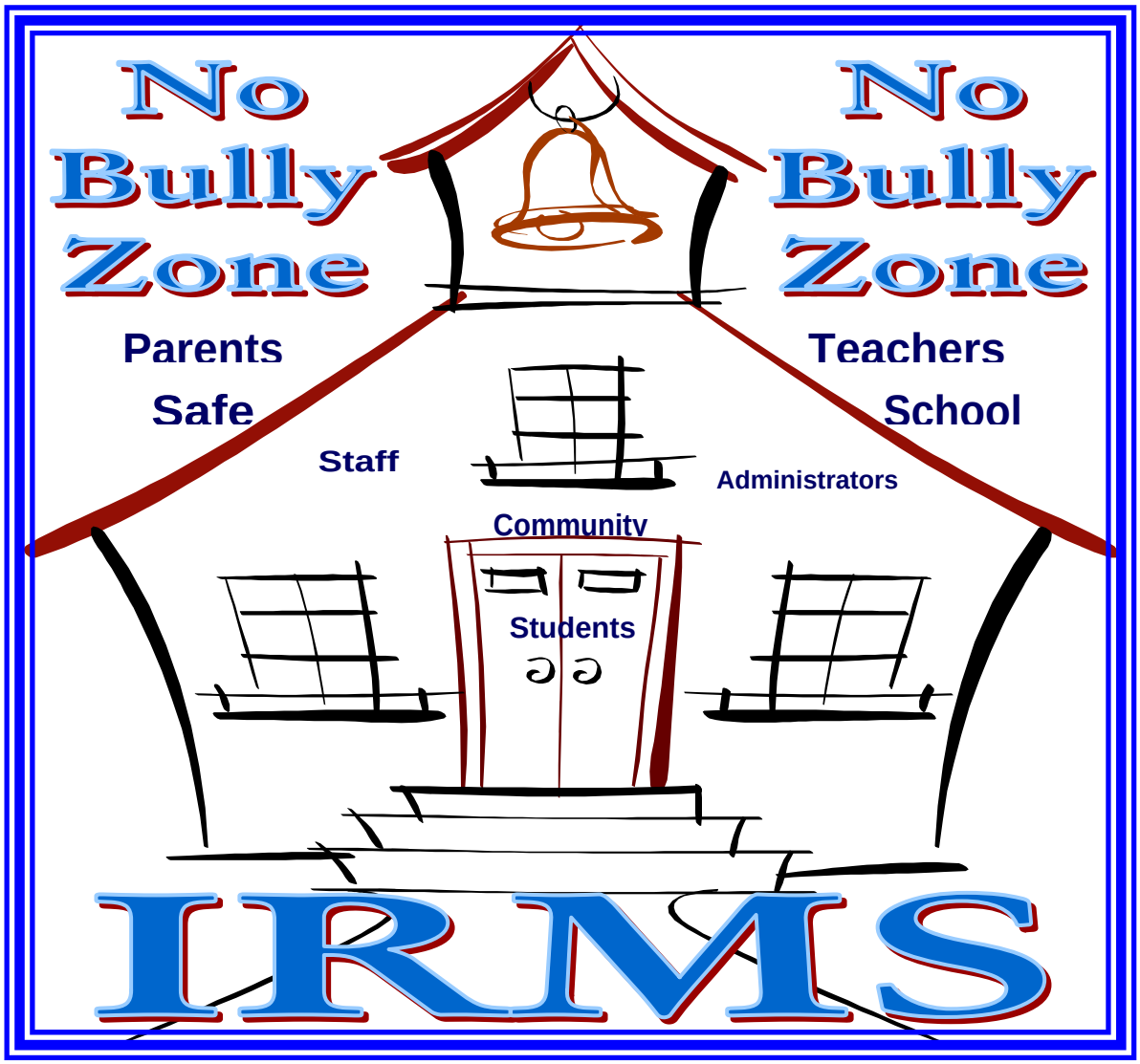
Indian River Middle School



Student/Parent Handbook

2010-2011

Middle School Administration

Telephone - 642-0125 Fax - 642-0128

Nancy Taylor-Schmitt, Principal
ntaylorschmitt@mail.ircsd.org

David Shaw, Assistant Principal
dshaw@mail.ircsd.org

Student Services / Guidance Department

Telephone - 642-0131 Fax - 642-0128

Mrs. Brynn Martusewicz-Fults
School Counselor, Grade 8

Mrs. Melissa Jones
School Counselor, Grade 7

Mrs. Claire Summers
School Counselor, Grade 6

Ms. Tracey Benware
School Psychologist

Mrs. Jennifer Bryant-Ulrich
School Social Worker

Mrs. Patricia Henderson
Director of Security

Deputy Joe Murtha
School Resource Officer

District Office

Telephone - 642-3441

Mr. James Kettrick
Superintendent of Schools

Mrs. Mary Anne Dobmeier
Assistant Superintendent for Instruction

Mr. James Koch
Business Manager

Mr. Dennis Schrecengast
Director of Human Resources

Board of Education

Mrs. Robin Johnson
Ms. Rhonda Calhoun
Mr. Bruce Jenne
Mr. Frank Laverghetta
Mrs. Linda Capone
Mrs. Elnora Durgin
Mr. Thomas L. Lapp
Mr. Peter Shue

Dear Students and Parents,

The Indian River Middle School is fortunate to be a place where students from around the world come to us with different customs and backgrounds. This variety of cultural and ethnic differences affords all of us a unique opportunity to learn from each other as we work together. Our mission for the Middle School states:

> **The school community will develop the whole child by working together to create an environment that is accepting of all students where each is academically enriched, and encouraged to be a life-long learner.**

As you read through this section of your agenda, highlighting our Middle School Procedures coupled with the District Code of Conduct, you will realize that you have rights and with those rights, responsibilities. It is through your support, cooperation, and responsible actions which we can insure that the safety and education of all are guaranteed.

Sincerely,

Mrs. Nancy Taylor-Schmitt, Principal
Mr. David Shaw, Assistant Principal

