

CODE OF CONDUCT (Abridged Version)

The HF-L Code of Conduct governs the conduct of students, faculty, and other staff, licensees, invitees, and all other persons, upon school district property. It is not the intent of this Code of Conduct to limit freedom of speech or peaceful assembly. Its purpose is to prevent abuse of the rights of others and to maintain public order, not to prevent or restrain controversy or dissent.

A. Student Rights

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 students have to right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct.
3. Attend school every day, be in class on time, and be prepared to learn unless legally excused from school.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his/her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

C. Student Dress Code

The responsibility for dress and general appearance of students rests with the individual students and their parents. They have the right to determine how they dress, provided that such attire is not destructive to school property, complies with requirements for health and safety, does not interfere with the educational process, or impinge on the rights of others.

The Board of Education requires students to wear appropriate protective gear in certain classes. Hats, clothing and attire, which bears an expression or insignia which is obscene or libelous, which advocates racial or religious prejudice, which is drug or alcohol related, or is disruptive, are forbidden. Hats may be worn in school hallways. However, the Board, after consulting with community standards, prohibits students from wearing hats in the classroom. Building policies will specify attire that is prohibited in each building.

Dress, and appearance in school and at school events need to be appropriate regardless of current trends and shall:

1. Student dress must be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (cleavage revealing), see through garments, excessively short skirts/shorts are not appropriate and are not permitted.
3. Underwear (males and females) must be completely covered with outer clothing.
4. Footwear must be worn at all times.
5. Clothing which has suggestive implications or may be deemed vulgar, obscene, libelous, or that denigrate others for any reason, particularly on account of race, creed, national origin, gender, sexual orientation, or disability is not permitted.
6. Clothing which promote, endorse, or suggest the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal, sexual, or violent activities is not permitted.

School is a workplace and student attire should be appropriate for a work place. Clothing that reveals breasts or buttocks, exposes underwear, or promotes illegal substance use or sexual activity is not appropriate for school.

Beyond these requirements, the Board of Education encourages students, parents, and other individuals to make choices regarding dress, which convey sensitivity and respect toward other people and toward the school and its purposes. These provisions do not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate according to the above guidelines.

D. Student Behaviors Prohibited by the Code of Conduct

In keeping with New York State Education law, this Code of Conduct prohibits behaviors which threaten or endanger others, or which disrupt the educational program and/or climate of the schools. Such behaviors include:

1. The possession or use of illegal substances or weapons
2. The use of physical force
3. Vandalism
4. Violation of another student's civil rights
5. Threats of violence
6. Harassment / Hazing
7. Insubordination
8. Actions that endanger the health, safety, or welfare of others.

Range of Penalties:

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination. Administrative personnel are authorized to impose these penalties, consistent with the student's right to due process. These penalties are designed as guidelines. Variations in penalties administered are at the discretion of the administrator.

1. Oral warning
2. Written warning
3. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension
12. Long-term suspension (more than five days)
13. Permanent suspension from school
14. Community Youth Court

E. RULES AND CONSEQUENCES

We list the following rules because we believe that if students know what is expected of them, they will live up to these expectations and will become graduates who value themselves and others, attain their highest level of achievement, contribute to the community, and succeed in a changing world.

1. **IPods, MP3 Players, walkmans, pagers and portable telephones** are not to be used during class unless the teacher has expressly indicated that they may be used.
2. **Skateboards and Rollerblades** are prohibited from use on school property at all times. The use of skateboards and rollerblades is acceptable under specific direction of a teacher, as in a physical education class.
3. **TOBACCO PRODUCTS**
 - a. **Possession of tobacco products by students on school grounds or functions is prohibited.**
 - b. **Use of tobacco products on school grounds and at school functions is strictly prohibited.**
 - c. **Tobacco products include the following:** cigarettes, pipes, cigars, chewing tobacco or snuffThe tobacco products will be confiscated and not returned. One detention will be assigned for each offense.
First Offense: 4 detentions
Second Offense: 2 days in-school suspension; parent conference
Third Offense: 3 days out of school suspension; parent conference
Fourth Offense: 5 days out of school suspension and possible Superintendent's Hearing

TARDINESS/TRUANCY

- a. **Tardiness to class:** When a student is late for class, the classroom teacher is responsible for determining the consequence, which may include:
First Offense: Teacher gives warning to student
Second Offense: Teacher gives warning to student

Third Offense: Teacher may assign general detention.

