

# O'DEA HIGH SCHOOL

## Student and Parent Handbook



### Administrative Team

Mr. James Walker  
*Principal*

Mr. Tim Greenan  
*Assistant Principal for Student Services*

Mr. Lucas Dobbs  
*Assistant Principal of Academics*

Mr. Monte Kohler  
*Athletic Director*

Mrs. Laura Weinand  
*Chief Financial Officer*

Mrs. Linda Thornton  
*Executive Administrative Assistant*

802 Terry Avenue • Seattle, WA 98104  
Telephone (206) 622-6596  
Attendance Line (206) 923-7550  
Fax (206) 340-4110  
[www.odea.org](http://www.odea.org)

## TABLE OF CONTENTS

MISSION STATEMENT	4
PHILOSOPHY	4
ESSENTIAL ELEMENTS	4
O’DEA EXPERIENCE	4
COMMITMENT TO O’DEA	5
ACADEMIC DEVELOPMENT	6
Course and Graduation Requirements	6
Block Schedule	7
College in the High School Courses	7
Honors & Advanced Placement Courses	7
Enrichment Courses	7
Academic Advising Program	7
Schedule Change Policy	7
Grades	8
❖ Grade Point Average Scale	8
❖ Semester Examinations	9
❖ Transcripts	9
❖ Report Cards	9
❖ Mid-Semester Grade Check	9
❖ Academic Probation	10
❖ Honors	10
❖ Graduation	10
❖ Valedictorian & Salutatorian	10
❖ Senior Honors Assembly	10
❖ Co-Curricular Eligibility	11
❖ Incomplete Course Grade	12
❖ Failures & Summer School	12
❖ Credit Retrieval	12
PowerSchool	13
Academic Accommodations	13
eSchool Policy and Norms	14
Student E-Mail Accounts	15
Computer and Internet Guidelines	15
❖ Acceptable Internet Use	15
❖ Digital Citizenship	15
❖ Use of Social Media	15
O’Dea High School Acceptable Use Policy	16
❖ Philosophy	16
❖ Behaviors	16
❖ Cell Phone and Wi-Fi Enabled Devices	17
CHARACTER DEVELOPMENT	17
House	17
Student Assistance Program	18
❖ Privacy Policy	18
❖ Terms of Use	19
❖ Student Concern Submission & Related Policies	19
❖ Indemnity	20
❖ No Warranty	20
❖ Limitation of Liability	20
Student Conduct	22
Sexual Harassment & Bullying	22
Appearance Code	22
Academic Misconduct	23
❖ Behaviors of Academic Misconduct	23

❖ Determination of Academic Misconduct	24
❖ Consequences of Academic Misconduct	24
Controlled Substances Policy	24
Forgery	24
Theft	25
Dangerous Materials	25
Lunch and Cafeteria Rules	25
Miscellaneous Conduct	25
Dance Guidelines	26
Disciplinary Measures	27
ATTENDANCE POLICIES AND PROCEDURES	28
Reporting Attendance and Tardiness	28
Excused and Unexcused Absences	28
Anticipated Absences	29
Accumulated Absences	29
Late Arrivals and Early Dismissals	29
Excused and Unexcused Tardies	29
Student Illness While at School	30
Activity Eligibility	30
Guardianship During Parental Absence	30
MISCELLANEOUS POLICIES	30
Announcements	30
Copyright Law	30
Emergency Drills	30
Emergency School Closure	30
Family Directory	31
Field Trips	31
Immunizations	31
Letters of Recommendation	31
Lockers	31
Medication Policy & Procedures	31
Messages for Students	32
Parking	32
Telephone Use	33
Transferring Out of O’Dea High School	33
Tuition Policy	33
Use of School Name and/or Images	33
Visitors	33
LOCATIONS ON CAMPUS	34
Counseling Department	34
Irish Student Store	34
Student Resource Center	34
Lost & Found	34
School Office	34
SCHEDULES	35
School Bell Schedules	35
PRINCIPAL’S RIGHT TO AMEND HANDBOOK	36

## MISSION STATEMENT

O’Dea is a Catholic high school whose mission is to educate young men and prepare them to be men of character, faith and service.

## PHILOSOPHY

O’Dea High School provides young men with a Catholic, college-preparatory education. In the spirit and tradition of the Essential Elements of an Edmund Rice Christian Brother Education, O’Dea’s diverse, single-gender learning environment lays a rich foundation for the academic and social development of our students

## ESSENTIAL ELEMENTS OF AN EDMUND RICE CHRISTIAN BROTHER EDUCATION

In ministry begun by Jesus Christ and inspired by the vision of Blessed Edmund Rice, a Christian Brother education.

- ❖ Evangelizes youth within the mission of the Church.
- ❖ Proclaims and witnesses to its Catholic identity.
- ❖ Stands in solidarity with those marginalized by poverty and injustice.
- ❖ Fosters and invigorates a community of faith.
- ❖ Celebrates the value and dignity of each person and nurtures the development of the whole person.
- ❖ Calls for collaboration and shared responsibility in its mission.
- ❖ Pursues excellence in all its endeavors.

## THE O’DEA EXPERIENCE

### **Catholic Education**

O’Dea High School is committed to developing our students into young men of character, faith, and service. Theology coursework, liturgies, retreats, community service, campus ministry and character development are integral components of O’Dea’s faith-filled education.

### **College Preparatory Academics**

O’Dea High School is the only all-male Catholic college-preparatory high school in the Pacific Northwest. Our faculty employs an approach to teaching tailored specifically to boys’ learning styles. Through Advanced Placement, Honors, College in the High School and college-prep courses, O’Dea prepares each student to succeed at a post-secondary institution of their choice.

### **Diversity**

Diversity has been a signature strength of O’Dea’s student body since the school was founded in 1923. Our student body reflects the cultural, ethnic and socio-economic diversity that exists in the greater Seattle region. This diversity is a fundamental part of our community.

### **Brotherhood**

The O’Dea experience fosters unparalleled bonds of brotherhood among students. Our unique all-male student body enriches these bonds through shared experiences, including participation in the House System, a program dedicated to developing leadership skills and connecting students with each other,

their school and the community. These bonds last well beyond graduation, spanning decades, lifetimes, and generations.

### **Tradition of winning, with honor**

Athletic success is a longstanding tradition at O’Dea. With this tradition comes the responsibility to compete, with honor. Success is achieved with hard work and discipline and is celebrated with sportsmanship and a selfless focus on the team. O’Dea athletes constantly strive to represent the school and community with pride and dignity.

### **Urban Campus**

O’Dea’s urban campus elevates the traditional high school experience through our location in a vibrant intersection of city life. O’Dea is located across the street from St. James Cathedral, between premier medical facilities, art museums, and college campuses. Our students are exposed to stimulating inner-city experiences that enrich their education.

## **COMMITMENT TO O’DEA**

Students attending O’Dea High School must demonstrate a pattern of academic success, positive behavior and regular school attendance. In addition, O’Dea families must be responsible in meeting their financial obligations to the school. Failure to maintain commitments in one or more of these areas may prevent the student from continuing his education at O’Dea.

O’Dea High School recognizes the importance of the relationship between the school and a student’s family. O’Dea’s administration, faculty, and staff members work hard to communicate issues, concerns, and successes with the families of our students. We value this communication as a means of both keeping parents informed and getting valuable information from parents that can help us in our work to facilitate student formation. As such, school personnel will communicate with parents by phone, email, or direct mail when issues arise. In order to promote effective communication, we encourage parents to communicate with appropriate school personnel via school email whenever they have a question or issue. We ask that parents contact the person most directly associated with the specific issue (the teacher, coach, moderator, counselor, etc.). If, after speaking to that person, a parent has additional questions or would like to pursue it further, s/he should speak to the person in charge of that area (the Assistant Principal for Academics, the Assistant Principal for Student Services, the Athletic Director, the Dean of Students). Should a parent wish to pursue an issue further, s/he may contact the Principal.

Parents and guardians are reminded that, tuition and fees must be paid on time. In the case of delinquent accounts, the following services may be suspended: permission to attend class, co-curricular activity participation, and issuance of report cards, transcripts, and diplomas.

The relationship between parents and O’Dea is a vital one. Student formation and growth happen best when the school and parents communicate with one another about specific situations as they occur. In addition, it is important for parents and O’Dea to support one another in communicating values consistent with the mission statement of the school. Parental support for and cooperation with the school is essential for successful student formation. If, in the opinion of the administration, parent behavior seriously interferes with the teaching and learning processes or the school’s ability to promote values consistent with the school’s mission, the school may require parents to withdraw their child and sever the relationship with the school. To facilitate a strong relationship and communication between O’Dea and the family, students are required to be living with parents or an adult guardian.

# ACADEMIC DEVELOPMENT

## *Course Requirements*

### **FRESHMAN YEAR**

1. Theology 9
2. English 9
3. Algebra
4. Intro to Art or Choir
5. Conceptual Physics
6. Physical Education I/Health I
7. World Language

### **JUNIOR YEAR**

1. Theology 11
2. English 11
3. Mathematics
4. Chemistry
5. US History
6. Elective
7. Elective

### **SOPHOMORE YEAR**

1. Theology 10
2. English 10
3. Geometry
4. World History
5. Biology
6. Health II/ Physical Education II
7. World Language

### **SENIOR YEAR**

1. Theology 12
2. English 12
3. American Government
4. Mathematics
5. Elective
6. Elective
7. Elective

## **Graduation Requirements**

<b>Academic Departments</b>	<b>Credits Required</b>
English	8
PE/Health	4
International Language	4
Math	8
Theology	8
Science	6
Social Studies	6
Fine Arts	2
Electives	<u>10</u>
Total	56

Academic achievement must be coupled with character development. A conduct and discipline record that reflects the Christian character of O'Dea High School must be maintained both in school and in the community. The determination as to this qualification is the decision of the Principal.

Exceptions to the graduation requirements require Administration approval.

The school considers it to be the responsibility of the parents, as well as the students, to keep abreast of the fulfillment of graduation requirements from year to year so that there will be no deficiencies at graduation time.

## **BLOCK SCHEDULE**

O'Dea uses a straight A/B Block Schedule, with alternating Maroon Days (four academic classes and Mentor Group) and Gold Days (three academic classes, Mentor Group and Irish Block). For a full list of schedules, please see page 31.