The Indian River Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities including vocational education opportunities. Inasmuch we encourage applicants seeking employment with our district without regard to race, color, religion, sex, national origin, age, creed, sexual orientation, military status, veterans status, martial status, disability or any other legally protected status. Grievance procedures are available to interested persons by contacting the person below.

Inquires regarding this nondiscrimination policy may be directed to:

Mr. Dennis Schrecengast
Director of Human Resources
Indian River Central School
32735B County Route 29
Philadelphia, New York 13673
(315) 642-3441

VISITORS TO THE MIDDLE SCHOOL

Parents and guardians are always welcome to visit the school during school hours to participate in scheduled meetings with teachers, guidance, or administration. If you wish to spend time observing in your child's classroom, arrangements need to be made with the building principal, and coordinated with your classroom teacher and guidance counselor prior to your visit.

All visitors must report to the main office upon arrival to sign in and receive their visitor's pass. Passes should be displayed at all times when in the building and are returned to the office before you leave. The safety and security of our students is one of our utmost priorities.

DAILY SCHEDULE

Time	Period
7:15-7:26	**1st Period Open / Breakfast**
7:26-7:29	**Announcements / Attendance / Pledge**
7:29-8:10	**1**
8:13-8:54	**2**
8:57-9:38	**3**
9:41-10:22	**4**
10:25-11:06	**5**

6th Grade	7th Grade	8th Grade
Period 6 11:09-11:50	**Lunch 11:09-11:39**	Period 6 11:09-11:50
Period 7 11:53-12:34	Period 6 11:42-12:23	**Lunch 11:53-12:23**
Lunch 12:37-1:07	Period 7 12:26-1:07	Period 7 12:26-1:07

1:10-1:51	**8**
1:54-2:19	**Home Base – Announcements / Dismissal**
2:25	**Bus Depart**

3:30	**Late Bus - Extra Help / Intramurals**
4:15	**Modified Sports Bus**

DELAYED SCHEDULE

1 hour delay -Students will be picked up at assigned bus stop one hour later than the regularly established time. Due to weather, bus pickup time may vary.

2 hour delay -Students will be picked up at assigned bus stop two hours later than the regularly established time. Due to weather, bus pickup time may vary.