Each subsequent late to class: Teacher may assign general detention.

b. **Tardiness to Homeroom:**

Chronic tardiness (as few as five) to school may result in detention, loss of any or all extra-curricular activities, driving privileges, and work permit. Upon arrival at school, student obtains late admission form from attendance office.

c. **Truancy (Full Day):** A student is truant when without parental permission, he or she does not attend school

First Offense: 2 detentions for each class missed. Parents are contacted.

Second Offense: 1 day in-school suspension. Parents are contacted.

Third Offense: 1 or more days In-school suspension, loss of any or all extra-curricular activities, driving privileges, and work permit.

d. **Truancy (Class):** A student who is in attendance but fails to attend a class, or enters class fifteen minutes after it has begun without a pass, is truant from class. The consequences may include:

First Offense: 2 detentions.

Second Offense: 4 detentions. Parents are contacted.

Third Offense: Mandated parent conference.

e. **Leaving School Grounds Without Permission**

The Honeoye Falls-Lima High School is a closed campus. Students are not permitted to leave the school during the school day unless the parents grant permission. Students are not allowed to leave school grounds for lunch nor are students to be in the parking lot during the school day without administrative permission.

First Offense: 4 nights detention.

Second Offense: 1 day in-school suspension and detention.

Third & Subsequent Offenses: 2 or more days in-school suspension.

Harassment of Other Students:

Honeoye Falls-Lima is committed to providing an environment, which is free from all forms of harassment. Harassment is defined as unwelcome and offensive communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, gender, sexual orientation, or any other characteristic. **This includes sexual harassment, which is defined as unwelcome verbal, written or physical conduct of a sexual nature.** It is the responsibility of this school district to ensure that we have an environment free of harassment of any kind and conducive for learning. Harassment will not be tolerated for any reason.

First Offense: 2 days in-school suspension; parent conference.

Second Offense: 2 days out of school suspension; parent conference.

Third Offense: 5 days out of school suspension; Superintendent's Hearing for consideration of additional consequences..

Fighting:

Physical confrontations will not be tolerated. Fighting is considered to be a very serious offense. Students should resolve differences by appropriate means. Any student who is engaged in fighting will be suspended from school for 1-5 days with a parent conference, and a possible Superintendent's Hearing for consideration of additional consequences.

Inappropriate Behavior Toward a Staff Member

a. **The Use of Abusive or Vulgar Language Directed Toward a Staff Member is prohibited:**

First Offense: School suspension; parent conference.

Second Offense: 3 days out of school suspension; parent conference.

Third Offense: 5 days out of school suspension Superintendent's Hearing.

b. **Endangering, Threatening, Harassing, or Intimidating Acts Toward a Staff Member is prohibited:**

5 days suspension from school and possible Superintendent's Hearing. Police will be contacted at the discretion of the Principal.

c. **Insubordination:** The refusal to follow a lawful, reasonable directive of a staff member:

First Offense: Detention or in-school suspension; parent conference.

Second Offense: 3 days in-school suspension; parent conference.

Third & Subsequent Offenses: Increasing out of school suspensions; parent conference; possible Superintendent's Hearing.

Forgery of Signatures on School Forms or Parent Notes:

First Offense: 2 detentions

Second & Subsequent Offenses: 1-day in-school suspension and/or detention.

Vandalism: Students who willfully destroy, damage and/or deface school property shall be subject to the following disciplinary action, and those responsible for such may be criminally prosecuted under appropriate provisions of New York State Penal Law. Any student who vandalizes school property, will be expected, along with his or her parents or guardian, to reimburse the school district for the expenses incurred due to the vandalism.

First Offense: 2 days out of school suspension; parent conference.

Second Offense: 5 days out of school suspension; parent conference.

Third Offense: 5 days out of school suspension; Superintendent's Hearing to consider additional consequences.

Possession or Use of Alcohol or Illegal Drugs on School Property or During or Prior To Attending School or After School Activities:

First Offense: 5 Days out-of-school suspension; 10 week suspension from social activities; parent conference; referral to police when appropriate, referral to school drug/alcohol counselor.

Second Offense: 5 days out of school suspension; suspension from social activities for the remainder of the school year; possible superintendent's hearing; referral to police when appropriate. After conferring with parents, a drug/alcohol assessment may be recommended.

