dowd High School. We encourage parents to communicate with other parents to achieve these ends. We expect that parents will not provide students access to alcohol or drugs in their homes and that they will supervise students' social activities held at their house.

**Guidelines for parents:**

- Communicate with your child about family norms and expectations regarding drugs, alcohol use, and parties.
- Know your child's friends and acquaintances.
- Communicate with other parents.
- Supervise all gatherings and parties.

g) The school policy towards alcohol and drug use is designed to:

- Provide avenues for students to safely care for themselves.
- Educate students, parents, and faculty about drugs and alcohol.
- Promote enjoyable, drug/alcohol-free events.
- Promote the health, well-being, and safety of our students and the larger community.
- Promote trust and communication within the school community.
- Allow community to enjoy co-curricular events of the school while maintaining a substance-free environment.
- Provide information about and assistance for students having substance abuse issues

h) All teachers, staff, and counselors at Bishop O’Dowd High School will support students dealing with substance abuse issues. No student who seeks assistance from the Counseling Department or who is referred to the Counseling Department by another member of the Bishop O’Dowd High School community regarding an issue with substance abuse will be subject to disciplinary consequences. (However, a student must not be under the influence of any substance when requesting assistance.)

i) Bishop O’Dowd High School recognizes that drug, alcohol use by minors under the age of 21 is illegal, and that severe civil and criminal consequences exist for adults who provide alcohol and drugs to minors. Because we believe that alcohol and drugs present a grave health risk to our students and our community, consequences will apply if a student has been found to facilitate another student’s ability to use controlled substances, be under the influence of, possess, use, exchange, or purchase alcohol, illegal drugs, or unauthorized prescription drugs at Bishop O’Dowd High School and/or at sponsored school related functions.

### ***5.10 Weapons & Dangerous Instruments***

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon: (a) on the school grounds at any time, (b) off the school grounds at any activity, function or event, or (c) while en route between home and school. Offenders are subject to disciplinary action, including expulsion.

### ***5.11 Police Investigation***

As a member of the greater community, the school will respond to a police investigation in an appropriate way. If the police come on campus to question a student concerning a matter not directly related to a school incident, the parents of a student will be notified.

Presented with a search warrant, arrest warrant, or notified by police of exigent circumstances in a police investigation, the school will allow a student to be interviewed by police at school. Parents of that student will be notified of such an interview.

The school reserves the right to call the police and allow students to be questioned in an investigation of a school-related incident. The parents of students interviewed under these circumstances will be notified immediately. Students cited by the police in any criminal investigation will be subject to investigation and possible disciplinary action by the school.

### ***5.12 Illness or Injury During the School Day***

Any student who becomes ill during the day must report to the Attendance Office, with a pass signed by a teacher/Dean. If the student needs to go home, the Attendance Secretary will call the parent/guardian to pick up the student or give the student permission to leave school. A student will not be permitted to leave campus unless the parents/guardians can be contacted. All school injuries are to be reported to the teacher or coach in charge as soon as they occur, whether the student considers the injury significant or not. If a student reports to the attendance office or the Deans with an illness that requires that student to leave class, the sick room can be used for thirty minutes so that the student can rest and then will be asked to either return to class or call parents to be picked up.



### **5.13 Medication**

Students who require prescription medication during the school day must leave the prescription with one of the Deans and are responsible for self-administration of the medication. Any need for the use of prescribed medication should be noted on a student's emergency health card. School personnel are not allowed to dispense any medication, or to apply/change dressings on pre-existing injuries. If students are to be excused from physical education for medical reasons, they are to report to a Dean on the day they are to be excused, with a doctor's note. The Dean will assign the student to a study hall.

## Chapter 6: Campus Resources

### 6.1 Counseling

The Counseling Center, located in Dominican Hall, provides many services for students and their parents/guardians. Each student is assigned a counselor. Students are encouraged to make an appointment with their counselor when they have questions or concerns. Students sign up on the counselor appointment forms located on the bulletin board outside the counseling offices.

