Welcome to
Donovan Middle School

2019-2020
Student Handbook

“Today We Learn ~ Tomorrow We Excel!”

James H. Donovan Middle School
1701 Noyes Street
Utica, New York 13502
(315) 368-6541
www.uticaschools.org/donovan
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Administrative Team

Miss Palladino
Principal
315-368-6542
apalladino@uticaschools.org

Doreen Gachowski
Secretary to the Administrator
315-368-6541
dgachowski@uticaschools.org

Mrs. Dainotto
Assistant Principal
315-368-6544
jdainotto@uticaschools.org

Tamara Karrat
Secretary to the Administrator
315-368-6543
tkarrat@uticaschools.org
Hello Parents/Guardians,

Welcome to Donovan Middle School Orientation!

Middle school is a time of transition for young people. It is an exciting time for students and parents. It is also a time that brings challenges and change. Our goal is to provide a positive educational environment that will enable our students to successfully transition from elementary school to high school. Today we learn, tomorrow we excel!

The Donovan Middle School Team would like to extend our services and support to you and your child(ren). We strive to make every effort to promote the academic and personal success of all students.

Students will experience personal and social changes, changes in building size and changes in workload. Students are encouraged to seek support from faculty and staff whenever questions or challenges arise. We also ask that parents keep an open line of communication with the school by keeping us informed of any concerns that are brought to your attention.

Working in partnership with our community, our goal is to offer an educational experience designed to prepare all students to successfully meet or exceed the local, state and national performance standards. In the process, our overarching goal is to build a foundation of skills to support life-long learning.

Please take a moment to review our Vision, Mission and Goals for the 2019-20 school year.

From our family to yours, we look forward to your arrival at Donovan Middle School!

Sincerely,

The Donovan Middle School Team
VISION

Students will be prepared to be successful in the 21st Century.

MISSION

DMS Staff will use data driven decision making to provide academically challenging experiences in a respectful, responsible, and safe environment in collaboration with parents.

GOALS

At least a 3% increase in student achievement on state assessments.

At least a 3% decrease in chronic absenteeism for the 2019-20 school year.

At least a 3% decrease in out-of-school suspensions.
# Donovan Support Staff & Faculty Telephone List

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security - Front Desk</td>
<td></td>
<td>315-368-4305</td>
<td></td>
</tr>
<tr>
<td>AIS Coordinator</td>
<td>Ms. Pinto</td>
<td>315-368-6583</td>
<td><a href="mailto:lpinto@uticaschools.org">lpinto@uticaschools.org</a></td>
</tr>
<tr>
<td>Assistant Principal Fax #</td>
<td></td>
<td>315-792-4686</td>
<td></td>
</tr>
<tr>
<td>Attendance Dept.</td>
<td>Mrs. Priore</td>
<td>315-368-6547</td>
<td><a href="mailto:dpriore@uticaschools.org">dpriore@uticaschools.org</a></td>
</tr>
<tr>
<td>Attendance Teacher</td>
<td>Mrs. Kristoff</td>
<td>315-368-6587</td>
<td><a href="mailto:hkristoff@uticaschools.org">hkristoff@uticaschools.org</a></td>
</tr>
<tr>
<td>Community Liaison</td>
<td>Mr. Faulkner</td>
<td>315-368-6555</td>
<td><a href="mailto:gfaulkner@uticaschools.org">gfaulkner@uticaschools.org</a></td>
</tr>
<tr>
<td>Guidance Secretary</td>
<td>Mrs. Polinski</td>
<td>315-368-6545</td>
<td><a href="mailto:cpolinski@uticaschools.org">cpolinski@uticaschools.org</a></td>
</tr>
<tr>
<td>Guidance Fax #</td>
<td></td>
<td>315-792-2077</td>
<td></td>
</tr>
<tr>
<td>Guidance Counselors</td>
<td>Ms. Angelhow (Grade 7)</td>
<td>315-368-6554</td>
<td><a href="mailto:rangelhow@uticaschools.org">rangelhow@uticaschools.org</a></td>
</tr>
<tr>
<td>Social Worker</td>
<td>Ms. Benson</td>
<td>315-368-6594</td>
<td><a href="mailto:dbenson@uticaschools.org">dbenson@uticaschools.org</a></td>
</tr>
<tr>
<td>Psychologist</td>
<td>Ms. Mariani</td>
<td>315-368-6546</td>
<td><a href="mailto:amariani@uticaschools.org">amariani@uticaschools.org</a></td>
</tr>
<tr>
<td>Nurse</td>
<td>Mrs. Henderson</td>
<td>315-368-6552</td>
<td><a href="mailto:dehenderson@uticaschools.org">dehenderson@uticaschools.org</a></td>
</tr>
<tr>
<td>Nurse’s Fax #</td>
<td></td>
<td>315-792-2061</td>
<td></td>
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<tr>
<td>School Based Health Clinic</td>
<td>Ms. Schoons/Ms. Allen</td>
<td>315-368-6593</td>
<td></td>
</tr>
<tr>
<td>IRT</td>
<td>Mrs. Olney</td>
<td>315-368-6571</td>
<td><a href="mailto:loley@uticaschools.org">loley@uticaschools.org</a></td>
</tr>
<tr>
<td>Probation</td>
<td>Mr. Lee</td>
<td>315-368-6571</td>
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# Academic Department Telephone List

<table>
<thead>
<tr>
<th>Department</th>
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<td>Art</td>
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<td>Boys Gym</td>
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<td>ESL</td>
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<td>Music</td>
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<td>Science</td>
<td>6581</td>
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<tr>
<td>Tech</td>
<td>6574</td>
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# Birnie Bus- (315) 797-4933
Parent/Guardian Information

In Middle School, more responsibility is placed on students to manage academics during school and after school activities. Organization is the key. Students should be listening to all announcements, keep track of the school calendar, track homework assignments and test dates and seek extra help from teachers as needed. Parents can assist by monitoring these things from home. Parents may contact teachers regarding any questions or concerns about classes.

When is it okay to contact my child’s teachers or guidance counselor?

Please do not hesitate to contact your child’s teachers or counselor with any questions that you have regarding your child’s adjustment and progress in school. Parent/teacher conferences can be scheduled at your request. Counselors can also assist in putting you in contact with individual teachers.

What do I do if my child is arriving late, being picked up early, staying after school or is absent?

If your child is arriving late, please send him/her with a note excusing their tardiness. Your child will report to the security desk in the commons with the tardy excuse. If your child is being picked up early, please send your child with a note stating time and reason for early dismissal. Your child will report to the security desk in the commons before 1st period to receive a pass for early dismissal. You may pick your child up in the circle in front of school for early dismissal. YOU MUST COME TO THE SECURITY DESK TO SIGN YOUR CHILD OUT. YOU MAY BE ASKED TO SHOW PHOTO ID AND MUST BE A LISTED CONTACT IN OUR STUDENT MANAGEMENT SYSTEM. Students do not need a note to stay late for activities or for extra homework help. Students are encouraged to call home to notify parents when staying after. Phones are available for after school use in the upstairs and downstairs office suites. If your child is absent, please give the Attendance Office a call. If your child will be out for an extended period of time, please contact his/her guidance counselor to have homework assignments put together for you to pick up.

What is the role of the Guidance Counselor at DMS?

Middle school counselors do not work alone; they are an integral member of the educational team. They provide proactive intervention that encourages the academic and personal success of students. The guidance staff aligns with the school and district mission to support students as they prepare for their future. Our guidance staff works as team members with teachers, staff, parents, and the community to create a caring, supportive educational environment.

- Academic support –arrange tutoring, parent conferences, monitor grades
- Organizational, study and test-taking skills
- Education in understanding self and others
- Coping strategies
- Peer relationships and effective social skills
- Communication, problem-solving, decision-making and conflict resolution
- Transition planning
- School crisis intervention
- Provide connections to community services
How can the Parent Liaison help?

The Parent Liaison role at Donovan Middle School is to serve as another communication tool between the community, parents, and school. The Parent Liaison can assist parents with completing forms and clarifying student expectations and procedures. The Parent Liaison works closely with the Assistant Principal in a supportive role to do what is best for each student in terms of what they need academically, behaviorally, and with their attendance.