## **COLLEGE IN THE HIGH SCHOOL COURSES**

O'Dea has developed a partnership with Seattle University to offer college level courses to our juniors and seniors. We have two courses through the Matteo Ricci Institute at Seattle University. These courses are taught on our campus by our faculty who receive curriculum guidance and support from the faculty at Seattle University. All students who pass the course will have an opportunity to purchase college credit from Seattle University at the end of the year.

Poverty in America Honors is a social science course that is taught in conjunction with the Matteo Ricci Institute at Seattle University.

English 12 Honors is a senior English course that is taught in conjunction with the Matteo Ricci Institute at Seattle University.

## **HONORS & ADVANCED PLACEMENT COURSES**

All students are encouraged to push themselves and request honors and AP courses. All students who request a course will be given consideration for entry into this course. Consideration will be given to historical grades and teacher recommendations.

## **ENRICHMENT COURSES**

Students may take courses at other institutions for enrichment to enhance the required curriculum at O'Dea. Those courses and the grades earned will not be included on the O'Dea High School transcript. In addition, those courses may not be used as a substitute to a required course at O'Dea for any reason. Every student is required to take all credit requirements at O'Dea.

Public high schools offer a program called Running Start in which students can take courses at a Community College while in high school. O'Dea High School does not participate in this program. If a student wants to enroll in Running Start, he will withdraw from O'Dea and register at the public high school in his district.

## **STUDENT SUPPORT TEAM**

The Student Support Team is a joint venture between the Director of Educational Support, Dean of Students, Counseling Department, the Mentor Teachers, the House Deans, and the House Director. The Student Support Team is headed by the Assistant Principal for Student Services. Counselors and Mentor Teachers meet frequently with their advisees both individually and as a group, to assist with course planning, academic progress, and college and career planning.

## **SCHEDULE CHANGE POLICY**

O'Dea High School will distribute to the student a list of his courses for the upcoming school year and a Course Change Request Form before the conclusion of the second semester. If the student wants to request a course change, he must submit the Course Change Request Form to the Assistant Principal for Student Services before the conclusion of the second semester final examinations. The student and his parent/guardian must complete and sign the Course Change Request Form. The request will be thoroughly reviewed, and the outcome will be emailed to both the student and the parents.

We may not be able to accommodate all schedule change requests, even if the Course Change Request form is completed and returned on time. Class size or section conflicts may prevent the student from receiving his first choice of elective and/or honors level courses. Furthermore, if at the time of re-

registration, a student receives approval for a specific course but subsequently drops in performance or fails to fulfill course prerequisites, the student will be placed in an alternative elective course based upon availability.

Any changes to a student's courses after the publication of the final student course list will not be made except for compelling circumstances. An example of a compelling circumstance would be a medical issue that would necessitate a change to a student's schedule in the interest of his personal health and well-being. In this example, documentation from the student's physician would be required prior to adjusting a student's schedule. A change of mind, lack of motivation, failure to obtain outside tutorial support, unsatisfactory academic performance, request for a different faculty member, and requests for a different class period are not compelling circumstances. The students will receive their complete schedules with teacher and room assignments during Orientation at the end of August.

Students will be able to Drop/Add courses if there are compelling reasons through the first two weeks of school in the fall. After that time, there will be no schedule changes permitted. Schedule changes are not permitted at the end the first semester. A student's transcript is an accurate reflection of his academic record while attending O'Dea. An approved schedule change after the start of the school year will conform to this policy. The student's transcript will reflect the withdrawal and indicate a "W" for the original course grade. In addition, the student will be required to satisfactorily complete all coursework assigned prior to the schedule change to receive full semester credit.

### **GRADES**

Grades awarded at the semesters are used to determine student cumulative grade point averages. One credit is earned for each semester course in which a passing grade was earned. Grades of incomplete are ordinarily not given.

O'Dea uses a weighted grading system for the final grade at the semester for all Honors and AP Courses. An additional 1.000 is added for the Honors and AP Courses. This added weight is then reflected in the GPA at the semester and the cumulative GPA.

### **4.0 System for College Prep courses**

Letter Grade	Grade Point Average	Percent Range
A	4.000	93 – 100%
A-	3.700	90 - 92%
B+	3.300	87 - 89%
B	3.000	83 - 86%
B-	2.700	80 - 82%
C+	2.300	77 - 79%
C	2.000	73 - 76%
C-	1.700	70 - 72%
D+	1.300	67 - 69%
D	1.000	63 - 66%
D-	.700	60 – 62%
F	0	Below 60%



## **5.0 System for Honors and AP Courses**

Letter Grade	Grade Point Average	Percent Range
A	5.000	93 – 100%
A-	4.700	90 - 92%
B+	4.300	87 - 89%
B	4.000	83 - 86%
B-	3.700	80 - 82%
C+	3.300	77 - 79%
C	3.000	73 - 76%
C-	2.700	70 - 72%
D+	2.300	67 - 69%
D	2.000	63 - 66%
D-	1.700	60 – 62%
F	0	Below 60%

### **Semester Examinations**

A semester examination is a comprehensive examination that O’Dea administers at the end of each semester before awarding of a credit for a course. O’Dea publishes the dates for the semester examinations for each semester at the beginning of each school year. Students must take the semester exams during these set examination days. A student may not take the semester examinations at any other time unless there are extraordinary circumstances that compel a change. Examples of extraordinary circumstances are severe student illness or hospitalization. Vacation plans are not compelling reasons to change the examination schedule for a student. If there are extraordinary circumstances, the student must get approval for a semester exam schedule change from the Assistant Principal for Student Services. Upon approval, it is the student’s responsibility to contact each of his teachers to arrange an alternative semester exam schedule.

### **Transcripts**

The O’Dea High School transcript is the most accurate record of the courses, grades and credits that a student has earned at O’Dea High School. While O’Dea recognizes that some students may want to take courses from other institutions to enrich their curriculum, those course grades and credits will not be included on the O’Dea High School transcript. The only exception to this policy is if a student is required to take a course outside of O’Dea in order to make up a course that he failed at O’Dea.

Parents and students grant permission to send transcripts when they enroll each spring. This release allows O’Dea to send the student’s transcript to authorized persons upon request. A new release form must be signed each year for every student.

Standardized Test Scores belong to the student and therefore are never part of a student’s O’Dea transcript. Seniors must have their test scores sent by the testing company to the colleges to which they are applying.

### **Report Cards**

Report cards are mailed as soon as grades are finalized each semester.

### **Mid-Semester Grade Check**

At the mid-point of each semester a midterm grade check will be done. At that time, any student with two or more D’s, a failing grade, or a student who is ineligible will receive a letter from the Assistant Principal for Student Services, notifying him and his parents that his grades at the semester are in jeopardy.

## **Academic Probation**

A student must establish and maintain a pattern of academic success while attending O’Dea High School. A student failing to do so at the conclusion of each semester will be placed on Academic Probation. It is expected that the student will re-establish a pattern of academic success during the probationary period.

### **Several indicators determine Academic Probation**

- Earning a failing grade in a single course.
- Earning grades that result in loss of eligibility for participation in co-curricular activities.
- Administrative determination of failure to establish and maintain a pattern of academic success.

A student will be placed on Academic Probation for a minimum of one full semester. Removal from probationary status will be at the discretion of the principal. The status will be reviewed periodically in consultation with the Administrative Team.

The Administrative Team may withdraw a student who has been on Academic Probation for two consecutive semesters.

## **Honors**

O’Dea High School recognizes the academic accomplishments of students after each semester. The student may earn a certificate for First Honors if their unweighted GPA places him above a 3.75 for that semester. Students have an opportunity to earn Second Honors if their GPA is between 3.5 and 3.74 at the conclusion of each semester. O’Dea celebrates the comprehensive academic achievements of graduating seniors using the same criteria, however the student’s cumulative GPA earned over eight semesters is the basis for award.

## **Graduation**

The O’Dea High School Graduation Ceremony is a special and unique culminating event that honors the efforts of our seniors to become young men of Character, Faith and Service. The ceremony is held in the St. James Cathedral on the last Wednesday of May. Seniors are eligible to wear First Honor cords at graduation if, at the end of the eighth semester grading period, they are above a 3.75 unweighted cumulative GPA. Second Honors cords are awarded for those students with an unweighted cumulative GPA above 3.5.

## **Valedictorian and Salutatorian**

The Valedictorian and Salutatorian are selected by the Administrative Team with input from the faculty and staff. These students have excelled in all areas of student life and involvement at O’Dea High School. The selection is not based solely on cumulative GPA but rather takes into consideration academics, service and integrity. Criteria for being chosen include academic excellence, school and community involvement, evidence of a strong moral character, and representation in an extraordinary way the virtues and ideals of O’Dea High School.

These two students speak at the Graduation Ceremony. The Welcoming Address is delivered by the Salutatorian and the Farewell Address is delivered by the Valedictorian.

## **Senior Honors Assembly**

An all-school assembly is held at the end of the senior year to recognize the awards and achievements of our graduating seniors as they transition to their post-secondary institutions.

## **Co-Curricular Eligibility**

Participation in a co-curricular activity provides wholesome and rewarding opportunities, and from these experiences, a student can build character and skills needed to lead successful and productive lives consistent with the Essential Elements of an Edmund Rice Christian Brother Education and the Mission of O’Dea.

Participation in co-curricular activities is a privilege. O’Dea eligibility standards are aligned with, but not limited to, all Washington Interscholastic Athletic Association (WIAA) rules and regulations. Nonparticipation due to ineligibility means that a student may not participate in an O’Dea athletic contest or co-curricular event. Also, an ineligible student may not hold a leadership position on an athletic team or student organization.

A student's interim, mid-semester, and semester grades will be evaluated to determine eligibility for participation in co-curricular activities. An eligibility report will be published and distributed at the midpoint and conclusion of each semester. A student becomes ineligible upon publication of the mid-semester and semester eligibility reports.

It is the responsibility of the Assistant Principal for Student Services to monitor the publication and distribution of the mid-semester and semester reports. The Principal may make exceptions to the eligibility policy if circumstance warrant. No other faculty or staff member may make an exception to the policy.

## **Loss of Co-Curricular Eligibility**

1. A student who earns three or more mid-semester or semester grades of “D” is not eligible for participation in co-curricular activities.
2. A student who earns two mid-semester or semester grades of “D” and one grade of “F” is not eligible for participation in co-curricular activities.
3. A student who earns two mid-semester or semester grades of “F” is not eligible for participation in co-curricular activities.

