



BISHOP O'DOWD HIGH SCHOOL

Student-Family Handbook

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Director of Technology	Romeo Baldeviso
Director of Information Systems & Data Analysis	Dan Weber
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Director of Campus Security	Gary Mason
Deans of Students	Shannon Donahue Gary Mason
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Fine & Performing Arts	Briana Loewinsohn
Library	Annette Counts
Mathematics	Carlos Trujillo
Physical Education	Chris Kyriacou
Religious Studies	Diana Murray
Science	Tim Newman
Social Studies	Sarah Bremer and Nikki Sullivan
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Member at Large	Shannon Faucette
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Parent Loyalty	Sarah Holliman
Retail	Sheron Campbell
Retail	Tonia Ho
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Volunteers	Stacey Pugsley
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Freshman Rep	Natacha Terk
Sophomore Rep	Emily Porra
Sophomore Rep	Lisa Bunn
Junior Rep	Marni Hunter
Senior Co-Rep	Sarah Holliman
Senior Rep	Kimberly Hogland

Contents

[Contents](#)

[Chapter 1: History of Bishop O'Dowd High School](#)

[1.1 History of our School](#)

[1.2 Mission Statement](#)

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

[1.4 Charism Statement](#)

[1.5 Creating a Positive School Environment](#)

[1.6 Morning Prayer](#)

[1.7 School Traditions](#)

[Motto](#)

[Colors](#)

[Mascot](#)

[Alma Mater](#)

[1.8 Integral Student Outcomes](#)

[1.9 Responsibilities of Parents/Guardians](#)

[1.10 Confidentiality](#)

[Chapter 2: Academic Programs and Policies](#)

[2.1 Academic Code of Conduct](#)

[The Academic Integrity and Honor Pledge](#)

[Violations of the standards of honesty and integrity are defined as follows:](#)

[Teacher's Role: Learning Intervention](#)

[Dean's Role: Documentation of Incident](#)

[Associate Principal's Role: Determining Probation Status](#)

[Tips for Maintaining Academic Integrity: Proactive Strategies for Students](#)

[Protecting oneself from being charged with academic dishonesty:](#)

[2.2 Class Schedule](#)

[2.3 Schedule Change](#)

[2.4 AP Course and Testing](#)

[2.5 Assessment and Grade Reporting](#)

[Grades Used in Reporting](#)

[2.6 Testing](#)

[2.7 Parent/Guardian – Student - Teacher Conferences](#)

[2.8 Eligibility to Attend Classes and Co-Curricular Activities](#)

[2.9 Students with Learning Differences](#)

[2.10 Textbooks and Class Materials](#)

[2.11 Homework](#)

[2.12 Field Trips](#)

[2.13 Summer School](#)

[2.14 How to Make An Academic or Disciplinary Complaint](#)

[2.15 Academic Standing and Participation in Co-curricular Activities](#)

[2.16 Academic Review](#)

[2.17 Withdrawal from School](#)

[2.18 Graduation Requirements](#)

[2.19 Concussion Protocol](#)

[2.20 California Scholarship Federation](#)

[2.21 National Honor Society](#)

[Chapter 3: Conduct, Appearance, Discipline](#)

[3.1 Student Responsibilities and Expectations](#)

[3.2 Insubordination](#)

[3.3 Equity and Justice Policy](#)

[3.4 Hate Speech \(to replace anti-slur policy\)](#)

[3.5 Microaggressions](#)

[3.6 Hate Crimes](#)

[3.7 Reporting Injustices](#)

[3.8 Profanity](#)

[3.9 Hall Passes](#)

[3.10 Use of Smart Mobile Devices](#)

[3.11 Harassment](#)

[Sexual Harassment](#)

[3.12 Reporting Harassment](#)

[3.13 Sexual Assault](#)

[Mandated reporters](#)

[3.14 Bullying](#)

[3.15 Sexual Activity](#)

[3.16 Littering](#)

[3.17 Dress Code](#)

[Violations and Consequences](#)

[Friday Only: Sports/Club Wear](#)

[3.18 Liturgy and Assembly Behavioral Expectations](#)

[3.19 Detention](#)

[3.20 Discipline Contract](#)

[3.21 First Stage Disciplinary Probation](#)

[3.22 Second Stage Disciplinary Probation](#)

[3.23 Suspension and Expulsion](#)

[3.24 Process for Appeal](#)

[Chapter 4: Attendance Policies and Procedures](#)

[4.1 Attendance](#)

[4.2 Tardiness](#)

[4.3 Absence on the Day of an Activity](#)

[4.4 Excessive Absence](#)

[4.5 Truancy](#)

[4.6 Homework During Extended Absences](#)

[4.7 College Visitation](#)

[4.8 Family Vacations](#)

[4.9 Early Dismissal](#)

[4.10 Guest Students](#)

[4.11 Items Brought to School](#)

[4.12 Lost and Found](#)

[4.13 Contacting a Student During the School Day](#)

[4.14 Cafeteria/Lunch](#)

[Chapter 5: Student Health and Safety](#)

[5.1 Closed Campus](#)

[5.2 Emergency Procedures](#)

[5.3 Terroristic Threats/Acts](#)

[5.4 Security of Personal Property](#)

[5.5 Student Lockers](#)

[5.6 Searches and Investigations](#)

[5.7 Supervision of Students](#)

[5.8 Student Drivers](#)

[5.9 Parking Lot and Personal Vehicles](#)

[5.10 Drug, Alcohol, Tobacco, Substance Use Policy](#)

[5.11 Weapons & Dangerous Instruments](#)

[5.12 Police Investigation](#)

[5.13 Illness or Injury During the School Day](#)

[5.14 Medication](#)

[5.15 Head Injury Instructions](#)

[5.16 Student Transportation](#)

[5.17 Safe Environment for Children Curriculum](#)

[Chapter 6: Campus Resources](#)

[6.1 Counseling](#)

[6.2 Academic Support](#)

[6.3 Clinical Services](#)

[6.4 Technology](#)

[General Responsibilities](#)

[Acceptable Internet Use](#)

[Technology Code of Conduct](#)

[Bandwidth Use](#)

[Use of Social Media](#)

[Copyright](#)

[Security](#)

[Privacy](#)

[Vandalism/Hacking](#)

[Digital & Mobile Devices](#)

[Cyber-bullying & Cyber-harassment](#)

[Gaming](#)

[Peer-to-Peer File Sharing](#)

[Laptops](#)

[eBooks & Software](#)

[Inappropriate Material](#)

[Warranty & Repairs](#)

[Data Loss & Recovery](#)

[Theft & Loss](#)

[Leaving the School](#)

[6.5 Library](#)

[Chapter 7: Student Activities](#)

[7.1 Campus Ministry](#)

[7.2 Student Government](#)

[7.3 Clubs & Organizations](#)

[7.4 Dances](#)

[7.5 Music at School Events](#)

[7.6 Service Learning](#)

[Chapter 8: Business and Financial](#)

[8.1 Financial Aid Program](#)

[8.2 Student Insurance](#)

[8.3 Financial Clearance Policy](#)

[8.4 Development and Fund-Raising](#)

[8.5 Sustainable Purchasing Guidelines](#)

[Guidelines](#)

Chapter 9: Athletics

9.1 Athletics

[Athletic Department Mission Statement](#)

[Athletic Department Philosophy](#)

[Integrity](#)

[Respect](#)

[Leadership](#)

[Teamwork](#)

[“Dragon Pride”](#)

[Commitment](#)

[Regulations and Rules Governing Participation](#)

[Requirements to Tryout and Participate](#)

[Tryout Information & Starting Dates](#)

[Seasons of Sports](#)

[Academic Eligibility and Participation in Athletics](#)

[Transferring Schools](#)

[Cutting of Teams](#)

[Quitting or Dismissal from a Team](#)

[Participation in Sports with Overlapping Seasons](#)

[Club Sports and O’Dowd Athletic Conflicts \(**2020-21 Athletics updates and schedule changes can be found on the Athletics website <https://www.bishopodowd.org/athletics/> **\)](#)

9.2 Sportsmanship and Communicating Concerns

[Sportsmanship](#)

[Communication](#)

[Expectations from the Head Coach](#)

[Parental Concerns](#)

[Resolution Process for Addressing Concerns](#)

[First Step: Student-Athlete & Coach Contact](#)

[Second Step: Parent / Student-Athlete & Coach Contact](#)

[Third Step: Student/Parent & Athletic Director Contact](#)

[Fourth Step: Student/Parent & Principal Contact](#)

[9.3 Transportation for Athletics](#)

[9.4 Head Injury and Concussion Management](#)

[Head Injury and Concussion Management Steps](#)

[Return to Learn \(RTL\)](#)

[9.5 Music at Athletic Events](#)

[9.6 Early Sports Dismissal](#)

[Academic Responsibilities](#)

[9.7 Practices](#)

[Length](#)

[Supervision](#)

[Sundays](#)

[Disciplinary Action](#)

[9.8 Team Trips](#)

[9.9 Athletic Team Fundraising Policy](#)

[9.10 Drug and Alcohol Policy](#)

[9.11 Performance Enhancing Supplements](#)

[9.12 Suspected Eating Disorders](#)

[9.13 Open Gym/Field](#)

[9.14 Weight/Conditioning Programs](#)

[9.15 Athletes Signing to Play in College](#)

[Three Yearly Media Events:](#)

[One School-wide, End-of-Year Event:](#)

[9.16 Hazing](#)

[9.17 Athletics and Other School Activities](#)

[9.18 Cost of Participation in Athletics](#)

[9.19 Uniform Policy](#)

[Chapter 10: Amendments](#)

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

Chapter 1: History of Bishop O'Dowd High School

1.1 History of our School

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

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

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

In 1978, the Congregation of St. Basil (Basilian Fathers) agreed to administer the school for the Diocese of Oakland. During this era the school experienced major physical improvements, including its first football field, new parking, computer labs, and expanded library facilities. In 1991, the science labs were updated, and an elevator was added to improve accessibility for all students and staff. 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. In the fall of 2008, Bishop O'Dowd High School launched a one-to-one laptop program.

Today's student body includes approximately 1250 young men and women served by a dynamic faculty and staff. O'Dowd affirms its charism driven Catholic values and traditions, and is recognized as a modern leader in secondary education, preparing its diverse student body for college and beyond. Approximately 98 percent of O'Dowd graduates enroll in colleges and universities in California and across the nation. More than 13,000 graduates fulfill roles of leadership and service, both in the local community and worldwide.

1.2 Mission Statement

Bishop O'Dowd High School is a Catholic 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.

1.3 Philosophy of Bishop O'Dowd High School

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

1.4 Charism Statement

A 'charism' is a gift of the Holy Spirit and a set of spiritually inspired core values. Consider it as the way this school lives out its mission, the "operational spirituality" which enlivens everything we do and guides how we do it.

Finding God in all things calls us to

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

1.5 Creating a Positive School Environment

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

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

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

1.6 Morning Prayer

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

1.7 School Traditions

Motto

Cor Unum in Christo (One Heart in Christ)

Colors

Black and Gold

Mascot

Dragon

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

Alma Mater

Verse One:

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

Chorus:

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

Verse Two:

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

Verse Three:

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

1.8 Integral Student Outcomes

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, attuned 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, and 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 of 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 of the gift of life. *What have I grown to appreciate?*

1.9 Responsibilities of Parents/Guardians

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

Students and their parents/guardians are responsible for notifying the school immediately of any change of guardianship, address, or telephone number. Keeping this information updated will help the school contact families in case of emergencies. Most of the school communication happens through emails, e-newsletters and through the school website. Parents and guardians are expected to check and read these sources regularly and keep their email addresses current. Add "@bishopodowd.org" to your email address book; make sure our emails are not blocked or directed to a SPAM or Junk mailbox. Emergency communications come via email and it is important that parents do not opt out of these emails.

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

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

1.10 Confidentiality

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

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

Chapter 2: Academic Programs and Policies

2.1 Academic Code of Conduct

Bishop O'Dowd High School affirms academic excellence and integrity as essential elements of a Catholic, college preparatory education. Our Academic Integrity Code holds each of us to high educational and behavior standards; emphasizes the importance of personal responsibility, honor and accountability; and asks students to model academic integrity for peers in a Catholic educational environment, an environment that encourages wholeness and right relationships.

Electronic devices (such as laptops and cell phones) and technological tools such as the internet provide unparalleled resources for learning as well as opportunity to compromise academic integrity. Bishop O'Dowd High School expects students to use electronic devices productively and honestly.

The Academic Integrity and Honor Pledge

All O'Dowd students will uphold the honor code by adhering to the charism (core values) of the school and supporting its mission to guide their educational experiences.

O'Dowd Academic Honor Pledge

I pledge to demonstrate the core values of Bishop O'Dowd High School by upholding the standards of honesty and integrity, excellence in my academic work, and respect for myself and others in my educational experiences, including supporting O'Dowd's mission. Specifically,

- *I pledge the work in all my courses will be my own.*
- *I pledge to protect the integrity of my work by not allowing others to copy or present my work as their work.*
- *I pledge to avoid any act of plagiarism.*
- *I pledge to cite and reference any work obtained from material or digital resources.*
- *I pledge honesty and integrity and will not lie, cheat or steal to gain academic advantage.*
- *I pledge to follow all testing rules laid out by my teacher.*
- *I pledge to oppose every instance of academic dishonesty.*

I understand that any act of academic dishonesty is a direct violation of this Academic Code of Conduct and will have consequences, up to and including expulsion from the school, as outlined in the Bishop O'Dowd High School Student and Family Handbook.

Violations of the standards of honesty and integrity are defined as follows:

- Copying another person's work or providing the opportunity for others to copy your work, including homework;
- Turning in work that you didn't complete (that someone else completed for you)
- Receiving or providing information during a test or quiz, including posting or accessing such information digitally;
- Receiving or providing information on tests or quizzes given during an earlier period, including posting or accessing such information digitally;
- Using unauthorized material on tests or quizzes;

- Violating testing rules as outlined by the teacher;
- Intentionally using or disabling any electronic or digital device to obtain or provide unauthorized course material;
- Using ideas or written materials from other sources, including the internet, without acknowledging the source in assignments.

This list is not meant to be all-inclusive; other actions not specifically delineated may also be considered to be a violation of the academic code of conduct.

Teacher's Role: Learning Intervention

- Identifies potential academic integrity infraction
- Asks the student about the assignment in question
- Explains to student why integrity is important
- Determines the appropriate academic accountability response (i.e. re-submit the assignment with opportunity for full credit, re-submit the assignment for partial credit, and zero without possibility to regain points are some options that a teacher may deem appropriate)
- Notifies parent of the incident, the conversation with the student and the academic response.
- Notifies Dean of Students and counselor of infraction, conversation with the student, the academic response, and the notification of the parent.

Dean's Role: Documentation of Incident

- Documents the incident
- Meets with student to make sure that the student understands how to maintain academic integrity proactively
- Notifies Associate Principal if a student has a second offense
- Notifies Associate Principal if student has a third offense

Associate Principal's Role: Determining Probation Status

- Meets with student with a second offense to determine probation status. Probation status and the reasons for the status may be required reporting to some colleges and universities as part of their admissions process.
- Meets with student and parents with a third offense to determine advisability of continued enrollment at O'Dowd.