The Counseling Department provides academic and personal counseling, college, scholarship counseling, and job placement information. Students may use all the resources of the Counseling Center by appointment. The Counseling Department provides education and support groups regarding adolescent issues (i.e., chemical dependency, transitional issues, communication, depression, etc.) Students may self-refer through their counselors.

### 6.2 Technology : *Acceptable Use Policy*

Bishop O'Dowd High School provides technology resources to students, faculty, and staff to promote the development of young men and women of competence, conscience, and compassion through an integrated academic, spiritual, and extra-curricular program. It is an expectation that O'Dowd's technology resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission, values, understandings, and beliefs of Bishop O'Dowd High School and the Diocese of Oakland.

The Bishop O'Dowd High School *Acceptable Use Policy* applies to all technology resources including, but not limited to: personal laptop computers, school desktop computers, cell phones, video and audio equipment, PDAs, copy machines, and information storage devices. The use of these resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational purposes and with good manners. Any user who violates this policy or any applicable local, state, or federal laws, faces the loss of technology privileges, risks school disciplinary action, and may face legal prosecution.

Bishop O'Dowd High School has taken precautions to control access to controversial materials and has instructed students in the proper use of the Internet, electronic mail, and software. Bishop O'Dowd High School is not responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, or negligence of any kind incurred by users.

All school technology systems, information stored on them, and work performed are governed by these school policies and are subject to school supervision and inspection whether they reside on school owned computers or computers brought on campus by students. Bishop O'Dowd High School reserves the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted from, stored on laptops brought onto campus, or stored on its systems (including connections made from sites visited) to law enforcement officials or others, without prior notice. As the primary educators of their children, it is assumed that parents will monitor the use of the computer, set limits, and discuss acceptable use of technology with their students.

#### **General Terms and Conditions**

**Acceptable Internet Use** - The use of the Internet and school accounts must be in support of

education and consistent with the educational objectives of Bishop O’Dowd High School. Students are to report any misuse of the network to a teacher or administrator. Misuse is considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at Bishop O’Dowd High School. Misuse also includes any conduct in and out of school that reflects negatively upon the reputation of O’Dowd. Misuse is considered any message(s) sent, posted, or received that indicates or suggests harassment, racism, sexism, and inappropriate language or symbols. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited.

The use of the technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and other disciplinary action. The faculty member in charge will deem what is inappropriate use and his or her decision is final.

**Netiquette** - Students are expected to abide by the generally accepted rules of network etiquette.

1. Be polite. Do not use inappropriate language. Students are representatives of our school community. A student may be alone on a computer, but what is written or posted can be viewed globally.
2. Students will not send or post information, which disparages the reputation of Bishop O’Dowd High School, its faculty, staff, or any employee.
3. Students will not email, IM, post to websites or Blogs, or text message inappropriate graphics, images, pictures, or video of employees of Bishop O’Dowd High School or fellow students.

**Copyright** – Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism is against the mission of Bishop O’Dowd High School and will result in disciplinary action.

**Security** - If a student identifies a security problem on the Internet, he or she must notify a teacher immediately. Students will not demonstrate the problem to other students. Students may not use another individual’s account at any time. Attempts to log onto the Internet as anyone else will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.

#### **Privacy**

Students should not reveal or post his/her home address or personal phone number or that of any member of the school to anyone on the Internet at any time. Electronic mail is not guaranteed to be private. Students should not send anything that he/she does not want others to read.

**Vandalism/Hacking** – Vandalism or hacking will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. Vandalism includes, but is not limited to, destruction of hardware, software and peripherals, and the uploading/downloading of games and viruses. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, willful damage to computers and peripherals, creation of computer viruses, or changing on-line materials without permission.

