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8 by and through his parents Bruce H. and Tanya H.;  
and **H. H.**, a minor, by and through his parents  
9 Francis H. and Wendy C.

10 **SUPERIOR COURT OF CALIFORNIA**

11 **FOR THE COUNTY OF SANTA CLARA—UNLIMITED JURISDICTION**

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14 **A. H.**, a minor, by and through his parents  
Bruce H. and Tanya H.; and **H. H.**, a minor,  
15 by and through his parents Francis H. and  
16 Wendy C.;

17 Plaintiffs,

18 v.

19 **SAINT FRANCIS HIGH SCHOOL OF**  
20 **MOUNTAIN VIEW, CALIFORNIA**, a  
California domestic nonprofit corporation;  
21 **JASON CURTIS**, an individual; and  
22 **ALICIA LABANA**, an individual,

23 Defendants.  
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Case Number: 20CV369829

**COMPLAINT FOR:**

- 1) **Breach of Contract;**
- 2) **Declaratory Judgment;**
- 3) **Violation of Common Law Right to Fair Procedure;**
- 4) **Violation of Leonard's Law;**
- 5) **Defamation (Slander *Per Se*)**
- 6) **Defamation (Libel *Per Se*)**

**JURY TRIAL DEMANDED**

1 Plaintiffs A. H., a minor, by and through his parents Bruce H. and Tanya H.; and H. H., a  
2 minor, by and through his parents Francis H. and Wendy C. (collectively, "Plaintiffs"), by and  
3 through their attorneys, Dhillon Law Group Inc., file this Complaint against Defendants Saint Francis  
4 High School of Mountain View, California ("SFHS"), its President, Jason Curtis ("Mr. Curtis"), and  
5 SFHS parent and community member, Alicia Labana ("Ms. Labana"), as follows:

## 6 INTRODUCTION

7 1. This case seeks justice on behalf of two high school students – boys whose reputations  
8 and young lives have been crippled by the malicious and egregious actions of their own high school  
9 and members of its community. In Defendants' hurried attempt to ensure their perception as social-  
10 justice warriors in the face of an unfolding scandal, and without *any* efforts to ascertain the true state  
11 of affairs, Defendants pointed to a 3-year-old photograph of Plaintiffs that was taken entirely out of  
12 context, to falsely accuse Plaintiffs of having committed an overt act of racism (namely, engaging in  
13 "blackface"), and to scapegoat them for the misconduct of other students.

14 2. The relevant facts are as follows: three years ago, before his freshman year at SFHS  
15 had even started, 14-year-old A. H. suffered from adolescent acne. In August 2017, acting on his  
16 mother's suggestion, A.H. and his friend, Minor III, applied white-colored acne facemasks to their  
17 faces. Believing themselves to look "silly" in the masks, A.H. and Minor III took a time-stamped  
18 photograph of themselves in the masks. *See Exhibit 1*. The following day, the boys, this time joined  
19 by Plaintiff H. H. (who was also 14 years old at the time), applied a second acne facemask, this time  
20 one that was light green in color. Again, they took a silly photograph of themselves in this mask,  
21 which had turned dark green by the time it dried on their faces. *See Exhibit 2* (the "Photograph").

22 3. Three years later, in June 2020, the Black Lives Matter ("BLM") movement was  
23 unfolding around the country. At the same time, a series of racially charged scandals perpetrated by a  
24 few SFHS students and/or recent alumni were plaguing the SFHS community. Plaintiffs had  
25 absolutely *nothing* to do with these horrible acts of racism. And yet, Defendants took it upon  
26 themselves to use the innocent and wholly unrelated Photograph of the boys to make the malicious  
27 and utterly false accusation that the boys had been engaging in "blackface," and to recklessly assert  
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1 that the Photograph was “another example” of racism at SFHS. In utter haste and absent any  
2 investigation into the Photograph’s origin or context, Defendants decided to use the Photograph to  
3 further a political agenda, including by publishing it to the Internet and/or discussing it with  
4 reporters, without any effort whatsoever to confirm the true facts. This was done in a transparent,  
5 virtue-signaling attempt to be perceived within the community as “fighting against racism,”  
6 regardless of the true facts and context.

7 4. Tragically, Defendants achieved their goal of portraying Plaintiffs as the  
8 posterchildren of racism at SFHS, resulting in the devastating destruction of the boys’ young lives.  
9 Naturally, the Photograph – placed as it was, in an utterly misleading context – drew heated criticism  
10 from SFHS students, parents, staff, and the wider public community, many of whom called for SFHS  
11 to take decisive disciplinary action against A. H. and H. H. Without any meaningful investigation, or  
12 any involvement whatsoever by the school’s Review Board, SFHS’s president, Jason Curtis, publicly  
13 confirmed to reporters that the Photograph depicted the boys in “blackface,” and promised that they  
14 would face “serious consequences.” Subsequently, SFHS compelled A. H. and H. H. to “voluntarily”  
15 withdraw or face immediate expulsion, throwing Plaintiffs’ young lives and futures into complete  
16 disarray.

17 5. Despite being on express notice of the falsity of the “blackface” allegations,  
18 Defendants continued to defame and scapegoat A. H. and H. H., for the sole purpose of appeasing  
19 members of the SFHS community who were (rightfully) enraged by wholly unrelated incidents of  
20 racism at SFHS. Indeed, SFHS’s Principal, Katie Teekell, verbally admitted to Plaintiffs’ parents that  
21 the school’s decision to *de facto* expel A. H. and H. H was “[not] about intent, it’s about optics” —  
22 in other words, SFHS openly admits that while it did not believe that the boys acted in a racist or  
23 discriminatory manner, the school’s priority is to pay lip-service to how SFHS is perceived, even at  
24 the expense of its own students.

25 6. Defendants have upended Plaintiffs’ lives and the lives of their families; destroyed  
26 their reputations in the communities in which they have lived for decades; risked their health, safety,  
27 and security; and jeopardized the boys’ ability to complete high school, participate in competitive  
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1 athletics, and gain admittance to a suitable college. In order to avoid the toxic environment  
2 Defendants created, both Plaintiffs have been forced to move out of town for the foreseeable future.  
3 Plaintiffs are suffering and will suffer lasting economic, emotional, and reputational harm, for which  
4 Plaintiffs seek to be made whole through this action.

### 5 THE PARTIES

6 7. Plaintiff A. H. is a 17-year-old boy who, at all times relevant to the Complaint, was  
7 domiciled in Santa Clara County, California. A. H. attended SFHS prior to his *de facto* expulsion by  
8 SFHS in June 2020. A. H. brings this suit through his parents Bruce H. and Tanya H.

9 8. Plaintiff H. H. is a 17-year-old boy who, at all times relevant to the Complaint, was  
10 domiciled in Santa Clara County, California. H. H. attended SFHS prior to his *de facto* expulsion by  
11 SFHS in June 2020. H. H. brings this suit through his parents Francis H. and Wendy C.

12 9. Defendant SFHS is a California domestic nonprofit corporation which, at all times  
13 relevant to the Complaint, held its principal place of business in Santa Clara County, California.

14 10. Defendant Jason Curtis is an individual who, on information and belief, at all times  
15 relevant to the Complaint, was domiciled in Santa Clara County, California. Mr. Curtis acted in his  
16 capacity as President of SFHS in relation to all acts and omissions alleged herein.

17 11. Defendant Alicia Labana is an individual who, on information and belief, at all times  
18 relevant to the Complaint, was domiciled in Santa Clara County or San Mateo County, California. Ms.  
19 Labana is a parent to a SFHS student.

### 20 JURISDICTION AND VENUE

21 12. This Court has jurisdiction over this action pursuant to the California Constitution,  
22 Article VI, Section 10, which grants the Superior Court “original jurisdiction in all causes except those  
23 given by statute to other courts.”

24 13. This Court has personal jurisdiction over Defendants because SHFS has its principal  
25 place of business in California, and Mr. Curtis and Ms. Labana reside in California. Defendants have  
26 sufficient minimum contacts to California and/or otherwise purposefully avail themselves of the  
27 benefits and protections of California so as to render the exercise of jurisdiction over Defendants by  
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1 the California courts, consistent with traditional notions of fair play and substantial justice.

2 14. Venue is proper in this Court because SFHS maintains its principal place of business in  
3 this County; upon information and belief, Mr. Curtis resides in this County and is employed in this  
4 County; upon information and belief, Ms. Labana resides in this County; and the dispute arose and the  
5 unlawful practices, acts, and omissions alleged herein took place in this County.

## 6 **FACTUAL BACKGROUND**

### 7 **A. H. and H. H. Are Photographed While Wearing Acne Facemasks**

8 15. A. H. and H. H. have matriculated at SFHS for the past three years, since 2017, and  
9 would have been seniors in the fall of 2020. During their tenure at SFHS, they have each been  
10 reliable students and valuable contributors to the SFHS community.

11 16. In the summer of 2017, when A. H. and H. H. were 14 years old (and before either  
12 boy attended SFHS), A. H. suffered from severe acne. A. H.'s mother bought him a variety of acne  
13 facemasks to help with his condition. A. H. applied a white-colored acne facemask for the very first  
14 time on August 17, 2017, along with his friend, Minor III (who is not a SFHS student), who also  
15 applied a mask as a showing of support for A.H. and as a fun activity. While using the white acne  
16 facemasks, the boys took a picture of themselves "looking silly." A true and correct copy of this  
17 photograph is attached hereto as **Exhibit 1**.

18 17. The next day, August 18, 2017, during a get-together among A. H., Minor III, and H.  
19 H. at A. H.'s house, A. H.'s mother again brought out acne facemasks, and the three boys applied the  
20 facemasks. As before, this was meant as a fun activity, as well as a showing of friendship and in  
21 support of A.H.'s struggles with acne. The facemasks were light green in color, and when applied  
22 and dried, they darkened to a dark green. Minor III took a similar photo to the one taken the day  
23 before of them "looking silly," this time with the green facemasks. A true and correct copy of this  
24 photograph is attached hereto as **Exhibit 2** (the "Photograph"). After the prescribed amount of time,  
25 the boys removed the facemasks.

26 18. That was the end of the activity. At no time did the boys engage in "blackface," nor  
27 did they intend to do so or mimic doing so – indeed, prior to the eruption of the SFHS controversy  
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1 three years later, neither A.H. nor H.H. had even been aware of the term “blackface,” let alone what  
2 it meant or signified. The boys did not use the facemasks or take the Photograph with any ill-intent,  
3 bias, or prejudice, let alone in connection with any racist sentiments or epithets. Plaintiffs did not  
4 post the Photograph anywhere on social media, or otherwise make any use of it.

5 19. Unbeknownst to Plaintiffs at the time, Minor III shared the Photograph he took of the  
6 green facemasks with a female friend, Minor IV. Again, unbeknownst to Plaintiffs at the time, in  
7 October 2017, Minor IV “tagged” a music playlist on her Spotify account with a copy of the  
8 Photograph. A. H. and H. H. were not aware she had done this, until the events of June 2020  
9 transpired.

10 20. Deplorably, the innocent activity of applying acne facemasks, and its resultant  
11 Photograph of three children having fun together, would lead—three years later—to a public  
12 shaming, the demonization of the boys by their own community and high school, and ultimately their  
13 *de facto* expulsion by SFHS.

14 **Defendants Recklessly Mischaracterize the Photograph**  
15 **To Turn Plaintiffs into Scapegoats for Racism at SFHS**

16 21. On or about June 3, 2020, a highly offensive and racist meme pertaining to the killing  
17 of George Floyd circulated on an Instagram account named “Obamas\_memes.” This meme, which  
18 was created by recent graduates of SFHS, sparked outrage and controversy, as well as a “call to  
19 action” by several SFHS students and/or alumni to penalize both the publishers of this meme, and the  
20 followers of “Obamas\_memes.”

21 22. Neither A. H. nor H. H. had anything to do with “Obamas\_memes” – they were  
22 neither publishers nor followers of the account, nor have they ever had, or been accused of having,  
23 any affiliation with this account.

24 23. On the same night as the “Obamas\_memes” controversy raged on, another SFHS  
25 student, Minor V, apparently obtained a copy of the Photograph from Minor IV’s Spotify account,  
26 and uploaded it to a group chat, identifying A. H., H. H., and Minor III by name and insinuating that  
27 they were using “blackface,” as “another example” of racist SFHS students. Minor V urged everyone  
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1 in the group chat to disseminate the Photograph to others in the SFHS community, which  
2 subsequently took place.

3 24. That night, A. H. received numerous threats of violence and hateful emails from SFHS  
4 students, and spent much of the evening defending himself by explaining the Photograph for what it  
5 was – an acne facemask innocently applied with friends three years prior.

6 25. At 7:58 am on June 4, 2020, SFHS Principal Katie Teekell and SFHS President Jason  
7 Curtis sent an email to the SFHS community regarding the Obama\_memes Instagram account,  
8 advising that “late last evening” SFHS had been “made aware of a highly offensive, racist Instagram  
9 account that appears to be affiliated with recent graduates of St. Francis,” and further advising that  
10 SFHS was working to get the account immediately taken down and were initiating disciplinary  
11 action. The email had nothing to do with Plaintiffs.

12 26. At around 2:00 p.m. on June 4, 2020, SFHS Dean of Students Ray Hisatake made  
13 separate phone calls to the parents of A. H. and H. H., asking them if they were aware of the  
14 Photograph. In response to both of these phone calls, the boys’ parents emphasized that “blackface”  
15 is utterly reprehensible, and that the boys had not engaged in “blackface,” but rather had applied  
16 green acne facemasks three years prior, when they were 14 years old, with neither ill intent nor racist  
17 motivation, nor even knowledge of what “blackface” meant.

18 27. Less than four business hours later—at approximately 9:00 a.m. on June 5, 2020 —  
19 Ms. Teekell called H.H.’s parents to inform them that H.H. was not welcomed back to SFHS. During  
20 this call, H.H.’s father reiterated that the boys had not engaged in “blackface” but had merely worn  
21 green facemasks. In response, Ms. Teekell stated “**this isn’t about intent, it’s about optics,**”  
22 elaborating that “**unfortunately, my decision is not based on intent, it’s based on the harm done**  
23 **to the St. Francis community,**” or words to similar effect.

24 28. H. H.’s parents protested, pleading with Ms. Teekell that a knee-jerk decision by  
25 SFHS in the current political climate, made after less than four hours of “investigation,” would ruin  
26 H.H.’s future. Ms. Teekell responded with her belief that SFHS’s decision would “actually help [H.  
27 H.]” because SFHS “could not guarantee that he would be accepted by students on campus if he were  
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1 to return next year,” or words to similar effect. This response was despite the fact that, pursuant to  
2 the SFHS Parent Handbook 2020-2021 (“Handbook”), “St. Francis is committed to providing a safe  
3 and supportive learning environment for all students.” A true and correct copy of the Handbook is  
4 attached hereto as **Exhibit 4** (Handbook), *see* p. 34.

5 29. Ms. Teekell ended the call by stating that SFHS would allow H.H. to “voluntarily”  
6 withdraw, rather than be expelled, and that as such, none of this would be on H.H.’s record. Ms.  
7 Teekell explained that when H.H. applies to another school, SFHS would simply forward his  
8 transcripts, with no indication that there had been any disciplinary action.

9 30. A short time later, Ms. Teekell had a substantially identical phone conversation with  
10 A. H.’s parents, and delivered substantially the same message. Ms. Teekell repeated the sentiment  
11 that **“asking for your son’s withdrawal unfortunately isn’t about his intent but rather the**  
12 **damage and hurt your photo has caused the St. Francis community,”** or words to similar effect.

13 31. Two hours later, Ms. Teekell sent separate emails to both families, stating that they  
14 were “in [her] prayers...during this difficult time,” but that SFHS needed to collect the boys’  
15 withdrawal forms and make associated arrangements for their exit from the school. Ms. Teekell  
16 reiterated this message to both families in a follow-up email sent on June 11, 2020.

17 32. SFHS was put on repeated, express, prior notice of the true, innocent nature of the  
18 Photograph, before the school issued its ultimatum to Plaintiffs. This notice was provided not only by  
19 Plaintiffs and their families, but also by statements made by other students at a June 8, 2020 SFHS  
20 administration meeting, and in correspondence sent by several members of the SFHS community to  
21 board members and school administrators, including Father Tony Mancuso (“Father Tony”).

22 33. Specifically, on June 8, an SFHS alumni contacted Principal Teekell, President Curtis  
23 and Father Tony and informed them of the manner in which SFSH had allowed A.H. and H.H. to be  
24 publicly scapegoated and exposed to extremely dangerous circumstances. Neither Ms. Teekell nor  
25 Mr. Curtis responded. Father Tony responded to this message at 12:34 p.m. on June 8, claiming that  
26 he was unclear regarding SFHS’s degree of fault in the controversy. (As discussed below, 15 minutes  
27 later, Father Tony participated in the very protest march that was organized, in part, by using  
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1 Plaintiffs' Photograph as an "example" of "racism" at SFHS).

2 34. Accordingly, SFHS was on clear notice of the complete lack of racist animus behind  
3 the Photograph, the attendant lack of blame to be assigned to A. H. and H. H., and the fact that the  
4 boys had been victims in these events.

5 35. At no time did Ms. Teekell, or anyone else from the SFHS administration, offer to  
6 investigate the allegations against the boys, or assist in removing the Photograph in any way, as Ms.  
7 Teekell and SFHS had done in connection with removing the Obama-memes Instagram account.

8 36. On Sunday June 7, Plaintiffs learned that Defendant Alicia Labana had used the  
9 Photograph in a Facebook post she published to members of the SFHS community. The post was  
10 designed to promote a protest march beginning in the SFHS parking lot on Monday, June 8, at 1:00  
11 p.m. Ms. Labana captioned the post "Concerned Parents – Black Lives Matter. St. Francis High  
12 School" (the "Facebook Post"). A true and correct copy of the Facebook Post is attached here as

13 **Exhibit 3.**

14 37. Directly below the Photograph of Plaintiffs, Ms. Labana included text that read, in  
15 relevant part: "This is a protest to the outrageous behavior that current and former students from  
16 SFHS did – A George Floyd Instagram account making fun of his death, the fact that he could not  
17 breath (sic) and *kids participating in black face and thinking that this is all a joke.*" (emphasis  
18 added). Due to the inclusion of the Photograph directly above this text, A.H. and H.H. were clearly  
19 and expressly identified as the "kids participating in black face and thinking that this is all a joke."

20 38. As discussed below, the protest march took place as scheduled at 1:00 p.m. on June 8,  
21 2020. During the protest march, Ms. Labana made public demands for the boys' expulsions from  
22 SFHS.

23 39. Had Ms. Labana exercised reasonable care, or even minimal effort, to investigate the  
24 nature of the Photograph before publicly defaming the boys as perpetrators of racist acts and calling  
25 for their expulsion, she would have easily learned of the falsity of her statements. As but one  
26 example, a simple search on H.H.'s Twitter account would have revealed that a mere five days prior,  
27 he had posted retweets in overt support of the BLM movement. Moreover, review of any recent  
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1 photograph of the now-17-year-old boys would have confirmed their markedly different appearance  
2 from the early-adolescent children depicted in the Photograph, and would further confirm that the  
3 Photograph was taken years ago, and not in connection with the 2020 racist events at SFHS or the  
4 BLM movement.

5 40. Not only did Ms. Labana fail to take proactive steps to determine the truth of her  
6 statement about Plaintiffs, but she summarily rejected attempts by others to educate her about the true  
7 meaning of the Photograph, instead choosing to double-down on her false allegations.

8 41. Specifically, at 11:05 p.m. on Sunday, June 7, 2020 (the evening before the protest  
9 march), H.H.'s mother, Wendy C., emailed Ms. Labana about the defamatory nature of her Facebook  
10 Post, pointed out that Ms. Labana had not substantiated the true state of affairs, and demanded that  
11 Ms. Labana cease her use of the Photograph. Ms. Labana did not respond to this email; however, she  
12 did forward the email to SFHS Dean of Faculty Meighan Friedsam, stating "[w]e are no[w] getting  
13 legal threats from Wendy...Bring it on! We have enough money to take this all the way"—  
14 apparently referring to herself and SFHS as the "we" under consideration.

15 42. At approximately 9:00 a.m. the next morning, June 8, Wendy C. called Ms. Labana in  
16 an attempt to open a verbal dialogue "mother-to-mother" and explain the true nature of the  
17 Photograph. Shockingly, not only did Ms. Labana refuse to have any conversation with Wendy C.,  
18 but she called the Mountain View Police Department and reported that Wendy C. was "harassing"  
19 her, which prompted MVPD lieutenant Mike Canfield to approach Wendy C. to investigate the  
20 allegations.

21 43. After calling the police on Wendy C. and rejecting all opportunities to explore  
22 competing viewpoints regarding the true nature of the Photograph, Ms. Labana attended the protest  
23 march on June 8, 2020, as planned.

24 44. SFHS was well aware of, condoned, and worked in concert with Ms. Labana to  
25 organize the protest march that was held on June 8. SFHS discussed the march with Ms. Labana  
26 before it took place (as evident from, *inter alia*, the email discussed above), and the march began in  
27 SFHS's parking lot. The march was attended by SFHS Principal Katie Teekell, SFHS President  
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1 Justin Curtis (who marched alongside Ms. Labana for much of the event), and SFHS Father Tony  
2 Mancuso.

3 45. During the protest march, Mr. Curtis spoke with a reporter for the Mountain View  
4 Voice, a local news publication, and stated that SFHS had investigated the students involved with the  
5 Instagram account and found “additional incidents of racist behaviors,” including one incident that  
6 “involved the use of blackface.” Mr. Curtis further told the reporter that the students involved face  
7 “serious consequences,” though he declined to elaborate on what those consequences were. The  
8 Voice published these statements in an online article on the evening of Monday, June 8, 2020.