## **Re-establishing Co-Curricular Eligibility**

1. A student may regain eligibility for the first semester by completing an approved course of study over the summer. The Assistant Principal for Student Services must approve such a course of study.
2. If a student’s first-semester interim grades are satisfactory, he may regain eligibility following the fourth Saturday of September (WIAA 18.7.6).
3. A student listed on the mid-semester eligibility report will remain ineligible until he has taken the necessary actions to raise his grades to meet the academic standards for participation. Once eligibility is reestablished and properly documented, the student will remain eligible for the balance of the semester.
4. A student listed on the first-semester eligibility report will remain ineligible for the first five weeks of the second semester. The student may regain eligibility on the Monday of the sixth week of the second semester. Three or more teaching days shall constitute a week (WIAA 18.7.6).
5. A student may reestablish eligibility for the second semester if his first semester grades are satisfactory.

### **Incomplete Course Grade**

Teachers, in consultation with the Assistant Principal for Student Services, may assign the grade of “I” to a student who is unable to complete the requirements of the course due to documented extenuating circumstances. The teacher will assign whatever grade the student earns upon completion of the learning contract established. If the student does not fulfill the contract requirements by the deadline established, the student will receive a grade of “F” with no credit earned.

### **Failures and Summer School**

Any student who fails a subject at the semester is required to make up the credit in an approved program. The Principal may make exceptions to the above regulations if he believes circumstances warrant. No other person may make an exception to the requirements.

Ordinarily, any student receiving more than two grades of “F” in a semester or over 2 semesters in one year will be asked to withdraw from O’Dea. Failure to make up a credit may prevent the student from continuing at O’Dea the following school year.

Any student required to make up a credit course must get approval from the Assistant Principal for Student Services prior to taking the course if the credit is to be recognized by O’Dea. After successfully completing the course, the student’s transcript will reflect make-up credits and the student will receive a grade of “P”. The original failing grade will remain on the transcript.

### **Credit Retrieval**

A student must earn a minimum of 14 credits from O’Dea High School during each academic year. If a student fails to earn a minimum of 14 credits in an academic year, he must earn credit from an accredited educational institution. The Assistant Principal for Student Services must approve the educational institution before O’Dea will recognize it and grant credit for a course. The Assistant Principal for Student Services must receive the documentation of credit earned directly from the educational institution by the second Friday in August. The student will be withdrawn from O’Dea if documentation of the successfully completed course and credit earned is not received by the stated deadline. In this event, O’Dea will not refund the August tuition payment, or any fees associated with re-registration. After O’Dea receives documentation of credit earned, the make-up credit(s) and a grade of “P” for the make-up course(s) will be added to the student’s transcript. To most accurately display a student’s O’Dea academic record, the original failing grade will remain on the student’s transcript.

O’Dea may grant an extension in the case of an extraordinary circumstance (i.e. physician documented student illness). This would allow a student to remain enrolled in O’Dea while earning credit from an outside institution. The Assistant Principal for Student Services must receive a written request for an extension along with all appropriate documentation prior to the second Friday in August. Failure to submit a written request by the deadline will result in O’Dea withdrawing the student. In addition, if the accompanying documentation is incomplete, determined to be insufficient, and therefore denied, O’Dea will immediately withdraw the student.

If O’Dea grants an extension, the Assistant Principal for Student Services must receive documentation from the educational institution of credit earned by the last Friday in September. During this extension period, the student will be ineligible for participation in all co-curricular activities. These activities include but are not limited to athletic teams, school clubs, and campus ministry events. In addition, the student will not be allowed to attend any co-curricular activities including but not limited to fieldtrips, dances, and athletic events. O’Dea will not grant additional extensions.

## **POWERSCHOOL**

O'Dea High School believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school.

PowerSchool is designed to provide academic information that is helpful to the student, teacher, counselor and parent.

O'Dea High School is committed to appropriately protecting privacy rights pertaining to student records. Parents will be able to access student progress electronically through the use of a password created by the parents.

Some PowerSchool services will ordinarily not be available to parents or students for several days at the end of a grading period while information is being downloaded by the faculty.

### **Student responsibilities:**

- Use PowerSchool to monitor class progress.
- Communicate with teachers regarding your progress.
- Adhere to the guidelines of Internet Policy use.

### **Parent responsibilities:**

- Use PowerSchool with your student to monitor class progress.
- The faculty and administration are committed to working with parents in the best interest of their sons, our students. Honest and open communication is the key to successful students. If a parent has an academic concern, they should directly communicate with the faculty member involved. The faculty member contacted will work to resolve the issue via email or telephone or that faculty member will arrange a conference time with the parent to discuss the issue.
- If the issue cannot be resolved at the initial level the parent should contact the Assistant Principal for Academics who will then investigate the issue to resolve it appropriately or to refer the issue to the appropriate administrator. Every teacher has an O'Dea email address. It is reasonable to expect a response to an email within two business days.

## **ACADEMIC ACCOMMODATIONS**

O'Dea High School offers reasonable accommodations to support students who have a qualifying evaluation for learning differences. We want our students to be successful academically, spiritually and physically.

In order to provide academic accommodations to qualified students at O'Dea High School it is important to begin the process of developing an Educational Support Plan (ESP) in a timely manner. An ESP is an individual accommodation plan developed for students with specific diagnosed learning needs.

While O'Dea may provide appropriate academic accommodations for some students, we are not able to provide all accommodations that may be available to students attending a public high school. It is the responsibility of the family to understand the limits of accommodations available at O'Dea. The family must then determine if O'Dea is an appropriate high school where their student can be academically successful. When an ESP has been developed it is the student's responsibility to ask the teacher for a specific accommodation when he needs it.

The first step in this process is to provide the O’Dea ESP Coordinator with an evaluation and documentation of the student’s learning differences and/or health impairments by a qualified professional. O’Dea does not develop formal ESPs without the required evaluation and documentation.

The assessment and documentation by a qualified professional must meet the following criteria:

1. States the student’s specific need(s) as diagnosed.
2. Is current- evaluation completed within three years.
3. Describes relevant educational and medical history.
4. Describes comprehensive assessments, including evaluation dates, used to arrive at the diagnosis.
5. Describes the effect on learning and academic achievement resulting from the student’s diagnosed learning need.
6. Describes specific accommodations recommended to help the student be more successful in school (i.e., extended time on tests or preferential seating).
7. Establishes the credentials of the qualified professional(s).

Upon receipt of the required documentation from the evaluating professional(s), the ESP coordinator will gather information from the student’s current O’Dea teachers including current course grade; study skills; areas of strength; and areas of concern. The parent(s)/guardian(s), ESP coordinator, administrative representative, and the student will meet to discuss the student’s needs and determine if an ESP is appropriate. If an ESP is developed, specific learning accommodations will be documented. The ESP is reviewed annually. Failure to disclose an existing learning need and/or health impairment may result in the student’s dismissal from O’Dea High School.

### **ESCHOOL NORMS AND POLICY**

- **On Time** – After 5 minutes, students will be marked absent from class. O’Dea will be tracking absences and this will impact student progress in classes and mentor group. Students will need to be in class for the duration of the period. Students may be marked absent if they are non-responsive during the period.
- **Dress Code** - School appropriate attire (shirt, pants, appropriate content) is required at the start of each class. School dress code does not apply but students must be out of bed, dressed and ready.
- **Camera Turned On and Eyes Visible** – Students should have cameras on and show they are engaged with their eyes visible on the screen.
- **Engaged in Learning** – It is important to take control of your learning during eSchool. In order to get the most out of this, you have to actively decide that you want to learn. Be prepared to respond to teacher requests and student discussions. Microphone should be muted when you are not in discussion. Students should be upright and not laying down.
- **Communication** – Students are required to communicate with their teacher early and often if they know there will be challenges in meeting the above requirements.
- **Grading** – Students will be given feedback and evaluated in a similar way to traditional school. Students are responsible for all assigned work during eSchool. If there is a concern about workload or being able to finish an assignment, students need to communicate with their teachers early and often.

Students who are not able to follow these norms may be referred to the Dean’s office. This will require a meeting with the Dean and the teacher, followed by a meeting with the family and student if the problems persist.

## **STUDENT EMAIL ACCOUNTS**

Each student is assigned an O’Dea email account. This account should be used by the student as his “professional” email address. He should use this account whenever he is communicating with a teacher, counselor, staff person for any other official school business.

## **COMPUTER AND INTERNET GUIDELINES**

### **Acceptable Internet Use**

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

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

### **Digital Citizenship**

Students are expected to abide by the generally accepted rules of being a good online citizen.

1. Be respectful. Do not use inappropriate language or post inappropriate graphics, images, pictures, or videos which disparages the reputation of O’Dea High School, its faculty, staff, or any employee.
2. Be safe. Do not divulge any personal information, passwords, addresses etc. with someone you don’t know.
3. Be vigilant. If you see something online that may be harmful to someone else, report it to the site’s authorities or an adult your trust.
4. Be responsible. Don’t post anything online that you don’t want to last forever. Once something is online, it is likely that it will be there permanently.
5. Be smart. Don’t believe everything you read. Not everything online is true. Do your research, search for facts, and dig deeper before you believe and share what you have learned.

### **Use of Social Media**

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

O’Dea provides technology resources to students, faculty, and staff in order to advance our mission. O’Dea expects that members of its students, faculty, and staff will use social media in an ethical, moral, and legal manner in accordance with the mission, values, understandings, and policies and procedures of O’Dea High School and the Archdiocese of Seattle.

Social Media is defined as any web-based or mobile technologies that turn communication into a dialogue. Social media is available in many different forms and uses a variety of technologies including blogs, Internet forums, wall postings, wikis, podcasts, picture-sharing, email, instant

messaging, music-sharing, crowdsourcing, voice over IP, vlogs and apps such as Instagram and Snapchat to name a few.

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

For the privacy of users and their families, assume that social media participation will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Consider how much personal information to share, with the understanding that anyone can link this information to your name and publish it on the Internet. Students are encouraged to always exercise extreme caution when participating in any form of social media or online communications, both within the O'Dea community and beyond (such caution must be exercised at school).

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

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

- To protect the privacy of O'Dea students and faculty, students may not create digital video recording or pictures of O'Dea community members either on campus or at off-campus O'Dea events for online publication or distribution that convey inappropriate or illegal behavior.
- Students may not use social media sites to publish information, remarks, or videos deemed to be disparaging or harassing toward O'Dea community members or that convey illegal or inappropriate activity.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon members of our community. Failure to abide by this policy, as with other policies at O'Dea High School, may result in disciplinary action as described in the Handbook or as determined by the administration of the school.

