



# BISHOP O'DOWD HIGH SCHOOL

## **Employee Handbook**

# Table of Contents

[Table of Contents](#)

[History of Bishop O'Dowd High School](#)

[Mission Statement](#)

[Integral Student Outcomes \(ISOs\)](#)

[Community in Diversity](#)

[Strength of Character](#)

[Academic Excellence](#)

[Social Justice](#)

[Kinship with Creation](#)

[Joy](#)

[School Organization](#)

[Board of Regents](#)

[The President](#)

[The Principal](#)

[Chief Financial & Administrative Officer](#)

[Chief Development Officer](#)

[Associate Principals](#)

[Academic Dean](#)

[Director of Counseling](#)

[Director of Health and Wellness](#)

[Director of Justice and Kinship](#)

[Director of Academic Support](#)

[Academic Support Liaison](#)

[Academic Coordinator](#)

[Dean of Students](#)

[Director of Athletics](#)

[Associate Director of Athletics](#)

[Director of Activities](#)

[Class and School Committee Moderators](#)

[Director of Admissions](#)

[Associate Director of Admissions](#)

[Director of Campus Security](#)

[Director of Facilities](#)

[Associate Director of College Counseling](#)

[Department Chairperson](#)

[Librarian](#)

[Library Assistant](#)

[Retreat Coordinator](#)  
[Director of Information Technology](#)  
[Director of Information Systems and Data Analysis](#)  
[Instructional Technologist](#)  
[Technology Support Manager](#)  
[Director of Events and Alumni Relations](#)  
[Director of Annual Giving](#)  
[Director of Planned Giving](#)  
[Director of Alumni Relations](#)  
[Development Services Manager](#)  
[Senior Director of Marketing Communications](#)  
[Communications Director](#)  
[Webmaster](#)  
[Office Manager and Assistant to the Principal](#)  
[Substitute Coordinator](#)  
[Attendance Coordinator](#)  
[Director of Logistics](#)  
[Assistant Controller](#)  
[Dragon Den Manager](#)  
[Classroom Teacher](#)  
[Counselor](#)  
[Registrar](#)  
[Coaches](#)  
[Athletic Trainer](#)

#### [The Organization of the Administration](#)

[Executive Council](#)  
[Administrative Team](#)  
[Directors' Council](#)  
[Academic Council](#)

#### [Parent Support Organizations](#)

[Dragon Parents](#)  
[Dragon Athletic Boosters](#)

#### [Communication and Policy Making](#)

[Internal Communication](#)  
[External Communication](#)  
[Changes in Policies and Procedures](#)

#### [General Professional Expectations of All Employees](#)

#### [General Responsibilities of All Teachers](#)

[Instructional Responsibilities at the Beginning of Each Semester](#)

[Major Instructional Responsibilities](#)

[Substitute Teachers](#)

[Teacher Communications](#)

[Student/Teacher Interactions](#)

[Student Confidences](#)

[Student Discipline](#)

[Teacher Planned Absence](#)

[Teacher Emergency Absences](#)

[Teacher Observation and Evaluation](#)

[New and Probationary Teachers](#)

[Regular Non-Probationary Teachers](#)

[Continuing Education and Professional Growth](#)

[School Support of Professional Growth](#)

[Teacher and Staff Technology Policy](#)

[Technology Device Responsibilities](#)

[Technology Obligations](#)

[Course Organization](#)

[Assignments](#)

[Calendar](#)

[Beginning and End of Semesters and Grading Periods](#)

[Parent Phone Calls and Emails](#)

[Acceptable Use of Technology](#)

[Passwords & Data Responsibility](#)

[Responsibility to Protect Access to Data](#)

[Best Practices for Secure Passwords](#)

[Faculty and Staff Use of Social Media](#)

[Student Assessment and Grading Policies](#)

[Assessments](#)

[Tests](#)

[Quizzes](#)

[Alternative Assessments](#)

[Review of Assessments](#)

[Student Grading System](#)

[Grading Definitions](#)

[Student Withdrawal before the End of the Grading Period](#)

[Student Absences and Tardies](#)

[Extended Student Absence Due to Illness/Injury](#)

[Grade Reporting](#)  
[Parent/Student/Teacher Conferences](#)  
[Grades Used in Reporting](#)  
[Quality Point System](#)  
[Honor Roll](#)  
[Class Rank \(Grade Point Average\)](#)  
[Course Failure and Summer School](#)  
[Remediation Policy](#)  
[Graduation Eligibility](#)

#### [Student Personnel Services and Procedures](#)

[Content of Official Records](#)  
[Confidentiality of Documents and Student Information](#)  
[Information Sharing about Students Among Faculty and Staff](#)  
[Counseling Services](#)

#### [Admissions](#)

[Admission into Freshman Year](#)  
[Transfer Students](#)

#### [Co-Curricular Activities and Extra-Curricular Activities](#)

[General Information](#)  
[Co-Curricular Activities](#)  
[Supervision of Co-Curricular Activities](#)

#### [Campus Ministry](#)

[Retreats](#)

#### [Athletics](#)

[Coaches and Trainers](#)

#### [Personnel Policies](#)

[Professional Dress](#)  
[Anti-Slur, Anti-Profanity and Anti-Bullying Policy](#)  
[Anti-Bullying and Sexting Policy](#)  
[Harassment](#)  
[Cell Phones/Pagers/Electronic Devices](#)  
[Smoking and Alcohol](#)  
[Weapons in the Workplace](#)  
[Suspected Child Abuse and Reporting Responsibility](#)  
[Professional References](#)  
[Controversial Issues](#)  
[Closed Campus Policies](#)  
[Employment Opportunity and the Mission of Bishop O'Dowd High School](#)

[Process for Hiring Teachers](#)  
[Process for Hiring Non-Teaching Staff](#)  
[Volunteers](#)  
[Guest Speakers](#)  
[Required Documentation of Personnel](#)  
[Staff and Faculty Personnel Records](#)  
[Faculty Assignments](#)  
[Non-Academic Staff Assignments](#)  
[Teaching Contracts](#)  
[Compensation for Teachers, Administrators and Staff](#)  
[Tuition Benefits for Children of Faculty and Staff](#)  
[Guidelines for Bringing Young Children of Staff Members to School](#)

#### [Employee Benefits and Services](#)

##### [Statutory Benefits](#)

[Social Security](#)  
[Unemployment Benefit](#)  
[Workers' Compensation](#)  
[State Disability Insurance Program](#)

##### [Welfare and Pension Benefits](#)

[Health Plans: The RETA Blue Cross PPO, RETA Blue Cross EPO, or Kaiser Health Plan EPO](#)  
[Dental/Vision Plan](#)  
[Retirement: The Roman Catholic Bishop of Oakland Lay Employees' Money Purchase Pension Plan](#)  
[Short/Long Term Disability](#)  
[Salary Reduction Agreement \(Retirement Annuity\)](#)  
[Flexible Benefit Plan](#)  
[Pacific Services Credit Union](#)  
[Basic Life/AD&D \(Accidental Death and Dismemberment\)](#)

##### [Employment Benefits](#)

[Sick Leave](#)  
[Sick Leave Policies Applicable to All Classifications](#)  
[Family Care and Medical Leave](#)  
[Vacations](#)  
[Teachers & Other Contract Employees, Including Administrative & Staff](#)  
[Non-Contract Employees, Including Classified Staff \(Exempt & Non-Exempt\)](#)  
[Part-Time Employees](#)  
[Personal Days](#)  
[Medical Certification of Fitness to Return](#)  
[Medical Leave: Disability Because of Pregnancy, Childbirth or Related Medical Conditions](#)

[Personal Leave of Absence](#)

[Bereavement Leave](#)

[Educational Leave](#)

[Military Leave](#)

[Administrative Leave](#)

[Jury Duty](#)

[Resignation](#)

[Disciplinary Probation and Termination of Employment](#)

[Dispute Procedures](#)

[Non-Exempt Employees](#)

[Overtime for Non-Exempt Employees](#)

[Time Records for Non-Exempt Employees](#)

[Meal Periods and Rest Breaks for Non-Exempt Employees](#)

[Paid Rest Breaks](#)

[Meal Periods](#)

[Academic Policies](#)

[New Course Proposals](#)

[New Textbook Adoption](#)

[Textbook Acquisition](#)

[School-Sponsored Trips](#)

[Foreign and Out-of-State Travel](#)

[Faculty and Department Meetings](#)

[Faculty and Counselor Supervision](#)

[Library Services](#)

[Transportation of Students](#)

[Public Address System](#)

[Emergency Procedures](#)

[Injury or Illness](#)

[Accident Reports](#)

[Administration of Medication to Students](#)

[Emergencies, Safety and Security](#)

[Administering First Aid](#)

[Site Cleanup Procedures](#)

[Earthquake](#)

[Fire/Fire Drill](#)

[Lockdowns](#)

[Business Policies and Procedures](#)

[Postage](#)

[Faculty Lounges/Dining Room](#)

[Photocopiers](#)

[Gym](#)

[Keys](#)

[Parking](#)

[Access to Campus](#)

[Use of School Facilities](#)

[Facility Use Policy](#)

[Facility Rentals](#)

[Theater Use Request for Outside Groups](#)

[Apparel Purchasing Policy](#)

[Fair Trade Policy](#)

[Purchasing and Reimbursement/Contracts](#)

[Business and Travel Expenses](#)

[No Child Left Behind \(NCLB\) Funding](#)

[Travel Reimbursement Guidelines](#)

[Commercial Airfare](#)

[Rental Cars](#)

[Personal Automobile](#)

[Other Ground Transportation](#)

[Lodging](#)

[Phone Calls](#)

[Business Meals](#)

[Travel with Family Members](#)

[Electric Vehicle Charging Stations](#)

[Electric Vehicle and Charging Station Overview](#)

[Access and Registration](#)

[Payment and Fees](#)

[Operation & Maintenance and Liability Issues](#)

[Contact Information](#)

[Sustainable Purchasing Guidelines](#)

[Overview and Definitions](#)

[Guidelines](#)

[Maintenance and Facilities](#)

[Facilities Improvements and Alterations](#)

[Maintenance Requests](#)

[Procedures for Alumni Reunions On Campus](#)

[Appendix: Downloadable Documents and Handbook References](#)

# History of Bishop O'Dowd High 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 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. Since that time, O'Dowd has been operated and administered by the Roman Catholic Bishop of Oakland and the Superintendent of Schools.

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.

Today's student body includes approximately 1200 young men and women served by approximately 180 full-time and part-time educators and staff and about 60 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 58 graduating classes fulfill roles of leadership and service, both in the local community and worldwide.

# Mission Statement

Bishop O'Dowd High School is a Catholic college-preparatory community, guided by the teachings of Jesus Christ, that educates its diverse student body to build a more just, joyful and sustainable world. Philosophy of Bishop O'Dowd High School

Bishop O'Dowd High School is a coeducational, college preparatory Catholic high school sponsored by the Diocese of Oakland serving the diverse range of students in Oakland and surrounding communities. Our integrated academic, spiritual, and extra-curricular programs develop exemplary graduates who communicate Christ to others by their lives and enrich society with Gospel values. Our school is a partnership of students, staff, parents, the community, and the Diocese of Oakland.

As a Catholic high school, Bishop O'Dowd High School challenges and encourages all members of its community to love 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.

## Integral Student Outcomes (ISOs)

To fulfill its mission, students at Bishop O'Dowd High School will find God in all things through:

### Community in Diversity

Recognizing the inherent dignity of all humans, attunes to the real world experience of difference and the shared experience of being human.

*When have I felt different? When have I felt connected? What do I want to do about that?*

### Strength of Character

Integrity with self and others built on truth and expressed in loving action guided by an informed conscience.

*How have I stood up for something good?*

### Academic Excellence

Purposeful pursuit of knowledge in a process of self-development and in service to the common good.

*What did I become curious about? How will I use what I learn to make the world a better place?*

## Social Justice

Responsible to stand in solidarity with the marginalized and to work for a more equitable society.

*Whom have I stood with, served, and empowered?*

## Kinship with Creation

Practices that care for God's creation as a sign for our love for God and neighbor.

*What have I done to support a sustainable natural world?*

## Joy

Passionate appreciation of the infinite love of God, of self, of others, and the gift of life.

*What have I grown to appreciate?*

## School Organization

Everyone at O'Dowd has an important role to play in the life of the school. As a community of faith, we work together to insure the success of our students. The following section provides brief job descriptions of some of the leadership roles at Bishop O'Dowd High School.

### Board of Regents

The Board of Regents is a governing Board of Limited Jurisdiction composed of between 23 and 28 members representing various sectors of the community. That limited jurisdiction includes but is not limited to setting policies (including finance and budget) for the school, engaging in and approving all planning and mission documents (such as the Strategic Plan), and ensuring that the actions of school personnel are both ethical and prudent. In addition, the Board evaluates the President.

The Bishop of Oakland retains a number of reserve powers, which include legal ownership of the school, appointment of the President with the advice of the Board of Regents, and final approval of the Principal, who is hired by the President. Through the Superintendent of Schools, the Bishop approves the bylaws of the Board, the mission statement, and various matters pertaining to the educational administration and the Catholic identity of the school. The Bishop retains ultimate administrative veto power over all decisions made by the President, Principal, Board, or Superintendent by virtue of his role outlined in Canon Law.

## The President

The President is the chief executive officer of the school and is responsible for the mission, philosophy, spiritual and vision leadership with the Principal. The President hires the Principal and oversees academics, campus life, and Campus Ministry through the Principal. The President is responsible for ensuring sufficient resources through direct oversight of finance and facilities, advancement, community relations and admissions. The President acts as the primary liaison between the school, the Board of Regents, the Diocese of Oakland, the feeder parishes and schools, and the broader community. The President is ultimately responsible for the successful overall operation of the school as accomplished through effective planning and delegation of responsibilities to the Executive Council, and faculty and staff. The President directly supervises the Principal, the Chief Development Officer, the Chief Financial & Administrative Officer, the Director of Admissions, and selected non-teaching personnel.

## The Principal

The Principal is the chief operating officer of the school. In collaboration with the President, the Principal shares responsibility for the integration of spirituality, faith, and learning within the school through successful academic and student programs. The Principal oversees all phases of policy implementation related to academics, curriculum and instruction, campus life and faith.

The Principal is responsible for the successful day-to-day operation of the school as accomplished through effective delegation of responsibilities to the administrators, faculty, and staff. The Principal has responsibility for oversight of curriculum planning and development, improvement of the instructional program and student assessment practices, and updating student records. He/she oversees the development of the school's master schedule for each academic year and the revision of the school's course catalog. In addition, he/she is responsible for coordinating with the Counseling Department to insure the scheduling/registration of returning students and the scheduling/registration of incoming freshmen. With the assistance of designated personnel, the Principal oversees the program of supervision, observation, and evaluation of the faculty and supervises the instructional program and the counseling program. The Principal oversees the discipline program. In conjunction with the Associate Principal, he/she oversees student affairs and co-curricular programs including interscholastic athletics. The Principal serves as the school's representative to the Board of Managers of the Western Alameda County Conference and the Association of Secondary School Principals of the Diocese of Oakland.

The Principal supervises the Associate Principals, all teachers, the main office, security and specified non-teaching personnel and students. The Principal is the facilitator of the Academic Council; and supervises Department Chairs, Director of Counseling, and the Librarian, the Academic Coordinator, teachers, front office staff and specified non-teaching personnel.

## Chief Financial & Administrative Officer

The Chief Financial & Administrative Officer (CF&AO) provides professional leadership and assistance to the President and Principal in the stewardship of the financial resources for Bishop O'Dowd High School in order to achieve the fullest attainment of the school's unique Catholic mission. The CF&AO serves as primary resource person to the President and Board of Regents in the preparation of annual and long-term budgets and ongoing financial control and reporting. As the CF&AO of the school, he/she assumes responsibility for effective day-to-day business affairs in conjunction with the Principal. He/she has overall responsibility for establishing and implementing a custodial and facilities maintenance program, both current and preventative, through delegation to the Director of Facilities, as well as capital projects/improvements to the campus through the direction of the Executive Council and Executive Committee to the Board of Regents. The CF&AO oversees the Human Resources Department of the school, as well as Food Services and the Dragon Den and Book Store.. He/she serves as ex-officio staff to the Finance Committee and the Building & Grounds Committee of the Board of Regents and is responsible for the efficient operation of the school Business Office. The Chief Financial & Administrative Officer supervises the Business Office personnel, and selected non-teaching personnel.

## Chief Development Officer

The Chief Development Officer provides professional leadership and assistance to the President in developing and leading a comprehensive advancement program for Bishop O'Dowd High School in order to achieve the fullest attainment of the school's unique Catholic mission. The Chief Development Officer is responsible for the planning, coordination, and implementation of an ongoing comprehensive development/advancement plan designed to market the school for image, enrollment, and resources. The Chief Development Officer works closely with the President and the Development Committee of the Board of Regents to involve others in the life of the school community through their contributions of time, talent, and money. The Chief Development Officer supervises the Director of Alumni Affairs, Director of Annual Giving, Director of Planned Giving, Development Office personnel, and adult and student volunteers.

## Associate Principals

The Associate Principal assists the Principal in the educational and administrative leadership of the school in order to achieve the fullest attainment of the school's unique Catholic mission and spiritual growth of students, faculty, and staff. He/she assists the Principal in leading and ensuring the quality of all curricular and co-curricular programs outside of Campus Ministry. The Associate Principal shares responsibility for the integration of spirituality, faith, and learning within co-curricular programs through the Athletic Directors, Director of Activities, and the Deans. The Associate Principal also coordinates all phases of policy and program implementation related to student discipline and decorum as well as the safety and security of the school with the assistance of the Deans of Students. The Associate Principal coordinates all

facilities use for co-curricular activities. In the absence of the Principal, the Associate Principal is responsible for the successful day-to-day operation of the school. The Associate Principal supervises the Athletic Director, Deans, Director of Activities , and specified non-teaching personnel and students.

## Academic Dean

The Academic Dean partners with the Associate Principal of Academics, Associate Principals and the Principal to intentionally facilitate a culture of care by planning, organizing and implementing an appropriate instructional program in a charism-aligned learning environment, specifically Community in Diversity and Academic Excellence, that guides and encourages teachers to develop and fulfill their professional potential. This role collaborates with the Director of Counseling, the Director of Health and Wellness, and the Director of Justice and Kinship to shepherd alignment with the charism across all school programs. Work is performed under the supervision of the principal or principal's delegate.

## Director of Counseling

The Director of Counseling reports directly to the Associate Principal for Student Life and supervises the operation of the Counseling Department with the goal of ensuring both the academic and the personal welfare of all students. His/her overall responsibility includes supporting student achievement of the graduation outcomes through the work of the Counseling Department.

## Director of Health and Wellness

Description (Under revision)

## Director of Justice and Kinship

The Director of Justice and Kinship partners with the Associate Principal of Ministry, Associate Principals and the Principal to intentionally facilitate a culture of care by planning, organizing and implementing appropriate service learning and sustainability programs. This person guides and encourages students to develop and fulfill their potential in alignment with the charism elements of Social Justice and Kinship with Creation. This role collaborates with the Director of Counseling, the Director of Health and Wellness, the Religious Studies Chair and the Academic Dean to shepherd alignment with the charism across all school programs. Work is performed under the supervision of the principal or principal's delegate.

## Director of Academic Support

The Director of Academic Support reports to the Associate Principal and is responsible for ensuring that all students with identified learning differences are provided with an academic program appropriate to their specific needs. She/he works closely with teachers and seeks to

ensure that Bishop O'Dowd High School can provide all admitted students with an appropriate program. He/she collaborates with the Director of Admissions, the Counseling Department, and individual teachers in this endeavor. His/her overall responsibility includes supporting student achievement of the graduation outcomes through academic support.

## Academic Support Liaison

The Academic Support Liaison plays a critical and supportive role in strengthening departmental efforts to provide quality support for our student body of over 1200 students. This position supports a student centered – student advocacy approach. Providing students with the assistance, guidance and resources necessary to be a successful student. The primary functions of the Academic Support Liaison is to work with students both in school and after, support the Academic Support department with administrative business as well as help find efficient ways to best support our students.

The Academic Support Liaison works in a flexible and collaborative environment.

The Academic Support Liaison is the direct report for the Dragon Success, Peer Tutor program, Academic coaching and Catch Up Support (including injury management - Return to Learn). The Academic Support Liaison reports directly to the Director for Academic Support.

## Academic Coordinator

The academic coordinator assists the principal and Associate Principals in the day-to-day operations of the school particularly those that interface with academic life like producing course catalogues, publishing class schedules and supervising academic student mailings. He/she is a member of the Academic Council and records and posts the minutes of this body. He/she facilitates teacher in-services, coordinates awards and the award ceremonies, and assists with graduation. She/he supports student achievement by organizing applications for UC course approval.

## Dean of Students

The Dean of Students reports to the Associate Principal. He or she is immediately responsible for the development and implementation of school policy relating to health and safety, student behavior and attendance. His /her overall responsibility includes supporting student achievement of the graduation outcomes through their work of discipline.

## Director of Athletics

The Director of Athletics reports to the Associate Principal and has overall responsibility for the leadership and administration of the athletic program including hiring and supervision of all personnel within the Athletic Department. His/her overall responsibility includes supporting

student achievement of the graduation outcomes through athletics. The Director supervises all coaches, the Associate Athletic Director and the Athletic Trainer.