Tips for Maintaining Academic Integrity: Proactive Strategies for Students

- Familiarize yourself with the O'Dowd Academic Code of Conduct.
- Review course information sheets and make sure you understand your teachers' expectations and responses regarding academic dishonesty.
- Learn how to cite sources correctly so that you don't plagiarize.
- If you are asked to do something that you feel is wrong or unethical, it probably is. If you aren't sure, ask your teacher directly.

- Aiding someone in committing an academically dishonest act is just as serious as receiving the aid and is treated the same way.

Protecting oneself from being charged with academic dishonesty:

On taking exams:

1. Take the initiative to prevent other students from copying your exam or assignments by shielding your work. In exams, if you feel someone is trying to copy from you, ask the teacher if you may move.
2. Do not look around, particularly in the direction of other students' papers, during an exam since it may appear you are trying to copy from others.
3. Do not make any marks on a graded exam if there is any chance you may submit it for a re-grade. Make notations on a separate paper.
4. Do not use unauthorized technology during an examination.
5. Do not continue to work on an examination or project after the specified allotted time has elapsed.
6. If you are allowed to take materials into a testing site, make sure no notes or materials are exposed or accessible that could cause one to believe you are using unauthorized aids.
7. When completing take-home or online exams, do not collaborate with other persons unless approved by the instructor.
8. Do not pass examination information to students who have not yet taken the exam; do not use absences during exams to gain advantage.
9. Follow all rules given by the teacher for the exam.
10. Do not bring or use an unauthorized electronic device in a testing room. Phones should be zipped in backpacks or locked in lockers.

On doing assignments:

1. Ask questions of your teacher if you aren't sure of the requirements for an assignment.
2. Do not share assignments you have finished with other students. Do not leave your finished assignments in a place where another student might be able to copy them.
3. Do not allow others to use your work – even if it's work you completed a previous term.
4. Check with your teacher and get permission before turning in a paper or project you submitted in another course.
5. Do not use previous papers, lab reports, or assignments used in a course with the intention of copying parts or all of the material.
6. Since it is impossible to write everything with complete originality, use quotation marks, footnotes, and parenthetical textual notes to acknowledge other people's words or ideas employed in your paper.
7. Check with your teacher for proper techniques for citations and attribution if you have any doubts.

8. Do not include sources in a bibliography or reference list if you have not used the sources in the preparation of your paper. To list unused sources is called 'padding' the bibliography.

On collaborating:

1. Do not share your current or former assignments, projects, papers, etc. with other students to use as guides for their work. Such a practice could lead to claims of collaboration if another student appropriates part or all your work. Sometimes friendly assistance may escalate into claims of blatant dishonesty.
2. When working on a collaborative exercise, complete all written assignments individually unless the instructor specifically tells you otherwise.
3. Acknowledge the contributions of other students on collaborative projects by citing their name(s) on all written work turned into the instructor.
4. Do not work together on an assignment, share the computer files and programs involved, and then submit individual copies of the assignment as one's own individual work.
5. Should there be any doubt, clarify with your instructor how much collaboration, if any, is permitted or expected when working on projects or assignments with other students.
6. Keep rough drafts and copies of your work since other students may get access to your work and attempt to claim it as their own.

On using computer / the web:

1. Be careful when you share a computer – make sure you don't leave your work on the hard drive.
2. Protect your computer login identifications and passwords. Other students could use them to access your work and subsequently implicate you in a cheating case.
3. Know that it is risky to electronically copy or transmit a computer program or file to other students. You could be implicated in a cheating incident if someone alters that program and submits it as their own work.
4. Do not allow anyone to copy or use your USB.
5. Do not leave copies of assignments on printers or around campus.
6. Do not cut and paste from the web and most importantly don't BUY papers off the web!

In general:

1. Prepare yourself thoroughly for examinations and assignments.
2. Encourage honesty among other students.
3. Refuse to assist students who cheat.

We thank the University of San Francisco Academic Integrity guidelines for the tips above on ensuring academic integrity.

2.2 Class Schedule

Students are assigned an eight-period class schedule and may take no more than seven classes during the regularly scheduled school day. Periods vary according to the day of the week. The bell schedules may be found on the back cover of the school calendar and on the school website. Days are delineated on the calendar and can also be found on the website.

The school day runs from 8:30-3:00 except for early dismissals which occur at 2:05.

Special modified schedules are also used to accommodate specific events on campus. Please consult the master calendar on the school website for updates.

2.3 Schedule Change

Students may drop a class and add a new class only during the first three weeks of each semester. Students may drop a class and add a study hall, if they do not already have one on their schedule, during the first four weeks of class. Students complete a Schedule Change Form, found on the website, and give a solid educational rationale for the change. Students may not make changes based on teacher preference, unless the student has had the teacher for two semesters. Course enrollments may limit schedule changes.

Students may not drop a full-year class at the second semester unless they have earned a D+ or lower during the previous semester. Students who drop a course and have earned a C- or higher will earn a WF (withdraw fail) grade in the next semester.

2.4 AP Course and Testing

Students enrolled in AP courses are required to take the national AP exam in May, and must pay for the exam. Students who miss the exam risk the possibility that the name of the course, as listed on their transcript, will be changed to reflect college prep status, and they will lose the honors point calculated into their GPA. Financial aid for students with financial need is available to cover the cost of the exam.

2.5 Assessment and Grade Reporting

Bishop O'Dowd High School uses a semester grading system. The school uses the grade book program called *PowerSchool* and this serves as the school's primary gradebook. At the beginning of the academic year, parents and students will be given a personal access code so that they can follow their course grade progress online. Parents and students are encouraged to check progress often. PowerSchool is updated approximately every two weeks. At the end of each semester, parents are e-mailed a notification of progress/final grades and referred to *PowerSchool*. The report card will be available in PowerSchool for approximately two weeks after email notification, so parents and students should print a copy for their records at the time of notification.

During each semester, teachers are expected to employ a variety of assessment tools for determining semester and final grades in each course, which may include but are not limited to portfolios, essays/research papers, objective tests, quizzes, examinations, group projects and other assessments.

PowerSchool grades are displayed in one of three **term** columns:

T1=Term 1 which covers all work prior to the final exam in the Fall
 E1= Exam 1 which is the final exam grade for the class in the Fall
 S1=Semester 1 which is the course grade for the Fall reported on transcripts

T2=Term 2 which covers all work prior to the final exam in the Spring
 E2= Exam 2 which is the final exam grade for the class in the Spring
 S2=Semester 2 which is the course grade for the Spring reported on transcripts

Grades in *PowerSchool* may be calculated as a straight percentage (points earned/points possible multiplied by 100) or they may be calculated in **weighted categories** (e.g., homework is worth 25% of the grade, tests and quizzes are worth 60% of the grade, projects are worth 15% of the grade). For more information in understanding grade calculations, please consult [Student Grades Explained](#) .

Grades Used in Reporting

The Standard Grade Scale used by all teachers is as follows:

Letter Grade	GPA Points (Regular Classes)	GPA Points (Select Honors & AP Classes)
93-100 A	4	5
90-92 A-	3.667	4.667
87-89 B+	3.333	4.333
83-86 B	3	4
80-82 B-	2.667	3.667
77-79 C+	2.333	3.333
73-76 C	2	3
70-72 C-	1.667	2.667
67-69 D+	1.333	1.333
63-66 D	1	1
60-62 D-	0.667	0.667
0-59 F	0	0

2.6 Testing

Sophomores and juniors take the national standardized tests in October:

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

Seniors independently register for SAT, SAT subject, and ACT testing. Fee waivers are available for students with financial need, as determined by the College Board and ACT.

Freshman will attend a retreat on Testing Day.

2.7 Parent/Guardian – Student - Teacher Conferences

It is the school's goal to create a working partnership with parents/guardians and to foster open communication. Parents/guardians are strongly encouraged to contact teachers before reaching out to counselors and or associate principals at any time while school is in session to discuss a student's academic progress. Teachers are best contacted using their email address found on the website, in PowerSchool, and on their course information sheets.

2.8 Eligibility to Attend Classes and Co-Curricular Activities

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

Additionally, students who are not present at school for at least a half-day may not participate in co-curricular activities.

2.9 Students with Learning Differences

Acknowledging that the rigorous program of a college prep high school may not be the appropriate educational setting for every student, the school recognizes that each student is unique and learns in a variety of ways. In keeping with the commitment to "create a unique and diverse community," the school admits students with minor learning differences/disabilities in the hope that the school will be able to assist with each student's success. The Counselor assigned to students with learning differences will help develop and monitor success plans for these students with learning differences through formal and informal conferences with students, teachers, parents, and educational consultants. The students and parents must be wholly dedicated to a partnership with the school in order to foster the student's development and self-advocacy. This includes the student's dedication to working closely with the teachers, attending study sessions, keeping commitments to tutors and communicating with the counselors.

2.10 Textbooks and Class Materials

Each student is responsible for acquiring all necessary textbooks, eBooks, and other classroom materials such as workbooks, a calculator, and notebooks. The list of required textbooks for each class is made available during the summer. These books may be purchased new or used from the school's supplier or from independent bookstores online. Students are responsible for ensuring that they obtain the correct edition of each text when purchasing used books and that they have obtained their books before the start of classes. Students on financial aid may be eligible for assistance with book purchasing.

2.11 Homework

Teachers use homework to reinforce class lessons and/or to encourage preparation for the following class period. Students should expect two-to-three hours of homework and review each night. Teachers are expected to make homework assignments meaningful class extensions. Students are expected to study, complete homework and written work, and be up to date with all course requirements at all times. Homework assignments are ordinarily posted on *Schoology*.

2.12 Field Trips

Field trips are extensions of the classroom learning experience. A student who exhibits good behavior and maintains good grades in their other classes may attend a class field trip.

Students going on a field trip must obtain a form from the sponsoring teacher to be signed by the teacher and the student's parents/guardians. Students will be responsible for communicating with teachers regarding any missing assignments that were assigned while participating in off campus field trips or school retreats.

2.13 Summer School

Students who earn a mark of "F" in a course must achieve a passing grade by remediating the course at O'Dowd's Summer Academy Remediation program, usually during the summer immediately following the school year. Prior approval by the Associate Principal or Director of Counseling is necessary to receive credit for courses taken outside O'Dowd.

For college admissions purposes, students who earn a "D" in a course required for college must also attend O'Dowd's Remediation program. This is to improve the student's transcript before application to college begins.

Students may attend Summer Academy to improve proficiency in a course in which other grades were earned, but only "D" and "F" grades will be changed by summer school attendance.

Students who earn a D in first-year World Languages and/or Algebra 1 are required to remediate the grade during the summer immediately following in order to support their success in the following coursework.

2.14 How to Make An Academic or Disciplinary Complaint

When a student and/or parent/guardian believe there are reasonable grounds for a complaint concerning an academic and/or disciplinary matter involving a teacher, please follow the following steps:

- The student should meet with the teacher and share concerns. Counselors are available to guide students through this process.
- We encourage students to learn to self-advocate and to communicate with their teachers about their own grades. This promotes dialogue between the student and teacher and often provides students confidence and a sense of control over their own affairs.
- Parents/guardians are encouraged to contact the teacher for a teacher-family meeting after the student has met with the teacher, if necessary.
- Contact the department chair and/or counselor.
Department chairs work very closely with faculty and can help mediate issues between students, parents, and teachers. Counselors serve as advocates for students both academically and personally.
- Contact the associate principal.
When all other avenues above have been exhausted, the associate principal is happy to discuss the issue. The associate principal can be reached by phone or email.

2.15 Academic Standing and Participation in Co-curricular Activities

This policy has been developed for students in academic jeopardy who are involved in

co-curriculars like athletics, debate, student activities, campus ministry, drama, etc.

Students' academic success in a rigorous educational environment is impacted directly by their ability to manage multiple demands on their time. Therefore, O'Dowd checks all students' academic standing at the end of each semester to determine whether their grades indicate that they spend adequate time and effort on their studies.

In addition to family access to PowerSchool, families will receive communication during the scheduled semester grade checks if a student's GPA falls below 2.0 and/or includes more than one (1) D or F letter grade. That student and family will receive an academic probation warning via email. O'Dowd's intent is to keep families informed regarding academic status and encourages families to partner with the school to support student academic success. Academic probation warnings do not carry immediate ineligibility. However, if a student accrues two consecutive semesters when his/her GPA falls below 2.0 and/or includes more than one (1) D or F letter grade, that student will become ineligible for all co-curricular activities. If a student is at that status, parents will be notified via email.

Students on academic probation warning are expected to intensify their attention to school work, to avail themselves of O'Dowd's multiple academic support venues, and to bring their grades back up to the level of academic eligibility (GPA above 2.0 and/or no more than one D or F letter grade).

If a student has not met O'Dowd's academic standard by the end of the second semester, that student becomes ineligible for co-curricular activities. If the failing grade is remediated through O'Dowd's Summer Academy or other approved venues, before the beginning of the next semester, the student will be eligible to participate in co-curricular activities. In some individual cases in conjunction with counselors, academic support, coaches/moderators, and administrators, a student may be required to attend mandated academic support programs or supplementary educational work in order to improve academic status. (There may be special circumstances regarding eligibility that may preclude a student from this policy. These will be dealt with on an individual basis and those decisions will involve the student's counselor and the administrator.) Coaches and moderators will be informed of academic status and who is ineligible to participate.

Students who have earned below a 1.7 GPA or earned two F letter grades in any given semester will be reviewed by a panel of administrators and counselors to determine the feasibility of their continued attendance at Bishop O'Dowd High School.

2.16 Academic Review

Students whose academic and/or disciplinary standing is unsatisfactory will be reviewed at the end of each semester. The Academic Review Board is comprised of the principal, associate principals, the deans, the counselors and the academic support staff. The Board evaluates a student's academic and disciplinary history and progress in grades, behavior, and attendance records. The Board determines whether the student should be permitted to return to Bishop O'Dowd High School for the following semester and whether there are specific terms and conditions for return. The final decision lies with the principal.

Students with three or more F's will be asked to leave at the semester. Other students will be

reviewed by the Academic Review Board for any of the following reasons:

- Repeated academic probationary status
- GPA of 1.7 or lower
- Three or more F grades
- Significant disciplinary issues

2.17 Withdrawal from School

The parent/guardian of a student withdrawing from or transferring out of the school is required to submit a formal written request to the Business Manager, Ms. MacKinnon. This will initiate a withdrawal process. The registrar's office is located in the Counseling Department. All outstanding charges to the student's account must be settled before the withdrawal/transfer can take place.

Bishop O'Dowd High School is a semester school and therefore awards units based on completion of course work at the end of a semester.

If a student withdraws prior to the mid-point of a semester:

1. The counselor will verify with teachers the student's most up-to-date grades
2. The Transcript w/Courses in Progress and Student Grade to Date form will be released to new school
3. No units will be awarded by O'Dowd
4. Units will be determined by institution to which the student is transferring

If student withdraws at the quarter:

1. Quarter Report card/transcript released to new school
2. 2.5 quarter units will be awarded by O'Dowd

If a student withdraws prior to end of a semester:

1. The counselor will verify with teachers the student's most up-to-date grades
2. The registrar will complete a Student Grade-to-Date form
3. Students who withdraw prior to the midpoint of Q2 or Q4 will receive exit grades, units for Q1 or Q3, but no additional units.
4. Students who withdraw after the midpoint of Q2 or Q4 will either:
 - a. Receive semester grades and units if so deemed by the Principal after consultation with teachers and counselor. Student may be required to take the final exam
 - OR
 - b. Receive exit grades, but no semester units if so deemed by the Principal after consultation with teachers and counselor. The institution to which the student is transferring will determine units. A transcript w/Courses in Progress and Student Grades-to-Date will be sent to the school.