**Digital cameras/Camera phones/Camera PDAs/MP3 players** – Personal items that can take and/or transmit electronic images cannot be used to take or transmit images that violate the mission of Bishop O’Dowd High School. Taking pictures, videos, or recordings of teachers without their knowledge is a violation of this policy. The transmission and display/sharing of inappropriate images is subject to disciplinary and legal action.

**Gaming** - Gaming on campus is prohibited. Gaming uses excessive amounts of bandwidth and slows the network for others.

### **Personal Laptops**

As a requirement of attendance at Bishop O'Dowd High School, **all students must have a school-approved laptop computer every day.** Parents and students accept responsibility for the security of their own personal computers. Bishop O'Dowd High School accepts no responsibility for personal computers or software including, but not limited to theft, vandalism, or intentional destruction both on and off campus. Students are responsible for maintaining their virus protection and setting the computer to automatic update and scanning. Bishop O'Dowd High School will not support hardware or software issues with non-school purchased personal computers or printers at home or at school.

Students are expected to keep their computers with them or locked in their classroom building lockers. Students are not to lock the computers in their PE lockers. Students are expected to take their computers with them to practice or store their computers in their classroom building lockers during/after school events. Students taking public transportation should put the computer and bag inside their backpacks. If the computer is lost, stolen, or damaged beyond repair, the parent will be responsible for all costs necessary to repair or replace the computer, not covered by warranty. Students are required to keep laptops in their carrying cases at all times while on campus. Students who do not have their laptops in their carrying cases will be given detentions. A second offense will lead to detentions and a letter home to the parents notifying them of the repeat infraction. A third offense will lead to a meeting with the parents and student and will lead to the loss of warranty coverage by the school.

Students whose computers become non-operational due to downloading materials or the addition of conflicting software or hardware will pay a fee to Bishop O'Dowd High School to have their computer reimaged. The school is not responsible for any lost data or software due to the reimaging process. Homework and projects lost due to this negligence will not be excused by teachers. The computer will be reimaged to the original specifications of the school computer. We strongly encourage students to back-up all work on a daily basis. The school assumes no responsibility for lost or corrupted work due to failure to back up or due to non-operation of the computer. Students will not be granted work extensions for a failed computer, or lost or corrupted work. Limewire and similarly designed software are not allowed on the computer. This software frequently allows for the installation of hidden viruses.

We expect the behavior of O'Dowd students to be in compliance with our code of conduct; however, students who violate the policies jeopardize their continued enrollment at Bishop O'Dowd High School. Computers can and will be scanned for inappropriate materials when brought to the Technology Support Center. Inappropriate materials will be reported to school administration and/or law enforcement agencies for disciplinary action. Additionally, Internet traffic on the school network is monitored for inappropriate behavior, surfing, and gaming.

### **Loss or Theft of School-purchased Laptops**

If the computer is lost or stolen, the parent and student are responsible to contact the technology department immediately. A police report needs to be filed as soon as possible to help retrieve the computer. The technology department will report the computer as stolen to Toshiba. A loaner computer will be issued to the student for up to 60 days or until the computer is recovered or is reported as unrecoverable. Parents are encouraged to add the laptop to their homeowner's or

renter's insurance.

If the computer cannot be recovered in 60 days, parents will be held responsible for any remaining balance for the computer not covered by insurance. Additionally, a new computer will need to be purchased so that their student can continue in his or her course of study.

### **Warranty Repairs**

Bishop O'Dowd High School technology department personnel will complete warranty repairs on the school purchased computers only. Costs incurred for repairs not completed by the technology department will be the responsibility of the parent.

## **6.3 Library**

The Bishop O'Dowd High School library is open Monday – Thursday from 7:00 a.m. – 5:00 p.m. and Friday, 7:00 a.m. – 4:00 p.m.

The library houses services and resources that supplement classroom instruction, and will prepare students for university and public library use. The library maintains a quiet atmosphere conducive to learning and individual study and emphasizes personal responsibility in the use of materials, behavior and consideration of others.