## **O'DEA HIGH SCHOOL'S ACCEPTABLE USE POLICY**

### **Philosophy**

Students, faculty, and staff are expected to use digital devices for educational purposes that serve O'Dea's mission, using good judgment when working in areas not covered explicitly by the rules. All members of the O'Dea community are expected to contribute positively to our digital environment.

### **Behaviors**

O'Dea's codes of conduct articulated in the O'Dea Student Handbook extend to the electronic world: Using digital devices to engage in harassment, bullying, stealing intellectual work, storing inappropriate materials, distracting yourself or others in class, or breaking any other such rule will result in disciplinary action. This includes recording and/or videotaping teachers or other students without their consent.



Playing games, chatting, watching entertainment videos, or watching videos of others playing games is not allowed during the school day unless your current instructor specifically permits it for an academic activity.

Keep your passwords secure. Do not use your device to access other people's accounts, computers, or folders, nor borrow computers or computer accessories without the express permission from the owner.

Bring your fully charged Surface Tablet and digital stylus to school daily.

Protect your Surface Tablet with a protective cover that attaches to the device.

Label your charger and your digitized stylus so you can identify it as your own.

Respect copyright law by only using licensed software, audio, and visual materials.

Check your O'Dea email daily.

Respect the power of distraction that your digital devices hold and make a conscious effort to limit distractions.

Respect the installed technology in each classroom, only mirroring your device to a screen when permitted and displaying the appropriate content for the activity at hand.

Lock up your Surface when it is not in your possession and keep track of your Surface Pen and other accessories.

### **Cell Phone and Wi-Fi enabled devices**

Student Cell Phones and other Wi-Fi enabled devices are to be powered off and out of sight during Irish block, mentor group, class periods, and passing periods. Students may use cell phones before 8:10 a.m., during lunch, and after the last bell of the day.

1<sup>st</sup> Offense: Electronic device will be confiscated, given to the Dean of Students, and returned at the end of the day or when the Dean is available

2<sup>nd</sup> Offense: Student will receive a detention

3<sup>rd</sup> Offense: Student will receive a detention and a parent/guardian will be called to pick up electronic device.

## **CHARACTER DEVELOPMENT**

### **HOUSE**

O'Dea has developed a student support system for all of our students. When a student enters O'Dea he is randomly assigned to one of our four Houses: Limerick House, Kilkenny House, Dublin House or Waterford House. He remains in his House all four years. There are students from all grade levels in each House. In addition, each student is assigned to a Mentor Group where they are with the students from their House and a Mentor Teacher all four years. Mentor Group time is designed to intentionally integrate personal and social development tips and strategies into the curriculum. After prayer and announcements, Mentor Groups work together on activities relating to quarterly themes, such as "Building Identity" and "Serving Others," play intramural sports called "House Games," challenge other Mentor Groups in board/card games, and just relax and build community. The House Dean, Mentor Teacher and his or her student mentor group leaders coordinate this time, which also includes

frequent checks on grades, volunteer service hours, and simply how each student is doing. This dedicated time fosters connectedness with peers and with at least one adult at O’Dea. Mentor Group meets every day throughout the school year.

### **STUDENT ASSISTANCE PROGRAM**

To provide another avenue of support for our students, the O’Dea Counseling Department has developed a Student Assistance Program. We have designed this program so that students can anonymously report when they are concerned about another O’Dea student. When a report is made during school hours, a counselor is notified immediately. The counseling team then determines the appropriate action to be taken for the student of concern. The Student Assistance Program can be accessed by students on Microsoft Teams. If you have any questions, please contact your student’s counselor or the Assistant Principal for Student Services.

### **Privacy Policy**

This Privacy Policy describes how O’Dea High school collects, uses, shares and maintains information from you when you use our Student Assistance Program. The Student Assistance Program is designed to maximize your privacy by providing you with a means to anonymously report events or issues of concern to you. Accordingly, we do not require you to provide any personally identifiable information when you use the Student Assistance Program reporting system. However, you may provide such information at your discretion.

By using the Student Assistance Program, you consent to the use, disclosure, transfer and processing of information we collect from you as set forth in this Privacy Policy.

### **When and to whom do we disclose the information?**

We disclose the information you provide through the Student Assistance Program:

- To public safety officials and other government entities on an emergency basis or when requested by you
- As required by law, such as to comply with a subpoena or other legal process, or to comply with government reporting obligations;
- When we believe in good faith that disclosure is necessary
  - To protect our rights as a school
  - To protect your safety or the safety of others
  - To detect, prevent, or respond to fraud, intellectual property infringement, violations of our Terms and Conditions for the Student Assistance Program
  - To detect, prevent or respond to violations of law or other misuse of the Student Assistance Program.

### **Security of Collected Information**

The Student Assistance Program and O’Dea High School use reasonable efforts to maintain the security, confidentiality, and integrity of information we collect through the Student Assistance Program.

### **Retention of Information**

We are not obligated to retain your information. We may retain your submitted information for as long as necessary to fulfill the purposes described in this Privacy Policy, as required by law.

### **Changes to this Privacy Policy**

We may update this Privacy Policy periodically and without prior notice to you to reflect changes in

our information practices. Whenever we update the Policy, we will post new (revised) Privacy Policy in the Student/Parent Handbook.

### **Contact us**

If you have any questions about this Privacy Policy or our use of your information collected please contact your Counselor or the Assistant Principal for Student Services.

### **Terms of Use**

The Student Assistance Program is an anonymous reporting system that is offered by O’Dea High School.

By using the Student Assistance Program, you indicate that you understand and agree to be bound by the following Terms of Use. **IF YOU DO NOT AGREE WITH ALL THE PROVISIONS OF THESE TERMS OF USE, DO NOT ACCESS OR USE THE STUDENT ASSISTANCE PROGRAM.**

### **Student Concern Submission and Related Policies**

Concern submission is done through the Student Assistance Program form which is located on the Teams website. You can write the concern about another student there. You acknowledge and agree that concerns may be disclosed to law enforcement and other third parties as we deem appropriate in our sole discretion to protect your personal safety or the safety of others or prevent any unlawful, harmful, inappropriate or dangerous activity. By submitting a concern, you acknowledge and agree that the Student Assistance Program and O’Dea High School are authorized but not obligated to take any steps they deem appropriate in their sole discretion to follow up on such concerns. **THE STUDENT ASSISTANCE PROGRAM AND O’DEA HIGH SCHOOL ARE NOT RESPONSIBLE AND SHALL HAVE NO LIABILITY TO YOU OR ANYONE ELSE, WITH RESPECT TO ANY CONCERN YOU CHOOSE TO SUBMIT USING THE STUDENT ASSISTANCE PROGRAM OR WITH RESPECT TO ANY ACTION OR INACTION UNDERTAKEN OR NOT UNDERTAKEN IN RESPONSE TO YOUR CONCERN.** You are solely responsible for any submitted concern you report through the Student Assistance Program, including any submitted concern that is viewed as being obscene, offensive, inappropriate, defamatory, untruthful, illicit, harassing, threatening, stalking, discriminatory, abusive, or profane. The Student Assistance Program and O’Dea High School reserve the right to reject and/or remove any submitted concern.

The following additional policies and rules apply:

**A.** Always call 911 immediately in the event of an emergency. The Student Assistance Program is not a substitute for reporting incidents of concern to law enforcement, medical and emergency personnel.

**B.** You and your submitted concern are subject to applicable laws, regulations, and O’Dea High School’s policies.

**C.** You agree not to engage in illegal, inappropriate, or other prohibited activities in connection with the Student Assistance Program, including without limitation:

- (i) Copying, distributing, or disclosing any part of the Student Assistance Program in any form;
- (ii) Using any automated system, such as robots to access and submit a tip that results in multiple submissions;
- (iii) Attempting to interfere with, compromise the system integrity or security or decipher any transmissions to or from the servers running the form;
- (iv) Taking any action that imposes, or may impose at our sole discretion an unreasonable or disproportionately large load on our infrastructure;
- (v) Uploading invalid data, viruses, worms, or other software agents through the form;

- (vi) Using the form for any commercial advertising or solicitation purposes;
- (vii) Impersonating another person or otherwise misrepresenting your affiliation with a person or entity or conducting fraud.

**D.** O’Dea High School reserves the right to investigate and take appropriate legal action against anyone who, in O’Dea’s sole discretion, violates these Terms, including without limitation, removing the offending content from the Teams website, suspending or terminating the account of such violators and reporting you to the law enforcement authorities.

**Indemnity**

You agree to defend, indemnify and hold harmless The Student Assistance Program and O’Dea High School and their affiliates, officers, directors, employees, contractors, agents, representatives and licensors from and against any and all claims, damages, obligations, losses, liabilities, costs or debt, and expenses (including but not limited to attorney’s fees) arising from:

- Your use of and access to the Student Assistance Program, including any data or content transmitted or received by you
- Your violation of any term of these Terms of Use
- Your violation of any third-party right, including without limitation any right of privacy or intellectual property rights
- Your violation of any applicable law, rule, regulation or affiliated school policy;
- Any claim for damages that arise as a result of any of your submitted concerns

We reserve the right to assume the exclusive defense and control of any matter subject to indemnification by you, and in such case, you agree to cooperate with our defense of such claim and to reimburse us for the reasonable costs and expenses thereof.

**No Warranty**

YOUR USE OF THE STUDENT ASSISTANCE PROGRAM IS AT YOUR SOLE RISK. ANY INFORMATION OR DATA WITHIN THE STUDENT ASSISTANCE PROGRAM MAY NOT BE ACCURATE. THE STUDENT ASSISTANCE PROGRAM IS PROVIDED ‘AS IS’ AND WE AND OUR TECHNOLOGY MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE STUDENT ASSISTANCE PROGRAM AND O’DEA HIGH SCHOOL DO NOT WARRANT THAT THE STUDENT ASSISTANCE PROGRAM WILL BE UNINTERRUPTED, TIMELY, SECURE, OR FREE FROM DEFECTS OR ERRORS, OR THAT THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE STUDENT ASSISTANCE PROGRAM WILL BE ACCURATE OR RELIABLE. ANY RELIANCE YOU PLACE ON SUCH INFORMATION IS THEREFORE STRICTLY AT YOUR OWN RISK. BY USING THE STUDENT ASSISTANCE PROGRAM, YOU EXPRESSLY AGREE TO HOLD THE STUDENT ASSISTANCE PROGRAM AND O’DEA HIGH SCHOOL HARMLESS FROM ANY LOSS, HARM, INJURY, OR DAMAGE WHATSOEVER ARISING FROM OR ARISING OUT OF YOUR USE. THE STUDENT ASSISTANCE PROGRAM AND O’DEA HIGH SCHOOL MAKE NO REPRESENTATION OR WARRANTY THAT ANY ACTION WILL BE TAKEN IN RESPONSE TO ANY CONCERNS SUBMITTED OR THAT ANY ACTIONS UNDERTAKEN WILL BE ABLE TO ADDRESS THE SITUATION REPORTED OR PREVENT ANY HARM.

