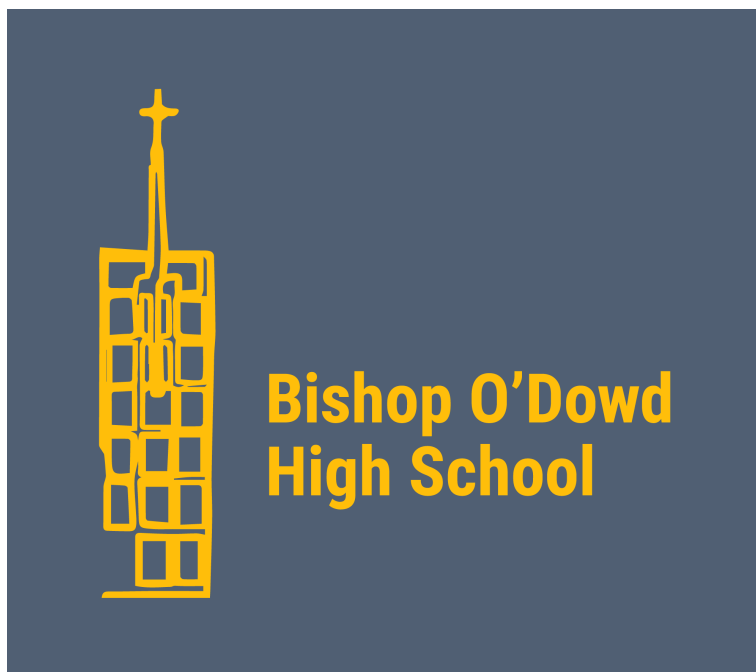




Student-Family Handbook

BOARD OF REGENTS

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Namita Brown, *Board Vice Chair; Buildings & Grounds*
Marcus Alexis, *Buildings & Grounds*
Jesse Blout, *Development*
Mar Brandt, *Development*
Shanti Brien, *Mission & Charism Effectiveness*
Andrew Currier PhD, *Superintendent of Schools; Ex-Officio*
Yolanda Davis, *Buildings & Grounds*
Nam Do, *Mission & Charism Effectiveness*
Fr. Leo Edgerly, *Mission & Charism Effectiveness; Ex-Officio*
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Arthur Guimaraes, *Finance*
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Anne Swinney, *Finance (Chair)*
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Daryl Tom '81, *Finance*
John Valva '84, *Development*
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Carolyn Williams-Goldman, *Development (Chair)*
Maisha Wilson, *Development*
Rebecca Bischoff, *Staff Member*
Aileen Throne, *Staff Member*

ADMINISTRATORS

President	Kim Walsh
Principal	Doug Evans, Ed.D.
Associate Principal of Community Life	Shannon Vanderpol
Associate Principal of Student Services & Athletics	Michael Aquino
Associate Principal of Academics	Becky Clark, Ed.D.
Chief Development Officer	Rebecca Bischoff
Chief Financial and Operating Officer	Aileen Supeña Throne
Director of Enrollment and Admissions	Kerryn Pincus Gallagher
Director of Communications and Marketing	Kamara Rose
Chief Human Resources Officer	Michael Sahlman
Director of Technology, Data and Innovation	Mary McInerney
Director of Counseling and Wellness	Anto Sweeney
Associate Director of College Counseling	Samantha Mercado
Associate Director of Health & Wellness	Elisa Dumesnil
Director of Campus Ministry	Ryan Dilag
Director of Athletics	Carlos Reed
Associate Athletic Director	Hillary Kigar
Associate Athletic Director of Sports Information	Kyle Nishimoto
Director of Student Activities	Starr Gray
Director of Academic Support	Damian Barnes
Director of Campus Safety	Shannon Donahue
Deans of Students	Shannon Donahue Jayce Goree
Director of Equity and Belonging	Mondo Diaz
Director of Justice and Kinship	Molleen Dupree-Dominguez

BISHOP O'DOWD HIGH SCHOOL STUDENT-FAMILY HANDBOOK

Attendance Coordinator

Sayetha Horace

DEPARTMENT CHAIRS

English	Lindsey Ashlock
Fine & Performing Arts	Briana Loewinsohn
Library	Sarah Abreu
Mathematics	Carlos Trujillo
Physical Education	Chris Kyriacou
Religious Studies	Myra Capulong
Science	Tim Newman
Social Studies	Sarah Bremer
World Languages	Zack Polsky

2026-2027 ASSOCIATED STUDENT BODY OFFICERS

Class Council Officers & Representatives - Elected & Appointed in Prior Spring Semester

President	Jimmy O'Dowd
Vice-President	Sydney Watson
Secretary	Belle Wong
Treasurer	Laya Waladi
Publicist	Marlow Pierre
Special Operations	James Prater

CLASS OF 2027 OFFICERS

Class Council Officers & Representatives - Elected & Appointed in the Spring before

President	Arye Berger-Moodie
Vice-President	Rory Heisler
Secretary	Sienna Emerson, Sakari Butler
Treasurer	David Irungu
Publicist	Tiebe Kubick-Walsh

CLASS OF 2028 OFFICERS

Class Council Officers & Representatives - Elected & Appointed in the Spring before

President	Tyler Dougherty
Vice-President	Emma Brown
Secretary	Juliana Burgos Rosas
Treasurer	Flora Attix
Publicist	Jacob Wong

CLASS OF 2029 OFFICERS

Class Council Officers & Representatives - Elected & Appointed in the Spring before

President	Javi Febres-Gomez
Vice-President	Amelia Nierengarten
Secretary	Vivienne Hill
Treasurer	Emily Wong
Publicist	Ophelia Cabral

CLASS OF 2030 OFFICERS

Class Council Officers & Representatives - Elected & Appointed in the Fall (Nov)

President	
Vice-President	
Secretary	
Treasurer	
Publicist	

DRAGON PARENTS & GUARDIANS GROUP

Administrative Contact: Elizabeth Herp

Chair	Cecilia Green
Vice Chair	Kara DeKernion
Communications Chair	Maryanne Hubbard
Secretary	Brandi Riley
Treasurer	Kim Foss
Hospitality Chair	Open
Parent Education Chair	Mauricio Salazar
O'Dowd Parent Equity Network (OPEN)	Felicia Bryant, Natasha Mader
Social Justice Book Club	Natasha Mader
9th Grade Class Reps	Open
10th Grade Class Reps	Rosie Myers, Mike Calhoun
11th Grade Class Reps	Lynette Collins-Hunter, Michelle Obyc-Dougherty
12th Grade Class Reps	Marisha Mack, Kristen Gustavson
Staff Liaison	Elizabeth Herp

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Chapter 1: History of Bishop O'Dowd High School

1.1 History

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 period, the school experienced significant physical improvements, including the addition of its first football field, expanded parking, computer labs, updated science facilities, an elevator to improve accessibility, and a two-story classroom building that replaced the portable classrooms from the 1960s. A 325-seat performing arts center also opened in April 2000, marking the culmination of this period of growth.

Bishop O'Dowd High School has continued to invest in the development and modernization of its campus. 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. Most recently, in 2022, the Knauss Center was completed, adding a new gymnasium, black box theater, and music facilities.

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 developed the school's first strategic plan, including 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.

Today's student body includes approximately 1280 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. Nearly 17,000 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, O'Dowd 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 and contribute to our philosophy. 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. O'Dowd's charism is how the 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 Positive School Environment: A Partnership Between School, Students, and Families

Bishop O'Dowd High School is a community rooted in care, mutual respect, and shared responsibility. Creating a positive school environment depends on the commitment of every student, family, and staff member to uphold these values.

We believe that a student's success is strongest when supported by a collaborative partnership between home and school. To that end, we ask all families to engage in the following ways:

Foster Respectful and Constructive Communication

- Model respectful dialogue and encourage students to advocate for themselves when questions or concerns arise.
- Maintain open, courteous communication with faculty, counselors, coaches, and administrators.
- Allow 48 hours for responses to non-urgent emails during the school week.
- Follow the appropriate communication sequence: contact the teacher or staff member directly first, then escalate to a counselor, Associate Principal, or Dean as appropriate.

Support Student Learning and Engagement

- Encourage consistent attendance, active participation, and academic integrity.
- Ensure students take responsibility for their learning, including meeting deadlines and

attending required support sessions when needed.

- Access grades and attendance through PowerSchool to stay informed.

Parent/Guardian Partnership Commitments

The school invites parents and guardians to support a positive school climate through the following practices:

- Support your student's efforts to complete assignments and meet academic expectations.
- Respect school policies, personnel, and decisions.
- Encourage your student to be responsible and accountable for their behavior and academic progress.
- Model ethical behavior, healthy communication, and resilience in the face of challenges.
- Support your student's full participation in the O'Dowd experience—academics, faith, community, and co-curricular life.
- Stay informed by reading school communications and attending key events.
- Collaborate with school staff to resolve conflicts constructively and respectfully.
- Participate in parent-teacher conferences and school surveys.
- Celebrate and reinforce the school's mission and values at home.
- Understand that disciplinary decisions rest with the school administration, and that tuition is an investment in a student's education—not an ownership stake in the school.

Parent-Guardian–Student–Teacher Conferences

Conferences are opportunities for students and families to discuss academic progress and build strong partnerships with teachers. These may be initiated by a teacher, counselor, or administrator when there are concerns about performance or engagement. Families may also request conferences as needed.

Institutional Nonpartisanship

Bishop O'Dowd High School is committed to fostering an inclusive environment where all voices can be heard and respected. Our core purpose is to support students' intellectual, emotional, and spiritual growth. As an institution, we focus our attention and resources on those aims.

Increasingly, schools have been asked by students and families to make institutional statements on complex and painful political, social, and cultural events. Rather than taking official positions on issues beyond our central mission, O'Dowd strives to nurture a pluralist learning community—one in which students can explore diverse perspectives, develop their own informed opinions, and grow into thoughtful, engaged citizens.

1.6 Morning Prayer

At the start of every school day, the O'Dowd community joins in prayer. Starting our day in common prayer brings a sense of 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, in ancient traditions, the Dragon is considered the head of all creatures—a symbol of strength, wisdom, and leadership. At O'Dowd, the Dragon represents the powerful, positive influence our community can have on each student. We hope that through the relationships they build and the lessons they learn, students will be inspired to become their best selves—carrying forward the legacy and spirit of the 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

Families are expected to support the mission, policies, and procedures of Bishop O'Dowd High School as outlined in this handbook and through official school communications. Enrollment constitutes a contractual agreement to partner with the school in the academic, co-curricular, and spiritual formation of each student.

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

For day-to-day expectations around respectful communication and engagement, please refer to Section 1.5: Positive School Environment.

Notifications

The school will contact parents/guardians whenever we become aware that a student is in:

- Academic danger
- Legal danger
- Medical danger
- Physical danger

Parents/guardians are also responsible for notifying the school immediately of any change in guardianship, address, or phone number.

Communication Channels

Most communication takes place through emails, newsletters, and the school website. Families are expected to:

- Keep contact information current
- Add "@bishopodowd.org" to their email address book
- Regularly check email for school communication
- Avoid unsubscribing from emergency or academic alerts

For day-to-day expectations around communication and engagement, see Section 1.5: *Positive School Environment*.

Buckley Amendment

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 school communication. It is the custodial parent's responsibility to provide a court-certified copy of any order that limits this access.

For day-to-day expectations around respectful communication and engagement, please refer to Section 1.5: Positive School Environment.