9 46. At the time Mr. Curtis made these statements, he knew or should have known that A.  
10 H. and H. H. had not engaged in “blackface” – including because the boys’ parents had informed  
11 SFHS administration (including Ms. Teekell, Mr. Curtis, and Father Tony) about the true nature of  
12 the Photograph several days prior to the rally, and because SFHS’s own Principal had confirmed that  
13 **“this isn’t about intent, it’s about optics.”**

14 47. Also in the June 8 Voice article, Ms. Labana is quoted as “want[ing] the school to take  
15 a stronger stand in penalizing the students involved, including one or two students she said appear to  
16 be current students...,” apparently referring to Plaintiffs.

17 48. On June 18, 2020, the Los Altos Town Crier published an online article in which Ms.  
18 Labana again publicly called for SFHS to expel Plaintiffs. Ms. Labana discussed the “students in  
19 black face” as “racist,” and stated “[t]here’s got to be some serious consequences, and I’m talking  
20 expulsion. I don’t want my daughter going to a school with a bunch of racists.”

21 **SFHS Pressures Plaintiffs to “Voluntarily” Withdraw,**  
22 **And Then Treats Them As Expelled Students**

23 49. From June 5 on, SFHS applied increasing pressure on A.H., H.H., and their parents to  
24 “voluntarily” withdraw the boys from school. Ms. Teekell sent Plaintiffs’ parents several emails,  
25 stating that the school’s withdrawal form and other materials would “need to be returned...before we  
26 can send [the boys’] transcript to a new school.” Ms. Teekell assured Plaintiffs that “[a]s we  
27 discussed, **the school will not disclose any reason for the withdrawal nor release any**  
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1 **information relative to [the boys'] school record beyond [their] academic transcript[s]."**

2 Ironically, Ms. Teekell signed these emails by stating "[k]now of my prayers for your entire family  
3 during this difficult time."

4 50. On June 12, 2020, Plaintiffs, through their counsel, sent SFHS a letter discussing the  
5 school's mishandling of the events discussed above, and explained to administration (once again) the  
6 true facts and events that led to Plaintiffs' unjust scapegoating (the "June 12 Letter"). The June 12  
7 Letter included as exhibits signed statements by each of the boys, who testified to the fact that the  
8 Photograph was taken three years ago as an innocent activity devoid of any racist intent.

9 51. The June 12 Letter stated that the boys did not wish to withdraw from SFHS, and  
10 demanded that if the school decided to expel the boys, that it follow the terms of SFHS Parent  
11 Handbook 2020-2021, which states that only the Academic and Disciplinary Board have the power to  
12 issue "immediate expulsion" of a student, and only in "exceptional cases" – and that in such  
13 instances, students have the right to appeal to a Review Board. *See Exhibit 4* (Handbook), pp. 49-50.

14 52. The June 12 Letter insisted that SFHS follow its own procedure by having the  
15 Academic and Disciplinary Board consider the dispute, and further stated that in the event that  
16 immediate expulsion was found to be warranted, Plaintiffs would insist on an appeal, pursuant to  
17 their contractual rights.

18 53. On June 17, 2020, SFHS responded to the June 12 Letter with a letter that engaged in  
19 no discussion of the underlying facts whatsoever, other than to summarily state that SFHS had  
20 determined that Plaintiffs' conduct warranted "immediate dismissal" and that SFHS would not be  
21 reversing its decision. In its response, SFHS issued a blanket denial of any misconduct on the part of  
22 SFHS, and further denied that SFHS had any obligation to involve the Academic or Disciplinary  
23 Board or to provide an appeal, stating SFHS's position that Plaintiffs "do not have any contractual  
24 right to an appeal..."

25 54. On June 19, 2020, counsel for Plaintiffs spoke with counsel for SFHS, in an attempt to  
26 reconcile a) the rights apparently provided to the boys by the Handbook's policies and procedures,  
27 with b) SFHS's responsive letter denying the boys *any* due process rights. During this conversation,  
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1 counsel for SFHS stated that “I’ll be the first to admit the handbook is not a model of clarity,” or  
2 words to similar effect.

3 55. During this conversation, Plaintiffs’ counsel asked whether, if the boys did not sign  
4 the withdrawal papers, SFHS would expel them. SFHS’s counsel responded that the distinction  
5 between withdrawal and expulsion was “semantics” and that it was SFHS’s position that the boys  
6 would not be coming back in the fall, stating “coming back is not on the table,” or words to similar  
7 effect. SFHS’s counsel further stated “[a]t least the boys have a clean record. My hands are pretty  
8 well tied,” or words to similar effect.

9 56. Faced with no legitimate alternatives in light of SFHS’s coercive conduct, and in  
10 reliance on SFHS’s promises that it would treat the boys as having voluntarily withdrawn, Plaintiffs  
11 completed the withdrawal paperwork and submitted it to SFHS on June 19, 2020.

12 57. SFHS was so intent on expelling A.H. and H.H that it issued tuition reimbursement  
13 checks that were signed by Principal Teekell and dated June 6, 2020, which was 13 days before the  
14 students sent in their withdrawal letters.

15 58. Despite SFHS’s express oral and written promises that, because Plaintiffs were  
16 “voluntarily” withdrawing, Plaintiffs were free to start fresh with a new school, SFHS later abruptly  
17 reversed course and confirmed that SFHS would, in fact, tell future schools that the boys had  
18 transferred because of a “disciplinary situation.”

19 59. In California, when a high school athlete transfers to another school in California, the  
20 athletic director of the new school sends a questionnaire to the prior school’s athletic director. That  
21 form includes a question that asks whether the transfer is related to a “disciplinary situation,” and  
22 requests that the prior school indicate “agree” or “disagree.” On information and belief, if the prior  
23 school answers “agree,” then the student will be prohibited from playing sports for the entire year.

24 60. H.H. has long been a competitive high school athlete, whose goal has been to secure a  
25 sports scholarship and admittance to university to continue his athletics. As such, on June 30, H.H.’s  
26 father, Francis H., emailed Ms. Teekell, to confirm that – as previously discussed – SFHS would *not*  
27 respond to any outside inquiries by indicating that H.H.’s withdrawal had been in connection with a  
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1 “disciplinary situation.”

2 61. On July 7, Ms. Teekell responded to Francis H.’s email to confirm that “as part of the  
3 transfer process, CCS [Central Coast Section of the California Interscholastic Federation] does send a  
4 form that the school fills out relative to the transfer applicant. There is a question on the form that  
5 reads: ‘This student is NOT transferring from our school, either voluntarily or because our school has  
6 required them to withdraw, because of a disciplinary situation’ with answer options being ‘Agree’ or  
7 ‘Disagree.’” Despite SFHS’s express promises to the contrary, Ms. Teekell then went on to inform  
8 Francis H. that “[w]e [SFHS] would be honest in our response and answer this question ‘Disagree.’”

9 62. SFHS spitefully and callously reneged on its express and repeated promises to  
10 Plaintiffs and their parents – promises that were essential to convince Plaintiffs to “voluntarily”  
11 withdraw in the first place, rather than putting SFHS through the paces of justifying a fully-vetted  
12 expulsion on the merits, followed by an appeal.

13 63. SFHS’s malicious interference with H.H.’s athletic pursuits have threatened to shatter  
14 his ambitions of securing a sports scholarship in California. As such, H.H. (along with his father and  
15 mother, on a rotating basis) has been forced to move out of state, so that H.H. may enroll in a school  
16 and participate in sports, without further interference by SFHS.

17 **The Boys Suffer Extreme and Ongoing Harm**

18 64. Since the events of June 4 and following, neither A. H., nor H. H., nor their respective  
19 families have found any peace from the constant barrage of questions, hateful messages, and public  
20 condemnation that has bombarded them, all on account of an innocent photograph and Defendants’  
21 malicious conduct, including SFHS’s refusal to set the record straight.

22 65. As a result of the events discussed above, H. H. has had a difficult time sleeping. He is  
23 confused and stressed about what his future at school holds, given that any school that he goes to will  
24 almost certainly question his character in light of the online postings about his purported use of  
25 “blackface.”

26 66. H.H. is also deeply concerned that his college football or lacrosse career, for which he  
27 has worked so hard and diligently, is in jeopardy, including because of SFHS’s continued  
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1 interference with his ability to engage meaningfully in high school sports during his final year of high  
2 school. Coaches who have offered H. H. guidance through the years have cut off communication  
3 with him, on information and belief at the direction of SFHS. While SFHS congratulated H. H. on  
4 Twitter when he received scholarship offers from colleges, the school has now deleted those  
5 congratulatory messages from its account.

6 67. As mentioned above, H.H., and his father and mother on a rotating basis, have been  
7 forced to move out of state, so that he may enroll in a school and participate in sports, without further  
8 interference by SFHS. As a tragic result of this necessary decision, H.H.'s family will be splintered  
9 across state lines for the last year of his high school experience, if not longer. H.H. and his family  
10 have incurred financial expense in connection with this relocation.

11 68. H.H. is emotionally devastated that he will be pulled apart from his entire family a full  
12 year before he was supposed to go off to college on his own. Further, H.H.'s bond with his young  
13 brother, whom he drove to school every day and formed a tight emotional relationship with, has been  
14 stunted and torn apart by the self-serving, arbitrary, and capricious decisions of the SFHS  
15 administration, which failed to take into account the far-reaching consequences of its knee-jerk  
16 decision to ruin the boys' lives in an attempt to appease Defendant Labana and her followers.

17 69. In addition, a very close friend of A. H. and H. H.'s, who is African American, has cut  
18 off ties with both boys, resulting in severe emotional distress for both boys.

19 70. Further, A.H. has begun therapy, and H.H. is scheduled to begin therapy, in  
20 connection with the damages caused by Defendants' misconduct. In light of the current pandemic,  
21 these therapy visits will be virtual, and Plaintiffs have both needed to purchase iPads in order to  
22 attend such sessions. Plaintiffs reasonably anticipate that their therapy sessions will continue for the  
23 foreseeable future.

24 71. A. H. has experienced a depth of despair, anxiety, and fear for his safety. Many of his  
25 former friends have sent him hateful emails and messages, and he has lost his appetite and daily  
26 drive. He has not been sleeping well and is despondent. He wonders if this will follow him forever,  
27 and if his life is ruined. He can't understand how the school and community he loved could be  
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1 willing to sacrifice and punish him for innocent conduct and the misdeeds of others.

2 72. In an effort to remove A.H. from the toxic environment created by Defendants, A.H.'s  
3 parents have relocated to a residence in a county a 3-hour drive away, where A.H. plans to live so  
4 that he may be free of harassment and ridicule while he completes his high school education online.  
5 A.H. and his family have incurred financial expense in connection with this relocation.

6 73. Both boys question how SFHS has preached to them for their entire matriculation  
7 about "Holy Cross Values," only to turn its back on them in this situation. Those "values" include,  
8 according to the SFHS web site, "demonstrating a basic understanding of the life and teaching of  
9 Jesus Christ and the essential doctrines and practices of the Catholic Church; recognizing and  
10 respecting the dignity of the human person, and responding to the call to love and serve in the  
11 tradition of the Catholic moral and social teaching; understanding the rights and responsibilities of a  
12 local, national and global citizen." As it concerns A. H. and H. H., SFHS has pushed those values  
13 aside out of convenience and a desire for preferable "optics." Even now, when the administration  
14 sends out emails about the upcoming school year, they cite their close ties to Holy Cross Values, and  
15 multiple members of the SFHS community wonder how those "values" are consistent with the  
16 unrepentant abuse of two boys who did nothing wrong.

17 74. The emotional distress and anxiety suffered by A. H. and H. H. is not confined to the  
18 boys, but is suffered by their entire families, who share the pain of these events collectively. H.H.'s  
19 mother graduated from SFHS in 1988, and feels abandoned and betrayed by her alma mater, to whom  
20 she has donated time and/or money for the past 32 years. Both families are aware of threats of angry  
21 people coming by their homes, and out of fear for their physical safety, H.H.'s family went to the Los  
22 Altos Police Department on the evening of June 6, 2020 to request that extra drive-by patrols be done  
23 to their home that evening. H. H.'s family also purchased cameras to install around their home, for  
24 safety in light of these threats.

25 75. All of these harms flow directly, proximately, and foreseeably from the acts of  
26 Defendants, as discussed above. Defendants' conduct has caused Plaintiffs to suffer both  
27 compensatory and special damages.

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**SFHS's Pattern and Practice of Approaching Incidents of Racism**  
**From an "Optics" Perspective**

1  
2  
3       76. Perhaps unsurprisingly, SFHS's arbitrary and "optics"-forward conduct toward A.H.  
4 and H.H. is not confined to these students; rather, it is SFHS's pattern and practice to sweep incidents  
5 of student racism under the rug when doing so would benefit SFHS's reputation, and to scapegoat  
6 students (regardless of their level of fault) when doing so would be better for the school or  
7 administration's public perception and ability to collect monetary contributions. Several examples  
8 follow, and serve to illustrate the degree of injustice, arbitrariness, and capriciousness that SFHS  
9 exhibited to Plaintiffs:

10       77. On information and belief, in 2017, several SFHS students, who were members of the  
11 school baseball team, wrote racial slurs on a whiteboard in the school's locker room, including the  
12 "N-word." As this was not a publicized incident, SFHS did not conduct any meaningful investigation  
13 into the incident, and no students were suspended—let alone forced to withdraw, as Plaintiffs were  
14 required to do here.

15       78. Instead, rather than address an obvious problem of racism among SFHS baseball  
16 players, the school either terminated the baseball coach, Mike Smith, or insisted that he resign, while  
17 stating publicly that Mr. Smith's departure was for "personal reasons." To smooth things over, SFHS  
18 then invited Major League Baseball player Eric Byrne to give an inspirational speech before the  
19 playoffs.

20       79. In another example, in 2018, SFHS expelled its star running back, D.P., an African  
21 American student, due to accusations of sexual misconduct made by a white, female student whose  
22 father was influential at SFHS. About one month after the white female student had accused D.P. of  
23 sexual misconduct, she recanted her story, saying that she had felt pressure to make the accusations  
24 from her father, because he was upset that she had had a relationship with a black football player.  
25 Despite the retracted allegations, SFHS nevertheless forced D.P to re-enroll at another school, where  
26 he tried to resume his football career.

27       80. Apparently in concession for its own poor decision, SFHS decided to inform CCS that  
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1 D.P.'s transfer was *not* the result of any disciplinary action – despite the grounds for D.P.'s expulsion  
2 being alleged sexual misconduct, in violation of SFHS's code of conduct. (By contrast here, despite  
3 Plaintiffs' "voluntary" withdrawal and no findings regarding any violation of the code of conduct,  
4 SFHS has arbitrarily insisted on informing CCS that Plaintiffs' transfer was the result of "disciplinary  
5 action").

6 81. On information and belief, despite SFHS's apparent attempts to smooth D.P.'s  
7 transition to his next school, and as a result of SFHS's failure to properly investigate the allegations,  
8 D.P. was prevented from participating in all but four games of his senior season, jeopardizing his  
9 scholarships to Division 1 universities.

10 82. In yet another example, in the spring of 2018, SFHS student C.R., also an African  
11 American, and among the top-rated wrestlers in the state, was participating in a basketball game in  
12 physical education class at SFHS overseen by SFHS coach, Mike Oakland. During the game, a  
13 smaller white student aggressively fouled C.R., who responded by pushing the student out of bounds.  
14 Coach Oakland issued C.R. a suspension for his actions, which immediately prevented him from  
15 participating in the CCS playoffs and from being scouted by college recruiters.

16 83. On information and belief, when C.R.'s parents appealed to the SFHS administration,  
17 they were told that Coach Oakland was not aware that suspending C.R. would prevent him from  
18 participating in the playoffs— an unbelievable excuse, given that Mr. Oakland had been a coach for  
19 more than a decade—and that the decision could not be reversed.

20 84. When the SFHS administration held a Zoom call with parents and students in the  
21 wake of the Obama-memes event in June 2020, C.R. told more than 125 people on the call that if he  
22 had a younger sibling, he would not have them attend SFHS, and that if he had to do it over again, he  
23 would not have chosen to go to SFHS because of the inherent racism that the administration allows,  
24 and in particular from its staff.

25 85. In yet another example, after an incident occurred in the fall of 2019 in which a  
26 female student transferred out of SFHS because she felt she was being racially bullied, SFHS ordered  
27 all SFHS teachers to conduct "sensitivity training" for SFHS students. Yet, according to the  
28

1 complaints of several SFHS teachers, SFHS provided neither training nor counseling for the  
2 “sensitivity training” they were expected to conduct, and instead left the teachers to their own devices  
3 concerning what to teach the students. Several SFHS students reported that the training was  
4 essentially a lecture that advised the students “not to use the N-word if you are not black.”

5 86. Moreover, on information and belief, SFHS students who attended the training given  
6 by Coach Oakland reported that Coach Oakland told them they were not qualified to speak during the  
7 training because they were “rich white kids from Palo Alto.” On information and belief, SFHS has  
8 taken no action against Coach Oakland in response to the incident.

9 87. Finally, and most recently: on March 4, 2020, SFHS varsity lacrosse team students  
10 played a game against Palo Alto High School. Toward the end of the game, there was an uproar on  
11 the field, as the Palo Alto High School coach yelled at a SFHS player named J.P., because J.P. had  
12 called another player – who was Native American, and had a long braid of hair coming out the back  
13 of his helmet – “Squanto.”

14 88. On information, SFHS suspended J.P. for two games, but did not otherwise take any  
15 disciplinary action against him.

16 **FIRST CAUSE OF ACTION**

17 **Breach of Contract**

18 **(Cal. Civ. Code, § 3300, et seq.)**

19 **(By A. H. and H. H., by and through their parents, against SFHS)**

20 89. Plaintiffs incorporate every allegation contained in each and every one of the above  
21 paragraphs, as though set forth fully herein.

22 90. SFHS entered into written contractual agreements with A. H. and H. H., by and  
23 through their respective parents, whereby the Parties agreed to adhere to SFHS’s Student-Parent  
24 Handbook (the “Handbook”), a true and correct copy of which is attached here as **Exhibit 4**.

25 91. Plaintiffs performed all conditions, covenants, and promises required of them to be  
26 performed in accordance with the terms and conditions of the Handbook.

27 92. SFHS breached the terms of the Handbook by compelling A. H. and H. H. to  
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1 withdraw from SFHS or face immediate expulsion, without good cause or justification pursuant to  
2 the Handbook; by *de facto* expelling Plaintiffs without affording them the right to have the matter  
3 heard by the Academic or Disciplinary Board, as required by the Handbook; by *de facto* expelling  
4 Plaintiffs without affording them any opportunity to appeal or otherwise challenge the decision, as  
5 required by the Handbook; by failing to “provide[] a safe and supportive learning environment” for  
6 Plaintiffs, as required by the Handbook; and by informing third party(ies) that Plaintiffs transferred  
7 from SFHS “because of a disciplinary situation,” without good cause or justification pursuant to the  
8 Handbook.

9 93. SFHS’s breaches of contract caused harm to both Plaintiffs. Such harm includes the  
10 fact that neither Plaintiff will obtain a degree from SFHS, which was the reason they (through their  
11 parents) entered into a contract with SFHS in the first place and each paid SFHS approximately  
12 \$70,000 in tuition and fees over the last three years. Plaintiffs seek reimbursement of their tuition and  
13 fees paid to SFHS, in an amount to be proven at trial but estimated to exceed \$140,000.

14 94. Further, SFHS’s breaches of contract – including its *de facto* expulsion of Plaintiffs  
15 without cause, and its confirmation that it would inform any California high school that Plaintiffs  
16 transferred “because of a disciplinary situation” – forced H.H. to move outside of California to  
17 complete his high school education and athletic pursuits, at a cost to be proven at trial but estimated  
18 to exceed \$50,000. The same conduct by SFHS similarly forced A.H. to move outside of this County  
19 to complete his high school education, at a cost to be proven at trial but estimated to exceed \$50,000.

20 95. SFHS’s conduct in breaching the contract was a substantial factor in causing  
21 Plaintiffs’ harm.

22 **SECOND CAUSE OF ACTION**

23 **Declaratory Judgment**

24 **(Cal. Civ. Code, § 1060, *et seq.*)**

25 **(By A. H. and H. H., by and through their parents, against SFHS)**

26 96. Plaintiffs incorporate every allegation contained in each and every one of the above  
27 paragraphs, as though set forth fully herein.

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1 97. An actual controversy has arisen and now exists between A. H. and H. H., on the one  
2 hand, and SFHS, on the other hand, concerning their respective duties under the Handbook, in that A.  
3 H. and H. H. contend they did not violate any conditions set forth in the Handbook, while SFHS  
4 contends that they did violate such conditions.

5 98. Plaintiffs seek a judicial declaration that they did not violate the Handbook, or any  
6 other SFHS policy.

7 99. A judicial declaration is necessary and appropriate at this time under the  
8 circumstances, including because SFHS has indicated that it will inform or has informed other  
9 education institutions that A. H. and H. H. violated SFHS policy and/or were subject to a  
10 “disciplinary situation,” which conduct will cause harm to Plaintiffs in the ways discussed above.

11 **THIRD CAUSE OF ACTION**

12 **Violation of Common Law Right to Fair Procedure**

13 **(By A. H. and H. H., by and through their parents, against SFHS)**

14 100. Plaintiffs incorporate every allegation contained in each and every one of the above  
15 paragraphs, as though set forth fully herein.

16 101. California recognizes a common law right to fair procedure in relation to a person’s  
17 association with private institutions or groups. Expulsion of a person from membership in a private  
18 association is deemed “arbitrary” and in violation of the common law right of fair procedure when  
19 the expulsion is substantively unreasonable, internally irregular, or procedurally unfair. *Curran v.*  
20 *Mount Diablo Council of the Boy Scouts*, 147 Cal. App. 3d 712, 720 (1983).