Disorderly, Disruptive or Endangering Behavior at School Activities:

First Offense: Dismissal from the activity; referral to administration upon return to school.

Second Offense: Dismissal from activity; suspension from school activities for a designated period of time.

Endangerment:

Any act not covered in the Code of Conduct that is disorderly, insubordinate, or jeopardizes the safety or well being of the school community, is subject to disciplinary action at the discretion of the High School administrator.

F. CRIMINAL ACTIVITY

Unlawful Sale of Drugs on School Property: The police will be immediately notified and the school district will fully cooperate with the prosecution of the offense. In addition to the penalties imposed under New York Penal Law or Federal Law, the following consequences will be imposed by the school district:

- a. 5 days out of school suspension
- b. Superintendent's Hearing for consideration of additional consequences

Theft:

First Offense: 2 days in-school suspension; return of or payment for property; parent conference; referral to police at school's discretion.

Second Offense: 5 days out of school suspension; return of or payment for property; parent conference with Principal; referral to police at Principal's discretion, possible Superintendent's Hearing.

False Alarms/Bomb Scares: It is a **CLASS E Felony** for anyone to issue a false bomb threat, direct or implied, toward a school in New York State. This law also includes the crime of falsely reporting an incident of an explosion, fire, or the release of a hazardous substance. Individuals convicted of issuing a bomb threat face felony criminal prosecution as well as a 1-year suspension of their driver's license. The police will be immediately notified and if the police file charges and choose to prosecute the offense, the school district will cooperate fully. In addition to the penalties imposed under New York Penal Law or Federal Law, the following consequences will be imposed by the school district:

- c. 5 days out of school suspension
- d. Superintendent's Hearing for consideration of additional consequences

POSSESSION OF WEAPONS:

Possession of a Weapon(s):

Be advised that recent Federal Legislation passed reads as follows: No student shall bring onto school premises, or have in his/her possession on school premises, any firearm. For the purpose of this policy, the term firearm means: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any explosive, incendiary, or poison gas device or other destructive device as defined in Title 18 of the United States Code, Section 921. Any student found to have brought a firearm onto school premises or to have been in possession of a firearm on school premises, as the result of a hearing held pursuant to Section 3214 of the Education Law, shall be suspended from school for a period of not less than one calendar year. Additionally, possession of any item, which might be construed as a weapon (e.g. knife, club, etc.), may be subject to:

- a. **1-5 days out of school suspension,**
- b. **parent conference;**
- c. **possible Superintendent's Hearing.**

G. CONSEQUENCES DEFINED

Detention: Students assigned detention must arrive at 2:05 to the detention room and will remain there until 3:10. Students who miss a general detention assignment will automatically be assigned two detentions. If either of these two detentions is missed, the student will be assigned one day of in-school suspension.

In-School Suspension: Students assigned to ISS must arrive to the ISS room promptly at 7:30. In-School Suspension ends at 2:00.

Superintendent's Hearing:

The Superintendent's Hearing is a formal procedure that involves an impartial hearing officer, the administration, the student and his/her parent or guardian. Such a hearing could result in a long term or permanent suspension from school.

H. Miscellaneous 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 to the district 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

The 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 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 lavatory or the water fountain.
- Students will assemble by homeroom where homeroom teachers will take attendance. A signal will sound indicating that it is safe to return to the building.

LOST AND FOUND

The lost and found station in the senior high school is located at the pool entrance. If you have found something that is not yours, please turn it in to the 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 building during lunch per the Closed Campus provision under the truancy section of this Code of Conduct. Our school lunch program provides a nutritious, delicious variety of foods from which students can choose. Each student is expected to help in keeping the cafeteria clean and inviting.

SPECIAL NOTICES, POSTERS

Special notices, posters, bulletins or displays to be posted are to be approved by the principal or an assistant principal.

WORK PERMITS

If you are under eighteen years of age you must have a work permit to be legally employed. Application for permits to work may be secured 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 as well.

SCHOOL SPONSORED FUNDRAISING ACTIVITIES

Fundraising appeals to students, staff, parents and community residents should be kept at a minimum and must have the approval of the high school assistant principal. 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 assistant principal in charge of parking. Students are never allowed to park in the faculty, visitor, and handicapped areas. If illegally parked, a warning sticker will be placed on the window of the car driven by the student. 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.

HIGH SCHOOL 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 - Christmas formal), 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 will be expected not to loiter outside of the building during the activity. Students who are involved with the use 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 school during a dance will not be readmitted.