**Limitation of Liability**

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL THE STUDENT ASSISTANCE PROGRAM AND O’DEA HIGH SCHOOL OR ANY OF THEIR

AFFILIATES, OFFICERS, DIRECTORS, EMPLOYEES, EMPLOYEES, AGENTS, REPRESENTATIVES, SUPPLIERS OR LICENSORS BE LIABLE FOR ANY DIRECT, INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA OR OTHER INTANGIBLE LOSSES, THAT RESULT FROM THE USE OF, OR INABILITY TO USE, THE STUDENT ASSISTANCE PROGRAM OR FROM ANY ACTIONS OR INACTIONS WITH RESPECT TO INFORMATION REPORTED THEREON. UNDER NO CIRCUMSTANCES WILL THE STUDENT ASSISTANCE PROGRAM AND O'DEA HIGH SCHOOL BE RESPONSIBLE FOR ANY DAMAGE, LOSS OR INJURY RESULTING FROM HACKING, TAMPERING OR OTHER UNAUTHORIZED ACCESS OR USE OF THE STUDENT ASSISTANCE PROGRAM OR THE INFORMATION CONTAINED THEREIN.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE STUDENT ASSISTANCE PROGRAM AND O'DEA HIGH SCHOOL ASSUME NO LIABILITY OR RESPONSIBILITY FOR ANY OF THE FOLLOWING:

- (I) ERRORS, MISTAKES, OR INACCURACIES OF CONTENT;
- (II) PERSONAL INJURY, PROPERTY DAMAGE, OR OTHER CLAIMS OF ANY NATURE WHATSOEVER, RESULTING FROM YOUR ACCESS TO OR USE OF THE STUDENT ASSISTANCE PROGRAM OR FROM ANY ACTIONS OR INACTIONS TAKEN BY OR ON BEHALF OF THE STUDENT ASSISTANCE PROGRAM AND O'DEA HIGH SCHOOL BE OR ANY OF THEIR AFFILIATES, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS OR REPRESENTATIVES WITH RESPECT TO INFORMATION REPORTED THEREON;
- (III) ANY UNAUTHORIZED ACCESS TO OR USE OF OUR TECHNOLOGY AND SERVICE PROVIDERS' SECURE SERVERS AND/OR ANY AND ALL PERSONAL INFORMATION STORED THEREIN;
- (IV) ANY INTERRUPTION OR CESSATION OF TRANSMISSION TO OR FROM THE STUDENT ASSISTANCE PROGRAM
- (V) ANY BUGS, VIRUSES, TROJAN HORSES, OR THE LIKE THAT MAY BE TRANSMITTED TO OR THROUGH THE STUDENT ASSISTANCE PROGRAM BE BY ANY THIRD PARTY;
- (VI) ANY ERRORS OR OMISSIONS IN ANY CONTENT OR FOR ANY LOSS OR DAMAGE INCURRED AS A RESULT OF THE USE OF ANY CONTENT POSTED, EMAILED, TRANSMITTED, OR OTHERWISE MADE AVAILABLE THROUGH THE STUDENT ASSISTANCE PROGRAM;
- (VII) USER CONTENT OR THE DEFAMATORY, OFFENSIVE, OR ILLEGAL CONDUCT OF ANY THIRD PARTY. IN NO EVENT SHALL THE STUDENT ASSISTANCE PROGRAM AND O'DEA HIGH SCHOOL OR ANY OF THEIR AFFILIATES, AGENTS, DIRECTORS, EMPLOYEES, SUPPLIERS, OR LICENSORS BE LIABLE TO YOU FOR ANY CLAIMS, PROCEEDINGS, LIABILITIES, OBLIGATIONS, DAMAGES, LOSSES OR COSTS IN ANY AMOUNT EXCEEDING \$100.00.
- (VIII) THIS LIMITATION OF LIABILITY SECTION APPLIES WHETHER THE ALLEGED LIABILITY IS BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER BASIS, EVEN IF THE STUDENT ASSISTANCE PROGRAM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. THE FOREGOING LIMITATION OF LIABILITY SHALL APPLY TO THE FULLEST EXTENT PERMITTED BY LAW IN THE APPLICABLE JURISDICTION.

## STUDENT CONDUCT

All behavior should reflect the Gospel values of respect and dignity in the Christian community. This concept extends to the health and safety of each individual member of society. It also includes respect for common and individual property.

Discipline of the individual is basic to the development of manhood. Without discipline, true education is impossible. Therefore, through its rules, O’Dea High School creates a policy of firm and sound discipline that seeks to form, cultivate, and strengthen the adolescent personality. Discipline must be considered from a positive, healthy viewpoint. With students, parents, faculty and staff working in close cooperation, the final goal of all efforts will be realized--the growth into mature and responsible faithful adulthood for every one of the students at O’Dea High School.

Rules of discipline are adopted to create an atmosphere that is conducive to learning. The manner in which a student conducts himself is a reflection on himself, his parents, and on the school. Appropriate language, courteous behavior and respect for the rights of others are expected of all students in the classrooms, throughout the campus, within the vicinity of the school, on public transportation, and at all functions, both on and off campus. While in the classroom, students are expected to expend their best effort at all times. The properties surrounding O’Dea are private and students are not permitted to loiter on these properties before school, at lunch, or after school. Off-campus conduct which reflects negatively on O’Dea High School can be grounds for school disciplinary action, including expulsion. This conduct does not need to be directly related to a school function.

School regulations are enacted and enforced to assist in the smooth and efficient ordering of the school day. Individual students, growing in personal maturity and in responsibility to the larger community, must temper private needs, wants and desires in relation to the just demands of the broader group.

The school regulations are not intended to place undue restrictions on the student body, but rather to encourage all students to behave in such a manner that they will be a credit to O’Dea, to their families, and to themselves.

## SEXUAL HARASSMENT & BULLYING

The Administration, faculty and staff of O’Dea High School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment and bullying. O’Dea High School will not tolerate harassment of any type, including the use of technology such as e-mail, cell phone messages, social media, videos of students, faculty/staff and online personal web sites to harass or intimidate another person. Examples of harassment include, but are not limited to, verbal or written taunting; homophobic language; bullying; intimidating, hostile or other offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoying, abusive or demeaning to an individual.

If a student believes that he is being harassed or bullied, he should immediately report to the Dean of Students, a faculty or staff member or the Administration.

Physical altercations and fighting are prohibited and will result in probation, suspension or expulsion.

## APPEARANCE CODE

Since the attire of the students and the pride they show in their appearance contributes greatly to their attitude in school, and the respect they earn in public, **all decisions regarding the appearance code are made at the discretion of the Dean of Students.** Parents and guardians who choose to send their son to O’Dea High School accept the judgment of the Administration as final in matters of appearance at school. A detention may be given to a student who disregards the first warning.

**Pants:** Dress style pants must be worn. Pants must be worn on or above the hips. Students sagging will be required to wear a belt. Jeans, shorts, fatigue designed, workman, athletic or sweatpants are not permitted.

**Shirts:** Shirts with collars must always be worn and tucked in while on campus. Oversized or otherwise ostentatious logos are not permitted.

**Shoes:** Shoes must have soft soles. Gym shoes are permitted if they are clean, in good condition, and laced. Socks must be worn. Sandals, crocs, moccasins, house shoes and slippers are not permitted.

**Jackets and Sweatshirts:** If a student needs additional warmth during the school day any item of O’Dea apparel (sweatshirt, jacket, fleece, etc.) is allowed. Students are allowed to wear solid colored plane jackets, fleece, or sweatshirts. No advertisements are allowed.

**Hair:** A student’s hairstyle should not detract from but enrich the O’Dea High School learning environment. A student’s hair must be regularly maintained, be above the shoulder, out of the student’s eyes, and remain the student’s natural color. Students must be clean-shaven.

**Adornments:** Earrings are not allowed and cannot be worn backwards or covered with band aids. Hats and sunglasses may not be worn indoors. Visible tattoos are not permitted. Any student with a tattoo must keep it covered by their clothing during school hours.

**Mass:** Students are expected to wear a white shirt with their O’Dea tie and dress pants for every school mass. The student will wear the tie for the entire day in order to comply with the dress code.

**FriDeas:** Each Friday, students may participate in *Spirit Fri’Deas*. Students are encouraged to express their school spirit by wearing a visible O’Dea logo item. Approved *Spirit Fri’Dea* clothing items include O’Dea house shirts, t-shirts, sweatshirts, and polos. In addition, students may wear appropriately fitting jeans or sweats with no holes. Shorts, hats and hoods are not permitted. If a student does not wish to participate in Fri’Deas, regular dress code is required.

## **ACADEMIC MISCONDUCT**

Academic misconduct demonstrates a lack of integrity and character, which is inconsistent with the values of O’Dea High School, a community committed to a quality Catholic education guided by the gospel of Jesus Christ and the Essential Elements of an Edmund Rice Christian Brother Education. O’Dea believes strongly in preparing students to become ethical, self-directed, life-long learners. This is essential to both their personal and academic growth. At O’Dea, students are provided with many learning opportunities to help them reach their highest potential. Since academic misconduct is destructive to this process, serious consequences may follow.

### **Behaviors of Academic Misconduct:**

Each student has a responsibility to complete his assignments, projects, quizzes and tests individually, unless otherwise directed by his teacher. With this understanding, the following behaviors constitute academic misconduct:

- Giving or receiving answers for any homework assignment, unless the teacher authorizes group work.
- Looking on someone else’s homework, quiz or test to obtain answers.
- Providing a copy of your homework, quiz or test to another student.

- Plagiarizing someone else’s work, including using words/ideas of another student or using the internet without citing the source.
- Using notes or other aids for assistance on a quiz or test, unless authorized by the teacher.
- Discussing the content of quizzes or tests with another student who has yet to take the same quiz or test.
- Giving or receiving answers through verbal or electronic communication, hand gestures, or other body language during tests or quizzes.
- Talking during a test: a teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered academic dishonesty.

This list does not exhaust all possibilities for academic misconduct. Students should refer to each teacher’s course syllabus for expectations in a specific class.