A library pass must be obtained from the classroom teacher when reference work or computer use is required during a study period.

### **The following library procedures are in effect:**

Most books are checked out for a two-week period. Reserved books or restricted circulation books are checked out for overnight use only, and must be returned by 8:30 a.m. the following school day unless a teacher requires other arrangements.

Magazines are checked out for one week; pamphlets are checked out for 1-day use.

- Fines are imposed for materials returned late. There is no maximum limit.
- Replacement and processing costs are assessed for lost materials. The minimum charge is \$20.00.
- Students with unreasonably late materials may be subjected to disciplinary measures.
- No food or beverages of any kind are permitted in the library, except water in a closed container.
- The use of cell phones is prohibited in the library at all times.

## Chapter 7: Student Activities

### 7.1 Student Activity Participation Contract

Prior to participating in any school-sponsored activity that takes place outside of regular school hours, either on or off campus (e.g. dances and formals, retreats, overnight excursions, etc.), individual students must have on record each year a signed Student Activity Participation Contract. This contract will only be available at the “Teen Challenge” parent meetings at the beginning of every school year.

### 7.2 Campus Ministry

Campus Ministry oversees and facilitates the many dimensions of faith and Christian service at Bishop O’Dowd High School. These include liturgical services, retreats, charity drives, prayer services and service projects. The core group of students who plan and carry out these activities is called the *Campus Ministry Team*. Students at all grade levels are encouraged to participate in class ministry.

Retreats for freshman and sophomore students are led by junior and senior students. The *Retreat Team* meets for several weeks of training. Bishop O’Dowd High School faculty members lead junior and senior retreats, of two and three days’ duration respectively.

The *Service Learning Program* connects students to our wider community for service and their own education about justice in the world. Students will build relationships with people at their service sites so that they can learn from those they are serving. The program requirements include 100 hours (class of 2010 and beyond) and build on a different theme for each year.

All students are invited to become involved in the December Food and Toy Drive. The gifts collected in this drive are distributed to needy families in Oakland. Another drive held in the spring is the Mission Drive in which money is collected for a foreign mission. In addition, a collection is taken in homeroom each month. The proceeds support local charities.

### 7.3 Student Government

The Student Council represents the students in all areas of student life, and advises the Director of Student Activities on these matters. The Student Council also coordinates and finances school-wide activities as a service to the students of Bishop O’Dowd High School.

The school encourages each grade level to have an active class government. All class activities are organized and run by the class government in conjunction with the class moderator.

In order to become a member of the student council and retain the position, students must meet certain requirements:

- Maintain at least 2.0 cumulative grade point average. GPAs of all student council members will be reviewed at the end of each marking period. If members fail to meet the minimum grade point average, they will enter a probationary period and grades will be monitored for the rest of the term. If the student’s grades do not improve by that time, he/she will be removed from his/her position for the remainder of the probationary period.)
- Be a student in good standing (i.e., no academic or disciplinary probation, etc.)

- Promise to uphold the Student Council Constitution and to demonstrate exemplary conduct at all times. Student Council members are role models for the entire student body and will be held to such standards on and off campus.

## **7.4 Clubs & Organizations**

Students have the opportunity to find out about and join the many cultural, service, academic and social clubs during our annual Fall Club Faire. Membership is open to all Bishop O’Dowd High School students throughout the year. Student who express an interest in forming a club that revolves around an area of interest need to fill out a club application and charter, which are available at the beginning of the school year. Club funds are generated through the school’s annual Zoo Walk Fundraiser. Participation is greatly encouraged so that students can enjoy the wide variety of extracurricular activities that Bishop O’Dowd typically offers.