2.18 Graduation Requirements

Graduation requirements are delineated in the Bishop O'Dowd High School course catalog.

Although O'Dowd will count credit from a previous high school in meeting graduation requirements, O'Dowd does not list classes, grades or credit on the O'Dowd transcript. Students must meet all graduation requirements to graduate from Bishop O'Dowd High School. Students are not allowed to take community college classes to complete graduation requirements, unless approved by the Director of Counseling.

2.19 Concussion Protocol

Students under a doctor's care for head injuries will follow the protocol for "return to learn." The protocol parallels the "return to play" for student athletes and is governed by the recommendations from the student's medical doctor. While Bishop O'Dowd High School is generally able to make reasonable accommodations while students heal from injury, there may be accommodations that the school cannot make because they will impact the acquisition of skills necessary for mastery of a course. In the event that the school cannot make the accommodations recommended by the student's doctor, the counselor, parent and principal will meet to determine educational options outside of O'Dowd.

The Academic Support Department uses a Return to Learn protocol for any student who has suffered a concussion. Steps to follow if a student suffers a concussion:

Athletic Training and Academic Support departments have collaborated to create a comprehensive program assisting students in their Return to Play and Return to Learn. These processes go hand-in-hand. O'Dowd athletes will need to complete the RTP protocols outlined by the athletics department before returning to play.

If you have been referred to a doctor by an athletic trainer due to sustaining a possible concussion, you must do the following:

1. Schedule a doctor's visit to determine the diagnosis. The doctor's diagnosis should include the physician's letter from the concussion packet stating athletic and academic status (this may include academic accommodations during recovery).
2. Give a copy of the physician's letter to the Athletic Trainer (athletic adjustments) AND the Academic Support Liaison (academic accommodations).

For students who do not play athletics for O'Dowd and suffer a concussion:

1. Schedule a doctor's visit to determine the diagnosis. The doctor's diagnosis should include a note stating physical and cognitive status.
2. Give a copy of the doctor's note to the Academic Support Liaison.

Academics:

Upon receiving all necessary paperwork, the Academic Support Liaison will communicate the student's situation and recommended academic accommodations to teachers. It is essential that you meet with the Academic Support Liaison frequently for an update on student symptoms and progress.

The Academic Support Liaison will assist students with creating a plan to catch up on work, and

students must follow-up with teachers and complete all work within the agreed upon timeframe.

In order to receive academic accommodations, you must turn in a doctor's note to the Academic Support Liaison (no note, no accommodations)!

Contact: Academic Support Liaison via email or (510) 577-9100 ext. 114

Concussion Management Program: Return-to-Learn Phases

Phase 1: no school, full cognitive rest

Phase 2: attend school for half days, with accommodations

Phase 3: attend school for full days, with accommodations

Phase 4: attend school for full days, without accommodations

Phase 5: full return to school and extracurricular activities (must be cleared by doctor and if student is participating in O'Dowd athletics must also complete O'Dowd Return to Play protocols)

2.20 California Scholarship Federation

Students with high scholastic achievements are eligible for membership in the California Scholarship Federation (CSF) at the end of each semester, provided they achieve 10 (CSF) points in a maximum of five subjects. "A" merits three points (four points in an Honors/AP course) and a "B" merits one point (two points in an Honors/AP course). There is a maximum of two subjects that can be awarded the extra point for honors/AP courses. A grade of "D" or "F" in any subject makes a student ineligible for CSF.

Membership is not automatic. Students must apply each semester by submitting a CSF form, transcript, and \$5.00 dues. Membership does not require community service; however, the CSF slogan is "scholarship for service" and therefore community service is encouraged. For Active Membership, students must complete 20 volunteer hours per semester. Students who do not complete the required volunteer service are given Inactive Membership. Life membership is accorded to students who are CSF members for four of the five semesters in grades 10-12, starting in the Spring semester of sophomore year. One of the four semesters of membership must be earned with senior grades. Life members receive special recognition, a certificate at the Senior Awards Ceremony, a gold tassel and a CSF pin for graduation. Life members with four or more semesters of active membership are additionally given honor cords for graduation.

2.21 National Honor Society

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

Students must be juniors or seniors and have a minimum of 3.5 cumulative GPA to be eligible. Students must complete and submit a Student Activity Form citing their qualifications. The eligible students and their Student Activity Forms along with any teacher recommendations are reviewed by a five member Faculty Council, which votes on whether or not to offer membership to a student. Students who are selected are offered the opportunity to join the NHS by paying

the one-time \$25.00 dues and receiving the membership cards. Once a student is inducted into the NHS, he/she is a life member although membership can be revoked if a student violates the standards of the National Honor Society. Graduating seniors who are members of the National Honor Society receive special recognition at graduation.

Chapter 3: Conduct, Appearance, Discipline

3.1 Student Responsibilities and Expectations

Attending Bishop O'Dowd High School is a privilege. As part of the school's commitment to guide students toward becoming young men and women of competence, conscience, and compassion we fully expect our students to hold themselves to the standards reflected in the mission and philosophy of the school.

A student is a Bishop O'Dowd High School student at all times and is expected to behave, both on and off campus, in a manner consistent with the school's core values. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action, including suspension from competitive and co-curricular activities, school suspension, and expulsion.

3.2 Insubordination

Students agree to follow the rules and philosophy of Bishop O'Dowd High School. Willful disobedience or failure to comply with any reasonable request from a faculty or staff member is considered insubordinate behavior and will result in disciplinary action.

3.3 Equity and Justice Policy

As a Catholic school and community, we believe that all of humanity is made in God's image. We unequivocally condemn all forms and systems of prejudice, racism, and injustice towards all human beings no matter what their race, gender, religion, sexual orientation, physical or mental abilities, socio-economic means, or other forms of differentiation that result in marginalization, hatred, and violence.

Bishop O'Dowd High School seeks to be an institution that combats systemic racism and works toward being an equitable, inclusive, and anti-racist community. O'Dowd does not tolerate any acts of racism (physical, verbal, written, or online). Those found to have engaged in racist acts will be subject to appropriate disciplinary measures including suspension or expulsion when merited by the facts.

3.4 Hate Speech (to replace anti-slur policy)

The Bishop O'Dowd High School community regards the use of hate speech and/or slurs by students, school officials, and other employees as contrary to our Catholic vision and mission which calls us to respect the intrinsic dignity of others. Hate speech is understood as any kind of communication in speech, writing or behavior that attacks or uses pejorative or discriminatory language with reference to a person or a group on the basis of race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, financial status, disability, or ability. This is often rooted in, and generates intolerance and hatred and, can be demeaning and divisive. This school views the use of hate speech and/or slurs against any person as unacceptable behavior. Willful use of hate speech and/or slurs of any type will be subject to disciplinary action on the part of school authorities, and may result in suspension or expulsion.

3.5 Microaggressions

Microaggressions are brief and commonplace daily verbal, behavioral and environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative slights and insults to the target person or group based on race, gender, religion, sexual orientation, physical or mental abilities, socio-economic means. Should a student encounter or know of conduct that constitutes microaggressions or implicit biases, the student should report it to any of the following persons: Associate Principals, Deans, or Counselors. All complaints will be promptly investigated and the school will take appropriate action using restorative practices and educational resources to address microaggressions and biases.

3.6 Hate Crimes

A hate crime is a criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity, including skin color and national origin. Hate crimes are overt acts that can include acts of violence against persons or property, violation or deprivation of civil rights, certain "true threats," or acts of intimidation, or conspiracy to commit these crimes.

Students who are victims of a hate crime or who are aware of fellow students who are victims of a hate crime should report the concern immediately to Associate Principals, Deans, or Counselors, or directly to law enforcement. If a hate crime occurs on campus or off-site at a school-sponsored activity, the school will pursue its own disciplinary investigation, including notification of law enforcement. In that case, the school will cooperate fully with the law enforcement investigation. During the investigation, involved students' privacy and equitable access to educational programs will be safeguarded as much as possible. Students found to have committed a hate crime will face significant disciplinary measures, up to and including expulsion.

3.7 Reporting Injustices

If you encounter or know of conduct that constitutes injustices or crimes on the basis of race, color, religion, national origin, sex, age, disability, protected activity (i.e., opposition to prohibited discrimination or participation in the statutory process) or any characteristic protected under federal, state or local law by a student, volunteer, faculty or staff member, you should report it, without delay, to any of the following persons: Associate Principals, Deans, or Counselors.

Faculty and staff members who are aware of information suggesting that a violation of this policy may have occurred must advise the Principal of this information so that an investigation can be conducted.

All complaints will be promptly investigated. The school will undertake immediate and appropriate corrective action, which may include discipline or dismissal. The complaint will be treated in a confidential manner to the extent feasible. An individual who makes a complaint or provides information related to such complaints will not be subject to any retaliatory action. However, students found to have filed knowingly false or frivolous reports will be subject to disciplinary action up to, and including, dismissal.

This policy applies with equal force to all students, volunteers, and faculty and staff members, including coaches. Strict adherence to the policy will help preserve the Catholic tradition, mission, charism and caring environment of Bishop O'Dowd High School.

3.8 Profanity

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

3.9 Hall Passes

A student should always be prepared for class and spend the entire class period in the classroom. Bathroom breaks, water breaks, and trips to the lockers should be attended to before or after class. In the event of an emergency, a teacher can issue a hall pass. Any student in the halls during class periods must have a hall pass or he/she will be directed to a dean for disciplinary consequences.

3.10 Use of Smart Mobile Devices

In order to ensure that instruction time is not disrupted by smart mobile devices (such as cell phones, smartphones, tablets, smartwatches, etc.) they are to be turned off or on silent mode at all times during class periods and passing periods. A smart mobile device may be used ONLY during break and lunch periods unless otherwise directed by the classroom teacher for a class assignment. Any violation of this policy will result in temporary confiscation of the device which will be held in the Main Office. Further violations could lead to additional sanctions including surrendering the device to the Deans the next school day(s), suspension, probation, or expulsion. Students who continue to violate this policy will not be allowed to bring smart devices to school as it creates a disruption to the learning atmosphere within the classroom.

Since smart mobile devices and wearable technologies can be used to cheat on tests, it will be common practice for these devices to be collected at the beginning of a testing period by the teacher and returned at the end of class.

3.11 Harassment

Bishop O'Dowd High School is committed to maintaining a professional and congenial learning environment that respects the dignity of each individual. Consequently, the school will not tolerate any form of harassment on the basis of race, color, religion, national origin, sex, age, disability, protected activity (i.e., opposition to prohibited discrimination or participation in the statutory process) or any characteristic protected under federal, state or local law, either in school, or at school-sponsored events/athletic competitions. Harassment offends individual dignity, adversely affects the moral integrity and reputation of Bishop O'Dowd High School, and often violates federal, state and local law.

It is the policy of Bishop O'Dowd High School to provide a school and work environment free from verbal, physical and visual (signs, posters, pictures or documents) harassment or behavior which may be offensive to the individual rights of students, volunteers, faculty and staff. All

students, volunteers, faculty and staff must be sensitive to the individual rights of all other members of the O'Dowd community.

Harassment is not tolerated at Bishop O'Dowd High School. The school reserves the right to discipline a student for deliberate, repeated, and hostile behavior actions intended to have a deleterious effect on another student's safety and well-being either in school or attending a school-related activity. Any student who engages in the harassment of another student which is substantiated will be subject to disciplinary action up to and including verbal and/or written warnings and reprimands, restorative practices, counseling, probation, suspension and expulsion.

Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school. Students found to have filed knowingly false or frivolous charges of harassment will also be subject to disciplinary action up to, and including, expulsion.

Sexual Harassment

Because the full scope of sexual harassment is frequently not understood, following is a clarification of our policy prohibiting any form of sexual harassment:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, whether directed to persons of the opposite sex or to persons of the same sex. No student, volunteer, faculty or staff member shall in any manner, either explicitly or implicitly, retaliate or threaten reprisal for another individual's refusal to submit to sexual advances. Similarly, no student, volunteer, faculty or staff member shall promise, imply or grant any preferential treatment in return for another individual engaging in sexual conduct. Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual's body, sexually degrading words used to describe an individual, a display in the work or school environment of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault where the conduct has the purpose or may have the effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile or offensive school or work environment.

Bishop O'Dowd High School expects all students, volunteers, and faculty and staff members to uphold this policy. Those found to have engaged in harassment – whether or not such harassment rises to the level of conduct prohibited by law – will be subject to appropriate disciplinary measures including termination (with respect to employees), suspension or expulsion (with respect to students), when merited by the facts.

3.12 Reporting Harassment

If you encounter or know of conduct that constitutes harassment on the basis of race, color, religion, national origin, sex, age, disability, protected activity (i.e., opposition to prohibited discrimination or participation in the statutory process) or any characteristic protected under federal, state or local law by a student, volunteer, faculty or staff member, you should report it, without delay, to any of the following persons: Associate Principals, Deans, or Counselors.

Faculty and staff members who are aware of information suggesting that a violation of this policy may have occurred must advise the Principal, Associate Principals, Deans, or Counselors of this information so that an investigation can be conducted.

All complaints will be promptly investigated. The school will undertake immediate and appropriate corrective action, which may include discipline or discharge. The complaint will be treated in a confidential manner to the extent feasible. An individual who makes a complaint of harassment or provides information related to such complaints will not be subject to any retaliatory action. However, students found to have filed knowingly false or frivolous charges of harassment will be subject to disciplinary action up to, and including, dismissal.

This policy applies with equal force to all students, volunteers, and faculty and staff members, including coaches. Strict adherence to the policy will help preserve the Catholic tradition, mission, charism and caring environment of Bishop O'Dowd High School.

3.13 Sexual Assault

Sexual assault is an act in which a person sexually touches another person without that person's consent, or coerces or physically forces a person to engage in a sexual act against their will. Students who are assaulted or who are aware of assaulted fellow students should report the concern immediately to the Principal, Associate Principals, Deans, or Counselors, or directly to law enforcement.

If sexual assault occurs on campus or off-site at a school-sponsored activity, the school will pursue its own disciplinary investigation, including notification of law enforcement when appropriate. In that case, the school will cooperate fully with the law enforcement investigation. During the investigation, involved students' privacy and equitable access to educational programs will be safeguarded as much as possible. The school counselor of the victim will conduct a check-in and provide resources as needed. Students found to have committed sexual assault may face significant disciplinary measures, up to and including expulsion.

Mandated reporters

All employees of Bishop O'Dowd High School are mandated reporters, regardless of position. Employees will immediately report all past and present instances of child abuse (sexual, physical, emotional, neglect) and instances of serious sexual assault to the appropriate authorities.

3.14 Bullying

Bullying is not tolerated at Bishop O'Dowd High School. The school reserves the right to discipline a student for deliberate, repeated, and hostile behavior actions intended to have a deleterious effect on another student's safety and well-being either in school or attending a school-related activity. Any student who engages in the bullying of another student which is substantiated will be subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension and expulsion.

Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged bully may be sent home pending conclusion of the investigation by the school. Students found to have filed knowingly false or frivolous charges of bullying will also be subject to disciplinary action up to, and including, dismissal.

Cyber-bullying is defined as "the use of information and communication technologies to support

deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others." Cyber-harassment relates to a person's "use of a laptop or networked device to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act".

