

HF-L

HONEOYE FALLS-LIMA HIGH SCHOOL

83 East Street
Honeoye Falls, NY 14472
www.hflcsd.org

STUDENT HANDBOOK 2019-2020

High School Telephone Numbers

Main Office	624-7050
	Fax 624-7118
Attendance	624-7088
Nurse	624-7055
Counseling and Career Resource Center	624-7060
	Fax 624-7119
Food Services	624-7044
Athletics	624-7070

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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HIGH SCHOOL ADMINISTRATION

David Roth
Principal

James Nelson
Assistant Principal

Brian Donohue
Director of Athletics

Holly Sidebottom
Director of Professional
Development

HIGH SCHOOL COUNSELORS

Dianne Witkowski
Last names: A - F

Ryan Teeter
Last names: G - O

Dr. Theresa Kaub
Psychologist

Patrice Tate
Last names: P - Z

Amy Mulhern
Social Worker

District Vision

The Honeoye Falls-Lima School District's collective curiosity, energy, enthusiasm and dedication drive our daily pursuit of excellence. As a centerpiece in the community, we will provide a caring, respectful, and educationally challenging environment that values and listens to its members. With our community, we will create a learning organization that provides a world-class education for our students.

Teaching, learning, and high standards will provide our graduates with a world-class education that will prepare them to compete in a continuously changing world. Our graduates will think critically, creatively, and independently, communicate effectively, solve problems and work cooperatively. They will be well rounded and highly skilled in the use of languages, mathematics, and the sciences. Our students will understand and appreciate diversity. They will have a variety of experiences and an appreciation for the arts. They will be self-directed learners, grounded in ethics and prepared to accept the responsibilities of a contributing member of our local and the global community.

District Mission

The Honeoye Falls-Lima School Community is committed to producing graduates who succeed in a changing world, as reflected by our district exit level standards. Students will demonstrate the following attributes:

- **Effective Communicator**
- **Responsible Member of Society**
- **Respectful of Self and Others**
- **Lifelong, Self-directed Learner**
- **Creative, Critical Thinker**
- **Quality Producer**

Community Partnership

The Honeoye Falls-Lima Central School District recognizes that for all of our students to achieve social and academic success, the combined efforts of parents, teachers, administrators, the Board of Education, and the entire Honeoye Falls-Lima community is required. Working together as concerned stakeholders in our children's future, we can help them to learn positive behaviors, necessary life skills, and the academic knowledge essential for a successful future based upon respect for themselves and others.

HF-L's Commitment to Diversity

The Honeoye Falls-Lima School District is committed to strengthening the understanding of diversity in its various dimensions and promoting a cultural climate in which students and adults feel valued, respected and understood.

DAILY SCHEDULE

TIME	MONDAY
7:25	Warning Bell
7:30 – 8:16	1
8:16 – 8:21 8:26 – 9:05 OR 8:21 – 9:00 9:00 – 9:05	Break A 2 2 Break B
9:09 – 9:48	3
9:53 – 10:32	4
10:32 – 11:02 11:07 – 11:46 11:51 – 12:30 OR 10:37 – 11:16 11:16 – 11:46 11:51 – 12:30 OR 10:37 – 11:16 11:21 – 12:00 12:00 – 12:30	Lunch 5L 6L 5E Lunch 6E 5E 6E Lunch
12:35 – 1:14	7E, 7L
1:19 – 2:00	8
All Classes Meet	

TIME	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:25	Warning Bell	Warning Bell	Warning Bell	Warning Bell
7:30 – 8:31	2	1	1	1
8:31 – 8:38 8:43 – 9:36 OR 8:36 – 9:29 9:29 – 9:36	Break A 3 3 Break B	Break A 3 3 Break B	Break A 2 2 Break B	Break A 2 2 Break B
9:41 – 10:34	4	4	4	3
10:34 – 11:04 11:09 – 12:02 12:07 – 1:00 OR 10:39 – 11:32 11:32 – 12:02 12:07 – 1:00 OR 10:39 – 11:32 11:37 – 12:30 12:30 – 1:00	Lunch 6L 7L 6E Lunch 7L 6E 7E Lunch	Lunch 5L 7L 5E Lunch 7L 5E 7E Lunch	Lunch 5L 6L 5E Lunch 6L 5E 6E Lunch	Lunch 5L 6L 5E Lunch 6L 5E 6E Lunch
1:05 – 2:00	8	8	8	7E, 7L
Skip Classes	1 and 5	2 and 6	3 and 7	4 and 8

SCHOOL PROCEDURES

ATTENDANCE

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of the attendance policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures (ATED), encourage full attendance by all students, maintain an adequate attendance record-keeping system for safety and school management reasons, identify attendance patterns of students and develop effective intervention, and verify compliance with compulsory education laws.