## **7.5 Dances**

Bishop O’Dowd High School strives to provide these events for the student body in a safe and supportive atmosphere. In order to ensure this, the following regulations have been established:

- All school rules, including the Drug, Alcohol, Tobacco, Substance Use Policy (5.9), are in effect at all dances.
- Valid Bishop O’Dowd High School I.D. is required for admission.
- Students must have on file a signed Student Activity Participation Contract to attend dances.
- Guest passes, when allowed, must be obtained and approved, in advance, from the Deans. Guests must be under 21 years of age.
- Students must be in school all day to attend dances on school nights. For Saturday dances, students must be in school all day the Friday before the event.
- Students whose behavior is inconsistent with the standards of the school, as determined by adult supervisors, will be asked to leave and may be barred from future dances, including formals.
- Students whose manner of dance is inconsistent with the standards of the school, as determined by adult supervisors will be warned once. The second occurrence will result in that student being immediately removed from the dance and the parent/guardian called to pick up the student and the student being barred from all dances and formals for the rest of the semester. This policy also includes all dances of the other 8 Catholic High Schools in the diocese (ISC) and public high schools for the semester.
- By their attendance, students and their guests agree to submit to the enforcement provisions of the drug and alcohol policy, including breathalyzers and searches. Consequences of drug or alcohol use will be the same as those in effect during the school day.
- Students must be picked up at the specified end-time for a dance. All students who are not picked up by that time will be charged a fee for every fifteen minutes the supervisory staff has to stay past that time.

## Chapter 8: Business and Financial

### ***8.1 Financial Aid Program***

Tuition assistance is available for those families whose financial situation might preclude them from sending their children to Bishop O’Dowd High School. A completed Bishop O’Dowd High School Tuition Aid Packet is required each year that tuition assistance is requested. Forms are available in the Business Office or can be accessed online as part of the registration process and must be completed by each year.

In order to qualify for financial assistance, the student must meet the following requirements:

- Citizenship and department record at school must be satisfactory
- Attendance record must be excellent
- All questions on the Confidential Application must be answered completely
- Balance on remaining tuition must be kept current
- Students must be in good academic standing.

### ***8.2 Student Insurance***

The Student Accident Insurance offered through the school is designed to “coordinate benefits” with the student’s private health and accident insurance. This permits coverage at a reasonable premium rate. In the event a student needs to make a claim against the accident insurance offered through the school, there are specific procedures that must be followed. The Director of Finance will provide detailed information.

### ***8.3 Financial Clearance Policy***

Bishop O’Dowd High School is a tuition-dependent school; consequently, timely payment of tuition and may be arranged through the Business Office.

The school reserves the right to refuse continuing enrollment to any student:

- Whose tuition and fees accounts are in arrears.
- Who is overdue in returning or who has lost library materials.
- Who has not returned school-owned equipment loaned to him/her.

**Note:** Library materials or other loaned equipment returned in damaged condition will be considered as lost.

In the event a student leaves Bishop O’Dowd High School after the school year has begun, they will be charged tuition through the end of the current grading period. Registration and general fees are non-refundable.

Late fees are assessed when payment of tuition has not been received by the published due date, and are considered part of a student’s financial obligation to the school. Failure or refusal to pay late fees will place a student’s account in arrears.



## ***8.4 Development and Fund-Raising***

The Advancement Office works closely with the entire Bishop O'Dowd community to further the mission of the school. The primary function of the Advancement Office is to build and increase the level of support for all programs and projects at Bishop O'Dowd High School.

The school has just completed the first phase of the Renaissance Campaign, a comprehensive fundraising campaign, for Bishop O'Dowd High School. The goals of this phase of the campaign included the modernization of the academic facilities, building scholarship endowment, and enhancing the school's programs. Other Advancement goals include the inauguration of the O'Dowd Scholars Program to provide tuition assistance for our students.