21 102. Procedural fairness requires “adequate notice of the ‘charges’ ... [and] a reasonable  
22 opportunity to respond.” *Pinsker v. Pac. Coast Soc’y of Orthodontists*, 12 Cal. 3d 541, 545, 526  
23 (1974). Furthermore, an expulsion cannot properly rest on a rule which is substantively capricious or  
24 contrary to public policy. *Id.*, at p. 553. “The underlying theme of these decisions, variously stated, is  
25 that membership in an association, with its associated privileges, once attained, is a valuable interest  
26 which cannot be arbitrarily withdrawn. Thus, they comport with the broader principle that one on  
27 whom an important benefit or privilege has already been conferred may enjoy legal protection not  
28



1 available to an initial applicant for the same benefit.” *Ezekial v. Winkley*, 20 Cal. 3d 267, 273 (1977).

2 103. SFHS’s *de facto* expulsion of Plaintiffs from the school was arbitrary, as SFHS failed  
3 to provide Plaintiffs with adequate notice of the charges and a reasonable (or *any* meaningful)  
4 opportunity to respond, and/or because the expulsion was based on rule(s) that are substantively  
5 capricious and/or contrary to public policy.

6 104. Specifically, SFHS infringed upon A. H. and H. H.’s common law right to fair  
7 procedure by (1) concluding that A. H. and H. H. violated school policy without conducting any  
8 meaningful investigation; (2) failing to initiate proceedings before the SFHS Academic or  
9 Disciplinary Board prior to taking disciplinary action; (3) failing to allow Plaintiffs any meaningful  
10 opportunity to respond to the charges; (4) compelling A. H. and H. H. to withdraw or face immediate  
11 expulsion (with the attendant implications of having such an expulsion on their school records); (5)  
12 refusing to provide Plaintiffs with any opportunity for an appeal of the *de facto* expulsion decision;  
13 and (6) ultimately treating Plaintiffs’ withdrawal as an expulsion and/or “disciplinary situation.”

14 105. Additionally, SFHS’s *de facto* expulsion of Plaintiffs is improper because it rests on a  
15 rule which is arbitrary, substantively capricious, and contrary to public policy – namely, a rule that  
16 apparently prohibits the taking of a photograph by children who are not yet even students of SFHS,  
17 where third parties may determine, years later and in a separate context, that the photograph is  
18 subjectively offensive.

19 106. As a result of SFHS’s wrongful conduct, A. H. and H. H. suffered substantial  
20 economic and noneconomic harm, in an amount to be proven at trial.

21 107. SFHS acted with malice, oppression, and/or fraud and intended to injure and damage  
22 Plaintiffs by denying them any adequate procedure prior to *de facto* expelling them from SFHS,  
23 which warrants an award of punitive damages.

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1 **FOURTH CAUSE OF ACTION**

2 **Violation of Leonard's Law**

3 **(Cal. Educ. Code, § 48950)**

4 **(By A. H. and H. H., by and through their parents, against SFHS)**

5 108. Plaintiffs incorporate every allegation contained in each and every one of the above  
6 paragraphs, as though set forth fully herein.

7 109. California Education Code § 4895(a) ("Leonard Law") provides as follows:

8  
9 (a) A school district operating one or more high schools, a charter school, or a  
10 private secondary school shall not make or enforce a rule subjecting a high  
11 school pupil to disciplinary sanctions solely on the basis of conduct that is  
12 speech or other communication that, when engaged in outside of the campus,  
is protected from governmental restriction by the First Amendment to the  
United States Constitution or Section 2 of Article I of the California  
Constitution.

13 110. A. H. and H. H. engaged in off-campus First Amendment protected speech activity by  
14 virtue of being subjects of the Photograph.

15 111. SFHS is a private secondary school subject to the restrictions of Leonard's Law.

16 112. Application of Leonard's Law to the facts of this case is not inconsistent with any  
17 *bona fide* religious tenets held by SFHS.

18 113. SFHS violated Leonard's Law by requiring A. H. and H. H. to withdraw from SFHS  
19 because A. H. and H. H. were subjects of the Photograph.

20 114. A. H. and H. H. are therefore entitled to injunctive and declaratory relief, as well as  
21 attorneys' fees. Cal. Educ. Code, § 48950(b).

22 **FIFTH CAUSE OF ACTION**

23 **Defamation (Slander *Per Se*)**

24 **(Cal. Civ. Code § 44 *et seq.*)**

25 **(By A.H. and H.H., by and through their parents, against SFHS and Curtis)**

26 115. Plaintiffs incorporate every allegation contained in each and every one of the above  
27 paragraphs, as though set forth fully herein.

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1           116. On June 8, 2020, at a protest march that began on SFHS’s campus, SFHS President  
2 Jason Curtis confirmed to the Mountain View Voice that, in addition to the racist Instagram account,  
3 SFHS had “found additional incidents of racist behaviors,” including one incident that “involved the  
4 use of blackface,” and that the students involved would face “serious consequences.”

5           117. Under the circumstances – including the use of the Photograph of Plaintiffs in the  
6 Facebook Post organizing the protest march – readers of the Voice, including members of the SFHS  
7 community, reasonably understood that Mr. Curtis was referring to A. H. and H. H. when he accused  
8 students of being subject to “serious consequences” for wearing “blackface.”

9           118. Readers of the Voice reasonably understood, without resort to any extrinsic material  
10 or explanatory information, that Mr. Curtis’s statement meant that A.H. and H.H. had engaged in  
11 “blackface,” meaning that Plaintiffs had applied paint to their faces in order to create offensive  
12 caricatures of black people.

13           119. Mr. Curtis’ statement tended to directly injury Plaintiffs in their occupation as  
14 students of SFHS. In addition, Mr. Curtis’ statement, by natural consequence, caused Plaintiffs actual  
15 damage.

16           120. Mr. Curtis’s statement was made within the scope of his employment by SFHS and is  
17 attributable to SFHS.

18           121. Mr. Curtis’s statement that Plaintiffs were in “blackface” was unprivileged, and false.

19           122. Mr. Curtis knew or should have known that the statement was false, including because  
20 Mr. Curtis and other SFHS administration had been on express prior notice of the falsity of the  
21 statements.

22           123. Mr. Curtis and SFHS failed to use reasonable care and took no reasonable steps to  
23 determine whether the statement was true or false.

24           124. As a direct and proximate result of Mr. Curtis’ statement, A. H. and H. H. have been  
25 injured including, but not limited to, injury to their reputation and occupation as high school students,  
26 athletes, and prospective college students, as well as injury to their emotional health, well-being, and  
27 personal relationships, as discussed above.

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1 was unprivileged, and false.

2 132. Ms. Labana knew or should have known that the statement was false, including  
3 because she had been informed of the falsity of her statement by H.H.'s mother, yet continued to  
4 publicly claim that Plaintiffs engaged in "blackface."

5 133. Ms. Labana took no reasonable steps to determine whether the statement was true.  
6 Had Ms. Labana exercised reasonable, or even minimal, care to investigate the circumstances giving  
7 rise to the Photograph, she would have learned of the falsity of her statement.

8 134. As a direct and proximate result of Ms. Labana's statement, A. H. and H. H. have  
9 been injured including, but not limited to, injury to their reputation and occupation as high school  
10 students, athletes, and prospective college students, as well as injury to their emotional health, well-  
11 being, and personal relationships, as discussed above.

12 135. Also as a direct and proximate result of Ms. Labana's statement, Plaintiffs have  
13 incurred special damages that include, but are not limited to: the costs associated with seeking  
14 therapy to address the harm caused to Plaintiffs by virtue of SFHS's misconduct; the costs associated  
15 with installing safety cameras in light of threats made by angry individuals who had read the  
16 defamatory statements; and the costs associated with relocating out of town so that Plaintiffs may  
17 complete their high school educations without the toxic environment created by Ms. Labana's  
18 defamation.

19 136. Ms. Labana made the defamatory statement with malice, oppression, and/or fraud and  
20 intended to injure and damage A. H. and H. H. with the false statements, which warrants an award of  
21 punitive damages.

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1 **PRAYER FOR RELIEF**

2 WHEREFORE, Plaintiffs pray for relief and judgment against Defendants as follows, in  
3 amounts according to proof:

- 4 1. For judgment in favor of Plaintiffs against Defendants;
- 5 2. For general, special and compensatory damages in excess of \$20,240,000, and according to  
6 proof;
- 7 3. For punitive and exemplary damages according to proof;
- 8 4. For temporary, preliminary, and permanent injunctive relief requiring the removal of the  
9 defamatory Facebook Post from the public domain;
- 10 5. For a judicial declaration that A. H. and H. H. did not engage in “blackface” or otherwise  
11 violate any SFHS policy;
- 12 6. For a judicial declaration that SFHS violated the common law and statutory rights of A. H.  
13 and H. H. by compelling them to withdraw from SFHS as a result of Plaintiff’s  
14 engagement in protected speech activities, and without affording A. H. or H. H. fair  
15 procedure;
- 16 7. For attorneys’ fees pursuant to Cal. Educ. Code § 48950(b);
- 17 8. For costs of suit incurred herein; and
- 18 9. For such other and further relief as the Court deems just and proper.
- 19

20 Respectfully submitted,

21 Date: August 21, 2020

DHILLON LAW GROUP INC.

22  
23 By:



24 \_\_\_\_\_  
25 Harmeet K. Dhillon  
26 Krista L. Baughman  
27 Attorneys for Plaintiffs **A. H.**, a minor,  
by and through his parents Bruce H. and Tanya H.;  
and **H. H.**, a minor, by and through his parents  
28 Francis H. and Wendy C.

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**DEMAND FOR A JURY TRIAL**

Plaintiffs request a trial by jury.

Date: August 21, 2020

DHILLON LAW GROUP INC.



By: \_\_\_\_\_

Harmeet K. Dhillon

Krista L. Baughman

Attorneys for Plaintiffs **A. H.**, a minor,  
by and through his parents Bruce H. and Tanya H.;  
and **H. H.**, a minor, by and through his parents  
Francis H. and Wendy C.

# EXHIBIT 1

Los Altos Hills, CA

August 17, 2017, 12:32 AM



Export Snap



Delete Snap



My Eyes Only



Edit Snap



Send Snap

# EXHIBIT 2



August 18, 2017  
10:09 PM

Edit

-Sage Shepherd  
2m ago





# EXHIBIT 3



8

TODAY AT 1 PM - 2:30 PM

# Concerned Parents - Black Lives Matter

Saint Francis High School

About Discussion

Interested

Going

...

## Details

51 people responded



Today at 1 PM - 2:30 PM

Saint Francis High School

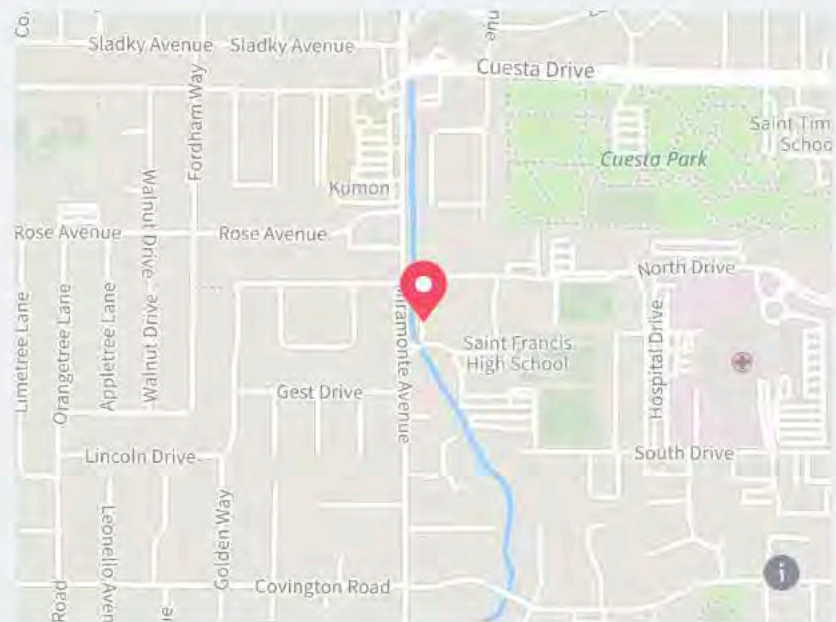
Public · Hosted by Heather Jordan and Alicia Labana

This is a protest to the outrageous behavior that current and former students from SFHS did - A George Floyd instagram account making fun of his death, the fact that he could not breath and kids participating in black face and thinking that this is all a joke.

Does the SFHS administration think this is a joke? Please join us at the entrance of the school off of Miramonte St. and make sure this administration knows that this type of behavior will NOT be tolerated.

Please remember to practice social distancing, wear a mask and bring a sign if you would like! Feel free to add people to this list.

See Less



Saint Francis High School

37.369402, -122.086653

## Go With Friends

See All

17  
WENT

34  
INTERESTED



Carrie went

## Hosts



Heather Jordan



Alicia Labana

## Popular With Friends



SUN, JUL 19 AT 4:30 PM

Def Leppard/Mötley

6

# EXHIBIT 4

# Student - Parent Handbook 2020-2021

Welcome to the electronic version of the Student- Parent Handbook for 2020-21. Use the navigation menu to quickly find the topic you are interested in. Feel free to contact the Dean's Office for further clarification or questions.

Here are some of the most common searched topics in the handbook:

- The Vision & Mission of the School
- Graduation Requirements
- Attendance Procedures
- Dress Code
- Serious Offenses
- Athletics
- Holy Cross Service Program
- Technology: Acceptable Use Policy
- Saint Francis Activities

## Notices

### Transportation Notice

The following transportation notice was included in the online enrollment process completed for every student. Saint Francis High School sponsors a number of varied activities, some of which occur off campus. In most cases, the school will provide transportation in a school bus or van that is driven by an adult employed by Saint Francis. However, given the number and variety of off-campus activities, the school cannot assume total transportation responsibilities for every student in all situations. There may be times where your student will need to provide his/her own transportation or seek transportation from another student or a student's parents.

By providing an electronic signature on the enrollment form, you acknowledged that Saint Francis High School makes no pretense about its ability to always provide transportation to and from activities and that you are aware of the information stated above. You also indicated the alternative methods of transportation that you approve for your student on that form. Under no circumstances is Saint Francis High School asking that you waive the rights of your son/daughter.

**Please Note:** Saint Francis High School neither endorses nor recommends any rideshare or transportation service. The school will not screen, monitor, review or assess the safety of any rideshare or transportation service, driver or vehicle. The use of any rideshare or transportation service is at the sole discretion of the parent or guardian for students. Contracting with, or use of, a professional ride service indicates the express acknowledgement that Saint Francis High School and its employees have not influenced that decision and bare no responsibility for your action to do so. Saint Francis High School and its employees accept no responsibility for screening, monitoring, reviewing or assessing the safety of any ride share service, driver or vehicle.

### Photograph & Video Notice

Saint Francis High School has the right to photograph or video record parents, guardians, families and students and to use such photographs or videos to promote, advertise or publicize Saint Francis High School or its programs to the Saint Francis High School community and the public in general.

Saint Francis High School streams select athletic and student events live on the web. Notification of event streaming will be posted at the ticket gate/entrance.

In order to ensure every student's right to privacy, Saint Francis High School asks you to have on file with the school a signed statement if you do not agree to the use of photographs or video recordings by the school. (This does not apply to yearbook photographs or school newspaper photographs printed or published on the school website.)

An extension of the website, Saint Francis High School uses social media channels to serve as the key social media platforms to broadly share school news and celebrate the diverse and wide-ranging stories that make Saint Francis a special community, as well as build continued awareness for the school. If you would prefer your student not appear on social media channels, please opt-out by emailing Michele Tjin, content producer for the communications and marketing office. Respecting every person is a core tenet of our mission and philosophy. As always, if concerns do arise, please report them to the Dean's Office, or another trusted adult on campus, who will follow school protocol in addressing your concern.

You can find us on Facebook, Twitter, Instagram and YouTube under the handle @SFHSLancers. The communications and marketing office will monitor these channels and maintain exclusive posting privileges. We encourage you to follow these feeds, as well as our program-specific channels — SFHS Counseling, Athletics, Visual & Performing Arts or Poverello (yearbook).

*Saint Francis High School, sponsored by the Brothers of Holy Cross, admits students of any race, color and national or ethnic origin. The school does not discriminate based on disability if the student is otherwise qualified and can, with reasonable accommodations, meet the graduation requirements of the school.*

## About

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## Administration

### Institutional Administration

#### **President**

Mr. Jason Curtis, Andre House

#### **Executive Director of Institutional Advancement**

Mr. Paul Lanning, Andre House

**Director of Endowment and Tuition Assistance**

Mr. Mike Speckman, Andre House

**Chief Financial Officer**

Ms. Sue Reyneri, Holy Cross Hall

**Director of Planning and Facilities**

Mr. Tim Houlihan, Saint Joseph Hall

**Alumni Director**

Mr. Greg Calcagno '83, Andre House

**Director of Technology**

Mr. Larry Steinke, Almon Family Communications Center

**School Administration**

**Principal**

Mrs. Katie Teekell '00, Holy Cross Hall

**Dean of Faculty**

Ms. Meighan Wilson Friedsam '97, Holy Cross Hall

**Dean of Students**

Mr. Ray Hisatake, Dujarie Hall

**Director of Academics**

Mrs. Maggi Knochenhauer, Holy Cross Hall

**Director of Activities**

Mr. Todd Meulman, Sobrato Family Learning Commons

**Director of Admissions**

Mr. Simon Raines, Holy Cross Hall

**Directory of Athletics**

Mr. Michael Pilawski, Alumni Gym

**Director of Campus Ministry**

Fr. Steve Kim, Sobrato Family Learning Commons

**Director of Guidance and College Counseling**

Mr. Hector Camacho, Sobrato Family Learning Commons

**Assistant Dean of Students**

Mrs. Kathryn Miller, Dujarie Hall

**Chaplain**

Fr. Anthony Mancuso

**Men's Club President**

Mr. Jim Fish

**Women's Club President**

Ms. Nutan Malhotra

## History

Saint Francis High School is a private Catholic co-educational community which was established by the Brothers of Holy Cross and the Diocese of San Jose, and is supported by involved families and individuals for the Catholic education of young people in Santa Clara and San Mateo Counties.

### Congregation of Holy Cross Tradition

The Congregation of Holy Cross was founded by Basil Anthony Mary Moreau after he took over direction of the Brothers of Saint Joseph from Father James Dujarie in LeMans, France, in 1835. Father Dujarie and Father Moreau saw from the beginning that the Mission of the Brothers of Saint Joseph and then the Congregation of Holy Cross would be in the education of youth in gospel values, which would give purpose to the lives of young people in the chaos of society which surrounded them in post-revolutionary France. In 1841, Father Edward Sorin and five Brothers journeyed from France to Indiana to bring the work of the Congregation of Holy Cross to the United States, and they were soon joined in their effort by the Sisters of the Holy Cross. The work of the Congregation spread to all parts of the United States from these beginnings.

### Historical Perspective

In 1954, the Brothers of Holy Cross and the Archdiocese of San Francisco established Saint Francis High School on its current site for the Catholic education of young men. A complementary school for young women was established at about the same time by the Sisters of the Holy Cross and the Archdiocese of San Francisco at Holy Cross High School. In 1972, Saint Francis High School and Holy Cross High School merged to become a coeducational Holy Cross Catholic secondary school mirroring the ideal of the Congregation of Holy Cross as a community of men and women, religious and lay, seeking gospel values and sharing the Mission of Jesus.

### Service of the School

Saint Francis High School serves the Catholic families of the area, but also opens itself to other families who wish to experience the totality of Catholic education. As a Holy Cross school, Saint Francis High School serves students with a broad range of abilities and backgrounds and unites them into a community, in which each is able to respect his or her own abilities and limitations and the abilities and limitations of others. Despite the broad range of abilities which the school serves, Saint Francis High School recognizes that its academic program is primarily verbal—reading, writing, speaking and listening. Thus, it establishes required proficiencies for entrance of students into its programs and for their continuation in and graduation from these. Saint Francis High School also recognizes that its total program as a Catholic school involves more than just academics and, therefore, establishes other requirements for

students for entry into and for continuation in the school.

Holy Cross Men and Women embody the core values of our community. We call these values the “BRIC” of our educational mission.

**B** Bring Hope by changing the world through Christ's love

**R** Respect others by seeing the face of Christ in everyone

**I** Inspire integrity of the heart and mind by being true to the Gospel in word and action

**C** Celebrate family by building a loving Holy Cross community

## Alma Mater

O Lancers hail the Brown and White

Raise it to the sky;

Stand loyal to our Alma Mater

Praise her name on high.

Let mountains echo back our loud acclaim:

Saint Francis High we pledge to you

All honor, love and fame.

## The Vision & Mission of the School

### Our Vision

We shape the future by nurturing exploration of thought to create leaders of impact rooted in faith and service.

### Our Mission

In the tradition of the Catholic Church and the spirit of Holy Cross, Saint Francis High School is committed to providing the finest college-preparatory program in an inclusive family environment, encouraging students to achieve their highest potential through:

- Spiritual Development which expresses their Christian values in the convictions of their hearts and the actions of their hands;
- Intellectual Development which translates their knowledge and skills into independent and creative thinking;
- Social Development which transforms their activities and experiences into leadership in and service to the community.

Our students become Holy Cross men and women who are uniquely prepared for college, service and leadership. Holy Cross men and women are people of integrity who discover their God-given talents, respect the dignity of every person, celebrate family and bring hope to others.