Students found to be engaged in cyber-bullying and/or cyber-harassment are in violation of the Technology Responsible Use Policy and the Student Code of Conduct and appropriate actions by O'Dowd school staff and administration will be taken, including but not limited to notifying local law enforcement.

3.15 Sexual Activity

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

3.16 Littering

One of the graduation outcomes for O'Dowd students is to become globally responsible citizens who exhibit care and respect for the environment. In order to reflect this goal, students are expected to keep the O'Dowd campus clean and graffiti-free. Trash is to be sorted and placed in the appropriate waste containers and students should use recycling containers for all appropriate waste. Every student is expected to do his or her part to keep the campus clean. Additionally we require that students respect the grounds crew and not leave behind garbage for them to clean-up. Repeat offenders will be put on probationary status, be given cafeteria clean-up duty or be given a school project in order to make them aware of the consequences of their actions.

3.17 Dress Code

The faculty and administration of Bishop O'Dowd High School believe that appropriateness in attire has a positive influence on student work and that it enhances the learning environment for all involved. A dress code also emphasizes to students the societal expectation that personal grooming and appropriate dress reflect a person's sense of purpose and seriousness toward their work and behavior. We realize that many factors can influence the choice of clothing. All members of the faculty, staff and administration are empowered to enforce all aspects of the dress code.

Here is what we expect every O'Dowd student to wear every day, on campus, from 8:00am - end of school day:

- Approved unaltered O'Dowd polo and approved O'Dowd outerwear
- Clean, intact jeans, dress slacks or khakis, knee-length shorts, gray or black only joggers/sweatpants, black only leggings/yoga pants
- Shoes with backs or back straps

Here is an expanded description of these items:

- A. The standard item of school wear continues to be the unaltered O'Dowd polo. The O'Dowd polo and/or approved outerwear should be worn and visible at all times. The

O'Dowd polo should not be shortened and should completely cover the mid-section when arms are raised. Students cannot take off their approved outerwear unless they are wearing a polo.

- B. Approved O'Dowd outerwear is the only acceptable outerwear that can be worn over the polo. (Outerwear is defined as any and all outerwear that has been purchased from the Dragon Den or by school teams as "official outerwear.")
- C. Students may wear jeans, khakis or dress slacks of their choice, black only leggings/yoga pants, or black or gray only joggers/sweatpants provided they are worn and secured at and around the waist, not the hips. Pant legs must be mid-calf to ankle length. Pants must not have any holes in them, be torn, or have frayed edges. Inappropriate clothing includes workout shorts, warm-ups, tights, PJs. No short skirts, skorts, or dresses. The only acceptable skirts are full-length ones made of non-transparent material.
- D. Students may wear regular shorts, solid colors, or plaid, but the shorts must cover the legs to the knee.
- E. Shoes need to be appropriate for a school setting and must not compromise safety in an emergency. In case of doubt, the Deans will decide whether a particular shoe may be worn.
- F. Hair must be well groomed and no inappropriate hair styles will be allowed. In case of doubt, the Deans will decide whether a particular style or hair color may be worn. No headgear of any kind, including hats, may be worn at any time indoors while a student is on campus. This includes the cafeteria, the classroom buildings, the theater, etc. The Deans will decide if particular headgear may be worn for religious/cultural/medical reasons. Sunglasses may not be worn at any time indoors during the school day.

Because the polos and outerwear are alike and expensive, students should label their clothing items inside the collar with their name. Lost items can be retrieved in the Lost and Found. (See Section 4.11)

Violations and Consequences

The administration of Bishop O'Dowd High School reserves the right to make any and all judgments on matters not explicitly outlined in this dress code, and reserves the right to amend this dress code, after giving due notice to students and parents/guardians, at any time. With this in mind, the school's dress code establishes certain minimal standards of neatness and modesty.

Any student who violates the dress code-- at any time during the school day-- will not be allowed to attend classes until the situation is rectified via a meeting with the Deans or having the proper clothing delivered to school by a parent/guardian. Should a student not be able to rectify their dress code violation or if they have received more than one violation, the student will be sent home for that day and is responsible for any work missed.

Continuing Non-Compliance may result in disciplinary probation, including restriction of activities, school project duty, and/or suspension or further disciplinary actions.

Friday Only: Sports/Club Wear

Students may wear O'Dowd club, team, and other school organizations sanctioned t-shirts or

outerwear on Fridays. These are worn in place of the O'Dowd polo and approved outerwear. Items worn below the waist are expected to follow the regular dress code guidelines.

3.18 Liturgy and Assembly Behavioral Expectations

One of the school's learning outcomes is to develop students who are spiritual individuals who demonstrate knowledge and appreciation of Catholic faith and traditions and who respect diversity of religion and culture. Reflecting this goal, students are expected to attend school liturgies and assemblies and students' behavior at liturgies and assemblies is expected to be respectful and appropriate for the gathering. Students are expected to be part of creating the sacred liturgical space by being engaged in the liturgy with enthusiastic singing, quiet prayer and reflection. Students unable to participate respectfully will be disciplined and parents will be notified. **The school expects parents and guardians to support school assemblies and liturgies by refraining from making appointments for students during these calendared times.**

3.19 Detention

Deans will notify students when a detention is warranted for behavioral incidents. Detention may be imposed for any violation of school policies and regulations. Deans may detain students after school for a period not exceeding one hour or during a student's lunch period. School project duty may also be assigned to a student. Students may be assigned a detention that may be served during the school day or outside school hours, including Saturdays. An instructor may also hold his or her detentions.

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

3.20 Discipline Contract

A discipline contract may be issued, up to one full year, when a student's action formally constitutes a violation of school policy, but the circumstances and degree of severity of the action do not warrant the student being placed on disciplinary probation. Should a student be subject to additional disciplinary action while on a discipline contract, first or second stage probation will automatically be imposed. A discipline contract, once issued, is maintained only for in-house reference in case of subsequent disciplinary violations.

3.21 First Stage Disciplinary Probation

The deans may place a student on disciplinary probation, up to one full year, as a result of serious and/or persistent breach of school policy. At the end of the probation period, the deans and principal will review the case. The student's conduct and attitude while on probation will be taken into account when determining whether probation is removed.

3.22 Second Stage Disciplinary Probation

Should a student be subject to additional disciplinary action while on First Stage Probation, Second Stage Probation will automatically be imposed. Second Stage Probation may also be imposed for a first offense if in the judgment of the Deans the nature of the offense warrants it. A

student on Second Stage Disciplinary Probation may be asked to withdraw or be expelled from Bishop O'Dowd High School should he/she commit an additional offense and that student may not participate in co-curricular activities while on second stage probation unless they ask permission from the deans or the principal. The Deans will conduct two teacher reviews each semester of a student on Second Stage Probation. A summary of the reviews will be communicated to the student and parents.

3.23 Suspension and Expulsion

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

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

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

3.24 Process for Appeal

If the student and parent/guardian wish to appeal a disciplinary action, a letter of appeal must be given to the Principal within two school days after notice of the suspension is received. The appeal of suspension or expulsion must be based upon the specific grounds for the decision to suspend or expel. The Principal will adjudicate the appeal and the decision conveyed to the student and his/her parent/guardian within three calendar days.

If the Principal, upon review of the decision, maintains the suspension or expulsion, the letter of appeal will be assigned to an Appeals Committee within two days after this decision. The Appeals Committee is made up of a faculty member chosen by the staff, a counselor, an associate principal, a dean and the President. The Appeals Committee will adjudicate the appeal and the decision will be conveyed to the student and his/her parent/guardian within three calendar days.

Chapter 4: Attendance Policies and Procedures

4.1 Attendance

Parents/guardians who allow a student to miss school for less than serious reasons not only hamper that student's education in the end, but also interfere with the school's efforts to educate the student. Parents are encouraged to make appointments (e.g., doctors, dentists, physical therapists, DMV, etc.) for their students outside of school hours. Absences of more than seven

class meetings in a semester may result in academic consequences, including the student receiving no credit in that particular class.

Students are expected to be in class and on time every day of the school year. If a student is absent, parents/guardians should call the Attendance Office (510) 553-8691 in the morning to notify them of the situation. Failure to call may result in disciplinary action and be considered a "cut."

Students are expected to be in attendance for final exams and to take final exams when scheduled. Families should consult the school calendar available online to make holiday plans accordingly.

There are no "excused absences." All absences are treated equally in the sense that students are required to make up missed work unless instructed otherwise by counselors. When a student attends a school-sponsored retreat, the teacher will support making up missed work within a reasonable time frame.

4.2 Tardiness

A student who arrives late to school or to individual classes accrues a tardy and the tardy becomes part of the student's permanent record. A student may not be tardy more than seven times (7) in any one class per semester (excluding school-related tardies). Students who accrue an excessive tardy record will be required to meet with the Dean of Students. Students will be asked to explain the reason for the excessive tardies and how they will improve upon the issue. Failure to improve upon an excessive tardy record will trigger a review of the student by the Academic Review Board at the end of each semester. The outcome of the Academic Review Board may result in a student being placed on probation or a student being asked to withdraw.

Students who accumulate tardies may be issued a detention by the Deans. Detention may be held during the day or outside school hours. Missing detention may result in disciplinary action, including a student being placed on probation. Students who accumulate excessive tardies may also experience academic consequences as delineated in a teacher's course information sheet.

The attendance office must receive a phone call or email from a parent/guardian when students arrive late to school (after 8:30AM). Failure to call may result in disciplinary action for the student and be considered a "cut." If a student arrives to class more than 30 minutes late, the tardy is recorded as an absence. There are no "excused tardies." Notes, emails and/or phone calls from parents/guardians do not excuse a student from the described penalties for tardiness. Tardies are reported in PowerSchool and can be viewed in the parent portal.

4.3 Absence on the Day of an Activity

In order to play in a game, participate in an athletic event, perform on stage or participate in any co-curricular activity after school or in the evening of a school day, students must attend school for at least half of the day (two periods) on which the activity takes place.

4.4 Excessive Absence

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

In order to receive credit in class, a student may not miss more than seven days (7) in any one class per semester (excluding school-related absences). If a student accrues eight absences or more in a class during a semester, excluding school-related absences, the student may be denied credit for that class and a mark of "NG" (No Grade) will appear on the student's report card. Before an NG is assigned, families will receive communications regarding the student's status.

Students who are in danger of earning an NG will be required to meet with the student's counselor and Dean of Students. 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 and Dean of Students, the Associate Principal will make the final determination whether credit will be given for the class(es) in question, otherwise the NG will revert to an F, with no credit being awarded.

A student who accrues an excessive absence record will be reviewed by the Academic Review Board at the end of each semester. The outcome of the Academic Review Board may result in a student being placed on probation or a student being asked to withdraw.

Absences are reported in PowerSchool and can be viewed in the parent portal.

4.5 Truancy

Truancy or "cutting" is defined as an absence from class or any part of the school day without the knowledge and consent of parents/guardians or school authorities. Truancy will result in academic credit being withheld for work missed and may result in disciplinary action for the student. Parents will be contacted. The accrual of more than one truancy will result in a student being placed on first stage probation. A student who accrues an excessive truancy record will be reviewed by the Academic Review Board at the end of each semester. The outcome of the Academic Review Board may result in a student being placed on second stage probation or a student being asked to withdraw.

4.6 Homework During Extended Absences

If a student is going to be absent for three days or longer, the student's counselor must be notified as soon as possible in order that arrangements can be made for work to be accumulated for the student. When a long-term absence is anticipated, parents/guardians should contact the student's counselor. The counselor will assist in making appropriate arrangements with the teachers for picking up the student's assignments. Students should also check their Schoology courses for posted assignments and work they have missed during their absence.

4.7 College Visitation

It is sometimes advisable or necessary to visit a prospective college in order to make an informed decision about college choices. The student is responsible for scheduling such visits to avoid missing tests and presentations. Be aware that scheduling more than two such days may adversely affect a student's grade. Students are responsible for proactive communication with

their teachers and counselor.

4.8 Family Vacations

Family vacations are to be scheduled when school is not in session. The education and familial advantages of vacations must be weighed against the student's ability to rejoin classes without undue burden being imposed on the teachers and other students. While teachers often are willing to let students make up work, it is the students' responsibility to be ready to fully resume their classes upon returning. Students will not be permitted to miss or to reschedule a final examination to accommodate vacation plans. The Director of Counseling should be contacted directly if a student will be missing school for a vacation so that the consequences of this kind of absence are clearly reiterated.

4.9 Early Dismissal

With the exception of school sponsored co-curricular activities, leaving the school grounds requires written permission in the form of an early dismissal slip. Since the school is legally responsible for students, only authorized personnel (principal, associate principals, deans, attendance coordinator, or front office staff) can issue an early dismissal slip for a student to leave campus during regular school hours, with prior approval from the student's parents/guardians. Early dismissal requests must be submitted to the attendance office via phone call or email (attendance@bishopodowd.org) from a parent or guardian. A parent may not dismiss a student from attending class with the intent of staying on campus. For safety, security, and instructional reasons, early dismissal notices will not be sent to the classrooms. Students must pick up early dismissal notices in the attendance office before school, at break or at lunch. Leaving school grounds without an early dismissal slip will be treated as truancy and dealt with accordingly.

4.10 Guest Students

The school is unable to accommodate requests for "shadow" visits for friends, visiting relatives, or visitors from other countries participating in cultural exchange programs. The student visit program for prospective students is run by the Admissions department.

4.11 Items Brought to School

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

4.12 Lost and Found

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

4.13 Contacting a Student During the School Day

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

4.14 Cafeteria/Lunch

Students are never permitted to be in their cars during the school day. (See 5.8)

All persons using the cafeteria, annex, CES patio, eating at the outside tables or on the porch benches are expected to assist in keeping these spaces neat and clean. All refuse must be placed in the receptacles provided, separating those items to be recycled from items with food. Use of these areas will be restricted if the areas are not cared for appropriately.

Chapter 5: Student Health and Safety

5.1 Closed Campus

As a means of ensuring the safety and security of all school personnel, Bishop O'Dowd High School operates a closed campus. Normally, only enrolled students of the school as well as school employees are permitted on campus during the school day.

Any visitor on campus during the school day (between the hours of 8:30am and 3:00pm & between the hours of 8:30am and 2:05pm on Early Dismissal days) will be required to wear a visitor's badge issued by security at the front gate or by staff in the main office office. All 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 be directed to the main office in Hurley Hall to obtain a visitor's pass before being escorted to their intended destination on campus. It is the responsibility of school employees to notify security in advance of any expected visitors. Guests visiting employees in the Cummins building may get their visitor badge at the security front gate for convenience of parking. Upon leaving the campus all visitors leaving from Cummins, shall checkout and return the visitor badge to the guard at the security booth.

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.

5.2 Emergency Procedures

The emergency plan is designed to provide a framework for the actions to be taken by school staff for protecting students, faculty/staff and school facilities from a wide range of emergency and disaster situations that may occur. A copy of the emergency plan is held with the Emergency Plan Coordinator. Emergency drills are held regularly each semester and are usually unannounced. The first MP of every school year is used to review all drill types. All students, and all school personnel, are required to familiarize themselves with these procedures and to be prepared to immediately follow them. The school's emergency preparedness plan includes provision for emergency food and shelter for all students and staff for three days.

In each classroom there is a map showing its evacuation route. Drills for a range of situations are conducted regularly to maintain campus preparedness. In the event of an emergency which requires evacuation of the building, students are expected to remain quiet and calm and to listen for special instructions from the teacher or other authorized person. Students go in single file to their designated evacuation area.