Excused and Unexcused Absences

Excused absences, tardiness and early departures (ATED) from class or school are defined as ATEDs due to personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, *and military obligations. All ATEDs must be accounted for. It is the parent's responsibility to provide a written excuse upon the student's return to school.*

Excused Absences

Medical:

- Illness
- Doctor/Dental Appointments

Funeral:

- Death in the Family or Significant Other

Religious:

- Observance of a holy day

Educational:

- Approved College Visits
- School Field Trips/Functions
- Athletic Competitions
- Concert/Chorus Competitions
- Approved Career Education Program
- Approved Shadowing Experience
- National "Bring Your Child to Work Day"
- Military Duty

Other:

- Court Appearance
- Home instruction for long-term illness, long-term suspension

Excused Tardies

- Doctor/Dental Appointment
- Illness
- Inclement Weather

Excused Early Dismissal

- Doctor/Dental Appointment
- Approved College Visits
- Illness
- Court Appearances

Unexcused Absences

- Truancy (absent without parental permission)
- Vacations
- Parent keeps child home to assist at home

Unexcused Tardies

- Late/overslept
- Personal appointments

Unexcused Early Dismissals

- Early departure for a trip

Attendance Incentives

A positive attendance pattern will result in its own rewards. The following are examples of incentives to positive attendance:

- Eligibility to attend extracurricular activities
- Eligibility for participation in interscholastic sports
- Eligibility for parking privileges
- Opportunity for socialization with peers

Make-up Work

Students that are excused from school due to illness or injury, will be allowed twice the time of the absence to make-up work and tests FROM THE DAY MISSED.

Disciplinary Actions

If a pattern of unexcused ATEDs begins to develop, school personnel including the School Nurse, Teacher, Counselor, Social Worker, Psychologist, or Administrator may make a contact with the student and/or parent to discuss the issue in an attempt to help the student be in attendance on a regular basis. If intervention at this level is not successful, the following are examples of disciplinary sanctions and may be applied to students with unexcused absences:

- Parent contact
- Referral to administrator
- Referral to building Support Services Team
- Detentions
- Restriction of extracurricular activities/events

- Removal of parking privileges
- Removal of working permit

CHANGE OF ADDRESS/TELEPHONE NUMBER

It is very important that you notify our District Data Specialist, Nancy Powell, (624-7057) of any change of address or telephone numbers. It is your responsibility to do this.

FAMILY TRIPS

When a student knows in advance that instructional days will be missed, it is the student's responsibility to obtain his/her assignments. Absences outside normal vacation periods are discouraged; however, if it is necessary to miss school, it is the student's responsibility to obtain an Application for Special Leave Form from the attendance office and to notify his/her teachers one week in advance of the trip.

VISITORS AND STUDENT GUESTS

All guests and visitors must report to the attendance office upon arrival to the school. Students who would like to bring a guest to school must make arrangements **one week** in advance with Mr. Nelson, and produce signed permission slips from both sets of parents/guardians. Students will also obtain permission from their teachers to have guests in class.

WITHDRAWAL FROM SCHOOL

If withdrawal from school is necessary, you must bring a written request from your parents stating the reason for leaving. Upon approval of your request to leave, you will be given a withdrawal slip, which must be signed by all of your teachers, the Library Media Center, and the High School office. Upon securing all the necessary signatures and paying any obligations, you can be honorably withdrawn from Honeoye Falls-Lima High School.

HEALTH SERVICES /SCHOOL NURSE

Improving student health and wellness in order to strengthen student academic achievement is a goal of the school nurse and health office services. The school nurse is available throughout the school day for student assistance in case of illness, injury or other health related concerns. Health screening is conducted throughout the school year. Students, who need to see the nurse, are expected to request a pass from their classroom teacher, except in the case of an emergency. If illness or injury prevents the student from completing the school day, parents will be called so alternate arrangements can be made for the care of the student. Please be sure the Emergency Update Sheet, on file in the nurse's office, is accurate. It is

essential that home, work, and cell phone numbers for parents are accurate. We also request that parents designate an emergency contact person in case of a student emergency when parents are unavailable. When the student is unable to attend school because of illness, the parent must notify **the nurse (Betty Mandak) at 624-7055** or **the attendance office (Sara Harvey) at 624-7088**. Messages may be left at any time.

MEDICATION POLICY

Students who require (prescription or non-prescription) medication during the school day or during school-related activities, must meet the following district policies on an annual basis:

Written authorization from the prescribing physician which includes the student's name, birth date, medication, dose, route, time, date and prescriber's signature, title, address and phone number must be on file in the nurse's office. Written authorization from the parent must be on file in the nurse's office as well. Prescription medication must be in the original pharmacy container, labeled with the student's name, medication dose, route, and time. Non-prescription medication must be in the original container with the student's name attached. All medication must be delivered to the nurse's office by the parent.

Medication will be stored in the nurse's office.

Under special circumstances, self-administration may be allowed. Please contact the school nurse for further information.

All medication not picked up by parents at the end of the school year will be discarded over the summer.

HEALTH/SAFETY REGULATIONS

Students are permitted in the building only with approved adult supervision.

Full use shall be made of all safety equipment.

There shall be no running in the halls, on the stairs, or in any rooms except the gym. Pushing, striking, or other forms of violence are not permitted. Any action that presents a danger to the safety and well-being of students and staff is prohibited.

Fire regulations must be observed. Persons tampering with the fire equipment or turning in false alarms will be prosecuted under the law.

Physical hazards or defects in equipment should be brought to the attention of the administration.

Any school related accidents or injuries should be reported to the nurse or classroom teacher as soon as possible.

Honeoye Falls-Lima High School Resources In the Community

In addition to the school, many community agencies provide information and help. This is not an exhaustive list, nor an endorsement of any service.