## Associate Director of Athletics

The Associate Director of Athletics reports to the Athletic Director and assists the Athletic Director in leading and administering the athletic program including the supervision of the athletic trainer. His/her overall responsibility includes supporting student achievement of the Graduation outcomes through Athletics. The Associate Director supervises select coaches and administers the coaches' evaluation.

## Director of Activities

The Director of Activities reports directly to the Associate Principal and plans and administers the co-curricular and extracurricular programs for students and serves as a liaison between administration and the student body. The Director of Activities has particular responsibility for the ASB and Student Council. His/her overall responsibility includes supporting student achievement of the graduation outcomes through student activities.

## Class and School Committee Moderators

Each class and major school committee is moderated by a faculty member who is responsible for the students who participate in those assigned activities. The moderators report to the Student Activities Director. Their main objectives are to promote school spirit as a vital aspect of the educational mission of the school; provide leadership for school and class activities and mentor student leaders.

## Director of Admissions

The Director of Admissions provides professional leadership and assistance to the President and Principal in leading student enrollment management in order to achieve the school's unique Catholic mission through marketing of the school for image, enrollment, and resources. The Director is responsible for the planning, coordination, implementation, and program evaluation necessary to carry out initiatives for student recruitment, admissions, registration, financial assistance, and student retention for the high school. The Director works closely with the President and Principal and the Admissions Committee of the Board of Regents to plan strategies to fulfill enrollment and retention goals. The Director also collaborates closely with the President, Principal, and Chief Development Officer, the Counseling Department, the Senior Director of Marketing Communications and Web Designer in coordinating plans, events, and promotional materials. The Director chairs the Admissions Team, which makes recommendations to the Principal on admission of students to the school. His/her overall responsibility includes supporting student achievement of the graduation outcomes through admissions work. The Director supervises the Associate Director of Admissions and adult and student volunteers.

## Associate Director of Admissions

The Associate Director of Admissions provides professional assistance to the Director of Admissions in leading student enrollment management initiatives. The Associate Director is responsible for assisting in the planning, coordination, implementation, and evaluation of the Admissions Program. The Associate Director works closely with the Director of Admissions, the President, and the Admissions Committee of the Board of Regents to plan strategies to fulfill enrollment and retention goals. The Associate Director also coordinates and plans events and manages the office. The Coordinator sits on the Admissions Team and is responsible for supporting student achievement of the graduation outcomes through admissions work.

## Director of Campus Security

The Director of Campus Security reports directly to the Principal and is responsible for the supervision of campus security officers and campus safety during school hours and special events. In addition, he/she responds to campus emergencies after hours. His/her overall responsibility includes supporting student achievement of the graduation outcomes through the work of security.

## Director of Facilities

The Director of Facilities has a dual reporting relationship. He/she reports directly to the Principal for operational decisions and works closely with the President in matters of capital budget improvements. He/she is responsible for coordinating the maintenance and physical improvement of the campus. In addition, he/she supervises a staff and oversees the work of independent contractors in the execution of these duties. His/her overall responsibility includes supporting student achievement of the graduation outcomes through the work of facilities personnel.

## Associate Director of College Counseling

Description (Under revision)

## Department Chairperson

Reporting to the Principal and in collaboration with the Associate Principal, each Department Chairperson supervises the operation of an academic department and the teachers of that department. This includes but is not limited to faculty supervision and assessment, budgeting and curriculum development and implementation. His/her overall responsibility includes supporting student achievement of the graduation outcomes through the work of each department.

## Librarian

The Librarian reports to the Associate Principal and supervises the library and its staff. She/he is responsible for development of the library curriculum, oversees all aspects of the library operation, and is a member of the Academic Council. His/her overall responsibility includes supporting student achievement of the graduation outcomes through the work of the library.

## Library Assistant

The Library Assistant works under the supervision and direction of the Librarian. In his/her absence, the Library Assistant is responsible for operation of the Library. His/her overall responsibility includes supporting student achievement of the graduation outcomes through the library.

## Retreat Coordinator

The Retreat Coordinator reports to the Associate Principal for Campus Ministry and coordinates all Campus Ministry retreats, including the Freshman Retreat, Kairos and Senior Retreats. She/he recruits and trains student and adult leaders to help run the retreats.

## Director of Information Technology

The Director of Information Technology reports to the Associate Principal and is responsible for all aspects of technology infrastructure on campus. The Director of Information Technology is also responsible for the reliability and maintenance of the technology infrastructure, including email, phones, audio-visual equipment, wireless network infrastructure, internet accessibility, learning, and business/financial and Advancement applications. The Director of Information Technology oversees all aspects of the student and teacher 1:1 Laptop Program and supervises the Technology Support Manager on all facets of hardware/software support, repair, and maintenance. The Director of Information Technology is also responsible with the Director of Information Systems and Data Analysis and Instructional Technologist for development and oversight of technology professional development programs for faculty and staff as well as technology training for all students.

## Director of Information Systems and Data Analysis

The Director of Information Systems and Data Analysis reports to the Director of Information Technology and is responsible for the operation of the student information system (SIS), learning management system (LMS), as well as other academic technology systems. He/she works with members of the Administration to create student and teacher schedules. He/She works with the Instructional Technologist to provide technology training, education, and support. His/her responsibilities also include managing the Book Program, investigating and reviewing new academic and organizational technologies, promoting and managing the use of academic and organizational technologies and curriculum, and participating as a member of Academic

Council. His/her overall responsibility includes working with Administration to maintain and improve the relationship and roles of curriculum, instruction, and technology.

## **Instructional Technologist**

The Instructional Technologist reports to the Director of Information Systems and Data Analysis. His/her responsibility includes the production of training materials, direct technical support, and facilitation of internal professional development for students, parents, and teachers. In addition to supporting LMS and SIS needs, he/she also co-manages the Fourleaf Parent Directory, Carpool to School Program, BOWOW Classroom Curriculum, and Tech Check programs.

## **Technology Support Manager**

The Technology Support Manager reports to the Director of Information Technology. He/she is responsible for the physical maintenance and repair of technical equipment and devices used on campus by faculty, staff and students. His/her overall responsibility includes supporting student achievement of the graduation outcomes through technology. The Technology Support Manager supervises all IT technicians and student interns.

## **Director of Events and Alumni Relations**

Description (Under revision)

## **Director of Annual Giving**

Description (Under revision)

## **Director of Planned Giving**

Description (Under revision)

## **Director of Alumni Relations**

Description (Under revision)

## **Development Services Manager**

Description (Under revision)

## Senior Director of Marketing Communications

The Senior Director of Marketing Communications reports to the President. S/he is responsible for enhancing marketing communications with all constituencies, increasing brand awareness and building brand equity. Her /his overall responsibility includes supporting student achievement of the graduation outcomes through the work of building a pipeline of right-fit families for Admissions recruitment and growing brand equity amongst current and alumni audiences towards positive fundraising outcomes. S/he has overall responsibility for the leadership of the MarCom program and supervises the Communications Director, Webmaster/Videographer and Designer (part-time).

## Communications Director

Description (under revision)

## Webmaster

Description (Under revision)

## Office Manager and Assistant to the Principal

The Office Manager and Assistant to the Principal reports to the Principal. He/she is responsible for providing high-level administrative support to the Principal and the Associate Principals to ensure the success of all departmental projects. He/she is responsible for the smooth running and maintenance of the front office. He/she ensures the office is clean, orderly and welcoming. As the chief receptionist, he/she sets the appropriate friendly tone for any visitor coming to O'Dowd. The office staff reports to the Office Manager and Assistant to the Principal.

## Substitute Coordinator

The Substitute Coordinator coordinates substitution assignments and assigns substitutes on a daily basis. On behalf of the Principal, he/she holds the instructional staff accountable for following the substitution guidelines outlined in the handbook.

## Attendance Coordinator

Description (Under revision)

## Director of Logistics

Description (Under revision)

## Assistant Controller

Description (Under revision)

## Dragon Den Manager

Description (Under revision)

## Classroom Teacher

Teachers, the heart and souls of the academic program, are responsible for delivering the school's academic curriculum and conducting their classes in accordance with general school policy and the course outlines approved by their Department Chairpersons. Classroom teachers are immediately responsible to their Department Chairpersons and are under the general direction of the Principal. Their overall responsibility includes supporting student achievement of the graduation outcomes through their critical work of teaching.

## Counselor

Under the direct supervision of the Director of Counseling, each Counselor counsels and advises individual students in matters relating to both the student's academic program and his/her personal life, in accordance with school philosophy and policies. Their overall responsibility includes supporting student achievement of the graduation outcomes through their critical work of counseling.

## Registrar

Description (Under revision)

## Coaches

The varsity head coach in each sport is the lead person responsible for the overall operation of their specific sport. The varsity head coach reports directly to the Director of Athletics. All varsity assistants and junior varsity and freshman coaches are accountable to the varsity head coach, who is responsible to the Director of Athletics, who in turn is responsible to the Associate Principal.

## Athletic Trainer

The Athletic Trainer reports to the Director of Athletics and he/she works to promote the health and the safety of all participants in co-curricular athletic programs.

He/she oversees and is responsible for operation of the training room and is ordinarily present at athletic contests to provide immediate aid and attention to injured athletes. The Athletic Trainer also has responsibility, in consultation with a physician as appropriate, for authorizing return of injured athletes to practice/competition. His/her overall responsibility includes supporting student achievement of the graduation outcomes through Athletic training.

## The Organization of the Administration

### Executive Council

The Executive Council assists the President in strategic planning, setting school policy, personnel, legal matters and public relations, and advises the President and Principal in the development and implementation of policy and major programs. The Council serves as the liaison between the school and the Board of Regents. The members plan and approve all major buildings and grounds matters and then forward them to the Board of Regents. The Executive Council includes the President (chairperson), Principal, the Chief Financial & Administrative Officer, and the Chief Development Officer. The Council meets at least twice each month.

### Administrative Team

The Administrative Team consists of the Principal and the Associate Principals. Together they provide the operational leadership of the school, attending to day-to-day matters of instruction, campus ministry and campus life. The Administrative Team meets weekly. To ensure good communication and accountability; each team member meets with his/her Directors weekly. When necessary, key staff and faculty may be included in Administrative Team meetings to provide feedback and help with decision-making.

### Directors' Council

The Directors' Council assists the Administrative Team in the day-to-day school operations, facilitates communication within the entire staff, advises the Principal as to student and school affairs, and shares information necessary for orderly school operation. The Council also addresses issues related to the implementation of school policy, and planning. The Council is composed of the Principal (chairperson), the Associate Principals, Director of Counseling, Deans of Students, Director of Activities, Director of Logistics, Director of Facilities, Director of Academic Support, Admissions Director, and Director of Athletics or their designated representatives. The Council meets at least quarterly.

### Academic Council

The Academic Council reviews and makes recommendations on matters relating to curriculum, instruction and the overall academic program. The Council is composed of the following: Principal, Associate Principals, Librarian, Department Chairpersons, Director of Counseling,

Director of Information Systems and Data Analysis, and Director of Academic Support. The Academic Council meets monthly.

## Parent Support Organizations

### Dragon Parents

Members of the O'Dowd Dragon Parents include all parents or guardians of current students of Bishop O'Dowd High School. They work to support and enhance the educational ministry of the school. The Dragon Parents support the school by raising funds, providing parent education programs, and building community. They meet monthly. The Principal and Associate Principal are co-moderators.

### Dragon Athletic Boosters

The Dragon Athletic Boosters is an organization that promotes and supports athletic programs at Bishop O'Dowd High School by fundraising, providing assistance and advice, providing publicity, seeking community involvement and providing liaison and communication among the various teams and team supporters. The Dragon Athletic Boosters work in coordination with the Athletic Director, Associate Principal, President, Principal, and the Dragon Parents. The group meets monthly during the school year.

## Communication and Policy Making

### Internal Communication

The school's Christian philosophy dictates that we treat one another with care, concern, compassion and honesty. So it is the express desire of the school's administration that communication be direct and honest between all parties.

Administrative decisions are made and problems resolved, at the level at which an individual or group has authority to act. This philosophy requires that before major decisions that affect the entire community are made, the Executive Council and Administrative Team make every effort to ensure that appropriate consultation and information sharing with all concerned parties take place. In turn, members of the school community are encouraged to ask questions to avoid spreading unconfirmed information. Concerns about school issues should be discussed directly with personnel who can best address them.

In cases where authorization for a particular action is required, individual staff members make requests and report to the person immediately above them in the organization who is authorized

to make the decision in question. For example, a teacher seeking to implement a new textbook would seek approval from his/her Department Chair.

Administrators and staff meet regularly and have a variety of ways to communicate with one another. Besides meetings, formal means of communication in use at Bishop O'Dowd High School include: Email, the school's website, Faculty Handbook, Student-Family Handbook, The Dragon, postings in the faculty room, annual and monthly events calendars, daily announcements and special announcements, including memos from members of the administration. All staff members are required to utilize these means to keep informed on developments and changes in policy.

## External Communication

All external communications must be coordinated through the Senior Director of Marketing Communications and the Office of the President. Any time the press is on campus, the President, Principal, and the Senior Director of Marketing Communications must be notified. At no time should a member of the press, be it as a reporter or a photographer, be unaccompanied on campus. No one except the President or the Principal can authorize the use of campus facilities or students in Bishop O'Dowd High School uniforms, athletic or otherwise, by the press. A reporter may take a photograph during an athletic event in the course of reporting on that event, but a staff member may not authorize the posed photography of O'Dowd students without prior consent by both the student's parents and the administration.

## Changes in Policies and Procedures

In addition to the policies and guidelines contained in this Handbook, employment at Bishop O'Dowd is governed by the Administrative Handbook for Catholic Schools promulgated by the Diocese of Oakland applicable to all school employees. The Administrative Handbook for Secondary Schools is amended and updated from time to time. Employees should review and consult with the Administrative Handbook, as well as this Handbook, especially concerning personnel, benefits and leave policies. The Administrative Handbook is available either at the Diocese of Oakland school website ([www.csdo.org](http://www.csdo.org)) or upon request by contacting the Principal.

## General Professional Expectations of All Employees

As persons who regularly interact with students in a direct and intensive manner, classroom teachers, counselors, coaches and staff members are essential to building the school community. All faculty and staff of Bishop O'Dowd High School are expected to:

- Reflect a commitment to Gospel values and the Catholic tradition as expressed in the mission of the school;

- Understand that working in a Catholic school is participation in the Church's ministry of education rather than just a job to be done;
- Accept and support that the school is operated in accordance with the philosophy of Catholic education and publicly expressed commitment to Catholic education as described in the National Standards and Benchmarks for Effective Catholic Schools (see Appendix)
- Accept and support the Mission Statements for Catholic education contained in this Handbook and on the Diocese of Oakland School website ([www.csdo.org](http://www.csdo.org));
- Support the school's faith community as a reality to be lived in worship, service, retreats and interpersonal relationships;
- Provide an atmosphere which fosters the development of the faith of the students;
- Exhibit personal commitment to social justice and service of others, and practice Christian justice in the classroom and school community;
- Integrate Christian truth and values and Catholic culture into all courses and programs;
- Exhibit professional standards of attendance, punctuality, grooming, language, preparation, and relationship to students as both an adult example and member of a faith community;
- Perform duties in a competent manner; teachers teach in accordance with the established course of study for each subject;
- Maintain a classroom or office environment that is safe, clean and conducive to maximum student or parent interaction;
- Be available for students outside class time during the school day;
- Perform such duties consistent with the job which are assigned by the Principal including substitution and campus/athletic supervision;
- Recognize and respect the primary role of the parents in the education of their sons and daughters;
- Confer with parents when necessary and/or required and respond promptly to parental inquiries;
- Understand the goals and objectives of the entire school program;

- Use contemporary approaches of instruction, technology and methodology;
- Strive for continual professional growth;
- Welcome the professional evaluation of one's performance and actively respond to feedback in a constructive way;
- Observe the legal obligations of a teacher/staff member as a caretaker of minors;
- Enforce disciplinary and emergency procedures as established by school policy;
- Exercise mature judgment in forming relationships with students, recognizing that some types of interaction appropriate to adult relationships are inappropriate in the context of a adult/student relationships;
- Publicly support the school community and raise concerns about school issues in a direct manner to appropriate personnel.

## Code of Conduct

It is the policy of the school to hold every person accountable for maintaining the integrity of the teachings of the Catholic Church in all ministerial and professional relationships.

Any time school employees or volunteers use the influence of their role to engage in sexual activity with students, parents, employees, or volunteers; they involve themselves in irresponsible and unethical acts taking advantage of vulnerable persons.

Sexual contact between school employees/volunteers and those in their care is a violation of the ministerial relationship and is, therefore, never permissible.

Similarly, using one's influence for personal financial gain is an ethical violation of the ministerial relationship

## General Responsibilities of All Teachers

The Teacher agrees to carry out the duties of a Teacher in the Diocese of Oakland in a competent and professional manner. In carrying out those duties, the Teacher agrees to abide by Diocese of Oakland's Administrative Handbook for Catholic Schools (hereinafter referred to as "Administrative Handbook" and available online at <https://sites.google.com/a/csdo.org/human-resources-general/administrative-handbook> and Bishop O'Dowd High School Employee Handbook, as well as revisions to both handbooks.

These policies are incorporated by reference herein and are agreed upon as part of the teaching contract.

All faculty members are expected to:

- Arrive on school premises at least a half hour before your first class begins and remain thirty minutes after your last class concludes each school day.
- Open the classroom door by 8:15 A.M. and greet the students as they enter.
- Play an active role in supervising students at all times during the school day including stepping out into the hallways between class periods to monitor students.
- Fulfill campus supervision assignments.
- Sign out at the front office if it becomes necessary to leave campus during working hours.
- Attend all faculty and department meetings, collaboration meetings and student office hours as well as in-service programs, unless excused by the Principal.
- Because all classrooms are shared, teachers are responsible to keep their assigned classroom neat and the desk organized so that other teachers can comfortably work in the same space.
- Ensure that classroom furniture and fixtures are clean and in good order at all times, and promptly report any damage or vandalism.
- Check classroom voicemail/Email daily. Respond within 48 hours to messages.
- Check the faculty room bulletin board and mailbox daily, especially for substitution assignments. In case of emergencies, these requests may be distributed as late as 8:25 AM.
- Consult the master calendar when planning classroom activities and secure appropriate permission for off-campus field trips following the guidelines on the form.
- Become familiar school policies in the current edition of the Student-Family Handbook/Planner.
- Schedule personal appointments at times that do not conflict with department and faculty meetings, classroom and other supervisory assignments. If this is unavoidable, please speak with the Principal.

- Administer the student evaluation as prescribed by the Academic Council and Director of Curriculum and Instruction.

## Instructional Responsibilities at the Beginning of Each Semester

At the beginning of every semester, teachers are required to:

- Prepare Schoology courses. Courses should then be constantly updated to reflect a teacher's weekly instructional plans.
- Report any class roster discrepancies to the PowerSchool coordinator.
- Distribute course information sheets that outline all class policies and rules. Post these on Schoology. Email copies to the Associate Principal and Department Chairs.
- Instruct each class on classroom emergency evacuation procedures.

## Major Instructional Responsibilities

- Regular and timely feedback on student work is critical to student learning. Paper and digital work should be returned to students and grades entered into Schoology or PowerSchool at least once each two weeks that school is in session.
- A wide range of meaningful assignments leading to and measuring student mastery of course content and course objectives should be distributed across the semester and reflected in the Schoology gradebook or PowerSchool gradebook.
- All assignments that will be graded are to be entered prior to their due date so that they appear in the student assignment feed in Schoology. In-class activities are to be entered into the Schoology calendar.
- Maintain accurate seating charts for all classes, readily available to substitute teachers.
- Teachers will take accurate and timely attendance (at the beginning of each period) using PowerSchool.
- Only permit a student to leave class for urgent issues. Provide the student with a Hall Pass. Visits to the counseling center or to Administration occur only when students possess the appropriate pass from that office.
- Remain with each assigned class during the entire class period. In the event of an emergency that forces the teacher to leave a classroom for a brief period of time, the teacher is to instruct the students expressly that they are to remain seated and quiet and that no one has permission to leave the room. The teacher should also request a neighboring colleague to monitor the class during her/his absence or call the Main Office.

- Ensure that all students remain in the assigned room until the bell signaling the end of the period.
- Monitor compliance with the dress code by sending the student from class at the start of the period or immediately emailing the Deans.
- Notify the Main Office prior to conducting a class in any area other than the assigned room.
- When assigned to a last-period class, close and lock the classroom windows and doors and put chairs on top of desks at the end of the period.
- Teachers will review and implement their students' Educational Care Plans at the beginning of each semester. These are accessed through PowerSchool.
- Teachers will update grades in PowerSchool for each student every two weeks.

## Substitute Teachers

Substitution for absent teachers is provided by both regular faculty members and other persons authorized by the Principal through the Substitute Coordinator. Persons employed on a periodic basis as substitute teachers are authorized to do so by the Principal through the Substitute Coordinator. In this case, no one may serve as a substitute unless he/she has submitted all documentation required of a contracted faculty member. This documentation is part of the hiring process and managed through the Business and Human Resource area. All external substitutes are considered to be faculty members of Bishop O'Dowd High School while they are performing their duties and as such are held to the same standards of professional conduct, behavior and dress and are expected to fulfill the same responsibilities as required of contracted faculty members outlined in this handbook.