If a disaster occurs during school hours, school administration will determine the course of action and oversee the release of students. Updates will be posted at bishopodowd.org and when possible, the school will use the Emergency Notification System to communicate updates via recorded phone message and email. Faculty and staff will stay with your child until he or she is picked up by you or the school has released your child based on what you authorized on your child's emergency card. Faculty and staff teams are organized and trained in first aid, security, rescue, roll call and parental communications.

In the event of an emergency:

- Do not call the school, as it will be necessary to keep the telephone lines open to communication with emergency and government personnel.
- Please wait for the school's Emergency Notification System to notify you by recorded phone message and email with current information and special instructions. To receive up-to-date information, be accessible at the emergency telephone number/email address you provided.
- Before coming to O'Dowd, check the O'Dowd website (www.bishopodowd.org) for instructions. In the event of a large scale emergency, the local AM radio or television station may contain information on how the school would like parents to proceed.
- Do not call your student's cell phone as this could complicate the situation, and the cell phone lines will likely not be working or be busy.

5.3 Terroristic Threats/Acts

Terroristic threats and acts by students present a threat to the health, safety and welfare of the students, staff and community. Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, or school building. If an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, there will be an immediate and effective response to a situation involving such a threat or act. The following guidelines shall be applied:

- Deans will conduct an immediate and thorough investigation into all threats made.
- On-site school counselors will conduct an initial check-in with the student.
- Referral will be made to an outside therapist, with a release of information to our school counselor. A mental health assessment by the outside therapist will be required before the student is able to return to school.
- Proper law-enforcement authority will be contacted.
- If a credible threat to the school, staff and community is determined, the student will face immediate expulsion.

Definitions

Terroristic Threat • a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act • an offense against property or involving danger to another person.

5.4 Security of Personal Property

Part of the school's mission is to develop young men and women of conscience and to affirm

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

5.5 Student Lockers

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

5.6 Searches and Investigations

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

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

Students are expected to cooperate and participate in investigations. Parents/guardians may not interrupt investigations and they will be notified after the search. Property subject to school violations will be seized and may be kept. The deans, the principal or designated staff may also search a student's cell phone records, given reasonable suspicion, for photos, numbers, or text messages; these may be saved by the school.

5.7 Supervision of Students

Parents/guardians are advised that the school's ordinary supervisory responsibilities cover the normal school day. The school cannot and does not take responsibility for supervising students arriving at or staying on campus outside the hours of 8:15-3:30 with the exception of those taking part in a school-sponsored activity conducted by an authorized staff member such as an extra class or team practice or game. In other words, students on campus outside of the hours of 8:15 and 3:30 should be in an area like the library, a classroom or gym under a staff

member's supervision.

Students should not loiter on campus after school hours. Please make arrangements to have students picked up at the end of the school day. If attending a co-curricular activity, students need to be picked up in a timely manner and there may be penalties imposed for certain activities where supervisory personnel are forced to monitor students beyond a specified time designated for pick-up, such as school dances.

5.8 Student Drivers

Parents/guardians should be familiar with state regulations governing provisional student drivers (www.4dmv.com/ca_drlcid_new_drivers_under_18.php?state=California). Students are never permitted to be the school-sponsored means of transportation for other students to school-sponsored activities. Student athletes should read section 9.3 in this Handbook regarding transportation to sporting contests or practice. Bishop O'Dowd High School assumes no liability or responsibility for injuries or accidents that occur on the way to or from school-sanctioned activities in cases where transportation is not provided by the school.

5.9 Parking Lot and Personal Vehicles

- Parking places on O'Dowd property are very limited. Car pools, bus/BART transportation and student drop-off are highly encouraged. Students are discouraged from parking in the neighborhood. If they must, they should exercise great caution to lock vehicles and hide valuables.
- On-campus parking is strictly limited to seniors who receive parking permits from the deans in accordance with school policy. Unauthorized vehicles parked in any school lot may be tagged and/or towed.
- Students are not permitted to be in their cars between classes, during lunch or during the school day for any reason. Books and lunches are not to be kept in cars.
- Carelessness in driving, excessive speed, lack of registration of a car, improper parking, etc. are subject to disciplinary action on campus or when attending off-campus school events. Students with an on-campus parking pass who act irresponsibly may lose their parking privileges.
- Any car parked on campus or near the school vicinity may be searched by the deans if deemed necessary.
- The school is not responsible for damage to personal vehicles at any time, on or off campus, at school or at school-sponsored events.

5.10 Drug, Alcohol, Tobacco, Substance Use Policy

Bishop O'Dowd High School is a drug and alcohol free school.

Administration, faculty, and staff are committed to maintaining a healthy, safe, respectful, and positive environment. We assist students and families as each student grows in the ability to make informed choices and moral decisions and pursue a healthy lifestyle. Part of that ongoing process is to create a drug and alcohol-free campus. As a result, any student found to be in possession of objects, paraphernalia, substances, materials, items related to the use of, or production of, illegal substances may face disciplinary action, up to and including suspension and expulsion.

The following regulations are in effect on and around school premises and at all school-

sponsored activities, both on-campus and off-campus.

1. Students found to have sold; received money with intention to purchase; intended to buy or sell; distributed, received, exchanged or be in possession of controlled or mind altering substances may be expelled. Students who are present or are accompanying those who engage in unlawful/controlled behavior may be subject to disciplinary action. All are reminded that marijuana continues to be illegal for persons under the age of 21.
2. If a student is suspected to be in possession of, be involved in the sale or exchange of, or under the influence of controlled substances, such as illegal drugs, alcohol, marijuana, tobacco (including chewing tobacco), or mind altering substances, the school will commence an investigation. The investigation may require the student to submit to searches and testing for controlled substances and may include the filing of a police report or a request for police investigation. Refusal to submit to searches, testing, or assessment in a timely manner may result in a decision to expel the student. The student may be suspended pending completion of the investigation by the administration.
3. Students found to have possessed or used controlled substances, such as illegal drugs, alcohol, marijuana, tobacco (including chewing tobacco), or mind-altering substances will be required to submit to assessment by a school-approved agency. School authorities will review the assessment and determine the school's response. Possible consequences of the assessment may include, but are not limited to expulsion, probation, periodic testing and assessment, education, counseling, inpatient or outpatient treatment and exclusion from school activities such as clubs, athletics, social events, or graduation exercises. A repeat offense will result in expulsion.
4. Failure to comply with the outcome of the assessment may result in expulsion or other disciplinary action. Failure of parents/guardians to cooperate and support the conditions for the student's continuing attendance at the school may result in the school's request that the parents/guardians withdraw their student or a decision not to accept continued enrollment of the student. Persistent refusal by either or both the student and parents/guardians to comply with any provision of this policy will result in expulsion.
5. Bishop O'Dowd High School reserves the right to conduct random and specific drug and alcohol testing at any and all school events. In an effort to create a safe learning environment for all students, the school has adopted a program to detect the presence of drugs, alcohol, gunpowder-based items, abused medications and other contraband normally prohibited on campus. Facilitated by the use of non-aggressive detection dogs, the school uses a K9 vendor, which will make periodic unannounced visits to campus throughout the school year in order to provide a deterrent, as opposed to a method of apprehending violators. The dogs are not used to "alert" on individuals. Instead, they will concentrate on lockers, classrooms, parking lots, and other areas identified by school administrators. Individuals found in possession of contraband or under the influence are in violation of school policy and will be suspended and may be subject to additional disciplinary responses up to and including expulsion.
6. The administration expects that student activities in private homes reflect the same

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

7. The school policy on alcohol and drug use is designed to:
 - a. Provide avenues for students to safely care for themselves.
 - b. Educate students, parents, and faculty about drugs and alcohol.
 - c. Promote enjoyable, drug/alcohol-free events.
 - d. Promote the health, well-being, and safety of our students and the larger community.
 - e. Promote trust and communication within the school community.
 - f. Allow the community to enjoy co-curricular events of the school while maintaining a substance-free environment.
 - g. Provide information about and assistance for students having substance abuse issues

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

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

5.11 Weapons & Dangerous Instruments

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

5.12 Police Investigation

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

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

The school reserves the right to call the police and allow students to be questioned in an investigation of a school-related incident. The parents of students interviewed under these

circumstances will be notified immediately. Students cited by the police in any criminal investigation will be subject to investigation and possible disciplinary action by the school.

5.13 Illness or Injury During the School Day

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

5.14 Medication

Students who require prescription medication during the school day must fill out and sign a medication form (available in the attendance office), leave the prescription with the attendance office staff, and students are responsible for self-administration of the medication. Any need for the use of prescribed medication should be noted on a student's emergency health card.

School personnel are not allowed to dispense any medication or to apply/change dressings on pre-existing injuries. If students are to be excused from physical education for medical reasons, they are to report to a dean on the day they are to be excused, with a doctor's note. The dean will assign the student to a study hall.

5.15 Head Injury Instructions

See Section 9.4 [Concussion Packet](#)

5.16 Student Transportation

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

Bishop O'Dowd High School may facilitate transportation associated with school sponsored activities by utilizing buses, employee driven school owned vehicles, and/or parent volunteer driven private vehicles. In instances where private vehicles are used, the drivers of those vehicles may subject themselves and their own insurance to risk and liability for the benefit of the school and the school sponsored activity. There will be occasions when students will make transportation arrangements without using the school organized transportation. The school needs written permission for this to occur.

5.17 Safe Environment for Children Curriculum

The Diocese of Oakland has implemented a child abuse awareness, prevention and safety program in all parishes and Catholic schools as mandated by the United States Conference of Catholic Bishops in compliance with the Charter for Protection of Children and Young People. As a Catholic school in the Diocese of Oakland, Bishop O'Dowd High School is committed to maintaining a community where the safety of our students is of primary importance. The Safe

Environment for Children program addresses issues related to child abuse awareness and prevention, and personal health, wellness, and safety in a school setting.

Chapter 6: Campus Resources

6.1 Counseling

The Counseling Department provides a holistic counseling support program which includes academic and personal counseling, and college and scholarship direction as well as career and interest exploration. Students are encouraged to develop a relationship with their individual counselor, so that they can best be served. Counselors are available by appointment and by drop in. Students and families are encouraged to self-refer. Counselors proactively reach out to their assigned students, minimally twice a year.

6.2 Academic Support

The Academic Support Department addresses student academic performance challenges through a layered system of resources and programs differentiated by their purpose, intended constituencies, and daily operations. These programs augment the help available from teachers before school, during MP and Flex, after school, and weekends. Students are supported by a collaborative program that includes structured communication between the home and school and a concerted case management approach involving all stakeholders, including teachers, coaches, academic support staff, and counselors.

6.3 Clinical Services

Bishop O'Dowd offers free short-term and long-term individual psychotherapy to students. These services are available during school hours in therapist offices in Dominican Hall and on campus in a milieu setting where appropriate. These services are also available remotely during school hours using a secure telehealth service.

According to California Health and Safety Code law (§ 124260) a minor who is 12 years of age or older may consent to mental health treatment or counseling services if, in the opinion of the attending professional person, the minor is mature enough to participate intelligently in the mental health treatment or counseling services.

Information disclosed during the course of psychotherapy is confidential. However, there are some exceptions to confidentiality. For example, therapists are required to report instances of suspected child, dependent adult or elder abuse. Therapists may also be required or permitted to break confidentiality when they have determined that a client presents a serious danger of physical violence to another person or when a client is dangerous to him or herself.

6.4 Technology

Bishop O'Dowd High School provides technology resources to students, faculty, and staff to promote the education of its diverse student body to build a more just, joyful and sustainable world. It is an expectation that O'Dowd's technology resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission, values, understandings, and beliefs of Bishop O'Dowd High School and the Diocese of Oakland.

While using technology, students are expected to comply with this responsible use policy. The school's jurisdiction with respect to conduct includes:

1. When the student is on school grounds, or on the way to and from school.
2. At officially sanctioned school-sponsored events, or on the way to and from such events.
3. Outside of the school when the student's actions negatively impact another student, staff member, or the school.

Parents are also expected to abide by this responsible use policy to the extent that their technology use affects other members of the school community.

The Bishop O'Dowd High School Responsible Use Policy applies to all technology resources including, but not limited to:

- Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, networking equipment, or accessories
- Software: operating systems or programs
- Services: email, web sites, web applications, learning platforms, internet services
- Telecommunications: transmission or publishing of text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social media networking sites, blogs, wikis, gaming, chats, and other digital transmission.

The use of these resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational purposes in alignment with our [Integral Student Outcomes](#). Any user who violates this policy or any applicable local, state, or federal laws, faces the loss of technology privileges, risks school disciplinary action, and may face legal prosecution.

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

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

General Responsibilities

Parents and students accept responsibility for the security of their laptop. Bishop O'Dowd High School accepts no responsibility for personal computers or software including, but not limited to,

theft, vandalism, or intentional destruction both on and off campus. Students are responsible for maintaining their virus protection and setting their computer to automatically update and scan. Students are encouraged to come to the Technology Support Center if they need assistance. Students are responsible for using their laptops and smart mobile devices in a manner that conforms to the O'Dowd Student Code of Conduct and the Responsible Use Policy as outlined in the Student Parent Handbook. Students found in violation of the Code of Conduct, and this Technology Responsible Use Policy, regardless of whether a personal device was used, are subject to appropriate disciplinary action, and jeopardize their continued enrollment at Bishop O'Dowd High School.

Acceptable Internet Use

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

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

Technology Code of Conduct

Bishop O'Dowd High School recognizes that in various ways, both positive and negative, students and parents can use technology both in school and at home. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community. While using technology, students are expected to:

1. Treat others with respect and compassion in all interactions, including online communication.
2. Care for school devices and systems, and not vandalize or intentionally damage them in any way.
3. Respect others' privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission.
4. Use technology resources for educational purposes only.
5. Use personal technology only as directed by staff while at school.

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary

action, up to and including expulsion.

Bandwidth Use

Bishop O'Dowd High School provides network access for students and school employees. Access is provided for the purposes of authorized academic, instructional, research, and administrative purposes. This network includes all computers on campus including, but not limited to, those located in classrooms, special purpose rooms, computer labs, administrative offices, and libraries. As a member of the O'Dowd community, you are expected to be responsible in your use of our network and technology resources, which is referred to as bandwidth.

Remember that bandwidth is a shared resource and not an unlimited commodity. Excessive and wasteful use of bandwidth is considered an irresponsible use of network resources. Examples of irresponsible bandwidth use include, but are not limited to, streaming music (such as Pandora) and video (such as Netflix), gaming (such as WoW), and sharing files and data via P2P (peer-to-peer) networks (uTorrent and Skype).

Use of Social Media

Bishop O'Dowd High School (O'Dowd) respects the right of students, faculty, staff, and alumni to use a variety of social media to learn, communicate, and connect. As a college preparatory school committed to Catholic values, academic excellence, the safety of our students, and the advancement of our values, we expect that all members of our community will meet the standards written below in their use of social media.

O'Dowd provides technology resources to students, faculty, and staff in order to advance our mission through achievement of our graduation outcomes. O'Dowd expects that members of its students, faculty, and staff will use social media in an ethical, moral, and legal manner in accordance with the mission, values, understandings, and policies and procedures of Bishop O'Dowd High School and the Diocese of Oakland.

Social Media is defined as any web-based or mobile technologies that turn communication into a dialogue. Social media takes on many different forms and uses a variety of technologies including blogs, Internet forums, wall postings, wikis, podcasts, picture-sharing, email, instant messaging, music-sharing, crowdsourcing, voice over IP, and vlogs to name a few.