One of the most important Advancement initiatives is the Parent Pledge Program. Tuition and fees cover 85 percent of the cost of an O'Dowd education for your sons and daughters. The Annual Fund, by way of the Parent Pledge Program, helps bridge this more than \$2000 gap and is an essential part of funding each student's education. Parent Pledge gifts are tax deductible and support Renaissance Campaign goals, including academic program enhancements, technology upgrades, campus improvements, tuition assistance and other priority needs not funded by direct tuition revenue. The Parent Pledge Program is the Annual Fund's margin of excellence.

The Advancement Office also supports three fundraising events during the year: The Dragon Classic Golf Tournament, the Crab & Pasta Feed, and the Spring Parent Auction. These events are wonderful opportunities for the entire O'Dowd community, including parents, staff, faculty, students and alumni to be involved in supporting the school.

Students are expected to participate in the annual Zoo Walk fundraiser. Revenue generated via the walk is used to fund the student activity accounts for sports teams which help to offset costs for uniforms, athletic apparel, trips, and team-building activities. The wide variety of clubs and activities that are offered to students are also funded through this fundraiser. E-Scrip is another revenue source used to help with these activities and all parents are encouraged to register their credit and debit cards through the e-Scrip website.

## **9.1 Athletics**

The role of the athletics at Bishop O'Dowd High School is to teach life lessons in a manner that is compatible with the mission of the school and athletic department. The Bishop O'Dowd High School athletic philosophy is to place the highest value on teaching the values of respect, leadership, integrity, teamwork, pride, and commitment. We must never sacrifice our principles for better athletic performance or greater athletic success. We must be aware that these values taught through athletic participation must extend beyond the athletic field and into a student-athlete's academic, spiritual, and social growth. We must be demanding of our student-athletes both on and off the field and never lose sight of our responsibility as role models and teachers. Parents are asked to help student-athletes realize that it is a privilege to participate in athletics at Bishop O'Dowd High School and that appropriate conduct both on and off the field is imperative in retaining that privilege.

Bishop O'Dowd High School is a member of the Hayward Area Athletic League (HAAL), which serves both the men's and women's sports programs. Interscholastic competition is held in a number of sports. A full listing of current O'Dowd athletic programs is available from the Director of Athletics and online through the school's website: [www.bishopodowd.org](http://www.bishopodowd.org)

The Athletic Department maintains a detailed set of rules and regulations governing participation in sports and use of the school's athletic facilities. All athletes and parents are required to familiarize themselves with these policies, as well as with the information contained in the *Parent-Student Athlete Handbook* and the *Bishop O'Dowd Student Activities Participation Contract*. The *Parent-Student Athlete Handbook* can be found at [www.bishopodowd.org](http://www.bishopodowd.org) on the athletics home page.

Each student-athlete is required to establish his/her eligibility to participate in interscholastic sports, prior to taking part in any sanctioned athletic contest. Information concerning the respective CIF and NCS rules governing eligibility is available from coaches and from the Director of Athletics.

In addition to maintaining academic eligibility, O'Dowd student-athletes are required to submit the following documentation prior to participating in any sport:

- *Pre-participation Medical History Form* and *Pre-Participation Physical Examination Form* signed by a physician clearing the student to participate in athletics. (Note: All signed Pre-Participation Physical Examination Forms are valid for one calendar year from the date of the approved signature.) Forms can be found at [www.bishopodowd.org](http://www.bishopodowd.org) on the athletics home page under the *General Info* tab.
- Parent-guardian signature on Bishop O'Dowd High School's Emergency Health and Information form (required of all students) provides authorization for an athlete's emergency medical treatment in the event of injury or illness while participating in athletics.
- Signed Transportation Form for transport to and from athletic events. (also see 9.3) This form can be found at [www.bishopodowd.org](http://www.bishopodowd.org) on the athletics home page under the *General Info* tab.

## **9.2 Sportsmanship and Communicating Concerns**

The Mission of the Bishop O'Dowd High School Athletic Department is to develop students physically, emotionally, socially, and spiritually. We affirm and promote Catholic values while

engaging student-athletes fully in mind, body, and spirit. Student-athletes, coaches, and parents are called upon to work together in the true spirit of sportsmanship to assist in creating an environment in which these core values can be revealed, tested, and proven relevant both to participants and the entire school community.