All substitutes are to follow the substitution guidelines described on the substitute form. These include:

- Administering the lesson plan(s) provided by the students' regular teacher, and actively supervising the class, even if the students are working quietly on a task.
- Becoming familiar with emergency procedures, including evacuation routes.
- Reporting attendance and sending it to the attendance office within the first five minutes of the period.
- Ensuring that all school policies, including the student dress code, are observed.
- Locking the classroom doors when leaving.

# Teacher Communications

When parents/guardians initiate contact with a teacher, the communication must be responded to within 48 hours. This includes but is not limited to telephone calls, letters or emails. Teachers should make personal notes of all telephone calls and preserve emails, conference notes and written communications with students' parents/guardians. To protect the teacher and the student, brief notes should be entered into PowerSchool log notes immediately following a parent communication.

## Student/Teacher Interactions

The basic relationship that must exist between a teacher and each student is professional in nature and requires that clearly understood boundaries are established and scrupulously observed. Although there exists a long-standing principle that educators act in loco parentis when students are in their charge, it is extremely important for teachers to bear in mind that they are not in fact their students' parents or friends. Educators need to be aware of the personal and professional dangers that arise when professional boundaries are transgressed.

Accordingly, all faculty and staff of Bishop O'Dowd High School are expected to adhere to a high standard of professional behavior and decorum in their relations with every student. All faculty and staff are expected to follow the Code of Conduct Involving Interactions with Minors in the Diocese of Oakland, contained in the appendix of this document. The following guidelines among others apply:

- All student/teacher contact, at all times, whether initiated by the teacher or the student, is to be for the purpose of dealing with school-related matters; when sensitive personal matters arise, the teacher must ensure that his/her involvement remains on a professional level. Teachers should refrain from social networking with current students.
- When meeting students individually, regardless of gender, teachers must ensure that the room door is open or that it has a window that offers an unobstructed view of the interior of the room.
- Teachers are not to visit students at home without an express invitation from a parent or guardian and in no case without at least one parent/guardian present at all times.
- Teachers are not to invite students into their own homes, even for the purpose of discussing school-related matters.
- Teachers are not to travel with students, except on trips officially sponsored and/or sanctioned by Bishop O'Dowd High School.
- An employee should make every effort to avoid being the only adult in a student bathroom when students are using the facility. An employee should also avoid being the

only adult in the showers, locker room or other dressing areas whenever students are using those facilities.

- During school-approved trips, under no circumstances is a teacher or other adult other than a parent/guardian to be present in the hotel room or sleeping area of a student. Likewise, under no circumstances is a student to be present in the hotel room or sleeping area of a teacher or other adult other than the parent/guardian.

All employees shall be required to complete Safe Environment Training as required by the Bishop of Oakland as administered by the Chancellor of the Diocese of Oakland and the Diocesan Safe Environment Office.

## Student Support Protocol

A faculty or staff person who has immediate concerns about a student should call the Main Office, at extension 110, to ask that an adult come to escort the student out of the classroom. The Main Office will contact either come to get the student or contact the deans and/or counselor depending on the situation. Teachers should never leave a classroom unattended.

Some examples of immediate concerns include, but are not limited to:

- Student has not returned from the bathroom (ID student to the front office so that the deans/campus security can follow up)
- Student has a medical emergency
- Student is angry or crying
- Suspicion that student is drunk or high or otherwise under the influence of a substance

In the case of a student being in imminent danger after school:

During after school hours, the faculty or staff person aware of a student in crisis should assess whether 911 or a family member should be called depending on the level of crisis (immediate danger or not). The adult supervising the activity, or, if there is no supervising adult, a security guard, will assist the student. Supervising adults should have the student contact a parent or guardian to come pick up the student immediately or call 911. The supervising adult should not leave the student unattended.

- Follow up procedures include, emailing an AP or Principal about the incident immediately following the situation.

## Student Confidences

Teachers and all staff members are cautioned that information given them in confidence by students is generally not legally protected as confidential, except in limited circumstances recognized as legally privileged. In case of civil or criminal litigation, a court can compel a teacher or staff member to divulge information given in confidence by a student.

School policy (and the law) requires that any information divulged by a student that suggests or indicates that the student may be planning to do harm either to her/himself or to another person or persons must be reported immediately to the school administration. In addition, any information provided by a student concerning reports of possible illegal harassment, bullying, retaliation or discrimination must be investigated by the school and such information must be reported by the teacher or staff member to school administration for investigation. Finally, any information provided by a student can not be confidential if knowledge by the teacher or staff member would trigger a mandatory reporting obligation. In all of these areas, these disclosure duties apply even if the teacher or staff member has given any student a guarantee or promise of confidentiality.

Prior to accepting any student confidence, the teacher or staff person must make clear that he/she will not be able to maintain the confidence if the student reveals something that indicates the student or another may be at risk, or information that the school would be required by law to investigate or report (as described in the preceding paragraph).

Accordingly, all teachers and staff members are to tell all their students, "I will keep confidences that you entrust to me, so long as no one's life, health, or safety is at risk, and there is no school policy or law that has been or will be violated."

## Student Discipline

Positive discipline philosophy at O'Dowd centers on the following key concepts. When a teacher is faced with a challenging student, the teacher should remember it is his/her job to:

- Teach. Teenagers make mistakes and are developing morally and intellectually. Good discipline is firm and kind; is neither permissive nor punitive.
- Understand the reasons a student behaves the way he/she does and work to change those beliefs and the behavior.
- Communicate effectively and problem-solve WITH the student to make the situation better; focus on solutions instead of punishment.
- Encourage the student by noticing effort and improvement
- Build long-term self-esteem; develop mutual respect
- Teachers are expected to establish a classroom atmosphere that is both safe and conducive to student learning. Clearly stated behavioral as well as academic expectations, along with appropriate consequences for inappropriate behavior, help ensure such an atmosphere.

In the event a teacher encounters continuing difficulties dealing with a student, the teacher should take these steps:

- Attempt to work out the difficulty with the student, in a private meeting.
- Meet with the parents of the student and the student if the matter is still not resolved.
- Notify a Dean in writing to initiate action at the administrative level only if neither of the above steps produces satisfactory results.

Ordinarily, a student is not to be referred to the Deans for disciplinary action during class times unless, in the teacher's judgment, keeping the student in the class would be disruptive. In such a situation, the student must be accompanied to the Deans' offices by a responsible adult. The teacher can contact the office and ask that an administrator come to the classroom.

No teacher has authority to remove a student permanently from her/his class or to suspend or expel a student. A teacher may require students to remain after school for up to one hour, provided the teacher monitors/supervises her/his own detention. Only a Dean can impose a general detention, which is served after school.

Although teachers have considerable leeway in determining sanctions for inappropriate student behavior, the following are NEVER acceptable at Bishop O'Dowd High School:

- Corporal punishment (defined as any touching for a punitive purpose).
- Anything that could result in physical and/or emotional injury to a student.
- Anything unduly demeaning to a student.
- Excessive academic penalty (other than for not fulfilling published course requirements)
- The practice of favoritism (i.e., making exceptions on the basis of gender, academic achievement or athletic ability)

## Teacher Planned Absence

The procedure in the case of a planned absence (i.e. field trip, professional activity, medical appointment) is as follows:

- Complete a Faculty Absence form and submit it to the Substitute Coordinator at least three working days prior to the planned absence. (Failure to observe this deadline may result in non-approval of the requested absence.)
- When approval is received, review the Substitution Guidelines provided, submit the plan and materials for each class to be covered to the Substitute Coordinator.

# Teacher Emergency Absences

The procedure in the case of illness or emergency is as follows:

- Notify the Substitute Coordinator with a phone call prior to 7:30 A.M. on the day of the absence. Please call the coordinator at 510-577-9100 x 116.
- Provide a purposeful, meaningful written assignment for each class to be covered. (See guidelines in the appendix.) The substitute is required to conduct the class according to the lesson plan/assignment provided.
- Inform the Substitute Coordinator if an absence of more than one day is foreseen.

# Teacher Observation and Evaluation

The Principal has overall responsibility for the supervision of teachers. The Associate Principal and Department Chairpersons, under the direction of the Principal, play important roles in the observation/assessment process which assists the Principal with teacher supervision.

The purposes of observation and evaluation are to

- Facilitate the continuous improvement of instruction
- Assist teachers to attain and maintain skills, attitudes and behaviors that positively impact classroom learning
- Promote better understanding of professional roles and responsibilities

The evaluation of a teacher is a process in which observations are made regarding a teacher's work and constructive feedback is provided. This evaluation is a collaborative and continuing process for the purposes of improving the quality of instruction and of assessing the teacher's overall effectiveness.

## **New and Probationary Teachers**

Supervision for new and probationary teachers will ordinarily incorporate two or more classroom visits per year which may include pre-and post-visit conferences. In addition, it will include review of materials such as Schoology, PowerSchool, lesson plans, teacher-generated student assignments and other documentation. Classroom visits may be announced or unannounced.

## **Regular Non-Probationary Teachers**

The supervision process will generally involve one or more unannounced observations. Teachers will receive feedback and are invited to engage in further conversation or written dialogue about teaching and learning. A final written evaluation, signed and dated by both the

teacher and the evaluator, is kept on file. The teacher has the opportunity to respond orally or in writing any aspect of the evaluation.

A formal summative evaluation, evaluation which includes pre-and post-visit conferences between the teacher and the evaluator, is carried out at any time if a teacher's overall effectiveness and suitability are called into question. This may occur as a result of the findings of one or more observations carried out in the course of regular formative evaluation or because of one or more incidents/ situations that suggest the teacher's effectiveness and suitability to teach could be challenged. In either case the Principal or Associate Principal will determine whether summative evaluation is required.

## Continuing Education and Professional Growth

As members of a profession dedicated to assisting young women and men to achieve their full potential, all educators must be committed to their own continuing education and growth, both as persons and as professionals. Accordingly, Bishop O'Dowd High School both encourages and requires its teaching faculty and administrators to participate on a regular and continuing basis in personal and professional development activities.

Although the school provides a number of professional development opportunities (in-services) during each school year, personal and professional development is ultimately the responsibility of each member of the teaching faculty and administrative group of Bishop O'Dowd High School. Accordingly, each member of the teaching faculty is required to maintain an up-to-date professional growth plan that reflects the teacher's commitment to increasing his/her knowledge and skills in the six domains of professional growth outlined below.

Each teacher will meet annually with her/his Department Chair to review the teacher's professional growth plan and her/his progress in each of the following domains of professional growth that have been adopted by the Department of Catholic Schools of the Diocese of Oakland and by the California Commission on Teacher Credentialing:

- Catholic identity and spirituality
- Instruction and assessment
- Subject area or area of program specialization
- Use of instructional technologies
- Student health, safety and growth
- Classroom management and community relations

The teacher will share his/her plans with the Department Chair and the Associate Principal.

## School Support of Professional Growth

(Under Revision)

The school will endeavor to provide each teacher with funding support for professional growth each year. In order to qualify for this funding, a teacher must complete the Professional Growth Assistance form and submit it to the Associate Principal prior to making any commitments. The application will be evaluated according to the following criteria:

- The workshop, conference or course for which funding is requested offers professional growth in knowledge or skills that will result in improvement of instruction and will directly benefit the teacher's current assignment
- The workshop, conference, or course generates college credit or similar certification
- The teacher's Department Chair supports the application.
- The applicant is a full-time faculty or staff member (applications by part-time faculty will be considered only after all applications by full-time persons have been adjudicated).

The Associate Principal will work with the Principal to determine awards of financial assistance for professional growth; keep a record of professional growth applications and ensure that professional growth credits are recorded in each teacher's file. Any dispute with respect to funding will be adjudicated by the Principal.

The importance of continuing education is reflected in the requirement that each teacher and administrator complete six semester units of continuing education credit (equivalent to 72 hours of certified attendance at in-service programs or similar workshops) every three years, in order to be eligible to advance on the salary scale. In order to qualify for this credit, all continuing education programs not provided by the school must have the prior approval of the Associate Principal.

As per policy of the Diocese of Oakland, evidence of professional growth is a condition of continued employment, and persistent failure to fulfill this requirement can result in non-renewal of contract.

## Teacher and Staff Technology Policy

### Technology Device Responsibilities

You have been supplied with a school-owned laptop computer and/or tablet (school-owned devices) to help you in your work. These school-owned devices are the property of Bishop O'Dowd High School and must be returned at the termination of employment in acceptable and functional form for its age. These school-owned devices by their very nature are designed to be portable and you may take them home or elsewhere off-campus. However, we expect you to take care of your school-owned device and protect it against damage or loss. If your school-

owned device is damaged beyond repair or lost, and the damage/loss is determined to be due to your negligence, you may be required to pay \$500 towards the cost of the replacement laptop computer and/or \$250 towards the cost of the replacement of the tablet. Please note that, if you had a school-supplied device, it is mandatory that it be replaced, should it be lost or become unusable due to damage beyond the warranty coverage of the device's value. The determination of negligence will be made jointly by the Principal and Chief Financial & Administrative Officer. Examples of negligence include, but are not limited to, the following (which have all happened at Bishop O'Dowd):

- Laptop left inside a car and visible through car windows.
- Laptop left in a classroom without securing the classroom.
- Laptop left on top of a car while driving.

If the computer is lost or stolen, the teacher/staff member is required to report the loss within 24 hours to the Technology Support Center (Room 209) via phone or Email (techsupport@bishopodowd.org).

## Technology Obligations

Faculty/staff of Bishop O'Dowd High School must use their school Email address for any school related communications. Teachers are required to take daily attendance and update their grades every two weeks through PowerSchool.

Each teacher must have their courses available in Schoology. Schoology, a learning management system (LMS), is a teaching tool. Using an LMS requires the same intentionality as all lesson planning and should always be related to:

- What do I want students to learn?
- How does this activity help them learn?
- How does this assessment help me to know that they have learned?

The use of an LMS requires teachers to be more intentional with how to use digital spaces. Students and their primary educators, their parents, must navigate seven to eight academic spaces. To that end, a few items must be consistently deployed across all classes.

## Course Organization

Here is a list of the items to be organized in Schoology:

- A folder item called "Course Information" is the first item in every class
- Course Information Sheet
- Any additional course specific information
- Unit Folders (Unit #, Name, Start Date for Unit)

- Unit Overview
- Descriptive Titles of Elements
- Items in chronological or reverse chronological order

## Assignments

Assignments, Quizzes, and Discussion Boards automatically pre-populate the gradebook and the assignment list that students and parents see when they log in to Schoology. Any graded item for a class needs to be added as an assignment, quiz, or discussion board in Schoology before its due date regardless of how it will be collected (electronically or on paper).

## Calendar

To record what happened in class create a “Today in (use your subject) Class” calendar entry that provides a brief summary of list of what happened in class (can be entered daily or in advance on a weekly or monthly schedule).

Teacher/staff members must have working knowledge of Microsoft Office Suite®, including Microsoft Word, PowerPoint, and Excel commensurate with their job requirements. Teachers are required to attend mandatory faculty technology training sessions. Additionally, teachers are required to continually add to their technology skills by attending a variety of technology training sessions offered during the school day throughout the school year.

All work created on school computers is the property of Bishop O’Dowd High School. Any personal work should be created on a computer owned by the faculty/staff member.

## Beginning and End of Semesters and Grading Periods

Within two days of beginning each semester, teachers must have their PowerSchool gradebook and Schoology classes activated. Grades must be updated every two weeks and an assignment must be graded and logged in PowerSchool within two weeks from the day the assignment was collected.

At the end of each grading period, teachers must make comments, using the school comment bank, for students receiving a grade of D and lower.

At the end of the semester, a teacher may overwrite a grade for students whose grades are very close to the next highest grade based on qualitative analysis of the student’s performance.

## Parent Phone Calls and Emails

Teachers are to log parent communication into PowerSchool as a Log Entry. Teachers are encouraged to keep their own record of phone conversations as well. Email conversations between teachers and parents should be archived in folders in the teacher’s email program. This preserves the emails for later referral. Phone calls and emails from parents or students of

particular concern or those exhibiting hostile undertones should be forwarded or Cc'd to the Principal and/or the student's counselor.

## Acceptable Use of Technology

Faculty and staff of Bishop O'Dowd High School embody the mission of the school. Technology must be used in support of the school mission and policies. Activities performed on school-owned technology devices are subject to search, review, and scanning. Inappropriate use, including the downloading/uploading of illegal music, movies, images, or objectionable materials, loading of illegal software, and visitation/solicitation of inappropriate websites will result in an investigation that could lead to formal reprimand, legal prosecution, and/or termination of employment. Faculty and staff are forbidden from making unauthorized copies of copyrighted/licensed software; or giving, lending, or selling copies of such software to others. Faculty and staff are further not permitted to bring software applications or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

Faculty and staff must be particularly mindful of the age and maturity of students. Engagement in non-school related dialogue, both online and offline with students, places the teacher at risk. As such, faculty and staff are not permitted to 'friend' school parents, guardians, or students on social networking sites. Faculty and staff should not 'friend' a student until the student has graduated from high school and are 18 years of age. Faculty and staff are further not permitted to call or text students using their personal electronic devices. Teachers should always keep archived records of virtual class transcripts and immediately report any conversation that makes the teacher feel uncomfortable.

Additionally, faculty/staff public online behavior that reflects negatively on O'Dowd, its employees, or the mission of the school, could lead to formal reprimand and/or termination of employment.

## Passwords & Data Responsibility

### Responsibility to Protect Access to Data

Employees must use secure passwords to prevent unauthorized access to their employee accounts including email, Schoology and PowerSchool. The following examples of passwords are never acceptable: "default," "password," "bod123," "bod12345," "bod123456," "dragons123," any variation of the default passwords, your name, any variation of your name, anything that a student could reasonably guess is your password (your child's name, your hometown, your favorite college, your pet's name, etc.). It is also never acceptable to have your password and login written on your computer or anywhere that a student might come across it. Failure to abide by this policy can result in immediate termination of employment.

## Best Practices for Secure Passwords

Mix letters, cases, numbers, and symbols.

Use a different password for every account.

Password protect all of your devices (computers, tablets, phones).

If Passwords are difficult for you to remember, see members of the Technology Department for recommendations and help installing secure password management software.

## Faculty and Staff Use of Social Media

O'Dowd respects the right of faculty and staff (employees) to use social media and networking sites, as well as personal websites and blogs, but it is important that employees' personal use of these sites does not damage the school's reputation, its employees, or its students and their families. Employees are to be held accountable for their online communications, particularly when conducted with a school email address, using school resources, or while discussing school-related activities.

Employees must serve as a positive role model for students and recognize that social media participation may be visible to current, past, or prospective students, parents, colleagues, and community members.

With regard to social media, employees must adhere to the following guidelines:

### **School-related uses of social media:**

- Employees may not make statements that would violate any of O'Dowd's policies, including its policies concerning discrimination or harassment.
- Employees must uphold O'Dowd's value of respect for the individual and avoid making defamatory statements about O'Dowd, its employees, students, or their families.
- Employees may not disclose any confidential information of O'Dowd or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
- Employees may not engage in official marketing through their personal social media accounts without the approval of the Senior Director of Marketing Communications.
- Employees must not post any official academic information (e.g. grades) in a social media platform.
- Social media tools (e.g. blogs, Facebook pages, Twitter accounts, wikis, podcasts, etc.) used by teachers for academic or co-curricular purposes are subject to review for proper online etiquette and compliance with U.S. copyright laws.

### **Guidelines for personal uses of social media:**

- Faculty and staff are not permitted to ‘friend’ school parents, guardians, or students on social networking sites. Faculty and staff should not ‘friend’ a student until the student has graduated from high school and are 18 years of age.
- Employees must carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.
- Employees must use caution in connecting to supervisors and subordinates because these requests may apply unintended pressures that may impact the professional relationship.
- Employees are encouraged to remind other members of their social network of their position as an educator whose profile may be viewed by students and members of the school community.
- While O’Dowd encourages active engagement in a range of activities and intellectual pursuits dedicated to building a moral, just and peaceful world (including social, political, religious, and civic-oriented activities), employees should be aware that an individual’s right to participate in these activities must be balanced with O’Dowd’s right to manage public communications in its name, on its behalf, or which reflects on our tradition of excellence.
- Employees are not permitted to use the school’s logo, trademarks, official photographs, or any other intellectual property or proprietary materials in any postings to social media without the consent of the Senior Director of Marketing Communications.
- If O’Dowd believes that an employee’s activity on a social media or networking site, blog, or personal website may violate the School’s policies, O’Dowd may request that the employee cease such activity. Depending on the nature and severity of the incident, the employee may be subject to disciplinary action.

## Student Assessment and Grading Policies

### Assessments

Classroom assessments can include a wide range of options, from recording anecdotal notes while observing a student to administering standardized tests. Regardless of the form, effective classroom assessments provide the feedback and motivation that students need to excel. It is the teacher’s responsibility to provide a wide-variety of assessments to meet student needs and determine the success of instruction. Quality assessments allow students to demonstrate knowledge of content, depth of understanding, critical thinking skills and proficiencies.

# Tests

A test is defined as a set of questions or exercises evaluating skill or knowledge. Tests should be used to evaluate if students have grasped key concepts. Tests should be considered “instructional tools” so they must be returned in a timely manner and reviewed with the students to be effective.

While regular testing used in this manner can be indispensable to the overall educational process, it must not become the exclusive means of assessing student progress. Teachers are asked to be sensitive to the fact that on any given day their students have two or three other subjects for which they may be preparing for some form of assessment.

Teachers are required to retain corrected final exams for one full semester after they were administered.