Parents/guardians can contact the Parent Liaison at the following numbers if they need assistance with any matter. The liaison will do what they can to help or point parents/guardians in the right direction to get the help they need.

You can contact the Parent Liaison as listed below:

Mr. Grady Faulkner (315) 368-6555

Process for Changing an Address

Please be advised, one of the following documents will be required to change your child’s address and/or bussing change requests. We can no longer accept changes over the phone or by written note without reviewing one of the following documents at school. Please bring proof of new address to school so that changes can be made. In addition, documents may be emailed to cpolinski@uticaschools.org or faxed to 315-792-2077.

Acceptable proof of address documents are as follows:

- National Grid, Water Bill, Spectrum Cable bill, or other bill with your Name and address on it
- SSI Award Letter
- TANF Budget Sheet (Temporary Assistance for Needy Families)
- Landlord Statement with Landlord’s contact information

If you have any questions please call:

Attendance (315) 368-6547
Secretary (315) 368-6545
Dear Parent/Guardian/Student:

The Utica City School District is committed to providing all students, teachers, district personnel, and visitors with a safe and pleasant environment. Our purpose is to offer a quality education in an environment free of discrimination, harassment and bullying. All students have the right to access educational and extracurricular activities on an equal basis.

Therefore, we have adopted a “Code of Conduct” that applies to everyone involved in our schools. You should also know that New York State’s Safe Schools Against Violence in Education Act and Section 100.2 of the Regulations of the Commissioner of Education require that each school district in the State have such a Code.

Our Code was developed by administrators, teachers, parents, students, and others involved in the schools. It explains the rights and responsibilities of all who utilize our facilities or ride our buses. The guiding principles are those of politeness, respect for each other, tolerance, and honesty. We especially ask students to help us maintain a safe and orderly environment, to ask questions if there is anything they don’t understand, and to ask for help with problems. We also expect them to accept responsibility for what they do or do not do. Therefore our Code focuses on respect for the rights and property of others and for the safety of everyone.

Students who refuse to follow the rules by being disorderly, insubordinate, disruptive, or violent or who place others in physical or moral danger will be disciplined. This discipline could range from a warning to permanent removal from school.

Discipline will be based on the following categories. (the complete list appears in the Code of Conduct):

**Category 1** – includes disorderly conduct, insubordination, false identification, possession of electronic devices (i.e. cell phones, iPods, etc.), harassment, academic misconduct, and misconduct on the bus.

**Category 2** – includes vandalism, endangering safety, health, or welfare of others (including bullying and cyber bullying), fraud, forgery, sexual harassment, and chronic insubordination.
Revised March 28, 2019

**Category 3 (Zero Tolerance)** – includes violent conduct, possession of drugs and/or alcohol, conduct endangering the safety, health, or welfare of others, and sexual misconduct.
Students are expected to report any school related violations of the Code to a staff member immediately. Remember that we are all responsible for the health, safety and well being of everyone.

Students who violate the Code will be subject to a consequence. Typically, consequences become more severe if the misbehavior continues or if a Zero Tolerance offense has been committed. Consequences range from an oral warning to permanent suspension from school. A complete list appears in the Code.

We would like to remind parents/guardians and students that transportation is a privilege of the student, not a right, and that the school district is not mandated to provide transportation. Pupil actions and behavior will be addressed in relation to the severity and frequency of the misconduct. The Code of Conduct of the Utica City School District extends to the transportation system of the District. Continued misconduct will result in the removal of bus privileges.

We expect all students, parents/guardians, visitors, and members of the staff to dress neatly and appropriately for all school activities and functions. We also expect all students to pay attention to personal cleanliness.

Our Dress Code is explained in detail in the complete Code, but it requires students dress in a manner that will not interfere with the main purpose of school education. Any student who is not dressed properly will be asked to correct the problem. Anyone who refuses will be subject to discipline, up to and including suspension from school.

Students and parents have rights. Students are to be informed of the reason for any consequences and will have an opportunity to explain their version of the event that led to the disciplinary action. Parents have the right to be informed also. In extreme cases, such as Category 3, the school official may be required to request a Superintendent’s Hearing. The Code includes information on specific rights of parents/guardians and students, including the right to counsel.

Finally, in accordance with New York State Law, visitors to the school must report to the main office to request permission to visit anyone in the building. Visitors may be asked to show identification. The principal or his/her designee may or may not grant such permission. If permission is granted, the visitor is to sign a register and will be issued a pass, which must be worn until departure. All visitors to any school, regardless of the purpose of the visits, must behave in a polite and respectful manner. Violators of this policy may be restricted from school property and/or prosecuted.

Thank you for your anticipated support and cooperation.

**Revised March 28, 2019**
**Discipline at Donovan Middle School**

Students entering DMS are expected to follow the Student Code of Conduct. The Code of Conduct is an outline of all the rules and regulations. A summary of this document can be found below. The full document can be found on the district web site [www.uticaschools.org](http://www.uticaschools.org). All teachers, staff, and administrators are responsible for holding students accountable for their behavior. An emphasis is placed on giving each student encouragement and acknowledgement for engaging in positive behaviors and improving the atmosphere at DMS. Students are acknowledged in a variety of ways, including individual teacher recognition, Teacher’s Choice awards, Raving about a Raider raffle tickets, Good Citizens certificates, etc.

Students may receive a School-Wide Academic and Behavior Management Plan from the first day of school, if warranted, by the Assistant Principal. The plan outlines expected behavior. At times, it is necessary to revise a student’s plan to address his/her needs by meeting with assistant principal, counselor, parent, and student.

If a student chooses not to abide by the Code of Conduct, a progressive discipline model is utilized. This means that a less severe consequence will be given first and progresses to more significant consequences for more serious violations of the Code of Conduct. The ultimate goal of all discipline is to help students learn from all situations and behaviors and to move forward in a positive direction.
DMS SCHOOL-WIDE CLASSROOM RULES

BE RESPECTFUL
- Sit up.
- Listen.
- Ask and answer questions.
- Nod your head.
- Track the speaker.

BE RESPONSIBLE
- No eating or drinking in class without teacher permission.
- Be on time (in your seat at the bell).
- Be prepared (bring all materials to class. Example; pencils, notebooks, and homework).
- Do not enter classes in session that you do not belong in.

BE SAFE
- Keep hands and feet to yourself.
- Sit flat on your chair.
- Do not throw anything.
- Do not use perfume or cologne in class.

BE KIND
- Use appropriate language.
- Be considerate of others and their feelings.

Consequences: Warning, Parent Contact, Detention with teacher, Referral to Assistant Principal
DMS SCHOOL-WIDE HALLWAY RULES

BE RESPECTFUL
- No yelling or inappropriate language.
- Listen and follow staff directives.

BE RESPONSIBLE
- Be on time.
- Keep moving, no loitering.
- Get a pass from appropriate teacher when staying after school.
- Sign up for late bus only with teacher permission during lunch periods.

BE SAFE
- Keep your hands and feet to yourself.
- Walk, don’t run.
- Stay to the right.

BE KIND
- Use appropriate language.
- Be considerate of others and their feelings.

*All other school rules apply.

Progressive Discipline for HALLWAY Behavior

Consequences
1st offense Warning
2nd offense 1 Lunch Detention and Parent Contact
3rd Offense 3 Lunch Detentions and Parent Contact
4th offense Universal Detention and Parent Contact
5th offense Full Day In School Suspension and Parent Contact

Additional offenses may result in placement in In School Suspension, Out of School Suspension, possible Superintendent’s Hearing, or placement in the Alternative to Suspension Program.
DMS SCHOOL-WIDE LATE BUS RULES

BE RESPECTFUL
- No yelling or inappropriate language.
- Listen to and follow staff directives.

BE RESPONSIBLE
- Get a bus pass from the staff member you are staying after school with.
- Late bus only for students participating in school events, not spectators.
- You may sign up on the clipboard in the cafeteria to take a late bus during your lunch period.
- You may sign up to take a late bus after your lunch period during period 8 or 9 if you have a pass from your teacher. Clipboards will be located outside the main office.
- You may sign up after car riders/walkers are dismissed outside the main office.
- If you plan on staying after school for any reason you must wait until car riders/walkers are dismissed!
- If you are taking the late bus you must wait in the auditorium when dismissed from your teacher. Bus departures are 3:00 and 3:30 p.m.