Currently, there are six different types of social media services: collaborative projects (e.g. Wikipedia), blogs and microblogs (e.g. Twitter), content communities (e.g. YouTube), social networking applications (e.g. Instagram), and virtual game worlds (e.g. World of Warcraft), and virtual social worlds (e.g. Second Life). Many of these social media services and technologies can be integrated via social network aggregation platforms (e.g. Facebook).

To promote respectful discussion within this forum, students, faculty and staff are expected to abide by the generally accepted rules of network etiquette. You must be polite, courteous, and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs and discussion boards often foster debate of an issue and users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, assume that social media participation will be publicly

available on the Internet and therefore publicly accessible without limitation or protection of any kind. Consider how much personal information to share, with the understanding that anyone can link this information to your name and publish it on the Internet. Students are encouraged to always exercise extreme caution when participating in any form of social media or online communications, both within the O'Dowd community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire O'Dowd community and, as such, are subject to the same behavioral standards set forth in the Student/Family/Faculty Handbook (Handbook).

In addition to the regulations found in the Handbook, students are reminded that their behavioral expectations must align with the Mission and Philosophy of the school, which affirm the teachings, moral values, and ethical standards of the Catholic Church. Students are expected to abide by the following:

- To protect the privacy of O'Dowd students and faculty, students may not create digital video recordings or pictures of O'Dowd community members either on campus or at off-campus O'Dowd events for online publication or distribution that convey inappropriate or illegal behavior.
- Students may not make video or audio recordings of their teachers without express permission from the teacher.
- Students may not use social media sites to publish information or remarks deemed to be disparaging or harassing toward O'Dowd community members or that convey illegal or inappropriate activity.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon members of our community.

Failure to abide by this Policy, as with other policies at Bishop O'Dowd High School, may result in disciplinary action as described in the Handbook or as determined by the administration of the school.

Copyright

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

Security

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

Privacy

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

to read.

Vandalism/Hacking

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

Digital & Mobile Devices

Digital and mobile devices that can take and/or transmit electronic images cannot be used to take or transmit images that violate the mission of Bishop O'Dowd High School. Taking pictures, videos, or recordings of faculty members without their knowledge is a violation of this policy. The transmission and display/sharing of inappropriate images is subject to disciplinary and legal action.

Cyber-bullying & Cyber-harassment

Cyber-bullying and cyber-harassment is not tolerated at Bishop O'Dowd High School. Cyber-bullying is defined as "the use of information and communication technologies to support deliberate, repeated harmful, disrespectful and hostile behavior by an individual or group, which is intended to harm others". Cyber-harassment relates to a person's "use of a laptop or networked device to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act".

Students found to be engaged in cyber-bullying and/or cyber-harassment is in violation of the Technology Responsible Use Policy and the Student Code of Conduct and appropriate disciplinary actions by Bishop O'Dowd High School staff and administration may be taken, up to and including expulsion and notification of local law enforcement.

Gaming

Gaming on campus is prohibited. Gaming uses excessive amounts of bandwidth and slows the network for others. Examples of prohibited gaming include, but are not limited to, MMORPGs (Massively Multiplayer Role Playing Games such as World of Warcraft and League of Legends), games accessed on the Steam network, and others. Students found gaming on campus will face appropriate disciplinary action and may face the loss of Internet privileges.

Peer-to-Peer File Sharing

Peer-to-Peer File Sharing (for example, uTorrent, Transmission, The Pirate Bay, Torrentz, etc.) is not allowed on campus. Like gaming, this activity uses excessive amounts of bandwidth and slows the network for others. Students found file sharing while on campus will face appropriate disciplinary action and may face the loss of Internet privileges.

Laptops

As a requirement of attendance at Bishop O'Dowd High School, all students must have a school-approved laptop every day. Parents and students accept responsibility for the security of their laptops. Bishop O'Dowd High School accepts no responsibility for hardware or software

including, but not limited to theft, vandalism, or intentional destruction both on and off campus. Students are responsible for maintaining their virus protection and setting the laptop to automatic update and scanning.

Students are expected to bring their laptops, fully-charged, with them to school every day, as well as their charger.

Students are expected to keep their laptops with them or locked in their classroom building lockers. Students are not to lock the laptops in their PE lockers. Students are expected to take their laptops with them to practice or store their laptop in their classroom building lockers during/after school events. Students taking public transportation should put the laptop and bag inside their backpacks. If the laptop is lost, stolen, or damaged beyond repair, the parent will be responsible for all costs necessary to repair or replace the laptop, not covered by warranty.

Students whose laptops become lost, stolen, or non-operational will be responsible for securing a loaner PC laptop provided by Bishop O'Dowd High School or their own temporary laptop which meets the minimum system requirements. The loaner laptop must be returned within two weeks, or longer, if arranged with Technology Support staff. It is the sole responsibility of the student to make sure that all school-related files are backed up regularly. Homework and projects lost due to this negligence will not be excused by teachers.

We strongly encourage students to back-up all work on a daily basis. Students will not be granted work extensions for a failed laptop, or lost or corrupted work. If a laptop needs to be reimaged, and it is determined that the need to reimage the laptop is a result of the student downloading materials or the addition of conflicting software or hardware, the student will pay a fee to have the laptop reimaged. The laptop will be reimaged to the original specifications of the school laptop.

eBooks & Software

All eBooks and software made available to students are the property of Bishop O'Dowd High School. When the student leaves O'Dowd, the school eBooks and software must be removed from the laptop. Some advanced courses may require the purchase of additional software specific to that subject. Parents are responsible for the cost of this software and the license of the software will belong to the parent/student.

Inappropriate Material

Students at O'Dowd are expected to be in compliance with our Code of Conduct; however, students who violate the policies jeopardize their continued enrollment at Bishop O'Dowd High School. Technology devices (including laptops, smartphones, etc.) can and will be scanned for inappropriate materials when brought to the Technology Support Center (Room 209) or if reasonable cause is given. Inappropriate materials will be reported to school administration and/or law enforcement agencies for disciplinary action. Additionally, Internet traffic on the school network is monitored for inappropriate behavior, surfing, and gaming.

Taking, downloading, transmitting, viewing, or possessing pornography on electronic devices used on campus is strictly prohibited. This includes images that have been altered or created, making them inappropriate. Inappropriate images of children under the age of 18 are considered child pornography. Possessing, viewing, and transmitting images or video of child pornography

are criminal acts which are subject to action by law enforcement. Inappropriate images found on all electronic devices, including smartphones and tablets, brought on campus are subject to disciplinary action, including legal action.

Warranty & Repairs

Students enrolled in the ***O'Dowd Laptop Option*** will have their laptop repairs covered under O'Dowd's service plan, which protects against accidental damage and covers warranty repairs for four years or up to the cost of the machine. The O'Dowd Technology Department personnel will complete warranty repairs on laptops that are covered under appropriate warranties only. Costs incurred for repairs not completed by the technology department will be the parent's responsibility.

Students enrolled in the ***Bring Your Own Laptop Option*** will be required to secure warranty coverage for the student laptop during the tenure of the student's enrollment at Bishop O'Dowd High School. Warranty coverage can be purchased at consumer electronics retailers such as Apple and Best Buy. Bishop O'Dowd High School assumes no responsibility in repairing computers enrolled in the Bring Your Own Laptop Option with no purchased warranty.

Data Loss & Recovery

Students whose laptops become non-operational due to software or hardware configuration conflicts may need their computers re-imaged to factory default settings. During the re-imaging process, all existing software (files, folders, music, pictures, and applications) will be deleted. Bishop O'Dowd High School assumes no responsibility for data lost during the laptop repair process. The school also assumes no responsibility for lost or corrupted work due to failure to back up or due to non-operation of the laptop .

Theft & Loss

Purchasing electronic device insurance for the student's laptop is highly recommended. Bishop O'Dowd High School does not hold an insurance policy for student laptops. In the event of theft or loss of the student's laptop or electronic device, the parent and student are responsible for contacting their insurance provider and completing the necessary steps to resolve the claim. A police report should be filed as soon as possible to help retrieve the laptop. A temporary loaner laptop may be issued to the student until the laptop is recovered or repaired. Students will not be granted work extensions or be excused for missing homework and assignments because of a lost or stolen laptop.

Leaving the School

If a student leaves Bishop O'Dowd High School before fulfilling the financial obligation for the laptop, or leaves with Bishop O'Dowd High School property, such as a loaner laptop, the property must be returned immediately. Student transcripts will not be sent to the new school until all financial obligations have been fulfilled. Property not returned or paid for will be reported as stolen.

6.5 Library

The mission of the library is to support the curriculum and to create life-long-learners. To this end, the library staff is actively involved in maintaining a top-notch print and electronic collection, creating a positive atmosphere for learning, providing information literacy and research instruction across the curriculum and promoting the ethical use of information and library materials.

The Burke Family Library is open Monday – Thursday from 7:00 a.m. – 6:00 p.m. and Friday, 7:00 a.m. – 4:00 p.m. The library closes at 4 p.m. on the eve of school holidays. Any changes to the schedule will be posted in the library and announced to the student body.

The main section of the library is a quiet atmosphere conducive to individual study, and students may reserve spots in the small conference rooms for group work. Students may not talk on cell phones, eat or drink anything besides water anywhere in the library.

Students may use the library without a pass before school, break, lunchtime, after school, and during their flex period. When in class, students may use the library with a pass from their teacher. In general, materials are checked-out for two weeks. If students neglect to renew or return materials, overdue fees may be charged. Students must return all books and pay all library fees by Yearbook Day. The library also has textbooks, chargers and school supplies reserved for use in the library. Students are responsible for borrowed library materials.

The library proctors most make-up tests. While taking a make-up test in the library, students must follow teacher instructions for the test, sit in the assigned test area, leave all mobile devices at the front desk, and refrain from talking. Any violation of test taking protocol will be reported to the teacher and administration.

Chapter 7: Student Activities

7.1 Campus Ministry

Campus Ministry facilitates a variety of programs and opportunities which invite our students and adults of all faith backgrounds to a deeper relationship with God, self and others. Our programs plant seeds of faith and justice and provide students many ways to explore their spirituality and discover their own gifts to serve others, especially those who are marginalized. Campus Ministry cultivates spaces for personal and spiritual growth through liturgies, retreats, social justice drives, prayer services, peer ministry, daily school prayer and adult spirituality.

Freshman, Sophomore, Junior and Senior Retreats offer students a chance to form new friendships, reflect on their lives, and reflect on their relationship with God. These single day, overnight, and multi-day retreats are spread throughout the year, one retreat model for each grade-level, with the Junior Kairos as the core retreat experience for students. The retreats are primarily led by senior students, except the Senior Retreat which is led by adults.

Our Chaplain offers individual reconciliation for students, faculty, and staff as well as spiritual direction by appointment. Students at all grade levels are encouraged to participate in the 'Peer Ministry' fellowship groups led by our Chaplain.

Our Senior Campus Ministry Team, or CMT, is an year-long, hands-on training in ministry and leadership. The (14) seniors meet during a class period to plan and lead the school-wide liturgies, facilitate Freshman and Sophomore retreats, carry out various charity/social justice drives on campus and develop their leadership skills.

All students are invited to become involved in the annual St. Vincent's Day Home Holiday Drive. The gifts/money collected in this drive are distributed to families facing economic hardships. Another drive held in the spring is the Mission Drive in which money is collected for an organization working with economically poor communities in our global community. In addition, Dollar Day collections are taken as needs arise in our communities. The proceeds support local and national charities.

7.2 Student Government

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

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

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

- Maintain at least a 3.0 cumulative grade point average. GPAs of all student council members will be reviewed at the end of each marking period. If members fail to meet the minimum grade point average, they will enter a probationary period and grades will be monitored for the rest of the term. If the student's grades do not improve by that time, he/she will be removed from his/her position for the remainder of the probationary period.)
- Be a student in good standing (i.e., no academic or disciplinary probation, etc.)
- Promise to uphold the Student Council Constitution and to demonstrate exemplary conduct at all times. Student Council members are role models for the entire student body and will be held to such standards on and off campus.

7.3 Clubs & Organizations

Students have the opportunity to join many cultural, services, academic, and social clubs during our annual Fall Club Fair. Membership is open to all Bishop O'Dowd High School students throughout the year. Students who express an interest in forming a club that revolves around an area of interest need to fill out a club application and charter form, which are available at the beginning of the school year. Participation is greatly encouraged so that students can enjoy the wide variety of extracurricular activities that O'Dowd typically offers.

7.4 Dances

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

- All school rules, including the Drug, Alcohol, Tobacco, Substance Use Policy (5.9), are in effect at all dances.
- Valid Bishop O'Dowd High School I.D. is required for admission.
- Students must have on file a signed Student Activity Participation Contract to attend dances.
- Guest passes, when allowed, must be obtained and approved, in advance, from the Deans. Guests must be under 21 years of age.
- Students must be in school all day to attend dances on school nights. For Saturday dances, students must be in school all day the Friday before the event.
- Students whose behavior is inconsistent with the standards of the school, as determined by adult supervisors, will be asked to leave and may be barred from future dances
- Students whose manner of dance is inconsistent with the standards of the school, as determined by adult supervisors will be warned once. The second occurrence will result in that student being immediately removed from the dance and the parent/guardian called to pick up the student and the student being barred from all dances and formals

for the rest of the semester. This policy also includes all dances of the other Catholic high schools in the diocese and public high schools for the semester.

- By their attendance, students and their guests agree to submit to the enforcement provisions of the drug and alcohol policy, including breathalyzers and searches. Consequences of drug or alcohol use will be the same as those in effect during the school day.
- Students must remain at the dance until the hour specified on the permission slip.

7.5 Music at School Events

All music played at O'Dowd school events must be approved by the director in charge of the event (Activities, Campus Ministry, etc.). Music must reflect the values of Bishop O'Dowd High School in language and message. Explicit content, suggestive lyrics, racial and offensive language is not allowed. Music played without approval may result in disciplinary action.

7.6 Service Learning

Service learning, an applied educational method that meets a real need both in the community and in the classroom, integrates student volunteer service with reflection and classroom connections. Failure to complete service learning components results in an "F" in the semester grade for the religion course to which it is connected. The grade can be changed by completing the service hours.

At O'Dowd, our four-year Service Learning program focuses on social justice. At agencies around the Bay Area and nation, students foster relationships with those who experience injustice and thereby gain a personal understanding of the Christian call to reach out to those who are marginalized in our society. Each student completes a total of four Service Learning projects and graduates with a minimum of 100 hours of service. Students cannot graduate without fulfilling these requirements.

Freshmen: Common Home Project

Students will serve ten hours at a placement in the Bay Area that is committed to environmental justice, sustainability and care for our common home, the earth. As the students' first service experience, this project will introduce students to the joy of service.

Sophomore: St. Anthony Justice Education Day

This school-day trip, organized by the St. Anthony's Foundation, offers a profound opportunity for students to meet and learn from those experiencing homelessness in the Tenderloin District of San Francisco. Every sophomore attends with their Christian Scriptures Religious Studies class and receives credit for five hours of service.

Sophomore: Friends Project

In the Friends Project, students develop their leadership skills by building mentoring relationships with children ages 4-12. Reflection on the experience is facilitated via a journal that supports personal growth. Sophomores complete 25 hours of service before the end of their sophomore year. Many do it the summer before their sophomore year.