### **Determination of Instances of Academic Misconduct**

The standard for determining whether academic conduct has occurred will be “reasonable suspicion” O’Dea does not need to ‘prove’ that misconduct has occurred as long as there is a good faith reasonable basis for believing that it has.

### **Consequences of Academic Misconduct:**

#### **1st Offense**

- Any assignment, project, quiz or test will receive no credit; no opportunity for make-up work will be provided.
- Written notification of the misconduct will be given to the student’s parent/guardian, the Assistant Principal for Academics and the Dean of Students.
- A one-hour detention will be assigned by the Dean of Students.

#### **2<sup>nd</sup> Offense**

The consequences listed under 1<sup>st</sup> offense will apply with the following additional penalties:

- The semester grade will drop a full letter. There is no process of appeal.
- The student will be placed on Disciplinary Probation.
- Repeated misconduct (multiple offenses) may result in suspension, Disciplinary Probation or even expulsion.
- Students may lose the privilege of co-curricular activities.

### **CONTROLLED SUBSTANCES POLICY**

**Tobacco:** Students are not permitted to possess, smoke or chew tobacco or e-cigarettes on campus or within one block of the campus.

**Alcohol/Controlled Substances:** The policies and practices of O’Dea High School are designed to guard against the student use of alcohol and other drugs (this includes marijuana and marijuana products) on school property or at school sponsored events. This stance is based on law, good educational practices and the premise that the school should be a caring community with a strong anti-drug program encompassing awareness, education and intervention. The student possession, use, or sale of alcohol or any controlled substance not prescribed by a licensed physician is not permitted on school grounds or at off-campus events sponsored by the school. Violation of this policy will result in the Dean of Students implementing appropriate consequences including suspension, loss of privileges, or expulsion from school. In addition, any student in possession of any drug paraphernalia will be dealt with in the same manner. Reasons for suspension and removal shall be communicated to his parents or guardian. Further action deemed appropriate to the occasion shall be taken by the Dean of Students, up to and including a recommendation to the Principal for expulsion. See RCW 28H. 210. 310; WAC 148-140-080; WAC 181-87-055.



## **FORGERY**

Evidence of any act of forgery is a serious infraction. Forgery may result in suspension and/or loss of privileges, up to and including expulsion from O'Dea.

## **THEFT**

O'Dea is a place of safety and security for both people and possessions. Each student is expected to be respectful of the school community and school environment. The respect of the individual and his belongings is an important aspect of the O'Dea community. Any act of theft may result in suspension, loss of privileges, or expulsion from school.

## **DANGEROUS MATERIALS**

Any student having in his possession or bringing to school or any school function any substance of a dangerous nature (such as drugs, flammable or explosive substances, any weapon, especially a gun or instrument that can cause bodily harm, or any object deemed dangerous or harmful) must surrender that material. The student will be suspended; parents notified, and further disciplinary measures taken, up to and including expulsion.

Any student found dealing or in possession of drugs, possessing or selling a gun or other dangerous weapon, or participating in gang style activity is subject to expulsion by the Principal without appeal. For the protection of the student body, the Administration reserves the right to search students, students' bags, jackets or school lockers when deemed advisable.

## **LUNCH AND CAFETERIA RULES**

All freshmen and sophomores are to report to the Cathedral cafeteria directly after dismissal for the lunch period. While in the cafeteria, all directions of the supervisors are to be followed. Students may not leave the cafeteria before being dismissed by the supervisor. After dismissal from the cafeteria, students are to use the courtyard for recreation. Juniors and seniors may go off campus for lunch, but they may not drive a car or be in a car that is off campus. Students may sit in cars if those cars are parked in the O'Dea parking lot. No students will be allowed in the building without a supervisor. Those returning late after lunch will lose off-campus privileges. Violations of the Lunch and Cafeteria Rules may result in a student being assigned a detention.

## **MISCELLANEOUS CONDUCT**

**Language:** Profane, obscene, and threatening language is prohibited. Use of unacceptable language may warrant disciplinary action.

**Food/Beverages:** No food or beverages, other than water, are allowed in the halls or classrooms unless the student(s) have permission from Faculty or Staff and are in a supervised setting. Lunch meetings, Mentor Group, Irish Block or special occasions may involve food, but the Faculty in charge of the meeting will be responsible for organizing the students to bag all garbage from event and placing it in the dumpster after the meeting.

Gum chewing and spitting are not allowed on campus.

**Facilities/Campus:** Students are expected to treat our neighborhood, campus, and facility, including classrooms, hallways, bathrooms, gymnasium, locker rooms, parking lot and sidewalks with respect. Students should refrain from littering, defacing or damaging any property. Failure to comply can result in disciplinary action and loss of privileges to the area mistreated.

**Dances:** O'Dea High School dances are designed for the enjoyment of all students in attendance. Behavior and/or dress inconsistent with the Student Handbook may result in a student being asked to

leave a dance. The Dean of Students may deem further disciplinary action necessary. O’Dea has established the following protocol for behavior expectations at all O’Dea /HNA Dances.

### **DANCE GUIDELINES**

The primary objective of House activities, such as dances, is to provide a safe, positive event that engages the student body and helps us fulfill our mission as a school. Specifically, O’Dea’s shared purpose with Holy Names Academy for these activities is:

**Student Activity Mission Statement:** *“As Catholic schools, Holy Names and O’Dea provide meaningful experiences that promote enjoyable, positive, and respectful social opportunities that reflect our shared values of developing young people of character, faith, and service.”*

### **Ticket Purchase Policy**

- Tickets are limited and will be sold on a “first come – first served” basis.
- Ticket sales will typically begin the week before the dance. Ticket sales will close the Thursday before the dance unless otherwise advertised.
- Each student may purchase a maximum of two tickets on a first come, first served basis. For all dances EXCEPT HOMECOMING, if an O’Dea student is planning on inviting a girl who is not a Holy Names student, he must have a guest form completed the day he is purchasing his tickets. If the guest form is not completed, he cannot purchase a ticket for his guest. For the Homecoming Dance, ALL GUESTS (including students from Holy Names Academy) MUST complete a Dance Guest Form.
- Guest Forms may be found on the O’Dea website and at the House Hub.
- A final list of ticket sales will be available for the Dean of Student’s review Friday morning prior to the dance.
- In the event of a sell-out, a waiting list will be created. Should tickets become available, those persons on the waiting list will be sold tickets by 2:25 on the Friday before the dance.

### **Refund Policy**

- Ticket refunds for the full purchase price must be requested prior to the close of ticket sales.
- All requests for refunds must be made in writing with an explanation provided and given to the House Director.
- Refunds are available until the Friday before the dance.
- Tickets are non-transferable.

### **Dance Guidelines**

- All students must come to the dance within ONE hour of the dance start time. Students will not be allowed into the dance until the official start time.
- Students who are on the paid dance list, but have not arrived within ONE hour of the start of the dance will receive a call home by the House Director or the Dean of Students.
- Students cannot leave the dance until one half-hour before the end of the dance, unless they are escorted out by a parent.
- All students must enter and exit through the gate tunnel to the courtyard. Should a student enter or exit through any other door, there will be behavioral consequences determined by the Dean of Students.
- Any student who is suspected of using alcohol or drugs will be sent to the Dean of Students and will be asked to leave. There will be further disciplinary consequences.

- All students must come prepared to show the dance supervisor proper school photo identification in order to be admitted. If a student does not have ID, the first offense is a warning and second is a detention and \$5 fine.
- All student and guests' names on the admittance list must match their school identification.
- We require that all students attending O'Dea dances:
  1. Dance upright
  2. Dance face-to-face
  3. Keep hands in appropriate places
  4. Dance in a manner respectful to oneself, one's date, and to others
  5. Dance in small groups that allow space to walk through the dance floor

Should a student not follow these guidelines, the following will take place:

- 1<sup>st</sup> offense: Student will receive a time out and have to leave the dance floor for a period of time.
- 2<sup>nd</sup> offense: The student and his date will be asked to leave the dance. The Dean of Students or a chaperone will call the students' parents and explain the situation.

### **Dress Guidelines**

#### **Semiformal:**

1. Dress in semi-formal attire- (boys-dress shirts and pants-with a tie; girls- all dresses must cover underwear, including bra straps. No part of the dress can be see-through, backless or expose any part of the body between the armpits and 4 inches above the knee. Strapless dresses are ok, but if any amount of cleavage is shown, girls will be asked to put on a t-shirt. Short dresses must be no more than 4" above the knee or girls will be asked to put on leggings or basketball shorts.)
2. Boys must always wear a dress shirt and tie
3. Boys, please make these rules known to your date. If your date is not appropriately dressed and refuses to change, you will both be asked to leave with no refund.
4. An O'Dea Administrator will make final determination regarding appropriate dress attire.

#### **Informal:**

1. Dress is casual
2. Dress must be appropriate without any symbols of nudity, illegal substances or profanity.
3. Shirts must always be worn and no undergarments should be shown
4. All clothes must be in good condition without holes or tears.
5. Shorts or dresses must be 4" above the knee or girls will be asked to put on leggings or basketball shorts. Leggings and yoga pants can be worn with tops that extend to mid-thigh and cover entire pelvic area and behind.

#### **Other**

- A coat check will be provided at all dances. (However, please do not bring valuables to the dance.)
- When photography service is provided, prices will be posted and available when purchasing tickets.
- Refreshments consisting of water and snacks will be available at dances.

### **DISCIPLINARY MEASURES**

**ANY CONDUCT DETRIMENTAL TO O'DEA HIGH SCHOOL IS SUBJECT TO DISCIPLINARY ACTION.**

**Detention:** One-hour detentions are held every day before school from 7:00 AM to 8:00 AM and after school from 2:25 PM to 3:25 PM. A detention given to a student must be served on the day the detention is given unless prior permission is granted by the Dean. Failure to serve a detention on the day it is given will result in an additional detention. The original detention must be served on the following day, and the additional detention on the next consecutive day. Detention should be an inconvenience to the student and, therefore, a deterrent to unacceptable behavior.

Saturday detentions (three-hour detentions) will be scheduled for those students involved in serious offenses. Student receiving five detentions in any grading period typically will be placed on disciplinary probation.

**Disciplinary Probation:** The Dean of Students will place on probation any student who has committed an infraction that indicates his conduct warrants closer surveillance. A student who has committed a series of lesser violations, but which by their nature constitute a pattern of unacceptable behavior, will be placed on probation.