BE SAFE
- Wait until you are called to board the bus.
- Keep your hands and feet to yourself.
- Stay in your seats until you are directed to board a bus.

BE KIND
- Use appropriate language.
- Be considerate of others and their feelings.

Consequences:
1\textsuperscript{st} offense Warning
2\textsuperscript{nd} offense 1 Lunch Detention and Parent Contact
3\textsuperscript{rd} offense 3 Lunch Detentions and Parent Contact
4\textsuperscript{th} offense Universal Detention and Parent Contact
5\textsuperscript{th} offense Full day of In School Suspension and Parent Contact

Additional offenses may result in placement in In School Suspension, Out of School Suspension, possible Superintendent’s Hearing, or placement in the Alternative to Suspension Program.
SCHOOL-WIDE BREAKFAST RULES

BE RESPECTFUL
- Listen to and follow staff directives.
- No throwing full breakfast in the trash.
- No yelling or inappropriate language.

BE RESPONSIBLE
- No using the hallway between the cafeteria and the Commons (unless escorted).
- Only use the gym outer doors to enter breakfast.
- No electronic devices.

BE SAFE
- Keep your hands and feet to yourself.
- Walk, don’t run.
- Stay in your seats unless you are throwing away your garbage or using the rest room.

BE KIND
- Use appropriate language.
- Be considerate of others and their feelings.

Consequences

<table>
<thead>
<tr>
<th>1st offense</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd offense</td>
<td>1 Breakfast Detention and Parent Contact</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>3 Breakfast Detentions and Parent Contact</td>
</tr>
<tr>
<td>4th offense</td>
<td>1 week Breakfast Detentions and Parent Contact</td>
</tr>
<tr>
<td>5th offense</td>
<td>Universal Detention, Parent Contact and Removal from the Cafeteria for Remainder of the Current Marking Period (minimum 10 days)</td>
</tr>
</tbody>
</table>

Additional offenses may result in permanent removal from the cafeteria for the remainder of the school year, In School Suspension, Out of School Suspension, possible Superintendent’s Hearing, or placement in the Alternative to Suspension Program.
SCHOOL-WIDE LUNCH RULES

BE RESPECTFUL
- No yelling or inappropriate language.
- Listen to and follow staff directives.

BE RESPONSIBLE - Be on time.
- No electronic devices.
- No food or drink is to leave the cafeteria.

BE SAFE
- Keep your hands and feet to yourself.
- Walk, don't run.
- Stay in your seats unless you are throwing away your garbage or purchasing an item at the snack bar.

BE KIND
- Use appropriate language.
- Be considerate of others and their feelings.

ALL STUDENTS WILL BE CALLED UP BY TABLE TO OBTAIN THEIR LUNCH.

PROCEDURES:
- Enter the cafeteria and immediately sit down at a table.
- Wait for the cafeteria monitor to call your table to get your food.
- Once you have your food immediately sit at the same table you were called from.

Consequences

1st offense: Warning
2nd offense: 1 Lunch Detention and Parent Contact
3rd Offense: 3 Lunch Detentions and Parent Contact
4th offense: 1 week of Lunch Detentions and Parent Contact
5th offense: Universal Detention, Parent Contact and Removal from the Cafeteria for Remainder of the Current Marking Period (minimum 10 days)

Additional offenses may result in permanent removal from the cafeteria for the remainder of the school year, In School Suspension, Out of School Suspension, possible Superintendent’s Hearing, or placement in the Alternative to Suspension Program.
CELL PHONE POLICY

Cell Phones are not allowed to be used in school. If students are found using a cell phone the following disciplinary consequences will be imposed progressively:

1st offense-cell phone confiscated by security or given to security by staff member, parent called to pick up the phone which will be secured in the main office.

2nd offense-cell phone confiscated by security, parent called to pick up the phone which will be secured in the main office. Assistant Principal assigns 3 days of lunch detention.

3rd offense- cell phone confiscated by security, parent called to pick up the phone which will be secured in the main office. Assistant Principal assigns half day ISS.

4th offense- cell phone confiscated by security, parent called to pick up the phone which will be secured in the main office. Assistant Principal assigns a full day of ISS and sets up a meeting with parent to get phone back.

UCSD Dress Code

❖ Clothes and footwear should be safe and appropriate.

❖ Clothes SHOULD NOT make reference to drugs, alcohol, gangs, or tobacco.

❖ NOT APPROPRIATE: tube tops, net-tops, halter tops, spaghetti straps, plunging necklines, see-through clothes, hoods, hats, bandanas, short skirts/shorts, pants that hang below your buttocks.

❖ NOT APPROPRIATE: any items that are rude, use curse words, make fun of others, have sexual content or that can be used as a weapon.

❖ Undergarments should be completely covered with outer clothing.

❖ Coats are not to be worn in the building. You must hang your coat in your assigned locker before 1st period.
ICE CREAM PROCEDURES/RULES

● Students may purchase ice cream (in the main office) **ONLY** during the **first 15 minutes of their assigned lunch periods** or **after school.** (**NOTE:** The office staff will have lists of which students are assigned to each lunch period days 1 & 2.)

● Ice cream is **not allowed in classrooms without prior teacher permission.** Teachers are asked to pre-arrange this with the main office or use passes specifically for ice cream.

● **Ice cream may NOT be opened in the hallways at any time.** Those purchased during lunch periods must be taken directly to the cafeteria. Any purchased at other times (with teacher permission) may not be opened until the student is in that teacher's classroom.

● If a student arrives to a classroom with ice cream without prior permission or is seen eating it in the hallway, he/she will be directed to throw it away or will be sent to the Assistant Principal if he/she refuses to comply.

● **NOTE TO TEACHERS:** Ice cream **gift certificates** may be purchased from the main office to give to students for later use during their lunch periods or after school (as an alternative to having them in the classroom).
DONOVAN MIDDLE SCHOOL
SCHOOL-WIDE ACADEMIC AND BEHAVIOR MANAGEMENT PLAN

Student Name: ___________________  Parent Signature__________________

SCHOOL-WIDE CLASSROOM RULES

BE RESPECTFUL
-Sit up
-Listen
-Ask and answer questions
-Nod your head
-Track the speaker

BE RESPONSIBLE
-No eating or drinking in class without teacher permission
-Be on time (in your seat at the bell)
-Be prepared (bring all materials to class; example, pencils, notebooks, and homework)
-Do not enter classes in session that you do not belong in

BE SAFE
-Keep hands and feet to yourself
-Sit flat on your chair
-Do not throw anything
-Do not use perfume or cologne in class

BE KIND
-Use appropriate language
-Be considerate of others and their feelings

UCSD DRESS CODE
-Clothes and footwear should be safe and appropriate.
-Clothes SHOULD NOT make reference to drugs, alcohol, gangs, or tobacco.
-NOT APPROPRIATE: tube tops, net-tops, halter tops, spaghetti straps, plunging necklines, see-through clothes, hoods, hats, bandanas, short skirts/shorts, pants that hang below your buttocks.
-NOT APPROPRIATE: any items that are rude, use curse words, make fun of others, have sexual content or may be used as a weapon.
-Undergarments should be completely covered with outer clothing.
-Coats are not to be worn in the building. You must hang your coat in your assigned locker before 1st period.

REWARDS
1. An education
2. Dances
3. Raving About Raider Raffle Tickets: monthly drawings!
4. Teachers’ Choice Awards quarterly
5. Honors’ Awards quarterly
CONSEQUENCES
1. Redirect student verbally
2. Contact Parents
3. Detention with Teacher
4. Send student to Assistant Principal

UCSD has a Zero Tolerance Policy for severe infractions. Please refer to the Summary of the Code of Conduct on the District Web Site or the copy that was sent home over the summer.

GRADING SYSTEM
The Utica City School District has adopted a numerical grading system. Based on S-28, students may retake exams when they score 70% or less. To qualify for S-28, students must attend one tutoring session with the teacher before they can make up the exam with the teacher. Students’ report card grades will be based on the following formula in all classes:

40% Assessments (Tests, quizzes, common assessments)
30% Projects/Writing (Should be based on a rubric provided to students ahead of time.)
30% Classwork/Homework (Students complete work in class and assigned homework.)