Al-Anon and Alateen Information Service (24 Hours)

805 Blossom Road, Rochester, NY 14607
(585) 288-0540

Alcoholics Anonymous (24 Hours)

10 Manhattan Square Drive, Rochester, NY 14607
(585) 232-6720

Emergency Services 911 Lifelines 275-5151

Narcotics Anonymous Help Line

PO Box 40225, Rochester, NY 14604
(585) 234-7889

Livingston Council on Alcoholism

Substance Abuse, Inc.

30 Commercial Street

Livonia, NY 14487

(585) 346-3050

Lifeline Poison Control (24 Hours) - (585) 275-3232

Family Access & Connection Team (F.A.C.T.)

1099 Jay Street, Building J – 2nd Floor

(585)753-2639

THE COUNSELING AND CAREER RESOURCE CENTER

School counselors are available at Honeoye Falls-Lima High School for academic, career, college, and personal counseling. Our counselors make every effort to be accessible to students, parents, and staff. Students who wish to schedule an appointment may do so through the Counseling Center. Parents may arrange an appointment with their student's school counselor by phone or in person. Students will be given help in completing application forms and student financial aid forms.

School transcripts are prepared and sent to the colleges or universities upon the request of the student.

STUDENT SCHEDULES/COURSE SELECTION

The objective is to provide a diversified curriculum for students with varying individual abilities. Our counselors consider the following criteria:

1. Objective test data
2. School achievement
3. Teacher recommendations based on observations of student work habits.
4. Parent/student input
5. Student's career goals, interests, attitudes, and motivation

CLASS RANK

Class rank is determined using a weighted index for each student based on the final numerical average earned in all courses taken at the high school level. Student rank is reported by decile. Student ranking is determined by class at the sixth, seventh and eighth semester points.

For ranking purposes each course is designated in one of four levels: local, regents, honors or advanced placement. Final numerical averages are converted to a 4.0 scale with additional points added as follows: Regents (0+2), Honors (0+3) or advanced placement (0+5). Each course is then weighted by the amount of course credit.

An additional ranking calculated at the end of the third quarter for the senior class is used to determine the class Valedictorian and Salutatorian. The student who has earned the highest point total by the previously mentioned criteria is designated as the class Valedictorian and the student who has earned the second highest point total is designated class Salutatorian.

DROP/ADD POLICY

To maintain the integrity of our academic program:

1. Students may withdraw from a course of study without penalty as follows:

Full year course - Before the 1st marking period

1st semester course - Before the 1st five weeks

2nd semester course - Before the 1st five weeks

*No student may drop a course without the permission of the high school principal. If permission is granted, the principal will make his decision based upon input from the student, parent, teacher, and counselor.

2. After this date, a grade will be recorded on the permanent record.

WF = Failing average at time of withdrawal

WP = Passing average at time of withdrawal

CHANGE OF PROGRAM PROCEDURE

Student initiated changes from the program that was selected at registration time may be considered during the first two (2) weeks of school without the consent of the Principal. Procedures for obtaining the program change will be made available to students at the beginning of each semester. After the first two weeks there will be no changes without approval by the Principal. Program changes will be made only after an evaluation of a student's academic record has been reviewed. Such areas as an individual's major sequence, course enrollment, graduation requirements, etc., all have to be considered prior to the final decision.

EARLY GRADUATION

These procedures need to be followed if a student desires to meet the graduation requirements prior to the end of his/her traditional four years of high school. Students planning to seek such an arrangement must make a written request to the high school principal prior to the First Interim Report of their third year if they intend to graduate in three years, or by end of the second week of school of their senior year if they intend to meet the graduation requirements by the end of the first semester of their fourth year.

The graduation requirements are listed in the Program of Studies booklet. If students have questions about early graduation, they are encouraged to make an appointment to discuss this matter with their counselor.

LEAVING SCHOOL BEFORE EXAMS

1. A grade will be entered on the transcript at the time of withdrawal, but no credit will be indicated.
2. Students should enroll immediately at their new school in order to obtain semester credit.

TRANSCRIPTS AND RECORDS

When a student transfers to another school, a transcript of his/her records is sent, upon written request, to the new school. When transferring schools, students should fill out an application at the Counseling Center for a transcript. The student's complete high school permanent record, including subject and grades, credits, test data, activity record, and citizenship standing will be included on this form and sent to the new school. Upon written request to the building Principal, parents or guardians of a student under 18, or a student 18 years of age or older, shall be permitted to inspect any and all official school records directly related to their children, or in the case of the 18 year or older student, school records directly related to himself/herself. No records will be sent to a third party unless a parent, guardian, or student 18 years or older signs a release form requesting such action.

The individual requesting access to the school record will be required to come to the school office to go over the records in person with the appropriate school personnel as designated by the building principal. The opportunity to review such records will be within a reasonable time not to exceed 45 days from the date of the request. Information concerning school records will not be given over the telephone or in the absence of qualified school personnel.

GRADING SYSTEM

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled. Grades are determined in the following manner:

Full Year Courses					
1	2	Mid-Year	3	4	Final
18%	18%	10%	18%	18%	18%

Semester Courses		
1	2	Final
33 1/3%	33 1/3%	33 1/3%

Classroom teachers will evaluate students and assign grades according to the system above. All students are expected to complete the assigned class work and homework. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit.