ATTENDANCE

Attendance is important for you to be successful in school. When you return after an absence from school, you must present an excuse to the attendance desk immediately upon arrival at school. This excuse is to be written by your parent or guardian and should have the following information:

1. **Date written**
2. **Date(s) of absence**
3. **Reason for absence**
4. **Parent/Guardian signature**

The following are considered as excused absences:

- Sickness/ Dr. visits
- Religious observance
- Sickness in the family
- Death in the family
- Court appearance

Any other excuse is considered an unexcused absence. Excuses should be turned into the office within three days after you return. Your attendance is monitored closely and parents are encouraged to call the school when you are absent and to see if work should be sent home for you.

PHONE CALLS

There is a phone in the office for student usage. This usage will be restricted to calling parents/guardians to inform them of school related activities. You must have a valid reason and permission from your teacher to come to the offices to request to use the phone.

STUDENT SERVICES/GUIDANCE

The Indian River Middle School has three School Counselors:

Mrs. Summers	**Grade 6**
Mrs. Jones	**Grade 7**
Mrs. Martusewicz-Fults	**Grade 8**

Some of the ways guidance counselors assist students and parents are:

- **Placing students on appropriate academic levels**
- **Evaluating student progress with both students and parents**
- **Organizing parent/teacher/counselor conferences**
- **Registering and testing students who enter the middle school during the year.**
- **Providing a peer tutoring/assistance program**
- **Providing personal and career counseling for students**
- **Helping students make decisions**
- **Providing a peer mediation program**
- **Scheduling students for high school**

Mrs. Summers, Mrs. Jones and Mrs. Martusewicz-Fults are always available to assist you if you need help in dealing with individual problems or concerns. Indian River Middle School staff firmly believes in parental contact as a key to success for our students, we encourage parents to call if there is any concern.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

There are exceptional opportunities at the Indian River Middle School for you to participate in various extra-curricular activities. However, you need to be mindful that extracurricular activities are looked upon as privileges. Therefore, we are particularly interested in ensuring that you continue to meet our academic standards. Toward this goal, the district has set forth the following policy. Extenuating circumstances of students with special needs will be considered by the Principal. Extracurricular activities include:

-Interscholastic Sports	**-Intramural Sports**	**-School Clubs**
-Special Field Trips	**-Class Officers**	**-Student Government**
-School Sponsored Functions	**-Dances**	**-Marching Band**

Academic success is the priority and goal of school. Should your academic results fall below passing, the following step process will be adhered:

Step I: Eligibility - Academic Intervention
Step 2: Eligibility - Academic Probation
Step 3: Non-Eligibility of Extracurricular Activities

Step 1 - Academic Intervention:

If you are failing one course with less than a 65 average OR have demonstrated a lack of effort by consistently not completing homework assignments and responsibilities, then the student will meet with the teacher/team and parent to establish an intervention plan, which may involve staying after to do homework, to bring the student's grade to success. This intervention plan will continue until you:

1. **Meet the specified requirements**
2. **Complete the 10 week marking period**
3. **Complete the activity**
4. **Are placed on academic probation.**

If performance does not improve, you may be assigned additional days of academic help. If you fail to work with the teacher during academic *intervention* help time, you will be excluded from ALL extracurricular activities immediately and may not participate until such time as your performance and effort have improved to meet requirements.

Step 2 - Academic Probation:

At five weeks of each quarter, a deficiency report or quarterly report card is sent home to your parents or guardian. If the report indicates that you are failing two or more subjects, you will be placed on academic probation. While on academic probation, you must meet the following criteria in order to maintain eligibility for extra-curricular activities:

1. **Spend the time period between dismissal and 3:10 p.m. in academic help with the teachers of the courses you are failing. This may be in the teachers' classrooms or in designated area under the supervision of a staff member.**
2. **Each week until the end of the quarter, you must obtain a "progress report" from the guidance office and have it completed by your teachers. You will turn it in to the guidance office on Friday, and it must indicate that you are doing passing work for that week in order for you to maintain your eligibility to participate in extra-curricular activities.**
3. **f the "progress report" indicates that you are still failing two or more subjects, you will not be allowed to participate in any extra-curricular activities the following week.**

This same process will continue each week until the end of the quarter.