STUDY HALLS

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

Study Hall Expectations:

Students will arrive on time and be ready to work at the start of the period. An unexcused absence will be treated as truancy. 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.

Athletic and Extracurricular Participation

Philosophy

Extracurricular involvement is an integral part of a student's total educational program, as it forms a connection between the student and the school community and nurtures each student's special interests and abilities. Participation in extracurricular activities is a privilege and carries with it responsibilities to self, school, and community. Extracurricular participation is defined as involvement in any non-credit bearing, school – sponsored organization or activity. Examples of extracurricular activities include: select chorus, musical production, all clubs, and student council. The following would not be considered extracurricular activities as they are associated with a credit-bearing course: mixed chorus, drama class production, and wind ensemble.

Minimum Attendance Requirement

For a student to participate in any extracurricular activity, such as, but not limited to, practice, rehearsal, performance, or competition, he or she must be in attendance in school that day no later than 11:00am. The athletic director or school administrator will consider extenuating circumstances on a case-by-case basis.

Academic Performance: A student's academic eligibility status will be assessed and determined based on the school calendar, approximately every five weeks. To be eligible at the beginning of the fall season, a student must have passed all subjects from the previous June. Passing a course supersedes a failing fourth quarter grade or failing a final exam. Successful completion of summer school will serve to reinstate extracurricular eligibility. For courses not offered during summer school (elective courses or LOTE), the student will remain ineligible through the first week of the school year. This will apply to courses failed in June 2009 and thereafter.

STUDENTS FAILING ONE CLASS: are considered to be on **probation** for a one-week period. During this time the failing grade must be raised to a passing level. School staff will provide the student with reasonable opportunities to raise their failing grade. If the probationary student has not raised the failing grade, or is failing one or more subjects after the week's probation, he/she would be deemed ineligible and the guidelines for ineligible students would apply. See below.

STUDENTS FAILING TWO OR MORE CLASSES: will be ineligible for participation in any extracurricular activity for one full week. An ineligible student cannot participate in extracurricular events (e.g. sports' contests, competitions, or public performances) until the academic progress for eligibility form is submitted to the high school office for a ruling. These students will be allowed to practice, participate in a scrimmage, or attend club meetings. However, a student will not be able to participate in a performance, a competition, an event, or an extracurricular field trip.

In cases where the student has exhibited a repeated pattern of ineligibility during the athletic season or current school year, the coach/advisor may determine that continued participation in the sport/extracurricular activity may not be in the best interest of the student and/or the team/club. Ideally, this decision will be discussed and agreed upon by the coach/advisor, parent, and student. If there is disagreement amongst these practices regarding the desired outcome, a parent, coach/advisor, or student may appeal his/her case to the Review Board for a final decision.

Interscholastic Athletic Conduct Rules

The mission of the HF-L Athletic Program is to provide opportunities for our students to strive for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. We believe that interscholastic athletics can and should enhance the character of our students. Athletics provide an educational opportunity in which students can learn essential life lessons. We believe the combination of athletics and academics enhances the quality of students' lives and expands their options for learning and growth. Participation is a privilege and carries with it certain responsibilities.

Educational Goals of Athletics

The New York State Education Department clearly identifies in their athletic mission that successful programs develop individual and team potential by promoting high standards of competency, character, civility and citizenship. New York State has stated that the 4 C's should be educational goals of a quality program. They are defined below:

- **Competence** is demonstration of the needed level of knowledge and skill to sufficiently train and compete.
- **Civility** is the demonstration of behavior that exemplifies appropriate respect and concern for others.
- **Citizenship** is the demonstration of social responsibility as part of a "community".
- **Character** refers to dispositions, values and habits that determine the way that person normally responds to desires, fears, challenges, opportunities, failures and successes. We use the phrase good character when those dispositions and habits reflect positive ethical values.

We expect our athletes to be a visible demonstration of these 4-C's as developed by the NYS Education Department. We believe that athletes embrace the opportunity to earn honor and respect that participation and competition in interscholastic programs afford. In support

of our district mission, athletics is committed to the development of values of respect for self and others that can be achieved through hard work, dedication and discipline.