## **General Guidelines for Testing:**

If your purpose is to assess student mastery of material, it is important to reduce the likelihood of cheating in order to get a relatively accurate idea of what a student has mastered (assuming, of course, that the test assesses mastery of that content).

## **All Tests**

1. Be explicit with your students each time you test about what cheating is in your classroom. It can vary--some teachers allow an index card or sheet of paper while others allow absolutely nothing.
2. Be fully present during testing time. I know it's tempting to answer emails or grade/record student work, but you can't adequately monitor a classroom while multitasking.
3. Place yourself at the back of the room where you can see everyone. Walk around periodically. Insist that phones are put away--those nasty little cameras make it so easy to share your test, and messaging makes it so easy to get help from a friend.

## **Electronic Testing**

1. Use randomized questions and randomized answer selections.
2. Shut off immediate feedback.
3. Be explicit that students may have only 1 tab open in their browser and no other programs running.
4. Place yourself where you can see every screen in the room.

5. Be fully present during testing time. You cannot adequately monitor a classroom while multitasking.

## Quizzes

Quizzes are defined as an assessment tool that can be administered in about fifteen minutes' time and that students can adequately prepare for simply by being up to date in their course work. Quizzes, announced or unannounced, may be administered at any time.

## Alternative Assessments

Alternative assessments may include portfolios, PowerPoint presentations, research reports, essays, webcasts, online journals, blogs, video conferences, art projects, presentations, group projects, discussions, peer teaching. Department members should collaborate and share alternative assessment ideas that are valuable and effective.

## Review of Assessments

It is obvious that no assessment tool contributes to student learning unless each student, under the guidance of the teacher, has the opportunity to review her/his performance in detail. The policy of Bishop O'Dowd High School in this regard is as follows:

- Once administered and graded, every assessment instrument, including tests and quizzes, must be reviewed with the students, with a view to ensuring they understand how their grade was calculated and, more importantly, what material they still need to master. This review should take place as soon as possible after the assessment was administered.
- If a teacher wishes to maintain a bank of test/quiz items for future use, he/she is still responsible for ensuring that students have ample opportunity to review their performance in detail. Security of banks of test/quiz items does not constitute acceptable grounds for failure to review tests and quizzes in detail with students.

## Student Grading System

Bishop O'Dowd High School utilizes a semester grading system, issuing a progress report to parents mid-semester via email. At the beginning of the academic year, parents and students are given a personal access code so that they can follow their course grade progress online. Semester report cards are emailed to students' email address on record.

O'Dowd High School is committed to the principle that determining fair and equitable grades for all students requires the use of multiple assessment modes. Naturally, it should be the goal of every teacher to prepare his/her students for success. The failure rate of courses should be

minimal because the variety and character of the assessments, combined with good academic habits, have encouraged learning and inspired responsibility.

During each semester, teachers are expected to employ a variety of assessment tools for the purpose of determining semester and final grades in each course, which may include but are not limited to portfolios, essays/research papers, objective tests, quizzes, and examinations. (See the section on Assessments) All courses are required to hold final exams. The only exception would be a culmination project that is agreed upon by the Department and approved by Academic Council. Assessment should be considered a continuous process throughout the duration of a course of study. Seniors can be exempt from finals in some second semester courses if they have achieved a final grade of 93%. This requires Department approval.

Each teacher, subject to general departmental grading policies, is free to construct a grading system for each of his/her classes. The teacher should provide a high number of quality, meaningful assignments and assessments. It is suggested that there be a minimum of 15 graded quality assignments each quarter.

## Grading Definitions

Grades of “A,” “B” and “C” are college recommending and should therefore reflect the teacher’s professional assessment that the student has demonstrated an appropriate level of competence in the subject.

“D” grades give credit for high school graduation but are not college recommending.

“F” grades in required subjects must be raised, either through repeating a course or upgrading at summer school to meet graduation requirements.

Grades of “Incomplete” will be given only with the authorization of the Principal, and then only for a specified time, after which a letter grade must be assigned.

The Course Information Sheet given to students at the beginning of each semester must include an explanation as to how grades are computed. Students (and their parents/guardians) should be encouraged to monitor course progress through their personal PowerSchool record. It is also important that students and their parents/guardians clearly understand deficiencies that need to be corrected. The teacher should warn the parents when the student is in danger of failure.

## Student Withdrawal before the End of the Grading Period

Bishop O’Dowd High School is a semester school and therefore awards units based upon completion of course work at the end of the semester. The following procedures have been created to award credit for students withdrawing in cases of hospitalization, transfer, moving, etc.

If a student leaves prior to the semester mid-point:

- The counselor will verify with the teachers the student's most up-to-date grades.
- The transcript with courses-in-progress and the student grade-to-date form will be released to the new school.
- No units will be awarded by Bishop O'Dowd.
- The units earned will be determined by the receiving school.

If a student leaves at the mid-point of the semester:

- Quarter grades on the transcript will be released to receiving school.
- 2.5 units will be awarded by Bishop O'Dowd for each course.

If a student leaves prior to the end of a semester:

- The counselor will verify with the teachers the student's most up-to-date grades.
- The student grade-to-date form will be completed.

Students who withdraw prior to the mid-point of "Quarter Two" or "Quarter Four" will receive exit grades and 2.5 units for "Quarter One" or "Quarter Three" respectively; no additional units will be awarded.

Students who withdraw after the midpoint of Semester One or Semester Two will either:

- Receive semester grades and units if so deemed by the Principal after consultation with the teachers and the counselor. The student may be required to take a final exam OR
- Receive exit grades, but no semester units of credit, if so deemed by the Principal after consultation with the teachers and the counselor. The receiving school will award the units. A transcript with courses-in-progress and a student transfer notice will be sent to the receiving school.

## Student Absences and Tardies

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.

Teachers and coaches are not to refuse permission for a student to miss class to attend retreat or to penalize a student for attending a retreat. If a teacher has serious concerns in this regard, he/she must discuss them with the Associate Principal responsible for school retreats who alone will determine whether and when the student can attend retreat.

Students who miss class and assignments as a result of disciplinary action will be afforded the opportunity to make up assignments and tests. Discipline consequences are separated from academic requirements, but those disciplinary consequences will heavily impact a student's record.

Outside of school retreat attendance, there are no "excused absences." In the case of absences due to field trips, athletic contests, campus tours, etc., students are responsible for making up work missed. The responsibility should fall to the student and not place an undue burden on the teacher.

In order to receive credit in a class, a student should not miss more than seven days (7) in any one class per semester (excluding absences at retreats). If a student accrues eight absences in a semester the student could be denied credit for that class and a mark of "NG" (No Grade) will appear on the student's report card. Students with an NG will be required to meet with their counselor. The parents will be included in the meeting. Students will be asked to explain the reason for the excessive absences and why they should receive course credit. After consulting with the student's counselor, the Principal will make the final determination. If the decision is a positive one, credit will be given for the class in question; otherwise the NG will revert to an F.

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 to the Attendance Office and should not be admitted to class without a slip. There are no "excused tardies." A tardy is a tardy no matter what the reason.

If a student arrives after 9:00, the tardy is recorded as an absence. Students who accumulate excessive tardies may also experience academic consequences as delineated in a teacher's course information sheet. Up to 10% of a student's "academic habits" grade may be impacted by excessive tardies since learning to be on time for class is a value.

## Extended Student Absence Due to Illness/Injury

In the interest of ensuring that each student has a fair and equitable opportunity to achieve academic success when serious illness or injury leads to extended absence from school, Bishop O'Dowd High School does not specify a minimum number of class periods that a student must be present for in order to qualify for a passing grade. Although teachers are strongly encouraged to use attendance as a criterion in assessing student progress, concern for the welfare of the individual student who is legitimately hindered from attending school must override any strict application of policy.

When a student is likely to be absent from school due to illness/injury for longer than ten (10) consecutive school days, the following procedures will be followed (It is the responsibility of the student's parent/guardian to inform the school authorities of the student's illness/injury):

After securing a physician's certificate attesting to the student's condition, the counselor will notify each of the student's teachers of the absence and if alternative lessons and assessments for the student in question will be needed. Faculty members are responsible for posting assignments on Schoology.

The counselors and Principal arrange conferences with parents and students as appropriate.

## Grade Reporting

Grades are recorded and reported on PowerSchool. Students and parents have the opportunity to monitor and review student progress online. Teachers are required to enter comments for "D" or "F" grades. Comments on student performance are limited to the drop-down list options.

In addition to semester reports, teachers are required to discuss a student's course progress personally with the student (and/or, upon request, with the parent/guardian), during the semester, especially where a student is experiencing significant difficulties (i.e., achieving a grade of D or lower).

## 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 the appointment form.

Parents/guardians are strongly encouraged to contact teachers at any time to discuss a student's progress. All faculty and administrators are expected to be present on campus for all scheduled parent/student/teacher conferences.

In addition, and in particular where a student is experiencing significant difficulties, teachers and parents/guardians are urged to meet in order to discuss the problem(s) and to implement appropriate remedies. The teacher should initiate these meetings.

## Grades Used in Reporting

The Standard Grade Scale (the PowerSchool Default scale) to be used by all teachers is as follows:

93-100 A

90-92 A-

87-89 B+

83-86 B

80-82 B-

77-79 C+

73-76 C  
70-72 C-  
67-69 D+  
63-66 D  
60-62 D-  
0-59 F

The rounding feature should be used in PowerSchool so that students earning an 89.5% are rounded up to the next percentage point (i.e. 90%).

## Quality Point System

Bishop O'Dowd High School uses a modified 4.0 quality point system.

A	4.0	B+	3.33	C+	2.33	D+	1.33
A-	3.67	B	3.0	C	2.0	D	1.0
		B-	2.67	C-	1.67	D-	0.67

An extra honor point is added to the above system for Advanced Placement courses and upper division honors courses.

## Honor Roll

Students earn Honor Roll status on the following basis:

- First Honors: Grade Point Average (GPA) 3.5 and above
- Second Honors: Grade Point Average (GPA) between 3.0 and 3.49

## Class Rank (Grade Point Average)

Cumulative grade point averages are computed from semester courses taken by students in grades nine through twelve for which grades are given (not including repeated subjects). The cumulative GPA is determined by multiplying the quality points for each course by the number of semester hours for that course; the sum total for all courses is then divided by the total number of semester hours for all courses.

Each student's rank in her/his class is based on the cumulative GPA for all semesters beginning with freshman year.

## Course Failure and Summer School

Courses failed at Bishop O'Dowd High School ordinarily may not be repeated at O'Dowd during the following regular academic year.

A failure in any required subject must ordinarily be made up in summer school at Bishop O'Dowd High School before a student will be permitted to return for the following school year. If a given course is not being offered at the school it may be taken elsewhere with the approval of the counselor.

Each makeup course taken during summer school can earn a maximum of 10 units.

Without special permission of the Director of Counseling, summer courses, whether taken at Bishop O'Dowd High School or elsewhere, cannot substitute for a regular required course of study.

## Remediation Policy

The Bishop O'Dowd grading policy outlines the following:

- Any "F" grade (semester 1 or 2) must be remediated prior to the start of the next school year.
- Any "D" grade (semester 1 or 2) should be remediated for college eligibility.
- Any "D" or "F" in world languages or math (semester 1 or 2) must be remediated in order to move to the next level in the subject area

When a student remediates a grade, the original grade remains on the transcript and the new grade is added as a Summer School grade on the transcript. The student's cumulative GPA is recalculated using the remediated grade.

## Graduation Eligibility

In order to be eligible to participate in the annual Commencement Exercises, a student must have successfully completed all academic requirements established by Bishop O'Dowd High School, prior to the ceremony. Seniors who do not meet the minimum academic requirements for graduation will not be permitted to participate.

Following the first semester grading period in each academic year, the counseling staff and Principal will review the progress of each senior student and will notify any student who may be in danger of not meeting all academic requirements. The student's parent/guardian will also be notified.

In each case where a senior student's academic eligibility for graduation is doubtful, the counselor will also notify each of the student's current teachers and will ask each to notify

her/him as and when it becomes apparent that the student is likely to fail. The counselor and/or Principal will also confer with each teacher at the earliest possible time during the last three weeks of school prior to the Commencement Exercises in order to ascertain whether or not the student(s) in question are eligible to participate.

If, following this consultation, it is determined that a student will not meet the academic requirements for participation in the Commencement Exercises, the Principal will inform the student and his/her parent/guardian as soon as possible. There is no appeal option from this decision.

## Student Personnel Services and Procedures

### Content of Official Records

A student's official school record is to contain only the following personal and biographical information required to ensure effective communication between school and home, including:

- The student's full name, age and date of birth, gender, current address and home telephone number;
- The full names, addresses (if different from that of the student) and telephone numbers of custodial and non-custodial parents; and
- The full name, address and telephone number of a designated emergency contact (if different from one or both parents).
- Information regarding the student's previous schooling.
- True copies of official grade reports from Bishop O'Dowd High School.
- True copies of class schedules for each semester.
- Results of any standardized tests taken by the student.
- Records of academic honors earned.

### Confidentiality of Documents and Student Information

In order to protect the dignity, character and future of all students of Bishop O'Dowd High School, all school communications about students and/or their school, civic or home life are to be held in strict confidence. Information about a given student may be shared with others only if these persons have a legitimate "need to know" and the sharing of information is judged necessary for the academic and/or personal well being of the student. In all such cases, the Principal or her/his delegate is to be consulted prior to the release of any information.

Ordinarily, only a student and her/his parent(s)/guardian(s) have unlimited access to school records concerning that student. In the case of a student over the age of 18, only she/he has such access. Requests for information from any other party or parties will not be honored unless accompanied by formal court order or written release signed by the student (if over 18 years of

age) or a parent/guardian with access to the student record (if the student is younger than 18 years of age).

In the case of divorce, the non-custodial parent ordinarily has right of access to student records and other school information, unless a court order specifies otherwise. In that case, the onus is on the custodial parent to provide school authorities with a certified copy of the relevant page(s) of the divorce decree. Faculty and staff who may be in doubt as to whether a divorced or separated parent has access to student records are to consult with the administration prior to granting such access.

## Information Sharing about Students Among Faculty and Staff

Information possessed by a faculty/staff member relating to any individual student is to be considered privileged even in conversation/communication with other faculty/staff members, unless the sharing of such information is for the express purpose of promoting the student's academic and personal progress.

Every student of Bishop O'Dowd High School, regardless of level of ability, has the right to a good name and reputation. "Faculty room gossip" that targets the good name and reputation of any student will not be tolerated. Any faculty/staff member who engages in such conduct will be subject to disciplinary action that may include termination of employment.

## Counseling Services

The Counseling Department provides academic and personal counseling, college and scholarship counseling and job placement information. The Counseling Department also refers students who may require additional instructional assistance to qualified tutors and other resources in the community.

The Counseling Department also provides education regarding adolescent issues such as chemical dependency, transitions, communication and depression. These services, as well as referrals to support agencies, are provided to students, parents/guardians and teachers as needed.

At various times, a student's counselor may request that the student meet with him/her during class time. In that event, the counselor will forward an appointment slip via the Counseling Secretary to the classroom teacher. Ordinarily, the teacher should honor this request, unless she/he deems that the student's absence will be unnecessarily disruptive. In that event, the teacher is to inform the Counseling Secretary that the student cannot be released at the requested time.

Counselors in turn are to instruct students not to make/seek counseling appointments at times that would interfere with a test/examination or with fulfillment of another requirement such as a presentation in class.

Teachers are required to refer students to the Counseling Department if they have any significant concerns regarding their academic and/or personal welfare.

## Admissions

In considering candidates for admission, at any grade level, Bishop O'Dowd High School does not discriminate on the basis of race, gender, sex, genetic information, creed, color or national origin or disability, if with reasonable accommodations the student can meet the academic and behavioral expectations of the school.

### Admission into Freshman Year

The criteria used to determine a candidate's admission into the freshman year at Bishop O'Dowd High School are:

- Has achieved a score on the entrance exam which indicates an ability to achieve in a challenging college preparatory program.
- Has performed at or above grade level on standardized tests taken in the 7th and 8th grades.
- Is progressing in all subjects commensurate with ability
- Has received a favorable recommendation from his/her current school which includes confirmation of outstanding conduct and effort to his/her studies.
- Is interested in participating in Bishop O'Dowd High School's co-curricular activities, community service program, and faith formation
- Has received a favorable recommendation from clergy, and/or has demonstrated a desire to participate in the spiritual dimension of the Bishop O'Dowd High School community.

Applicants with learning differences are welcome to apply; however in order to fairly evaluate candidates, we request a formal evaluation from an educational specialist and/or, in the case of ADD, a psychiatrist. We require documentation that portrays an accurate picture of the student's true ability and motivation.

The Principal, in collaboration with the Director of Admissions and with the Admissions Committee, finalizes all freshman admission decisions.

### Transfer Students

Bishop O'Dowd High School admits a limited number of transfer students from other high schools, on the basis of the following criteria:

- Available space in the class the student will be entering.

- Demonstrated ability, based on reports from previous schools, to succeed academically at Bishop O'Dowd High School.
- A favorable recommendation from his/her current school.
- A determination that Bishop O'Dowd High School's academic program suits the applicant's educational needs.
- The prospective student and her/his family accept and agree to support the school's mission.

The Principal in collaboration with the Director of Admissions and the Director of the Counseling Department finalize all transfer admissions.

## Co-Curricular Activities and Extra-Curricular Activities

### General Information

Bishop O'Dowd High School is concerned with the growth of the whole student. Consequently, the school considers co-curricular activities to be an integral part of the school's overall educational program and strongly encourages all students to participate in co-curricular activities.

These activities include interscholastic athletic programs, campus ministry, dances, rallies, concerts, drama productions, assemblies, retreats, banquets, picnics, the junior prom, the senior ball, and activities planned by clubs and organizations. Any student enrolled at Bishop O'Dowd High School is eligible to participate in any co-curricular activity formally recognized by the school if:

- The student meets the basic requirements (if any) established by the moderator/coach for participation.
- The student is cleared academically for the duration of her/his participation in the activity.
- The student is in good standing (i.e., not on probation or under suspension).
- A signed parental contract is on file with the school.

In order to participate in athletic or other co-curricular activities after school or in the evening, a student must be in attendance for the school day preceding the activity. Coaches and moderators are responsible for ensuring that students have been in attendance during the school day preceding an event or activity before participating in that activity. In the case of NCS-sanctioned athletic events, failure to observe this policy could result in forfeiture and other sanctions for permitting an ineligible athlete to participate.

# Student Support Protocol

A faculty or staff person who has immediate concerns about a student during school hours should call the Main Office, at extension 110, to ask that an adult come to escort the student away from the activity. The Main Office will contact either come to get the student or contact the deans and/or counselor depending on the situation.

Some examples of immediate concerns include, but are not limited to:

- Student has not returned from the bathroom (ID student to the front office so that the deans/campus security can follow up)
- Student has a medical emergency
- Student is angry or crying
- Suspicion that student is drunk or high or otherwise under the influence of a substance

In the case of a student being in imminent danger after school hours:

During after school hours, the faculty or staff person aware of a student in crisis should assess whether 911 or a family member should be called depending on the level of crisis (immediate danger or not). The adult supervising the activity, or, if there is no supervising adult, a security guard, will assist the student. Supervising adults should have the student contact a parent or guardian to come pick up the student immediately or call 911. The supervising adult should not leave the student unattended.

- Follow up procedures include, emailing an AP or Principal about the incident immediately following the situation.

## Co-Curricular Activities

All clubs and similar co-curricular organizations must receive official recognition from the school at the beginning of each school year. The Director of Activities oversees the application and approval process. In addition:

All school-sponsored clubs and organizations must have duly authorized moderators. For reasons of liability exposure, all moderators must be current employees of Bishop O'Dowd High School.

No club, organization, or team may use the Bishop O'Dowd High School name, colors and/or logo unless it has received formal recognition from the school.

## Supervision of Co-Curricular Activities

All co-curricular activities, without exception, must have a coach/moderator appointed by the school administration. One of the most important responsibilities of the coach/moderator, apart from ensuring that the activity actually runs, is to ensure the safety and security of the students who participate. Accordingly, effective and constant supervision is required at all times.

The following guidelines are to be observed by all school staff supervising co-curricular activities:

- At the beginning of the season/activity, the coach/moderator is to provide students and parents/guardians with a complete schedule of events that includes projected start and finish times. This is to include clear instructions concerning parental responsibilities for transportation of students, especially for activities that take place off campus.
- In the event that this schedule changes during the season or year, the coach/moderator is responsible for ensuring that updated information is conveyed to students and their parents/guardians well in advance.
- In scheduling co-curricular activities, coaches/moderators are to ensure that students' family, leisure and study time is not compromised. School policy currently mandates that no practice/rehearsal/meeting can exceed two and one-half hours in length after dismissal.
- The coach/moderator (or, in his/her absence, a qualified substitute who has been previously approved by the school administration) must be present in a supervisory role from the time students are scheduled to begin arriving at the activity site until the last student leaves the site; more specifically:
  - For activities that take place off campus, the coach/moderator is responsible for ensuring that all students have left the site via approved transportation as outlined in the document before she/he leaves the site.
  - For on campus activities, prior to leaving campus the coach/moderator is responsible for ensuring that the students for whom he/she is responsible either have left the campus or are waiting in a safe area.
  - In the event that students are required to wait for transportation following an activity, they are to be instructed that the only approved waiting areas are the quads, the porches, and the area around the main gate.