## Graduation Outcomes

Upon completion of high school, each Saint Francis student is expected to be:

- I. A person of faith who imparts Christian values and promotes Holy Cross traditions by



- Demonstrating a basic understanding of the life and teaching of Jesus Christ, and the essential doctrines and practices of the Catholic Church.
- Recognizing the primacy in Catholic moral and social teaching of the call to love and to develop a well-formed conscience.
- Serving the community particularly by reaching out to those most in need.

II. A conscientious learner who is dedicated to academic achievement and lifelong learning by

- Thinking critically, creatively and independently to solve problems and make decisions.
- Communicating articulately and effectively when speaking and writing.
- Reading and analyzing material in a variety of disciplines.
- Communicating in a second language.
- Demonstrating an appreciation for the arts.
- Using a variety of resources including technology to access information, analyze and solve problems and communicate ideas.

III. A well-rounded citizen who is committed to personal growth and social development by

- Demonstrating the knowledge of the rights and responsibilities of American citizenship and an understanding of global responsibilities.
- Demonstrating critical interpersonal skills: speaking, listening, and working collaboratively.
- Becoming self-directed individuals, who are able to set goals to achieve and maintain physical and emotional well-being.
- Recognizing the importance of participating in a variety of extracurricular activities.
- Developing strength of character including the traits of integrity, compassion, respect and community.

## Saint Francis High School General Code of Conduct Covering Students and Parents/Guardians

In order to create a quality, value-based education and maintain a positive learning environment for our students, all members of the Saint Francis community must work together to support the Holy Cross mission and philosophy of the school. Therefore, it is a condition of enrollment that a student behaves in a manner, both on and off campus, that is consistent with the principles and philosophy of Saint Francis High School. These principles include, but are not limited to, any policies, principles or procedures set forth in our Student-Parent Handbook. It is also a condition of enrollment that the parents/guardians of a student shall also act in accordance with these standards of conduct when interacting with the Saint Francis community.

These principles include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with Saint Francis High School to assist the student in meeting the academic, moral and behavioral expectations of the school;
2. Parents/guardians may respectfully pursue concerns about a student's progress or behavior in a class or activity by contacting the student's teacher, coach/moderator or counselor. If matters are not resolved with school personnel at that level, procedure is to then contact the administrator in charge of the area;
3. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel to the proper authorities. However, they must do so in a manner that is not disrespectful, disruptive, threatening, hostile or divisive;

4. These expectations of the general code of conduct for students and parents/ guardians include, but are not limited to, all school-sponsored programs and events.

Saint Francis High School reserves the right to determine, in its discretion, which actions fall short of meeting the principles and philosophy of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and, for students, the appropriate disciplinary action as articulated in the Student-Parent Handbook. Saint Francis High School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action (suspension of student or suspension of parent/guardian's privilege to come on campus and/or participate in school activities) or require parents/guardians to withdraw their student with or without a previous warning.

## Academics

The Principal is the official representative of Saint Francis High School in all matters pertaining to the scholastic life of the entire student body. Interpretations made by the Principal regarding the regulations contained in this Student Handbook have the same force as the regulations themselves.

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# Bell Schedule

## Alternating Day Bell Schedule

Brown 1 Day	
Student Collaboration (15) 7:45 - 8:00	
Period 1 8:05 - 9:25	
Break 9:25 - 9:35	
Period 3 9:35 - 10:55	
Period 5A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 5B 11:45 - 1:05
Period 7 1:10 - 2:30	

Gold 1 Day	
Faculty Collaboration (30) 7:45 - 8:15	
Student Collaboration (60) 8:15 - 9:15	
Period 2 9:20 - 10:40	
Break 10:40 - 10:50	
Homeroom 10:50 - 11:00	
Period 4A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 4B 11:45 - 1:05
Period 6 1:10 - 2:30	

Brown 2 Day	
Collaboration (15) 7:45 - 8:00	
Period 1 8:05 - 9:25	
Break 9:25 - 9:35	
Period 7 9:35 - 10:55	
Period 5A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 5B 11:45 - 1:05
Period 3 1:10 - 2:30	

Gold 2 Day	
Faculty Collaboration (30) 7:45 - 8:15	
Student Collaboration (60) 8:15 - 9:15	
Period 6 9:20 - 10:40	
Break 10:40 - 10:50	
Homeroom 10:50 - 11:00	
Period 4A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 4B 11:45 - 1:05
Period 2 1:10 - 2:30	

## Gold Day Activity Schedule

Activity 1 Day	
Student Collaboration (30) 7:45 - 8:15	
Period 2 8:20 - 9:40	
Break 9:40 - 9:50	
Homeroom 9:50 - 9:55	
Activity 9:55 - 10:55	
Period 4A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 4B 11:45 - 1:05
Period 6 1:10 - 2:30	

Activity 2 Day	
Student Collaboration (30) 7:45 - 8:15	
Period 6 8:20 - 9:40	
Break 9:40 - 9:50	
Homeroom 9:50 - 9:55	
Activity 9:55 - 10:55	
Period 4A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 4B 11:45 - 1:05
Period 2 1:10 - 2:30	

Activity 3 Day	
Student Collaboration (30) 7:45 - 8:15	
Period 2 8:20 - 9:40	
Period 4A 9:45 - 11:05	Brunch 1 9:45 - 10:10
Brunch 2 11:10 - 11:35	Period 4B 10:15 - 11:35
Period 6 11:40 - 1:00	

Activity 4 Day	
Student Collaboration (30) 7:45 - 8:15	
Period 6 8:20 - 9:40	
Period 4A 9:45 - 11:05	Brunch 1 9:45 - 10:10
Brunch 2 11:10 - 11:35	Period 4B 10:15 - 11:35
Period 2 11:40 - 1:00	

## Special Schedule

White Day	
Period 1 7:45 - 8:30	
Period 2 8:35 - 9:20	
Break 9:20 - 9:35	
Period 3 9:35 - 10:20	
Period 4 10:25 - 11:10	
Period 5A 11:15 - 12:00	Lunch 1 11:15 - 12:00
Lunch 2 12:05 - 12:50	Period 5B 12:05 - 12:50
Period 6 12:55 - 1:40	
Period 7 1:45 - 2:30	

# Graduation Requirements

## Coursework

In order to graduate from Saint Francis High School, a student must successfully complete a minimum of 230 semester periods of course work. Included within the 230 credits are the following required courses and credits:

Religious Studies	40 semester periods *
English	40 semester periods **
Mathematics	30 semester periods
Social Studies	35 semester periods ***
Science	30 semester periods
Foreign Language	20 semester periods (same language)
Physical Education and Health	10 semester periods
Visual and Performing Arts	10 semester periods
Community Service	50 hours

Beginning with the Class of 2022, students must successfully complete 240 semester periods of course work. Included within the semester credits are the following required credits:

Religions Studies	40 semester periods*
English	40 semester periods**
Mathematics	30 semester periods
Social Studies	30 semester periods***
Science	30 semester periods
World Languages (same language)	20 semester periods
Health and Fitness	10 semester periods
Visual and Performing Arts	10 semester periods
Community Service	50 hours

\* or five semester credits for each semester in attendance

\*\* in a curriculum which specifically includes literature, oral and written composition.

\*\*\* including World History and Geography, U.S. History, U.S. Government, and Economics

## Community Service Program

The Saint Francis High School Holy Cross Service Program is a four-year graduation requirement. Freshmen are responsible for a minimum of 15 hours, sophomores 10 hours, juniors 15 hours, and seniors 10 hours of service. These hours are to be completed by the published due date. Students who have not completed their hours will not be allowed to return to Saint Francis or graduate. Students may complete service hours during the summer prior to their academic year (e.g. Current students can do their service in the summer before the school year begins).

## Semester Period

The semester period is the unit of measurement for work done. Normally, a semester period of credit means the successful completion of a course requiring 80 minutes of class time every other day for a semester. The successful completion of a semester course would ordinarily earn a student five semester periods of credit.

## Class Standing

A student's class standing is determined by a combination of specific courses completed and the total number of semester periods of credit earned. Ordinarily at the end of the academic year, a freshman has completed a minimum of 60 semester periods of credit, a sophomore has completed a minimum of 120 semester periods of credit, and a junior has completed a minimum of 180 semester periods of credit. The course load for freshmen, sophomores and juniors is a minimum of six courses per semester with the option to enroll in seven courses. Seniors normally enroll in six courses, but may petition the Director of Academics to take five classes if they have a valid reason and parental consent.

## Class Ranking

Saint Francis calculates a class ranking of students using the weighted GPA. Honors classes and Advanced Placement classes are given an additional point in the ranking process. Ranking is used for internal purposes only and will not appear on the student's transcript.

# Graduation

## Residency

In order to graduate from Saint Francis High School, a student must be registered, enrolled and attending school during the two semesters of his/ her senior year. Seniors who have attended Saint Francis High School for seven semesters but are not enrolled during the graduating semester may be eligible for a Saint Francis diploma if they have a compelling family or health reason to leave Saint Francis in the eighth semester, secured prior approval from the principal and completed all graduation requirements through Saint Francis or another accredited institution.

## Ceremony

In order to participate in the graduation ceremony for Saint Francis High School, a student must be of senior standing; be currently enrolled at Saint Francis High school in five or more courses for spring semester; successfully complete all graduation requirements, including second semester senior courses and required service hours; be in good standing with the disciplinary code, specifically not in serious violation of school rules or expectations, including but not limited to drug and alcohol violations and other serious offenses as articulated in the Parent-Student Handbook. Enrolled students who are not eligible to participate in the graduation ceremony due to academic or disciplinary deficiencies may be eligible for a Saint Francis diploma under the following circumstances:

1. Upon successful completion of graduation requirements at an accredited summer school following graduation;
2. Upon successful completion of community service hours in a summer program sanctioned by Saint Francis High School;
3. Upon successful completion of disciplinary hours and after the graduation ceremony.

## Graduation Honors

Diplomas awarded by Saint Francis High School are granted with certain distinctions noted in the Graduation Program:

- Cum Laude for a student maintaining at least a 3.50 weighted cumulative grade point average through seven semesters
- Magna Cum Laude for a student maintaining at least a 3.70 weighted cumulative grade point average through seven semesters
- Maxima Cum Laude for a student maintaining a weighted cumulative grade point average of at least 3.90 through seven semesters.
- The number one and number two students in the class through seven semesters will be honored as the valedictorian and salutatorian respectively.

## Graduation Speaker

The speaker for the graduating class will be selected by the Director of Academics and a committee of faculty members. In order to be considered as a speaker for the ceremony, a prospective candidate must meet the following criteria:

1. Student must be a senior and enrolled at Saint Francis for a minimum of three academic years.
2. Student's four years at Saint Francis must reflect the mission and philosophy of the school.
3. Student must have a cumulative weighted grade point average above a 3.0.
4. Student must be in good disciplinary standing.
5. Student must complete the application by due date.

After the audition process, the committee will choose the speech and speaker deemed most suitable for the graduation ceremony. Any student who has violated the Principle of Academic Ethics or has incurred a Serious Offense of the Disciplinary Code of Saint Francis as defined in the Student/Parent Handbook may be deemed ineligible to be a graduation speaker.

## Course Requests & Schedules

A student will ordinarily be assigned to the core courses that the student requests for an academic year, if all prerequisites for these courses are met. It is important that a student select these courses carefully, considering future study plans, career goals and life goals. Ordinarily a class schedule request cannot be changed after it has been submitted. Teacher change requests will not be honored. No schedule change requests will be honored after **three** days of the academic semester.

## Admission to Class

A student ordinarily must have completed all the steps of the registration process, have submitted all required forms to the office, and have made payment on any outstanding financial obligation to the school before being admitted to class. Additionally, students who have not filed forms required by law with the school will not be admitted to class.

## Attendance

Saint Francis High School considers regular attendance of classes an important obligation of each student and vital to a student's success in the class. If a student misses class, he/she is responsible for information and work from the class period. It is important to understand that collaboration cannot be used as a replacement for class.

**Collaboration is used to make up a test or quiz, or to ask the instructor for assistance in understanding the material. It is not intended to be a time when the teacher can re-teach what was done in class. A teacher may require that a student make up class work outside of Collaboration.**

Attendance regulations are outlined in the Attendance chapter of the Student-Parent Handbook. Saint Francis High School reserves the right to deny academic credit in a course to any student after six absences in a particular course per semester. If a student exceeds that number without prior approval for an extenuating medical reason, the student will become ineligible for credit in the course. This means that a "WF" (Withdraw Fail) will be on the transcript and the student will be dropped from the class at that time. A student that may require a prolonged absence due to illness or other condition and is unable to fully participate in the academic program may be required to develop an alternate plan for the completion of graduation requirements prior to returning to school. This student may be asked to withdraw and complete the courses at another institution. This plan will be created should a student reach 10 absences in any given class.

## Adding & Dropping Classes

Ordinarily a student will not be permitted to add or drop a course after a semester begins. Requests for schedule changes must be made through the student's counselor, and in exceptional cases, an approval may be granted by the Director of Academics for a schedule change after the semester begins. No schedule changes will be made after **three** days of the academic semester. For specific details refer to the Academic Course Bulletin or the Guidance and Counseling Department.

## HOMEWORK PHILOSOPHY AND ABSENCE POLICY

### HOMEWORK PHILOSOPHY STATEMENT

Homework is defined as learning activities that students work on outside of the classroom and may be classified into one of three categories: practice, preparation, or extension. It is a tool to support student achievement, mastery of skills and exploration of thought. Homework is most effective when it is developmentally appropriate, meaningful to students and has a clearly articulated purpose.

### ACADEMIC INTEGRITY

The Saint Francis faculty and administration believe in academic honesty and the principle of the honor code. Students are expected to do their own homework, to test without external resources and to submit original work for all assignments. Saint Francis students are also expected to deny all requests to copy or to share from their own work.

### CLASS ATTENDANCE

Saint Francis High School considers regular attendance in classes an important obligation of each student. However, we encourage students to stay at home when they are ill to protect our entire community.

Collaboration is built into each school day to allow students to check in with teachers and to make up any tests and quizzes when they return to school. It is not intended to be a time when the teacher can re-teach what was done in class. Teachers may require that a student make up work outside of collaboration. Any



student who arrives late or leaves early and misses a quiz/test/presentation that day is required to make contact with the teacher that same day in order to receive full credit.

If a student arrives at school after a class has ended or leaves school for any reason before class and there was an in-class essay, test/quiz or presentation for that day in class, the student or parent should make contact with the teacher before the end of the same school day. Failure to do so may result in reduced or no credit. \*Extenuating circumstances may apply.

## WORK ASSIGNED DURING AN EXCUSED ABSENCE

Absences must be verified by the parents/guardians and communicated to the Attendance Office per school policy. Students will be given the time (and instruction) necessary to complete the missed assignments commensurate to the number of class periods missed.

All students will have fair, reasonable, and equitable opportunities to submit their work, with the minimum of one class meeting per day of absence to make up work. Teachers have the discretion to extend this timeline as needed.

## WORK ASSIGNED BEFORE AN EXCUSED ABSENCE

Unless special circumstances have been communicated to the teacher and different arrangements have been made, any student who is absent for a full day should submit any work that was assigned when the student was last in class and was due the day of the absence by the next class period.

Submission of long-term projects and essays, however, is required on the original due date regardless of attendance.

## Withdrawal From School

Students whose parents wish them to terminate their work at Saint Francis High School during a semester or at the end of a semester must complete the withdrawal procedures and file proper information with the Director of Academics. If a student leaves during a semester without officially withdrawing, the student will receive a grade of "F" in all courses.

## Summer School

Students who take summer school courses for credit must have the approval of the Director of Academics in order to transfer these credits to Saint Francis High School. A student who fails one or more semesters of a required course during the academic year is expected to make up the course in summer school if the student wishes to return to Saint Francis High School for the following academic year. Grades for classes that are repeated in summer school are listed on a student's transcript and calculated in a student's grade point average, but are an addition, not a replacement, for previous grades.

## Community College Classes

Students are encouraged to take enrichment classes at local community colleges when these classes are not offered at Saint Francis High School. Seniors especially may want to take a class to enhance their preparation for college or for a career. These classes, however, may not be taken in lieu of a class at Saint Francis High School nor may the credit be transferred to the school for high school credit. Any student wishing to take a class at a local community college is required by the college to have the signed approval of the Director of Academics. Further information on community college classes can be obtained from your counselor. The grades from these courses are put on the

transcript as enrichment courses in the appropriate department. The student will not receive GPA credit or credit toward graduation.

## Grades

Grades are the expression of a student's achievement in a given class. Although progress grades are reported every six weeks, only semester grades appear on a student's transcript as grades of record. Semester grades are cumulative grades that reflect the student's academic performance in a class over the 18-week semester period.

## Final Examination

Final examinations are held at the end of each semester. Final exams must be taken on the designated days; no early exams will be given. Final exams for the first semester of the 2019 – 2020 school year will be held from Wednesday, December 18 – Friday, December 20. Final exams must be taken on the designated days. Students who are ill during exams will be expected to make up exams during the normal make up periods or on Saturday, December 21 at a time to be determined by the Director of Academics. Exceptions may be made for extended illness for which a doctor's note is required. **Exceptions to this make-up policy will not be made for family vacations or other travel plans.** Please consult the school calendar when making your holiday travel plans.

## Transcripts

A fee of \$2.00 is charged for each transcript processed through normal procedures. Official transcripts are \$5.00 (\$10.00 if a rush order). Requests for transcripts should be made on the official school "Transcript Request Form" through the Main Office. Official transcripts are issued only to other schools or institutions, students or parents. Student extracurricular involvement is reported each semester by club moderators and coaches. Students must meet the stated requirements of participation in order to receive transcript credit for their involvement.

## Grade Reports

Only courses which are academic in nature are included in a student's grade point average (Office Assistant, Jazz Band, Yearbook, Leadership and Advanced Rhetoric are not included in a student's academic GPA.) Averages are computed for each semester reporting period. A cumulative grade point average, which appears on the semester report card, is also maintained for each student. These averages are computed using the following scale:

A	4.0 points per semester period
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F/I	0

## Honor Roll

The Honor Roll is published at the end of each semester. To attain this mark of distinction, a student must have attained at least a 3.50 grade point average for high honors or a 3.00 grade point average for honors in the previous semester marking period.

# Academic Integrity

The Saint Francis faculty and administration believe in academic honesty and the principle of the honor code. Students are expected to do their own homework, to test without external resources and to submit original work for all assignments. Saint Francis students are also expected to deny all requests to copy or to share from their own work. Violation of this principle is subject to suspension from school and further disciplinary and academic penalties.

## Definitions

### Plagiarism

“Fundamentally, plagiarism is the offering of the words or ideas of another person as one’s own” (Writing Research Papers 78).

Plagiarism includes:

1. The use of another person’s work, in part or in full.
2. This includes copying homework.
3. The use of material without documentation, in part or in full.
4. Paraphrasing original material without documentation.
5. Allowing the use of one's work to another student, in part or in full.

### Cheating

Cheating is an attempt to improve one’s score or to help to improve someone else’s score through dishonest means.

Cheating includes:

1. The use or possession of another person’s test/answers either before or during the exam.
2. The use or possession of notes, answers, cheat sheets, screen shots, electronic devices or other sources not approved by the teacher during the exam.
3. The stealing/receiving of test papers or taking/possessing a photo of the test prior to the test or
4. The giving/receiving of specific test information in any format
5. Marking answers after the test period is over.

### General Testing Procedures for All Classes

In order to reach consistency in our teaching of academic ethics at Saint Francis, the faculty agrees to a set of general procedures for all testing situations at Saint Francis. While each teacher has the professional right to adopt additional rules consistent with his/her philosophy, all students can expect to follow the testing procedures listed below:

*f*

1. Students must follow teacher directions.
2. Students cannot talk to other students during the examination period.
3. Students must keep their eyes on their own paper during the exam.
4. Students must cover their answers to the test.

## Penalties

### Plagiarism

The academic penalty for plagiarism is a zero (0) on the assignment and referral to the Dean of Students for all students involved. Students are subject to in-house reflection and further disciplinary penalties.

### Cheating

The academic penalty for cheating is a zero (0) on the test or quiz and referral to the Dean of Students for all students involved. Students are subject to in-house reflection and further disciplinary penalties.

### **Sharing Homework**

The academic penalty for sharing homework is a zero (0) on the assignment for the student(s) giving and/or receiving the homework, and a referral to the Dean of Students.

### **Violating Testing Procedures**

Violations of testing procedures are usually referred to the Dean of Students. The penalty for violating testing procedures will be determined by the Dean in consultation with the teacher.

### **NHS, CSF & FLHS**

Any student that violates the principle of Academic Ethics as defined by PLAGIARISM, CHEATING, or SHARING OF HOMEWORK, will usually be dismissed from further membership in the National Honor Society, California Scholarship Federation or Foreign Language Honor Society. In addition, it may keep students from being inducted into either of these honor societies and may affect other school activities. Student discipline records are taken into consideration when students apply to the honor societies.

## **Academic Eligibility**

In order to participate publicly in an extracurricular activity at Saint Francis, a student must achieve a grade point average (GPA) of at least a 2.00 for the prior six-week grading period. When a student becomes academically ineligible, the student may no longer participate publicly or be excused from any class for anything related to that activity.

A student who does not attain a 2.00 GPA in a six-week grading period will be granted probationary eligibility if the student's GPA is between a 1.7 (C-) and 2.00. If the student's GPA is below a 1.7 (C-) no probationary eligibility will be granted. When granted probationary eligibility, the student will remain eligible to publicly participate until the next grade-reporting period, at which time the student must attain a minimum of 2.00 GPA to remain eligible. If the probationary student does not attain the 2.00 GPA necessary, the student becomes ineligible until the next six-week reporting period.