Step 3 - Non-Eligibility of Extracurricular Activities:

If you are failing TWO or more subjects at the end of the ten week marking period, you are NOT eligible to participate in any extra-curricular activities for the next ten weeks.

Middle School students participating in interscholastic sports at the high school level (freshman team, junior varsity, or varsity level) are governed by the High School Academic Eligibility Standards.

LIBRARY MEDIA CENTER

The Middle School Library Media Center serves the informational needs of the students and faculty with a variety of print and non-print materials. The media center staff will assist and guide you in your individual and classroom studies by providing instruction in the following areas:

1) **Location and use of materials**
2) **Research using reference materials**
3) **Reading guidance to select appropriate materials/technology**

Admission

Classes, accompanied by their instructor, will be scheduled into the media center to work on research projects. Individual students may come to the library to work on projects, if they have a signed pass from the library media specialist or teacher assigning the project, and if space permits. Students who wish to select books for recreational reading may visit the media center for a limited period of time on a pass from their classroom teacher. Whether you are with a class or by yourself, please follow these rules when you enter:

1) **Enter quietly.**
2) **If you have a pass, leave it at the circulation desk, and sign in on the sheet provided.**
3) **Find a seat, then gather your materials, and begin working.**
4) **Ask for assistance in a quiet and polite manner.**

Circulation of Materials

Students may check out two books at any one time for a two-week loan period and may renew these books for another two weeks if there is no reserve on either item. Books must be returned to the media center to be renewed. Books will be signed out at the circulation desk through the computerized system. If you would like a book which is currently in circulation, you may request that a reserve be put on the book. When it is returned, the book will be held for you for three days, after which time it will be returned to the shelves.

Please return all materials on or before the due date, so that others may use these materials. Overdue notices will be sent at regular intervals. If you have overdue materials you will not be permitted to sign out any additional materials. If you do not return overdue materials in a timely manner, letters will be sent to your parents requesting payment for the items not returned, and you will be restricted from using the library, school dances and possibly the computers in the building.

JEFFERSON-LEWIS SCHOOL LIBRARY SYSTEM

The Indian River Middle School is a member of the Jefferson-Lewis School Library System. This membership entitles students to borrow books and magazines from other school libraries and from other types of libraries in the State of New York.

The library media center staff will be happy to assist you in the interlibrary loan process. Please remember that the media center staff needs several days notice to get materials from other libraries, so plan in advance to request items that you are going to need.

LOST TEXTBOOK POLICY

Books are provided free of charge. Students are expected to treat textbooks and other school materials properly and to pay a pro-rated charge to replace lost or damaged items.

GENERAL REQUIREMENTS FOR EXCURSIONS / END of the YEAR TRIP

Students must have an average of 65 or above, passing all core classes (Math, English, Social Studies, Science). Discipline is also taken into consideration. If a student has four or more write-ups resulting in an assigned detention, sent to in-school suspension more than twice for a full day, and/or is suspended out of school, the student will not be able to participate in the experience. Grade specific requirements will be distributed.

PROMOTIONS for GRADES 7 & 8

Per New York State requirements, all students shall be provided instruction in the following categories, by the end of grade eight:

- **English Language Arts, 2 units;**
- **Social Studies, 2 units;**
- **Science, 2 units;**
- **Mathematics, 2 units;**
- **Technology Education, 1 unit;**
- **Home and Career Skills (FACS), 3/4 unit;**
- **Health Education, 1/2 unit;**
- **Visual Arts, 1/2 unit;**
- **Music, 1/2 unit;**
- **Library and Information Skills;**
- **Language Other Than English;**
- **Career Development/Occupational Studies;**
- **Physical Education, Every Other Day**

Students may take a full year (1 unit), half year (1/2 unit) or 10 week (1/4 unit) class in either seventh or eighth grade to fulfill the above requirements. Students failing more than two major subjects will be required to attend summer school and be successful in order to be promoted to the next grade level.