1.10 Conditions of Admission and Continued Enrollment

Upon acceptance of admission to Bishop O'Dowd High School, and through enrollment and the start of the academic year, students and their parents/guardians are expected to uphold the philosophy, mission, and policies set forth in the Student-Family Handbook. By accepting admission and registering at Bishop O'Dowd High School, students and families indicate their willingness to accept and observe all school regulations and behavioral expectations. A student is considered an O'Dowd student at all times and is expected to behave, both on and off campus and in online spaces, in a manner consistent with the school's core values. Any significant change in a student's academic performance, conduct, social media behavior, or other actions that violate the policies of the Student-Family Handbook, occurring after acceptance but prior to the start of the school year, may result in a reevaluation of the student's admission by the Admissions Committee.

O'Dowd's student support staff work in partnership with students, families and outside clinicians/providers. O'Dowd needs to be informed of any significant mental health or educational concerns arising after acceptance. Conditions that require: hospitalization and/or partial hospitalization; intensive outpatient programs; an educational or psychological evaluation; and/or any other ongoing treatment related to a significant mental health or educational concern must be communicated to the school prior to the start of the school year (and, optimally, as conditions/treatment plans arise). This communication is necessary for thoughtful collaboration and essential for the school to determine its ability to meet the student's educational and support needs, while also ensuring the safety and well-being of the student and the broader school community. Any information shared with the school will be handled in accordance with applicable privacy laws and the school's confidentiality policies. The school reserves the right to determine whether continued enrollment is in the best interest of the student and the O'Dowd community.

1.11 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.

1.12 Authorized Communication Regarding Academic and Disciplinary Matters

Consistent with the school's confidentiality obligations and home-school partnership, matters related to a student's academic performance, discipline, attendance, health, or other school-related concerns are considered confidential and will be communicated solely between the school and the student's parent(s) or legal guardian(s), as identified in the school's official records. School policies and procedures constitute the school's long-term standards and are administered by the school in accordance with its mission and professional judgment.

Communication regarding the interpretation, application, or resolution of these policies—including questions, concerns, or disputes—will occur only with the student's parent(s) or verified legal guardian(s). The school does not engage in discussions, advocacy, or dispute resolution with extended family members or other third parties unless legal guardianship has been formally established and verified through appropriate documentation. This policy ensures consistency, clarity, and the protection of student privacy while supporting a respectful and effective home-school partnership.

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 Code of Conduct holds all members of the community to high standards of conduct, emphasizing personal responsibility, honor, and accountability. Students are expected to model academic integrity for their peers in an environment that promotes wholeness and right relationships.

Electronic devices such as laptops, cell phones, and online tools like the internet or ChatGPT offer powerful resources for learning—but also introduce opportunities for academic dishonesty. O'Dowd expects students to use these technologies productively and honestly.

The Academic Integrity and Honor Pledge

All O'Dowd students are required to uphold the school's Academic Code of Conduct in alignment with the school's mission and charism.

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.

Violations of Academic Integrity Include (but are not limited to):

- Copying another person's work or allowing others to copy your work, including homework
- Submitting work that was completed by someone else
- Receiving or sharing information during a test or quiz, including digitally
- Sharing or accessing information about a test or quiz given in an earlier period
- Using unauthorized materials or technology on tests or quizzes
- Violating testing rules as outlined by a teacher
- Disabling or misusing digital devices to gain unauthorized access to course material
- Using ideas or written materials from other sources, including the internet, without citation

This list is not exhaustive. Other acts not specifically listed may also be considered violations of academic integrity.

Teacher's Role: Learning Intervention

- Identifies the potential academic integrity infraction
- Meets with the student to discuss the concern
- Explains the importance of academic integrity
- Determines an appropriate academic response (e.g., resubmission for full/partial credit or no credit)
- Notifies the parent/guardian of the incident and response
- Notifies the Academic Dean and the student's counselor

Academic Dean's Role: Documentation of Incident

- Records the incident in PowerSchool
- Meets with the student to reinforce academic integrity expectations
- Notifies the Associate Principal in cases of second or third offenses

Associate Principal's Role: Determining Probation Status

- Meets with students upon a second offense to determine academic probation status
- Informs students and families that probation status may be reported to colleges
- Upon a third offense, meets with the student and family to assess continued enrollment at O'Dowd

Tips for Maintaining Academic Integrity: Proactive Strategies for Students

General Practices:

- Know and follow the O'Dowd Academic Code of Conduct
- Review course syllabi and teacher expectations
- Ask questions when unclear about assignment rules
- Learn and use proper citation methods
- Don't share your work with others, even from past semesters
- Don't reuse past assignments without approval
- Don't "pad" bibliographies with unused sources

During Exams:

- Prevent others from copying by shielding your work
- Avoid looking around the room during tests
- Don't alter graded exams before resubmission
- Avoid using unauthorized technology
- Follow all time limits and teacher instructions
- Turn off phones and store them in designated caddies

For Take-Home or Online Work:

- Do not collaborate unless permitted
- Do not share exam questions or answers with others
- Follow all testing protocols, including those for make-up exams

On Collaboration:

- Collaborate only when instructed to do so
- Acknowledge peer contributions
- Don't divide up independent work and submit it as your own
- Keep copies and drafts of your work

On Using Technology:

- Don't leave your work on shared devices or printers
- Protect your passwords and accounts
- Don't copy or share files electronically
- Don't purchase or copy work from the internet

We thank the University of San Francisco for its academic integrity guidelines, which informed these proactive tips.

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 8:45-3:00 except for early dismissals which occur at 12:55.

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

2.3 Schedule Change

Students may request to add or drop classes during the following timeframes:

- Fall semester: Within the first three weeks of school
- Spring semester: Within the first two weeks of school

During this window, students may also request to drop a course and add a study hall (if they do not already have one). To request a change, students must complete the **Schedule Change Form** (emailed directly to them) and provide a clear educational rationale. Schedule changes will not be granted based on teacher preference—unless the student has previously had the teacher for a full semester. Availability of course sections may limit changes.

Dropping Yearlong Courses

Students may not drop a full-year course at the start of second semester unless they earned a **D+ or lower** in the first semester. Students who drop a yearlong class after earning a **C- or higher** will receive a **WF (Withdraw Fail)** on their transcript, which is calculated into the GPA as an **F**.

All 9th grade students are generally assigned to the same teacher for the entire school year. Any request for a teacher change at the semester will be initially vetted by the student's counselor, after which the student will meet with the Associate Principal of Academics. Any approved change will be dependent upon class availability.

2.4 AP Courses 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 some of the cost of the exam.

2.5 Assessment and Grade Reporting

O'Dowd uses a semester grading system. The school uses a 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 to 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, which O'Dowd uses for transcripts and report cards. The report card will be emailed to students and families approximately two weeks after grades are stored. Families should print or save these documents.

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 fall semester final exam

E1= Exam 1 which is the final exam/project grade for the fall semester class

S1=Semester 1 which is the course grade for the fall semester reported on transcripts

T2=Term 2 which covers all work prior to the spring semester final exam

E2= Exam 2 which is the final exam/project grade for the spring semester class

S2=Semester 2 which is the course grade for the spring semester 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

Honor Roll Scale

Honor roll is based on unweighted simple semester GPA.

First Honors: 3.85 GPA and above

Second Honors: 3.50 - 3.84 GPA

2.6 Testing

O'Dowd's scheduled national standardized test is in October:

- PSAT 8/9 – 9th grade
- PSAT – 10th grade
- PSAT – 11th grade
- SAT **Optional** –12th grade

In addition to O'Dowd's scheduled standardized testing, seniors independently register for SAT and/or ACT testing to meet some college admissions requirements. Fee waivers are available for students with financial need, as determined by the College Board and ACT.

2.7 Late Testing Makeup Policies

The library supports make-up tests/assessments, **due to absence only**.

Teachers will set a firm completion date, generally **within 7 calendar days**.

Students will take responsibility for arranging the make-up assessment with the librarians, after they speak with their teachers.

Teachers will administer any retakes, missed quizzes, exit tickets or "Do Now" assignments themselves, generally during their posted office hours.

2.8 Parent/Guardian – Student - Teacher Conferences

Open and respectful communication between families and teachers is essential to supporting student learning and well-being. Parent/guardian–student–teacher conferences may be scheduled by the school or at the request of the parent, teacher, or counselor. These meetings are typically initiated when there is a concern about a student's academic performance, engagement, or behavior.

Families are encouraged to:

- Stay engaged with classroom communication and progress reports
- Reach out proactively if a concern arises
- Include students in conversations whenever appropriate, to foster self-awareness and shared responsibility for learning

In general, if a concern arises, families are asked to first contact the teacher directly. If further support is needed, a counselor or administrator may be included to help facilitate the conversation.

For broader expectations around communication and partnership, see Section 1.5: Positive

School Environment.

2.9 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.

Students must be present for at least $\frac{3}{4}$ of the school day to be eligible to participate in co-curricular activities that day, including athletics, rehearsals, and performances.

See Chapter 4: Attendance Policies and Procedures for complete information on attendance expectations, absences, tardiness, and early dismissals.

2.10 Students with Learning Differences

We believe that intellectual and cognitive diversity strengthens our campus community. Recognizing that each student is unique and learns in different ways, Bishop O'Dowd High School admits students with documented learning differences or disabilities as part of our commitment to creating a diverse and inclusive learning environment.

A designated counselor works closely with students, families, teachers, and educational consultants to develop and monitor Educational Care Plans tailored to each student's needs. This collaborative partnership is designed to foster student growth, self-advocacy, and academic success. Students are encouraged to take full advantage of O'Dowd's structured academic support programs throughout their high school journey.

2.11 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. Financial assistance is available to qualifying families for books.

2.12 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.

2.13 Field Trips

Field trips are extensions of the classroom learning experience. A student who exhibits good behavior, maintains good grades, and has good attendance 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.

2.14 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 remediated "D" and "F" grades will be added to the student's transcript/GPA through summer school attendance. Students who have failed a course may only remediate through approved remediation, and may not retake the class again.

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

2.15 How to Make An Academic Complaint

O'Dowd encourages students to take an active role in advocating for their academic progress and resolving concerns constructively.

If a student or family has a concern about an academic matter involving a teacher, the following sequence is recommended:

1. The student should first meet with the teacher to share their concerns. Counselors are available to help students prepare for this conversation.
2. If the concern remains unresolved, a parent/guardian may contact the teacher to schedule a follow-up meeting.
3. If further support is needed, families may reach out to the student's counselor or the department chair.
4. If all other steps have been followed and the concern persists, contact the Associate Principal.

For more information on expectations for communication and collaboration, see Section 1.5: Positive School Environment and Section 2.7: Parent–Guardian–Student–Teacher Conferences.

2.16 Academic Standing and Participation in Co-curricular Activities

Bishop O'Dowd High School encourages students to participate fully in the life of the school, including athletics, clubs, leadership, and the performing arts. To ensure that students balance their academic and co-curricular commitments, the school sets clear expectations for academic standing and outlines procedures to support students at risk of ineligibility.

Minimum Academic Requirements

To participate in co-curricular programs, students must maintain:

- A minimum 2.0 GPA, and
- No more than one (1) D or F letter grade in any grading period

Academic standing is reviewed each semester, in alignment with report cards and official grade postings.

Internal Monitoring and Temporary Activity Restriction

If a student's GPA falls below 2.0 and/or includes more than one (1) D or F, the student and family will receive an academic probation warning via email. This warning is intended to keep families informed and to encourage partnership between home and school in support of student success.

Academic probation warnings do not result in immediate ineligibility. However, if a student receives two consecutive semesters of academic probation (i.e., two grading periods with a GPA below 2.0 and/or more than one D or F), the student will become ineligible for all co-curricular activities. Families will be notified via email if this status is reached.