DMS SCHOOL-WIDE
Raving About a Raider (RAR) Program
(sponsored by the Discipline Advisory Committee)

Raffle tickets are awarded monthly to teachers and students for exhibiting appropriate behaviors in the following areas:

- Academics--For having no failing grades on Progress Report or Report Card
- Attendance--For perfect attendance
- Behavior--For having no discipline referrals

Teachers can also award raffle tickets when they “catch students being good.”

RAR boxes are located in the Commons.

Weekly and monthly drawings are held. Prizes awarded to winners!

Winners’ names are published in the Principal’s Update, School Newspaper, and displayed on the bulletin board.
Donovan Middle School Library

The Donovan Middle School Library was established to support the curriculum of Donovan Middle School. The library exists to implement, enrich and support the educational program of the school and is the information literacy classroom of the school. It is, therefore, the library's mission to ensure that students and staff are effective users of ideas and information.

At Donovan Middle School Library has thousands of books, magazines, videos and DVDs available to borrow. It is hoped that students will borrow books to read for both information and enjoyment. In the beginning of the year, students may borrow one item at a time until they show the library staff that they can be responsible library users. Books are checked out for two weeks; videos and DVDs may be checked out for one night only. There are no overdue fines, but you will be asked to pay for lost or damaged books.

There are 11 desktop computers available in the library for students to do research or complete their homework. With funding from the district, BOCES and public libraries, we are able to provide subscription databases and eBooks. With passwords available from the librarians, these resources may be used at home.

The library is open every school day from 7:30 am to 3:00 pm. Students are welcome to visit the library before and after school, during lunch and during study hall with a pass from their teacher.

The library is staffed by a certified library media specialist, as well as an assistant, Theresa Lasher. If you have any questions or concerns, feel free to contact us at 368-6548. We look forward to meeting you in the library!
Student Activities

The Middle School has a number of great activities for students throughout the year. Students are encouraged to participate in activities to gain experiences, meet new friends, and to stay involved in the school community. Additional opportunities for activities are advertised in newsletters and are posted and announced at school. (ie, school dance, family fun night, etc.)

Drama Club – Students put on a musical production every spring. The club has actors, set designers, and backstage help.

Mural Club – Students paint school walls/windows. Mural club also paints set designs for the Drama Club and Black History Month. Meetings are once a week all year round.

National Junior Honor Society – Students are selected based on their averages after 6th grade and half of 7th grade. Their average needs to be a 90 or higher. Members do volunteer work within the school and community.

Spectator Club – Students write articles, poetry and perform interviews. Their work is printed in each issue of the school newspaper. Club meets weekly to type and edit the paper in the computer lab. Students are allowed to use the Spectator digital camera.

Student Council – Students work towards doing positive things around DMS. For example, keep the school green by leading the recycling program and help organize school dances.

Yearbook Club – Students participate in planning, creating and distributing the school's yearbook.

Please Stand Up – Designed to create leaders of tomorrow and prevent violence in schools. It involves meetings that discuss issues and how to solve them. Members do community service projects – food drives, fundraising, etc.

Best Buddies - Connects students with intellectual or developmental disabilities to students without disabilities. There are monthly meetings that help create opportunities to form one to one friendships between these students. There are organized activities for each meeting in which the Best Buddies participate in. Such activities include board games, arts and crafts, and scavenger hunts.

Extended Learning Time (ELT) - Students receive tutoring in ELA, Math and Grade 8 Science. Sign ups will begin at Open House.
Sports Teams – DMS Modified Sports

Students who are involved in sports will need a physical one time for the year. Donovan Middle School offers free physicals 3 times a year at our health clinic.

Fall Sports

- Boys/Girls – Soccer
- Boys/Girls – Cross Country
- Boys – Football
- Girls – Swimming

Winter Sports

- Boys/Girls – Bowling (Varsity)
- Boys – Basketball 7th & 8th Grade
- Girls – Basketball
- Girls – Volleyball

Spring Sports

- Boys/Girls – Track
- Boys – Baseball
- Girls – Softball

DMS Club Requirements and Sports Policy

- Students who are failing 3 or more courses are ineligible to participate until the next marking period.
- Students who wish to participate must maintain an average of 85% attendance in all classes.
- Students who receive 2 F’s or 2 grades 64 or below in a marking period will be placed on academic probation, may practice and attend basic meetings, but cannot compete in games or attend special extra-curricular activities. The student will have two weeks to earn a passing grade in order to be considered for full eligibility.
- Any student who received 3 or more F’s for the progress report or quarterly report cards are ineligible until the next report card.

Students who participate in extra-curricular school activities must meet the standards as outlined in the Utica City School District Code of Conduct.
## Donovan Middle School Bell Schedule

**7:45 a.m. - Opening Bell**

**7:50 a.m. - One Minute Warning Bell**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:51-8:30</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:34-9:11</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:15-9:52</td>
</tr>
<tr>
<td>Period 4</td>
<td>9:56-10:33</td>
</tr>
<tr>
<td>Period 5</td>
<td>10:37-11:14</td>
</tr>
<tr>
<td>Period 6</td>
<td>11:18-11:55</td>
</tr>
<tr>
<td>Period 7</td>
<td>11:59-12:36</td>
</tr>
<tr>
<td>Period 8</td>
<td>12:40-12:58</td>
</tr>
<tr>
<td>Period 9</td>
<td>1:21-1:58</td>
</tr>
<tr>
<td>Period 10</td>
<td>2:03-2:50</td>
</tr>
</tbody>
</table>

**ONE HOUR EARLY RELEASE**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:51-8:18</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:22-8:47</td>
</tr>
<tr>
<td>Period 3</td>
<td>8:51-9:16</td>
</tr>
<tr>
<td>Period 4</td>
<td>9:20-9:57</td>
</tr>
<tr>
<td>Period 5</td>
<td>10:01-10:38</td>
</tr>
<tr>
<td>Period 6</td>
<td>10:42-11:19</td>
</tr>
<tr>
<td>Period 7</td>
<td>11:23-12:00</td>
</tr>
<tr>
<td>Period 8</td>
<td>12:04-12:29</td>
</tr>
<tr>
<td>Period 9</td>
<td>12:33-12:58**</td>
</tr>
</tbody>
</table>

**NO STUDENTS AFTER SCHOOL**

**Teachers must wait for announcements before releasing students.**

**TWO HOUR EARLY RELEASE**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:51-8:11</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:14-8:34</td>
</tr>
<tr>
<td>Period 3</td>
<td>8:37-8:57</td>
</tr>
<tr>
<td>Period 4</td>
<td>9:00-9:34</td>
</tr>
<tr>
<td>Period 5</td>
<td>9:37-10:11</td>
</tr>
<tr>
<td>Period 6</td>
<td>10:14-10:48</td>
</tr>
<tr>
<td>Period 7</td>
<td>10:51-11:22</td>
</tr>
<tr>
<td>Period 8</td>
<td>11:25-11:45</td>
</tr>
<tr>
<td>Period 9</td>
<td>11:50-12:27**</td>
</tr>
</tbody>
</table>

**NO AFTER SCHOOL ACTIVITIES**

**Teachers must wait for announcements before releasing students.**
**TWO HOUR DELAY**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Period 1</td>
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<td>Period 4</td>
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<td>Period 5</td>
<td>10:37-11:14</td>
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<td>11:18-11:55</td>
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<tr>
<td>Period 7</td>
<td>11:59-12:36</td>
</tr>
<tr>
<td>Period 8</td>
<td>12:40-1:17</td>
</tr>
<tr>
<td>Period 9</td>
<td>1:20-1:58*</td>
</tr>
<tr>
<td>Period 10**</td>
<td>2:03-2:50</td>
</tr>
</tbody>
</table>

*Teachers must wait for announcements before releasing students.

**All teachers are required to stay in the school building and be available until 2:50 pm due to S-28, tutoring, make-ups, detentions, parent conferences, meetings, etc.