More information can be found at the NYS Education website:
http://www.emsc.nysed.gov/ciai/mle/mleflex.html

HOMEBASE

Research shows that students who have a relationship with at least one adult in the school perform at higher rates. When this relationship is characterized by warmth, concern, openness, and understanding, the results are even stronger. In the Homebase program, the advisor/teacher plays the role of that one adult. The Indian River Middle School has scheduled time at the end of every day for this small group advisor program with the intention of improving relationships for our students.

The goals of the Homebase program are to:

- **Promote small, caring communities of learners**
- **Support a positive student-adult connection**
- **Provide each student with an opportunity to "belong"**
- **Encourage empathy and understanding of others**
- **Promote mutual respect and meaningful relationships**
- **Enhance the social and emotional development of every young adolescent**

SCHOOL WIDE RULES

IRCSD provides a district approved "Code of Conduct" which is distributed at the beginning of the school year. The following is a general expectation for behavior:

1. **Follow all directions of the faculty and staff.**
2. **Fighting and/or inappropriate behavior in school is prohibited**
3. **Use or possession of tobacco related products, drugs or alcohol anywhere on school property or in school buildings is prohibited.**
4. **Students are to be in assigned areas. Signed agenda book are required to leave assigned areas.**
5. **Vandalism will not be tolerated**
6. **Electronic devices (i.e. Cell phones, MP3 players, laser pointers, video games etc.) are not to be used or seen from 7:15-2:19 on school property unless previously approved by building administrators.**
7. **Coats, hats and jackets are to be kept in student lockers during the school day.**

TARDINESS

Late To School

If you are late to school (arrival after 7:30 a.m.) you must report to the attendance officer's desk in the office. A class admittance slip will be issued to you at this time, and it is to be presented to your teacher at the time you arrive in the classroom.

Late To Class

Students who are late to class must have a pass issued and signed by the teacher from the previous class in order for the current classroom teacher to allow you in the room without consequences.

HALLWAYS, LOCKERS AND DESK RULES

Students need to maintain self control, respect and responsibility at all times. Unacceptable hallway behavior, including pushing, shoving, and verbally inappropriate contact will be corrected accordingly. Bullying behaviors will not be tolerated, in the hallway or cafeteria or any other area in the building.

Guidelines for hallway safety include:

1. **All corridor traffic is to the right side of the corridor**
2. **Do not run, shout or horseplay in the hallways.**
3. **No student should be in the corridor without a corridor pass or agenda book during instructional time.**

Students have full responsibility for the security of your locker and you should make certain that it is locked and that the combination or key is not given to others. Lockers and desks remain under the jurisdiction of the school. The school reserves the right to inspect all lockers and desks. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not students are present.

The *tall lockers* in the gym locker rooms and the *pool lockers* are available for student use only during physical education classes. *We encourage you to use locks; however, locks (combination or key) may be placed on lockers during your PE class only.* Combination or key padlocks must be provided by the student.

Guidelines for locker safety include:

1. **Keep your combination to yourself.**
2. **Money or valuables should not be kept in your locker.**
3. **Keep your locker clean.**

GENERAL CLASSROOM RULES

1. **All students will be in their assigned rooms and classes ready to work at the start of class.**
2. **All students will be prepared for each class with all their necessary materials, including textbooks, pen/pencils, notebooks and homework.**
3. **Class time is to be used constructively.**
    a. **Students will work on teacher-designated assignments, projects, lessons, etc.**
    b. **Personal reading and writing, or passing notes is not constructive use of time**
    c. **Inappropriate discussions between students will not be allowed.**
    d. **Sleeping is not allowed.**
4. **Students will show respect for themselves, others and all school property.**
    a. **There will be no ridicule or bullying of others**
    b. **Teacher directions will be followed at all times**
    c. **Vandalism of school or the property of others will not be allowed.**

DRESS CODE

All Staff and 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. The intent of the dress code is to foster an environment that is sanitary, safe, and conductive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the work place and society. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- **Be safe, appropriate and not disrupt or interfere with the educational process.**
- **Recognize that brief garments such as: tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), short shorts and/or skirts, and see-through garments are not appropriate. Midriffs must be covered and tops and bottoms must touch at all times. (This list is not inclusive.)**
- **Ensure that underwear is completely covered by the outermost garment at all**

times. This includes bra straps and boxer shorts. Pants should not be worn below hip level. Pajamas or slippers are not permitted.