A student will be granted only one (1) probationary period during any school year, and it will be granted for the reporting period immediately following the student's first failure to attain the required 2.00 GPA. There will be no probationary eligibility granted after the second semester. Thus, if a student does not attain a 2.00 GPA at the end of the second semester, he/she will be declared ineligible for the first reporting period the following school year. The student, however, could go to Summer School to make up his/her deficiency and become eligible.

### **Academic Probation**

A student is automatically placed on academic probation for one semester if his/her semester academic grade point average falls below 2.0 (C) or if he/she receives two semester grades of "F" in any one semester. At the conclusion of this period of probation, the Academic Board will evaluate the student's academic performance and make one of the following recommendations based upon this performance: that the academic probation be lifted from the student; that the student continue on academic probation for an additional semester; that the student be disqualified from further attendance at Saint Francis High School. Students admitted on academic probation follow the terms of probation as outlined in the admission policy.

### **Academic Dismissal**

Saint Francis High School reserves the right to dismiss a student for poor performance in any academic semester. In addition, a student is academically dismissed from further attendance at Saint Francis High School for any one of the following five academic conditions:

1. A student remains on academic probation after three probationary semesters or
2. A student on academic probation receives two semester grades of “F” in any one semester or
3. A student not on probation receives three semester grades of “F” in any one semester or
4. A student has a cumulative GPA below 1.5 at the end of his/her freshman year or
5. A student has a cumulative GPA below 1.7 at the end of his/her sophomore year

A student who is academically dismissed will be withdrawn at the end of the semester in which dismissal occurs.

## Disqualification

As written in our mission and philosophy statements, our primary goal is to provide a value-based education for each student enrolled at Saint Francis High School. We also recognize, however, that there are sometimes occasions when a student’s conduct and/or academic performance falls below the expected standards of the school. Therefore, the school reserves the right to disqualify from further attendance any student who fails to meet the academic and/or disciplinary conditions set forth in this handbook.

## Academic Board

The Academic Board reviews the academic performance of all students and recommends students for academic probation. In addition, the Board is empowered to dismiss any student who fails to meet the conditions of his/her academic probation, or for poor performance in any academic semester.

The Academic Board is made up of:

1. Director of Academics, Chair
2. Director of Admissions
3. Head of Guidance and Counseling
4. Student Services Representative
5. Teacher Representative

## The Review Board

The Review Board is responsible for reviewing appeals brought by students or parents concerning dismissals by the Academic or Discipline Boards. The Review Board makes the final decision in regards to all appeals, limiting its review to procedural questions. Should there be a meeting of the Review Board, it will be composed of the Principal, a Student Services designee and an Academic designee. Appearance before the Board is limited to the student and parent/guardian.

# Attendance

Saint Francis High School considers regular attendance in classes an important obligation of each student. As new teaching methodologies like cooperative learning and interactive media are more participatory and experiential than traditional lecture formats, attendance in class is an integral part of the education process. **Collaboration is used to make up a test or quiz, or to ask the instructor for assistance in understanding the material. It is not intended to be a time when the teacher can re-teach what was done in class. Teachers may require that a student make up work outside of the collaboration Any student who arrives late or leaves early and misses a quiz/test/presentation that day is required to make contact with the teacher that same day in order to receive full credit.**

- Regulations
  - Absences
  - Tardiness
  - Illness During School Day
  - Cutting a Class and Attendance Infractions
  - Truancy
  - Extracurricular Attendance Eligibility
- Attendance Procedures
  - School Day Absence
  - Leaving School During the Day
  - Parents Who are Out of Town
  - Extended Absences

## Regulations

### Absences

Saint Francis High School considers regular attendance in classes an important obligation of each student. As new teaching methodologies like cooperative learning and interactive media are more participatory and experiential than traditional lecture formats, attendance in class is an integral part of the education process. Collaboration is used to make up a test or quiz, or to ask the instructor for assistance in understanding the material. It is not intended to be a time when the teacher can re-teach what was done in class. A teacher may require that a student make up work outside of Collaboration.

Saint Francis High School considers six absences of any type in a class per semester to be excessive. This includes illness, medical/dental appointments, meetings, college visitations and personal/family trips.

After six absences of a particular course in a semester, students will not be allowed to make up any missed work or tests. In addition the Director of Academics reserves the right to deny academic credit for that course.

If a student exceeds that number without prior approval for an extenuating medical reason, the student will become ineligible for credit in the course. This means that a "WF" (Withdraw Fail) will be on the transcript and the student will be dropped from the class at that time. A student that may require a prolonged absence due to illness or other condition and is unable to fully participate in the academic program may be required to develop an alternate plan for the completion of graduation requirements prior to returning to school. This student may be asked to withdraw and complete the courses at another institution. This plan will be created should a student reach 10 absences in any given class.

### Tardiness

Students who are not in their seats when the second bell rings are considered tardy for that class. Tardy students must report directly to the Attendance Office for a late slip. No tardy student will be admitted to class without an attendance slip. A student that is tardy to school will usually serve lunch duty the same day that the tardy is received. **Students must have their Student ID cards when they check in if they are late to school.**

Saint Francis High School considers five tardies per semester to be excessive. Ordinarily, a warning letter will be issued, and students will be expected to serve detention after school for any tardies received after that. A student may be suspended for further excessive tardiness.

A student arriving after the second bell of his/her first class must report directly to the Attendance Office, even if it is at the beginning of another class period. After 20 minutes into the class, **the missed time is recorded as an absence,**

**not a tardy.** Any student arriving from a medical or dental appointment is asked to provide the appointment verification card. The Deans and the Attendance Clerk reserve the right to make exceptions to this policy.

## Illness During School Day

A student who is ill during the school day should report to **class first** and then get a pass to the Health Room or the Attendance Office if no Health Room Volunteer is present. Students should not contact a parent before coming to the office. A student can stay in the Health Room only for a short time; otherwise parents will be called and the student will be sent home. Under **NO** circumstances should a student go home before the **school** contacts the parent or guardian. Failure to do so may result in detention, and the absence declared “unexcused.” Only under special circumstances will a student driver be allowed to drive home.

**Note: Any student who is on campus at some point during the school day but misses a quiz/test/project in a class that day must contact that teacher on campus during that same day so that the work can be made up for credit.**

## Cutting a Class and Attendance Infractions - No make-up work allowed

Absence from one class period or not clearing an absence is considered a disciplinary violation. **Leaving without checking out with a pass through the Attendance Office is considered a cut.** The penalty includes multiple detention hours and no make-up work allowed.

## Truancy

A student who misses the school day without a valid excuse is considered truant. Truant students cannot make up missed work, and truancy is considered a major disciplinary violation. The penalty for truancy is multiple detention hours and a formal warning. Repeated violations may result in dismissal.

## Extracurricular Attendance Eligibility

All Saint Francis students, in order to be involved in any school-sponsored event, must attend a minimum of two full academic classes that day. Any exceptions must be cleared with the Dean of Students prior to the activity.

# Attendance Procedures

## School Day Absence

In the event of an absence there are two options to report the absence. (The online form is preferred):

**1. Online Student Absence Form (preferred)** This form is only for parents and is found on the Parent Portal on the school’s website. Use it via a desktop or mobile device on the evening before or the morning of the absence -- before 9 a.m. We encourage parents to use this means for notifying the school. Students do not need to bring an absence note if this form is used.

**(Note: This form is not for a student who needs to leave school early. A student will still need a note to bring to the Dean’s Office that morning before school to receive a pass to leave school. )**

**OR**

## 2. Call the School

A parent or guardian must call the school before 9:00 a.m. on the first morning of the absence. A message can be left on the phone mail system of the Attendance Office by calling 650 968-1213, Ext. 470

## AND

### Bring in a Note (if the absence was called in)

In addition to calling the school on the morning of the absence, the parent must send a note including the reason and date of absence with the student upon his/her return to school. The note must be brought to the Attendance Office.

## Leaving School During the Day

### Procedures

A student may not leave campus for any reason without specific approval through the Attendance Office. Saint Francis does not expect students to make medical or dental appointments during the school day. Any student needing to leave campus for any reason will be cleared through the Attendance Office if the following procedures are followed.

**Required Note:** Written requests must be brought to the Attendance Office. If a student forgets a note, the student should come to the office to call home and receive a pass to leave.

1. before school begins that day. Notes for doctor's appointments MUST include:
  1. Name of Doctor
  2. Phone number of Doctor
  3. Time of appointment
  4. Time to be excused from school
2. **Dismissal Pass:** A student will be issued a pass that should be shown to the teacher when the student leaves. The student must check in through the Attendance Office and provide the appointment verification card upon returning to school.

Failure to clear an absence will result in the student being assigned a detention, and the absence declared "unexcused." **Leaving campus without checking out with a pass through the Attendance Office is considered a cut – and no make-up work is allowed.**

## Parents Who are Out of Town

Parents who plan to be away from home while school is in session should notify the school in writing as to who will be legally responsible for their son or daughter during this time.

## Extended Absence

In the event of a need for an extended absence (five or more days) for an illness or other reasons, parents must contact the Director of Academics to discuss this need before the absence is to begin or as soon as possible.

# Campus Ministry

Campus Ministry strives to involve the entire Saint Francis High School Community in service to God and to neighbor. The Campus Ministers collaboratively work to encourage, promote and organize the celebration of sacraments, prayer services, retreat experiences, pastoral care, the Holy Cross Service Program and the Immersion Program.



- Organization
- Celebration of Sacraments & the Prayer Life of the School
  - Eucharist
  - Sacrament of Reconciliation
  - Sacrament of Confirmation
  - Public Morning Prayer
  - Flagpole Prayer
  - Ignite Youth Group
  - Evening of Healing
- Retreats
  - Freshman Retreat
  - Sophomore Retreat
  - Junior Retreat
  - Senior Retreat
  - Jesus Reframed Retreat
- Holy Cross Service Program & Service Learning
  - Service Requirements
  - Penalties
  - Service Learning Component
  - Other Service Opportunities
    - Immersion Program
    - Pastoral Guidance

## Organization

The office of Campus Ministry includes the Director of Campus Ministry, Chaplain, Associate Campus Minister for Retreats, Associate Campus Minister for Immersions, Associate Campus Minister for Service and Outreach, Associate Campus Minister for Missions, and the Administrative Assistant to the Campus Ministry Team. The Religious Studies Teachers along with a myriad of student, faculty, staff and administrator volunteers contribute to the vibrancy of the extensive programs offered by Campus Ministry. In the spirit of inter-religious dialogue and as the characteristic mark of the charism of the Brothers of Holy Cross all students are welcomed and encouraged to assist in programs and activities. Campus Student Ministers meet to plan and prepare Campus Ministry activities. Dates of the various sacramental and prayer events are found on the school calendar, and additional information may be found on our website.

## Celebration of Sacraments & Prayer Life of the School

The Catholic faith is expressed through prayer, in word, sign and symbol. Students along with faculty, staff and administrators have the opportunity to plan, prepare and participate in worship experiences as an entire school community, through Religious Studies classes and Campus Ministry, and through the Ignite Youth Group.

### Eucharist

The school year begins with the ancient tradition of the Mass of the Holy Spirit. Mass is also celebrated on holy days of obligation, the patronal Feast of Saint Francis of Assisi as well as masses honoring saints connected to the

Brothers of Holy Cross, Saint Andre Bessette and Blessed Basil Moreau. Class Masses are integrated into the curriculum wherever appropriate. Mass is offered at 7:15 am daily. All are welcome to attend. Athletic teams or clubs can contact Campus Ministry to sign up to attend the 7:15 am Masses or request a personalized prayer service tailored to their sport or club. All are welcome to attend. Additionally, Advent Wreath blessing, Ash Wednesday and other Catholic traditions are celebrated throughout the year (i.e. blessing of the throats on the Feast of St. Blasé.)

## Sacrament of Reconciliation

The sacrament of Reconciliation is available daily for students and all employees of the Saint Francis Community. During the seasons of Advent and Lent, the entire student body and employees of the Saint Francis Community are invited to celebrate this sacrament of God's love and forgiveness. Several members of the clergy from both the Archdiocese of San Francisco, the Diocese of San Jose and Religious Orders make themselves available for these celebrations. Additionally the sacrament of Reconciliation is made available on all senior retreats, as well as on the Confirmation Workshop.

## Sacrament of Confirmation

The Confirmation program is offered to Catholic students who are seniors. The program is meant to serve those students who missed enrollment in their parish Confirmation program. The program is not meant to be an alternative to Confirmation in the parish. As a participant in the program, the student must complete those things required by Church Law.

## Public Morning Prayer

Public Morning Prayer designed to following the Ordo of the Church is prayed over the public address system each day after the pledge of allegiance and before the announcements.

### **Flagpole Prayer**

Every Wednesday morning before school, our community gathers at the flagpole for a student led prayer service.

### **Ignite Youth Group**

Ignite is a Catholic student led youth group open to all students, all faiths that meets twice a month to pray, hear student testimonies, form small faith sharing groups, perform service projects, plan liturgies, reconciliation services and other more traditional Catholic rituals like adoration and the rosary. Meetings start with dinner and end with a very powerful ritual called the Prayer Chair, where you can sit in a special chair and be prayed over for your intentions.

### **Evening of Healing**

Once during first semester, led by Ignite. An opportunity for any student who is experiencing loss, big or small, to come and share their story, hear uplifting student testimonies, pray and receive comfort, compassion and support from their peers, particularly those who have also suffered significant loss. Music, hospitality and prayer are also part of the evening.

## Retreats

It has long been the tradition of Catholic Christians to take time away from the world and its busyness and so Saint Francis High School has made a committed effort to provide such opportunities for its students. The one day freshman retreat occurs at the very beginning of the school year and is mandatory. The junior and senior retreats are optional overnight retreats. Campus Ministry advertises these retreats from the very beginning of the school year and encourages individuals to make this important space in their lives. The freshmen and sophomores have a mandatory service learning program that will be coordinated through their Religious Studies class which is a requirement for

successful completion of the Religious Studies class. (More information is provided under the section entitled Holy Cross Service Program and Service Learning.) There is also an optional *Jesus Reframed Retreat*, which is open to all students. Please refer to the section entitled *Jesus Reframed Retreat* for more information.

## Freshman

A mandatory all-day retreat experience on the theme of *Holy Cross Family* is held before school. Additionally, please refer to the section entitled *Holy Cross Service Program and Service Learning* for information and descriptions about Freshman Service Learning.

## Sophomore

Please refer to the section entitled Holy Cross Service Program and Service Learning for information and description about Sophomore Service Learning.

## Junior

The two-day and one-night experience is optional. Junior retreats are offered throughout the school year. This retreat is a social and interactive retreat revolving around the themes of faith, family and friends.

## Senior

The two and a half day and two-night experience is optional. Senior retreats are offered throughout the school year. This retreat is a silent and reflective retreat experience.

### **Jesus Reframed Retreat**

This retreat is open to all grade levels and is an opportunity to reimagine our perspective on who is the Person of Christ and/or to allow Jesus to re-present Himself to us. Too often students who attend parochial school feel they need to know everything there is about Jesus and this retreat (re)awakens the relationship to be less religious and more faith. Many students leave feeling as if they've never experienced Jesus until our retreat. We have music, Mass, small groups, Reconciliation, Talks, games and activities, adoration, affirmation and much more! This retreat is day-long and takes place on the St. Francis campus.

# Holy Cross Service Program & Service Learning

## Service Requirements

As a Catholic Holy Cross High School, Saint Francis feels called to provide opportunities for educating the hearts and minds of its students to serve the world. Completion of the Holy Cross Service Program, including both completion of individual community service hours and the completion of the freshman and sophomore service learning components are requirements for successful completion of the Religious Studies courses. The completion of the 50 required service hours, over the course of four years, is a graduation requirement as set by the Board of Directors of Saint Francis High School. Each year the school mandates that every student fulfill this requirement and submit the required hours through their account in the school's online service platform, x2VOL, for verification and approval. The annual service requirements are as follows:

**Freshman** - 5 hours of on-campus service to the school and 10 hours of direct service with children (8th grade or younger)

**Sophomores** - 10 hours of direct service with the developmentally disabled

**Juniors** - 15 hours of direct service with the elderly

**Seniors** - 10 hours of direct service with any of the four populations: children, developmentally disabled, elderly, or poor/economically disadvantaged

All community service must involve the student **working in direct contact with members of the population in question, as determined by grade level**, and must be done off campus while school is NOT in session. In addition, the service hours must be completed with a valid agency or organization (not with family, friends, or neighbors) The only exception is the freshman 5 hours of on-campus service which are part of the total community service hours for freshmen. Service hours for the following year may be started as soon as the current school year's service deadline for the student's particular grade has passed. Any direct contact community service work done over the summer will count toward the requirement for the upcoming school year. For a student to avoid penalty, the minimum number of required service hours must be submitted and verified in x2VOL by the deadline. Required service hour deadlines for the Holy Cross Service Program for the school year 2019-2020 are:

**Seniors** - Friday, January 31, 2020

**Juniors** - Friday, February 21, 2020

**Sophomores** - Friday, March 13, 2020

**Freshman** - Friday, April 3, 2020

## Penalties

Failure to meet the deadline for required Holy Cross Service hours will result in a 3 hour detention after school.

Meeting the deadline means that the students has the minimum number of required hours **submitted and verified** in their x2VOL account by their due date. If the student fails to complete the outstanding service hours within two weeks of the original due date, the student will be suspended from school for one day. Following suspension, if the student fails to complete the outstanding service hours within a second two week period, the student will be suspended from school a second day and subject to further disciplinary penalties until the student successfully completes the service hours. If the hours are not completed by the first day of semester finals, freshmen, sophomores and juniors will then be enrolled in the Campus Ministry Summer Service program at the cost of \$250. **If outstanding service hours are NOT completed by the last day of Summer School in July, the student may be dismissed from Saint Francis High School.**

Students are subject to suspension from school and further disciplinary consequences for falsification of service hours.

**Seniors:** A senior who does not complete their hours by the first day of senior finals **will NOT** be allowed to graduate or participate in the graduation ceremony. The senior will receive their diploma upon completion of the service hours. All information about the Holy Cross Service Program is on the school website: [www.sfhs.com](http://www.sfhs.com) under Campus Ministry and Holy Cross Service.

## Service Learning Component

All freshmen and sophomore students will participate in a full day of service learning through their Religious Studies classes. Freshmen will spend a day with their Religious Studies class in service to an institution that assists children, since ministry and service to children is the focus of the freshmen service projects. Sophomores will spend a day with their Religious Studies class in service to persons with developmental disabilities, as their focus for service will fall within the realm of those with developmental disabilities.

Freshmen and Sophomores **MUST** attend their service learning day with their Religious Studies Class as scheduled; exceptions will, of course, be made in case of illness or extreme circumstances, at the discretion of the Associate Campus Ministry for Community Service and Outreach and the Director of Campus Ministry. In such an event the

Service Learning component must be rescheduled and completed with another Religious Studies class before the end of the current school year. The Service Learning Program for freshmen and sophomores is **NOT** an optional activity and does not count towards students' required service hours.

## Other Service Opportunities

Campus Ministry lends support to the Holy Cross Giving Program which includes but is not limited to the Thanksgiving Food Drive, the Mission Collection, and the Homeroom Projects.

### Immersion Program

Inspired by the life of Jesus and the humble service of the Brothers of Holy Cross, our Immersion Program offers students an opportunity to cultivate relationships with the poor and marginalized. Students are exposed to local and global challenges, encouraged to reflect theologically, and called to respond with service or action. The experience invites students to be open to transformation and to integrate their faith with justice and a sense of the common good. The four tenets of our program are: Solidarity, Community, Spirituality and Simplicity. Interested students and parents are strongly encouraged to attend an information session in October. The Immersion program is open to junior and senior students. Please see the Campus Ministry website for descriptions of past immersions. Please note: service performed on immersions are in addition to the hours completed for Holy Cross Service Program, and will not be counted as part of a student's required service hours.

### Pastoral Guidance

The chaplain and other members of the Campus Ministry Team are available for spiritual guidance. Students have the opportunity for prayer through the Religious Studies program and the student-led prayer group. Campus Ministry and the Chaplain's Office also function as "drop-in" centers for informal gatherings of students, as well as faculty and staff.

# Community Behavior Expectations

## General Philosophy

In an effort to create a Christian environment that is conducive to academic excellence, Saint Francis High School has established a behavior code that allows faculty and students to work together to that end. Rules and regulations enable the individual to develop self-control and also protect the rights of all individuals to pursue their education. The Saint Francis standards of conduct and behavior are based on the principles of Christian morality and the guidance of the Catholic Church. These school standards of conduct apply to student behavior both on and off campus. Any behavior which is contrary to the mission and philosophy of Saint Francis High School is unacceptable and may lead to disciplinary action. Disciplinary action, when warranted, may include suspension, restitution, detention hours, suspension from extra curricular activities or other penalties up to and including immediate dismissal.

## Standard of Respect

As a Catholic school, Saint Francis should be a place where Jesus' principle that we must love one another is followed by all, teachers and students alike. Respect for teachers, administrators, staff and fellow students is expected and required by all. Students are called on to respect the worth and dignity of all people, and to live their lives in the image of Christ.

1. Respect means that we esteem others as people created and loved by God and treat others as we wish to be treated ourselves. We do our best to help and support others.

2. Respect also means that we never say or do anything that offends, especially in regard to another's race, religion, gender, sexuality, economic status, personal difficulties or disabilities and differences. This includes overt displays of affection.
3. Respect for others should be given at all times and in all places, not just during school time and on school grounds.
4. Respect extends to all people, not just members of the Saint Francis school community.

## Gender Expression

Rooted in the Catholic and Holy Cross traditions of respecting the dignity of every person, which enables us to see in every person the face of Christ, Saint Francis High School is committed to

- providing a safe and supportive learning environment for all students;
- ensuring that every student has equitable access to the school's educational programs, activities, and facilities;
- reaffirming the roles and responsibilities of students and staff in supporting all members of our community.