**HALF DAY**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:51-7:56</td>
</tr>
<tr>
<td>*</td>
<td>8:00-8:37</td>
</tr>
<tr>
<td>*</td>
<td>8:41-9:18</td>
</tr>
<tr>
<td>*</td>
<td>9:22-9:59</td>
</tr>
<tr>
<td>*</td>
<td>10:03-10:45*</td>
</tr>
</tbody>
</table>

See monthly calendar - Periods rotate - 1st period will always be first due to attendance purposes.

* Teachers must wait for announcements before releasing students.
Donovan Middle School
Frequently Asked Questions

When is Orientation and Open House?
Grade 7 Walk-Throughs August 28, 29 and 30 from 9:00 a.m. to 12:00 p.m. Open House will be September 26th at 4:30-6:00 pm in the Auditorium. A school calendar will arrive at your home in July with the exact dates, as well as a school supply list.

When do schedules get mailed out?
Typically the last week of August. With schedules, students will get a letter with important dates (Orientation, Open House, etc.) and information on touring the building so families can walk around with their children to see where classes are located and practice opening their locks.

What does a typical day at Donovan look like?
Bus riders will arrive in the front circle and enter the building at 7:15am for breakfast. Otherwise, they will enter the building at 7:45 am and go to their lockers. At 7:50 am, the Caution bell will ring and at 7:51 am, 1st period will promptly begin. Students will follow their schedules and stop at their lockers for the final time before 9th period. Dismissal will be from 9th period and all students will be dismissed by 2:15 pm. Dismissal will be staggered (bus riders first, followed by walkers, car riders, students participating in after-school activities).

Where can students get picked up or dropped off to school?
Parents may drop their children off on the school side of Noyes Street or follow the signs in the parking lot. Please do not attempt to enter the bus loop in front of school when busses arrive in the morning and depart in the afternoon.

How do I contact the bus garage?
For Regular Ed bussing, call 315-797-4933
For Special Ed bussing, call 315-792-2212

What do I do if I lose my schedule?
See your guidance counselor.

What do I do if I need to leave early?
Go to security desk at the main entrance with a written note from home and phone number to verify this request. Security Officer will provide you with a pass and sign you out. Parents/guardians must enter school, sign in with security, to sign out their child.

What do I do if I am late to school?
Students who arrive to school before 7:51 am are to report to their 1st period class. First period teachers are directed to assign detentions to students who report to class late. Otherwise, students report to the Security Desk in the Commons if they arrive after 7:51 am.
**What do I need to do if I am absent from school?**

Please call the Attendance Office (315-368-6547) as soon as possible to notify the school of your child’s absence. If you do not call by 9:00 a.m., you will receive an automated message from SchoolMessenger stating your child is not in school. Upon the student’s return from absence, please send a note stating the reason for the absence. The student should see all of his/her teachers about missed class work. (See page 27 for further details)

**Where do I go if I need to call home?**

You may see your guidance counselor before/after school, at the beginning of lunch or during a study hall with a pass.Cell phones are **not** to be seen or used in the building.

**What do I do if I have a concern with another student? An adult?**

There are many resources available for various concerns. These include: guidance counselors, assistant principal, mediation, Parent liaison, social worker and psychologist. Communication is vital. We encourage students to feel comfortable in speaking to an adult and filling out the yellow incident form found in rooms 241 or 106.

**What is an 1/2 schedule?**

The first day of school is a Day 1. Each day thereafter alternates between Day 1 and Day 2. Students will follow their schedules, as they will attend some classes every day and some every other day.

**What if my child has an Individualized Education Plan (IEP) or 504 Plan?**

If your child has an IEP/504 Plan, classroom modifications and testing accommodations will be provided according to the plan documents. Accommodations will be provided by each child’s classroom teacher for each subject area.

A testing accommodations room will be provided for the pre-test, 10 week, mid-term, 30 week and final examinations. Teachers will provide testing accommodations in accordance with your child’s IEP/504 Plan.

If your child does not wish to utilize the testing accommodations documented in their IEP/504 Plan the classroom teacher will make contact with you to verify this is okay and document on the Utica City School District’s Test Accommodation Rejection Form.
Tips for Helping your Student with Homework and Study Habits

❖ Turn off the TV.
❖ Monitor and restrict phone calls.
❖ Know when Report Cards and Progress Reports are mailed to you. Dates will be noted on the school calendar.
❖ Set up a specific time and area to study.
❖ Monitor music – type and volume while doing homework and studying.
❖ Make sure they get adequate sleep. Reduce caffeine consumption and video games before bedtime.
❖ Notes/Binders/Folders – organize notes and handouts by subject.
❖ Rewrite notes to review for tests/quizzes.
❖ Use flashcards.
❖ Study a little every day.
❖ Backpacks – clean out and file papers in folders and binders with dividers WEEKLY.
The School-Based Health Center (SBHC) at Donovan Middle School is a collaborative effort between the Utica City School District and Upstate Family Health Center to bring expanded health care into the school setting. A SBHC provides comprehensive health care services to students at Donovan Middle School. For children without a primary healthcare provider, the SBHC staff is more than happy to become the primary source for health care.

For those children with a primary healthcare provider, the SBHC staff, if requested by the parents, will work with that provider in caring for the child. The SBHC, working with the provider, can provide on-site management of chronic conditions such as asthma or diabetes. The SBHC can also treat acute infections or injuries on-site, eliminating the need for a parent to take time off of work for a doctor’s appointment or to go to the emergency room after hours.

The SBHC is staffed by a full time on site Nurse Practitioner to provide health care to students. A Licensed Practical Nurse assists with physical examinations and office visits along with providing health education, wellness promotion and outreach services.

The SBHC program will bill the students’ health insurance for services provided on site at Donovan Middle School. If the student does not have health insurance, there will be no charge to the student’s family for health care services provided. There will be no out-of-pocket expenses to any family for SBHC services. Billing services are provided through Upstate Family Health Center. ***It is important to note that the cost of services not provided on site at the SBHC, such as some laboratory tests, all x-rays, specialty consultations, and prescriptions are the responsibility of the parent.*** The SBHC staff will work with those families that may have difficulty paying for these services.

If you have any questions regarding the program, feel free to call the SBHC office for further information. Remember, there will be no out of pocket expenses to any family for SBHC services provided on site. Should you receive a bill for these services in error, please contact the SBHC office immediately. ***Families with health insurance need to be aware of the rules of their individual plan to avoid billing difficulties.***
ATTENDANCE: Absences

The following steps will be followed at Donovan Middle School to support the district’s policy:

- Families will be called for all of their child’s absences through our automated system if the attendance office does not receive a call from you by 9:00 a.m. that your child is absent and why.
- Families will be sent a letter that is automatically generated from SchoolTool with interim reports.
- Families will receive attendance data eight times a year on report cards and interim reports.
- Families may receive a phone call from the Guidance Counselor to set up a conference if absences persist.
- Student will meet with the Attendance Teacher to sign a Student Wide Management Plan for attendance.
- Families may be called to meet with the IRT Specialist to see if additional supports can be provided.
- CPS may be notified depending on compliance.
- A Pre-PINS application may be filed.
- Students will be ineligible to attend summer school unless they make up the time missed, if warranted.

Notification of student attendance (excused absences, unexcused absences and tardies) is documented via:

- Daily automated messages
- Four times a year on report cards, four times a year on progress reports
- Attendance letters are sent home in increments of 5 for absenteeism
- Phone calls home made by Robocall and/or Attendance Teacher
- Home visits conducted by Attendance Teacher

Helpful hints for parents to follow:

- Make sure you send a note in with your child to the security desk stating the date of the absence and reason for absence.
- Call the attendance office (315-368-6547) when your child is absent by 9:00 a.m. the day of the absence or you will receive an automated call.
- Be proactive! Stay aware of your child’s cumulative absences by reviewing your child’s absences on his/her interim reports and report cards.
ATTENDANCE: Tardies

A student is marked tardy at Donovan if they did not report to their first period class at the required time of 7:51 A.M.

All students are required to report to their first period class no later than 7:51 A.M. Please note that Donovan Middle School offers all students a free breakfast each morning regardless of family income. Breakfast is served from 7:20 A.M – 7:45 A.M. in order to give students plenty of time to report to first period on time. Classroom instruction begins promptly at 7:51 A.M.

We are asking that you please speak with your child before the start of the new school year in order to review this information and to assist us in getting them to school and class on time. Students who continue to engage in pattern of chronic tardiness will be subject to disciplinary action per the Utica City School District Code of Conduct.