- **Include footwear at all times except in designated areas.**
- **Not include the wearing of hats, caps, bandanas, or other head coverings in school buildings except for a medical or religious purpose.**
- **Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.**
- **Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.**
- **Not include chains. (excludes most jewelry)**
- **Not include clothing that intimidates or poses a threat to others.**
- **Not include outerwear that is inappropriate or unnecessary for indoor use (heavy coats, winter scarves, gloves, mittens, etc.)**
- **Not include the wearing of pajamas, roller shoes, cleats, hoods, and the wearing or carrying of blankets or other distracting items during the school day.**

The building principal or designee shall be responsible for informing all students and their parents of the student dress code before the beginning of school year and any revisions to the dress code made during the school year. The building principal or designee is also responsible for any interpretation of questionable attire.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who fails to comply with the dress code may be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further disciplinary, up to and including out-of-school suspension.

RULES FOR DANCES

Dances are held for Middle School students throughout the year. Attending a dance is a privilege. Discipline records will be reviewed to determine eligibility to attend. If you have been suspended five weeks prior to the dance you will not be able to attend the dance. Infractions resulting in an assigned in-school and/or detention will be evaluated and it will be determined to whether you are eligible to attend the dance. Additional information includes:

- **The normal hours for school dances will be 7:00 p.m. – 9:00 p.m.**
- **You will not be admitted to the dance after 8:00 p.m. All doors will be locked at this time.**
- **Eligibility will be enforced. Suspended students may not attend dances. Students whose behavior in school poses a continuing problem may also lose the privilege of attending dances (see note below). You must attend school on the day of the dance.**
- **If you misbehave, your parents will be notified by telephone to come and pick you up and you will not be allowed to attend future dances.**
- **Students from other schools or the High School will not be allowed to attend**

Middle School dances.

- **I.D.'s will be checked.**
- **If you leave the dance early, you must be picked up by a parent. Your parents must come into the building to get you.**
- **ALL school rules apply at school dances.**
- **If you are not picked up from the dance by 9:30 p.m., you may be prohibited from attending further dances.**

GUIDELINES FOR STUDY HALLS/INDEPENDENT WORK TIME

1. **All students must sign in and out on an assigned sheet.**
2. **Students must be seated in seats and all established school policies are in effect.**
3. **Students must be in class on time.**
4. **No passes will be issued or honored until attendance has been taken and the students are settled down and working. Pre-signed passes will be handled first.**
5. **Students interested in leaving the room to see a teacher must have a pre-signed pass from that teacher prior to the start of class.**
6. **Study halls are to be quiet. Students shouldn't be carrying on conversations not related to academic work. Computers in the room are for school work only.**
7. **Only one boy and one girl are allowed to go to the bathroom at a time.**
8. **Students must come to class with work to be completed. Failure to do so may result in an escalating disciplinary plan.**

IN SCHOOL SUSPENSION RULES AND EXPECTATIONS

1. **Students should be seated and prepared to work.**
2. **Students must raise their hand to ask questions.**
3. **Conversations between students are prohibited.**
4. **All students are required to use the restroom facilities at the same time (once in the morning and once in the afternoon) "escorted."**
5. **All students are required to eat lunch at the assigned time. They will be escorted to and from the lunchroom and students will eat in the in-school-suspension room.**
6. **Students must do school work throughout the day, put your head down will result in disciplinary action.**
7. **Teachers are required to send work to ISS for the students to do. This can be delivered by students and or the teacher.**
8. **Students are not allowed to leave the room unless accompanied by an adult.**
9. **Students attempting to distract the other students may result in further consequences**
10. **If student's completes his/her work, the in-school-suspension teacher will assign additional work.**
11. **Students assigned to lunch detention must follow all of the established rules.**

DISCIPLINARY CODE

All disciplinary actions taken by the administration will be recorded on file. Parents will be notified by mail or phone of any action taken. Disciplinary actions are cumulative for the year. The following will not be tolerated at IRMS. The corresponding disciplinary actions will apply to all students on school property and at school-sponsored activities, including school buildings, school grounds, school buses, etc. The consequences that

follow are a "guide" to the school administration's disciplinary procedures. In certain situations, they may be modified or changed due to individual circumstances. This decision is to be determined by the middle school administrator dealing with the student. Additionally, the School Code of Conduct will be reviewed and consequences applied where applicable.