Junior/Senior: Anawim Project

The Anawim Project, completed before or during the Peace & Justice course, is designed for students to learn about social justice by connecting with people who experience social injustice. Students complete 60 hours of service for this project.

The Service Learning Department also offers optional volunteer and justice-related opportunities

such as immersion trips (i.e. to East Oakland and Appalachia) and participation in advocacy trainings (i.e. the Ignatian Family Teach-In for Justice in Washington, D.C. and the Arrupe Leadership Summit, both hosted by the Ignatian Solidarity Network).

Chapter 8: Business and Financial

8.1 Financial Aid Program

Financial aid is available for those families whose financial situation might preclude them from sending their children to Bishop O'Dowd High School. Completed online financial aid applications are required each year that financial aid is requested.

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

- Citizenship and deportment record at school must be satisfactory
- Attendance record must be excellent
- All questions on the confidential application must be answered completely
- Balance on remaining tuition must be kept current
- Students must be in good academic standing

8.2 Student Insurance

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

8.3 Financial Clearance Policy

Bishop O'Dowd High School is a tuition-dependent school; therefore, timely payment of tuition is required. Tuition account balances are required to be current on the first day of school in order for your student to attend classes. Additionally, tuition account balances over 60 days in arrears place continued enrollment in jeopardy.

Senior accounts not paid in full by April 30 each year will prohibit participation in all senior activities, including graduation, until payment is received.

In the event a student leaves Bishop O'Dowd High School after the school year has begun, they will be charged tuition through the end of the current grading period.

Registration and general fees are non-refundable.

8.4 Development and Fund-Raising

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

One of the most important Development initiatives is the Annual Fund Parent Pledge Program. Tuition and fees cover 85 percent of the cost of an O'Dowd education for your sons and daughters. The Annual Fund helps bridge this \$2,100-plus per-student gap and is an essential part of funding each student’s education. Parent Pledge gifts are tax deductible and support

school goals, including academic program enhancements, technology upgrades, campus improvements, financial aid and other priority needs not funded by direct tuition revenue.

The Development Office also supports fundraising events during the year like the Transforming Lives Dinner, and the Crab & Pasta Feed. These events are wonderful opportunities for the entire O'Dowd community, including parents, staff, faculty, students and alumni to be involved in supporting the school.

Amazon's loyalty program is an additional revenue source used to help support clubs, activities and sport teams and all parents are encouraged to register their credit and debit cards through these websites.

In addition to supporting current program needs, the O'Dowd community helps to ensure that the facilities and programs of the school stay strong. Capital campaigns and projects serve to ensure that the school's facilities keep pace with student and campus needs. In addition, contributions to the school's endowment serve to ensure that O'Dowd will remain strong for future generations. Parents, alumni, grandparents, alumni parents and friends support the school with both direct contributions and deferred or planned gifts to strengthen the educational experience for students today and tomorrow.

Bishop O'Dowd High School is proud of and grateful for the culture of philanthropy and service that benefits not only our current students but the larger community. The school is grateful for the contributions of time, talent and treasure from parents, grandparents, alumni, faculty, staff and friends.

8.5 Sustainable Purchasing Guidelines

The purpose of these guidelines is to ensure that products and services purchased or contracted for will make progress towards O'Dowd's 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 lower 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.).

Chapter 9: Athletics

9.1 Athletics

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

Bishop O'Dowd High School is a member of the West Alameda County Conference (WACC) - Foothill League, which serves both the men's and women's sports programs. Interscholastic competition is held in a number of sports. A full listing of current O'Dowd athletic programs is available online through the school's website: www.bishopodowd.org

Athletic Department Mission Statement

Bishop O'Dowd High School athletics is an interscholastic co-curricular program designed to develop students physically, emotionally, socially, and spiritually. We affirm and promote Catholic values while engaging student-athletes fully in mind, body and spirit. Student-athletes, coaches and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which values can be revealed, tested and proven relevant both to participants and the entire school community.

Athletic Department Philosophy

One Body, Many Parts

As a body is one though it has many parts, and all the parts of the body, though many, are one body, so also Christ. The eye cannot say to the hand, "I do not need you." God has so constructed the body...so that there may be no division in the body. If one part suffers, all the parts suffer with it; if one part is honored, all the parts share its joy.

1 Corinthians 12:12-26

Athletics at Bishop O'Dowd High School includes a religious dimension that will permeate the student-athlete's life. Through participation in athletics, it is our hope that our student-athletes see sports participation as an instrument leading them closer to God. The student-athlete at Bishop O'Dowd High School manifests a fundamental orientation toward God in his/her relationship with his/her team and the larger community. The coaching and support staff place the highest value on the following:

Integrity

- Do what's right no matter who's watching you; even when it's unpopular or personally costly.
- Always tell the truth.
- Live up to high ideals of ethics and sportsmanship.
- Always live and compete honorably in pursuit of success.
- Don't lie, cheat, steal, or engage in any other dishonest or unsportsmanlike conduct.
- Avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Respect

- Treats equipment, facilities, myself, teammates, coaches, officials and all others with respect at all times.
- Does not engage in conduct that includes any sort of profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sports.
- Treats contest officials with respect.
- Demonstrates self respect by safeguarding my health
 - Doesn't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose, or maintain weight.
 - Do not associate with others who use chemical substances.

Leadership

- Promotes leadership in service to work with others for the good of the team.
- Positively influences others for the betterment of the team and community and not just for personal gain.
- Represents my school, coaches, and teammates with honor, on and off the field.
- Consistently exhibits positive sportsmanship, respect, hard work, honesty, and creates cohesion by conducting myself as a positive role model.

Teamwork

- Demonstrates concern for teammates and coaches.
- Never engages in behavior that might cause division among players, coaches, and

parent community.

- Create a team that always communicates with each other with integrity and honesty.
- Helps promote the well-being of teammates through positive counseling and encouragement. Reports any unhealthy or dangerous conduct that works against working as a team.
- Being supportive of others by extending a helping hand.

“Dragon Pride”

- Lives and play with class
- Demonstrates good sportsmanship
 - Gracious in victory and accept defeat with dignity;
 - Helps up fallen opponents;
 - Compliments extraordinary performance,
 - Act appropriately on the playing field
- Shows sincere “Dragon Pride” in pre-and post-game rituals.
- Acts appropriately in the classroom, at school and in the community
- Protects the integrity of the game and traditions of Bishop O’Dowd High School Athletics.
- Loyal to Bishop O’Dowd High School and team; puts the team above personal glory.

Commitment

- Athletics must not be for selfish reasons or for merely personal satisfaction; rather, such participation and commitment should prepare the student-athlete for further participation and an active commitment in the church and community in the service of others.
- Demonstrates commitment in the following order of priorities:
 - Family
 - School/Religious
 - Team
 - Everything else

Regulations and Rules Governing Participation

All students intending to participate in O’Dowd Athletics are required to establish eligibility to participate prior to participation.

Requirements to Tryout and Participate

All students intending to participate in athletics at O’Dowd must complete an online athletic registration process through [FamilyID](#) and await notification of clearance by a member of the O’Dowd athletic training or athletic department staff. Students may not participate or tryout until this process is completed. Once athletic registration information is complete and we verify we are in possession of a valid [Bishop O’Dowd High School Preparticipation Physical Form](#), a notice of athletic clearance will be granted. An email will be sent to the family and the student’s name will appear on the head coach’s athletic clearance list.

After submitting your online athletic registration, a member of the O’Dowd athletic training or athletic department staff will review your student’s registration and verify that their [Bishop O’Dowd High School Preparticipation Physical Form](#) on file is current and valid for the sports they registered. Once verified, notice of athletic clearance will be sent via email. If our records indicate your student's physical has expired or will expire during the season of sports

participation, they will not be cleared until you update your FamilyID account by uploading and submitting a signed and dated [Bishop O'Dowd High School Preparticipation Physical Form](#) into your FamilyID account.

It is required by the State of California that all students participating in athletics must have a current pre-participation physical on file with Bishop O'Dowd High School. **A Preparticipation Physical Form is valid for 365 days from the date signed by a physician (MD or DO ONLY).** If our records indicate a student's physical form has expired (meaning no longer valid) or will expire during the season of sport they are intending to participate, clearance will not be granted for that sport until a valid Bishop O'Dowd High School Preparticipation Physical Form is completed by a physician and uploaded to your FamilyID account.

A [Bishop O'Dowd High School Preparticipation Physical Form](#) can be found online through the athletic registration process.

The O'Dowd Athletic Department reserves the right to make an independent determination of a student's fitness for participation in and to prohibit a student from playing in competitive sports. If a student exhibits dangerous or potentially dangerous medical, physical, or psychological conditions, irrespective of a physician's certificate of fitness participation may be restricted or denied.

Tryout Information & Starting Dates

Most teams at O'Dowd conduct tryouts for the purpose of selecting the members of athletic teams. While competition to make a team in some sports are certainly competitive (e.g., men's and women's basketball, volleyball, baseball), all seasons have at least one no cut sport. Football (fall), cross country (fall), rugby (winter/spring), swimming (spring), and track (spring) do not make cuts.

Parents and athletes are encouraged to contact the varsity head coach about the tryout process.

Official practice and tryout start dates are governed by the West Alameda County Conference (WACC) and North Coast Section (NCS). ***Check the specific sport webpage for specific tryout and practice details for the first week of the season. Please direct specific questions to the head coach of each sport.***

- For fall sports (with the exception of football and volleyball), tryouts/practice begin the second **Monday in August**. Football begins the **first Monday of August**.
- For winter sports (with the exception of rugby), tryouts/practice begin the first **Monday of November** . Rugby begins the **first Monday of December**.
- For spring sports, tryouts/practice begin the first **Monday of February** .

Some sports offer preseason conditioning or "Open Gym / Field / Track" once school starts. Contact the varsity head coach of a particular sport for more specific information. If you cannot reach the head coach, please contact the Director of Athletics.

***2020-21 Athletics updates and schedule changes can be found on the Athletics website <https://www.bishopodowd.org/athletics/> ***

Seasons of Sports

Fall Sports (August - November)	Levels
Volleyball - Women's	Varsity, Junior Varsity, Freshmen
Cross Country – Men's and Women's	Varsity, Junior Varsity, Soph/Frosh
Golf - Women's	Varsity
Tennis - Women's	Varsity, Junior Varsity
Water Polo - Men's and Women's	Varsity, Junior Varsity
Cheerleading	Varsity, Junior Varsity
Football	Varsity, Junior Varsity
Winter Sports (November - March)	Levels
Basketball - Men's and Women's	Varsity, Junior Varsity, Freshmen
Soccer - Men's and Women's	Varsity, Junior Varsity, Freshmen
Winter/Spring (December – April)	Levels
Rugby – Men's and Women's	Varsity, Junior Varsity
Spring Sports (February – June)	Levels
Track - Men's and Women's	Varsity, Junior Varsity, Soph/Frosh
Swimming - Men's and Women's	Varsity, Junior Varsity, Soph/Frosh
Tennis - Men's	Varsity, Junior Varsity
Golf - Men's	Varsity, Junior Varsity
Lacrosse - Men's and Women's	Varsity, Junior Varsity
Baseball	Varsity, Junior Varsity, Freshmen
Softball	Varsity, Junior Varsity
Volleyball - Men's	Varsity

Academic Eligibility and Participation in Athletics

See section 2.15 Academic Standing and Participation in Co-curricular Activities

Transferring Schools

Transferring schools may affect your athletic eligibility under the North Coast Section (NCS) or California Interscholastic Federation (CIF) rules. For more detailed information, visit the NCS website on [Transfer Eligibility Information](#).

Cutting of Teams

In many cases, making a team at Bishop O'Dowd High School is highly competitive. While some sports have a no-cut policy, many others have a limited number of positions available. Therefore, the student-athlete trying out for a team must realize that they may not make the team.

FRESHMEN – All freshman team cut lists must be posted with encouragement to see the freshman coach if there are any questions about the decision. Coaches and the Athletic Director may choose to meet individually with the players.

SOPHOMORES, JUNIORS, AND SENIORS – All athletes who played in a program the previous year must be told individually by the head coach why they are being cut and what they need to work on if they intend to try out again the following year.

Quitting or Dismissal from a Team

A student-athlete who quits or is dismissed from a team before the end of the season, may not tryout or participate in a different sport activity before the completion of the current season until the student meets with the Director of Athletics to review and discuss their situation.

Participation in Sports with Overlapping Seasons

We strongly encourage student-athletes to participate in multiple sports at Bishop O'Dowd High School and many take full advantage of these opportunities. As a result, season of sports may overlap and create a conflict for these student-athletes. It is our policy that each student-athlete participating in overlapping sport seasons is required to fulfill their full commitment to the sport that is near completion. A student-athlete finishing in one sport will have an equal opportunity to tryout for any overlapping sport as long as they have registered for the sport through the [O'Dowd athletic registration process](#). In addition, prior to tryouts, it is required that the student-athlete communicate their conflict with the varsity head coach of that particular sport. Coaches with the overlapping seasons of sport will work with the student-athlete to arrange for their tryout period.

Club Sports and O'Dowd Athletic Conflicts (**2020-21 Athletics updates and schedule changes can be found on the Athletics website <https://www.bishopodowd.org/athletics/> **)

Although the California Interscholastic Federation does not permit a student-athlete to participate in the same sport for an outside club organization and high school sport simultaneously, it is possible for a student-athlete to compete in different sports simultaneously (Ex. AAU Basketball & Bishop O'Dowd High School Track) if the outside club organization's sport (ex. AAU Basketball) does not conflict with the O'Dowd head coach's team requirements and expectations. The Bishop O'Dowd High School athletic department strongly discourages

student-athletes from playing any sport for a club or other outside team when they are in season playing a sport Bishop O'Dowd High School due to the risk of overextension and injury.

Should an athlete choose to compete in both organizations simultaneously and a conflict arises, a meeting between the following parties may be beneficial: parents/guardians, Director of Athletics, head coach of outside organization, and head coach of O'Dowd. Each head coach is expected to bring with them their organization's philosophy, rules, expectations, and schedules (practice and game) to the meeting. The meeting will be facilitated by the O'Dowd Director of Athletics.

9.2 Sportsmanship and Communicating Concerns

The mission of the Bishop O'Dowd High School Athletic Department is to develop students physically, emotionally, socially, and spiritually. We affirm and promote Catholic values while engaging student-athletes fully in mind, body, and spirit. Student-athletes, coaches, and parents are called upon to work together in the true spirit of sportsmanship to assist in creating an environment in which these core values can be revealed, tested, and proven relevant both to participants and the entire school community.

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

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

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

Coaches are to be treated with the same respect accorded any other professional. It is important that any conversations at home regarding the coaches or their decisions are put in a positive tone. We can't expect your child to treat their coach with respect if parents don't model respect.

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

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

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

Sportsmanship

Sportsmanship encompasses the practice of playing fair, taking defeat without complaint and victory without gloating, and treating teammates and opponents with respect and dignity. In accordance with the school's philosophy and goals, the promotion of sportsmanship is of utmost importance. Sportsmanship demonstrated by all involved in athletics is perhaps the clearest sign of the Christian mission of our school. Everyone associated with an athletic event – coaches, athletes, students, parents, spectators – has a responsibility to uphold the highest standards of sportsmanship before, during, and after a contest. Sportsmanship includes, but is not limited to, the following:

1. Showing respect for teammates, opponents, and officials;
2. Maintaining self-control;
3. Showing respect for the facility in which the contest is taking place;
4. Refraining from heckling, jeering, or using profane language;
5. In general, being positive in words and actions.