Progressive discipline will include but is not limited to:

- 5 tardies - Lunch Detention will be issued.
- 10 tardies - 3 days of Lunch Detention will be issued with a phone call home.
- 15 tardies - Universal Detention will be issued with a phone call home.
- 20 tardies - 3 days of Universal Detention will be issued with a phone call home.
- 25 tardies - Half day In-School-Suspension will be issued with a phone call home.
- 30 tardies - full day In-School-Suspension will be issued with a phone call home.

We are committed to working cooperatively with you and your child to help them be successful as we begin a new school year.
RULES OF PUPIL CONDUCT FOR BOARDING AND DEPARTING BUS

1. Pupils must wait for the bus in an orderly manner at the stop assigned.

2. Pupils must board the bus in a single file.

3. Pupils must enter and leave the bus through the service door, single file and at their assigned stop.

4. Emergency doors must be used ONLY during emergencies and safety drills.

5. Pupils who cross the street must cross ten (10) feet in front of bus upon a signal from the bus driver.

6. Pupils must look both ways before crossing the street.

RULES FOR CONDUCT ON THE BUS

1. Pupils must obey the bus driver and/or monitor.

2. Pupils must remain seated in assigned seats while the bus is in motion.

3. Pupils must not eat, drink, or litter on the bus (this includes gum, candy, or other food).

4. Pupils must not mark or damage the bus in any way.

5. Pupils must not make loud or unnecessary noises on the bus.

6. Pupils must not extend any part of the body out of the bus window.

7. Pupils must not possess or play electronic devices on the bus.
   This is not allowed by the District Code of Conduct. Bus drivers have the right to confiscate these items. Parents may be required to pick up confiscated items. The school is NOT responsible for the loss or damage of these items if brought to school.

8. Cell phone use is prohibited. Cell phone possession on the bus is discouraged. However, if brought, it must be kept with the power off.

9. Pupils must not interfere with the operations of the bus.

10. Pupils must not use language or other gestures that are profane, lewd, vulgar, abrasive, or have race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex implications.

11. Pupils must take the bus to which they are assigned to and from school, unless they have permission from the Building Administrator or the Director of Transportation to ride another bus.
DISCIPLINE PROCEDURES

If there is a significant time lapse (one marking period or more) between offenses, the principal may use his/her discretion to modify discipline procedures.

The procedures for progressive discipline are as follows:

First offense:
- The school principal/designee and/or transportation supervisor for the District will be notified using a School Bus Incident Report and
- Parents will be notified with the School Bus Incident Report.

Second offense:
- The school principal or designee will confer with the pupil regarding the reported misconduct.
- The pupil’s parent/guardian will be contacted and advised of the action as indicated on the Parent/Guardian copy of the School Bus Incident Report.
- An incident report will be mailed to the home.

*Third offense* - automatic suspension from bus: 3 days – bus incident report mailed to parent

*Fourth offense* – automatic suspension from bus: minimum 4 days – refer to Code of Conduct

*Fifth offense* – automatic suspension from bus: minimum 5 days – refer to Code of Conduct

*Sixth offense* – automatic suspension from bus: up to the remainder of the year – refer to Code of Conduct.

*Any offense after the third, it becomes the responsibility of the parent to provide transportation for their child.

AUTOMATIC BUS SUSPENSIONS

The following will result in automatic suspension from the bus for at least 5 days:

Any action that endangers the health, welfare or safety of the students, drivers or monitors may result in the automatic suspension of bus privileges. The principal/designee will confer with the transportation officials in determining the severity of the offense. These actions include, but are not limited to, the following:

1. Fighting;
2. Inappropriate physical contact;
3. Violence;
4. Any sexual contact or sexual harassment;
5. Throwing objects in or outside of the bus;
6. Opening or jumping out of the emergency back door;
7. Possessor of a weapon;
8. Possessor of drugs, drug paraphernalia or alcohol;
9. Any threat to the health or welfare of others;
10. Any physical damage to the bus.

Additional consequences may arise subject to the District's Code of Conduct, such as suspension or expulsion from school.
Dear Parents:

The purpose of this report is to inform you of a disciplinary incident involving your child on the school bus, which may have jeopardized the safety and well-being of all students.

You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated by the School District.

_Student ___ has been cited for an infraction of the rules listed below:

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Reported 1st Offense</th>
<th>Reported 2nd Offense</th>
<th>Reported 3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper Boarding / Departing Procedural</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Hanging out of Window</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Tampering with Bus Equipment</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Bringing Articles Aboard Bus of Injurious Nature</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Throwing Objects in or out of Bus</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Reckless and Disrespectful Conduct</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Failure to Remain Seated</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Lighting Matches / Smoking on Bus</td>
<td>?</td>
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<td>?</td>
</tr>
<tr>
<td>Destruction of property</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Refusing to Obey Driver</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Spitting / Littering</td>
<td>?</td>
<td>?</td>
<td>?</td>
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<tr>
<td>Other Behavior Relating to Safety, Well-being and respect for Others</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Fighting / Pushing / Triping</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Unnecessary Noise</td>
<td>?</td>
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</tbody>
</table>

Specific Details:
Student was wrestling with another student and hurt students back. Student shoves and pushes students while waiting to depart the bus.

Disciplinary Action to be Taken: Click here to enter text.
Bus riding is a privilege which may be revoked. Parents are urged to appreciate the disciplinary action taken and to discuss this to prevent further occurrence.

<table>
<thead>
<tr>
<th>School student is transported to and from: Elementary School</th>
<th>Student's Name:</th>
<th>Driver:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus No. 10b</td>
<td>Student</td>
<td>Mr. Driver</td>
</tr>
<tr>
<td>Class Grade: 5</td>
<td>Date of Incident: 6/14/2015</td>
<td></td>
</tr>
</tbody>
</table>

Parents Copy

Authorized Signature

---

Student Discipline - Recap

**Students transported by Birnie Bus:**
- All discipline is handled by the principal of the various schools.
- Driver fills out a form,
- Dispatch office e-mails the form to the school,
- Discipline is done by the principal.

**Students transported by District Garage (Special Needs Students):**
- Discipline for students will be handled the same as above, except,
- Discipline problems for students who attend BOCES and House of the Good Shepherd are handled by bus garage supervisor.

Up to a 10 day suspension from the Bus is given for more serious or repeated safety problems with a student.
Abuse/Alcoholism/Substance Abuse
Child Abuse Hotline 800-635-1522
Domestic Violence/YWCA 315-797-7740
Oneida County Department of Social Services/Child Protective Unit 315-798-5264
Mohawk Valley Center for Refugees 315-738-1083
Center for Family Life and Recovery 315-735-2236
Insight House 315-724-5168
Mohawk Valley Council on Alcoholism and Addictions 315-733-1709

Suicide Prevention
Mobile Crisis Assessment Team (MCAT) 315-732-6228

Disability Advocates
Resource Center for Independent Living (RCIL) 315-797-4642
Learning Disabilities Association (LDA) 315-797-1253

Counseling Services
Catholic Charities 315-724-2158
Child Advocacy Center 315-732-3990
Community Health and Behavioral Services (CHUBS) 315-798-8868
Hospice and Palliative Care 315-735-6484
Neighborhood Center Child Guidance Clinic 315-732-2256 or 272-2700
Samaritan Counseling Center 315-724-5173

Emergency Housing/Shelter
American Red Cross 315-733-4666
Emmaus House (females 16 +) 315-797-3339
Evelyn’s House (pregnant – homeless) 315-733-0236
Runaway and Homeless Youth 315-792-9039 or 624-9930
New Horizons (female 16 +) 315-732-7032

Food Banks/Meal Sites
Community Food Bank 315-733-0346
St Francis De Sales 315-732-6171
Thea Bowman House 315-797-0748
Hope House 315-793-3723

Additional Resources see attached pamphlet
Runaway and
Homeless Assistance

Main Street Program .................................. (315) 797-4442
A division of RCIL

Mohawk Valley Community Action Agency
Runaway and Homeless Youth Program
54-HOUR HOTLINE .................................. (315) 624-9930
Or go directly to 1100 Miller St, Utica

Where to Get a Meal

Hope House ........................................... (315) 789-3323
135 Eagle Street, Utica
Hours: Mon/Tu/Thu/Pri/Sat—10-11 a.m., 12-1:30 p.m., 4-5 p.m.
Wed—10-11 a.m., 12-2 p.m.
Sun—1-3:30 p.m., 4-5 p.m.