In the event that no other responsible adult is on campus (e.g., after an activity that concludes later in the day or evening), the coach/moderator must remain until all the students have left the campus.

When scheduling activities that take place off campus, moderators/coaches are to follow all procedures governing field trips, including obtaining parent/guardian permission for each trip, unless that permission has been obtained on a one-time basis by providing parents/guardians with a complete schedule of activities at the beginning of year or season. Separate permissions are required for any trips or similar activities that are added to the original schedule of events.

# Campus Ministry

In the Catholic tradition, the Christian vocation is a call to transform oneself and society with God's help. The educational efforts of the Church encompass personal growth, sanctification and social reform based on Catholic teaching. Faithful to this mission, Bishop O'Dowd High School strives through its program of campus ministry to provide an integrated framework for growth in Christian living.

Campus Ministry is the complement of the regular program of classroom religious instruction. It attempts to deal with the whole young person, providing opportunity for: community reflection on Christian values, communicating the gospel, service to others, sacramental liturgies, retreats, ecumenical action, prayer, leadership training, and ministry to students through responding to their special concerns and needs.

The campus ministry program at Bishop O'Dowd is an outreach of the entire community to promote Christian life within the school. The program provides opportunities for all students, faculty, and staff to enrich their Christian life. Administration of the program is the responsibility of the Associate Principal who leads the Campus Ministry Team.

All members of the school community share responsibility for helping implement the program. Youth ministry, in the best sense, is experienced in all of young people's relationships - with each other, with caring adults, with their families and with the larger community. Teachers, especially, attempt to integrate this ministry into their own roles as educators. The students who are members of the Campus Ministry Team meet in a class setting and make the services and activities as meaningful as possible.

## Retreats

Retreat experiences are an important part of the total campus ministry program and are key opportunities for students to develop responsibility for their own Christian lives. The school promotes and encourages retreats in various forms for all its students. School policy directs high priority to such events. Consequently, time is made available during school days for them.

All teachers, coaches and administrators support students on retreat by making the proper allowances that will enable them to be free for retreat and by accompanying them when that is possible. A diverse program of retreats, commensurate with school resources and staff, is available to students throughout their four years at O'Dowd.

Retreat for the freshman students are led by a group of approximately sixty senior students on Testing Day in October. This retreat team meets for several weeks of training in giving talks and leading group discussions. All sophomores participate in a full-day immersion program through St. Anthony's in San Francisco. Bishop O'Dowd faculty members lead junior and senior retreats. These overnight retreats last two or three days and occur at a retreat center.

Teachers and coaches are not to refuse permission for a student to miss class to attend retreat or to penalize a student for attending a retreat. If a teacher has serious concerns in this regard, he/she must discuss them with the Associate Principal, who alone will be responsible for determining whether and when the student can attend retreat.

## Athletics

Bishop O'Dowd High School offers a comprehensive interscholastic athletic program that is intended to provide opportunities both to develop specific skills and to foster in each student an increased awareness of the importance of selfless commitment and perseverance in living a full life.

Specific policies relating to the athletic program at Bishop O'Dowd High School, along with related materials from the California Interscholastic Federation, the North Coast Section and the Western Alameda County Conference are found on the website.

## Coaches and Trainers

All coaches and athletic trainers, especially those who are not members of the teaching faculty or staff of Bishop O'Dowd High School, are expected to familiarize themselves with school policies and procedures as these affect athletics. They are held to the same professional standards and supervisory policies as the teaching staff which are outlined in this document. More specifically, all coaches and trainers are responsible for the following:

- Ensuring that all student-athletes comply with the requirement to have an annual physical examination by a qualified medical practitioner prior to permitting them to take part in organized athletic activities, including practices.
- Properly supervising their athletes at all times and ensuring that all athletic equipment and facilities are given proper care and secured at the conclusion of each practice or athletic contest.
- Ensuring that their athletes are eligible to participate in their sport both academically and according to the rules and regulations established by the CIF, NCS and WACC.
- Promptly reporting all injuries on the report forms mandated by the Diocese of Oakland.

In addition, no person not already employed by Bishop O'Dowd High School may serve in any capacity with one of the school's athletic teams unless he/she has provided the Athletic Director with all the documentation outlined in this handbook.

# Personnel Policies

## Professional Dress

Dressing appropriately allows teachers to gain the respect needed to set a positive example for their students. An important point to remember is that students are very good at modeling the behavior they observe in adults. If teachers dress professionally it is easier to ask the students to do the same.

### **Professional Dress for O'Dowd Men:**

- Dress slacks (no jeans, sweats or athletic pants) a shirt (tie optional), polo or turtleneck (not a t-shirt)
- Unless a teacher has a medical requirement, athletic wear and shoes are reserved for the physical education teachers only
- Sport coat for teacher-parent conferences/open house/other occasions determined by the Principal

### **Professional Dress for O'Dowd Women:**

- Dresses or skirts – tights should be worn if above the knee
- Dress slacks (not jeans, sweats or yoga pants) and an appropriate blouse, shirt and jacket or sweater
- Athletic wear and shoes are reserved for the physical education teachers only unless there is a medical requirement
- A suit or dress/skirt or dress slacks for teacher parent conferences/open house/and other occasions determined by the Principal

### **Casual Wear:**

Casual wear for both men and women can be worn on Fridays. In addition to the above items, jeans, casual pants and casual shirts are also appropriate dress on these days.

In addition, teachers and staff may not have the following:

- Visible tattoos;
- Nose piercings that are too large or prominent. For example, a hoop earring is not permissible, but a small nose stud will be allowed.

As with any guidelines, these examples cannot be all inclusive; error on the side of conservative dress if in doubt.

## Anti-Slur, Anti-Profanity and Anti-Bullying Policy

Bishop O'Dowd High School regards the use of slurs, profanity, insults or demeaning comments by students, adults (including faculty, staff, volunteers, coaches) as contrary to our Catholic vision and mission to respect diversity and to God's call to live in peace and harmony, respecting the dignity of others.

Accordingly, the use of profanity, slurs, insults or disparaging remarks by a member of the O'Dowd community at any time on campus or off, whether spoken or written, against any person on the basis of race, color, creed, religion, national origin, ancestry, age, gender, sexual orientation, gender identity, financial status, or disability is unacceptable behavior.

If an employee of Bishop O'Dowd hears, observes or is furnished information that an adult (faculty, staff, volunteer, coach or parent) or a student has violated this policy, then that employee shall report the incident, or complaint to the Principal for investigation.

Sanctions for students who make demeaning comments are outlined in the current Parent/Student Handbook. Also, the school considers it a serious matter if a student, faculty, or staff member uses profanity. The use of profanity seriously damages and violates the Christian atmosphere at the school and all its activities. As needed, there will be disciplinary consequences for use of profanity.

Adult members of the Bishop O'Dowd High School community are expected to adhere to the highest standards of conduct in this regard, and to serve as unimpeachable role models for our students. In the event a member of the faculty, administration, or support staff of the school violates this policy, appropriate sanctions will be imposed up to and including termination.

## Anti-Bullying and Sexting Policy

Bishop O'Dowd High School prohibits bullying, cyber-bullying, and sexting as these terms are defined below. Bullying, cyber-bullying, and sexting can occur during school and after-school programs, at school field trips, school sponsored events, and when students are traveling to and from school.

"Bullying" occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate or get power over another less powerful student in any of the following ways:

- Physical bullying is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing their money.
- Verbal bullying is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.

- Relational bullying is when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.
- Cyberbullying is when a student repeatedly uses their cell-phone, text messages, e-mails, instant messaging, the Internet and social media to threaten, shame or isolate another student.

Sexting is defined as a harmful and dangerous practice that typically occurs when students use cell phones to send other sexually explicit messages or images electronically, primarily between cell phones.

## Harassment

Bishop O'Dowd High School, as an institution of the Roman Catholic Diocese of Oakland, affirms the Christian dignity of every man, woman and child, and is committed to a learning/working environment in which all individuals are treated with respect and dignity. Each individual has the right to work/study in a professional atmosphere that promotes equal employment opportunity and is free from discriminatory practices. The policy on harassment adopted by the Catholic Schools Office of the Diocese of Oakland is in effect at Bishop O'Dowd High School and is appended to this Handbook.

## Cell Phones/Pagers/Electronic Devices

Teachers and staff employees are not permitted to make personal calls via cell phones, pagers, or other related electronic devices during class time or during work hours unless extenuating circumstances warrant such use. Staff employees are limited to making personal calls only during their rest breaks and meal periods. A Bluetooth cannot be worn during the school day.

Teachers and staff employees are therefore asked to make all personal calls on non-work time and to ensure that friends and family members are aware of this policy. Flexibility will be provided in circumstances demanding immediate attention.

## Smoking and Alcohol

Bishop O'Dowd High School is a smoke-free environment. Smoking is prohibited at all times in all parts of the campus. This prohibition applies to casual visitors such as fans at athletic contests, theater patrons and contractors, and their employees, as well as to all faculty, staff, and students. Persons wishing to smoke are to be directed to leave the campus to do so.

Unless approved by the Principal in advance, the possession or consumption of alcoholic beverages is not permitted on school property or at school related events away from school property. Alcoholic beverages are not to be consumed at a meal with student(s) present. Faculty

and staff members chaperoning or supervising student activities like dances or proms may not use alcohol before or during the activity. This action could result in dismissal of the employee.

## Weapons in the Workplace

No employee, volunteer or visitor may possess a weapon, concealed or not, on school property at any time. "Weapon" as utilized in this policy shall include all firearms, including but not limited to pistols, all knives having blades longer than two and one half inches, folding knife with blade that locks into place, razors with an unguarded blade, tasers, stun guns, ice picks, screwdrivers or other instruments with sharp points or blades, or objects that propel metallic objects, such as a BB or pellet, spring action or any spot marker gun.

Possession of a firearm in a school zone, as defined by Penal Code § 626.9, as being within 1000 feet of a public or private school (K-12) is also a crime and punishable either as a felony or misdemeanor.

## Suspected Child Abuse and Reporting Responsibility

All school employees, including teachers and staff employees, are required to report to the Child Protective Services (CPS) or the police immediately, or as soon as practically possible, once the employee knows, or reasonably suspects a student is the victim of physical abuse or corporal punishment, emotional abuse or deprivation, physical neglect or inadequate supervision, or sexual abuse and/or exploitation. The employee should first verbally report to CPS or the police, and then complete a written Child Abuse Report within 36 hours.

A "reasonable suspicion" means it is objectively reasonable for a person to entertain such a suspicion, based on their training and experience. It is not the employee's responsibility to determine if the abuse actually occurred. That is the duty of the police or CPS. If an employee has knowledge or a reasonable suspicion, that employee must report to the police or CPS. The duty is not delegable to another employee; however, you may ask for assistance in making the report from the Principal.

Failure to do mandated reporting when required is a serious matter. It may constitute a misdemeanor, and it may lead to discipline of the employee, up to and including termination. If you have any questions regarding a situation, you should discuss it with the Principal.

## Professional References

Only the President or Principal shall provide any employment verification or references for former employees of Bishop O'Dowd. If a faculty member or staff is contacted by anyone seeking a reference, even a confirmation of employment or further information about a former employee, faculty or staff members should not respond, except to communicate that such inquiries should be addressed by the President or Principal (depending upon which supervised the former employee). There are no exceptions to this policy. Similarly, no letters of reference

may be written by any faculty member or staff member utilizing O'Dowd's name or letterhead, or in any way stating or implying the reference is made by or offered on behalf of Bishop O'Dowd High School. Violation of this policy may be grounds for discipline, including termination.

## Controversial Issues

As a Catholic institution, Bishop O'Dowd High School is committed to upholding the teachings of the Church in matters of faith and morals. All discussions of such topics must be held in an atmosphere of faith and of respect for the teaching authority of the Church.

As a Catholic school, Bishop O'Dowd High School is committed to the pursuit of truth. Sometimes, the pursuit of truth touches upon sensitive personal, social, political, economic, and religious matters. The following guidelines are intended to assist staff dealing with controversial issues:

- The Principal is to be informed of any significant controversy that is anticipated as a result of a planned classroom discussion or guest speaker presentation. The showing of any film with an R-rating must be discussed with the Principal before presented to students. A letter alerting parents that an R-rated film will be shown is required. Parents can opt for their student to not view the film.
- Potentially controversial issues and significant problems will be presented and discussed in terms suited to the maturity level of the learners and their capacity for understanding concepts and values. Where the teacher anticipates that students may become upset when a particular subject is presented in class, he/she is to give prior written notice to the students' parents/guardians.
- An atmosphere of openness, as free as possible from bias and prejudice, will be maintained at all times.
- Differing points of view will be presented with dignity and fairness.
- The prestige of the teacher's position will not be used to advocate partisan opinions.
- Respect for persons will always underlie any discussion.

## Closed Campus Policies

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. Parents and visitors arriving on campus between 8:30 and 3:00 will be required to wear a visitor's badge issued by the main office. . Visitors must check in with campus security personnel at the entrance to the school in order to identify themselves, state the purpose of their visit and will be directed to the main

office to receive a visitor's pass before proceeding to their intended destination on campus. Visitors who fail to comply will be refused further access to the campus. Visitors found on campus without proper authorization will be asked to leave the campus immediately, and may be subject to trespass charges

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 Email and/or the school's voice mail system or by calling the Main Office and leaving a message for the person in question.

Once students have arrived at school, they may not leave the grounds during the day without a parent calling the attendance office to give permission for early dismissal and obtaining an early dismissal slip from the Attendance Office.. 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).

## Employment Opportunity and the Mission of Bishop O'Dowd High School

To the extent required by law, Bishop O'Dowd High School is an equal opportunity employer, and does not discriminate in its employment policies and procedures. It follows the Diocese of Oakland's policies prohibiting illegal harassment, retaliation or discrimination. However, as a Roman Catholic high school with a stated mission, goals and objectives that clearly reflect the teachings and educational philosophy of the Diocese of Oakland, Bishop O'Dowd High School reserves the right to require all current and prospective employees to commit to carry out their duties and responsibilities in a manner that clearly and unconditionally demonstrates support of and respect for the school's mission and Catholic identity. Persons who in good conscience are unable to agree to this commitment should not seek or accept employment at Bishop O'Dowd High School.

Further, the school reserves the right to terminate immediately the employment of any employee who publicly and flagrantly contravenes the teaching of the Roman Catholic Church or otherwise challenges the school's mission, goals and objectives.

The President is the chief executive officer and the Principal is the chief operating officer of the school. It is their duty to hire all personnel, or to delegate hiring to others. Under no circumstances is anyone lacking this specific delegation to offer employment at Bishop O'Dowd High School. In such a case, the offer of employment will not be honored by the school.

## Process for Hiring Teachers

The procedures for new hires of teaching faculty are as follows:

- When a vacancy arises or is anticipated, the Principal or designate will authorize a posting and search.
- The Principal or designate and the Department Chair(s) involved will review all applications and determine those to be invited for an employment interview.
- The Principal or designate and the Department Chair(s) involved will interview the selected candidates.
- The Principal and President will arrange for a second interview with the recommended candidate(s) and will make a final determination as to employment.
- When the successful candidate has accepted the offer, the Principal will see to the preparation and signing of the appropriate contract(s) and will arrange for unsuccessful candidates to be notified that the position has been filled.

## Process for Hiring Non-Teaching Staff

The basic procedures, outlined in the previous section relative to hiring new teachers, apply to hiring all non-teaching personnel. In all cases, the President and Principal will delegate responsibility for hiring new personnel to the appropriate administrator and she/he is always to be consulted before a formal offer of employment is made to a prospective new hire.

## Volunteers

From time to time volunteers, frequently parents/guardians of students, offer their services to the school. By definition, volunteers give of their time and talent and therefore are not compensated. In the event that a member of the faculty or administration wishes to recognize one or more volunteers in a material way using school resources, the prior authorization of the Principal or President is required.

All volunteers who work on campus or who assist in off campus trips or activities must be screened in accordance with the provisions of California's Megan's Law and must complete the Diocesan Safe Environment training in advance of their participation.

Volunteers are no different from paid employees of the school, with respect to adherence to school policies and procedures. Administrators, faculty, and staff who solicit and accept volunteer help are responsible for ensuring that their volunteers are aware of their duties and responsibilities.

## Guest Speakers

- Guest speakers must complete the Guest Speaker form prior to class. There are copies in the front office.
- Guest speakers must be cleared by the Director of Logistics in advance.
- Guests observing classes must start with the Business Manager, Operations & Human Resources, before the date as they must complete a Volunteer Application and the Safe Environment Training prior to being allowed to visit a classroom. They must also be accompanied by a teacher/school employee at all times on campus. These visits should also be approved by the Associate Principal of Academics.

## Required Documentation of Personnel

Prior to commencing work on a regular basis at Bishop O'Dowd High School, each new employee, regardless of position, must have on file the following documentation:

- A completed application for employment.
- Full name, current address and telephone number.
- All required health/medical certifications, including a current negative TB test.
- Proof of no previous criminal convictions that would disqualify the individual from working with children and adolescents.
- A completed I-9 showing proof of eligibility to work legally in the U.S.
- Contracts and related financial information.
- All documentation, such as transcripts, current California State credentials, when applicable CBEST results and references supporting the person's eligibility to perform a specific task.
- Accurate record of work experience
- Updated professional training and proof of requirements to change salary classifications
- All formal evaluations
- Any formal communications from the Principal, President or designate

## Staff and Faculty Personnel Records

For the benefit of the school and the employee, each staff and faculty member is required to maintain a complete up-to-date personnel file in a place designated by the Principal or President.

The records shall include, in addition to the documentation referred to in the Diocesan Handbook, the following information:

- Current contract and related financial information.
- Accurate record of work experience.
- Updated data on training completed, including transcripts of all academic work.

- Proof of requirements fulfilled to support salary classification.
- All formal evaluation reports.
- Any formal communications from the Principal, President or designate.

## Faculty Assignments

The Principal formally makes all teaching assignments, in consultation with the Associate Principals, and Department Chairs.

The administration of Bishop O'Dowd High School is committed to making every effort to ensure that each teacher's preferences are honored when assignments are made. However, the requirements of the academic program in any given year may dictate otherwise. While any teacher with concerns about his/her teaching assignment is welcome and encouraged to discuss the matter with the Principal, the latter's decision will be final.

Refusal to accept a teaching assignment formally approved by the Principal will be considered as insubordination and/or resignation of one's position.

## Non-Academic Staff Assignments

Work assignments for all non-teaching staff are ordinarily outlined in and governed by the relevant position description approved for each position. The administration of Bishop O'Dowd High School reserves the right to make reasonable changes to existing position descriptions, subject to the requirements of basic fairness and following appropriate consultation.

## Teaching Contracts

All employment contracts for teachers are by policy of the Diocese of Oakland offered for one year.

A teacher's contract is probationary for the first two (2) years of his/her employment at Bishop O'Dowd High School, and during this period may be terminated or not offered for the second year without cause. (Except if the person is coming from another school in the Diocese of Oakland. In this case, the probationary period is one year.) Following successful completion of the two-year probationary contract, as verified by the school administration, a teacher or administrator will be given a non-probationary contract. A non-probationary contract requires cause for termination, which is defined in both the contract itself, in the Diocesan Administrative Handbook and in this Handbook.

By policy of the Diocese of Oakland, teachers must give the Principal notice of their intentions for the following school year by April 1 of each school year. The Principal, in turn, must tender contracts to those whom he/she intends to re-hire for the following school year by April 15 of each school year.

## Compensation for Teachers, Administrators and Staff

Teachers and administrators are compensated according to a scale that recognizes both years of teaching and related experience and each person's professional qualifications. Placement on the salary scale is determined by the Principal, whose decision is final.

Each year the President, Principal, Chief Financial & Administrative Officer, and the Board of Regents review teacher and administrator salary scales. This review takes into account prevailing economic trends, as well as compensation scales at comparable Catholic and private high schools in the Bay Area and Northern California, and will include consultation with the Diocesan Faculty Salary and Benefits Committee. After recommendations from the school administration and the Diocesan Faculty Salary and Benefits Committee, the scale for each new school year will be determined by the Board of Regents after consultation with the Finance Committee of the Board of Regents. This scale is subject to approval by the Bishop of Oakland who is represented by the Superintendent of Schools.

Compensation for non-exempt staff will be determined on the basis of the employee's experience and qualifications for the position to which she/he is appointed, along with the nature of the position and the degree of responsibility, as well as on the basis of current practice in the Bay Area for similar positions.

The terms of employment and compensation for non-exempt staff positions is typically described in writing known as Conditions of Employment.

All non-exempt staff are required to complete and sign weekly time sheets reflecting the number of hours, or fraction of hours worked. The school compensates the non-exempt employees based upon such time sheets submitted. If the school determines a time sheet does not accurately report hours worked, this is grounds for disciplinary action. The employee's supervisor or designee must sign the timecard.

## Tuition Benefits for Children of Faculty and Staff

Children of full-time employees who attend Bishop O'Dowd High School are eligible for a percentage reduction in tuition plus a \$450 reduction in registration and fees. The reduction is based upon the employee's years of service in Catholic education.