As parents are the primary educators for their children, it is critical that parents set the best possible example of sportsmanship, particularly when they are spectators at an athletic contest.

Communication

Expectations from the Head Coach

Head Coach and program's philosophy.

- Individual and team expectations.
- Location and times of all practices and games.
- Team requirements, i.e., practices, special equipment, off-season conditioning.
- Procedure to follow should your child be injured during practice or games.
- Any discipline that may result in the denial of your child's participation.
- Return phone calls or emails from parents within 48 hours.

Parental Concerns

From time to time, you may have a concern you would like to bring to the attention of the coach. The following **are appropriate** concerns to communicate and discuss with the coach:

- The treatment of your child, mentally, and physically.
- Ways to help your child improve and develop.
- Concerns about your child's behavior.
- Notification of schedule conflicts well in advance.

If you feel your concern has not been resolved, the matter should be brought to the attention of the Director of Athletics.

The following matters should be left to the discretion of the coach and are **not appropriate** to discuss with coaches:

- Playing time decisions

- Decisions regarding which athletes make or do not make a team.
- Team strategy and play calling.
- Other student athletes conflict issues

Resolution Process for Addressing Concerns

As a result of the high level of effort and emotion invested in sports participation, concerns between coach, player, and/or parents may arise. All concerns are expected to be addressed timely and professionally. The O'Dowd Athletic Department will use the following steps for addressing concerns.

First Step: Student-Athlete & Coach Contact

This first step is critical in assisting our student-athletes with personal growth to learn resolution skills for addressing concerns or when disagreements arise. During this process, it is expected the student-athlete contact their coach to set up a meeting to discuss their concerns before any additional individuals outside of the O'Dowd Athletic Department get involved. Members of the O'Dowd Athletic Department staff are available to meet with any student-athlete to provide support prior to meeting with their coach.

Time to be avoided for meeting with a coach:

- Either immediately prior to or right after a contest
- During an active practice session
- During a time when other students are present or when the discussion is readily visible by others
- When it is apparent that there is not sufficient time to allow for a complete discussion

Note: During the bulleted times listed above, the student-athlete should set up a later date and time to meet with the coach.

Second Step: Parent / Student-Athlete & Coach Contact

Only after the student-athlete has made every effort to contact the coach should the parent of the student-athlete get involved. Parents are expected to follow and support the guidelines in the First Step before meeting with the coach. The student-athlete must be present with the parent during the parent-coach meeting.

Third Step: Student/Parent & Athletic Director Contact

If a satisfactory resolution is not reached through direct contact with the coach, the student-athlete and/or parent should contact the Athletic Director. The coach must be informed that this contact is going to be made. If a meeting is to take place between the student-athlete, parent and athletic director, the coach must be present or notified of this meeting. All efforts should be made to find a satisfactory resolution to concerns before going beyond the authority of the Athletic Director. Issues concerning coaching personnel may not be publicly communicated. All comments or input about coaching personnel must be put in writing to the attention of the Athletic Director.

Fourth Step: Student/Parent & Principal Contact

If a satisfactory resolution has not been reached, the student and parent should contact the principal. The Athletic Director should be informed that this contact is going to be made.

9.3 Transportation for Athletics

Ordinarily, Bishop O'Dowd High School will provide transportation to and from off campus activities, including athletic events using school buses, school vans and charter buses. Student athletes are not permitted to drive other students to or from school-sponsored activities. See section 5.7 Student Drivers and 5.15 Student Transportation

9.4 Head Injury and Concussion Management

Also see section 2.17 [Concussion Protocol](#)

Head injuries and concussions are a common injury in all athletics and O'Dowd does its best to manage them through strict return to play and return to learn guidelines, baseline concussion testing, and academic assistance. Students who have been assessed by a Certified Athletic Trainer to have sustained a possible head injury and concussion will be given the Head Injury and [Concussion Management Packet](#), which contains information regarding head injuries and concussions in general, the steps needed to be taken, and contact information for assistance during the recovery process. The Head Injury and Concussion Management Packet can be found in the Appendix of the Student-Family Handbook, as well as on the Athletics page on the website.

Any athlete suspected of sustaining a head injury or concussion must be removed from play. The athlete may not return until cleared by a licensed health care provider (MD or DO only) that is trained in the evaluation and management of head injuries and concussions. Return-to-play cannot be sooner than seven days after evaluation by a physician who has made the diagnosis of concussion. In addition, the athlete must complete the graduated return-to-play protocol set forth by O'Dowd to return to full competition. Head injury and concussion RTP protocol cannot begin until the athlete is symptom-free for 48 hours.

O'Dowd expects any athlete with a head injury or concussion-like symptoms to complete the return-to-play protocol in its entirety once entered into the concussion management program. Doctor clearance is one of multiple steps needed to complete the return-to-play protocol.

As part of head injury and concussion management at O'Dowd, all students who participate in football, rugby, basketball, soccer, volleyball and lacrosse must take the C3Logix baseline test before participating each year. The program uses a computerized assessment measure to help determine when full recovery has occurred. C3Logix is a research-based software tool developed by the Cleveland Clinic and utilized to evaluate recovery after concussion. C3Logix evaluates multiple aspects of physical and neurocognitive function, including memory, attention, brain processing speed, reaction time, and post-concussion symptoms.

The goal of this protocol is to safely return the athlete to play following a head injury or concussion through the implementation of a comprehensive concussion management program. All suspected head injuries and concussions must be referred to the Certified Athletic Trainer or a physician that specializes in concussion management.

Head injury and concussion symptoms need to be at reported baseline for 48 hours before beginning the RTP protocol. A RTP progression involves a gradual, step-wise increase in physical effort, sports-specific activities and the risk for contact. If symptoms occur with activity, the progression should be stopped. When symptoms have resolved for another 24 hours, the progression may be restarted at the previous symptom-free stage.

Return to play after head injury and concussion will only occur with medical clearance from a

medical doctor trained in the evaluation and management of head injuries and concussions, and a step-wise progression program monitored by an AT is completed. The RTP protocol can be found on the CIF website, the Bishop O'Dowd High School website, or in the [Head Injury and Concussion Management Packet](#).

Student Athletes are required to check in with the sports medicine staff daily to complete a signs and symptoms evaluation. Once the student athlete returns to baseline for 48 hours the athlete can begin return to play progressions.

Those athletes in low or no contact sports are not required to baseline test but will be evaluated using the test if a concussion occurs. The ATC uses this test along with other assessments, physician recommendations and player self-reporting to determine when the athlete is ready to return to play.

Please contact the Head Athletic Trainer, Joanne Kinyon, with any questions at jkinyon@bishopodowd.org or (510) 577-9100 ext. 274.

Head Injury and Concussion Management Steps

1. Contact Joanne Kinyon (jkinyon@bishopodowd.org), Head Athletic Trainer, as soon as you have an incident where you may have received a head injury and concussion so that you can be evaluated and advised.
2. Visit your physician within three days (or 72 hours) of your injury. Be sure to bring the Physician's Letter (in the [Head Injury and Concussion Management Packet](#)) to the Certified Athletic Trainer (ATC).
3. As part of your Return to Play (RTP) Protocol, you are expected to check in daily with the AT and schedule your follow up with your doctor to evaluate your progress.
4. Mr. McCord (mmccord@bishopodowd.org) will communicate with your teachers, counselors, and academic support staff about extended deadlines and tests so you have a structure to finish any missed work in a timely fashion.

Head injuries and concussions can affect many facets of an athlete's life. It is important that they have support at school as well as home. Social interaction, sporting events, concerts, etc. can all have a negative impact on their recovery and should be avoided if the activity increases concussion symptoms. Recovery times and symptoms vary widely and don't always have a correlation with the severity of the injury.

If you have any questions regarding head injury and concussion management at O'Dowd, please contact Head Athletic Trainer, Joanne Kinyon at jkinyon@bishopodowd.org.

Return to Learn (RTL)

Following a head injury and concussion, student athletes may have difficulties with short- and long-term memory, concentration, and organization. They will require rest while recovering from injury and should avoid activities that aggravate their concussion symptoms. Students may need to stay home from school for a few days. As they return to school, adjustments to his/her schedule and/or work load may be necessary. Student-athletes must complete the O'Dowd Return to Learn (RTL) guidelines set forth and must fully return to normal school activity **before** beginning any sports or physical activities. Go to the CIF website (cifstate.org) or the Bishop O'Dowd High School website (bishopodowd.org) for more information on Return to Learn.

The Return to Learn Protocol is implemented to ensure that school participation is as tolerated

during recovery, and a plan for make-up work is established following recovery. All modifications will be supervised by the Academic Support department, specifically Malik McCord (mmcord@bishopodwod.org).

- The complete Return to Leave Protocol is a part of the [Head Injury and Concussion Management Packet](#).

9.5 Music at Athletic Events

All music played at O'Dowd athletic events must be approved by the Deans. Music must reflect the values of Bishop O'Dowd High School in language and message. Explicit content, suggestive lyrics, racial and offensive language will not be approved. Music played without the approval of the Deans, may result in disciplinary action, including the loss of privilege of playing music at athletic events.

9.6 Early Sports Dismissal

Athletics are considered an integral part of a student's educational development. Thus, the administration recognizes the necessity of occasional early dismissal from class to accommodate travel time to away games.

Academic Responsibilities

All athletes are responsible for completing all missed work when they leave class early for athletic competitions.

9.7 Practices

Length

Practices are not to exceed two-and-a-half hours in length.

Supervision

All scheduled practices will be supervised by a Bishop O'Dowd High School coach.

Sundays

No practices of any kind are allowed to be conducted on Sundays.

Disciplinary Action

Any student receiving detention or who is suspended from Bishop O'Dowd High School must attend/serve detention regardless of the sport practice or game schedule. If disciplinary action by the school results in the student-athlete missing all or part of a practice or game, further disciplinary action may be taken by the coach.

9.8 Team Trips

Bishop O'Dowd High School's athletic teams are under the same guidelines as any other group that takes a school trip. Prior to taking a trip, coaches must follow established policies and procedures. Student athletes are expected to fulfill academic procedures regarding planned absences from school.

9.9 Athletic Team Fundraising Policy

Individual athletic teams are expected to refrain from fundraising on their own through any means to protect parents from multiple fundraising appeals.

9.10 Drug and Alcohol Policy

The following rules apply to all athletes:

- No use of tobacco of any kind.
- No drinking of alcoholic beverages.
- No abusive drugs (marijuana, narcotics, steroids, etc).
- There is no place for substance use in athletics. The Bishop O'Dowd High School Athletic Department supports all Bishop O'Dowd High School policies with regard to substance abuse cases.

Bishop O'Dowd High School athletes are bound by the school drug and alcohol policy. If a student/athlete is found to have been under the influence, possessing, or using alcohol or drugs on or off campus, then he/she is liable for dismissal from the Bishop O'Dowd High School athletic program.

9.11 Performance Enhancing Supplements

The Athletic Department opposes the use of performance-enhancing supplements. Such products may have a damaging effect on the health of those who use them. If a student-athlete is found to be in possession of a non-prescription performance-enhancing supplement, it will be confiscated and his/her parents will be informed.

If a student-athlete is found to be in possession of a prescription performance-enhancing supplement i.e., a drug for which he/she does not have a prescription, or is using a prescription drug improperly, or is transmitting a prescription drug to another student, then the student(s) involved will be subject to the Drug and Alcohol Policy.

9.12 Suspected Eating Disorders

If a member of the athletic department receives information or suspects that an athlete may have an eating disorder, the counseling department will be notified.

9.13 Open Gym/Field

At "Open Facilities" (gymnasium, batting cage, running or lifting weights, etc.), supervision will be provided to supervise athletes. Open Gym activities are open to all O'Dowd students. Facilities may not be used if they interfere with an in-season sport.

9.14 Weight/Conditioning Programs

Definition - A weight/conditioning program shall be defined as a regular regimen in which the student/athlete participates in a training program designed to increase strength and fitness. No organized practice shall be part of any weight/conditioning session.

Days per Week - Weight/conditioning programs shall be limited to a maximum of four days per week, a total of six hours per week.

9.15 Athletes Signing to Play in College

Three Yearly Media Events:

- There will be three yearly events for students who are signing letters of intent. These three events will be media events.
- This event will take place at 2pm or 3:15pm and will be held in either the Dominican Building Boardroom or Lounge depending on the number of anticipated guests. (2020-21 events will take place via zoom unless otherwise stated)
- The Director of Communication will coordinate media invitations and will be present during the event.
- Coaches will be invited but will not be asked to speak on behalf of the athlete. Student-athletes honored will not be asked to make a speech.
- Immediate family will be invited to this media event.
- Both the student-athlete and the coach will have access to the media following this event.

One School-wide, End-of-Year Event:

- In the month of May, the O'Dowd Athletic Department will honor all student-athletes who have signed a letter of intent to play collegiate sports or can produce verification from a college or college head coach.
- This event will take place in the afternoon.
- The Director of Communication will coordinate media invitations and will be present during the event.
- Coaches will be invited to speak on behalf of their athlete.
- Players will be invited to make a speech.
- Family and friends will be invited by the school to this event.
- Dessert will be provided by the school.

9.16 Hazing

Bishop O'Dowd High School affirms the dignity of every student. Hazing is unacceptable conduct, as well as illegal, and will never be tolerated.

9.17 Athletics and Other School Activities

When a Bishop O'Dowd High School student chooses to participate in O'Dowd athletics, it is expected they fulfill their season long commitment by attending all practices and competition. However, as part of the O'Dowd educational experience, the Athletic Department recognizes our student's desire to participate in other school activities. If a student-athlete is considering or chooses to participate in other school activities, it is expected they communicate and discuss any potential conflicts with the head coach prior to the start of the season. Missing practices or competition may affect playing time and position on the team. The higher the level of competition (freshman to junior varsity to varsity competition), the greater the expectation for the athlete to be with his/her team for practices and contests.

9.18 Cost of Participation in Athletics

Students who participate in athletics at Bishop O'Dowd High School may need to purchase items such as team attire and, in some cases, pay for transportation and/or lodging for overnight

team trips. These costs can sometimes be significant. If your family needs aid to meet athletic expenses incurred at any time during the school year, you may apply for financial aid through the principal.

9.19 Uniform Policy

In many cases, students are issued equipment and/or uniforms which are the property of the school. Students and their parents are expected to show reasonable care for these items and will be billed for the cost of replacing items which are lost or damaged beyond normal wear and tear.

Students whose parents fail to pay their bills for uniforms, equipment, or travel may not be allowed to participate in athletics until the bill is paid.

Chapter 10: Amendments

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

An asterisk indicates minor corrections or clarifications to current policies, only.

Appendix: Downloadable Documents and Handbook References

Bishop O'Dowd High School website: Please see the [Forms Page](#) on the O'Dowd website for a comprehensive list of forms available to students and families.

[Concussion Management Document](#)

(if link is broken, contact Athletics)

- Head Injury and Concussion Management Steps
- Head Injury and Concussion Information Sheet
- Post Head Injury and Concussion Information
- Return to Learn Protocol
- Return to Play Protocol
- Graded Concussion Symptoms Checklist
- Physician Letter to School

[Preparticipation Physical Form](#)

(if link is broken, contact Athletics)

[Diocese of Oakland Technology Responsible Use Policy and Media and Student Work Agreement](#)