To ensure student success both academically and personally, the following guidelines apply to participation in all co-curricular and extracurricular activities and athletics:

- Student academic progress will be reviewed biweekly by the Academic Support Department and Student Intervention Team
- Students who appear on the **Multiple D/F List** for **two consecutive review periods** (4 weeks) will be placed on **Activity Restriction**.
- While on Activity Restriction, students may be temporarily ineligible to participate in extracurricular activities, athletics, and other school-sponsored events until academic standing improves.

Activity Restriction Review Process

Academic Support will inform the Associate Principal of Academics of any student that meets the following criteria.

- Students who are on the Multiple D & F/Below 2.0 list may be placed on activity restriction until grades meet minimum requirements.
- Ability to return to co-curricular or extra-curricular activities (including leadership, drama, sports, etc) will be reviewed by the Academic Support Department regularly.

- Students who are on the D & F list will be mandated to attend a weekly Academic Support study hall after school on either Monday, Tuesday and Wednesday from 3:15pm - 4:15pm until grades/GPA improve.
 - Failure to attend will result in a referral to the Deans and be treated as a behavior issue.

Attendance & Discipline

- Attendance is a critical component of academic success and eligibility.
- Excessive absences or tardies may result in continued restriction from extracurricular activities and athletics.
- Students are expected to follow all academic and attendance policies to remain eligible.

Restoration of Status

- Activity status may be restored once academic requirements are met and verified during the review period.
- Continued academic or attendance concerns may delay reinstatement.

Family Access and Communication

Parents and guardians are encouraged to monitor student progress regularly via PowerSchool. Ongoing communication with teachers, counselors, and coaches is recommended if a student's academic performance begins to decline.

2.17 Academic Review

Students whose academic and/or disciplinary standing is unsatisfactory will be reviewed at the end of each semester.

Students who earn three or more F grades in a single semester may be required to withdraw from Bishop O'Dowd High School except in cases with extreme, extenuating circumstances.

Other students may be referred to the Academic Review Board, which is comprised of the Principal, Associate Principals, Deans, Counselors, and the Director of Academic Support. The Board evaluates each student's academic and disciplinary history—including grades, behavior, and attendance—and determines whether the student may return to O'Dowd for the following semester. In some cases, the Board may outline specific terms and conditions for continued enrollment. The final decision rests with the Principal.

Students may be referred to the Academic Review Board for any of the following reasons:

- Repeated placement on academic probation
- A semester GPA below **1.7**
- Accumulation of **two F grades**
- Significant disciplinary or attendance issues

2.18 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, Nancy MacKinnon. This will initiate a withdrawal process. All outstanding charges to the student's account must be settled before the

withdrawal/transfer can take place.

O'Dowd 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 midpoint 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 the institution to which the student is transferring

If student withdraws at the half-way mark of the semester:

1. Mid-semester Report card/transcript released to new school 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 S1 or S2 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 Associate 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 Associate 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.

Families departing from O'Dowd may be asked to complete an exit survey.

2.19 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 those 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 or the Associate Principal of Academics.

2.20 Concussion Protocol and Return to Learn

Students who sustain a concussion or head injury—whether through athletic or non-athletic causes—must follow O'Dowd's Return to Learn (RTL) protocol, which ensures students can safely re-engage in school activities while recovering.

The Academic Support Department oversees RTL for all students with physician-documented concussions. O'Dowd generally provides reasonable academic accommodations during recovery, though there may be cases in which specific accommodations are not feasible due to

course content or skill requirements. In such cases, the school counselor and family will work together to explore alternative academic options.

To Initiate a Return to Learn Plan:

- Schedule a doctor's visit for concussion diagnosis.
- Obtain a **physician's letter** outlining physical/cognitive limitations and any recommended accommodations.
- Submit the letter to the Academic Support Liaison (Malik McCord) at mmccord@bishopodowd.org.
 - If the injury was sports-related, also submit the letter to the Athletic Trainer for Return to Play coordination.

Academic Support and Communication:

- The Academic Support Liaison will notify teachers and outline appropriate classroom accommodations.
- Students are expected to meet regularly with the Academic Support Liaison and follow through on their individualized academic recovery plan.
- Students must work directly with teachers to complete missed work within the agreed-upon timeframe.

Return to Learn Phases:

1. **Phase 1** – No school attendance; full cognitive rest.
2. **Phase 2** – Half-day attendance with accommodations.
3. **Phase 3** – Full-day attendance with accommodations.
4. **Phase 4** – Full-day attendance without accommodations.
5. **Phase 5** – Full return to school and extracurriculars. Requires physician clearance. If the student is an athlete, they must also complete the Return to Play (RTP) protocol outlined in Section 9.4 before resuming sports or physical activity.

2.21 California Scholarship Federation

Students with high scholastic achievements are eligible for membership in the California Scholarship Federation (CSF), provided they achieve 10 (CSF) points in a maximum of five subjects. An "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 application and \$5 fee. Membership does not require community service; however, the CSF slogan is "Scholars for Service" and therefore community service is encouraged. For **Active Membership**, students must complete 20 volunteer hours during the previous semester of intended membership. 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 10th grade. 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 to wear at graduation.

2.22 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 3.5 cumulative GPA to be eligible. Those interested in receiving credit towards membership can participate in NHS sponsored initiatives as 9th and 10th graders. Students must complete and submit a Nomination Application citing their qualifications. The eligible students and their Nomination Application are reviewed by a 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 \$40 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

Students are expected to act with integrity, compassion, and respect—living out the values of our Catholic tradition through their words and actions. Bishop O'Dowd High School is a community grounded in mutual responsibility and care. Behavior that disrupts learning, threatens safety, or violates community norms may result in disciplinary consequences.

Examples of Misconduct Include (but are not limited to):

- Physical or verbal harassment
- Possession or use of alcohol, drugs, tobacco, or vaping products
- Fighting or threatening behavior
- Theft or vandalism
- Insubordination, defiance, or disrespect toward faculty or staff
- Misuse of technology or social media (see Section 6.4)
- Academic dishonesty (see Section 2.1)

Misconduct may occur on or off campus, during or outside school hours. The school may take action if behavior negatively affects the learning environment or well-being of others.

Age of Majority

All students enrolled at Bishop O'Dowd High School, regardless of age, are subject to the school's rules, expectations, and disciplinary policies. Students who are 18 or older are expected to fully comply with all school policies and procedures as a condition of enrollment.

3.2 Insubordination

Students are expected to follow the rules, policies, and educational philosophy of Bishop O'Dowd High School. Willful disobedience or failure to comply with a reasonable request from a faculty or staff member is considered insubordination and may result in disciplinary action.

3.3 Equity and Justice Policy

As a Catholic school and community, we affirm that each person is made in the image of God. Bishop O'Dowd High School unequivocally condemns all forms of prejudice, racism, and injustice—including acts based on race, gender, religion, ethnicity, sexual orientation, national origin, age, ability, socioeconomic status, or other characteristics that result in marginalization, hatred, or violence.

Students found to have engaged in discriminatory acts will be subject to disciplinary action, up to and including suspension or expulsion. Acts include, but are not limited to:

Hate Speech

Hate speech includes any verbal, written, visual, or behavioral expression that demeans or targets others based on the protected categories above. This includes slurs and discriminatory language, which are contrary to the school's Catholic mission and values.

Microaggressions

Microaggressions are brief, subtle verbal, behavioral, or environmental actions—intentional or unintentional—that communicate hostility or bias toward a person or group. Students may report microaggressions to Associate Principals, Deans, or Counselors. Complaints will be reviewed and addressed using restorative practices and educational resources.

Hate Crimes

A hate crime is a criminal act, such as violence, property damage, or threats, motivated in whole or in part by bias. Hate crimes on campus or at school-sponsored events will be reported to law enforcement and investigated by the school. Off-campus incidents may also be reviewed at the school's discretion. Students found responsible may face significant disciplinary action, up to and including expulsion.

3.4 Reporting Complaints

If a student has a complaint related to any of the behaviors outlined in the Code of Conduct, they should report it to one of the following school personnel: Associate Principals, Deans, or Counselors. Students may also use our online reporting tool, which is available via QR code and posted in student restrooms.

Faculty and staff who become aware of a possible policy violation must immediately report it to the Principal, Associate Principals, Deans, or Counselors.

Depending on the nature of the alleged misconduct, a student may be sent home pending an investigation and placed on administrative leave for up to five school days. This period may be extended if needed to complete the investigation. Students on leave will receive class assignments and are expected to stay current with coursework and fully cooperate with the school's investigative process.

All complaints will be investigated promptly. If a violation is confirmed, the school will take corrective action, which may include disciplinary consequences up to and including dismissal. Complaints will be handled confidentially to the extent feasible. Students who report misconduct, provide information, or are named in a complaint will be protected from retaliation. However, knowingly false or frivolous reports may result in disciplinary action, up to and including dismissal.

This policy applies to all students, faculty, staff, volunteers, and coaches. Adherence to this policy supports the Catholic mission, charism, and caring environment of Bishop O'Dowd High School.

3.5 Profanity

Students are expected to communicate respectfully in all school settings. The use of profanity, whether or not it rises to the level of harassment, may result in disciplinary consequences.

3.6 Hall Passes

Students are expected to remain in class for the entire instructional period and attend to personal needs, such as restroom, water, or locker access, before or after class.

In the event of an emergency or approved reason, a teacher may issue a hall pass. Students using a hall pass must leave their personal electronic devices (including cell phones, headphones, or earbuds) in the classroom. Any student in the halls during class time without a pass will be referred to the Deans for disciplinary consequences.

Students are not permitted to leave class during the first or last fifteen minutes of the period.

3.7 Technology

Bell-to-Bell Cell Phone Policy

O'Dowd values a learning environment free from distraction and the intentional use of technology in support of learning. Beginning with the 2026–27 school year, O'Dowd will maintain a bell-to-bell cell phone-free campus during the instructional day.

Students are expected to adhere to the following:

- Cell phones, smartwatches, tablets, and smart glasses must remain powered off and stored in students' backpacks—not in pockets or on their person—from the first bell until dismissal.
- Cell phones, smartwatches, tablets, and smart glasses may not be used during classes, passing periods, Flex, breaks, lunch, or other school-day activities unless expressly authorized by a faculty or staff member for a school-approved purpose or as part of a documented accommodation.
- Earbuds and headphones may be used for instructional or independent academic work in classrooms, Flex, or other supervised study spaces as authorized by faculty or staff. They may not be used during passing periods, breaks, or lunch.
- Lunch is intended to be a technology-free time for conversation and community. Students wishing to use laptops or headphones during lunch may do so in designated study spaces, such as the Library or classrooms.

If a student is found using a cell phone, smartwatch, tablet, or smart glasses without permission,

the following consequences will apply:

First Violation

- Device confiscated and delivered to the Deans.
- Device returned to the student at the end of the school day.
- Student completes a reflection form to recover device
- Detention assigned.

Second Violation

- Device confiscated and delivered to the Deans.
- Device returned to the student at the end of the school day.
- Detention assigned.
- Parent/guardian contacted.

Third Violation

- Students are required to check in their device at the Attendance Office at the start of each school day for a designated period.
- Additional consequences may include a parent meeting, suspension, and involvement of the Counseling Department, as appropriate.

Additional Information

Communication During the School Day

If a student needs to contact a parent or guardian during the school day, they may do so through the Main Office, Counseling Office, or another designated school office. Likewise, parents who need to reach their student during the school day should contact the Main Office, and messages will be delivered promptly. Parents are also welcome to email their student directly via their @bishopodowd.org email address.

Medical Accommodations

Students with documented medical or accessibility accommodations that require access to a personal device may use their device in accordance with their approved accommodation plan.