0-1 year	20% reduction
1-4 years	40% reduction
5-7 years	60% reduction
8 plus years	80% reduction

## Guidelines for Bringing Young Children of Staff Members to School

Employees are strongly discouraged from bringing their small children to work for extended periods of time when the employee is on duty, on the clock, has work responsibilities, or is teaching class. This has nothing to do with children of employees visiting their parents at work or coming for a short-term visit. In the case where it's impossible to avoid:

1. An email to CAO/HR is required outlining the situation and requesting approval of the child's attendance.
2. A release of liability form must be completed and placed in the business office at the beginning of the day. (This form can be found in the Addenda section of the Handbook.)
3. The employee/parent is required to obtain a visitor pass from the front office for the child to wear while on site.
4. The child's safety is a major concern. The employee/parent must directly supervise the child, keeping the child in his or her presence at all times.
5. It is expected that the child will follow appropriate school rules and should not be disruptive to the regular operation of the school and the classes.

## Employee Benefits and Services

Employees should consult the Diocesan Administrative Handbook for policies related to leaves of absence including the Family Medical Leave Act, the California Family Right Act, the Pregnancy Disability Act and other types of paid or unpaid leaves of absence either authorized by federal or state law or considered by the Diocese of Oakland in its discretion, and on a case by case basis.

### Statutory Benefits

#### Social Security

This federal program provides retirement benefits when you reach a certain age. This is also a disability and survivorship program. Your contribution will be deducted from your paycheck and the school will match your contribution.

#### Unemployment Benefit

The unemployment insurance program provides income to a person who becomes unemployed and to whom other work is not available. The full cost of this benefit is paid for by the school.

## Workers' Compensation

This plan ensures that in the event of illness or injury arising out of or in the course of employment is eligible to receive compensation for lost wages and for related medical expenses. The cost of this benefit is borne entirely by the school.

## State Disability Insurance Program

This program provides income for persons who are unable to work due to illness or injury not arising out of or in the course of employment. A person is normally eligible for this benefit from the seventh (7th) day of illness for which he or she is unable to work or the first day of hospitalization. A person may be penalized for not filing for this benefit within forty-one (41) days of becoming eligible. When an employee is out on State disability Insurance, he or she may integrate SDI with Sick Leave. Please call Human Resources for specific details.

## Welfare and Pension Benefits

These benefits offer assistance during times of illness, injury, retirement or death. Employees who work at least twenty-five (25) hours a week are eligible for these benefits. The cost of these benefits is paid for by the school. The Diocese reserves the right to change, amend, or discontinue these benefits at any time.

## Health Plans: The RETA Blue Cross PPO, RETA Blue Cross EPO, or Kaiser Health Plan EPO

Regular employees who work twenty-five (25) hours or more per week are eligible for coverage under one of the three Diocesan health plans: RETA Blue Cross PPO, RETA Blue Cross EPO, or Kaiser EPO. Going forward, full time employees, (25) hours or more per week, will be responsible for a greater share in the total premium for the RETA PPO coverage; the Diocese will only contribute \$700 toward the cost of the PPO plan. This plan has long been the most expensive offering and has become unsustainable as a fully paid employee benefit. The cost of the RETA EPO plan, and Kaiser EPO plans will continue to be shared by employees at 5% of total monthly premium expense. Dependent premiums are paid entirely by the employee. The Diocese of Oakland will not pay for coverage under any other plan nor pay the employee for benefits s/he waives. Every eligible employee is able to add or delete dependent coverage or change to another Diocesan health plan during the Change in Enrollment period in May of each

year, or where HIPAA law applies within 30 days of loss of coverage. Brochures with descriptions of benefits for each plan are available to each participating employee.

## Dental/Vision Plan

Dental/Vision coverage is available under the Diocese of Oakland and open to everyone who qualifies for medical benefits.

**Delta Dental:** There are payment schedules for dental exams, cleaning, regular and other described dental care. All employee premiums are paid in full by the employer. Dependent premiums are paid entirely by the employee.

**Vision VSP:** Coverage is available under the Diocese of Oakland and open to everyone who qualifies for medical benefits, and is available to anyone on the dental plan. There are payment schedules for vision exams, lenses, and other vision care expenses. All employee premiums are paid in full by the employer. Dependent premiums are paid entirely by the employee.

## Retirement: The Roman Catholic Bishop of Oakland Lay Employees' Money Purchase Pension Plan

Lay employees who are at least twenty-one (21) years of age and work twenty-five (25) hours or more per week are eligible for participation in the Pension Plan after having so worked for six (6) consecutive months prior to January 1 or July 1 of any year. Employment at separate sites is cumulative for the purpose of determining eligibility. The employer contributes 8% of salary into the Trust Fund each quarter. Participants do not contribute money into the fund. A lump sum payment, in accord with the vesting schedule, is issued to participants or beneficiaries upon retirement, disability, death or termination of employment from the Diocese of Oakland. A Plan brochure is available for review.

## Short/Long Term Disability

Disability insurance provides protection against loss of income due to a disability that prevents an employee from working and earning an income. Employee must work at least twenty-five (25) hours per week to be eligible for disability coverage. Short term disability (STD) benefits begin 30 days after a covered disability (e.g. surgery, maternity leave). Long term disability (LTD) benefits begin after 180 consecutive days of total or

partial disability. Lay employees are covered for 60% of their basic earnings to a contract maximum of \$1,000 a week for STD or \$4,000 a month for LTD. STD and LTD insurance coverage is provided by UNUM Life Insurance Company and is subject to the terms and conditions of the insurance contract.

### Salary Reduction Agreement (Retirement Annuity)

Diocese of Oakland 403(b) Plan; The Diocese of Oakland sponsors a 403(b) Plan for employees who wish to have his/her salary reduced under Section 403(b) of the Internal Revenue Code. This allows the employee certain tax advantages and personal savings.

**IMPORTANT NOTE:** As of January 1, 2009, existing employees or employees who are newly hired in the Diocese who wish to invest in a salary reduction retirement savings plan may choose to invest with our sole 403(b) plan provider, The Standard. The Standard's toll free customer service number is (800) 858-5420. Enrollment information and applicable forms may be secured by contacting the Bookkeeper at your designated Diocese location of employment. Anyone invested in an individual ISA or 403(b) 7 account who wishes to transfer their existing 403(b) accounts to The Standard may do so by contacting their Bookkeeper or The Standard.

### Flexible Benefit Plan

The Flexible Benefit Plan allows eligible employees to pay for health insurance premiums, health care expenses not covered by insurance and dependent care expenses with pre-tax dollars. The money you contribute to the Plan is pre-tax and not subject to payroll taxes (social security, federal or state income taxes).

Acupuncture	Drugs (by prescription)	Medical Equipment	Severe Learning Disabilities
Artificial Limbs	Drug & Alcohol Rehab.	Mileage to/from Services at .36 per mile (documentation required)	Telephone for the deaf
Chiropractors	Eyeglasses & Exams	Non-prescription medications (per Dr.)	TMJ surgery/treatment
Contact Lenses and supplies	Health Clubs (per Dr.)	Orthodontia	Vaccines

Co-Payment (\$5, \$10, etc.)	Hearing Devices	Psychologists	Vitamins (per Dr.)
Cosmetic surgery (per Dr.)	Lip Reading service	Radial Keratotomy	Weight Loss (per Dr.)
Deductibles	Marital Counseling	Seeing Eye Dog	
Dental (crowns/bridge/bonding)	Massage (per Dr.)	Special Education	

## Pacific Services Credit Union

Diocesan employees are eligible to become members of Pacific Services CU, the largest credit union in the East Bay with more than \$500 million in assets PSCU offers members low market rates and high market savings rates. Among their wide array of products and services are: Direct Deposit, payroll deduction, savings accounts, no annual fee credit cards, auto loans and fixed-rate home equity loans. Member Services: 888-858-6878 -Ext. 6231.

## Basic Life/AD&D (Accidental Death and Dismemberment)

The policy provides each employee a \$25,000 benefit, with age reductions, at no cost to the employee.

## Employment Benefits

These are additional benefits granted to you if you qualify.

### Sick Leave

The Diocese provides paid sick leave for preventative care or the diagnosis, care or treatment of an existing illness, injury or health condition of an employee or family member, or designated person or for an employee who is a victim of domestic violence, sexual assault or stalking. Sick leave must always be utilized for legitimate illness and medical/dental appointments only. This paid sick leave policy applies to both exempt and non-exempt employees.

A "school year" is defined as July 1 through June 30 for purposes of this policy. How an employee's paid sick leave is calculated is determined by the employee's classification as follows:

**Probationary Full-Time Employees, Regular Full-Time Employees & Regular Part-Time Employees with Benefits, Temporary Full-Time Employees**

Employees in these classifications (i.e., those working 25 hours a week or more for ten months in a school year) will accrue paid sick leave at the rate of 8 hours per month up to a maximum of 80 hours a school year. Principals and other employees who work twelve months in a school year (i.e., school custodian, and school secretaries) shall accrue paid sick leave at the rate of 8 hours per month up to a maximum of 96 hours a school year.

Employees in these classifications shall be permitted to accumulate accrued and unused sick leave up to 240 hours, which is the cap. Carryover from one school year to the next of accrued and unused hours shall be permitted up to a maximum of 80 hours, provided that in no event shall carryover hours exceed the 240 hour cap.

Employees in these classifications shall not accrue sick leave once they reach the cap, provided that when an employee utilizes sick leave and reduces the sick leave below the cap, the employee shall again begin to accrue sick leave, but in no event exceed the cap.

**Regular Part-Time Employees without Benefits, Temporary Part-Time Employees**

Employees in these classifications (i.e., those working fewer than 25 hours a week) during the school year will receive 24 hours of paid sick leave front loaded at the start of the school year on July 1. In addition, employees working in a school located in the City of Oakland will also accrue 1 hour of paid sick leave for every 30 hours worked. Employees in these classifications shall be permitted to accumulate accrued and unused paid sick leave up to a maximum of 72 hours, which is the cap. Carryover from one school year to the next is permitted, provided that in no event shall the carryover hours exceed the 72-hour cap.

Employees in these classifications shall not receive front loaded sick leave (or for employees working in a school located in the City of Oakland, accrue sick leave) if they are capped as of July 1 of a new school year. However, once the employee reduces the

sick leave below the cap, the employee shall receive all or a portion of the 24 hours of sick leave available during that school year (and for employees working in a school located in the City of Oakland), begin to accrue sick leave), but in no event shall an employee exceed the cap.

## Sick Leave Policies Applicable to All Classifications

**Advance Notice:** Employees are required to provide reasonable, advance notification of the need to utilize paid sick leave as soon as practicable. Reasonable, advance notice is defined as at least two weeks in advance for planned medical appointments and at least two hours before the start of a school day in the case of an unanticipated illness or medical situation. Notification should be given in writing when possible, by email, or if not, then by telephone to the school principal or the principal's designee.

Appointments with a doctor or dentist should be scheduled outside of work hours to avoid disruption of student learning. When this is not possible, time off for medical and dental appointments will be considered as paid sick leave. A one-hour time increment shall be the reasonable, minimum increment for use of paid sick leave for medical appointments during school hours.

**Donation of Sick Leave Hours:** In cases of serious, extended illness or incapacity due to injury, employees may extend their accrued sick leave benefits for up to two hundred forty (240) hours through donations of no more than forty (40) hours each from accrued sick leave of co-workers at the same site eligible to donate. An eligible co-worker must have at least one hundred twenty (120) hours of sick leave available after the donation is made. This donation may be made only once in the 12-month period measured forward from the date of the donation. The employee accepting donations must have a proven need and must apply for State Disability Insurance. Any employee receiving State Disability Insurance benefits and paid sick leave will need to integrate those benefits, to no more than 100% of their salary.

Unused Paid Sick Leave will not be paid to you at the end of your employment. If you return to work for the school within a year of your departure, your accrued but unused Paid Sick Leave will be reinstated to you, and you may use it immediately upon rehire.

Accrued sick leave may be transferred from one School site to another, up to the maximum of two hundred forty (240) hours.

## Family Care and Medical Leave

Effective August 1, 1993 the policy of the Department of Catholic Schools, Diocese of Oakland with respect to leaves for an employee's own serious health condition or family care purposes will be based upon the provisions of the Family and Medical Leave Act of 1993 and the California Family Rights Act of 1993. An eligible employee may request a leave of absence for any of the following reasons: 1) the employee's own serious health condition; 2) to care for employee's child, parent or spouse who has a serious health condition; 3) birth of the employee's child; 4) or placement of a child with the employee in connection with adoption or foster care. For more details concerning this benefit, consult the Family Care Leave Policy in the Diocesan Administrative Handbook. As of July 1, 2004, employees may take part in the Paid Family Leave Program, a component of the CA State Disability Insurance Program. For more information contact the E.D.D. at 1-877-BE-THERE or on line at [www.edd.ca.gov](http://www.edd.ca.gov)

## Vacations

### Teachers & Other Contract Employees, Including Administrative & Staff

Vacation time is not accrued or earned. Employees in this category are on 10 - 11 month contracts and expected to take their vacation in the months not covered by their contracts.

New 11 month employees will receive two weeks off in addition to Christmas and Easter break. If the contract is renewed, the employee will take their vacation in the months not covered by their contract.

### Non-Contract Employees, Including Classified Staff (Exempt & Non-Exempt)

For 12-month employees, paid vacation is earned and accrued according to the following schedule:

1 - 5 years	2 weeks
6 - 10 years	3 weeks
11+ years	4 weeks

Note: Vacation accrual begins on the first day of employment. Accrual at the higher rate begins one year before the anniversary date (i.e. an employee completing four years starts accruing vacation at the 3-week rate).

### Part-Time Employees

Part-time employees do not earn or accrue vacation.

## Personal Days

Employees in classifications identified: Probationary Full-Time Employees, Regular Full-Time Employees & Regular Part-Time Employees with Benefits, Temporary Full-Time Employees, shall have a maximum of two sick leave days annually which they may use as personal leave days. Except in case of emergency, prior approval from the principal should be obtained five days in advance of use of personal sick days. (Only employees working in classifications identified in this paragraph are eligible for personal days.)

## Medical Certification of Fitness to Return

If an employee is absent because of illness for thirty (30) calendar days or more, the employee shall submit a written release signed by a physician (or chiropractor when made within the scope of his/her license) stating that the employee is able to return to work. A principal may request a medical release for return to work following a medical absence of less than thirty (30) days.

## Medical Leave: Disability Because of Pregnancy, Childbirth or Related Medical Conditions

Up to a maximum period of four (4) months will be granted for a leave of absence due to disability during the time the employee is actually disabled on account of pregnancy, childbirth or related medical conditions. Before such leave is granted, the employee must provide written certification from her physician confirming that the employee is or will be disabled. Subject to certain exceptions and conditions, the Diocese will reinstate the employee to the same or a comparable position at the end of the leave. For more details concerning this benefit, consult the Medical Leave: Disability Because of Pregnancy, Childbirth, or Related Medical Condition policy in the Diocesan Administrative Handbook.

## Personal Leave of Absence

An unpaid personal leave of absence may be available for leaves of personal reasons other than those reasons qualifying as leave under the Family Care and Medical Leave Policy or Pregnancy-Related Disability Leave and in circumstances where the employee has exhausted all available leave under such policies and continues to have a need for leave. A request for Personal Leave may be approved or denied, after the principal and pastor confer with the Director of Human Resources. Such requests are to be submitted in writing and will not be granted for more than one year, if approved, and may not

guarantee re-employment. Participation in Diocesan Benefit Plans is suspended during the period of the leave.

## Bereavement Leave

When an employee experiences the loss of a relative, usually a few days are required to make arrangements, attend services and attend to personal and family needs. For these unexpected absences, employees are provided with time off without loss of pay as follows:

- Death of a spouse or child — ten (10) work days
- Death of a parent or sibling — six (6) work days
- Death of a close family member or friend — Up to two (2) paid personal days may be provided with the written permission of the supervisor.

According to family need, employees may use accrued sick or vacation time to extend absences for bereavement.

When an employee attends the funeral or burial of a spouse, child, parent or sibling more than 150 miles away, an additional day may be added, and if out-of-state, two additional days.

## Educational Leave

With the permission of a supervisor an employee may attend, during working hours: conferences, seminars, institutes and courses, and meetings that are directly related to the job and will improve skills.

## Military Leave

The California Military and Veterans' Code requires employers to provide employees with a temporary leave of absence without pay while they are engaged in military duty for a period of up to seventeen (17) calendar days per year. This protection extends to employees who are members of the Militia. Employees who enlist or are drafted are entitled to reinstatement pursuant to Federal Law.

## Administrative Leave

Employees may be placed on administrative leave when situations occur that require investigation or inquiry and the President determines, in consultation with the Diocese of Oakland's Human Resources Department and the Chief Financial & Administrative

Officer, that placing employee(s) on leave pending investigation or inquiry is in the best interests of the school and/or employee(s). Administrative Leave can be with or without pay, depending on the circumstances. An employee placed on Administrative Leave will be informed of the reason for the leave in writing and the pay status during leave, and will receive instructions regarding being available during leave for communications with the President.

## Jury Duty

An employee, including one working twenty-four (24) hours a week or less, who is called to jury duty will suffer no loss of salary or of sick/personal leave time. The employee will be paid while actually serving jury duty during his/her regular assigned work hours.

The following procedures are to be observed, to ensure that time is properly credited: Upon receipt of the summons, the employee is to complete and submit to the Principal a request for approved absence for at least the day specified in the summons. A teacher summoned for jury duty is to prepare appropriate assignments for her/his classes for the day(s) absent from school. If chosen for service on a jury, the employee is to notify the Principal as soon as possible; the approved absence will be extended accordingly.

Upon completion of jury duty, the employee is to endorse to the school any compensation received from the court and submit the court's affidavit of time served.

As a matter of convenience for potential jurors Alameda and Contra Costa Counties devised a "call in" method. The person calls a number at a specified time to see if s/he will be needed for service that day. Unless an employee is asked to serve in a county other than the one in which s/he works in, there is no reason the employee cannot report for work. When the employee reports for work and is called in mid-day, s/he must be prepared to leave on a moments notice. If the employee elects to stay at home to call in rather than call in from work it will be considered unpaid time off.

## Resignation

The provisions governing resignation of administrators and teachers are outlined in the contract of employment for each. Non-exempt personnel who wish to resign their positions are asked to provide thirty (30) days' notice of their intent. (See teacher contract and the Diocesan Administrative Handbook.

## Disciplinary Probation and Termination of Employment

Occasionally Bishop O'Dowd is faced with the prospect of unacceptable behavior or substandard quality of work. If a regular employee's performance falls below an acceptable level or if an employee engages in conduct contrary to these policies and best interest of Bishop O'Dowd or the Diocese, the employee may be placed on probation for a period of one to six months, as determined by the Principal. This probationary period notification must be in writing and Human Resources must be notified first. Generally, by the end of this disciplinary period, the employee must have demonstrated satisfactory resolution of the problem that led to being placed on probation or be subject to termination. However, during disciplinary probation, the employee has access to the Diocesan Dispute Resolution Process.

It should be noted that an employee may be terminated without first being placed on disciplinary probation. Examples of such situations, without limitation, are:

- Serious misconduct or unprofessionalism
- Failure to comply with School/Diocesan policies when such failure amounts to insubordination or a serious breach of discipline.
- Theft, embezzlement, or misappropriation of School property or funds.
- Use, possession, dispensing or being under the influence of illegal substances, on School property, or during work hours (except as permitted at School-sponsored events, such as fund raisers).
- Falsification of work records, regardless of when the falsification occurs.
- Possession of a firearm or weapons on the School property (with or without a lawful permit to carry).
- Conviction of a crime that involves moral turpitude.
- Any act of violence, or threatened violence.
- Public behavior (including but not limited to use of social media) that conflicts with the teachings of the Catholic faith, or which may bring discredit upon the School or the Diocese of Oakland.
- Employees who resist participating in corrective action plans to address work performance or attendance problems.

A regular employee, as well as a full-time or part-time employee, so terminated will have the right to written notice of the reasons for termination and the right to appeal a termination through the Diocesan Dispute Resolution Process. Such employees must first exhaust the Dispute Resolution Process before filing any lawsuit challenging their termination.

The termination of a contract during the current school year, or the school's decision not to offer a contract for the following school year may also occur as a result of any of the following:

- The closure of the school, or a reduction in the anticipated levels of staffing needed at the school arising from the curtailment of a class or program, or a reduction in the total

number of classes offered in a particular subject or department, when based upon the school's anticipated enrollment and finances.

- Termination for cause (see above, the Teacher Contract, and the Administrative Handbook).”

## Dispute Procedures

Any dispute arising out of the rights and obligations under any contract between the administration of a school operated by the Roman Catholic Welfare Corporation for the Diocese of Oakland, and a teacher or other employee shall be administered and conducted according to the Dispute Resolution Process of the Diocese of Oakland.

The most up to date version of this Process can be found online at the following URL: [www.oakdiocese.org/personnel/AppendixC.pdf](http://www.oakdiocese.org/personnel/AppendixC.pdf) and is also found in appended to this handbook.

Bishop O'Dowd High School has an open door policy and encourages employees to share their questions, concerns, or any Human Resources issues with the Chief Financial & Administrative Officer at any time, including situations which may involve the employee's supervisor.

## Non-Exempt Employees

### Overtime for Non-Exempt Employees

Staff employees will be paid for all hours worked in accordance with legal requirements. Overtime compensation is paid to all non-exempt employees in accordance with federal and/or state laws, as applicable based on their job function.