Students and families seeking specific accommodations should contact the Director of Guidance and College Counseling.

## Offensive Language

Saint Francis embraces the diversity of all persons in our school and community. Slurs used by students, parents, school officials, or other employees are entirely contrary to our Holy Cross catholic values. Any offensive language directed through oral, written, or visual forms of expression toward a specific group or person with intent to discriminate based on one's race, color, religion, creed, national origin, ancestry, age, gender, gender identity, financial status, and/or ability will not be tolerated and will face immediate disciplinary actions determined by the Dean's office. Understanding that intent does not always match impact, any speech that is not intended to harm or injure a particular group but is still offensive or insensitive will likewise face disciplinary actions determined by the Dean's Office.

## Reserved Rights

The disciplinary regulations, procedures and penalties articulated in the Student-Parent Handbook are to be considered guidelines only. The school reserves the exclusive right to modify or otherwise depart from these guidelines when necessary to further or protect the underlying philosophy or mission of the school. The school reserves the right to investigate and discipline any student conduct that the school believes, in its sole discretion, to be contrary to the mission and philosophy of the school.

- Organization
  - Deans
  - Discipline Board
  - The Review Board
- Behavior Regulations
  - Assemblies, Rallies and Liturgies
  - Athletic Contests
  - Bicycles, Skateboards and Rollerblades
  - Classroom Conduct

- Closed Campus
- Technology: Acceptable Use Policy
- Damaging School Property
- Dances
- Dress Code
- Facilities
- Library Conduct
- Locks and Lockers
- Motor Vehicles
- Police Visits on Campus
- Public Performance Policy
- Tobacco, Smoking, Electronic Cigarettes, or Vaporizer Pens
- Visitors
- Serious Offenses
  - Cheating and Plagiarism
  - Dishonesty
  - Disrespect or Harassment
  - Falsification of Notes and/or Misrepresentation by Phone
  - Gang-related Conduct or Hazing
  - Possession of Weapons
  - Fighting
  - Substance Abuse
  - Illegal Substances
  - Substance Abuse
  - Theft
  - Vandalism, Trespassing, Computer Misuse and Pranks
- Discipline Procedures & Actions
  - Faculty & Staff Action
  - Dean's Office Actions
  - Discipline Board Decisions
  - Disqualification
  - Reporting to Colleges

## Organization

### Deans

The Deans are primarily responsible for maintaining a positive learning environment for both students and staff. The Deans act as a resource for both students and teachers, mediating conflicts, and providing direction in terms of student behavior. The Deans are empowered to impose penalties for violation of School Policy or Philosophy, to suspend students, to issue formal warnings regarding improper behavior and to refer to the Discipline Board any student who is not meeting the behavior expectations of the school.

### Discipline Board

The Discipline Board reviews policies and procedures relating to discipline, discusses students who have disciplinary violations and infractions and makes decisions on cases related to student discipline. In addition, the Board is empowered to dismiss any student who fails to meet the conditions of his/her

disciplinary probation, or disciplinary conditions set forth in this Handbook. A member of the Student Council may be invited to attend policy meetings to serve as a consultant to the board.

The Discipline Board is made up of:

1. Dean of Students (Chair)
2. Assistant Dean of Students
3. Athletic Representative (appointed by Deans)
4. Activities Representative (appointed by Deans)
5. Faculty member (elected by students)
6. Faculty member (elected by students)
7. Faculty member (selected by FSCC)

## The Review Board

The Review Board is responsible for reviewing appeals brought by students or parents only, concerning dismissals by the Academic or Discipline Boards. The Review Board makes the final decision in regards to all appeals, limiting its review to procedural questions. Should there be a meeting of the Review Board, it will be composed of the Principal, a Student Services designee and an Academic designee. Appearance before the Board is limited to the student and parent/guardian.

# Behavior Regulations

## Regulations

### **Assemblies, Rallies & Liturgies**

Assemblies, rallies and liturgies are offered to enhance the school's academic, social and spiritual programs. Inappropriate behavior, or actions contrary to the Mission or Philosophy of Saint Francis High School, will be referred to the Deans. Students must go directly to the assembly and should sit in the appropriate section. Students should be attentive and respectful to speakers at all times and should not disrupt the assembly in any way. Students must remain in their seats until formally dismissed from the assembly.

### **Athletics Contests**

Proper behavior is expected at all home and away athletic contests. Athletes and spectators should always display an attitude of good sportsmanship toward opposing players, coaches, fans and referees. Sportsmanship means treating one's opponents with fairness, courtesy and respect. Students whose behavior is inappropriate will be referred to the Deans.

In accordance with CIF/CCS and league sportsmanship policies, the following behavior is considered unacceptable at all high school athletic contests:

1. Insulting your opponents' school or mascot.
2. Insulting opposing players.
3. Making unsportsmanlike, derogatory or obscene cheers or gestures.
4. Signs meant to be derogatory toward one's opponent.
5. Using artificial noisemakers.
6. Insulting officials verbally or through gestures.
7. Proceeding onto the playing court or field before, during or after the contest.
8. Acting disrespectful during the national anthem or during opposing team introductions.
9. Visiting an opposing team's campus before or after a contest with the intent to perform a prank or commit vandalism.



## **Bicycles, Skateboards & Rollerblades**

Bicyclists should use the bicycle lanes and bridges provided and follow the same traffic rules that cars abide by on campus. Students should not ride on the track. All bicycles should be parked in the racks provided and should be locked at all times. Bicycles chained to other areas may be confiscated and a fine charged for the offense. Missing bicycles should be reported to the Deans.

**Students riding skateboards or rollerblades to school are prohibited from riding them on campus at any time.** Failure to adhere to this policy will result in disciplinary action.

## **Classroom Conduct**

In the classroom, students are expected to participate in all academic activities and not disrupt the learning process. Students must follow additional classroom rules that are given by their teachers. In addition, the following should be observed:

1. Students should be in their seats when the second bell rings and not leave their seats without a teacher's permission.
2. Students should be prepared for class with the proper books, material, and technology.
3. Students should use technology with teacher permission.
4. Students are to be attentive to their teachers and do all assigned work.
5. Students should not be working on other materials during class.
6. Students should not call out, push desks, pass notes, throw objects, make noises, chew gum, use offensive language or distract others in any way.
7. Students should not gather around the teacher's desk unless permitted. All items on the teacher's desk are personal and should not be touched or read by students.
8. Students are responsible for their desks and the area around them and should keep them clean.
9. Students should not argue with a teacher, but instead see the teacher after class to discuss grades, tests, punishments or other disagreements.
10. Desks, windows, blinds, thermostats, lights and other classroom items are the teacher's responsibility and should not be touched or moved by students unless permission is given.
11. If a teacher is not in the classroom, students are expected to study quietly until a faculty member arrives and gives instruction. If a faculty member does not arrive within five minutes, a single student should notify the front office.
12. Saint Francis takes great pride in its campus. Students should keep the areas around their desks and lockers clean and should dispose of all papers properly.

## **Damaging School Property**

Any student who damages school property by misuse or negligence will be held responsible for replacing the item or reimbursing the school. Disciplinary action may also result.

## **Facilities**

Lunch areas must also be cleaned before students return to class. Students who litter will be assigned to after- school or lunchtime cleaning crews. Food and drinks are permitted only in Malcolm Center (cafeteria), ground floor of the Sobrato Family Learning Commons (before or after school only) or quad. Gum chewing is not allowed at any time. Students eating or drinking in other areas or students going into the parking lots at lunch without a pass, may be given an infraction notice and detention. Upon arrival or departure, students are expected to be on campus and not remain in cars/parking lot.

## **Library Conduct**

The library is a place for quiet study and research, and appropriate behavior is expected at all times. Any conduct that disturbs or otherwise detracts from the scholarly and peaceful atmosphere of the library may result in a referral to the Deans.

Please remember that school rules apply in the library: No food, gum, or drinks of any kind, except water bottles, are allowed. No use of cell phones or other electronics until after school. Dress code is enforced from 7:00 until 3:00 p.m. Students should refrain from making unnecessary or disturbing noises in or around the library area. Students should follow the instructions of the library staff and comply with any additional rules or regulations that may be posted inside the library.

### **Locks & Lockers**

Students are not to go to lockers or be in hallways during lunch periods. **Student valuables should be locked up at all times in either the hall locker or the P.E. locker.** Lockers should be kept secured and combinations kept private. Opening another student's locker without permission may result in disciplinary action. The school is not responsible for anything taken from lockers or left unattended. Only authorized school locks purchased from the school should be used on gym or hall lockers. Other locks will be removed.

No food should be kept in lockers overnight.

No permanent pictures or materials may be glued or taped to the inside of lockers. Items must be easily removed. Items that are in poor taste, suggestive or contrary to the Christian philosophy of the school are inappropriate. Students are not to move, or change assigned lockers. If there is a problem with your lock or locker, report it to the Dean's Office.

Lockers may be inspected periodically for cleanliness and should be kept neat. The school reserves the right to open any locker at any time.

Any prank involving a lock or locker, including filling a locker with inappropriate material will result in disciplinary action.

Permission to post anything on lockers, with the exception of birthday greetings and athletic posters, must be obtained in advance from the Deans.

### **Motor Vehicles**

Only a student with a valid driver's license is to operate a motor vehicle on school grounds.

The school speed limit is 10 m.p.h. Excessive speed, careless driving or cutting in line while entering or exiting, and driving dangerously through side streets are disciplinary violations and will result in disciplinary action, which may include removal of the privilege to park on campus.

Saint Francis reserves the right to follow-up on reckless driving that occurs to and from school.

All state motor vehicle laws apply on campus.

Students should not drive around campus while classes are in session.

Students should never ride on the outside of automobiles.

### **Parking**

Students must pay \$25 to register a car each school year and will receive a parking sticker. All students who drive to school must register their cars, regardless of where they park. The school issues parking stickers, and students must

obey all regulations on the parking map, including, reverse parking into stalls. Cars parked illegally or unregistered cars may be towed, and at the least, will incur a monetary fine.

Repeat violations may cause loss of the privilege to park on campus. Students are expected to park on campus in their designated lot. No student parking is permitted in the neighborhood surrounding Saint Francis High School. The school reserves the right to search any vehicle on school property, or at any school-sponsored activity. Motorcycles are to park in the area designated by the Dean's Office.

### **Police Visits on Campus**

The school cooperates with all police investigations. All attempts will be made to contact parents, however, police protocol will dictate when parents are notified. **In the case of the need to remove a student from campus, if possible, a school official will notify the parent or guardian. A school official may be invited to be present for any police interview but ultimate discretion is reserved for the authorities. Parents or legal guardians will be contacted by a school official as soon as is reasonably possible.**

In addition, the school reserves the right to dismiss any student that is involved in a police investigation.

### **Public Performance Policy**

Whenever a student speaks, performs, or otherwise publicly represents Saint Francis High School or any of its officially endorsed activities, the following guidelines must be observed:

1. All performances should follow both the letter and the spirit of the Saint Francis High School mission and philosophy.
2. Every student should conduct himself or herself in a manner worthy of honorably representing the institution of Saint Francis High School whenever performing publicly. This includes behavior in all school activity or team photos. Any problems will be referred to the Deans.

Students must never:

1. Consciously use offensive language or profanity.
2. Emphasize sexually explicit language, gestures or behavior.
3. Exploit unnecessary references to sex or drugs.
4. Make racial, ethnic, religious, sexual, stereotypical or cultural slanders.
5. Make sexist slanders or perpetuate stereotypes.

These guidelines should apply to all members of the Saint Francis community at all times. Our purpose is to represent our school in the most positive manner possible. Students should always check with their coaches, moderators, proctors, chaperones and supervisors for approval before publicly presenting any material in order to ensure that each "performance" is as positive and successful as possible.

Any student who is sent home from an off-campus Saint Francis sponsored activity will be sent home unaccompanied at the parents' expense.

### **Tobacco, Smoking, Electronic Cigarettes, or Vaporizer Pens**

The legal age to purchase tobacco products in California is 21. The smoking, chewing or possession of tobacco, tobacco related paraphernalia, vaporizer pens, or electronic cigarettes are prohibited at school and all school sponsored events. This includes the sale or distribution of tobacco products or paraphernalia. A student who violates this policy will receive disciplinary penalties, which can include, in-house reflection and other disciplinary action.

## Visitors

For the safety and well being of our students, Saint Francis High School is a closed campus. Any visitor on campus, including parents, siblings and alumni, must report first to the Main Office to register with identification to receive permission to be on campus during the school day. IDs will be scanned in compliance with Megan's Law. Students may not invite anyone to campus unless specific permission is obtained from the Deans in advance. Visitors including parents are not permitted to attend masses, assemblies, rallies and other special events during the school day, as these are reserved for students and staff.

## Technology: Acceptable Use Policy

The Saint Francis High School Acceptable Use Policy applies to all technology resources including, but not limited to: personal laptop computers, Saint Francis High School iPads, school computers, cell phones, video and audio equipment, web services, copy machines and information storage devices. Saint Francis High School students are expected to use technology resources in a considerate, ethical, moral and legal manner.

All Saint Francis High School technology systems including services provided by third-party companies we contract with, and information stored on them are governed by school policies and are subject to school supervision and inspection whether they reside on school owned computers, systems managed by third-party service providers, or personal devices brought on campus by students. Saint Francis High School reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, stored on personal devices brought onto campus, or stored on its systems to law enforcement officials or others without prior notice. Any student who violates this policy or any applicable local, state or federal laws, is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

### Electronic Devices

The privacy of all students and employees is protected during the school day. All personal devices shall be kept out of sight and turned off at all times **from the time a student walks onto campus until 2:30**. Personal items that can take and/or transmit electronic data or images including digital cameras, cell phones, computing devices and video cameras cannot be used to take or transmit data or images at any time during the school day. Students are not to wear watches with Bluetooth capabilities to school. The school reserves the right to confiscate and review information on any electronic device from students who violate this rule, and students will receive a disciplinary violation. If a student receives a second electronic device violation, **the device will remain in the Dean's Office** for one or more days until the Deans agree on a date to release the device to a parent.

### Acceptable Use for Technology

Saint Francis High School provides computer network access (SFNet) to students who use the access in accordance with the mission and philosophy of Saint Francis High School. Additionally, there are policies that govern the use of technology of any form on our campus, including usage that is not connected to our network. Students agree to the following terms as a condition of using technology as a Saint Francis student.

1. **Appropriate Use:** Student use of technology on campus must be consistent with the philosophy of Saint Francis High School and its educational goals. Misuse includes any Internet conduct on or off-campus, with or without network access, that negatively affects the reputation of Saint Francis High School including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.

2. Vandalism/Hacking: Students will not use personal technology, school-assigned technology or their Saint Francis access or other Internet access to interfere with or disrupt network users, services, Saint Francis High School data or data of another student, or equipment, either locally or off campus.
3. Unauthorized Entry: Students will not access or try to make unauthorized entry to any machine accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.
4. Inappropriate Messages: Students will not use their Saint Francis access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
5. Inappropriate Material: The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their Saint Francis access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers or the school iPad. (See Student iPad Agreement.)
6. School Personnel: Students should not take, send, share or post to websites or blogs, images, photos, comments or video of employees of Saint Francis High School from any device. This includes the creation of fan pages or groups on social networking sites.
7. Private Use: Students will not provide their Saint Francis access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet as anyone else.
8. Personal Privacy: Students will not communicate their address, phone number or other personal information to any person or company on the Internet or through email. This includes using the school issued student email address for purposes unrelated to Saint Francis High School.
9. Unauthorized Programs or Computers: Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel. **Students may not use personal laptops in the classroom with two exceptions;** Students who have been granted accommodations by Saint Francis High School and students who are enrolled in any of the computer science or programming courses in those classes. *Personal laptops may be used after school on campus, the same as use of cell phones on campus.*
10. Copyright: Students are not to post to websites or blogs any photos or logos that are the property (intellectual property) of Saint Francis High School
11. Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted. This included the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.

Any costs, charges, liabilities or damage by misuse of the computers are the individual student's responsibility. **Any consequences of service interruption or privacy violation including use of an employee's password or impersonation of a school employee online, will lead to disciplinary action.** Such action can include suspension and/or expulsion from Saint Francis High School, and may face legal prosecution.

## Dances

Dances offer a great chance for students to participate together in a special weekend activity. Sponsorship of the dances is rotated among the various classes and clubs. All dances are from 7:30 – 10:30 p.m. The values and regulations given below are in effect not simply at Saint Francis, but at all Catholic high schools in the Diocese of San Jose. These expectations were developed collaboratively by the Deans and Activities Directors at all six high schools

in the diocese (Archbishop Mitty, Bellarmine, Notre Dame San Jose, Presentation, Saint Francis and Saint Lawrence). These policies will be implemented, published and enforced at all six schools.

These common policies emerge from our shared mission in promoting the Catholic, Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

### **Dance Regulations**

Guests are not admitted without a high school ID or guest pass. **Failure to have an ID card may result in not being admitted to the dance.**

All students in attendance must provide student ID upon request from school personnel. In the event of any violation of these regulations or any other behavior deemed inappropriate, the Dean of the guest's school will be notified of the incident.

In order to provide a safe environment, any student attending a Saint Francis High School dance may be subject to a Breathalyzer test.

Large jackets, purses and backpacks may be inspected by school personnel before admittance to the dance. Students are encouraged to leave purses and backpacks at home as the school cannot monitor them during the dance. Students bring valuables at their own risk.

For the duration of the dance, students will be expected to be in compliance with the standards of dress stated below. All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will confront any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to, the following: slam dancing, break dancing, moshing, "freaking," suggestive, or otherwise inappropriate or dangerous dancing.

Students violating any of these rules may have their parents phoned and may be asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures. Behavior regulations and school policies apply to school dances, on or off campus. **Any student who is deemed out of dress code will normally not be allowed to attend the next school dance. In extreme cases the student may also not be permitted to enter the dance.**

### **Manner of Dress**

Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation and good taste. Any interpretation and judgment in these matters lies with school personnel supervising the dance. Clothing should be clean, hemmed and unripped. Clothing displaying any offensive or sexually-suggestive language, or anything related to tobacco products, alcohol or other illegal drugs will not be permitted.

Any boy who attends a dance at any high school in the Diocese of San Jose must wear clothes that meet the following guidelines. Boys will wear shirts with sleeves. Shirts must be either tucked into the pants or extend below the waistline. Pants, which may be short or long, must be secured around the waist. Gym or team shorts are not allowed. Shoes must be worn at all times. Hats are not permitted.

Any girl who attends a dance at any high school in the Diocese of San Jose must wear clothes that meet the following guidelines. Overly tight pants or spandex pants or shorts may not be worn as outer garments. Shorts, skirts and dresses may be no shorter than mid-thigh. Slits on dresses or skirts that end above mid-thigh are not permitted. Blouses, dresses and tops that are strapless, tube tops, halter tops or tops that are low cut, off the shoulder or that show a bare back or midriff are not permitted. Shoes must be worn at all times. Hats are not permitted. 42

Please note that some schools may modify the dress requirements for a theme dance or formal. In such circumstances, the school will provide clear instruction regarding the expectations for a particular dance. In addition to the diocesan-wide policies given above, here at Saint Francis the following regulations are also in effect.

### **Guest Policy**

Guest passes are available for juniors and seniors unless otherwise specified. Except for the first dance of the school year, students may bring a guest to school dances by obtaining a Guest Pass from the Dean's office. Freshmen and sophomores may bring a guest to the sophomore sponsored dance. Saint Francis students are responsible for the behavior, conduct and appearance of their guests. Dance Guest Passes are available in Room 306 a week and a half prior to the dance, and are due the Wednesday immediately preceding the dance. All guest requests are subject to approval by the Dean's Office. Any late Guest Pass will only be accepted with prior approval from the Deans.

**Students dismissed from Saint Francis High School are not permitted to attend dances as guests of Saint Francis students.**

### **Time**

All school dances begin at 7:30 p.m. and end at 10:30 p.m. except for the Senior Ball which end at 11:00 p.m. Students will not be admitted to regular school dances after 8:00 p.m., or be able to leave before 10:30 p.m. unless permission from the Deans is previously given. Students should make all transportation arrangements prior to the dance. All students are expected to leave campus immediately following the end of the dance.

Not acceptable: Possession or use of electronic devices including cell phones, cameras or video devices at school dances.

### **Dress Code**

The Saint Francis dress code reflects the Catholic Holy Cross and academic atmosphere of the school. Student attire should reflect pride in the person and in the school, and dress should reflect standards of humility and appropriateness for school. The administration of Saint Francis has ultimate authority to change the dress code when necessary. A request for permission to make an exception to any part of the dress code for special circumstances must be made to the Dean of Students in advance.

### **Policy Enforcement**

The following regulations are to be observed by all students. Note that the dress code is in effect during the school day (7:30 a.m. to 2:30 p.m.) and whenever students are in classroom buildings. Clothing with inappropriate words, graphics, symbols, decorations or references to drugs, alcohol, tobacco or sex is not in alignment with Holy Cross values or the wardrobe philosophy and will be subject to the disciplinary policies of the school. If a student is in doubt as to whether a particular garment is acceptable or not, the student should ask before wearing it to school.

Most violations can be avoided if parents and students familiarize themselves with the dress code expectations, and parents take an active role in making sure that students are attired correctly for school. A student who is out of dress code may be referred to the Dean's Office for a change of clothing. Repeated violations of the dress code can only be viewed as a deliberate choice by the student. Penalties range from detention for minor infractions to suspension for repeated and/or flagrant violations.

### **Tops**

- Short- or long-sleeved collared shirt that falls below the waistband when seated (top button can be unbuttoned). Acceptable styles of shirts are solid-colored, patterned, or with pocket-sized logo.
- Acceptable sweatshirts and outerwear styles are Saint Francis, college, or solid-colored. Pocket-sized logos are permitted.