In order to accomplish this mission, the coaches and athletic staff need the support of the parents. We ask that the parents and students remember the following:

*Good sportsmanship is expected from everyone at O'Dowd.* The coaches and players are expected to and are held accountable for representing Bishop O'Dowd High School with dignity and class. We expect the same high standards of behavior from the parents and students.

*Not all players get the same playing time.* The nature of athletics and competition means we try to put the best team on the court or field. It is the coach's job to decide on who the most qualified players are so the team gets its best chance at success. Part of any player's maturation process includes putting one's personal desires aside for the betterment of the team.

*Coaches are to be treated with the same respect accorded any other professional.* Coaches put in many hours for very little financial compensation; and, they do it because they enjoy the students and the sport. It is important that any conversations at home regarding the coaches or their decisions are put in a positive tone. We can't expect your child to treat his/her coach with respect if parents don't model respect.

*If you have a concern, express it at the appropriate time and place.* We ask that you refrain from confronting coaches immediately after games or at practices. Anonymous letters or phone calls will NOT be treated with any credibility.

Certain behaviors are considered inappropriate and unacceptable by Bishop O'Dowd High School. The school and athletic department reserve the right to remove or refuse admission to persons who exhibit such behaviors:

- Constant berating, humiliating or taunting of our coaches or players;
- Constant berating, humiliating or taunting of our opponent's coaches, players, or spectators;
- Constant berating and harassment of game officials;
- Racist, sexist, or profane remarks directed at any coach, player, spectator, or official.

### **9.3 Transportation for Athletics**

Participation in school-sponsored activities may involve travel beyond the confines of the Bishop O'Dowd High School campus. Bishop O'Dowd High School will attempt to coordinate transportation to and from school-sponsored activities. However, there will be occasions when Bishop O'Dowd High School may not provide transportation. On these occasions, it is the responsibility of the parent or guardian of each student.

Bishop O'Dowd High School may facilitate transportation associated with the school-sponsored activity by utilizing buses, employee driven school owned vehicles, and/or parent volunteer driven private vehicles. In instances where private vehicles are used, the drivers of those vehicles may subject themselves and their own insurance to risk and liability for the benefit of the school and the school sponsored activity.

There will be occasions when students will make transportation arrangement without using the

school-organized transportation. The school needs written permission for this to occur. This form is available online on the athletics home page under the *General Info* tab and is part of the online registration process.

## **9.4 Dragon Athletic Boosters**

The Dragon Athletic Boosters is an organization that supports and encourages the traditions of the storied athletic excellence of Bishop O'Dowd. The Boosters provide supplemental financial support, a volunteer resource, and a forum for the exchange of ideas related to the needs of the school's athletic teams. The Dragon Ticket Membership offers several levels of participation and benefits for those who decide to contribute in this way. The Boosters also provide support through the Annual Crab Feed.

## **9.5 Directions to Playing Fields**

**Arroyo High School:** 15701 Lorenzo Avenue. Take Highway 880 south towards San Lorenzo. Exit at Washington. At stop sign turn left at signal light turn right, you will be on Washington. Turn right on Grant to the school.

**Burrell Field:** Turn RIGHT onto 98th Avenue. Travel down to San Leandro Blvd. and turn left (under Bart tracks). Turn right onto Marina Blvd.; stay in the left lane; at Teagarden St. turn left. Burrell field will be on your right.

**Castro Valley High School:** Take Highway 580 to the 238 Interchange towards Castro Valley and Stockton and veer left. Veering right would take you into Hayward so stay in the left lanes until the freeway divides. Take the Redwood Rd. exit in Castro Valley. At the signal turn left onto Redwood Rd. and drive past Castro Valley Blvd. drive up a few more blocks to the High School.