Emergency Procedures

In the event of an emergency, school administrators will communicate directly with students, families, and emergency responders using established school emergency procedures. Students should not rely on personal devices for emergency communication unless directed to do so by school personnel.

For full expectations regarding digital conduct, social media, and use of personal or school-issued technology, see Section 6.4: Technology – Responsible Use Policy.

3.8 Harassment

Bishop O'Dowd High School is committed to maintaining a safe and respectful environment where the dignity of every individual is honored. Harassment of any kind is not tolerated and

may violate federal, state, or local laws.

Harassment includes verbal, physical, or visual conduct—such as signs, posters, gestures, or images—that is unwelcome and offensive, particularly when it targets someone based on race, color, religion, ethnicity, national origin, sex, age, disability, or other protected categories. This policy applies at school, during school-sponsored events, and in digital or off-campus contexts that impact the school environment.

The school may take disciplinary action for any deliberate, repeated, or hostile behavior that interferes with a student's safety or well-being. Consequences may include warnings, restorative practices, counseling, probation, suspension, or expulsion.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. This applies regardless of gender and includes:

- Sexual flirtations, jokes, or propositions
- Verbal abuse of a sexual nature
- Unwanted touching
- Sexually degrading language or images
- Implying or promising preferential treatment in exchange for sexual conduct
- Retaliation or threats related to rejecting sexual advances

Sexual harassment undermines the learning environment and may result in suspension or expulsion. All students, staff, and volunteers are expected to uphold this policy and report violations promptly.

3.9 Sexual Assault

Sexual assault is defined as unwanted physical contact with a person's private areas, or coercing or forcing someone into sexual activity without their consent. This includes touching, attempted assault, or completed acts of sexual violence.

Students who experience or witness sexual assault should report the incident immediately to the Principal, Associate Principals, Deans, or Counselors, and may also contact law enforcement directly.

If an assault occurs on campus or at a school-sponsored event, the school will conduct its own disciplinary investigation and notify law enforcement when appropriate. Off-campus incidents may also be reviewed at the school's discretion.

During any investigation, the privacy and educational access of involved students will be safeguarded as much as possible. Counseling support will be offered, and appropriate resources will be provided. Students found to have committed sexual assault may face serious disciplinary consequences, up to and including expulsion.

3.10 Sexual Activity

Bishop O'Dowd High School expects students to act with maturity, respect, and responsibility in all areas of their conduct. Students who engage in consensual sexual activity on campus or at

any school-sponsored event, whether during or outside of school hours, may be subject to disciplinary consequences, including suspension or expulsion.

3.11 Bullying

Bullying is not tolerated at Bishop O'Dowd High School. Bullying is defined as any severe or pervasive physical, verbal, or digital conduct directed toward one or more students that is reasonably likely to cause:

- Harm to a person or their property
- Significant disruption to a student's academic performance
- Interference with a student's ability to participate in school activities or services

The school reserves the right to discipline students for deliberate, repeated, and hostile behavior—whether in person or online—that affects another student's safety or well-being.

Depending on the nature of the incident, a student accused of bullying may be sent home during the investigation. Students found to have knowingly filed false or frivolous charges may also be subject to disciplinary action.

Cyberbullying and Cyberharassment

Cyberbullying is defined as the use of information or communication technologies to support deliberate, repeated, and hostile behavior intended to harm others.

Cyberharassment includes the use of digital devices or platforms to send obscene, vulgar, profane, or threatening content—or to suggest or promote illegal or immoral acts.

Students who engage in cyberbullying or cyberharassment are in violation of the Technology Responsible Use Policy and may be subject to disciplinary action up to and including suspension or expulsion. The school may also notify law enforcement, depending on the nature and impact of the behavior.

3.12 Dress Code

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

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

What students can wear:

What is Acceptable	What is NOT Acceptable
TOPS	
O'Dowd Polo or Approved O'Dowd T-Shirts (O'Dowd t-shirts may be worn on Friday's only.) The O'Dowd polo or approved O'Dowd t-shirt	NO other tops/shirts other than the O'Dowd polo or approved O'Dowd t-shirt are acceptable to wear to school.

should not be shortened, tied or cut, and should completely cover the mid-section. The O'Dowd polo or approved O'Dowd t-shirt MUST be visible at all times. All O'Dowd t-shirts MUST have the approved O'Dowd logo on the front of the shirt: O'DOWD, dragon shield, "O" logo. Old O'Dowd t-shirts that do not follow the current guidelines can NOT be worn. The Deans will determine which O'Dowd shirts are acceptable.	
O'Dowd Approved Crewneck Sweatshirt, "Hoodie" Sweatshirt and ¼ Sweatshirt Students cannot take off their approved O'Dowd sweatshirt unless they are wearing an O'Dowd polo or approved O'Dowd t-shirt underneath. All approved O'Dowd sweatshirts must follow the color code of the school: black, gray, white or gold. O'Dowd full zip jackets/sweat jackets MUST have an O'Dowd polo or approved O'Dowd t-shirt underneath and visible at all times. Non-O'Dowd full zip jackets may only be worn if they are black or grey in color. Non-O'Dowd full zip jackets must have a polo underneath and visible.	NO other sweatshirts other than O'Dowd sweatshirts are acceptable to wear to school.
BOTTOMS	
JEANS: absolutely NO DISTRESS or RIPS KHAKIS: pants or cargo accepted SHORTS: Khaki shorts (Cargo included) MUST be knee length MUST be solid colors (NO prints or sheer material) ALL pants MUST BE secured at and around the waist. SKIRTS: Must be knee length or longer. All tights under skirts must be solid color and fully intact. NO ripped tights NO fishnet tights	NO workout or athletic gear of any kind NO sweatpants NO track pants NO yoga pants NO leggings NO tights worn as pants NO athletic shorts NO dresses NO pajama bottoms NO jean shorts or cut off shorts

SHOES	
SHOES: MUST be closed toed shoes and have backs.	NO slippers NO Birkenstocks NO sandals NO flip flops NO heels NO slides (this includes athletic sanitary slides)
OTHER	
	Sunglasses may NOT be worn at any time indoors during the school day unless medically necessary, in which a valid doctor's note must be provided.
	Hats, "hoodies," or beanies will not be worn while indoors, any time.

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)

Uniform returns are accepted by the Dragon Den for merchandise exchanges only. No refunds are given. All items returned for exchange must have any original tags on the item(s) and must not have been washed or worn. The item must be returned to the Dragon Den in the same condition received (i.e., brand new).

O'Dowd strives to purchase goods and services that have been manufactured in a fair and just manner in accordance with our Fair Trade Policy. You will find some items in the Dragon Den are made from recycled materials and are manufactured in factories that meet the standards of fair trade, fair labor, and sustainability. It is our goal to bring quality and justly produced apparel and other products to our school community, and we are diligently working toward that goal.

Violations and Consequences

Students who violate the dress code during the school day will not be allowed to attend class until the issue is resolved—either through a meeting with the Deans or by having appropriate clothing brought to campus by a parent or guardian. Non-approved sweatshirts and jackets will be confiscated immediately.

Dress code violations may result in the following consequences:

- Detention
- Student will be required to change to comply with the dress code. This may include being sent home or requiring parents to bring a change of clothes or shoes.
- Parent/guardian notification if a student continues to violate dress code.
- A required meeting with the Deans

Repeat or serious violations may result in additional disciplinary measures such as activity

restriction, disciplinary probation, or suspension.

3.13 Littering

As part of Bishop O'Dowd High School's commitment to environmental responsibility, all students are expected to contribute to keeping the campus clean, sustainable, and graffiti-free.

- Students must sort and dispose of waste and recycling properly
- Trash should not be left behind in shared areas such as the cafeteria, annex, CES patio, outdoor tables, or benches
- Groundskeeping staff should be treated with respect by not leaving litter or messes behind

Students who repeatedly violate this expectation may be assigned cafeteria clean-up duty, probationary status, or school-based service projects to reflect on the consequences of their actions. Failure to follow campus-wide cleanliness standards may lead to restrictions on the use of shared spaces.

3.14 Liturgy and Assembly Behavioral Expectations

As part of the school's commitment to spiritual growth and faith formation, students are expected to participate in liturgies and assemblies with reverence and respect.

These gatherings are opportunities for prayer, celebration, and learning. Students contribute to the sacred atmosphere by engaging in quiet reflection, respectful attention, and enthusiastic participation (e.g., singing, posture, silence).

Students who are unable to participate respectfully may be subject to disciplinary action, and parents/guardians will be notified.

Families are asked to avoid scheduling appointments during school-wide liturgies or assemblies, which are part of the educational program and faith life of the school.

3.15 Mandated Reporting

All school employees, clergy, and volunteers are mandated reporters. They receive annual training and are legally required to report any reasonable suspicion of child abuse or neglect—whether physical, emotional, or sexual.

A verbal report must be made immediately, followed by a written report within 36 hours. Mandated reporters do not determine whether abuse occurred; that is the responsibility of law enforcement and/or Child Protective Services.

3.16 Discipline Procedures

Detention

Students may be assigned detention by Deans or teachers for violations of school policy. Detention may be served before or after school, at lunch, or on Saturdays. Cleanup duty may

also be assigned.

Failure to attend detention without prior arrangements may result in escalation to Saturday detention, school service, or disciplinary probation. In cases of persistent non-compliance, a student may be placed on activity restriction, discipline contract, or disciplinary probation.

Activity Restriction

Students on activity restriction may not participate in co-curricular or non-academic activities (e.g., athletics, drama, band, clubs) for a minimum of five days. These students must leave campus by 3:30pm (1:30 pm on early dismissal days) unless they have pre-approved academic reasons to stay. Activity restriction is considered an internal warning and may be referenced in future conduct decisions.

Discipline Contracts

A discipline contract, up to one full year, may be issued for significant misconduct that does not yet warrant disciplinary probation. If the student commits another offense while under contract, first or second stage probation will be automatically imposed. Discipline contracts remain on file for internal use only, and will be referenced in case of subsequent disciplinary violations.

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.

Second Stage Disciplinary Probation

This level is assigned if further misconduct occurs while a student is on First Stage Probation—or for serious first-time offenses. A student on Second Stage Probation may be asked to withdraw or may face expulsion for future violations. Participation in co-curricular activities is suspended unless otherwise approved by the Deans or Principal.

Deans will conduct two teacher reviews per semester for any student on Second Stage Probation. A summary will be shared with the student and family.

Suspension and Expulsion

A student may be suspended for any serious breach of school policy or behavior that reflects poorly on the school's reputation. This includes conduct that occurs both on and off campus.

Suspensions may last up to five school days for a single incident and may be served on or off campus depending on the nature of the offense and the school's discretion.

While suspended:

- Students may not participate in any school-related activities

- Students are removed from their regular classes and schedule
- Students will be given the opportunity to complete missed academic work
- Additional consequences may include reflective assignments, campus service, or probation
- Activity participation may be restricted for up to 20 school days

In-school suspensions may involve supervised study or alternative placement on campus, but students are not permitted to attend regular classes or interact socially during school hours.

Expulsion

Expulsion is the permanent removal of a student from Bishop O'Dowd High School. It is reserved for the most serious offenses and may occur when:

- A student commits a grave violation of policy
- A student on disciplinary probation commits another offense
- A single incident severely compromises community safety, trust, or values

Only the Principal has the authority to issue an expulsion.

Appeals Process

Families may appeal a disciplinary decision involving suspension or expulsion by submitting a written letter to the Principal within two school days of receiving the decision. Appeals must address the specific grounds for contesting the disciplinary action. The Principal will review the appeal and respond within three calendar days.