General Consequences – Minor Infractions

1st Infraction: Warning given by teacher
2nd Infraction: Conference with teacher,
Classroom restriction, and/or
After-class restriction
3rd Infraction: Teacher Detention,
Parent Notification by Teacher, and/or
Parent Conference with Teacher
4th Infraction: Referral form sent to the Assistant Principal's Office

***Depending upon seriousness of the offense, the above steps may be omitted or skipped altogether**.

Fighting

1st offense: Up to 1-3 Days Suspension, Parent Contact, Possible School Resource Officer (SRO) Notification, Peer Mediation Referral and/or Parent/student re-entry.
2nd offense: Up to 3-5 Days Suspension, Principals Hearing, Parent & SRO Contact, Superintendent's Hearing, Possible Exclusion from school.

Verbal Confrontation

1st offense: Office Assigned Detention, Peer Mediation, Parent Contact
2nd offense: 2 Office Detentions, I.S.S., Peer Mediation, Parent Contact,
3rd offense: I.S.S, and/or Out of School Suspension, Parent Contact

Insubordination

1st offense: Office Detention, Parent Contact
2nd offense: I.S.S., Up to 1-3 Days Suspension, Parent Contact
3rd offense: I.S.S, Up to 3-5 Days Suspension, Parent Contact

Classroom Disruption

1st offense: 1 Detention – Assigned and served with the Teacher, Teacher phone call to parent
2nd offense: 2 Detentions – Assigned and served with the Teacher, Teacher phone call to parent
3rd offense: Office referral, Detention or ISS, or Possible Suspension, Parent contact

Theft or Possession of Stolen Property

1st offense: 2-4 days ISS, Parent Conference, Possible SRO Notification
2nd offense: ISS, Possible Suspension, Parent Notification, SRO Notification, Restitution and/or return of Property, Referral to Superintendent for Possible Hearing

Lying – Spoken or Written

1st offense: Teacher or Office Detention, Parent Contact
2nd offense: ISS or Suspension, Parent Contact

Cheating or Plagiarism

1st offense: Zero for Assignment/Test, Parent Contact
2nd offense: Zero for Assignment/Test, ISS, Suspension, Parent Contact.

LOST OR STOLEN PROPERTY

The Middle School is not responsible for students' personal property which may be lost, stolen, or damaged. Electronic devices, including cell phones, radios, mp3 players and iPods are especially prone to loss, and we cannot stress how important it is for these devices to remain home and not be brought to school.

ELECTRONIC DEVICES

School is not an appropriate environment to use electronic equipment that is noisy, disruptive and/or distracting to the educational process. The use of electronic devices, such as cell phones and audio/video recording equipment, etc. (unless approved by administration) during school hours is prohibited and they are subject to confiscation. Cell phones should not be seen or heard during the school day if they are they will be confiscated and turned into the office for parent pickup. Such documented approval must be sought through appropriate channels and is subject to justification and security measures. Any personal devices utilized in concert with District hardware will continue to be the responsibility of the owner of student and use of such devices is at his/her own risk.

ELECTRONIC TECHNOLOGY – ACCEPTABLE USE POLICY NOTIFICATION

The purpose of the Indian River Central School District Local and Wide Area Networks, and Internet Access Network is to advance and promote education in all its school buildings within the District. Networks are intended to assist in the collaboration and exchange of information among all who are concerned and involved with education. The goal of infusing technology into daily operations of our classrooms, libraries, and offices is to promote high quality technological resources in an equitable, efficient and cost effective manner. Such technology includes and is not limited to electronic mail, local computer networks, the Internet, and other online services.