## **Bottoms**

- Uncompromised (no rips, tears, sheer, see-through) denim or dress pants
- Skirts, dress shorts (excluding cargo or athletic), or dresses that hit the knee
- Shoes or sandals with backs

## **Personal Appearance**

- When ear and/or nose piercings are present, studs and/or small hoops that are discreet in size and appearance are permitted.
- Hair should be free of unnatural coloring and/or extreme styling
- Students are expected to be clean-shaven or closely-trimmed daily
- Body art must be fully covered at all times
- Hats may be worn after the end of the academic day

## **Lancer Gear Friday**

Any uncompromised bottoms (shorts or skirts must hit mid-thigh) with a Saint Francis branded and issued top, OR standard dress code

## **Injured Students**

Any student needing to modify the dress code due to an injury must request this modification through the Dean of Students prior to returning to school.

## **Liturgy & Special Occasion Wardrobe**

- In keeping with appropriate dress and respect for certain occasions and events, Saint Francis will require students to dress more formally on specific designated days. These days will be announced in advance and students will be expected to adjust to these guidelines for the school day. This wardrobe is a way to promote school spirit with a logo shirt/blouse and sweater that joins us with our Holy Cross brothers and sisters in New Orleans, San Antonio, Sherman Oaks, and elsewhere around the world.
- White dress shirt with school logo, and either khaki or chocolate brown school sweater with logo (sweater is not mandatory. Purchased exclusively from Land's End) with khaki or dark slacks or full-length skirts. Shoes must have backs.

# **Serious Offenses**

## **Cheating & Plagiarism**

Cheating and plagiarism are considered serious violations of the discipline code and will be referred to the Deans for an in-house reflection for a first offense and further disciplinary penalties (Refer to Academic Integrity Policies.)

Cheating and plagiarism incidents can affect a student's membership in the honor societies or participation in other school activities.

## **Dishonesty**

Saint Francis holds honesty as one of its most important values. Honesty is expected from the students at all times and Saint Francis cannot accept dishonesty in communication, schoolwork, notes or tests. Lying or misleading a faculty or staff member, or intentionally omitting important information is unacceptable and is a major violation of the discipline system. A violation notice will be issued and parents may be called for a conference. Dishonesty in a disciplinary situation will compound the penalty, and continued dishonesty can lead to dismissal.

## **Disrespect or Harassment**



There are some forms of gross disrespect so grave that they can be classified as intolerant behavior or harassment, even if they only occur once. Such actions are contrary to the mission and philosophy of Saint Francis High School and would include:

1. Distributing or posting, on campus or off, in person or by mail, email or posting on the Internet, any written materials, tapes, videos, photographs or other forms of communication demeaning of any group or individual;
2. Sending letters, email, making phone calls, passing notes or communicating racist, insulting, intolerant, or disrespectful messages in any way whatsoever. This would include using the internet or other communication devices to intimidate, bully, harass or embarrass, other students or Saint Francis employees;
3. Defacing the property of another, or school property, including defacing property with any form of racist, intolerant, humiliating or insulting language, symbols, drawings or pictures;
4. Demeaning others with intent to ridicule, intimidate, humiliate or cause fear through verbal, physical or written contact. This includes use of social media and text messaging.
5. Sexual harassment defined as: any unwanted or unwelcome sexual behavior that makes a person feel uncomfortable or interferes with a person's school day or school related activity, or occurs through social media. Specific examples of sexual harassment include but are not limited to:
  1. making unsolicited sexual advances
  2. using sexually degrading words to describe an individual or their body
  3. displaying sexually suggestive objects or pictures
  4. telling inappropriate or sexually related jokes
  5. making reprisals, threats of reprisals or implied threats following a negative response to sexual advances
6. Disrespect, intolerant behavior, impersonation, or harassment of any Saint Francis employee on or off campus including online behavior or at their residence. Incidents involving this type of behavior may result in immediate dismissal.

Threats with intent to harm an individual or the community including, but not limited to phone calls, bomb threats, and verbal or written threats, are grounds for immediate dismissal from Saint Francis.

If a student feels that he or she has been victimized by intolerant behavior or harassment, the student is encouraged to report the complaint to the Counseling Office, Campus Ministry, or to the Dean's Office. All complaints will be investigated in a confidential manner by the Dean's Office. Disciplinary actions, when warranted, may include some or all of the following:

1. Counseling
2. Parent/student conferences
3. Student/student conference
4. Special educational activities
5. Detention

Suspension, detention hours, probation or dismissal from Saint Francis (see General Philosophy)

## Falsification of Notes and/or Misrepresentation by Phone

Forging a parent or guardian's name on a note, altering the note, misrepresenting parent phone calls, in any communication to the school including email is dishonest and will result in disciplinary action. Repeated violations can result in suspension or even dismissal.

## Gang-related Conduct

Gang-related conduct/activity is a threat to the safety of others and is strictly prohibited. Gang-related conduct/activity includes but is not necessarily limited to symbols, graffiti, apparel, colors, hazings/initiations and hand signals commonly associated with gangs. Students who engage in gang-related activity shall be subject to expulsion. Gang-related conduct/activity is a threat to the safety of others and is strictly prohibited. Gang-related conduct/activity includes but is not necessarily limited to symbols, graffiti, apparel, colors, hazings/initiations and hand signals commonly associated with gangs. Students who engage in gang-related activity shall be subject to expulsion.

## Possession of Weapons

Any student found in possession of weapons, firearms, explosives or any other illegal or dangerous items will face immediate dismissal from Saint Francis High School.

## Fighting

Any student involved in a fight is subject to immediate suspension and further disciplinary penalties.

## Illegal Substances

The sale or distribution of illegal drugs by any student or any student that facilitates this transaction will result in dismissal.

Saint Francis High School reserves the right to contact local police agencies when a student is found to have used, been in possession of, sold or distributed any illegal substance. This includes possession of paraphernalia. The school reserves the right to conduct searches and or seizures for the purpose of enforcing this rule. Such seizures shall include, but are not limited to searches of any student, student belongings or items in the possession of a student, any locker or any vehicle located on school property or at any school related activity. For the purpose of this rule, the term "school property" includes, but is not limited to property owned, leased, used or otherwise under the possession, supervision or control of the school.

## Substance Abuse

### **Statement of Policy**

As a Catholic co-educational high school and a Holy Cross school, Saint Francis High respects and promotes dignity and worth of each human being. As such, we find the use and abuse of alcohol and drugs incompatible with our mission and philosophy. Saint Francis High School expects students to avoid any use, involvement or possession of alcohol or drugs. The use of Marijuana is not permitted even if the use meets the qualifications of the California Compassionate Use Act, Proposition 215. Saint Francis High School also recognizes substance additions as a treatable illness and any student who initiates help on their own will be confidentially referred to our Substance Counselor for assessment. Each case of a student under the influence or in possession of alcohol, narcotics and/or other dangerous drugs shall be considered on its own merit. However, any student who is found to have used or be in primary possession of alcohol or illegal drugs, or is found to have been involved in a drug or alcohol situation, should the student be on or off campus, is subject to a disciplinary penalty and a loss of privileges at Saint Francis. (See Performance Enhancing Supplements and Steroid Policy)

### **First Offense**

The disciplinary action for the first offense of the substance abuse policy will include penalties, probation and substance abuse counseling, or in the most serious cases, dismissal from school. (See previous section, Illegal Substances.) The discipline component includes a public performance suspension from all extracurricular activities, an accountability requirement that mandates that a student continue to fulfill all daily extracurricular obligations, an educational component that includes counseling and a hope component that allows for a student's full return to extracurricular activities upon successful completion of all components.

### **Penalties**

#### ***Probation***

Any student who violates the substance abuse policy shall be subject to a minimum of a one-day suspension from classes and will be placed on disciplinary probation Note: For a student already on disciplinary probation for any

reason, violating the drug and alcohol policy is considered a serious offense and will be grounds for immediate dismissal.

### ***Extracurricular Suspension***

Any student who violates the drug and alcohol policy shall be subject to a public performance suspension period from all extracurricular programs including athletics. This "public performance" suspension period may range from 30 to 60 "activity" days which are Mondays through Saturdays. In the most serious cases, a student may be suspended from all activities for the remainder of the season, activity, or in the most serious cases, dismissal from school (See previous section, Illegal Substances)

A student who is suspended from extracurricular activities shall not be permitted to perform publicly until the suspension period has ended. Students who are suspended from public performance are required to fulfill their activity commitment by meeting the daily requirements of that activity, but are not allowed to attend any school sponsored activities or competition (home or away) outside of the daily practice, meeting, rehearsal or tryout period, until the suspension period has ended. A student who fails to complete the daily requirements of the extracurricular activity they are involved in shall be denied activity credit.

In the event of the suspension period extending past the conclusion of the school year, the suspension will be extended into the beginning of the next school year. If a senior is in violation of the substance abuse policy or behavior expectations of the school, the right to participate in senior activities, including the graduation ceremony and exercises, will be forfeited.

### ***Counseling***

Any student who violates the substance abuse policy will be referred to the Substance Abuse Counselor. All students will be required to attend two meetings per week after school with the Substance Abuse Counselor until the program has been completed.

### ***Second Offense***

A second violation of this policy is a dismissible offense subject to review by the Discipline Board. A second violation while on probation will result in dismissal.

## **Theft**

Any theft that occurs violates the mission and philosophy of Saint Francis High School. Additionally, being a witness to theft and not reporting it is against the mission and philosophy of Saint Francis High School. Any student who takes anything, without permission, from another student, staff member, visitor, locker or from the school itself is guilty of theft. Intentionally keeping lost or stolen property is also considered theft. Minor theft (approximately \$50 or less) will result in an In-House Reflection; major theft will be grounds for suspension and reporting to colleges. In all cases, the Deans will determine the level of theft and the student will be held responsible for replacing stolen property or making restitution.

## **Vandalism, Trespassing, computer Misuse & Pranks**

Deliberate damaging of the property on campus of other students, staff members, or the school is considered vandalism. This includes desks, computing devices, printers, lockers, buildings, fields, etc. Students who enter the school grounds at unauthorized times for the purpose of vandalism, pranks or attempted vandalism will be treated as trespassers. Any student involved in trespassing on campus, technology misuse either on or off campus, or involved in vandalism or a prank will receive disciplinary action. Students must make financial restitution and are liable for further action including suspension, immediate dismissal or legal action. Seniors face a loss of some or all senior privileges, and final transcripts will not be issued until all financial and disciplinary aspects are settled.

# Discipline Procedures & Actions

Disciplinary action for minor infractions may be handled by the teacher in the classroom. More serious violations and offenses are subject to action taken by the Dean's Office and/or the Disciplinary Board.

## Faculty & Staff Action

The following actions may be taken by any teacher or staff member:

1. **Warning:** Students can be verbally corrected for any infraction of the school's discipline code or asked to see the faculty member later that day.
2. **Written Penalty:** A written punishment can be given to any student for a minor infraction and this punishment is to be turned in before class the next day. Failure to do a written penalty results in a referral.
3. **Discipline Referral:** A referral to the Dean's Office is a written statement by a teacher that a problem exists with a student. Teachers may send a student immediately to see the Dean or instruct the student to see the Dean at lunch or after school. Students removed from class must go directly to the Dean's Office and wait there. Students who are to report to the Dean's Office after school must do so within 10 minutes after school and are not to leave school before seeing the Dean. Failure to report directly to the Dean during the day or after school will be considered serious and can result in additional disciplinary penalties.

## Dean's Office Actions

The following actions may be taken by the Dean's Office:

### Discipline Violation Notice

A written notification to the parents that the student has been involved in a violation of the Discipline Code, as well as the penalty for the violation. This slip is to be signed by a parent and returned by the end of lunch the following school day. Violation notices require a detention, and any detention hour should be served on the day the violation is issued. Multiple hours of detention will be scheduled with the Dean's Office.

### Detention

Students may be issued detention for disciplinary infractions, violations or for being tardy. Students are expected to begin serving any detention hours on the day the detention is issued. Detention takes precedence over all personal, extracurricular or athletic commitments, with the exception of Saint Francis sponsored games and performances. Any exception to this policy must involve special circumstances, and be approved by the Dean's Office in advance. Failure to report to detention may result in additional penalties, including suspension.

#### *Extended Detention Hours*

Students receiving multiple hours of detention are expected to complete their hours in an expedient manner. As a general rule, students with extended hours are required to complete the hours utilizing the after school detention program until all hours are completed.

#### **Special Events Detention**

On occasion, students with extended detention hours may be asked to serve these hours in conjunction with a special event on campus. Students scheduled for a special events detention will be notified in advance by the Dean's Office.

### In-House Reflection

In-House Reflection is the removal of a student from the classroom environment while staying on campus for the duration of the school day. Parents or guardians will be notified immediately if their students receive an IHR. In general, missed work in class due to IHR cannot be made-up. Tests and quizzes may be taken on the same day. IHR begins at 8:05am and ends at 2:30pm. A formal warning will usually be issued.

### **Suspension**

Suspension is the temporary removal of a student from the school community due to a serious discipline violation. The parents or guardian of a suspended student will be notified immediately. Any student who is suspended from school shall not be re-admitted until parent/student/ Dean contact has been made. Suspended students are the responsibility of the parents or guardian and are not to appear on campus or at any school-sponsored event during the suspension. In general, missed work in class due to the suspension cannot be made-up. A suspended student may also not participate in any school-sponsored event including games, performances, or any other activity, during the suspension. Serious offenses may result in multiple days suspension. A formal warning will usually be issued.

### **Warning from the Dean**

The Dean or the Discipline Board may issue a written warning to the parents and student when a student has been given a series of infraction notices or several discipline violation notices. The warning is issued when the Deans feel that the student's conduct is becoming a problem. A parent/ student/Dean conference may be required for any student who receives a Warning from the Dean. If conduct does not improve, the Discipline Board will take further action. Any student who receives In-House Reflection for any reason will most likely be issued a Warning from the Dean.

## **Discipline Board Decisions**

### **Warning from the Board**

The Discipline Board issues a written warning to the parents that a student has been involved in repeated infractions and/or violations of the discipline system or that a student has been involved in a serious offense. A conference with the parents and student is required to discuss the problem. Any student who is suspended for any reason will be issued a Warning from the Board. At the end of each subsequent grading period, the Discipline Board will review the student's record, and if the conduct has not improved, the student may be placed on probation or may even be dismissed.

### **Disciplinary Probation**

Probation is issued by the Dean's Office and/or the Discipline Board for those students who have a significant amount of infractions and/or discipline violations or have not improved after previous warnings from the Dean and Discipline Board. Probation can also be issued for a student involved in a major discipline violation. Probation lasts for two semesters and becomes part of a student's permanent record file. The Discipline Board removes probation after review at the end of the two-semester period. Parents will receive a written notification for a parent/student conference. Eligibility for activities or athletic events may be affected by disciplinary probation. The student may be required to seek professional, medical or psychological help as a condition of probation. Should a student on probation be involved in a series of minor offenses or involved in a major offense, the student may be dismissed from Saint Francis.

## Appearance Before the Discipline Board

At the end of each grading period, the Discipline Board meets to review student behavior. Any student on probation involved in continued offenses or any student who is involved in a serious incident may be called to appear before the Discipline Board.

## Dismissal

A student on disciplinary probation may be dismissed from Saint Francis at the end of a semester or during the school year if they violate their probation by a series of minor offenses or a single major offense. Any student who incurs a substance abuse violation while on probation will be dismissed from school. Students dismissed from Saint Francis High School are not eligible for readmission nor are they permitted to attend dances as guests of Saint Francis students.

## Immediate Expulsion

In exceptional cases, immediate expulsion may be necessary for students involved in a single major offense that is determined by the school as completely inappropriate for a Saint Francis student either on or off campus. Students expelled from Saint Francis High School are not eligible for readmission or allowed to attend school dances as guests.. Disciplinary violations including, but not limited to those listed below may lead to dismissal from Saint Francis High School:

- Any serious offense including gross disrespect, vandalism, theft, harassment or intolerant behavior
- Any behavior that initiates police investigation or action
- Gang-related conduct
- Possession of weapons or illegal/dangerous items
- Sale or distribution of an illegal substance
- A second Substance Abuse Policy or Theft violation while on Disciplinary Probation
- Threats to harm the community
- Serious vandalism to the school or the school computer network

## Disqualification

As written in our mission and philosophy statements, our primary goal is to provide a value-based education for each student enrolled at Saint Francis High School. We also recognize, however, that there are sometimes occasions when a student's conduct and/or academic performance falls below the expected standards of the school. Therefore, the school reserves the right to disqualify from further attendance, any student who fails to meet the academic and/or disciplinary conditions set forth in this handbook.

## Reporting to Colleges

Saint Francis High School reserves the right to report any serious academic or disciplinary violations which result in suspension, probation or dismissal to matriculating schools, including high schools, colleges and universities. Saint Francis will report any illegal behavior, repeated serious disciplinary violations or any offense that could cause harm to a school community on the Secondary School Report and the Midyear Report for colleges.

# Extracurricular Programs

## General Philosophy

One of the best ways to foster the critical social development skill of strong interpersonal relationships, leadership and enthusiastic participation in life is through involvement in many and varied activities. This

philosophy is at the core of the Holy Cross mission statement which promises to empower students to achieve their highest potential. In order to reach this goal, Saint Francis provides a broad range of activities and experiences for student enrichment. **All students are expected to participate in at least two extracurricular activities a year as a means of fostering their development as well-rounded young adults.** Verification of extracurricular participation will be noted in a student's record.

When students participate in sports, activities, or attend school-sponsored events, the school expects all students to leave campus immediately following the end of the activity.

## Extracurricular Eligibility

The following academic eligibility guidelines are in effect:

In order to participate publicly in an extracurricular activity at Saint Francis, a student must achieve a grade point average of 2.00 (C) for the prior six-week grading period. Please refer to Academic Eligibility in the Academic Integrity Policies section on the handbook.

If a student is involved in a violation of the school's Substance Abuse Policy, he/she shall be subjected to an extracurricular suspension. Refer to Disciplinary Action for Substance Abuse.

- Saint Francis High School Activities
  - Clubs
  - Honor Societies
  - Leadership Groups
  - Performance Groups
  - Publications
  - Spirit Groups
  - Events
- Athletics
  - Eligibility
  - Athletic Policies
  - Leagues
  - Important information for families regarding concussions
    - Symptoms
    - What can happen if my child keeps on playing with a concussion or returns too soon?
    - If you think your child has suffered a concussion

## Saint Francis High School Activities

### Clubs

- Ambassador Club
- Anime Club
- Animal Welfare Club
- Art Club
- Astronomy Club
- Audio/Visual Club
- Baking Club
- Book Club/Online Reading Club

- Creative Writing Club
- Environmental Club
- Entrepreneurship Club
- Film Club
- Future Medical Students Association
- Girls Who Code
- Guitar Club
- Harry Potter Club
- Ice Hockey Club
- Ignite Youth Group
- In the Margins
- Interact
- International Club
- Intramurals
- Lancer iPad Squad
- Lancer Live Sports Broadcasting Club
- Live Stream Radio Station
- Math Team
- Mock Trial
- Programming Club
- Robotics
- Safe Spaces
- Sand Volleyball
- Science and Engineering Club
- Science Bowl/Research @SF Club
- Science Olympiad
- Service Club
- SF Gaming Club
- Speech and Debate
- Stand Up! Speak Up!
- Stock Market Club
- Quiz Bowl
- Teen Awareness Program (TAP)
- Ultimate Frisbee Club

## Honor Societies

- California Scholarship Federation (CSF)
- Foreign Language Honor Society (FLHS)
- National Honor Society (NHS)

## Leadership Groups

- Associated Student Body (ASB)
- BRIC Brothers
- Homeroom Reps
- SF Family - Peer Mentoring Group
- Shadow Hosts
- Student Council
- Women of BRIC



## Performance Groups

- A Side of Guacappella
- Band
- Fanna - Bollywood Dance Team
- Chamber Choir
- Color Guard
- Unity Dance Crew
- Drama
- Glee
- Shakespeare's Dropouts - Improv Club
- Jazz Band
- Liturgy Band
- Percussion Ensemble
- Pit Orchestra
- String Ensemble
- Women's Ensemble

## Publications

- Literary Magazine: Mindframes
- Newspaper: The Lancer
- Yearbook: The Poverello

## Spirit Groups

- Cannon Crew
- Home Game Planning Board
- Monogram Club (6th Man crew and 12th Man Crew)
- Rally Board
- Sir Lancelot – Mascot Club
- Spirit Squad – Cheer Team

## Events

- Art Showcase
- Broadway Showcase
- Cabaret Showcase
- Café Mot's
- CAOH Showcase
- Christmas Comedy
- Dances (Back to School and Homecoming)
- Fall Play
- Final/Final
- Frosh/Soph Semi-formal Dance
- Guitar Showcase
- Homecoming Week
- Improv Comedy Shows
- International Showcase
- Junior Prom
- Night of Acoustics
- Poetry Slam

- Powder Puff Football
- Senior Ball
- Spring Musical
- Spring Spirit Week
- Student Led Drama Show

## Athletics

Athletic participation is an integral part of the educational process at Saint Francis High School. Through athletics, many valuable lessons can be learned in an environment where student motivation is great. Such lessons as sportsmanship, teamwork, dedication to a goal, sacrifice of one's personal gain for that of a team, self-discipline, how to deal with success and cope with adversity are lessons one can carry for a lifetime.

### Eligibility

To be eligible to play, students must meet the extracurricular eligibility requirements mentioned under Academics. To be eligible, students must also meet the following criteria:

#### **Physical Examination**

Prior to participation in athletics, students must register on the Appryse system and input a physical exam by a physician with evidence of such an exam and doctor's clearance the exam. . The physical is good for one year from the date of the exam.