- If the Principal upholds a suspension, the decision is final, and the student must complete the assigned disciplinary action in order to remain enrolled.
- If the Principal upholds an expulsion, families may submit an additional appeal to an Appeals Committee, chaired by the President.

The second-level appeal must be requested within two days of the Principal's decision and will be reviewed within three calendar days by the committee.

The Appeals Committee includes:

- A faculty member selected by the staff
- A counselor
- An Associate Principal
- A Dean
- The Director of Equity & Belonging
- The President (Chair)

The committee will adjudicate the appeal and communicate the decision to the student and parent/guardian within three calendar days.

Chapter 4: Attendance Policies and Procedures

Bishop O'Dowd High School believes that regular attendance is necessary to ensure that students learn and are prepared for their futures, as well as for them to become contributing members of the school community.

Students are expected to be in class and on time every day. If a student is absent, parents/guardians should notify the Attendance Office with the reason for absence in the morning. Email the Attendance Office at attendance@bishopodowd.org or call (510) 553-8691. Attendance notifications (of a missed period) go out daily.

- Parents and guardians have **72 hours** to respond to an attendance notification and provide a valid reason for their student's absence.
- If no response is received within 72 hours, the absence will remain **unconfirmed (unconfirmed)** in the attendance record.

Absences are never considered "excused;" rather, a parent/guardian phone call is confirmation of said absence. Students are required to proactively make up missed work unless instructed otherwise by counselors or teachers. When a student attends a school-sponsored retreat, the teacher will support making up missed work within a reasonable time frame.

When absences remain unconfirmed, the following actions may occur:

- The absence will be recorded as **unconfirmed and student may serve a detention for a "cut."**
- Coursework missed during a "cut" class may not be accepted and is subject to teacher's discretion.

Parents/guardians who allow a student to miss school for less than serious reasons not only hamper that student's education, 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.) and to schedule family vacations for their students outside of school hours. The school calendar reflects when students are required to attend school. (<https://www.bishopodowd.org/calendar>)

O'Dowd does not authorize or endorse "Senior Cut Days."

4.1 Attendance expectations

- A. Absence on the day of an activity
 - a. 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 3/4 of the day (three periods, not to include Flex or lunch) on which the activity takes place.
- B. Absence during final exam week

- a. Students are expected to be in attendance for final exams when scheduled. Students are not permitted to miss or reschedule a final exam to accommodate vacation plans or to have more study time. If a family emergency or student illness makes rescheduling necessary, the student must contact the Director of Counseling to make arrangements for a make-up.
 - b. Students that arrive late to finals will not be allowed additional time.
- C. Absence during school-required events
- a. Students are expected to attend school-required events held during the school day (i.e., Mass, rallies, assemblies, etc). Parents/guardians should not call in to excuse attendance or participation. These co-curricular activities are instrumental in forming young people who are engaged citizens in their communities.
 - b. Students/families should consult with their counselor should there be situations that would limit their participation in these school-wide activities.
- D. Absence for college visitations
- a. The student is responsible for scheduling any college visits to avoid missing tests and presentations. Scheduling more than two such days may adversely affect a student's grade. Students are responsible for proactive communication with their teachers and counselor before they take college visits.
- E. Absence for family vacations
- a. 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 it is the student's responsibility to be ready to fully resume their classes upon returning. Students that miss school due to family vacations are not eligible to use Catch-up Support Services.
- F. Absences for individual classes/school day
- a. Parents may not excuse students for individual classes and allow them to remain on campus. If a student is ill, they must immediately report to the Attendance Office.
 - b. Students that have cut classes for any reason, may not make up missing work, tests or projects, and may not participate in a co-curricular or extracurricular activity that day.

4.2 Tardies

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. The Attendance Office must receive a phone call or email from a parent/guardian when students arrive late to school (after 8:45 am). A student who arrives late to school must check in at the Attendance Office for a yellow slip (regardless of whether the parent/guardian has already notified the Attendance Office). If arriving during the passing period, flex or lunch, the student does not need to check in at the Attendance Office. If returning from a dentist or doctor appointment, the student must present a provider's note to the Attendance Office when the student returns.

Failure to notify the Attendance Office may result in disciplinary action for the student and be considered a "cut." If a student arrives to class more than 35 minutes late, the tardy is recorded as an absence. Students who accumulate excessive tardies will be issued a detention by the Deans.

Tardy Detention Policy

- **7 Tardies (cumulative)** = 30 minute detention. Students who continue to accrue tardies after 7 cumulative may continue to receive detentions for each tardy they accrue.
- **15 Tardies (cumulative)** = warning letter sent home. Students may be placed on Activity Restriction.
- **20 Tardies (cumulative)** = Meeting with an Associate Principal or Dean of Students The student may be placed on an Attendance Contract, which can include Activity Restriction.
- Students who cannot rectify their excessive tardy record after being placed on an attendance contract may be placed on disciplinary probation.

Notes, emails and/or phone calls from parents/guardians do not excuse a student from the described penalties for tardiness. A tardy is considered excused only for the following reasons: medical or dental appointments (verification note by doctor required), court appearance, or extraordinary circumstance that school administration would deem adequate.

Tardies are recorded and can be viewed in PowerSchool.

4.3 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.

- A. In order to receive credit in class, a student may not miss more than fifteen days (15) in any one class per semester for any reason. If a student accrues fifteen absences or more in a class during a semester, excluding school-related absences (participation in retreats, service to the school), the student will be denied credit for that class and a mark of "NC" (No Credit) will appear on the student's report card. Families will be notified when a student accrues 7 absences.

Students who are in danger of earning an NC will be required to meet with both their counselor and an O'Dowd administrator. The parents/guardians will be included in the meeting. 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.

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.

4.4 Extended Absence

Absences are considered "extended" when a student experiences a chronic or extended illness, which may include hospitalizations, major concussion, serious illness or surgery, etc. Families and students should communicate directly with the student's counselor, who will share information, as needed, with deans, attendance, administration and teachers. Families must provide medical documentation.

- A. After informing the counselor, the student/family must continue to communicate directly

- with teachers regarding missed work.
- B. Additional assistance, after more than three days of absence, is available through Academic Support
- C. Students should check their Schoology courses for posted assignments and work they have missed during their absence.

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. This includes excessive time out of class (with/without a hall pass, without permission) in excess of 10 minutes.

Truancy will result in academic credit being withheld and may result in disciplinary action for the student. Parents will be contacted. The accrual of more than one truancy may result in a student being placed on Activity Restriction, First Stage Probation, and/or suspension (see section 3.16 Discipline Procedures). A student who accrues an excessive truancy record will be subject to the Attendance Review Process (see 4.7 below).

4.6 Early Dismissal

With the exception of school-sponsored co-curricular activities, students may not leave campus during the school day without an official yellow early dismissal slip.

Because the school is legally responsible for students during school hours, early dismissal slips may only be issued by authorized personnel: the Principal, Associate Principals, Deans, Attendance Coordinator, or Front Office staff. These slips are only provided with prior approval from a parent or guardian.

Request Process

Early dismissal requests must be submitted to the Attendance Office at least one hour before the student's departure time.

- The preferred method is email: attendance@bishopodowd.org, which ensures a timely response.
- Students must pick up the yellow dismissal slip from the Attendance Office prior to the class they are leaving.

Important Notes

- For safety, security, and instructional reasons, early dismissal slips will not be delivered to classrooms.
- Students must show their dismissal slip to both the teacher and campus security before leaving campus through the school's front gate.
- Leaving campus without a valid early dismissal slip will be treated as truancy.

4.7 Attendance Review Process

Students with excessive tardies or absences will be reviewed every two weeks by the Student Safety and Intervention Team. This team includes an Associate Principal, the Deans, the

Attendance Coordinator, the Director of Counseling, the Associate Director of Health & Wellness, and the Director of Equity and Belonging.

The team evaluates each student's attendance, academic performance, and disciplinary record to determine whether continued enrollment requires specific terms or conditions.

At the end of each semester, students with ongoing attendance issues may be asked to withdraw. Please see Sections 4.2 (Tardies), 4.3 (Excessive Absence), & 4.5 (Truancy) above for more details on attendance areas of concern. The final decision lies with the Principal.

4.8 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.

4.9 Contacting a Student During the School Day

In case of a need to contact a student during the school day, parents/guardians should call the Attendance Office to request that a message be forwarded to the student. 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.

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 8:45am and 3:00pm and between the hours of 8:45am and 12:55 pm on Early Dismissal days) will be required to wear a visitor's badge issued by staff in the main office. All visitors must check in with campus safety 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 campus safety in advance of any expected visitors. Guests visiting employees in President's Hall may get their visitor badge at the front gate for convenience of parking. All visitors leaving from President's Hall shall checkout and return the visitor badge to the officer at the front gate 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.

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.

5.2 Electronic Video Surveillance Policy

At O'Dowd, the safety and well-being of our students, staff, and visitors are top priorities. To maintain a safe learning environment and to deter inappropriate behavior, the school has installed electronic video surveillance cameras in key public areas of the campus such as hallways, parking lots, entrances, and exterior areas. Video surveillance footage does not monitor students or employees in private spaces such as bathrooms or locker rooms and does not include audio.

Footage will only be accessed by authorized personnel and will be used solely for safety and investigative purposes. Footage will be stored for no more than 30 days before being overwritten unless it is needed for an ongoing investigation. Footage will be shared with law enforcement when required by law or when requested by law enforcement as part of its investigation. Video surveillance recordings will not be shared with students or parents during any investigation by law enforcement or the school, to protect the integrity of the investigation.

5.3 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. All drill types are reviewed with students and staff at the beginning of each semester. Subsequent emergency drills are held during each semester and are usually unannounced.

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 (Bright Arrow) to communicate updates via recorded phone message, email and on school social media channels. 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.

5.4 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.

5.5 Security of Personal & School Property - Theft

Part of the school's mission is to develop young people 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.

Taking another student's personal property, taking school property, taking items from the cafeteria (including using another student's account to purchase items, without specific permission from the student) will be treated as a theft. Any student who finds lost property is required to turn it into the Main Office or the Deans. Keeping found property will be dealt with in the same manner as theft. Students found to have committed theft may face disciplinary measures, up to and including suspension and/or expulsion.

5.6 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.

5.7 Searches and Investigations

In cases where the Deans or Associate 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 associate 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 and/or the associate 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, the Associate Principals or the Principal if behavior or actions raise suspicion. Should a student refuse to submit to a search 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 5.10, 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 Associate 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.

5.8 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, a gym, or 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.

5.9 Student Drivers

Parents/guardians should be familiar with state regulations governing provisional student drivers (https://www.dmv.ca.gov/portal/uploads/2020/06/dl603_compressed.pdf). 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.

5.10 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.
- 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.

5.11 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, or items related to the use 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 O'Dowd 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 and 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.

5.12 Student Altercations

A student who engages in any manner of altercation with another student (putting hands on, pushing/shoving, hitting, or taking to the ground) may face disciplinary measures, up to and including suspension and/or expulsion. Restorative practices may be instituted as part of the disciplinary process.

5.13 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.

5.14 Social Media Behavior Policy

Students' online conduct must reflect the values of Bishop O'Dowd High School. This includes:

- Respecting the privacy of others by not posting or sharing photos, audio, or video of students, faculty, or staff—on or off campus—without their consent.
- Not using digital platforms to harass, threaten, impersonate, or spread harmful content.
- Refraining from creating unauthorized social media accounts using the O'Dowd name or imagery.

Violations may result in disciplinary action, including suspension, expulsion, and referral to law enforcement.

For detailed expectations, including guidelines on cyberbullying, AI, gaming, and internet use, see Section 6.4: Technology – Responsible Use Policy.