**Chabot College:** 25555 Hesperian Blvd., Hayward. Travel Hwy 880S to West Winton Exit. Follow West Winton to Hesperian Blvd. Turn left onto Hesperian Blvd. and follow Hesperian Blvd. to Chabot College. Football Field is on north end off campus (look for the lights).

**Hayward High School:** Take Highway 580 into Hayward. Continue straight off the highway onto Foothill Blvd. Follow Foothill Blvd. and turn left on Russell. Drive to Second St. and turn right. Continue up Second to "E" St. Turn left on "E", drive to the right where it splits into East Avenue. Take East Avenue to Hayward High School. Drive right into the parking lot below the High School.

**Holy Names College:** 3500 Mountain Boulevard, Oakland. Take the 35th Avenue exit off the 580 Freeway. Follow signs for Holy Names College off Highway 13, take the Redwood Road exit. Follow signs for Holy Names College.

**Miramonte High School:** 750 Moraga Way. Take Highway 24 (east) through Caldecott Tunnel. Take the Orinda exit and follow this through the Moraga Way merge. Go about 4 ½ miles on Moraga Way. You will go about three stoplights and make a right.

**Moreau Catholic High School:** Take Highway 580 into Hayward. Continue straight on Foothill Blvd. through Hayward (staying in the two left lanes) past Cal State. Foothill turns into Mission. Follow Mission to Moreau which will be on your left.

**Mt. Eden High School:** Take Highway 580 into Hayward. Continue straight off the highway onto Foothill Blvd. Proceed down Foothill and continue as it becomes Mission. Go past Moreau Catholic to Tennyson Avenue. Take a right onto Tennyson Avenue. Go down Tennyson across highway 880 to Calaroga Avenue. Turn left onto Calaroga and go to Panama Street (second stop sign). Turn right at Panama. Mt. Eden is on the corner of Calaroga and Panama.

**Piedmont High School:** 800 Magnolia Avenue, Piedmont. Take Highway 580, take the Grand Avenue exit, head East on Grand. Turn Right onto Oakland Avenue. Turn Right onto Hillside. Turn left on Magnolia. Piedmont Swim Club is across the street from the school.

**San Leandro High School:** Take Highway 580 to San Leandro Exit at Grand Avenue. Take a quick left onto Grand. Turn right on Sybil down to Bancroft and turn left on Bancroft and The high school is on the left.

**San Lorenzo High School:** Take Highway 580 south towards Hayward. Exit at 150th Avenue. Drive straight to Fairmont and turn right. Stay on Fairmont past Bayfair Mall. Continue on to Hesperian. Turn left on Hesperian to Lewelling Blvd. Turn left onto Lewelling and drive a few more blocks to San Lorenzo High School on the left.

**St. Ignatius High School:** 2001 37th Avenue San Francisco Drive. Go over the Bay Bridge and take 101 North (Golden Gate Bridge). Follow signs to Fell Street and go up the hill (and down the hill) towards Golden Gate Park. Bear left at fork in park and drive by Kezar Stadium continue on Lincoln Avenue, drive a few miles past the numbered streets until you reach 37th or Sunset. Turn left, St. Ignatius is about 6 blocks on the right side of 37th Avenue

**St. Mary's High School:** Take 880 East (Berkeley/Sacramento). Take Gilman Exit off 880. Follow Gilman to Hopkins, turn left on Hopkins. Turn left on Albina.

**Tennyson High School:** Take Highway 580 into Hayward. Continue straight on Foothill Blvd to Tennyson Avenue. Make a right on Tennyson Avenue. Go down Tennyson 3 blocks to Whitman. Turn right onto Whitman. The school is ½ mile down Whitman on the left.

## **Chapter 10: Amendments**

The Principal retains the right to amend this handbook at any time for just cause. Students and their parents/guardians will be given notification that changes have been made and an updated handbook will be posted to the school website.