Regents and local final examinations will be averaged into the overall course average. A student must achieve a grade of 65% or better in order to pass and receive course credit.

GRADUATION REQUIREMENTS

For the requirements particular to your year of graduation, please refer to the HF-L High School Program of Studies booklet. Call your counselor for help or with questions. (624-7060)

HONOR ROLL/HIGH HONOR ROLL

The honor roll average for students is formulated using all numerical class marks for the marking period. Students must be enrolled in at least 5 classes, plus P.E. in order to receive high honor roll or honor roll recognition. Students who have an overall average of 85-92.99% with no grades lower than 80 and no incomplete grades, earn honor roll recognition. Students with an average of 93% and above, with no grades lower than 85 and no incomplete grades, receive high honor roll recognition.

REPORT CARDS/ INTERIM & PROGRESS REPORTS

A five-week Interim Report system provides students and parents with reports on a student's academic progress midway between report cards. Both commendable achievement and class work in need of improvement will be reported. The interim report represents an opportunity to assess and adjust the student's current work prior to the end of the marking period. These reports give the student an opportunity to improve his/her grades before report cards are calculated. Progress reports may also be sent to parents at any time at the teacher's discretion.

2019-2020 REPORT CARD DATES AND EXAMINATION SCHEDULE

1st Quarter Begins 9/4/19

Interim Dates: 9/27/19 Grades Due: 11/5/19

Available online: 10/4/19

Last Day of Marking Period 11/1/19

Grades Due: 11/5/19 Report Cards online: 11/8/19

2nd Quarter Begins 11/2/19

Interim Dates: 12/6/19 Grades due: 1/28/20

Available online: 12/13/19

JANUARY EXAMS: 1/21/20 – 1/24/20

Last Day of Marking Period 1/26/20

Grades Due: 1/28/20 Report Cards online: 1/30/20

3rd Quarter Begins 1/27/20

Interim Dates: 2/28/20 Grades Due: 3/4/20

Available online: 3/6/20

Last Day of Marking Period 4/3/20

Grades Due: 4/15/20 Report Cards online: 4/17/20

4th Quarter Begins 4/4/20

Interim Dates: 5/22/20 Grades Due: 5/27/20

Report Cards Available online: 5/29/20

JUNE EXAMS: 6/15/20 – 6/25/20

Last Day of Period 6/26/20 Grades Due: 6/26/20

Rating Day: 6/26/20 Report Cards: 7/1/20

AP Exams: May 4-15, 2020

STUDENT CLASS LOAD

- For 9th and 10th graders: A minimal load will be six (6) subjects plus physical education per semester.
- For 11th and 12th graders: A minimal load will be five (5) subjects plus physical education per semester.

TYPES OF DIPLOMAS

REGENTS WITH ADVANCED DESIGNATION WITH HONORS DIPLOMA

This diploma is issued to a student who completes the prescribed course of study and passes **nine** Regents exams earning a 90% average or better on these exams. Students may earn Math and/or Science endorsements by scoring over 85% on all Math & Science Regents Examinations.

REGENTS WITH ADVANCED DESIGNATION DIPLOMA

This diploma is issued to a student who completes the prescribed course of study and passes **nine** Regents exams with a minimum of 65% in required core subjects. All HF-L students will be encouraged to earn this diploma.

REGENTS WITH HONORS DIPLOMA

This diploma is issued to a student who completes the prescribed high school course of study and passes **five** Regents exams earning a 90% average or better on these exams.

REGENTS DIPLOMA

This diploma is issued to a student who completes the prescribed high school course of study and passes **five** Regents exams with a minimum of 65% in required core subjects. All HF-L students will be scheduled to earn this diploma.

HF-L SENIOR HIGH SCHOOL LOCAL DIPLOMA

This diploma is issued to a special education student who completes the prescribed high school course of study and utilizes a safety net for **one or more of the five** required Regents exams.

LIBRARY MEDIA CENTER

The High School Library Media Center is open daily from 7:30am until 3:00pm. Exceptions will be announced in the morning. Students are expected to engage in academic pursuits when in attendance. A quiet, reflective environment is encouraged. No food or drink may be brought into the library. Students will use their Student ID to sign out library materials. Reading materials may be kept for three weeks. All equipment loans are overnight only. Any material or equipment issued to a student becomes his/her responsibility and must be paid for by that student if it becomes missing or destroyed.

LIBRARY SIGN-UP

Students wishing to utilize the library during study hall must first obtain a pass from their academic teacher. Students will use these passes to sign out of study hall and utilize the library media center.

INTERNET USE

The Honeoye Falls-Lima Central School District shall provide its students and employees access to the Internet for authorized use only. Students shall be authorized to use the District's Internet facilities and connections for study, research, and communications related to their assigned course work and approved co-curricular activities.

Any use of the District's Internet facilities and connections which is not authorized nor conducted directly in compliance with District practices and procedures, and user agreements, is prohibited. Use of the Internet to commit a crime is prohibited.

ACCEPTABLE NETWORK USE POLICY

Students will receive a copy of the Acceptable Network Use Policy at the beginning of the school year. This document must be signed and returned to first set teachers during the first week of school.