Mother Marianne’s Westside Kitchen ........................................... (315) 731-7271
702 Columbus Street, Utica (entrance on Verisk St.)
Hours: Everyday 11:30 a.m.-12:30 p.m.

Fenoma Mission of Utica ........................................... (315) 733-1645
101 Rutger Street, Utica
Hours: Everyday 7-8 a.m., 11:30 a.m.-12:30 p.m.,
4:15-5:30 p.m.
Public Hours: Daily 7-30 a.m. and 5-5:30 p.m.

Peters Mission Mission ........................................... (315) 337-2516
433 East Dominick St, Rome
Hours: Everyday 7-8 a.m., 12-1 p.m., 4:30-5:30 p.m.

Salvation Army of Utica ........................................... (315) 734-8756
14 Clinton Place, Utica
Hours: Mon-Fri 9-10 a.m., 12-1 p.m.

For food pantry information call
(315) 437-1855
or visit www.foodbankny.org

Are you...
• Sleeping in a shelter?
• Staying with a friend?
• Worried about where to go for your next meal?
• Wanting change but don’t know where to go?

Take this

Find out what is available to you in Oneida County

Summer 2014
**Housing**

Shelters, Home Assistance

Emmaus House** ........................................ (315) 797-3339
Serves women and children who have experienced domestic violence.

Evelyn’s House** ........................................ (315) 733-0256
Serves females ages 16-21 that are currently pregnant or parenting.

John Bosco House* ........................................ (315) 733-1506
Serves males ages 16-21.

New Horizons*............................................ (315) 732-7022
Serves females ages 16-21.

Rescue Mission of Utica* .............................. (315) 735-1645
Serves 15 years old and up.

Rome Rescue Mission* .................. (315) 337-2516

Housing Authority (Section 8) .............. (315) 792-0199

Support

Other Helpful Services

ACR Health ........................................... 1-800-475-2430

LGBTQ Support Group, Thursdays, 6-8 p.m.

On-Point .............................................. (315) 790-5588

College access services

Peacekeeper Program ....................... (315) 724-1718

Mental health

Legal Aid Society of Mid-New York .......... (315) 781-7000

Working Solutions ............................... Utica (315) 792-2229

Employment services Rome (315) 335-0466

Catholic Charities .................. (315) 726-2188

Underground Café ............................... (315) 780-1358

After school programming and Drop-In Center

Boys and Girls Club ......................... (315) 792-5258

After school programming and recreation center

*Indicates service/program is faith based

** Requires referral to access program

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**Information**

Referral, Case Management, Outreach

Mohawk Valley Community Action Agency ........... (315) 736-8814

Runaway and Homeless Youth Program ........... (315) 736-9000

Neighborhood Center ......................... Utica (315) 779-5900

Counseling, referrals, shelter, etc.

Rome (315) 736-2700

Onondaga County Department of Social Services

Utica Temporary Assistance ...................... (315) 797-9377

Rome Temporary Assistance ...................... (315) 338-0200

Main Street Program ....................... (315) 797-4642

Outreach and referrals

*Pregnancy and Parenting Prevention, Health, and Information*

American Pregnancy Hotline .................... 1-866-942-4665

*Care Net Pregnancy Center ................ Utica (315) 796-3435

Rome (315) 737-0242

Healthy Families of Oneida County .......... (315) 792-9038

A division of Kids Onida, Teen parenting resources

Mohawk Valley Perinatal Network .............. (315) 732-4657

New York State Growing Up Healthy ........... 1-800-527-5060

Planned Parenthood ................ Utica (315) 726-6146

Rome (315) 337-4384

**Health**

Mental, Physical and Well-Being

Alcoholics Anonymous ..................... (315) 736-6880

Beacon Center .................................. (315) 366-4100

Substance abuse treatment

Center for Family Life and Recovery

Counseling ................................ Utica (315) 733-1709

Rome (315) 336-8080

Community Health and Behavioral Services

Utica (315) 797-8569

Substance abuse treatment

Milestones ........................................ (315) 307-8900

Substance abuse treatment

Mobile Crisis Assessment Team (MCAT) ....... (315) 732-6228

Emergency mental health assistance

Narratives Anonymous ...................... (315) 722-5555

Neighborhood Center ......................... (315) 722-2790

Counseling

National Suicide Prevention Lifeline ........... 1-800-273-8255

New York State Department of Health

Assistance with signing up for health insurance/Medicaid

ACR Health .............................. 1-800-475-2430

NY Perinatal Network ......................... (315) 732-4657

Utica Community Health Center ........ Utica (315) 793-7000

Siding for medical/dental services

**Safety**

Abuse, Rape and Violence

Child Abuse Hotline ....................... 1-800-342-3720

NYS Domestic Violence 24 Hour Hotline .... 1-800-494-0113

YWCA Crisis Services 24 Hour Hotline ..... (315) 797-7740
Child Protective Services

Do You Suspect Abuse, Maltreatment, or Neglect?
Report it Now!

Call the Statewide Toll Free Telephone Number:
1-800-342-3720

If you are deaf or hard of hearing, call DD/TTY at
1-800-638-5163

Or have your Video Relay System provider call
1-800-342-3720

If you believe a child is in immediate danger,
call 911, or your local police department.

More information available online at:
http://ocfs.ny.gov/main/cps/

Llame a nuestro número de teléfono gratutito a nivel estatal: 1-800-342-3720
Si usted es sordo o tiene problemas auditivos, llame a TDD/TTY: 1-800-638-5163
O que su proveedor de Sistema de retransmisión de Video llame: 1-800-342-3720
Si usted cree que un niño está en peligro inmediato, llame al 911 o al departamento de policía local.
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8020
Courses Available at Donovan Middle School

GRADE 7
English 7 or Accelerated English 7 (by requirements)
Social Studies 7 or Accelerated Social Studies 7 (by requirements)
Math 7 or Accelerated Math 7 (by requirements)
Science 7 or Accelerated Science 7 (by requirements)
Chinese A
French A
Spanish A
Italian A
Family Consumer Science
Music
Orchestra
Choir
Band
Physical Education
ELA Lab 7
Math Lab 7
Health

GRADE 8
English 8 or English 8 Honors (by requirements)
Social Studies 8 or Accelerated Social Studies 8 (by requirements)
Math 8 or Algebra Regents (by requirements)
Science 8 or Living Environment Regents (by requirements)
Chinese B
French B
Italian B
Spanish B
Technology
Orchestra
Choir
Band
Art
Health
Physical Education
ELA Lab 8
Math Lab 8
DONOVAN MIDDLE SCHOOL
GENERAL SUPPLY LIST

All students will be asked to have the following school supplies in September. Students having trouble getting all their supplies are encouraged to see their counselor in the Fall.

◆ Loose leaf paper (3 packs)
◆ 6 one subject notebooks
◆ Blue or black pens (3 packs)
◆ Pencils (3 packs)
◆ One package of index cards
◆ One package of sticky notes
◆ Large eraser for Art
◆ Pencil Sharpener
◆ Eight 2-pocket folders (one to be used as a homework folder)
◆ Highlighters (3 packs)
◆ Protractor
◆ For Physical Education class: change of clothes including; t-shirts, shorts, sweatpants, sweatshirts, socks, and sneakers
◆ LOCK: Students will need one lock for their gym lockers. Lockers located in the hallways will now have combination locks. More details to follow.
◆ ALGEBRA STUDENTS ONLY: 1 subject notebook, pack of pencils, 4 AAA batteries

*Please refresh supplies as needed throughout the year.