PARTICIPATION VALUES/STANDARDS/REGULATIONS

Our Training rules are organized into two Categories:

Category I

1. STUDENT BEHAVIOR

It is the expectation that all students exemplify competence, civility, good citizenship, and good character at all times both in and out of school, as well as in and out of season. This includes but is not limited to the following examples:

- Demonstrating self-control and respect for others at all times. This includes teammates, coaches, opponents, and spectators.
- Respecting officials and other game personnel.
- Respecting others possessions and property.
- Accepting responsibility to set a good example for the community.

1.1 Examples of Category I violations include, but are not limited to the following:

- Truancy
- Insubordination
- Ejection from a contest
- Fighting
- Vandalism
- Illegal absence from school or classes

1.2 Consequences for **Category 1** violations will be communicated through individual team rules at the beginning of each season.

1.3 Any violation of Category 1 rules could result in a loss of participation and leadership positions.

Category II

2. SUBSTANCE ABUSE/USE

The use and/or possession of tobacco, alcohol, and illegal drugs are prohibited. In addition, the use of performance enhancing drugs is prohibited.

2.1. PARTIES/GATHERINGS/OTHER EVENTS

If a student-athlete attends a party where alcohol or drugs are illegally present, the student-athlete must leave the party within a reasonable amount of time of learning that alcohol or drugs are present. A reasonable amount of time is defined as 15 minutes. Students are encouraged to contact a coach or administrator to establish their role in connection with the event. The purpose of the call is to protect students who have made the right choice from future allegations regarding the specific event.

2.2 HAZING

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The athletic program does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. Suspected acts of hazing should be reported to the coach, athletic administrator, principal or other school administrator.

2.3 HARASSMENT

Honeoye Falls-Lima is committed to providing an environment, which is free from all forms of harassment. Harassment is defined as unwelcome and offensive communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, gender, sexual orientation, or any other characteristic. **This includes sexual harassment, which is defined as unwelcome verbal, written or physical conduct of a sexual nature.** It is the responsibility of this school district to ensure that we have an environment free of harassment of any kind and conducive for learning. Harassment will not be tolerated for any reason. Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment. Athletes are encouraged to discuss freely with coaches, teachers, or administrators any harassment involving themselves or others.

2.4 CONSEQUENCES

HF-L adheres to a four-tiered concept regarding consequences to violations of the athletic code. Four tiers of Consequences intend to facilitate the goals as an educational institution to alert and inform youth. In addition the consequences provide opportunity for students to learn from mistakes and be successful with future choices. The training rules will be in effect from the beginning of the student-athletes' interscholastic participation through the student-athletes' high school graduation. The beginning of the season is defined as the first day of practice. A violation of **Category II rules** will result in the following minimum consequences:

- First Offense: The student-athlete will be suspended 25% of his/her regular scheduled events as stated at the beginning of the season.
Example- 16 scheduled games-25%= 4.
- Second Offense: A second violation of these training rules will result in the suspension of the student athlete for 50% of scheduled events.
- Third Offense: A third violation of these rules will result in suspension from interscholastic athletics of that student for one calendar year.
- Fourth Offense: A fourth violation of these rules will result in permanent suspension from all athletic programs for the duration of the student's school career. The appeal process may be utilized by the student for consideration of reinstatement of eligibility. To warrant such consideration, the student must show that he or she has positively engaged in counseling,

programming or otherwise had substantially addressed and remedied the issues which led to the suspension in the first place.

NOTE: These are examples of minimum, possible consequences.

- An event is defined as a regular scheduled game. Scrimmages are not considered an event. (Scrimmages are a practice)
- If the duration of the consequence goes beyond the end of the current season, it will carry over into the next season in which the student athlete participates. It will not affect the tryout for the next season.
- Any violation of Category II rules will result in loss of team captaincy and other leadership positions.

SELF REFERRAL-1st offense only

In recognizing the importance of the values of honesty and integrity, any first-time code violations that are self or family reported prior to district awareness will receive a reduction in penalty of 50%.

EDUCATIONAL COMPONENT:

We are committed to providing resources for families when a substance abuse problem has been identified. As part of the educational component of the consequence phase, student-athletes may be required to complete a program to assist them in dealing with any issues that led to the violation of the training rules. The educational component may include any or all of the following:

- Substance Abuse Counseling
- Anger Management
- Community Service
- Other Intervention Services as needed

INVESTIGATION:

Any student, student-athlete, parent, coach, school administrator and community member may choose to report a violation of the training rules violation orally or in writing to building principals, Athletic administrator, teachers, coaches, counselors. Reported violations concerning student-athletes must be forwarded to the building principal and the Athletic Director immediately. An investigation shall begin immediately to determine the nature of such allegations.