5.15 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.

5.16 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.

5.17 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 the teacher on the day they are to be excused, with a doctor's note. The teacher and/or counselor will assign them to a study hall.

5.18 Head Injury Instructions

See Section 2.19 [Concussion Packet](#)

5.19 Student Transportation

Participation in school-sponsored activities may involve travel beyond the confines of the Bishop O'Dowd High School campus. O'Dowd 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.

O'Dowd 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.

5.20 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, O'Dowd 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 and is delivered each year at each grade level.

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 and supported throughout their O'Dowd journey. 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 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 Health and Wellness Services

O'Dowd offers limited Wellness Therapy to students who meet criteria for services. Information disclosed during the course of services is confidential. However, there are some exceptions to confidentiality. For example, therapists are required to report when they have reasonable suspicion of 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 oneself.

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.

All associate therapists agree to the terms set forth by the Board of Behavioral Sciences in the Supervisor Responsibility Statement or Supervision Agreement and the Supervisory Plan. Wellness Counseling is provided in keeping with the Statutes and Regulations relating to the practice of Professional Clinical Counseling and Marriage and Family Therapy as described by the California Board of Behavioral Sciences. For any questions or concerns, please reach out to the Associate Director of Health and Wellness.

6.4 Technology – Responsible Use Policy

Bishop O'Dowd High School provides technology resources to support academic learning, creativity, communication, and responsible citizenship. All students are expected to use

technology in ways that reflect our mission and charism, and that contribute to a safe, respectful, and focused school environment.

This policy applies to all forms of technology use, including school-provided systems and personally owned devices.

General Expectations

- Use technology for educational purposes and in alignment with school values.
- Treat all devices—your own and others'—with care and respect.
- Do not use technology in ways that disrupt learning or violate school conduct policies.
- Follow all teacher expectations when using laptops or devices in the classroom.

Scope of Use & School Jurisdiction

The expectations outlined in this policy apply at all times when using technology in connection with Bishop O'Dowd High School. This includes:

- On school grounds, during the school day or while participating in co-curricular activities.
- While traveling to and from school or any school-sponsored event.
- Off campus, when student actions using technology negatively impact other students, staff, or the reputation of the school.

Use of Social Media

Social media includes any online platform or communication tool that allows users to create, share, or exchange content—including text messages, group chats, social networks, blogs, gaming forums, and media-sharing apps.

At Bishop O'Dowd High School, students are expected to use social media in ways that reflect the school's values, promote respect, and uphold the dignity of others—both on and off campus, in public and private settings.

Students may not:

- Create, manage, or post from accounts that use the O'Dowd name, logo, or branding without written permission from the Principal or Associate Principals.
- Share photos, video, or recordings of students, faculty, or staff—on or off campus—without their consent.
- Use fake, anonymous, or impersonating accounts to harass, spread harmful content, or misrepresent others.
- Participate in online behavior that targets individuals or groups with threats, harassment, or disrespect.

Students are expected to:

- Communicate online with the same integrity and respect expected in person.
- Consider the privacy and dignity of others in all digital spaces.
- Understand that even "private" messages or posts can be screenshot, forwarded, or made public—often without context.

Violations of this policy may result in disciplinary action, including suspension, expulsion, loss of technology privileges, and/or referral to law enforcement. The school may take appropriate action in response to off-campus online conduct that affects the safety, well-being, or reputation of the school community.

See Section 5.13 for a summary of expectations, and other portions of Section 6.4 for related digital use policies.

Use of Artificial Intelligence

Artificial Intelligence is a system of machine learning that is capable of performing complex and original tasks such as problem-solving, learning, reasoning, understanding natural language, and recognizing patterns in data. AI systems use algorithms, data, and computational power to simulate cognitive functions and make autonomous decisions, enabling them to perform a wide range of tasks and improve their performance over time through learning and adaptation.

O'Dowd recognizes that the use of AI can, when used appropriately, enhance student learning by improving the efficiency of education, providing new and creative ways to support learning, and encourage independent research, curiosity, critical thinking, and problem-solving.

O'Dowd authorizes the ethical and legal use of AI as a supplemental tool to support and expand on classroom instruction, facilitate personalized learning opportunities, and increase educational and learning opportunities.

Guidelines for Use

O'Dowd has developed the following guidelines and protocols for the use of AI:

1. Before allowing students to use a specific AI platform in the classroom, teachers will have the AI system vetted and approved by the O'Dowd's IT department or responsible staff member.
2. Ensure that any use of AI complies with State and Federal data privacy laws.
3. Any use of AI in the classroom or on class assignments must align with the teacher's instructions and use expectations. Teachers will clarify whether students are prohibited from using AI in an assignment. Teachers will guide and monitor student use of AI, ensuring that it aligns with the O'Dowd's guidelines and policies, including the O'Dowd's Technology Code of Conduct and Acceptable Internet Use Policy.
4. Use of an AI system must comply with the Family Educational Rights and Privacy Act (FERPA).
5. Any student use of AI on schoolwork must be cited to as any other source and may not be submitted as the student's original work.
6. Users (students, faculty, and staff) should not solely rely on AI as a fact-checker to confirm their work or research as it may not always provide accurate or up-to-date information.

Prohibited Use of AI Systems

Students are prohibited from using artificial intelligence tools in any way that violates Bishop O'Dowd High School's values, policies, or expectations. This includes, but is not limited to:

1. Creating or interacting with AI content that is harmful, threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
2. Using AI in support of any form of misconduct, including:
 - Bullying
 - Discrimination or harassment
 - Sexual harassment
 - Hate-motivated behavior
3. Entering or sharing another person's confidential or personally identifiable information (PII) with an AI system.

PII includes, but is not limited to: a person's name, address, phone number, email address, Social Security number, or any other data that could be used to identify them.

Students may not use AI tools to impersonate, threaten, intimidate, harass, or ridicule others.

Consequences for Misuse

Violations of the Technology Code of Conduct—including inappropriate use of AI—may result in disciplinary action. Depending on the severity of the violation, the school may take the following actions:

- Withhold grades or diploma
- Assign disciplinary consequences (e.g., detention, probation)
- Suspend or expel the student, in accordance with due process
- Pursue legal action, if warranted

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 Spotify) and video (such as Netflix), gaming (such as WoW), and sharing files and data via P2P (peer-to-peer) networks (uTorrent and Skype).

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.

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. 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.

Digital & Mobile Devices

Use of digital and mobile devices is governed by the Bell-to-Bell Cell Phone Policy (Section 3.7), Responsible Use Policy (Section 6.4) and the Social Media Behavior Policy (Section 5.13). Students may not take, share, or transmit images or recordings without consent. Misuse may result in disciplinary or legal action.

Smart Glasses

To protect the privacy, focus, and academic integrity of our community, students are prohibited from wearing or using Meta smart glasses or any similar wearable technology capable of recording audio, video, images, or livestreaming while on campus, in class, during school-sponsored activities, or in any setting subject to school jurisdiction.

Cyber-bullying & Cyber-harassment

Bishop O'Dowd High School is committed to providing a safe and inclusive environment for all students. Cyberbullying and digital harassment are serious violations of the school's Code of Conduct and Responsible Use Policy.

Cyberbullying includes any form of online behavior intended to threaten, humiliate, intimidate, or harm another person. This can include:

- Sending harassing or abusive messages via text, email, or social platforms
- Posting or sharing rumors, insults, or threats
- Creating fake accounts or impersonating others
- Sharing private images or information to cause harm
- Excluding others from group chats or online spaces in a targeted way

These expectations apply to both on- and off-campus digital behavior, including group chats, social media, and private messaging platforms. Even if content is created or shared outside school hours, the school may take disciplinary action if it affects the school community.

Consequences may include suspension, loss of technology privileges, expulsion, or referral to law enforcement, depending on the nature and severity of the offense.

Students are encouraged to report any concerning online behavior to a trusted adult, counselor, or school administrator.

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. Since O'Dowd participates in an E-Sports league, this restriction will not apply to students who participate in the O'Dowd's E-Sports program.

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 are highly encouraged 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.

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 Burke Family Library supports our students' academic success and fosters creativity, curiosity, critical thinking, and a lifelong love of learning. Our library staff maintain a top-notch print and electronic collection and a positive atmosphere for exploration and learning. The librarians also provide instruction in information literacy and research skills across the curriculum, promoting ethical use of information and library materials.

Hours of Operation

The library is open:

- Monday–Thursday: 7:00 AM – 6:00 PM
- Friday: 7:00 AM – 4:00 PM

The library closes at 4:00 PM on the eve of school holidays.

Any changes to this schedule will be posted in the library and on Schoology.

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, during break, at lunchtime, during their flex period, and after school. When in class, students may use the library with a pass from their teacher. In general, materials are checked-out for three weeks. If students neglect to return materials or return damaged materials, replacement fees may be charged. Students must return all books and pay all library fees by Yearbook Day. The library also has textbooks 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.

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, music ministry, youth groups, family ministry, Confirmation, internships, daily school prayer and adult spirituality.

9th, 10th, 11th, and 12th grade 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 youth groups led by both our Chaplain and youth ministers.

Our Senior Campus Ministry Team (CMT) is a year-long, hands-on training in ministry and leadership. The (12-16) seniors meet during a class period to plan and lead the school-wide liturgies and daily morning prayer, facilitate 9th and 10th grade retreats, Kairos, 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 Christmas Drive. The gifts/money collected in this drive are distributed to families facing economic hardships. In the spring, our Lenten Mission Drive collects money 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.

The Campus Ministry Internship Program is a group of students of any grade level who are passionate about inviting others into the exploration of spirituality. They support the efforts of the Campus Ministry Department in comprehensive programming to foster the spiritual lives of O'Dowd students. As student leaders, in collaboration with CMT, they are invited to represent the Campus Ministry department to the O'Dowd community, families, and friends in the office and at key school events.

Facilitated by Campus Ministry, the one year Confirmation program invites 10th, 11th, and 12th grade students to discern their next step in their Catholic faith. Topics include exploring who they are as children of God, who God and the Catholic Church are, sacraments, saints, morality, and how they can "go and set the world on fire." Formation classes take place during a student's flex period nine times each semester and require a few weekend commitments every month for retreats, family Masses, and youth group meetings, as well as an Advent Taize Service and a Lenten Stations of the Cross Service.

7.2 Student Government

Student Council represents the students in all areas of student life, and works with the Director of Student Activities on these matters. 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 O'Dowd 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.

Note: All school rules apply at dances, including the Drug, Alcohol, Tobacco, and Substance Use Policy (Section 5.9) and the Code of Conduct (Chapter 3).

- 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 will be barred from all dances and formals, including 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. These hours must be completed outside the normal school day, except for special exceptions. Students cannot graduate without fulfilling these requirements.

9th Grade: Common Home Project

Students serve ten hours at a placement in the Bay Area that is committed to environmental justice, integral ecology, 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 while responding to the “cry of the earth” and the “cry of the poor,” as called for most recently in the Catholic tradition by Pope Francis. Up to half of the required hours may be fulfilled in our on-campus Living Lab in collaboration with the Creation Care Team.

10th Grade: Justice Education Day

Every sophomore attends this day-long immersion trip to a local organization or agency with their Foundations of Biblical Scriptures Religious Studies class, and receives credit for five hours of service.