BRING YOUR OWN DEVICE (BYOD)

Students must adhere to the District's Acceptable Use Policy while they are on campus whether or not they are signed on to the District's network. In the school, students must follow the directions of teachers and other staff members regarding when it is appropriate to use their technology. Users bringing devices to school, do so at their own risk and choice. Loss or damage of personal computing devices by students and/or staff is not covered by the District. Students are expected to act as digital citizens when employing the use of their own or the school's technology devices. A digital citizen is one who uses technology in an appropriate and responsible manner.

STUDENT PUBLICATIONS

Students will be afforded the opportunity to develop school publications such as a school newspaper. All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenities, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process, will not be permitted.

ACADEMIC HONESTY & CHEATING

Academic Honesty procedures have been established to provide students with a clear understanding of ethics as it applies to the educational setting. HF-L schools teach and encourage our students to engage in legitimate, honest, academic behavior. Each assignment, project, lab, or test is a demonstration of a student's ability and ultimately of the student's character. When students cheat, they fail to meet our Academic Honesty expectations. Each infraction will be documented, and parents will be notified.

Cheating is a dishonest act to gain an unfair advantage on an academic assignment, project, lab, or test. Examples of cheating include, but are not limited to, the following: Collaboration on academic work when collaboration is not permitted; Copying, misrepresenting yourself by submitting someone else's work as your own; Fabrication, making up false information as if it were real; Falsification, making an untrue statement, verbally or in writing, with respect

to some aspect of one's academic work; Multiple submissions of the same work for credit in different classes; Plagiarism, the use of intellectual material produced by another person without acknowledging its source; Theft of intellectual property, improperly accessing information

President	George Walker
Vice President	Maria Larson
Secretary	Ava Stern
Treasurer	Abigail Baum
Class Rep.	TBD

2019-2020 HF-L CLASS AND CLUB ACTIVITY GUIDE

STUDENT ORGANIZATIONS

Student organizations at the High School are primarily made up of two types. The first is co-curricular activities such as the school newspaper, school yearbook and music organizations that are expressive of student interest. The other area of student organizations concern student government and class level offices. All clubs and activities are described in the Class and Club Activity Guide.

Executive Student Council

Advisors	Mrs. Sharon Mosher & Mrs. Lori Talbott
----------	--

President	Lexie Schiedel
Vice President	Lindsey Cody
Secretary	Maddy Garrett
Treasurer	Liddie Hoare

Freshman Class

Advisor	Mrs. Colleen Pittman & Mrs. Tiffany Forte
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President	Joey Marrocco
Vice President	Zack Schayes
Secretary	Brooke Fugate
Treasurer	Preston Yates
Class Rep.	Maegan Frame

Senior Class

Advisors	Mrs. Sara Harvey & Mr. Jeff Taccetta
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President	Riley Wall
Vice President	Sam Tvrdik
Secretary	Rachel Vanderven
Treasurer	Ana Youngblut
Class Rep.	Hank Lehning & Dana Szczublewski

Junior Class

Advisors	Mrs. Jessica Joseph & Mr. Cory Quinter
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Sophomore Class

Advisors	Ms. Kaitlin Fisher & Mrs. Pat Freeman
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President	Henry Shields
Vice President	Molly Connors
Secretary	Teagan Kamm
Treasurer	Seamus Gillis
Class Rep.	Casey Wall & Will Tomaszewski

Student Activities Fair

A Student Activities Fair will be held the second Friday in September during all lunch sets. Students may sign up to participate in activities at that time. Information for starting new clubs will also be available during the fair.

EXTRACURRICULAR ACTIVITY ADVISORS

Drama Club & Musical Club	STEM Club
Mr. Hennessey	Mr. Callens

Student Athlete Council	Select Choir
Mr. Donohue	Mr. Goold

Foreign Language Club	Ski Club
Mrs. Pawlak	Mrs. Agar & Mrs. Phillips
Interact	Yearbook
Rotary Sponsored	Mrs. Talbott & Mrs. Chapman

Jazz Ensemble	Marching Band
Mr. Borden	Mr. Borden

National Honor Society (NHS)	SADD Club
Mrs. Witkowski & Mrs. Glavin	Mr. Taccetta

Newspaper Club	Model UN
Ms. Tucker	Mr. Schaefer

Green Team/Eco-Geeks	Robotics
Mr. Corey	TBD

Volunteer Readers Club

Ms. Bell

Art Club

Mrs. Recktenwald

GSA

Mrs. Hamer

Student Council

Mrs. Mosher &
Mrs. Talbott

Math Club

Mrs. Whitney &
Mrs. Utegg

Student Council

The voting body of Student Council consists of the officers (excluding the president) and the class presidents. The Executive Committee consists of the four Student Council officers and the four class presidents. The Executive Committee meets more often than the entire Student Council body, planning preliminary measures to be brought before the entire voting faction of the Student Council. Any student having attended Honeoye Falls-Lima High School for the period of one semester may run for an Executive Council position or for one of the officer positions. Requirements are:

1. Candidates for the office of president and vice president must be, in the spring of the election year, either in the 10th or 11th grade.
2. Candidates for the office of secretary and treasurer must be, in the spring of the election year, in the 9th, 10th, or 11th grades.
3. All candidates or officers must maintain adequate grades.