INVESTIGATIVE PROCESS:

- The principal/assistant principal will be notified.
- Parent/Guardian will be notified.
- The Athletic Director will interview the student-athlete as to the reason(s) for suspected violations in an effort to confirm or refute the allegations.
- The Athletic Director will further investigate through interviews with those who may be aware of violations first-hand, those who may have limited knowledge of the violations, or those who may be involved with such violations.
- If in the Athletic Director's opinion, there is evidence of a violation, the appropriate consequences will be applied.

HONESTY PROVISION

It is the expectation that during the interview process, the student-athlete will be honest and forthright. If the student is untruthful, he/she may be subject to additional consequences.

APPEAL PROCESS

Each student athlete shall have access to due process and the right to an appeal and hearing of the decision. The athlete will remain ineligible until the appeals process is complete. The following steps must be followed to initiate an appeal:

- The student-athlete must submit in writing to the Director of Athletics a request for an appeal, no later than 7 days after the day in which the decision is made.
- After the appeal has been received, a discussion will take place between the athlete and the Athletic Director. This will be considered the first step to resolve the appeal.
- If the appeal is not resolved, a review board will be formed to consider the appeal. The administrator who performs the investigation will not be a member of the appeal board. The appeal board will be chaired by the senior administrator outside the athletic department serving on the board. The appeal board may consist of the following:
 - Assistant Superintendent
 - Director of Athletics
 - High School Administrator
 - Out of Season Coach
 - Current Coach
 - Teacher
- Every attempt will be made to complete the appeal process within 5 school days.
- 5 members or their designees must be present for an appeal to be heard, and the appeal board must reach consensus in order for a decision to be made.
- Both sides will present their case to the review board, and will receive, in writing, the decision of the review board within 10 days of the hearing. The student-athlete and a parent/guardian must be present during the hearing in order to prosecute their appeal. The hearing will proceed in their absence.
- Days are defined as school days.
- The appeal board may uphold a consequence, modify a consequence or overturn a consequence.

SEEKING ASSISTANCE

Students in need of help, and/or are experiencing circumstances that are inhibiting their ability to follow these guidelines are encouraged to contact school personnel to seek assistance.

TEAM RULES

Coaches may establish additional rules and regulations for their respective sports with the approval of the Athletic Director. These additional rules must be in writing to all team members and parents and explained fully at the start of the season. Copies of all additional team rules must be on file in the Athletic Office.

Extracurricular Activities Conduct Rules

Extracurricular Participation Rules are organized into two sections: Student Behavior Level 1 and Level 2.

Student Behavior Level 1: This includes minor behavioral infractions, not major incidents that would result in suspension from school. Negative conduct that results in suspension from school will be addressed in Level 2. It is the expectation that all students exemplify competence, civility, good citizenship, and good character year round, both in and out of school. This includes, but is not limited to, the following examples:

- Demonstrating self-control and respect for others at all times. This includes teammates, peers, advisors, opponents, and spectators/ audience.
- Respecting officials and other personnel.
- Respecting others' possessions and property.
- Accepting responsibility to set a good example for the school and community.

The building administrator will determine if the severity of the infraction warrants notification of the extracurricular advisor. Only the school administrator will determine if a student will be suspended from any performance, event, or competition. Other consequences involving the extracurricular activity will be at the discretion of the advisor. This includes possible loss of leadership positions. Consequences for inappropriate behavior will be communicated through individual club rules at the introductory meeting by the advisor.

Student Behavior Level 2: This includes serious behavioral infractions that would result in a suspension, in-school or out-of-school as outlined in the "Prohibited Conduct" section of the Honeoye Falls-Lima Code of Conduct. Additionally, the following will also be considered as Level 2 infractions, but are not limited to:

- **Substance Use/Abuse:** Parties/Gatherings/Other Events
If an extracurricular participant attends a party where alcohol or drugs are illegally present, the student must leave the party within a reasonable amount of time of learning that alcohol or drugs are present. A reasonable amount of time is defined as 15 minutes. Students are encouraged to contact an advisor or administrator to establish their role in connection with the event. The purpose of the call is to protect students who have made the right choice from future allegations regarding the specific event.
- **Harassment:** Honeoye Falls-Lima is committed to providing an environment, which is free from all forms of harassment. Harassment is defined as unwelcome and offensive communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, gender, sexual orientation, or any other characteristic. **This includes sexual harassment, which is defined as unwelcome verbal, written or physical conduct of a sexual nature.** It is the responsibility of this school district to ensure that we have an environment free of harassment of any kind and conducive for learning. Harassment will not be tolerated for any reason. Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.
- **Hazing:** The term hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The school does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. Suspected acts of hazing should be reported to the advisor, administrator or other school personnel. Students are encouraged to discuss freely with advisors, teachers, or administrators any harassment involving themselves or others.