The use of the Local Area Network, Wide Area Network and Internet is a privilege, not a right. All users are responsible for what they say and do on the networks. Because communication with thousands of others is so quick and easy, it is important to think before communicating and to show respect for other people and for their ideas. The use of computers must be in support of education and research, and consistent with the educational objectives and the Mission of the Indian River Central Schools. Use of the Indian River District's networks or that of another organization's connected network or computing resources must comply with the rules appropriate for each network.

It is imperative that staff, students and visitors conduct themselves in a responsible, decent, ethical, and polite manner while using such equipment and networks. This policy does not attempt to articulate all required or proscribed behavior by its users. The following general guidelines are provided to illustrate appropriate conduct and use. This is not an exhaustive list, but rather indicative of the type of conduct which will be considered acceptable by the District. *The following is a partial list, for further clarification the reader may request access to a complete version of the acceptable use policy contained in the district technology plan and posted on the district web site.*

A. Any use of Indian River Central School District equipment or information networks for inappropriate, illegal, obscene or sexual harassment purposes is prohibited. Illegal activities shall be defined as a violation of local, state and/or federal laws as well as the District's rules and regulations.
B. The district's on-line network accounts shall be used only by authorized students and staff approved by the Building Principal.
C. Prudent use of the district's finite resources and shared technological resources is

expected. Users may not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed self replicate (e.g. computer virus), damage or otherwise hinder the performance of any computer's memory, file system or software;

D. Only approved hardware is to be connected to the network. Similarly student or staff software must be approved by the administration of the district. Users may not tamper with networks, terminals, printers, wiring, etc.
E. District users must recognize and observe applicable copyright laws and regulations. Unauthorized duplication or other forms of infringement of copyright materials is prohibited;
F. Students who leave or graduate and staff who leave the employ of the district may not maintain a network account or have access to district equipment;
G. Each building administrator shall have the first level of responsibility to review alleged infractions and to determine appropriate action. The Superintendent shall receive a report on any incident and the results of the administrators' investigations;
H. The Superintendent of Schools for the Indian River Central School District shall remain the final authority on the issuance of user accounts and on use of the networks.

Infraction	1st Offense	2nd Offense	3rd Offense
Hacking into a server, knowingly loading damaging software (i.e. viruses or crash inducing software), or modification of the system software.	Restriction from using computers for remainder of the school year, minimum 5 day suspension pending Superintendent's Hearing, possible arrest and criminal prosecution.	Indefinite restriction from using computers, minimum 5 day suspension pending Superintendent's Hearing, possible arrest and criminal prosecution.	Arrest and Criminal Prosecution.
Theft or use of files belonging to another person or the school.	Restriction from using computers for 30 days.	Restriction from using computers for 60 days.	Restriction from using computers in excess of 90 days.
Deleting another person's files.	3 day suspension from school and restriction from using computers for 30 days.	5 day suspension from school and restriction from using computers for 60 days.	Minimum 5 day suspension pending Superintendent's Hearing, restriction from using computers in excess of 90 days, possible arrest and criminal prosecution.
Playing games without teacher permission or supervision.	Restriction from using computers for 5 days.	Restriction from using computers for 30 days.	Restriction from using computers for 60 days
Leaving any improper files, pictures, or sounds on the computer.	Restriction from using computers for 30 days.	Restriction from using computers for 60 days.	Restriction from using computers for 90 days, 5 day suspension.
Using another person's password.	Restriction from using computers for 30 days.	Restriction from using computers for the remainder of the school year, 5 day suspension.	Minimum 5 day suspension pending Superintendent's Hearing.
Inappropriate use of the Internet or E-mail functions.	Restriction from using computers for 30 days.	Restriction from using computers for the remainder of the school year, 5 day suspension.	Minimum 5 day suspension pending Superintendent's Hearing.
Producing any inappropriate graphics or written material.	Restriction from using computers for 30 days.	Restriction from using computers for 60 days.	Restriction from using computers for 90 days.

ALMA MATER

A fair river of the northland,

Gladly gave to us our name,

And as time records our history,

We will honor it with fame,

We are planting our traditions,

We'll defend them valiantly,

Hand in hand, we are united,

Indian River, we love thee.