Probationary period will last for a minimum of a full semester, with the removal from probationary status at the discretion of the Principal. The status will be reviewed periodically in consultation with the Administrative Team.

While on probation, the student must prove, by his conduct, a willingness to cooperate with the rules and objectives of the discipline code. Any student on probation may have his privileges restricted (e.g., parking, dances, and attendance at games).

**Suspension:** A student may be suspended for a serious infraction or during investigation of alleged cases of serious infraction. The suspension may be either “in-school” or “out-of-school” at the discretion of the Dean of Students. The Dean requires a parent conference before the student is allowed back to class. Suspension results in the student being placed on probation.

Missed work will receive a zero, except in cases where investigation exonerates the student.

Terms of suspension may include forfeiture of participation.

**Expulsion:** A student who has completed a probationary period without noticeable improvement or has committed a serious infraction of the rules or committed unacceptable conduct in the eyes of the Principal, may be required to withdraw or be expelled from O’Dea High School.

## **ATTENDANCE POLICIES AND PROCEDURES**

### **REPORTING ATTENDANCE AND TARDINESS:**

Any student who is absent or tardy must have a parent or guardian call the O’Dea Attendance Line (206-923-7550) or email [attendance@odea.org](mailto:attendance@odea.org) on the day of his absence. The notification should take place prior to 10:30 AM. Upon return to school after an absence, the student should report to the Dean’s Office to receive an admit slip which he is to show to each teacher.

### **EXCUSED ABSENCES**

Absences for illness, medical and dental appointments that cannot be scheduled outside of school hours; official school business (retreats, field trips, visits to grade schools, athletic events, etc.); absence related to death or serious illness in the family. Any student absent for 3 or more consecutive days due to illness will be required to bring a note from the student’s doctor to the Dean of Students.

## **UNEXCUSED ABSENCES**

Absences with parental consent for reasons other than those noted above are considered unexcused.

Truancy is an absence without the consent of the parent/guardian and is considered a major violation of school policy. Absence for any reason other than specified above will be labeled as unexcused. At the first truancy, parents/guardians will be notified by the Dean of Students. Students will receive a three-hour Saturday detention. Missed work will be given a zero grade. Further offenses will result in additional disciplinary action, including additional Saturday detention hours, probation, suspension or expulsion.

## **ANTICIPATED ABSENCES:**

Absence from school negatively impacts student learning. It is in the best interest of the student that family vacations and other activities be scheduled during school breaks. If this is not possible, the procedures outlined below should be followed to minimize the impact on the students' grade.

Whenever an extended preplanned absence is anticipated, the parent/guardian is asked to notify the Dean of Students in advance. The student will be given a Pre-Planned Absence form to present to teachers to request work for school time missed. The form will show the reason for the absence, the dates and work assigned, and any comments a teacher has regarding the absence. **The form must be submitted to teachers at least one week prior to the absence.** Failure by the student to meet the deadline will remove the obligation for the teacher to provide the assignments. Accommodations will be made in the event of a death, serious illness or other family emergency.

## **ACCUMULATED ABSENCES:**

Absences have a negative effect on a student's grade. Attendance is taken each period. More than ten (10) absences in a semester are considered excessive. Excessive absences may result in the lowering of a grade or failure of the class. Students accumulating ten (10) absences in a semester will be placed on Disciplinary Probation.

When a student reaches five (5) absences in a semester his parents/guardians will be notified in writing by the Dean of Students. However, it is ultimately the student's responsibility to see that he does not jeopardize his grade by accumulated absences.

Each absence will count toward the total for that class for the semester, with the exception of those for official school business.

## **LATE ARRIVALS**

Any student arriving late for school must report to the Dean's Office for a late slip. Students arriving late for a class will be marked late by their teacher for that period.

## **EARLY DISMISSALS**

A student seeking an early dismissal (ED) must make prior arrangements with the Dean of Students. Parents/guardians should notify the Dean of Students by using the O'Dea Attendance Line (206-923-7550) or emailing the Dean of Students at [attendance@odea.org](mailto:attendance@odea.org) prior to 8:10am on the day of the Early Dismissal. The student should report to the Dean's Office prior to the start of school to pick up their Early Dismissal slip.

## **EXCUSED TARDY**

An excused tardy is granted for a medical or dental appointment. Parent/guardians should call the O'Dea Attendance Line (206-923-7550) or email the Dean of Students at [attendance@odea.org](mailto:attendance@odea.org) prior

to the student's arrival at school or send a note with the student upon his return to school.

### **UNEXCUSED TARDY**

All other tardy arrivals will be deemed unexcused. Any student accumulating more than four (4) tardy arrivals during a grading period will receive a one-hour detention for each unexcused tardy beyond four (4) and a three-hour Saturday detention for each unexcused tardy beyond six (6). In addition, students accumulating more than eight (8) unexcused tardies in a semester will be placed on Disciplinary Probation.

If a student missed more than half a period, they are considered absent for that period. The absence then counts toward his accumulated absence total for that class and can jeopardize his grade in the class. If a student's attendance does not improve while on disciplinary probation additional consequences could be involved. (See Accumulated Absences).

### **STUDENT ILLNESS WHILE AT SCHOOL**

A student who becomes ill at school is to report to the Dean of Students or to the Main Office if the Dean is not available. The parents will be notified and they are expected to make arrangements for his transportation home. Without parents' permission, an ill student will not be sent home alone on public transportation.

### **ACTIVITY ELIGIBILITY**

A student must be in school the **entire school day** or be excused by the Principal or his designee to participate in any event or meet. A student is not eligible to participate or attend any school function, or practice, if he has been absent for more than half a day. To be eligible, a student must be at school before the start of the lunch period.

### **GUARDIANSHIP DURING PARENTAL ABSENCE**

If a parent/guardian will be away from home for more than 24 hours, the school must be given written notice stating the dates of absence and the name and phone number of the person who will be responsible for the student during the absence.

## **MISCELLANEOUS POLICIES**

### **ANNOUNCEMENTS**

Announcements are read by students at the beginning of the Mentor Group. Announcements are also posted on the TV monitors located throughout the school building. Students are responsible for listening and responding to the announcements. If a student organization wishes to have an announcement made, the announcement must bear the signature of a faculty or staff member and be submitted to the Administrative Assistant prior to 7:00 AM.

### **COPYRIGHT LAW**

It is expected that all faculty, staff, students, and parents will adhere to the copyright law and its application to all types of media. Illegal copies of materials or file shares are not to be reproduced or downloaded on any school equipment or computer, nor are they to be used in the school environment.

### **EMERGENCY DRILLS**

Periodic emergency drills will be held monthly during the year. Students and faculty will train for emergency situations that include fire, intruders in the building and natural disasters. Specific procedures will be outlined and practiced for each situation.

### **EMERGENCY SCHOOL CLOSURE**

In case of inclement weather, O'Dea will be opened on time or will be on a late start schedule beginning at 10:10 AM (two hours late). In the event that O'Dea is closed, that information will be announced via SwiftK12Reach and the information will be posted on our website.

Since our students come from many different areas and since the weather in these areas can vary drastically, in the final analysis, the parent or guardian should make the decision as to the safety of travel.

### **FAMILY DIRECTORY**

Each year O'Dea High School publishes a Family Directory, which includes a student's and parents'/guardians' names, address, home phone number, email address, and graduation year. If for any reason you do not wish to have any part of this information included in the directory, you must notify us in writing upon enrollment.

### **FIELD TRIPS**

Field trips are privileges afforded to students. Students can be denied participation if they fail to meet academic or behavioral expectations. Parents must sign the field trip permission for a student to participate.

### **IMMUNIZATIONS**

A student must have a completed immunization record on file in order to attend O'Dea High School in accordance with 284.280 RCW and 246-105 WAC. Every student shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the state of Washington, including the physicians license number.

### **LETTERS OF RECOMMENDATION**

Teachers and counselors will write letters of recommendation in support of a student's college application, scholarship, summer program, job, etc. Teachers are not obligated to do this and may recommend to the student that someone else would be able to write a more positive and comprehensive letter. These letters are never shared or reviewed by either students or parents. Colleges and others who receive these letters want to be assured that what is written is the honest evaluation of the student by the teacher or counselor. Students and parents must waive their rights to review these letters of recommendation before a teacher or counselor will write a letter of recommendation.

### **LOCKERS**

Lockers are the property of the school and are assigned by the Dean of Students for the private use of the individual and may not be shared with others. Each student is responsible for the care and order of the locker he is using. Students are responsible for cleaning out their lockers at the end of the school year. It is prohibited to place posters, stickers, etc. on the outside of locker doors.

It is the responsibility of the student to see that his locker is always properly locked. Only locks purchased from O'Dea High School may be used on lockers.

Gym lockers are assigned by the physical education teacher or the Athletic Director through the coach of each sport. A student is not to use a locker in the gym unless he has been assigned the locker by the proper authorities.

For the protection of our students, the Administration reserves the right to search students, students' bags, jackets or school lockers when deemed advisable.

## **MEDICATION POLICY AND PROCEDURES**

Whenever possible, parents and physicians are encouraged to schedule medication to be taken outside of school hours. O’Dea High School staff will not administer medication or prescribe treatment for any student. We do not have medical personnel on campus. A staff person may supervise a student who is required by his physician to take medication during school hours. Medication is defined as all prescription and over the counter drugs. No over the counter medication will be dispensed at O’Dea High School.

We will call 911 for any medical emergency, which may include among many other possible situations: head injury, seizures, serious falls, loss of consciousness, mental confusion/disorientation, serious cuts, serious allergic reaction. This list is not meant to be comprehensive but only examples of when professional medical aid would be summoned. Any medication associated with the medical conditions on this list will not be administered by school personnel but rather 911 will be called.

The following procedures must be followed before medication may be taken at school:

1. Parent/legal guardian authorization form must be on file listing student’s name, name of medication, dosage, time and dates to be administered. It must have a parent signature and must be dated.
2. Physician/dentist authorization for each medication must be on file, stating a valid health reason for taking medication during school hours or other times when a student is under the supervision of school officials. The physician’s authorization also must indicate the name of the medication, dosage, time and dates to be given and possible side effects. It must be signed by the physician/dentist and dated. The document is valid for one calendar year.
3. All medication must be in the original container and labeled with the student’s name. All medication will be stored in the Main Office. Students are not allowed to have prescription medication or over-the-counter medication on their person while at school.
4. A non-licensed school employee may supervise the student who is taking the medication, but the staff person will not administer any medication.
5. The only medications that can be carried by a student are inhalers and EpiPen’s. The original permission form will be on file in the Main Office.
6. If requirements 1, 2 and 3 are not met and the parents want the child to have the medication, the parent must come to school and administer it.
7. It will be the student’s responsibility to come to the office at the appropriate time for medication.
8. For school sponsored, off-campus activities a copy of the permission form and the medication in the original container must accompany the student if he is to take the medication while on the outing or at camp.
9. An EpiPen injection will not be administered to students by school personnel except under unusual emergency circumstances.
10. We care about your son's safety. Narcotic pain medications will not be given at school (Vicodin, Tylenol w/Codeine, Percocet, Oxycodone, etc.). If your son needs narcotic pain medication, he cannot return to school until he is no longer taking these medications.