Consequences

Suspension from Athletic/Extracurricular Participation

Students who do not adhere to the academic, behavioral, or other standards established for their activity or set forth in Board of Education policy 5305 may be suspended from that activity. Although suspension from participation in an extracurricular activity does not require a full hearing pursuant to Section 3214 of the Education Law, a student must be given the opportunity to appear informally before the disciplinarian and/or disciplinary committee, and present his/her side of the story as part of a general discussion of the conduct under review.

HF-L adheres to a four-tiered concept regarding consequences to violations. The four tiers of consequences intend to facilitate the goals as an educational institution to alert and inform youth. In addition, the consequences provide opportunities for students to learn from mistakes

and be successful with future choices. The Extracurricular Participation Rules will be in effect from the beginning of the student's extracurricular participation through the student's high school graduation.

A violation of Level 2 rules will result in the following:

First Offense: The student will be suspended from 25% of his/her regular scheduled events as stated at the introductory meeting.

Second Offense: A second violation of these training rules will result in the suspension of the student for 50% of scheduled events (a performance, competition, activity, or field trip).

Third Offense: A third violation of these rules will result in the suspension from the club or activity of that student for one calendar year.

Fourth Offense: A fourth violation of these rules will result in permanent suspension from all extracurricular activities for the duration of the student's school career. The appeal process may be utilized by the student for consideration of reinstatement of eligibility. To warrant such consideration, the student must show that he or she has positively engaged in counseling, programming or otherwise had substantially addressed and remedied the issues which led to the suspension in the first place.

Note: An event is defined as a performance, club sponsored field trip, or formal competition. Practice and regularly scheduled club meetings are not considered events. If the duration of the consequence goes beyond the scheduled meetings for an extracurricular activity, it will carry over into other extracurricular activities or clubs in which the student participates. It will not affect the **tryout** for any performance-based club. Any violation of Level 2 rules will result in loss of leadership positions.

Self Referral - First offense only

In recognizing the importance of the values of honesty and integrity, any first-time code violations that are self or family reported prior to district awareness will receive a reduction in penalty of up to 50%.

Investigation

Any student, parent, advisor, school administrator or community member may choose to report a violation of the Extracurricular Participation Rules to Building principals, Teachers, Advisors, Counselors, or other school personnel. Reported violations concerning students must be forwarded to the building principal immediately. An investigation shall begin immediately to determine the nature of such allegations.

Appeal Process

Each student shall have the right to an appeal and hearing of the decision. The student will remain ineligible until the appeals process is complete. The following steps must be followed to initiate an appeal:

- The student must submit in writing to the assistant principal and/or dean of students a request for an appeal, no later than 7 days after the day in which the decision is made.
- After the appeal has been received, a discussion will take place between the student and the assistant principal or dean of students. This will be considered the first step to resolve the appeal.
- If the appeal is not resolved, a review board will be formed to consider the appeal.

The review board may consist of the following (The investigating administrator will not participate in the appeal process):

- Assistant Superintendent
- Building Principal
- Advisor
- Teacher.
- Three or more members must be present for an appeal to be heard.
- Both sides will present their case to the review board. They will receive, in writing, the decision of the review board within 10 days of the hearing. The student and a parent/guardian must be present during the hearing in order to prosecute their appeal. The hearing will proceed in their absence.
- Days are defined as school days.
- The appeal board may uphold a consequence, modify a consequence or overturn a consequence.

Transportation - The student/athlete will travel with their team or group to and from an away activity via school provided transportation. Parents are encouraged allow their children to ride home with their team or group from these contests. Written permission to ride home in any other fashion other than school transportation must be directed to the Supervisor/Coach. At no time will students be allowed to ride with other students to or from athletic events or practices unless approved by the Building Principal/Athletic Director.

The Athletic Director and/or High School Principal may make an exception to these rules if in their best judgment there are extenuating circumstances.