Student Athlete Council

This council is comprised of student-athletes from our varsity programs. The purpose of this council is to provide input from the athlete's perspective regarding athletic policy and procedures. This group meets on a monthly basis. Interested students must meet the following criteria:

1. Be a member of a varsity team, in good standing
2. Complete the recommendation form, including signatures from 3 coaches.

Yearbook – Liaison

The high school yearbook, *LIAISON*, is a yearly publication requiring a variety of skills such as management, sales, writing, layout, art, and typing. These skills are combined to complete a production project that records the activities and events of the school year for the student body at Honeoye Falls-Lima High School. Students participating in Yearbook Club soon learn that the success of the project depends upon many hours of work by a conscientious staff. Any student in grades 9-12 is

encouraged to become a member of the Yearbook Club. Please see advisor for further information.

SADD Club

HF-L SADD Club is dedicated to preventing destructive decisions, particularly underage drinking, drug use, risky and impaired driving, teen violence, and teen suicide. Our goal is to provide students with the best prevention tools possible in an effort to become responsible adults.

Foreign Language Club

The club is open to any student interested in foreign language cultures. Activities include hosting foreign exchange students at school events and a party. The club is responsible for the flag display in the High School library, and it gives an annual award to a graduating senior.

Math Club

Math Club members compete monthly from September through February as members of the Monroe County Math League. HF-L takes 15 members to the county math meet in March. Members of the club can compete in one or all of the meets each year. Math Club provides an opportunity to problem solve non-routine problems with other students who enjoy the challenging environment.

Newspaper Club

Newspaper Club is for students who are interested in journalism, both print and digital. This is a student run club that makes all editorial decisions and supervises production. This club encourages all writers and photographers to join.

Ski Club

The town/school "Learn To Ski" program is open to any student in grades 4-12. Ski activities are held at Bristol Mountain. High School, Middle School, and Manor School students all ski on Friday. The cost of the program varies - transportation, lift tickets and professional lessons are included in the cost. There is an additional charge for students who need to rent.

Art Club

Art Club is for students who are interested in exploring a variety of art experiences beyond the regular art classroom. Art Club members will vote on

what projects they would most like to do. Anyone is welcome to participate!

Select Choir

This is a small vocal ensemble, by audition only, and it is open only to students enrolled in choir. Interested students should contact Mr. Goold in Room 112.

Marching Band

Combines the personnel from the Concert Band and Wind Ensemble. Rehearsals are after school (seasonally). Performances include Fall Weekend, Memorial Day and the Mendon Fireman's Parades.

Jazz Ensemble

A select group (by audition) that rehearses twice per week after school throughout the year. Performances include Holiday and Spring concerts, Festival On The Green, MCC Jazz Festival, and regional competitions. Traditional Big Band instrumentation is utilized.

Drama Club

The major focus of the Drama Club will be to produce a non-musical play in the fall of the year. Monthly meetings will provide entertaining and educational activities in the theatre arts.

Musical Club

The major focus of the Musical Club will be to produce a musical play in the spring of the year. Monthly meetings will provide entertaining and educational activities in the musical theatre arts.

Model UN

In Model UN, students step into the shoes of ambassadors from UN member states to debate current issues on the organization's vast agenda. Student "delegates" in Model UN prepare draft resolutions, plot strategy, negotiate with supporters and adversaries, resolve conflicts, and navigate the UN's rules of procedure—all in the interest of mobilizing "international cooperation" to resolve problems that affect countries all over the world.

Green Team

Green Team students actively increase awareness of environmental issues and solutions at HF-L and in the community. Members take an active role in bottle and

can recycling, community trash walks, electronic recycling drives, and other student focused initiatives. The Green Team is an action-oriented group that welcomes all students.

Interact

Interact is a Rotary-sponsored service club for young people ages 14-18. The program gives young people an opportunity to participate in fun, meaningful service projects while developing leadership skills and meeting new friends.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization of elected students who meet high standards in the areas of Scholarship, Leadership, Service, and Character. These are defined by:

Scholarship: Maintain a 3.63 GPA.

Leadership: Demonstrate leadership in and out of the classroom consistently, hold a recognized leadership position, act as a role model to others, willing to accept responsibility for a meaningful activity or project etc.

Service: Participate in school and community activities that benefit others.

Character: Exhibits positive qualities such as a polite, respectful, ethical, and positive attitude.

Selection Criteria:

Eligible junior and senior students will be identified by GPA requirements by mid-September. Letters of invitation and application will be sent to the student's home. NHS Candidate Applications will be due prior to October 1. Those students returning forms will be placed on Probationary status. Candidates are considered Probationary until the Induction ceremony set for mid-January. Probationary members must attend scheduled meetings and participate in NHS sponsored service activities.

A Faculty Review committee will meet in December to verify that Probationary candidates meet eligibility criteria beyond the academic cutoff.

Full membership will require maintaining the NHS organization expectations listed above, attending regularly scheduled meetings, and participating in NHS sponsored community service activities.

More detailed explanation regarding selection and disciplinary process will be available from the NHS advisers and officers.

USEFUL INFORMATION

Student Lockers

A student locker is assigned to each student in the high school. This locker is assigned during the freshmen year and the same locker will be used throughout the four years of high school. New students will be assigned a locker upon entrance to school. If you have a problem with your locker or combination, please report it to the office. The school cannot assume responsibility for any theft or any loss from a student's locker. Students should not share lockers or give their locker combinations to other students. Students are requested to report any locker break-in or theft so that records can be maintained indicating areas needing more security.