## **MESSAGES FOR STUDENTS**

Messages to students, except in cases of extreme emergency, will not be delivered. Messages may be left with the Dean of Students if the student knows to come to the office to ask for the message.

## **PARKING**

A student may apply for a parking space at the end of the school year. An equitable system is used to assign spaces, based on a variety of criteria. The cost of parking is determined annually. Typically, only seniors and juniors receive parking privileges. There are not enough spaces for all who apply.



The parking permit is issued to the individual student and may not be re-sold by the student. If for some reason a student will not be using the space issued to him, the use of the space reverts to the school administration.

A student is to park only in his reserved space. Cars parked in reserved areas or public access areas will be towed.

An inappropriate method of parking or driving while on school property may cause a student to lose parking privileges in the school parking lot. Throwing trash around the cars and other places in the parking lot after lunch may cause a student to lose parking privileges. The school assumes no responsibility for the safety of the cars or the contents of such vehicles while they are parked on school property.

No student is permitted to take his car off campus during school hours or to be in his car at any other time during the school day except at lunch. All cars parked on school property come under the jurisdiction and control of the school.

### **TELEPHONE USE**

The courtesy phone in the Main Office is for students' use before school, after school, or at lunch. It is understood that this phone is to be used only to contact parents, guardians or employers. The privilege of using the courtesy phone may be revoked for cause.

### **TRANSFERRING OUT OF O'DEA HIGH SCHOOL**

Parent-initiated withdrawals must be made to the Director of Admissions in writing. The Director of Admissions will conduct an exit interview. When all outstanding fees have been paid, the student may obtain an unofficial transcript and health records from the Registrar. Official transcripts will be mailed directly to the transfer school upon written request. Any student who transfers out of O'Dea and who wishes to return must apply for re-admission to the school.

### **TUITION POLICY**

All tuition payments are required to be paid via the FACTS Tuition Management program. Payments are due on the 1<sup>st</sup> of the month either monthly, semi-annually, or annually per schedules stated within the FACTS system. If tuition is paid in full by June 1<sup>st</sup> for the subsequent school year a discount will be given. Any student who fails to meet the stated payment schedule is subject to dismissal at the end of each semester unless a satisfactory payment schedule is arranged with the school and appropriately fulfilled. Any student who withdraws is liable for all tuition payments due through the end of the month of the effective date of his withdrawal. Financial aid and scholarship awards will be lost if the student withdraws before the end of the school year. Transcripts, diplomas, report cards, and class lists will not be released to parents, schools or colleges until all financial obligations have been met. A student will not be able to enroll for the following school year unless all financial obligations are fulfilled by the last day of school. Tuition payments must be current as of August 1<sup>st</sup> for the student to be enrolled for the current year unless other arrangements have been made with the Business Office.

A fee may be charged for transactions that are returned by the bank or for late payments.

### **USE OF NAME AND/OR IMAGES**

To promote the school and document activities throughout the year O'Dea High School photographs and films its' students. These images are used in print and online for informational and promotional purpose in school newsletters, admissions brochures, the school website and advancement, alumni and athletic publications. Unless otherwise advised in writing, it is assumed that O'Dea High School may use the student's name and/or image for these purposes without the need for any further consent or

compensation.

### **VISITORS**

All visitors must first report to the Main Office (Seattle Municipal Code 12A.08.040 Trespass Law), sign the Visitors' Log and be issued a Visitor's badge. Any student or staff member who observes an individual who is not a member of the O'Dea community on the premises during school hours shall immediately report the person's presence to the nearest staff member.

## **LOCATIONS ON CAMPUS**

### **COUNSELING DEPARTMENT**

The school counseling program at O'Dea High School is available to all students and includes academic, college admission and personal/social counseling. Counselors help students to be aware of graduation requirements and to better prepare for all aspects of the college admissions process. It is the goal of the counseling department that each young man attending O'Dea develops the attitudes and behaviors that will allow him to reach his full potential.

Research has consistently demonstrated that student academic achievement is at its maximum when students are well adjusted and emotionally stable. The counseling program at O'Dea High School is an integral part of every student's total educational experience. It is delivered in collaboration with faculty, administrators, parents, and other community agencies in order to facilitate academic and personal success for each young man attending O'Dea High School. All counselors are in the Student Resource Center on the fourth floor and are available during regular school hours.

### **IRISH STUDENT STORE**

PE uniforms, book bags with the O'Dea logo, school locks, logo gear and other school related items are available through the Main Office.

### **STUDENT RESOURCE CENTER**

The Student Resource Center (SRC) is open by 7:30 AM until 3:30 PM Monday through Friday (subject to change) during the school year. Students using the SRC are expected to pursue study, research or reading. No gum, food, or drink is allowed in the SRC.

### **LOST AND FOUND**

All articles found on the premises are to be turned in to the Dean of Students or to the Administrative Assistant in the Main Office. Unclaimed articles will be kept for an appropriate amount of time, depending on their value, before being donated. All lost articles are to be reported as soon as they are discovered missing. It is recommended that, immediately upon purchase of books, gym clothes, etc., a student put his name on the items for easy reference and verification of ownership.

O'Dea High School is not responsible for lost or stolen property. Please do not bring valuables to school. Students are reminded to always lock their lockers and to write their names in their books and clothing.

### **SCHOOL OFFICE**

The Main Office is open each school day from 7:00 AM to 3:30 PM. All school business should be conducted during this time. The school telephone number is 206-622-6596. Messages may be left at this number after hours.

## SCHEDULES

### MAROON DAY

#### **Maroon Regular (Maroon)**

##### **80 minute periods**

Zero 7:10 - 8:00  
M1 8:10 - 9:30  
Mentor 9:35 - 9:45  
M2 9:50 - 11:10  
Lunch 11:15 - 11:35  
M3 11:40 - 1:00  
M4 1:05 - 2:25

#### **Maroon Faculty Morning Meeting (Maroon-MM)**

##### **70 minute periods**

Morning Meeting 7:30 - 8:30  
M1 8:50 - 10:00  
Mentor 10:05 - 10:15  
M2 10:20 - 11:30  
Lunch 11:35 - 11:55  
M3 12:00 - 1:10  
M4 1:15 - 2:25

#### **Maroon Morning Irish Block (Maroon-AM/IB)**

##### **65 minute periods**

Zero 7:10 - 8:00  
M1 8:10 - 9:15  
Mentor 9:20 - 9:30  
Irish Block 9:35 - 10:30  
M2 10:35 - 11:40  
Lunch 11:45 - 12:05  
M3 12:10 - 1:15  
M4 1:20 - 2:25

#### **Maroon Afternoon Irish Block (Maroon-PM/IB)**

##### **65 minute periods**

Zero 7:10 - 8:00  
M1 8:10 - 9:15  
Mentor 9:20 - 9:30  
M2 9:35 - 10:40  
M3 10:45 - 11:50  
Lunch 11:55 - 12:15  
M4 12:20 - 1:25  
Irish Block 1:30 - 2:25

#### **Maroon Minimum Day (Maroon-Min)**

##### **50 minute periods**

Zero 7:10 - 8:00  
M1 8:10 - 9:00  
Mentor 9:05 - 9:15  
M2 9:20 - 10:10  
M3 10:15 - 11:05  
M4 11:10 - 12:00

### GOLD DAY

#### **Gold Regular (Gold)**

##### **80 minute periods**

Zero 7:10 - 8:00  
G1 8:10 - 9:30  
Mentor Group 9:35 - 10:05  
Irish Block 10:10 - 11:10  
Lunch 11:15 - 11:35  
G2 11:40 - 1:00  
G3 1:05 - 2:25

#### **Gold Faculty Morning Meeting (Gold-MM)**

##### **70 minute periods, 50 min Irish Block**

Morning Meeting 7:30 - 8:30  
G1 8:50 - 10:00  
Mentor Group 10:05 - 10:35  
Irish Block 10:40 - 11:30  
Lunch 11:35 - 11:55  
G2 12:00 - 1:10  
G3 1:15 - 2:25

#### **Gold Morning Meeting – Afternoon Irish Block (Gold-MM-PM/IB)**

##### **70 minute periods**

Faculty Meeting 7:30-8:30  
G1 8:50-10:00  
Mentor Group 10:05-10:35  
G2 10:40-11:50  
Lunch 11:55-12:15  
G3 12:20-1:25  
Irish Block 1:30-2:25

#### **Gold Afternoon Irish Block (Gold-PM/IB)**

##### **80 minute periods**

Zero 7:10 - 8:00  
G1 8:10 - 9:30  
Mentor 9:35 - 10:05  
G2 10:10 - 11:30  
Lunch 11:35 - 11:55  
G3 12:00 - 1:20  
Irish Block 1:25 - 2:25

#### **Gold Minimum Day (Gold-Min)**

##### **50 minute periods, 30 minute Irish Block**

Zero 7:10 - 8:00  
G1 8:10 - 9:00  
Mentor 9:05 - 9:35  
G2 9:40 - 10:30  
G3 10:35 - 11:25  
Irish Block 11:30 - 12:00

**Maroon Late Start (Maroon-Late Start)**

**50 minute periods, no zero period**

M1 10:10 - 11:00

Mentor 11:05 - 11:15

M2 11:20 - 12:10

Lunch 12:15 - 12:35

M3 12:40 - 1:30

M4 1:35 - 2:25

**Gold Late Start (Gold-Late Start)**

**No Zero Period - 45 minute periods, 45 minute Irish Bock**

G1 10:10 - 10:55

Mentor 11:00 - 11:30

G2 11:35 - 12:20

Lunch 12:25 - 12:45

G3 - 12:50 - 1:35

Irish Block 1:40 - 2:25

**PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK**

**The Principal and O'Dea High School retain the right to amend this handbook. Parents will be given prompt notification.**