Generally, California law requires overtime be paid to non-exempt employees at the rate of 1½ times the employee's regular rate of pay for all hours worked in excess of 8 in a day and 40 hours in a workweek, but the same hours will not be counted twice. It also requires that double-time be paid over 12 hours in a workday and after 8 hours on the seventh consecutive workday in the defined workweek. Federal law requires that overtime be paid to non-exempt employees at the rate of 1½ times the employee's regular rate of pay for all hours worked in excess of 40 hours in a workweek, but the same hours will not be counted twice. However, certain non-exempt employees may be subject to different overtime compensation rules based on applicable law and their job duties.

Unless an employee is regularly scheduled to work sufficient hours to entitle him or her to overtime pay, overtime is designed to deal with unusual situations and sudden demands. Any

overtime hours worked must be reported to the school before the end of the payroll period. Chronic late reporting may be subject to disciplinary action.

If an employee is regularly unable to finish his/her work in the time allotted, the employee should discuss the situation with his/her immediate supervisor and/or Human Resources. Because unauthorized overtime is against the school's policy, employees who work unauthorized overtime may be subject to disciplinary action.

## Time Records for Non-Exempt Employees

All non-exempt employees are required to keep an accurate record of their hours worked. Time records must be accurate since they are used to complete payroll checks, and care should be taken to see that time records are an accurate reflection of your hours worked. If for any reason you fail to record your time correctly, you should see your immediate supervisor immediately, or Human Resources, so that the error or omission can be corrected and initialed.

The following rules must be observed regarding time records:

1. Employees must sign/clock in and out daily at the start and end of their shifts;
2. Employees who do not sign/clock in or out may be subject to discipline;
3. Employees may only record his/her own time, and violators will be subject to discipline up to and including immediate discharge;
4. Employees must accurately record time out/in when leaving the school's premises for personal reasons;
5. Any modifications or alterations on an employee's time record must be approved by his/her immediate supervisor or Human Resources; and
6. Employees must sign a record of their time entries at the end of each pay period, provided they accurately reflect their hours worked.

## Meal Periods and Rest Breaks for Non-Exempt Employees

### Paid Rest Breaks

Non-exempt employees are authorized and permitted paid ten (10) minute rest breaks. Non-exempt employees receive one rest break for each four hour work period or a "major fraction" of a work period (i.e. greater than two hours); however, any non-exempt employee who works less than 3½ hours in a day is not eligible to take a rest break.

The number of breaks received is as follows:

- Non-exempt employees who work between 3½ and 6 hours are entitled to one rest break.
- Non-exempt employees who work more than 6 and up to 10 hours are entitled to two rest breaks.

- Non-exempt employees who work more than 10 and up to 14 hours are entitled to three rest breaks.
- Non-exempt employees who work more than 14 hours are entitled to four rest breaks.

A paid rest break is paid time when an employee is relieved of all work duties and responsibilities. Rest breaks should not be combined, added to a meal period, or taken at the very beginning or very end of the day. Insofar as practicable, rest breaks should be in the middle of each work period. Supervisors will schedule rest breaks for employees who need to be relieved to practicably accommodate production needs. All other non-exempt employees are permitted and expect to self-police their rest breaks and ensure that they take their rest breaks every day. If any employee feels s/he is unable to take his/her rest break according to this schedule, the employee must notify a supervisor or Human Resources at the time the employee is unable to take the rest break. Failure to follow this notification requirement may lead to discipline, at the school's discretion.

### Meal Periods

Employees in non-exempt positions are required to take a mandatory unpaid, uninterrupted 30 minute meal break. A meal break is an unpaid period when employees are relieved of all work duties and responsibilities, generally for the purpose of consuming a meal. Non-exempt employees may not perform any job duties or work-related activities during a meal break. Non-exempt employees are not allowed to eat lunch at their work stations. Employees must record the time-out when taking a meal break and record the time back-in when they resume working, and are permitted to leave the worksite.

If non-exempt employees work more than 5 hours (5:01), they are required to take one unpaid meal break, to begin after working no more than 5 hours (5:00). Non-exempt employees working more than 10 hours (10:01) are required to take a second meal break to begin after working no more than 10 hours (10:00) of work. Employees working more than 5 hours, but less than 6 hours, may voluntarily waive their meal period. Employees working more than 10 hours, but less than 12 hours, may voluntarily waive their second meal period if the first meal period was not waived.

Using meal breaks to start work late or leave work early is not acceptable. Supervisors will schedule meal breaks for employees who need to be relieved to practically accommodate production needs. All other non-exempt employees must self-police their meal periods and ensure that they take their meal periods every day in a timely manner. If an employee is unable to take his/her meal break or take it in a timely manner, the employee must notify a supervisor or Human Resources at the time the employee is unable to take the scheduled meal break. Failure to follow this notification requirement may lead to discipline, at the school's discretion.

# Academic Policies

## New Course Proposals

Any member of the school community may suggest a new course or substantial course change to the appropriate academic department in the fall for the following school year. The new course or course change is to be presented in formal course outline format (rationale, objective, sequence, texts, instructional materials, instructional strategies, evaluation and fees), and presented to the Department Head concerned. Once approved by the department members, the chair will present it to the Academic Council. The author(s) of the proposal may be present at that Academic Council meeting.

If approved by the Academic Council, the new course or course change must be submitted to the administration for final approval. Once approval is given, the course or change may be implemented. The department must then seek UC approval for the new course.

## New Textbook Adoption

The Academic Council has adopted the following textbook selection process:

At least three teachers must evaluate any text being considered for adoption. One of these teachers should have experience teaching the immediately following course if the course involved is part of a sequence.

When a replacement is selected, the Department Chair will present a formal request for approval of the new text to the Associate Principal in January of the preceding implementation year. This request must include the rationale for replacing the current text, if one is being used.

After administrative approval, the Department Chair is to notify the Instructional Technologist and the staff member assigned to order texts. They will ensure that the book list is updated.

As a general rule, textbooks must be in use for at least three consecutive school years before adoption of a replacement will be permitted.

## Textbook Acquisition

Students are required to purchase all textbooks, eBooks and related materials either through the school's designated supplier or from alternative sources. In April of each academic year, the approved book list for the coming year, including the ISBN or ISSN of each text, is to be finalized. It is made available to students and their parents/guardians in the summer.

## School-Sponsored Trips

Field trips can be an important component of the educational program. The administration of Bishop O'Dowd High School encourages faculty to make appropriate use of off campus resources, subject to certain restrictions and procedures.

A proposed field trip, whether for a single day or overnight, will not be permitted to take place unless the following conditions outlined in the Field Trip Request Form are met:

- The proposed trip must be demonstrably relevant to the students' academic program.
- The proposed trip must not conflict with other school-sponsored events/activities.
- All required documentation is submitted according to the timelines specified.
- Sufficient and appropriate supervision is provided for students at all times while the students are off campus.
- Transportation arrangements are in keeping with school and Diocese of Oakland policy.

Prior to announcing or making arrangements for a field trip, the sponsoring teacher is to have the trip provisionally approved by her/his Department Chair and by the Associate Principal. No more than two field trips will be permitted to leave the school in any given week, and field trips in the months of December and May will ordinarily NOT be approved.

Required paperwork, available in the appendix and in the faculty workroom, consists of the following:

- **Field Trip Request Form** is to be completed by the sponsoring teacher. The form must be routed to the following staff members for approval: the Department Chair and the Associate Principal at least two weeks prior to the scheduled departure.
- **Parent Permission Field Trip Form** is to be distributed to students and returned to the sponsoring teacher prior to departure. No student may participate in an off-campus trip, even for a few hours, unless this form is completed and on file.
- **Field Trip Class Release Form** to be distributed to students and returned to the sponsoring teacher one week prior to departure. Any of a student's teachers may withhold permission to be absent from class to participate in a field trip; however, this is to be done only if the teacher judges that the student's absence from a class session will be seriously disruptive of the educational process.

Sponsoring teachers are to ensure that there is adequate supervision of students at all times. The number of chaperones required depends in part on the nature of the activities that will be

undertaken; however, there should always be at least one responsible adult for every twenty students. Parents/guardians may serve as chaperones on field trips; however, there must be at least one Bishop O'Dowd High School faculty member present on any trip. In addition, the Principal or her/his delegate must approve in advance any chaperones who are not school faculty/staff or parents/guardians. There must be an approved chaperone of each sex on overnight trips. These chaperones must first receive clearance through the Business Office (human Resources) at least three weeks before the trip. All overnight chaperones without exception must be screened according to the provisions of California's Megan's Law.

In addition to the documentation to be completed prior to a trip, the sponsoring teacher of each field trip must obtain and maintain in her/his possession at all times during the trip each participating student's medical and emergency contact information. This information should be provided by students/parents on the Field Trip Release Form, but is also available in PowerSchool.

If students are to be outside visual range of the trip leader at any time during an off campus trip, additional insurance coverage must be obtained. Additional insurance is also required for overnight trips. The form for this coverage is available from the Business Office. This additional coverage must be arranged and paid for in advance.

Once a proposed trip is approved, the teacher(s) involved are to request substitute coverage and provide lesson plans, as per teacher absence procedures.

All school rules and policies, including the Drug and Alcohol Abuse policy, are in effect at all times for all school trips.

## Foreign and Out-of-State Travel

The following regulations and procedures govern all foreign and out of state trips organized by employees of Bishop O'Dowd High School and promoted in the school:

Only employees of Bishop O'Dowd High School may promote, solicit for, organize, and serve as leader of any trip that involves students of Bishop O'Dowd High School and that is advertised and/or promoted in the school.

Approval of a proposed trip must be obtained from the Department Head and Principal prior to advertising or otherwise promoting the trip in any way.

Apart from the leader, at least one other responsible adult, approved by the Principal, must accompany the trip as designated chaperone and must have completed the Diocesan Safe Environment training.

Unless the administration explicitly approves another arrangement, student travel involving more than two consecutive nights away must be organized in conjunction with an approved professional agency such as Close-up Foundation or EF Institute.

Any student trip organized, advertised, and/or promoted in the school must have a demonstrable link to curriculum.

Before a proposed trip can be approved, the leader must submit an application through the Associate Principal no later than September 15 for any trip that is to take place prior to the next September 15.

The application must include the following:

- Name of the tour organizing company, including information on the company's insurance coverage and policies relating to behavioral expectations.
- A detailed itinerary, including the proposed dates of the trip.
- Names of the persons who will serve as designated chaperones.
- A concise statement of the relevance of the trip to the academic curriculum.
- The Associate Principal will collate all trip proposals following the September 15 deadline and will forward them to the school administration for decision.
- The administration will give notice of approval or non-approval by September 30.

All school rules and policies, including the Drug and Alcohol Abuse policy, are in effect at all times for all school trips. Failure to follow procedures at any time during a trip on the part of any school employee will lead to disciplinary action, which may include termination of employment.

## Faculty and Department Meetings

Faculty and department meetings are scheduled on a monthly basis. In addition, the Principal or his/her designate may call special meetings. Faculty members are required to attend all scheduled meetings unless excused in advance from a faculty meeting by the Principal or from a department meeting by the Department Chair.

## Faculty and Counselor Supervision

A member of the administration or faculty is always designated as supervisor at any extra or co-curricular event, whether on or off campus.

Every faculty member and counselor is assigned campus supervision(s) at the beginning of each semester. This will require him/her to be present in a particular area of the campus at a designated time during lunch, break or meeting period.

In all instances, the supervisor's primary responsibility is to ensure safety and good order. He/she is a delegate of the administration and is authorized to apply all relevant school policies and procedures in carrying out his/her responsibilities. This includes being alert and mindful of student interactions and responding to poor student behavior directly.

## Library Services

The library provides services and resources that augment classroom instruction and prepare students for university and public library use. The library maintains a quiet atmosphere conducive to learning and individual as well as group study and emphasizes personal responsibility toward the treatment of materials, appropriate behavior, and consideration of others. Library hours for regular school days are posted at the beginning of each school year.

## Transportation of Students

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.

Ordinarily, the school will provide transportation to and from authorized off campus activities, including athletic events. Students are not permitted to drive other students to or from school-sponsored activities.

Teachers and/or parents may drive students to or from off campus activities in their private vehicles but the following policies are in effect:

- Maintain on file with the school's Coordinator of Transportation a copy of his/her valid DMV license and a copy of his/her personal liability declaration page , showing the limits of /liability in the following amounts: \$250,000/\$500,000 bodily injury and \$100,000 property damage or \$300,000 combined single limit. (If an employee has an accident while driving on school business, then by California law, the employee's insurance will be the first to respond.)
- The parents of the students who will be transported in a private vehicle have provided permission in writing.
- Teachers and parents/guardians who drive students to off campus events must have at least two students in the vehicle at all times, unless the student is the driver's own child or ward.

- Third-party drivers such as friends of faculty members are not permitted to drive students to or from off campus activities for any reason or at any time.

Bishop O'Dowd High School personnel who wish to use school vehicles are to use the Van/Bus Request Form found in the faculty workroom or online. All prospective drivers of the school vehicles must satisfy in advance the requirements established by the Coordinator of Transportation including the submission of clean copies of all relevant documentation. Persons not employed by Bishop O'Dowd High School are not permitted to operate school-owned vehicles, including golf carts, for any reason.

Employees who use their personal vehicle for school business are entitled to reimbursement as outlined in the Handbook reimbursement policies.

Care and diligence must be exercised when utilizing school vehicles including buses, vans, golf carts. The careless, negligent or unsafe use or operation of school vehicles as well as excessive or avoidable traffic and/or parking violations, can result in disciplinary action.

When the vehicle is unattended, it should be locked and personal property should be removed or placed out of view. If an employee has an accident while operating a school vehicle, it should be reported immediately to the Coordinator of Transportation verbally, or by email.

School vehicles are not to be used for personal use.

The school will not pay for any traffic violations or parking tickets issued while driving school vehicles or driving personal autos for school business.

## Public Address System

Use of the public address system is ordinarily restricted to the administration. Others wishing to use the P.A. must secure permission in advance from the Principal or his/her delegate, unless a legitimate emergency is in progress and it is judged that delay could result in injury to students and others. Forgetting to convey information, by a coach or moderator, to a club or team is not considered an emergency.

The ordinary use of the P.A. is governed by the following procedures:

- The Assistant to the Activities Director coordinates announcements for the P.A., the school bulletin and the corridor televisions. The preferred method for submitting announcements to the Student Activities is via Email one day prior to the requested date for announcing. This policy facilitates the creation of the website log of daily announcements for the school community and gives those individuals reading the messages time to organize and consolidate information each day.

- Announcements will be made only during the scheduled announcement period.
- Classes will normally not be interrupted at other times for announcements. If an administrator agrees to an interruption, the announcement should never be made at the end of the period.

## Emergency Procedures

### Injury or Illness

When an incident involving injury and/or illness occurs:

- Call 911 immediately if the ill/injured person's health and well-being appear to have been compromised (i.e. by loss of consciousness, sudden and severe pain - especially in the abdominal or thoracic areas, unexplained bleeding, a head or spinal injury, etc.).
- A responsible adult is to notify the main office immediately. The office staff will inform the Principal and/or Dean and try to locate a faculty or staff person with knowledge of first aid.
- Refer to the Emergency First Aid Guidelines for California Schools booklet located in the red emergency backpack in each classroom.
- If only one adult is present with the ill/injured person, that adult will remain with the person and a student may be sent to the office with the message.
- If qualified medical personnel determine that transportation to a hospital is required, a delegated faculty/staff member will ordinarily accompany the ill/injured person.

### Accident Reports

Accidents involving students that occur on/in school grounds and buildings, at off campus school sponsored events or en route to school, are to be reported on the Accident Report form. This form, available in the faculty workroom is to be completed by the teacher or other responsible adult and returned to the Business Office as soon as possible and in no case later than the end of the school day on which the accident occurs.

Any member of the faculty or staff who is injured while involved in a school-sponsored activity whether on or off campus, must report the incident to the Business Office within 24 hours of the occurrence.

## Administration of Medication to Students

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.

At no time should school personnel provide students with medications of any type (including mild pain killers like acetaminophen) or assist in changing dressings on existing injuries.

If assistance in administering a prescribed medication is required, appropriate arrangements must be made with the Deans in advance. School personnel may assist in administering the medication only if all the following conditions are met beforehand:

- The medication is in the original prescription container, with the student's name and type of medication clearly printed on the exterior.
- The student and/or parent/guardian provide a dated, signed physician's authorization, specifying the medication and dosage.
- The student and/or parent/guardian provide a signed and dated statement holding the school and its employees harmless for any adverse reaction to the medication in question.
- Appropriate training in administering the medication has been provided to those designated to assist the student.

## Emergencies, Safety and Security

The Principal handles all issues related to campus safety or security. The Principal may delegate to others in the school administration his or her authority as circumstances and exigencies require.

No employee has the authority to disregard or act contrary to the directions of the Principal and his/her designee in matters concerning campus safety or security. Such action constitutes gross insubordination and itself is grounds for termination.

All employees are to cooperate with any emergency, safety or relief workers who arrive on campus during or after an emergency; however, the Principal or designee is ultimately responsible for decisions affecting the safety and welfare of the students and physical plant.

## Administering First Aid

A First Aid Supply Kit is available in each classroom and work area. The following guidelines are strongly recommended for administering first aid to any student or adult.

- Wash and glove hands before administering first aid; keep hands away from mouth and face while working.
- Wear disposable gloves from the First Aid Kit to avoid direct contact with blood or other bodily fluids.
- Wash hands thoroughly with antiseptic soap after administering first aid.

## Site Cleanup Procedures

The following procedures are strongly recommended for cleanup procedures after administering first aid to any student or adult:

- Contact maintenance services. They have been trained to clean a first aid site.
- Keep students and other personnel from the area until maintenance arrives.

If you must clean, please remember the following:

- Wear disposable gloves if blood or other bodily fluids need to be cleaned up; avoid any direct contact with blood.
- Keep hands away from mouth and face until cleanup is complete and hands have been washed.
- Promptly clean soiled surfaces and reusable supplies such as mops with a disinfectant such as dilute household bleach (1 part bleach to 10 parts water).
- Use sealed plastic bags to dispose of soiled tissues, towels, bandages or band-aids and gloves. See that soiled materials are disposed of in an approved biohazard container.
- Wash hands thoroughly with antiseptic soap when finished.

## Earthquake

In the event of an earthquake:

- Remain calm.
- Duck, cover, hold; direct students to take cover under desks; be alert for flying, falling, sliding objects.
- Stay as far away from windows as possible.

- If outdoors, move to an open area away from buildings, trees, power poles, brick walls, and other structures that could topple.
- Remain in place until advised that it is safe to move.

After an earthquake:

- Remain calm.
- Check for injuries; if a major injury has occurred, and it is safe to do so, send an uninjured student to the flagpole on the quads to request assistance.
- Unless there is danger of further injury from falling objects, no attempt is to be made to move a seriously injured person. Remember to use the First Aid Kit available in each classroom or work area.
- Remain with students at all times.
- Be prepared for aftershocks.
- Wait for instructions.

## Fire/Fire Drill

In the event of a fire or drill at any time (indicated by a staccato bell sounding at ten second intervals), the following procedures are to be observed:

- For classes that are in session, work is to stop immediately; the teacher is to lead the students from the building by the evacuation route posted in each classroom to the football field.
- In the event the normal and alternate routes are blocked by fire and/or smoke, teachers are to use their best judgment to evacuate their students safely via another route.
- Teachers are responsible for all students in the halls, not simply for those in their own class.
- Apart from girls' purses, nothing is to be taken from the classroom.
- The teacher is to hold the door open until all are out, then close it and fall in behind the class. The teacher is designated as "last out" to ensure that no one is left behind.

- Any faculty and staff not assigned to a room are to proceed directly to the football bleacher area, report in and await instructions.
- All students and faculty with room assignments will proceed in silence directly to the assembly area on the lower field.
- The Principal or Associate Principal is responsible for ensuring that all staff members are accounted for as soon as possible.
- Once on the lower field, all students are to locate and line up behind their 2nd period classroom teacher (or “teacher designate” if the teacher is absent). Silence is to be maintained throughout.
- Once the room group has reached their assembly point, the teacher is immediately to take attendance and promptly send an attendance report to the Attendance Secretary in the bleacher area via designated faculty personnel.
- The Attendance Coordinator will determine whether every student is accounted for and inform the Associate Principal and the Deans of any discrepancy.
- In the case of fire drill, classes will not resume until every person is accounted for; teachers and students are to return to classrooms and other areas of the buildings only after the “all clear” signal has been given by one of the Deans.

## Lockdowns

In all situations, it is imperative that staff persons remain calm and assist students to find the best available shelter from the threat. In no case should anyone attempt to confront, disarm, or distract a person presenting a threat.

A staff person confronted directly with such a unique situation should remain calm and focus on maintaining the safety and security of students. If circumstances permit, a mobile phone should be used to contact Security or one of the Deans; however, one should always keep in mind that any action may produce a violent response on the part of the person presenting the threat.

If a person or persons are brandishing weapons on campus, or threatening to injure themselves or others, an announcement instructing all teachers to secure their classrooms immediately will be broadcast and repeated over the P.A. system. When this announcement is made, the following procedures will be observed:

- “Secure in place” - immediately close and lock classroom doors; teachers and students in classrooms should take cover away from doorways and windows.

- P.E. classes outdoors at the time of the announcement are to try to walk from the fields down the stairway leading to the traffic pullout on 98th Ave., and remain at the pullout until advised otherwise. If this is not feasible, they should try to gather behind locked doors in one of the gyms. Teachers of indoor P.E. classes are to lock the gym doors, keep their students inside and, if necessary, assist students and teachers from outdoors to take shelter in the gyms.
- Students and staff inside the cafeteria and Annex are to take shelter, if possible, behind locked doors in those facilities; otherwise, they also should try to take shelter in one of the gyms. Wait for further instructions or an “all clear” from the Principal or Associate Principal.