Care of Textbooks

Honeoye Falls-Lima High School provides each student with the needed textbooks. These books are public property and must be given proper care by the students. Textbooks are inspected at the end of the school year and fines are assigned for excessive wear and damage to the book. If a student loses a textbook, the teacher issues a replacement. Any book issued to a student becomes his/her responsibility, and a student must pay for a book that is missing, lost, or destroyed.

Emergency Drills

An emergency drill is a serious matter and should be carried out with a serious attitude by all students. Please keep the following guidelines in mind:

- Directions for exiting from each room are posted near the door. If you are unsure of the directions, ask your teacher to explain the procedures.
- You should walk quickly and quietly from the building to the assembly area.
- Silence is necessary in order to hear directions in the event that smoke and/or fire block an exit.
- Do not stop at your locker, the bathroom, or the water fountain.
- Students will move quickly to their assembly area where their teachers will take attendance. A signal and an announcement will sound indicating when it is safe to return to the building.

Lost and Found

The lost and found area in the high school is located at the pool entrance. If you have found something that is not yours, please turn it in to the main office. If you have lost something, please check in the high school office or at the pool entrance to see if it has been found. Articles that we have had for a long period of time will be donated to an appropriate charity.

School Lunch Program

All students eat lunch at school. Students are not allowed to leave the High School during lunch as we are a closed campus. Our school lunch program provides a variety of nutritious and delicious foods from which students can choose. Each student is expected to help keep the cafeteria clean and inviting.

Special Notices and Posters

Special notices, posters, bulletins or displays to be posted are to be approved by Mr. Nelson.

Work Permits

If you are under eighteen years of age, you must have a work permit to be legally employed. Applications for work permits may be obtained from the Attendance Office. General information of interest to parents and students regarding the various types of work permits and the kind of work permitted is available from the Counseling Center.

School Sponsored Fundraising Activities

Fundraising appeals to students, staff, parents and community residents should be kept at a minimum and must have been approved by Mr. Nelson. Community fundraising must adhere to the same rules.

Student Vehicles - Student Parking

Students who request permission to drive to school must realize that parking at school is a privilege and not a right. Prior to parking in the student lot, approval must be obtained from the High School administration. Students are never allowed to park in the faculty, visitor, or handicapped areas. Students parking at school are informed that, with reasonable suspicion of the presence of illegal or dangerous substances or devices, the car driven by the student may be searched.

Dances

A sponsoring group or organization must have the approval of the high school administration prior to scheduling a dance. Any contract with a band or disc jockey must also have the approval of the high school administration.

With the exception of special dances (example – Winter Ball), the hours of a dance will be limited to three hours and conclude by 11:00 p.m. Dances are for Honeoye Falls-Lima students in grades 9-12. Students should arrive at the dance no later than one

hour after it begins unless a student has a work commitment that extends beyond 9:00 p.m. Signing the late list prior to the close of school on Friday will gain admission for that student. Students who are under the influence of drugs or alcohol, or who are disorderly or disruptive at a school dance, will be treated as they would during the school day. Honeoye Falls-Lima students are allowed to bring one guest to a dance and must have prior approval of the high school administration. Guests must be enrolled in high school and must be in good standing. Guests must arrive with the hosting student. If you do not attend the dance, you are not permitted to be on school grounds. Students who leave the dance early will not be readmitted.

Study Hall Expectations

Study halls are an important part of a student's academic preparation. They assure students of structured time for homework, review, studying, and receiving assistance from teachers. Students are expected to use study hall time wisely.

Students will arrive on time and be ready to work at the start of the period, as with any other class. Study hall teachers will assist students with academic problems. Students need to bring study materials and assignments to study hall. When assigned work is completed, students should have materials with them to use the rest of the period constructively.

Physical Education Attire

The requirements for participation in the physical education program include having the necessary equipment to participate effectively during a class period. In order to be prepared for physical education class, students are required to wear athletic socks, sneakers, gym shorts and a T-shirt.

CODE OF CONDUCT

Our Mission...The Honeoye Falls-Lima School Community is committed to producing graduates who value themselves and others, attain their highest level of achievement, contribute to the community and succeed in a changing world. To achieve this goal, all members of the community are expected to learn and exhibit the following characteristics:

Respect

- Respecting self and others
- Respecting diversity
- Respecting school property & the property of others

Responsibility

- Contributing to a productive learning environment
- Putting forth best effort in whatever one attempts
- Taking ownership for one's own actions
- Communicating needs that relate to learning
- Maintaining a healthy lifestyle
- Exhibit fairness & positive sportsmanship

Safety

- Contributing to a safe and orderly environment
- Communicating needs that relate to the safety of all

The Code of Conduct applies to all people at any school function, on or off school property, including on the school bus.

Security and Safety

The security and safety of students and staff must remain a priority at all times, and is the responsibility of all members of the HF-L Community. Any threats, actions, potential actions, or events which may jeopardize student or staff safety or security must be reported immediately to administration. Administrators will take all reasonable steps to prevent or respond to situations which may jeopardize safety and security. The Superintendent will be notified of all such situations at the earliest possible time.