10th Grade: Friends Project

In the Friends Project, students develop their leadership skills by building mentoring relationships with children from ages 4-12. Reflection on the experience is facilitated via a journal that supports personal growth. 10th graders complete 25 hours of service before the end of their 10th grade year. Many complete these hours the summer before their 10th grade 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, including immersion trips (e.g., to East Oakland, Appalachia, and the Navajo Nation). In addition, O'Dowd offers other justice and advocacy opportunities for students, such as participation in programs like the Ignatian Family Teach-In for Justice in Washington, D.C., and the Arrupe Leadership Summit 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 O'Dowd. 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:

- Students must be in good academic standing and follow academic probation stipulations if this becomes a necessity
- Student's behavior and effort applied to study is in good standing and acceptable to the school's administration
- Attendance and tardy record must be excellent
- Balance on remaining tuition must be kept current
- All questions on the confidential application must be answered completely
- Positive communication and interaction with school personnel

8.2 Student Insurance

The Student Accident Insurance offered through the school is through the Diocese and 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, and 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.

Tuition account balances are required to be current on the first day of school in order for students to attend classes.

In the event a student leaves O'Dowd 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 Fundraising

Bishop O'Dowd High School is sustained by a strong partnership among families, alumni, and the broader O'Dowd community. Philanthropic support plays an essential role in ensuring that students benefit from strong academic and co-curricular programs grounded in our shared values.

The Development Office partners with the Bishop O'Dowd High School community to advance the mission of the school by strengthening philanthropic support for its programs and priorities. In this role, the Development Office coordinates and provides oversight for fundraising activities across campus to ensure alignment with institutional goals, consistent messaging and stewardship, and a cohesive approach that supports—not competes with—school-wide campaigns.

ANNUAL GIVING OPPORTUNITIES

Tuition alone does not fully fund the educational experience at Bishop O'Dowd High School, and philanthropic partnership with our community helps sustain the student experience each year.

Parent Pledge Program

The Parent Pledge Program provides essential annual support for the academic and co-curricular programs that shape each student's experience at O'Dowd. All families are asked to make a pledge to the Parent Pledge Program for each enrolled child to support the school's annual operating programs. These contributions support the full O'Dowd experience, including academic programs, service learning and retreats, competitive faculty compensation, and a wide range of co-curricular opportunities—from athletics and drama to the Living Lab programs.

Transforming Lives Dinner

The Transforming Lives Dinner is a cornerstone fundraising event that unites the community to ensure O'Dowd remains accessible to students from diverse socio-economic backgrounds. The evening features a sit-down dinner, student and alumni speakers, and an auction-style paddle raise, generating over \$500,000 annually in support of tuition assistance.

Crab Feed and Auction

The Crab Feed and Auction is a community fundraising event that supports O'Dowd's co-curricular programs. Proceeds from the event enrich athletics, arts, and other co-curricular offerings.

STRATEGIC GIVING OPPORTUNITIES

Strategic giving opportunities allow families and supporters to make targeted investments that strengthen the school's long-term resources and expand opportunities for students.

Capital Campaigns

Periodically, the school undertakes capital campaigns to keep our campus and programs responsive to student needs. Through the Cor Unum campaign, the O'Dowd community contributed over \$40 million to support the 38,000-square-foot Cummins Center, which opened in Fall 2022. These efforts reflect a tradition of paying it forward, as today's students benefit from improvements made possible by families before them.

Senior Class Gift

The Senior Class Gift invites seniors and their families to honor their time at O'Dowd by supporting the Fund for Faculty Excellence, which advances professional development and helps recruit and retain talented teachers. This tradition offers a meaningful way to give back to the teachers, coaches, and counselors who supported students throughout their O'Dowd journey.

Endowment Funds

The school is supported by a \$14 million endowment that provides a perpetual source of income for long-term financial stability and critical needs. Donations to the general endowment are welcome, or individuals may create a named fund with a minimum investment of \$50,000.

Legacy Giving

Members of the Dragon Legacy Circle create a lasting impact by remembering O'Dowd in their will or trust, extending their values and commitment to education beyond their own time at the school.

8.5 Sustainable Purchasing Guidelines

The purpose of these guidelines is to ensure that products and services purchased or contracted for will meet our charism call of *kinship with creation* and make progress towards balancing costs and O'Dowd's long-term goal of managing the school's waste and responsibly sourcing sustainable materials.

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 and cost effective, 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 and cost prudent, 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
- that are made by suppliers who strive to improve their sustainability practices, and who can document the supply-chain impacts of their efforts
- that are made by local businesses
- 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

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

Participation in O'Dowd athletics is a privilege and an extension of the school's mission to educate the whole person - mind, body, and spirit. As representatives of the school, student-athletes are expected to demonstrate integrity, leadership, and responsibility in all settings, on and off the field.

Athletics at O'Dowd are grounded in our Catholic identity and provide student-athletes with a unique opportunity to grow in their relationship with God and others. The athletic experience is designed to cultivate virtues that serve students throughout their lives:

- Respect – Treating teammates, coaches, opponents, officials, and oneself with dignity. Respect includes listening well, handling conflict maturely, and honoring the rules of the game.
- Leadership – Setting a positive example through one's words and actions, even when no one is watching. Leadership involves accountability, service, and the courage to do what is right.
- Integrity – Being honest and trustworthy in all circumstances—on the field, in the classroom, and in personal relationships. Integrity means refusing to cheat, cut corners, or excuse poor behavior.
- Teamwork – Collaborating with others for a common goal. Teamwork includes communicating clearly, trusting others, and prioritizing team success over individual recognition.
- Pride – Taking ownership of one's role on the team and representing O'Dowd with honor and humility. Pride reflects school spirit and personal responsibility.
- Commitment – Showing up, giving your best, and persevering through challenges. Commitment includes being coachable, dependable, and focused on continuous improvement.

All student-athletes are expected to:

- Uphold the school's Code of Conduct (see Chapter 3)
- Follow rules and expectations outlined by coaches, captains, and the Athletic Department
- Maintain academic and behavioral eligibility (see Sections 2.15 and 3.16)
- Use social media and digital tools in ways that reflect school values (see Section 6.4)
- Report injuries, concerns, or misconduct to a coach or athletic administrator
- Refrain from any behavior—online or offline—that discredits the team or the school

Violations of these expectations may result in suspension from team activities, athletic probation, or referral to the Deans or Athletic Director for further action.

O'Dowd is a member of the West Alameda County Conference (WACC) - Foothill League. 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.odowdathletics.com

Regulations and Rules Governing Participation

All students intending to participate in O'Dowd Athletics are required to establish eligibility prior to trying out or participating in any team activity.

Requirements to Try Out and Participate

- Students must complete the **online athletic registration** process through Final Forms and receive clearance from a member of the O'Dowd Athletic Training or Athletic Department staff.
- Students may not participate in tryouts, practices, or games until this process is complete and they have received a formal notice of athletic clearance.
- Clearance requires a current, valid [Bishop O'Dowd High School Preparticipation Physical Form](#), signed and dated by a licensed MD or DO, and uploaded to Final Forms.
- Physicals are valid for **365 days** from the date signed. If a student's physical is expired or set to expire during the season, clearance will not be granted until a valid form is received.
- Final clearance is confirmed by email to families and inclusion on the coach's athletic clearance list.

The O'Dowd Athletic Department reserves the right to make an independent determination of a student's fitness to participate in athletics. Even with a physician's clearance, a student may be restricted or denied participation if the school identifies potentially dangerous medical, physical, or psychological conditions.

Tryout Information and Start Dates

Most O'Dowd sports conduct tryouts for team selection. Each season includes at least one **no-cut sport**:

- **Fall:** Football, Cross Country
- **Winter/Spring:** Rugby
- **Spring:** Swimming, Track and Field

Parents and student-athletes are encouraged to contact the varsity head coach directly for tryout procedures. Contact information is available on the Athletics website:

Start dates for tryouts and practices are set by the West Alameda County Conference (WACC) and the North Coast Section (NCS). Season start dates for 2025–2026 are:

- **Fall sports:** August 10, 2026
- **Winter sports** (except Rugby): November 2, 2026
- **Rugby:** January 2, 2027
- **Spring sports:** February 8, 2027

Some teams may offer preseason conditioning or “Open Gym/Field/Track” sessions once the school year begins. Contact the varsity head coach for details. If you cannot reach the coach, contact the Director of Athletics.

Sports Seasons

Fall Sports (August - November)	Levels
Volleyball - Girls	Varsity, Junior Varsity, Freshmen
Cross Country – Boys and Girls	Varsity, Junior Varsity, Frosh/Soph
Golf - Girls	Varsity
Tennis - Girls	Varsity, Junior Varsity
Water Polo - Boys and Girls	Varsity, Junior Varsity
Cheerleading	Varsity, Junior Varsity
Flag Football - Girls	Varsity, Junior Varsity
Football	Varsity, Junior Varsity
Winter Sports (November - March)	Levels
Basketball - Boys' and Girls'	Varsity (boys and girls), Junior Varsity (boys and girls), Freshmen (boys)
Soccer - Boys' and Girls'	Varsity, Junior Varsity, Freshmen
Winter/Spring (December – April)	Levels
Rugby – Boys' and Girls'	Varsity (boys and girls), Junior Varsity (boys)

Spring Sports (February – June)	Levels
Track - Boys' and Girls'	Varsity, Junior Varsity, Frosh/Soph
Swimming - Boys' and Girls'	Varsity, Junior Varsity, Frosh/Soph
Tennis - Boys'	Varsity, Junior Varsity
Golf - Boys'	Varsity
Lacrosse - Boys' and Girls'	Varsity, Junior Varsity
Baseball	Varsity, Junior Varsity, Freshmen
Softball	Varsity, Junior Varsity
Volleyball - Boys'	Varsity, Junior Varsity
ESports	Varsity

Additional Athletic Participation Policies

Academic Eligibility

All student-athletes must meet the academic standing guidelines outlined in Section 2.15: Academic Standing and Participation in Co-curricular Activities in order to maintain eligibility for team practices and competitions.

Transferring Schools

Transferring to or from another school may affect a student's athletic eligibility under North Coast Section (NCS) and California Interscholastic Federation (CIF) rules. Families should consult the NCS Transfer Eligibility Information page or contact the Athletic Director for more details.

Cutting of Teams

While some teams at O'Dowd have a no-cut policy, others have a limited number of roster spots. Student-athletes must understand that not all who try out will make the team.

If a student-athlete is cut from a team, the head coach is required to meet with the student-athlete individually, explain the decision, and provide feedback on what the student can improve for future tryouts. Student-athletes are encouraged to follow up with questions. Coaches and the Athletic Director may also meet with student-athletes at their discretion.

Quitting or Dismissal from a Team

Any student-athlete who quits or is dismissed from a team before the end of the season may not try out for or join another team during the same season without first meeting with the Director of Athletics to review their status.

Participation in Overlapping Sports Seasons

O'Dowd strongly encourages student-athletes to participate in multiple sports throughout the year. However, sports seasons may overlap.

In such cases, student-athletes are required to:

- Complete their full commitment to the current sport before beginning open field/gym/track, tryouts or practices for the next sport
- Communicate in advance with the head coach of the upcoming sport about the potential overlap
- Register for the upcoming sport in Final Forms prior to its start

Coaches will work together with the student-athlete to arrange a fair and reasonable tryout period for the second sport.

Club Sports and O'Dowd Conflicts

While CIF does not permit students to compete in the same sport simultaneously for a club and a high school team, different sports may be allowed (e.g., playing AAU basketball while participating in O'Dowd track & field).

That said, O'Dowd strongly discourages dual participation in any outside sport during an O'Dowd athletic season due to the increased risk of overuse, injury, and conflict with team expectations.

If a student-athlete chooses to participate in both a club and O'Dowd team simultaneously and a conflict arises, a joint meeting may be scheduled with:

- Parents/Guardians
- Director of Athletics
- Head Coach of the O'Dowd sport
- Head Coach of the outside organization

Each coach is expected to bring their respective program's rules, expectations, and schedules. The meeting will be facilitated by the Director of Athletics to ensure alignment and student well-being.