#### **Transfer Students**

Any transfer student should see the Athletic Director to determine eligibility and to see if the proper paperwork has been filed. Failure to do so could result in the forfeiture of contests and the suspension of the student from CIF competition.

#### **Outside Competition**

According to CIF Rule 600, a student on a high school team becomes ineligible if the student competes in a contest on an "outside" team in the same sport during the student's high school season of sport. A violation of this rule results in the student being declared ineligible for the remainder of the season and any games that the student participated in after this infraction would be forfeited.

## Athletics Policies

It is a privilege to participate in athletics. As a member of an athletic team, student-athletes represent this school, team and self. A student-athlete is therefore held to a high standard of conduct and is accountable for his/her actions. Student-athletes should realize this responsibility and understand that violations of school policy and/or disruptive behavior, either on or off the athletic field or court, could lead to the loss of this privilege.

If a student-athlete is involved in a violation of the school's Substance Abuse Policy, he/she shall be subjected to an extracurricular suspension. (Refer to Disciplinary Action for Substance Abuse.) Any student-athlete involved in a Serious Offense (Discipline) faces possible loss of their privilege of participating in athletics. The athletic penalty for a student-athlete involved in a violation of this type shall be at the determination of the Athletic Director and the coach involved, after discussion with the Dean. The penalty may range from suspension to a maximum penalty of dismissal from the team for the remainder of that season. If a student-athlete is selected to a team and then quits, he/she has to wait until this team's season has ended before trying out for another team the following season.

## **Performance Enhancing Supplements and Steroids**

It is the policy of Saint Francis High School to oppose the use of performance-enhancing supplements such as Creatine and Androstenedione, etc. All coaches, teachers and staff members at Saint Francis High School will not promote, sell or distribute any supplements marketed as “muscle building.” The school takes the position that all students should make positive lifestyle choices formed by a Christian conscience and a loving responsibility toward other members of the team. Saint Francis High School student- athletes will compete and reach their full potential, but will do it based on their natural, God-given abilities, without the introduction of foreign substances in their bodies. Students shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the American Medical Association) to treat a medical condition. As stated under CIF Bylaw 200.D, there could be additional penalties for false or fraudulent information. Any violation of this policy is considered a violation of the Saint Francis High School Substance Abuse policy in the Discipline section.

## **Transportation for Athletic Events**

Saint Francis High School will attempt to provide transportation to contests. When it is not available, students are responsible for providing or seeking their own transportation.

Students who are driven to a contest in school provided transportation are allowed to go home from a contest with their parent/guardian only. Students are not allowed to go home in any other vehicle or with anyone else unless the coach in charge has a written note from the student’s parent/ guardian permitting such transportation.

## **Sports**

Most Saint Francis boys and girls teams participate in the West Catholic Athletic League (WCAL).

### **Boys Program**

#### ***August to November***

Cross Country	Frosh-JV-Varsity
Football	Frosh-JV-Varsity
Water Polo	Frosh-JV-Varsity

#### ***December to February***

Basketball	Frosh-JV-Varsity
Soccer	Frosh-JV-Varsity
Wrestling	Frosh-JV-Varsity

#### ***January to May***

Baseball	Frosh-JV-Varsity
Golf	Varsity
Lacrosse	JV-Varsity
Swimming/Diving	JV-Varsity
Tennis	JV-Varsity
Track and Field	JV-Varsity
Volleyball	JV-Varsity

### **Girls Program**

#### ***August to November***

Cross Country	JV-Varsity
Field Hockey	Frosh-JV-Varsity (BVAL)
Golf	Varsity

Tennis	JV-Varsity
Volleyball	Frosh-JV-Varsity
Water Polo	Frosh-JV-Varsity

***December to February***

Basketball	Frosh-JV-Varsity
Soccer	Frosh-JV-Varsity

***January to May***

Gymnastics	JV-Varsity (SCVAL)
Lacrosse	JV-Varsity
Softball	Frosh-JV-Varsity
Swimming/Diving	JV-Varsity
Track and Field	JV-Varsity

**Concussions**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**School protocol is for the parent to contact the student's counselor to coordinate with teachers regarding any accommodations that might be necessary. The counselor will coordinate all communication with teachers.**

**Symptoms may include one or more of the following:**

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/ comment
- Amnesia

### **Signs observed by teammates, parents and coaches include:**

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or no display of coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for the student- athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

#### **CIF Bylaw 313. CONCUSSION PROTOCOL**

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in education and management of concussion and receives written clearance to return to play from that health care provider. (Approved May 2010 Federated Council)

Q: What is meant by "licensed health care provider?"

A: The "scope of practice" for licensed health care providers and medical professionals is defined by California state statutes. This scope of practice will limit the evaluation to a medical doctor (MD) or doctor of osteopathy (DO). You should also inform your child's coach if you think that your child may have a concussion Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out. For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

## Guidance & College Counseling

Counselors assist students in selecting appropriate course schedules, finding peer and adult tutors when needed, and providing guidance on graduation requirements. In the freshman year, students will work with counselors on a wide range of issues and topics including the Saint Francis curriculum. In the sophomore, junior, and senior years, counselors assist students in academic planning, college and career exploration, and navigating the college admissions process. Counselor assignments are noted on the student's schedule and cannot be changed. All students have access to their counselor through email, and on a drop-in basis at collaboration, lunch or after school.

The Guidance and College Counseling Office hosts over 150 college admissions representatives in the fall and coordinates parent education events on college admissions topics throughout the year.

## Confidentiality Policy

Information students share or reveal in meetings with school counselors is considered confidential and is protected by California state law. The school counselor protects the confidentiality of information with the following exceptions specified by California state law and school policies.

A school counselor must:

1. report suspected child abuse to Child Protective Services.
2. report information to persons outside the school when the school counselor deems a student to be a threat to harm him/herself, threat to harm another person, or a threat to destroy property.
3. consult with the appropriate school administrator regarding such situations that may be potentially disruptive or damaging to the school's mission, personnel and/or property.
4. disclose information deemed to be confidential when ordered to do so by a court of law.

## Learning Differences

Saint Francis High School welcomes students with a variety of learning and/or attention difficulties who can meet the academic demands of a college preparatory environment. We will make every reasonable effort to ensure that each student receives the most appropriate education available. With proper documentation, a student may receive accommodations and limited academic support at school. This will be determined by the Learning Specialist who is a member of the Guidance and Counseling Department. The ultimate responsibility for specific educational needs and remediation lies with the family.

The procedures applicable to students with learning differences:

1. The Learning Specialist reserves the right to review all documentation submitted to make certain that it meets the above guidelines and is current. The Learning Specialist will advise parents when re-evaluation is required, and may find it necessary to disallow students from accommodations when documentation is out of date.
2. After a student's documentation has been approved, a meeting will be held with the student, parent, and Learning Specialist to formulate appropriate accommodations and classroom strategies. The Learning Specialist will then distribute the accommodation form to all of the student's teachers and counselor, and will redistribute to new teachers each subsequent semester.

3. Documentation of a learning disability, psychological disorder, or Attention Deficit Disorder does not necessarily guarantee a student accommodations at Saint Francis. A specific diagnosis does not guarantee accommodations on the SAT or ACT. This determination is made independently in consultation with those agencies. Upon approval, testing will be administered according to outside agency timelines and parameters, and may not be available at Saint Francis High School.
  
4. To apply for accommodations on the SAT, the student must submit documentation of a diagnosed Learning Disability completed within the last three years by a licensed professional according to College Board guidelines. Documentation must state explicitly that the student both has a disability and that he/she is therefore substantially limited in a major life activity related to learning. Examples of appropriate documentation can be found at <https://www.collegeboard.org/students-with-disabilities/documentation-guidelines/disability-documentation>

## Reporting to Colleges

Saint Francis High School reserves the right to report any serious academic or disciplinary violations which result in suspension, probation or dismissal to matriculating schools, including high schools, colleges and universities. Saint Francis will report any illegal behavior, repeated serious disciplinary or academic violations or any offense that could cause harm to a school community on the Secondary School Report and the Midyear Report for colleges. Any serious offense during senior year that results in suspension or probation will also be reported to colleges.

# Tuition Policies

## Tuition & Registration

Saint Francis tuition for 2019-2020 is \$20,000. The tuition includes a non-refundable initial tuition deposit of \$1,000. This deposit/registration fee, for returning students, is due May 5, 2019. After this payment, the remaining tuition of \$19,000 is payable to SMART Tuition Management Systems. Enrollment in SMART is mandatory and will cost \$45 per family to enroll. A ten-month, single, or two-payment plan is available. The first payment will be due July 5, 2019.

Remittances are to be made payable and sent to SMART Tuition. The Business Office no longer receives tuition, grad and other fee payments. Tuition remittance not received at SMART, by the 5th of each scheduled payment option, will incur a late fee. Please consult SMART Tuition instructions for payment methods and options, late, and return check fees. A balance due in accounts will incur a late fee.

Tuition accounts must be current in order to allow the administration of the student's semester finals. Past due accounts will be notified by SMART Tuition, and the school, of past due fees and amounts prior to the final exams. Tuition accounts will be reviewed several weeks prior to exam to confirm student's eligibility to take semester exams.

## Financial Aid

Saint Francis seeks to make its education available to every eligible student who would benefit from a Catholic, Holy Cross education, no matter his/ her financial status. Aid is granted on the basis of financial need with the amount of the award dependent upon the resources available. Current Saint Francis families have priority for the financial awards, but all entering students who apply for aid will be considered. Applying for financial aid has no bearing on the admission process. Financial aid is granted solely on the basis of financial need.

## Maintaining the Financial Aid Award

All student enrolled in the financial aid program are required to maintain good citizenship and are required to achieve at least a 2.0 in all of their classes to remain in the program.

## Application Process

A FACTS Financial Aid Application is to be submitted each year by all families requesting consideration for financial aid. **The deadline for submission each year is on or about February 4.** Late or incomplete applications will cause delays in providing the assessment of the family's need. Delays may create a "lower or no award" being available when an assessment is ultimately received.

# General Information & Facilities

Great care is taken to maintain the beauty and availability of the Saint Francis High School campus and facilities. Students are expected to have respect for property and people in the use of any school facilities. Permission to use any school facility should be obtained from the administration and all activities must be supervised. On normal school days, students should not arrive on campus before 7:00 a.m. when the classroom buildings are opened and there is supervision on campus. There is limited supervision for students who remain on campus after school hours when they are not involved in the extra-curricular program.

The Little Theater is located in the middle of Dujarie Hall (300 Building) and is used for large group meetings and A-V presentations.

## Administrative Offices

The offices of the Principal, the Director of Academics, the Director of Admissions, the Dean of Faculty, the Director of Finance and the Business Office are located in Holy Cross Hall (100 Building). The offices of the Campus Ministry, Director of Campus Ministry, Director of Activities and Counseling are located in the Sobrato Family Learning Commons. The offices of the President, Director of Institutional Advancement, Director of Endowment and Tuition Assistance and Alumni Director are located in Andre House. The office of the Director of Athletics is located on the first floor of Alumni Gym, adjacent to the Burns Family Pavilion. The offices of the Communications Department are on the first floor on Andre House, and the Director of Planning and Facilities is located in Saint Joseph Hall (Educators Center). The offices of the Dean of Students and the Attendance Office are located in Dujarie Hall (300 Building).

## Angelo A. Aguiar Athletic Complex

The Angelo A. Aguiar Athletic Complex is available to those involved in athletics. The facility is only available when a faculty member is present. This complex includes the Ron Calcagno and Chris Bradford Stadiums and the Tom Tuite Track.

## Athletic Fields

The athletic fields are available to students who participate in physical education or athletics. The main stadium field, Brother Fisher Field, is named after the second Principal of Saint Francis. The baseball stadium field, Higgins Field, is named after Ira Higgins, who donated much of the land on which Saint Francis is located.

## Cassin Family Library

The library is open from 7:00 a.m. to 6:00 p.m. daily and is located on the second floor of the Sobrato Family Learning Commons. The library is dedicated to Br. Eamon Schaffer C.S.C.



## Cunningham Wrestling Room

The Cunningham Wrestling Room is available to those involved in P.E. or athletics. The facility is only available when a faculty member is present.

## Chapel

The Chapel is located in Saint Joseph Hall and is open to students before school, at lunch and after school.

## Classroom Buildings

Classroom buildings are named after significant people involved with Saint Francis. Holy Cross Hall (100 Building) is named for the founding order of Saint Francis. Dujarie Hall (300 Building) honors Rev. James Dujarie who organized the Brothers of Saint Joseph who later became the Brothers of Holy Cross. André Hall (500 Building) is named for Saint André Bessett, C.S.C., who ministered to the sick of Montreal. Higgins Hall (600 Building) is named for the Ira and Elise Higgins Estate whose donation of land and money made this building possible.

## Emergency/Evacuation Procedures

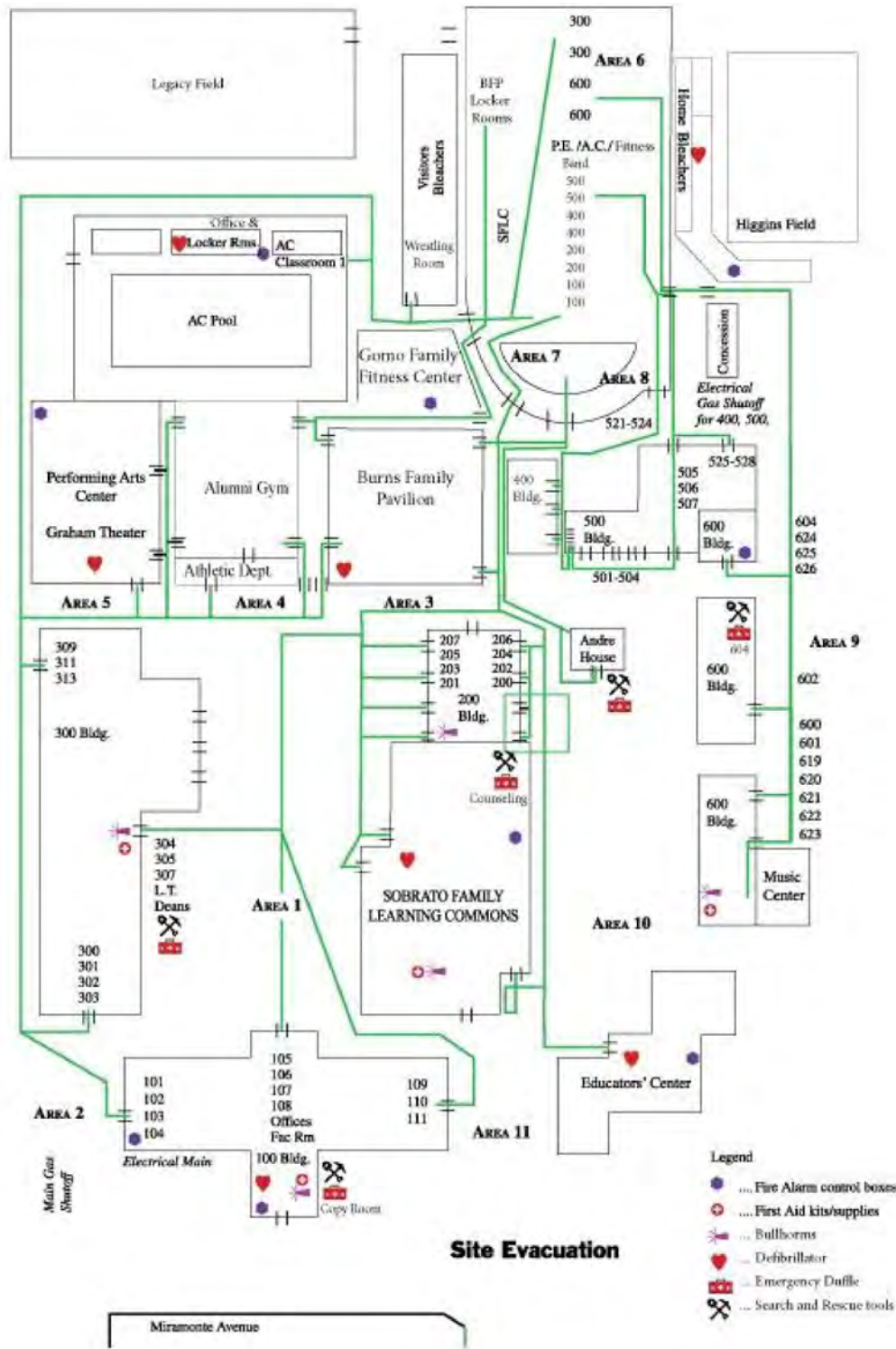
In the front of each classroom there is a red sign showing the evacuation path for that room. In the event of an emergency which requires evacuation of the building, students are expected to remain quiet and calm and to listen for special instructions from the teacher or from some other authorized person. Students go in single file to their designated evacuation area. **ANY STUDENTS NOT IN A CLASSROOM WHEN THE ALARM IS SOUNDED SHOULD REPORT TO THE FRONT OF BURNS FAMILY PAVILION DURING A FIRE DRILL, OR THE END ZONE IN A SITE EVACUATION.**

### In the event of an emergency

If a disaster occurs during school hours, school administration will determine the course of action and oversee the release of students. Updates will be posted at [www.sfhs.com](http://www.sfhs.com) and when possible, the school will use the Emergency notification System to communicate updates via recorded phone message and email. Faculty and staff will stay with your child until he or she is picked up by you or the school has released your child based on what you authorized on the Transportation section of the enrollment form. The school has a supply of food and water for students who may be required to remain at the school during an emergency. Faculty and staff teams are organized and trained in first aid, security, rescue, roll call and parental communications.

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

**Evacuation Map**



## Burns Family Pavilion and Alumni Gym

Burns Family Pavilion, along with Alumni Gym, are available to those involved in P.E. or athletics. All activities which are held in the gym facilities, including the Gomo Family Fitness Center, must be scheduled through the Master Facility Calendar, and must be supervised by appropriate athletic or school staff.

## Health Room

The Health Room is located in the 300 Building. It is open from 10:00 a.m. to 2:00 p.m. and is staffed by volunteers that are usually non-medical personnel. It is only open when there is a volunteer available. The Health Room is intended to be used by students for short durations of time. Health Room volunteers do not dispense medication.

## Medication at School

Health Room volunteers do not dispense medication. Students who require medication for any reason during the school day must bring the dose for the day from home in its original container, and have the Permission for Prescription Medication at School form filled out in Magnus Health with a copy brought to the the Dean's Office. The student is responsible for both self-administration of the medication and its safe keeping. Otherwise, no prescription medication is allowed to be brought to school. This information is extremely important for any emergency situations that may arise.

## Holy Cross Aquatic Center

Holy Cross Aquatic Center is available to those involved in P.E. or athletics. Aquatic facilities are available only when a deck-certified faculty member is present.

## Holy Cross Educators Center

The Educators Center is located in Saint Joseph Hall. The hall is named in honor of the patron saint of the Brothers. The Educators Center is the faculty-staff work center.

## Job Listings

Local businesses and families often contact the school seeking to employ our students. Listings of such job openings are posted in the Sobrato Family Commons through the Activities Office.

## Lancer Locker

Lancer Locker is located in the Sobrato Family Learning Commons, and is open for business on Tuesdays and Thursday, from 8:30 a.m.–3:30 p.m., Wednesdays from 8:30 a.m.–1:00 p.m. and on Fridays from 10:00 a.m.–1:00 p.m. Lancer Locker sells Saint Francis logo wear, uniform shorts, P.E. clothes and replacement locks.

## Little Theater

The Little Theater is located in the middle of Dujarie Hall (300 Building) and is used for large group meetings and A-V presentations.

## Lost and Found

Lost and Found is located in the Dean's Office (300 Building). Any property which students find on the campus should be brought to the Lost and Found. Every two months, all unclaimed articles will be donated to a local charitable organization.

## Malcolm Center (Lancer Café)

Malcolm Center (cafeteria) is open before school and at munch and lunch. On Gold Day mornings, Lancer Cafe is open from 7:15 a.m. – 8:45 a.m. After school the Lancer Cafe is open for drinks and snacks until 5:30 p.m.

## Laura Ellen Fin Music Center

The Laura Ellen Finn Music Center (RM 600), is located in Higgins Hall (600 Building) and is available to students who participate in music and choir classes or extracurricular programs. The center is only available when a faculty member is present.

## Performing Arts Center and Graham Theater

The Performing Arts Center and Graham Theater are available to students who participate in performing arts classes and extracurricular programs. The Performing Arts Center is only available when a faculty member is present.

## The Sobrato Family Learning Commons

The Sobrato Family Learning Commons is open to all students from 7:00 a.m. - 6:00 p.m. The Cassin Family Library is located on the second floor. Located on the ground floor, the Haughey Family Student Center includes the Activities, Campus Ministry and Guidance and Counseling offices, and Lancer Locker. Eight classrooms (200-207) are also located in the building.

## Student Council Offices

A meeting room for students is available in the Activities Office located in the Sobrato Family Learning Commons.

## Student ID Cards

Photo identification cards will be issued to all students, and must be presented for admittance to dances and sporting events. In addition, the bar code number on the back of the card is required to check materials out of the school library. ALL students, including seniors, must be photographed for this purpose on book day. There will be a \$10.00 fee to replace lost I.D. cards. Student I.D. cards will also allow participation in the Debit Account Program managed by Lancer Cafe.

## Work Permits

Work permits are issued by the Activities Office located in the Sobrato Family Learning Commons. Students who receive employment may pick up an application to be completed by their employer and signed by a parent or guardian. The actual work permit will usually be issued the next working day.

## Yearbooks

Yearbooks are included with tuition.