Essential Partners and PBIS

HF-L employs strategies from the PBIS (Positive Behavioral Interventions and Supports) model when implementing its Code of Conduct. Each school reviews discipline data regularly and develops plans to both acknowledge and maintain appropriate behaviors while creating interventions for inappropriate behaviors.

All district staff are expected to contribute to a positive learning environment, in part by maintaining a climate of respect and dignity, which strengthens student's self-concept and promotes the confidence to learn. Teachers are responsible for communicating regularly with students and parents.

Parents, teachers, principals and all other employees of the school district are essential partners in providing an ideal learning environment and in helping students achieve academic success.

Student Rights and Responsibilities

Students are expected to read and understand the Code of Conduct and to take responsibility for their behavior. The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly

and civil school environment, all district students have the right to:

- Attend school and take part in all district activities on an equal basis regardless of race, color, creed, weight, national origin, religion, religious practice, gender or sexual orientation, disability, or genetic predisposition.
- Present their version of events to school personnel authorized to impose a disciplinary penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.

All students also have the responsibility to promote a positive learning environment. Those responsibilities include: respecting others; attending school on-time and ready to learn; working to the best of their ability; dressing appropriately for school; maintaining a healthy life-style; and knowing and working toward district and state standards.

Appropriate Student Conduct

Appropriate conduct is that which respects, protects, and enhances the district's educational mission and procedures, the authority and dignity of school personnel, and the rights of all persons associated with the district to a safe, secure, and productive environment.

The Board of Education encourages and expects all persons to exhibit appropriate conduct. Personal or issue-related differences of opinion are welcome; however, they are to be resolved through respectful, reasoned dialogue, and/or through established channels for addressing complaints or resolving disputes. Parents bear the additional responsibility of helping to guide their children toward appropriate conduct in school.

Prohibited Conduct

No person, or group of people, shall:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy school district property or the personal property of others.
- Disrupt the orderly conduct of classes, school programs, athletic events, or other school activities.
- Distribute, display, or wear pornographic materials, or those that are obscene or disruptive to the school program.
- Intimidate, harass, bully, haze or discriminate against any person or make false or malicious complaints of harassment. This includes the misuse of technology for similar misconduct, often referred to as cyberbullying.

- Coerce or force an individual or group to participate in any activity that is demeaning or dangerous. This conduct is considered hazing.
- Enter any portion of the school premises without authorization.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Possess, on school grounds or school buses, any item that is prohibited by this Code.
- Steal the property or belongings of others.
- Possess alcoholic beverages, controlled substances, counterfeit or designer drugs, vapes, electronic cigarettes, nicotine delivery devices, or be under the influence on school property or at a school function.
- Possess or use weapons in or on school property or in one's vehicle on school grounds.
- Loiter on or about school property.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials.
- Provoke others to commit any of the acts prohibited by this Code.
- Possess and/or forward any material or images deemed inappropriate or pornographic.
- Violate any state or federal statute, local ordinance or Board policy while on school property.

Disciplinary Action

Discipline is most effective when it deals directly with the problem at the time and place it occurs. Disciplinary action will be firm, fair and consistent. Penalties are based on the nature of the offense and the circumstances that led to the offense. School personnel are authorized to impose a penalty in accordance with the student's right to due process. Students who are found to have violated the district's Code of Conduct may be subject to the following either alone or in combination:

- Oral or written warning
- Written notification to parents
- Detention
- Suspension from transportation
- Suspension from athletic activities
- Suspension from social or extracurricular activities
- In-school suspension
- Removal from classroom
- Short-term or long term suspension
- Permanent suspension from school

Discipline will generally be progressive. A student's first violation will usually merit a lighter penalty than subsequent violations.

Minimum Periods of Suspension

For the safety of students and school personnel, some actions call for a minimum period of suspension, regardless of the circumstances. The following acts fall into this category:

- Severe or Continued Harassment
- Substantial disruption of the educational process
- Possession of tobacco, vapes, electronic cigarettes, nicotine delivery devices, alcohol, synthetic cannabinoids (marijuana) or other drugs
- Committing a violent act
- Bringing a weapon onto school property

The student and parent will both be notified of the disciplinary action and given an opportunity for an informal conference for short-term suspensions or a hearing for long-term suspensions.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel will exemplify and reinforce acceptable student dress. At all times, student dress shall be safe, appropriately modest, and not disrupt or interfere with the educational process. Other points:

- Clothing that is backless or leaves a student's chest, breasts, buttocks, or genitals exposed is unacceptable.
- Underwear must be completely covered at all times with outer clothing.
- Footwear that covers the full soles of the feet must be worn at all times.

Clothing should be respectful of others in our learning community. It should not display words, messages, or images that:

- are vulgar, obscene, libelous, or discriminating toward others for any reason.
- promote the use of alcohol, tobacco, vaping or illegal drugs.
- encourage other illegal or violent activities.

Dignity Act Coordinators

Each school in the HF-L School District has school personnel trained to serve as "Dignity Act Coordinators." Any student, parent, or staff member who has a concern about bullying, is encouraged to contact the following designated High School staff members for assistance: Mr. Nelson, Assistant Principal and/or Ms. Tate, High School Counselor.

For more information about HF-L's Code of Conduct, please talk to a teacher or a principal. You are encouraged to review the full Code of Conduct, which is available in the office of your school. It is also available on the district's website at www.hflcsd.or