9.2 Sportsmanship and Communicating Concerns

At Bishop O'Dowd High School, athletics are an extension of our mission to form students as leaders of competence, conscience, and compassion. In keeping with our Catholic values, student-athletes are expected to demonstrate sportsmanship and respect in all

circumstances—whether in competition, in practice, online, or in the classroom.

For broader expectations around family-school partnership and respectful communication, see Section 1.5: Positive School Environment.

What Sportsmanship Looks Like at O'Dowd

Sportsmanship includes:

- Competing with intensity and fairness
- Treating opponents, officials, coaches, and teammates with dignity
- Accepting wins and losses with maturity
- Communicating with respect, especially during moments of conflict
- Taking responsibility for one's actions and words—on and off the field
- Refraining from profanity, taunting, gestures, or other disrespectful conduct

These expectations apply during all athletic events, practices, and travel—whether at home or away.

Playing Time and Coaching Decisions

Decisions about playing time, team roles, and starting positions are made at the sole discretion of the coaching staff. Coaches take into account a range of factors including:

- Attitude, effort, and leadership
- Practice performance
- Game situations and team strategy
- Team conduct, academic standing, and overall readiness

Families and student-athletes are encouraged to approach coaches with questions or concerns respectfully and at an appropriate time. However, questioning a coach's judgment during or immediately after a game is strongly discouraged.

The Role of Parents and Guardians

O'Dowd values partnership with families and asks all parents and guardians to support the school's athletic mission by modeling respectful behavior. This includes:

- Trusting coaches and school staff
- Refraining from negative commentary or sideline coaching
- Encouraging your student to advocate appropriately and respectfully
- Speaking constructively with coaches when concerns arise—at the right time and place

Students are more likely to respect their coaches if they see their parents doing the same.

The following actions by spectators are strictly prohibited and may result in removal from games or further restrictions:

- Constant berating, humiliating, or taunting of coaches or players

- Harassment of opposing teams, coaches, or spectators
- Harassment or intimidation of game officials
- Use of racist, sexist, or profane language toward any player, coach, spectator, or official

Any violations will be addressed by school staff, game management personnel, and/or the Athletic Director.

Consequences for Misconduct

Student-athletes who engage in misconduct may face:

- Suspension from practices, games, or team events
- Removal from the team
- Athletic probation or loss of captainship
- Referral to the Deans or Athletic Director
- Disqualification from awards or post-season play

These consequences may apply in addition to school-wide disciplinary action (see Chapter 3), particularly in cases involving serious violations.

Communication

Clear and respectful communication between coaches, student-athletes, and families is essential to a positive athletic experience. The guidelines below outline expectations and the appropriate process for addressing concerns.

Coach Communication Responsibilities

Head coaches are expected to communicate the following information clearly and in a timely manner:

- Team and program philosophy
- Individual and team expectations
- Location and times of practices and games (including compliance with NCS contact limits)
- Team requirements, such as attendance, equipment, and off-season conditioning
- Injury procedures for practices and games
- Disciplinary actions that may affect a student-athlete's participation
- Responses to parent phone calls or emails within 48 hours

Appropriate Topics for Parent-Coach Communication

It is appropriate to contact a coach about:

- The mental and physical treatment of your student
- Ways to support your student's growth and development
- Concerns about your student's behavior

- Advance notice of scheduling conflicts

If concerns are not resolved, families may contact the Athletic Director.

Topics Not Appropriate for Parent-Coach Discussion

The following matters are the sole responsibility of the coaching staff and are not appropriate discussion topics:

- Playing time decisions
- Selection of team members
- Team strategy and play calling
- Issues involving other student-athletes

Resolution Process for Addressing Concerns

We understand that athletics can involve strong emotions. All concerns should be addressed promptly, respectfully, and through the following steps:

Step 1: Student-Athlete and Coach Meeting

- The student-athlete should take the lead in setting up a meeting with their coach to address concerns.
- This promotes personal growth, communication skills, and accountability.
- O'Dowd Athletic Department staff are available to support students in preparing for this conversation.

Avoid scheduling meetings:

- Immediately before or after a game
- During practice
- When other students are present or the conversation would be visible to others
- Times when a full, uninterrupted discussion isn't possible

If needed, the student-athlete should respectfully request a later meeting time.

Step 2: Parent and Student-Athlete with Coach

- If the concern is unresolved, the parent and student-athlete may meet together with the coach.
- Parents are expected to follow and support the student-led process outlined in Step 1.

Step 3: Athletic Director Involvement

- If the issue remains unresolved, contact the Athletic Director to request a meeting.
- The coach must be notified that this contact will be made.
- In a meeting with the Athletic Director, the coach should be present or informed.
- Concerns about coaching personnel must not be raised in public forums. Any such feedback must be submitted in writing to the Athletic Director.

Step 4: Associate Principal Involvement

- If a resolution is still not reached, the family may contact the Associate Principal of Athletics and Student Support.
- The Athletic Director should be informed before this step is taken.

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 (Return to Learn)

Bishop O'Dowd High School is committed to the safety and well-being of all student-athletes. Head injuries and concussions are managed through a comprehensive protocol that includes:

- Prompt evaluation by certified sports medicine staff
- Physician oversight and clearance
- Return-to-Play (RTP) and Return-to-Learn (RTL) protocols
- Daily symptom monitoring and academic support
- Required baseline testing for high-impact sports

Immediate Response and Medical Evaluation

Any student-athlete suspected of sustaining a concussion or head injury will be removed from play immediately and evaluated by a Certified Athletic Trainer (ATC). They will receive the [Head Injury and Concussion Management Packet](#), which outlines required steps for recovery and clearance. The packet is also available in the Appendix and on the Athletics section of the school website.

A student may not return to play until they have:

- Been evaluated and cleared by a licensed MD or DO trained in concussion management
- Remained symptom-free for at least 48 hours
- Completed the gradual Return-to-Play progression monitored by the ATC
- Received final clearance from the school's Athletic Training staff

Clearance cannot be granted earlier than seven days after diagnosis by a physician.

Daily Monitoring and Support

While recovering, student-athletes must:

- Check in daily with the ATC to complete symptom evaluations
- Avoid activities that worsen symptoms, including screen time, loud events, or high-stimulation environments
- Communicate with teachers and counselors through the support of Mr. Malik McCord (mmccord@bishopodowd.org) to manage academic adjustments

Students experiencing prolonged symptoms may require additional academic support. For details, see Section 2.19: Concussion Protocol, which outlines O'Dowd's Return-to-Learn (RTL) accommodations for all students recovering from concussions.

Baseline Testing and High-Contact Sports

All students participating in football, rugby, basketball, soccer, volleyball, and lacrosse are required to take an annual Sway baseline concussion test before participating.

If a head injury occurs, the ATC will use baseline results along with clinical assessments and physician recommendations to determine recovery progress and readiness to return.

For low- or no-contact sports, baseline testing is not required but may be administered following a suspected concussion.

Return-to-Play (RTP) Protocol

The RTP progression begins **only after a student has been symptom-free for 48 hours**. It includes stepwise increases in physical activity and sport-specific movements, monitored by the ATC. If symptoms return, the protocol is paused and restarted after an additional 24-hour symptom-free period.

The RTP protocol cannot be shortened and is subject to medical clearance. The complete RTP protocol is included in the Head Injury and Concussion Management Packet and is also available on the CIF website.

Return-to-Learn (RTL) Protocol

Concussions may temporarily impact memory, concentration, and executive functioning. Students recovering from a concussion may require:

- Temporary absence from school
- Reduced workload or adjusted deadlines
- Modified class participation and testing

These accommodations are coordinated through O'Dowd's Academic Support team, led by Mr. McCord, and implemented as part of the school's RTL protocol.

Note: Students must complete the RTL process and return to full academic participation before beginning the RTP progression. See Section 2.19 for complete RTL steps and guidance.

What to Do If You Suspect a Concussion

If a student experiences a head injury or concussion-like symptoms:

1. Contact the Sports Medicine Staff immediately at sportsmedicine@bishopodowd.org
2. Visit a physician within 72 hours of the incident and bring the completed Physician's Letter to the ATC
3. Begin daily check-ins with the ATC to monitor symptoms and track progress
4. Follow all steps in the Head Injury and Concussion Management Packet
5. Work with Mr. McCord to ensure appropriate academic adjustments

For further questions, contact Ms. Zane Cribbs, Head Athletic Trainer, at zcribbs@bishopodowd.org

9.5 Music at Athletic Events

All music played at O'Dowd athletic events must be approved by the Athletic Directors or 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 Athletic Directors or 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.

Student-athletes must follow all attendance policies outlined in Chapter 4: Attendance Policies and Procedures, including proper protocols for early dismissals.

It is the student-athlete's responsibility to communicate with teachers in advance, complete all missed work, and stay current with academic obligations when leaving early for competition.

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 competition or practices of any kind are allowed to be conducted on Sundays.

Disciplinary Action

Any student receiving detention or who is suspended from O'Dowd 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

O'Dowd'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 expectations apply to all student-athletes and align with the school-wide Drug, Alcohol, Tobacco, and Substance Use Policy (Section 5.9):

- No use of tobacco or vaping products
- No use of alcohol
- No use of abusive drugs (e.g., marijuana, narcotics, steroids, etc.)

There is no place for substance use in athletics. The O'Dowd Athletic Department fully supports the school's disciplinary policies regarding substance use and abuse.

Student-athletes who are found to be under the influence of, possessing, or using alcohol or drugs—on or off campus—are subject to removal from the O'Dowd athletic program, in addition to any school-wide disciplinary consequences.

9.11 Performance Enhancing Supplements

The Athletic Department strongly opposes the use of performance-enhancing supplements. These substances may pose serious health risks and are not aligned with the values of O'Dowd athletics.

Non-prescription supplements: If a student-athlete is found in possession of any non-prescription performance-enhancing supplements, it will be confiscated and parents/guardians will be notified.

Prescription drugs: If a student-athlete is found to be:

- In possession of a prescription drug without a valid prescription
- Using a prescription drug improperly
- Transmitting a prescription drug to another student

then they will be subject to the school-wide Drug, Alcohol, Tobacco, and Substance Use Policy (Section 5.9), including potential disciplinary consequences.

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/Track

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 Strength & Conditioning

Strength and conditioning sessions are designed to help student-athletes build overall fitness, strength, and physical readiness for their sport. These sessions follow a structured weekly regimen and are distinct from team practices, which focus on sport-specific skills (e.g., dribbling, serving, throwing).

Strength and conditioning activities are limited to no more than four days per week, with a total of six to eight hours weekly.

9.15 Athletes Signing to Play in College

Three Yearly Media Events:

- There will be three yearly signing events for student-athletes who have received the opportunity to compete in college. These will be media events.
- Coaches will be invited but will not be asked to speak on behalf of the student-athlete. Student-athletes honored will not be asked to make a speech.
- Family, friends and O'Dowd students and community members 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 May, the O'Dowd Athletic Department will honor all student-athletes who will be going on to play collegiate sports or can produce verification from a college or college head coach.
- This event will take place in the afternoon.
- The Athletic Department will coordinate media invitations and will be present during the event.
- Coaches will be invited to speak on behalf of their student-athletes.
- Players will be invited to make a speech.
- Family and friends will be invited by the school to this event.

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 an O'Dowd 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 student-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. Please reach out to the Athletic Director for more information and support.

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

Please see the [Current Families page](#) on the O'Dowd website for resources for current 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](#)