## Business Policies and Procedures

### Postage

The Main Office personnel are the only persons authorized to operate the postage meter and to process outgoing mail. The school provides postage only for official school mail. As a service to faculty and staff, personal mail will be posted on payment of correct postage. Payment for postage must be made in cash to the office staff before any piece of personal mail will be accepted in the front office.

### Faculty Lounges/Dining Room

The faculty lounges and dining area are for the exclusive use of the faculty and staff. Students are never permitted in the lounges for any reason.

### Photocopiers

The photocopy machines located in the faculty workroom are for the exclusive use of the school faculty and staff to produce school-related materials. All photocopying is to be done by individual staff members. Students are not permitted to use the photocopy machines.

Each staff member is provided with a numeric code that permits use of the photocopy machines and is used to track the number of copies made. The budget of each department is charged for each copy made by individual members of that department. In the interest of the environment and the budget, staff members are encouraged to make double-sided copies whenever possible and to refrain from making colored copies when black and white copies are sufficient.

Bishop O’Dowd High School respects the right of authors and artists to receive just compensation for their work and requires of its employees full compliance with all applicable copyright laws and regulations. Any use of the school photocopiers that violates copyright will be considered a serious breach of school policy.

Use of the school photocopiers for personal photocopying is not permitted at any time.

## Gym

Faculty and staff are not permitted to use the fields, gym, or weight room for personal fitness. Refer to the Facility Use Policy for rental information.

## Keys

Each faculty/staff member will receive a set of keys from the Director of Facilities. These are to be kept in each person's possession at all times. They are never, under any circumstances, to be given to students or outsiders. Failure to abide by this policy can result in immediate termination of employment.

It is recommended that no school keys should be attached to key rings or lanyards that identify them with O'Dowd.

The Director of Facilities is to be notified immediately if any keys are lost. Keys, along with any other school property, are to be returned to the Director of Facilities upon termination of employment at Bishop O'Dowd High School.

## Parking

Each faculty/staff member who drives to school will be assigned a parking space. This space is reserved for that person's exclusive use during regular school hours.

An unauthorized vehicle occupying a person's designated parking space is to be reported immediately to the Dean who will arrange for removal of the unauthorized vehicle.

## Access to Campus

Access to the Bishop O'Dowd High School campus is controlled at all times. The primary entrance to and exit from the school is via the front gates on Stearns Ave. These gates are open from 6:30 A.M. to 9:30 P.M. on regular school days and from 7:00 A.M. to 9:30 P.M. on Saturdays and Sundays.

Any attempt on the part of a member of the school community to circumvent the perimeter security of the campus for any reason outside of these posted hours could result in his/her losing access privilege and further consequences as determined by the Principal. If there is an emergency and access is required, the employee should contact security to gain access.

For events that require the gates to remain open outside these times, a completed facilities request form specifying the date and time for the gates to be open must be filed at least 72

hours in advance. Bishop O'Dowd High School policy mandates that at least one security person must be on campus any time the gates are open or for any event open to the general public. Gate openings that require security overtime will result in a charge to the appropriate departmental account.

Individual faculty and staff have access to the campus at any time on weekends and holidays up until 9:30 P.M. However, no organized activity of any kind, especially involving students, may commence prior to 1:00 P.M. on Sundays without the express authorization of the Principal. Failure to observe this restriction will result in loss of access privileges.

## Use of School Facilities

### Facility Use Policy

Bishop O'Dowd High School strives to create an atmosphere of community. This is done in conjunction with our various public entities, including students, parents, staff, alumni, and the community at large. To achieve this goal the school will provide the use of its facilities to Diocesan groups first, then to faculty and staff followed by outside groups for the dissemination and conveyance of information as part of the educational process. Bishop O'Dowd is willing to provide the use of its facilities for the community as long as that use coincides with the Mission Statement of the school.

Facility use requires a faculty/staff sponsor and there must be approved adult supervisors at all events and also the use must be approved by the Director of Logistics. Camps or Clinics that are run by Bishop O'Dowd personnel, where funds are generated for Bishop O'Dowd athletic accounts, can obtain insurance through the school via the business office. Financial information for these camps also needs to be provided to the business office. Camps and Clinics that are being run by private organizations must provide their own insurance and must pay full fees and be approved by the Director of Logistics for facility use.

Facility use fees, which include maintenance and technology needs provided by school personnel, must be a built-in part of the rental and use of these facilities. The school does not provide technological or audio-visual set-up or equipment for non-school related events unless a fee is paid in advance. A damage/cleaning deposit will be charged, and this deposit will be returned after the event if facilities are left in adequate condition.

Fee statements are listed below:

- Use of theater=\$100 for the first hour, \$50 for every additional hour.
- Use of all other facilities=\$50 per hour
- Athletic fields-\$75 per hour + \$25 per hour for light use

- Payment for technology/ AV use provided by/ approved by Bishop O’Dowd tech dept.= \$50 per hour
- Payment for maintenance/janitorial service= \$50 per hour. For large set-ups \$27.50 per hour for each maintenance person at a 4 hour minimum.
- Theater deposit= \$500 flat fee.
- Additional security personnel= \$25 per hour per person.

The process for requesting facility use is as follows:

1. Fill out a facility request form in its entirety, including a set-up schematic if necessary.
2. This form will be turned in to the Director of Logistics in Dominican Hall, who will forward the request to the Associate Principal.
3. This form will be forwarded to the appropriate Director’s affected by the event.
4. Once approval is given, the event will be placed on the school facility use calendar.

## Facility Rentals

The following rates apply to the rental of Bishop O’Dowd school facilities for faculty, staff outside groups and not-for-profit organizations related to youth activities, athletic camps, clinics and non school sponsored practices:

Classrooms & Meeting Rooms	\$50 per hour
Field Use	\$75/Hour + \$25/Hour for light use
Gym Use	\$50/Hour
Theater Use	(limited availability ) \$500 deposit-\$100 first hour-\$50/Hour for additional time
Weekend Use	\$50/Hour plus maintenance fee
Security Cost	\$25/Hour as needed

\*Rates are subject to change for any reservation\*

Please note that the school practices and school events have priority over all outside rentals. The school does not provide technological or audio-visual set-up or equipment for non-school related events unless arrangements are made and a fee is paid in advance. A damage/cleaning deposit may be charged, and this deposit will be returned after the event if facilities are left in adequate condition. Use of facilities for non-school related events must provide their own event insurance.

## Theater Use Request for Outside Groups

Use of the theater needs to be pre-approved at least six months in advance. Deposits and costs need to be pre-paid unless another agreement is in place.

Outside groups need to use supervisory personnel that is approved by Bishop O'Dowd High School. The group will have to pay for this cost of this personnel. Tech personnel also need to be pre-approved by Bishop O'Dowd High School and this needs to be paid for as well. This includes any AV, Sound, or Lighting needs.

## Apparel Purchasing Policy

In conjunction with our Fair Trade Policy Statement, all apparel and accessories purchased by Bishop O'Dowd High School will adhere, to the extent possible, the strictest rules of Fair Trade and will encompass:

- Fair Trade standards
- Fair Labor standards and conditions
- Child Labor laws and responsibilities
- Environmental sustainability

In order to ensure the adherence to our Fair Trade Policy, all apparel, accessories and promotional items purchased for Bishop O'Dowd High School will be approved and purchased by the manager of the Dragon Den. Athletic Team uniforms, practice gear and equipment purchasing will fall under the Athletic Department who will, to the extent possible, ensure the adherence to our Fair Trade Policy.

The Dragon Den and Athletic Department will strive to establish relationships with vendors who can attest to vetting their individual suppliers to ensure the principles of Fair Trade, Fair Labor, Child Labor laws and environmental sustainability are followed in its own procurement of materials and products. The Dragon Den and Athletic Department will strive to secure written statements from such vendors attesting to their Fair Trade practices.

## Fair Trade Policy

The promotion of Fair Trade underlies and enhances Bishop O'Dowd High School's mission statement and its commitment to developing young men and women of competence, conscience, and compassion. We assign great importance to Bishop O'Dowd's role within the greater community and therefore commit to supporting, using and promoting Fair Trade.

Bishop O'Dowd pledges itself to the following commitments:

- A Fair Trade Steering Committee will be established, consisting of both faculty/administration and students. This committee will meet once a quarter, review adherence to our commitments, develop standards, and look towards areas we can improve/support Fair Trade product purchasing. The Fair Trade Policy Statement will be reviewed annually.
- Throughout the campus, all coffee and teas, including caffeinated, decaffeinated, and espressos served will be 100% Fair Trade Certified.
- We will strive to make available for sale only Fair Trade products in all areas where purchasing can occur on campus, including the Dragon Den, vending machines, and cafeteria.
- We will strive to establish relationships with vendors/contractors who can attest to the strict adherence of:
  - Fair Trade standards
  - Fair Labor standards and conditions
  - Child Labor laws and responsibilities
  - Environmental sustainability
- We will integrate Fair Trade information and events into the programs and culture of the school to ensure that the principles of Fair Trade continue to be a part of policy and social fabric of our community.

## Purchasing and Reimbursement/Contracts

Employees are not permitted to purchase supplies or services in the name of the school without prior authorization from the Chief Financial & Administrative Officer and a Department Chair, if appropriate. Persons making unauthorized purchases, regardless of the amount involved, will be held financially responsible for the full amount of the purchase.

Authorization for purchases in excess of \$500.00 must be in the form of a purchase order, approved in advance by the department chairperson or a school administrator. Pre-approved expenditures of less than \$500.00 will ordinarily be reimbursed upon submission of an itemized Miscellaneous Expense form accompanied by receipts.

All purchase orders are completed in triplicate and presented to the Department Chair (if appropriate) and the Chief Financial & Administrative Officer for authorization. The white copy is to be forwarded to the vendor, the yellow copy retained by the Business Office and the pink copy returned to the person making the purchase.

Purchase orders/requests for all computers and computer-related equipment must be routed through the Technology Support Center Manager.

No one other than the Chief Financial & Administrative Officer (or, in his/her absence, the President) is to execute a contract of any sort on behalf of the school.

## Business and Travel Expenses

Bishop O'Dowd High School will reimburse employees for reasonable business and travel expenses incurred during the conduct of the school's business.. All business travel must be supported by an approved purchase order approved in advance by the Business Office. The Business Office will confirm that the PO has been approved by the Principal and/or President before authorizing the purchase order.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the school. Employees are expected to limit expenses to reasonable amounts. Meal expense reimbursement while traveling on business will be limited to a maximum of \$50 per day per person including alcoholic beverages. It is the school's policy to reimburse employees for necessary, ordinary and reasonable expenses when directly related to the transaction of school business.

## No Child Left Behind (NCLB) Funding

Since much of the school travel expenses are reimbursable under NCLB guidelines, it is important to follow those guidelines. All alcoholic beverages should be on a separate receipt (NCLB does not reimburse for this cost) and will be part of the \$50 per day per person allowance. In addition, please have separate receipts for all meal expenses for each person, as required by NCLB guidelines. The staff member must submit all NCLB-eligible receipts to the Associate Principal within three days of returning from the trip; failure to do so will make those expenses ineligible for school reimbursement.

## Travel Reimbursement Guidelines

When travel is completed, employees are to submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses as referenced in the guidelines that follow. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, will be grounds for disciplinary action, up to and including termination of employment.

## Commercial Airfare

The original receipt is required for reimbursement. Employees are also expected to arrange flights at the most economical fare, including the possibility of a Saturday night stay, which may

reduce costs substantially. Tickets must be purchased at least 14 days prior to departure unless approved beforehand by the Principal and/or President.

## Rental Cars

The staff member must be on the school's list of authorized drivers. (Contact the Business Office at least two weeks prior to confirm clearance.) The original receipt is required for reimbursement. The employee is required to rent compact or mid-sized cars, unless the number of people traveling justifies a larger vehicle. If possible, pick the option to fill the car with gas before returning it, as this is always much more economical.

Employees involved in an accident while traveling on business must promptly report the incident to the Business Office. Vehicles owned, leased, or rented by the school may not be used for personal use without prior approval.

## Personal Automobile

The staff member must be on the school's list of authorized drivers. (Contact the Business Office at least two weeks prior to the trip to confirm clearance.) Reimbursement will be made for costs at the current approved IRS mileage rate for use of personal cars, only when less expensive transportation is not available or it has been approved by the President and/or Principal.. Ask the Business Office for the current mileage reimbursement rate.

## Other Ground Transportation

The school will reimburse fares for shuttle or airport bus service, where available and the costs of public transportation for other ground travel. If the hotel offers free transportation to and from the airport and meetings, the school expects this service to be utilized. The school will reimburse taxi fares only when there is no less expensive reasonable alternative.

## Lodging

An Itemized original receipt required for reimbursement. Movies and purchases from the room mini-bar will not be reimbursed. The cost of overnight lodging (room and tax only) obtained at a commercial facility will normally be reimbursed to the traveler if authorized travel is further than 100 miles (round-trip) from the primary school work site. The employee is requested to seek economical lodging. Often free shuttle service from hotels in the area is available to convention centers.

## Phone Calls

Charges for telephone calls, fax, and similar services required for business purposes are reimbursable. Individuals who have been provided a cell phone by O'Dowd are expected to use the cell phone.

## Business Meals

Total reimbursable meal expense while on business travel is limited to a maximum of \$50 per day per person including alcoholic beverages. Original receipts are required (not a credit card statement or credit card receipt) for reimbursement. Documentation must include details to define when, where, who, and business subject of discussion. Tips for business meals are reimbursable but not to exceed 20% of meal cost. Alcoholic beverages are not to be consumed at a meal with student(s) present.

## Travel with Family Members

With prior approval by the Principal or President, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

## Electric Vehicle Charging Stations

### Electric Vehicle and Charging Station Overview

Electric vehicles (EV) are often a core component of sustainable transportation efforts. According to the U.S. Department of Energy (DOE), "PEVs have immense potential for increasing the country's energy, economic, and environmental security, and they will play a key role in the future of U.S. transportation. A full transition to electric-drive vehicles (including all-electric vehicles, plug-in hybrid electric vehicles, and hybrid electric vehicles) could reduce U.S. dependence on imported petroleum by more than 80% and greenhouse gas emissions by more than 60%" (2013).

Mainstream consumers are most familiar with the following two types of electric vehicles:

1. Plug-in electric vehicles (PEV), which have no internal combustion engine, and instead use batteries to store electrical energy that powers one or more motors; or
2. Plug-in hybrid electric vehicles (PHEV), which use batteries to power an electric motor and use another fuel (gasoline or diesel) to power an internal combustion engine.

Both vehicles can be plugged in to electric vehicle charging stations (EVCS), sometimes referred to as "electric vehicle supply equipment," which deliver electrical energy from an electricity source to charge to the electric vehicle (PEV or PHEV).

Bishop O'Dowd High School's (O'Dowd) has two Schneider Electric Dual Unit 208-240V electric vehicles charging station systems. This allows the recharging of up to four PEV or PHEVs at a time. The EVCS are located in the back of the classroom building across from the entrance to the CES and Living Lab.

## Access and Registration

The O'Dowd electric vehicle charging stations (EVCS) system is currently not open to the public (including visiting parents) for charging. The EVCS system is accessible only to employees and students who have registered with the Dean in charge of campus parking. Once registered, users will receive an EVCS Charging Access card, which will give access to an O'Dowd EV charging station for day use.

Currently, all the electric charging stations on campus are considered a shared resource. The stations were installed to help supplement energy needs when drivers are away from home. Due to the limited amount of charging stations, if the number of electric vehicles exceeds the number of EVCS parking spaces available, the O'Dowd Head of Parking will implement a time limit and shared parking spot system. All registered users will be informed when this shift occurs.

## Payment and Fees

There is currently no daily/hourly fee for use of the EV charging stations\*. Employees and students are required to leave a Charging Access card deposit (\$50) upon registration. Students are still required to purchase a Student Parking Permit each semester.

In the future, fees may be implemented to offset operational costs associated with charging.

## Operation & Maintenance and Liability Issues

Bishop O'Dowd High School is responsible for ongoing operation and maintenance issues of EV charging stations. O'Dowd is not responsible for any costs related to vehicle purchase or repairs or for any damage to the vehicle that occurs while it is parked at an O'Dowd EV charging station and EVCS parking spot.

This policy may be updated or revised from time to time without notice to the public. The most updated version will be available on the Bishop O'Dowd High School website, and will state the most recent date of update. Please check back periodically in order to see any changes.

## Contact Information

Individuals interested in using one of the electric charging stations should contact the Dean in charge of Campus Parking: Gary Mason — gmason@bishopodowdorg.

Individuals interested in learning more about sustainability related aspects of Electric Cars should contact the Director of Sustainability:

## Sustainable Purchasing Guidelines

### Overview and Definitions

The purpose of these guidelines is to ensure that products and services purchased or contracted for will make progress towards Bishop O'Dowd High School's (O'Dowd) long-term goal of having 100% sustainable materials sourcing and commitment to becoming a zero-waste school (details outlined in the O'Dowd Sustainability Management Plan).

We recognize that procurement contributes to GHG emissions and amounts of solid waste generated, and that each purchasing decision represents an opportunity to build a sustainable economy. Therefore, we strive, where feasible, to purchase environmentally and socially preferable products and services to meet the needs of Bishop O'Dowd High School.

- **Environmentally Preferable Products:** Products that have a lesser impact on the environment and human health when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.
- **Socially Preferable Products:** Products made by business that have considered the impact of a business on all of its stakeholders, including: suppliers, workers, community, and the environment.

### Guidelines

Where possible, purchasing decisions shall favor products and services:\*

- that reduce greenhouse gas emissions or are made with renewable energy
- that reduce waste — recyclable, compostable, or reusable
- that contain the highest possible percentage of post consumer recycled content
- that reduce the use of chemicals that are hazardous to the environment and human health
- that reduce air and water pollution

- that serve several functions (e.g., copier/printers, multipurpose cleaners) and reduce the overall number of products purchased
- made by suppliers who strive to improve their sustainability practices, and who can document the supply-chain impacts of their efforts
- from organizations that adhere to Fair Trade and/or Certified B Corporation practices

\*Examples of purchasing practices: electronics with EPA Energy Star certification, paper products with recycled content, cleaning products with certifications (Green Seal, EcoLogo), etc.

Environmentally and socially preferable products and services comparable to their standard counterparts in quality and price should receive purchasing preference. In situations where environmentally and socially preferable products are unavailable or impractical, secondary considerations should include the environmental and management practices of suppliers and producers (ex: zero-net energy factory, worker owned cooperative, etc.).

## Maintenance and Facilities

### Facilities Improvements and Alterations

Requests for improvements or alterations to any school facility are to be made in writing (including a rationale for any proposed alteration) to the Director of Facilities.

If the proposal involves substantial change in the use of an existing space or physical plant, the Director of Facilities will refer it to the President, Principal and Executive Council for consideration. In no case is a significant change to any school facility to be undertaken without the knowledge and approval of the Executive Council.

### Maintenance Requests

All requests for maintenance over and above regular janitorial/cleaning services are to be made in writing online at <https://www.bishopodowd.org/form-work-materials-request/> or using the Maintenance Request form available in the faculty lounge. All school personnel are asked to submit maintenance requests immediately upon noting anything in the physical plant that requires attention.

### Procedures for Alumni Reunions On Campus

(under revision)

## Appendix: Downloadable Documents and Handbook References

<a href="#"><u>Field Trip Rules &amp; Regulations</u></a>	<a href="#"><u>Administrative Salary Scale</u></a>
<a href="#"><u>Field Trip Request Form</u></a>	<a href="#"><u>Risk Management Checklist for Diocese (sample)</u></a>
<a href="#"><u>Overnight Field Trip Request Form</u></a>	<a href="#"><u>Liability Release for Child of Staff Member</u></a>
<a href="#"><u>Cash Advance Request Form</u></a>	<a href="#"><u>CES Policy and User Guide</u></a>
<a href="#"><u>Counselor Incomplete for Multiple Classes</u></a>	<a href="#"><u>Employee Handbook Sign Off Sheet</u></a>
<a href="#"><u>Faculty Salary Scale</u></a>	<a href="#"><u>Expense Reimbursement Form (fillable)</u></a>
<a href="#"><u>Faculty Absence Form</u></a>	<a href="#"><u>Student Assistance Program</u></a>
<a href="#"><u>Grade Change Form</u></a>	<a href="#"><u>Guest Speaker Approval and Guidelines Form</u></a>
<a href="#"><u>Harassment Policy of the Diocese of Oakland</u></a>	<a href="#"><u>Incomplete for Grade</u></a>
<a href="#"><u>Maintenance Request</u></a>	<a href="#"><u>National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools</u></a>
<a href="#"><u>Permission - Consent Form for Guests</u></a>	<a href="#"><u>Policy of Expectations and Guidelines for Ministry to Minors (updated August 2013)</u></a>
<a href="#"><u>Professional Growth Form</u></a>	<a href="#"><u>Student Permission Field Trip</u></a>
<a href="#"><u>Substitution Form and Guidelines</u></a>	<a href="#"><u>Dispute Resolution Process</u></a>
<a href="#"><u>Trip Insurance Form</u></a>	