This list is also available on the Donovan Middle School website

http://www.uticaschools.org/donovan
**LOCKERS**

**FIRST FLOOR – MUSIC WING**

#S 1000 – 1071

**FIRST FLOOR – STARTING BY ROOM 158 WORKING UP TOWARD ROOM 144/DISABLED STAIRCASE**

<table>
<thead>
<tr>
<th>LEFT SIDE HALLWAY</th>
<th>RIGHT SIDE HALLWAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>#S 279 – 298</td>
<td>#S 278 – 256</td>
</tr>
<tr>
<td>299 – 328</td>
<td>255 – 224</td>
</tr>
<tr>
<td>329 – 347</td>
<td>223 – 203</td>
</tr>
<tr>
<td>348 – 362</td>
<td>202 – 182</td>
</tr>
<tr>
<td>363 – 395</td>
<td>181 – 135</td>
</tr>
</tbody>
</table>

**FIRST FLOOR – STARTING BY ROOM 140 AND ENDING BY ROOM 128**

<table>
<thead>
<tr>
<th>#S 396 – 429</th>
<th>#S 134 – 94</th>
</tr>
</thead>
<tbody>
<tr>
<td>430 – 448</td>
<td>93 – 73</td>
</tr>
<tr>
<td>449 – 480</td>
<td>72 – 52</td>
</tr>
<tr>
<td>481 – 497</td>
<td>51 – 8</td>
</tr>
<tr>
<td></td>
<td>7 – 1</td>
</tr>
</tbody>
</table>

**SECOND FLOOR – STARTING BY ROOM 240 AND ENDING BY ROOM 229**

<table>
<thead>
<tr>
<th>#S 900 – 940</th>
<th>#S 658 – 612</th>
</tr>
</thead>
<tbody>
<tr>
<td>941 – 988</td>
<td>611 – 591</td>
</tr>
<tr>
<td>989 – 997</td>
<td>590 – 571</td>
</tr>
<tr>
<td></td>
<td>570 – 541</td>
</tr>
<tr>
<td></td>
<td>540 – 526</td>
</tr>
<tr>
<td></td>
<td>525 – 498</td>
</tr>
</tbody>
</table>

**SECOND FLOOR – STARTING BY ROOM SECURITY ROOM AND ENDING BY ROOM 259**

<table>
<thead>
<tr>
<th>#S 659 – 705</th>
<th>#S 899 – 870</th>
</tr>
</thead>
<tbody>
<tr>
<td>706 – 726</td>
<td>869 – 856</td>
</tr>
<tr>
<td>727 – 746</td>
<td>855 – 826</td>
</tr>
<tr>
<td>747 – 803</td>
<td></td>
</tr>
<tr>
<td>804 – 825</td>
<td></td>
</tr>
</tbody>
</table>
Follow these directions to make opening your locker easy!

1. Spin the dial to the right several times to clear the lock. Once you have done this several spin once more to the right and stop on your first number.

2. Turn the dial to the left 2 times to your next number.

3. Turn right to the 3rd number. Don’t spin too fast. This is usually a short turn.

4. Then pull down on the lock (or push up the knob on the locker).
Dear Parent or Guardian,

Great news! We are offering an exciting option to help make your life easier. **mySchoolBucks.com**® is an on-line system that will allow you to make deposits into your student’s school meal accounts.

**mySchoolBucks offers...**

- **Safety.** Virtually eliminates worries about your child carrying money to school.
- **Convenience.** Make payments when it’s convenient for you, 24 hours a day, 7 days a week!
- **Control.**
  - Receive low balance email reminders (set your own limits!)
  - Monitor your student’s account balances online.
  - View your student’s cafeteria purchases.
- **Efficiency.** Make your payments for all your children in one easy step, even if they attend different schools in the district.
- **Flexibility**
  - Make payments using your VISA, Master Card, Discover credit/debit cards or electronic check.
  - Option to have payments made automatically each month.
  - Deposit confirmations sent directly to your email account.

Money deposited into **mySchoolBucks.com** will usually arrive at the school by the next morning. You can set your low balance settings to remind you when it’s time to add more money, or set up recurring payments so the system will automatically add money to the account when your balance reaches the threshold you set.

**Getting started is easy!** Visit [www.mySchoolBucks.com](http://www.mySchoolBucks.com) and click the “REGISTER FOR A FREE ACCOUNT” button to create an account. A confirmation email will be sent to the address you provide. Simply follow the link included in that email and your registration will be complete. Once you log in, you can add all your students by entering each student’s school, their name and student ID number.

**mySchoolBucks.com** allows you to check balances, review transaction history, and receive low balance alerts from the comfort of your home for no charge. **A convenience fee may apply for payments to your student account(s).** You will have the opportunity to review any fees (and cancel, if you choose) before you are charged.

If you have any questions, you can email support@myschoolbucks.com or call 1-855-832-5226

Thank you,
The mySchoolBucks® Team
Dear Parent/Guardian:

All students benefit from enhanced communication between parents and school. The Utica City School District has been providing a Parent Portal, which will allow you access to your child's school information 24/7 through the internet. This will include your child's marking period grades, schedule, attendance, and demographic information.

The information that will be provided to you is stored in our Schooltool database, which is maintained by the District with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES.

If you would like to participate in the Parent Portal, you must completely fill out the Schooltool Parent Portal Access Request Form and bring it to your child's school with one form of picture identification. If you have already filled out this form in the past, you do not have to fill out another one unless you are adding a child/children.

If any contact information has changed, such as last names, phone numbers, e-mail addresses and guardianship, all information has to be confirmed with your child's school before this form can be submitted.

In order to participate in the Parent Portal, you must have a valid e-mail address, and verification of your child's identification (which includes date of birth - mm/dd/year). Without this accurate information, the district cannot activate your account. Once the submitted form is verified, you will receive an e-mail with directions on how to set up your account and use the Parent Portal features.

Thank you for helping us improve communication between you and the Utica City School District.

Sincerely,

Bruce J. Karam
Superintendent of Schools

We are an Equal Opportunity Employer which fully and actively supports equal access for all regardless of Race, Color, Weight, National Origin, Ethnic Group, Religion, Religious Practice, Disability, Sexual Orientation, Gender, Age, Veteran Status, or Genetic Information.
Before parents can log into schooltool Parent Portal, the following criteria is needed:

- Valid email address
- Parent Portal Consent Form signed and returned to the school district
- Internet Access
- Access to email, where the initial password email will be sent

Once parents have returned the Parent Portal Consent Form to the school district, they will receive notification in their email, that their account has been created with a generic password to log in with from schooltool.

**Step 1:**

The parent logs into his/her email account. He/She will see an email from schooltool in the inbox.

![Mailbox](image)

*From:* SchoolTool Account <SchoolTool@SchoolTool.com>

*Subject:* schooltool Account Creation Notice

*Date:* 5/20/2011 1:50

**Step 2:**

The parent will click on the email and open it. There will be a message containing how to log into schooltool in the body of the email. This message should contain the schooltool url, and the password to log in with.

**Step 3:**

From the schooltool login page, the parent will type in his/her user name, which is their entire email address. For Example: testparent@yahoo.com. Then, he/she will type in the password that was in the email. For Example: P&T%#%. Then click on "Login".

![Login Page](image)
Step 4: The parent is then encouraged to click on the “Account” tab to change the password to a password he/she will remember. Once a new password is entered, the parent will use the new generated password each time he/she logs in.

Step 5: The parent will then click on the blue Students tab to get back to the Home Screen.

Step 6: From the Home Screen, the parent can click on the child’s record that he/she wants to view by clicking on the blue triangle.
Step 7: Once the parent clicks on the blue triangle, the child's Personal Information screen will display. From this screen, the parent can click on any of the tabs listed to view his/her child's educational records.

<table>
<thead>
<tr>
<th>Example, Student 1 HS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First: Student 1 HS</td>
</tr>
<tr>
<td>Middle: Example</td>
</tr>
<tr>
<td>Last: Male</td>
</tr>
<tr>
<td>Gender:DOB:</td>
</tr>
<tr>
<td>1/22/1993 (18 yr 3 mo)</td>
</tr>
<tr>
<td>1st Language:English</td>
</tr>
<tr>
<td>Grade: 11</td>
</tr>
<tr>
<td>Homeroon: 415</td>
</tr>
<tr>
<td>Counselor: Frierson, Marceline</td>
</tr>
<tr>
<td>Type: 0011-Regular School Year Enrollment</td>
</tr>
<tr>
<td>Building: Senior High High School</td>
</tr>
</tbody>
</table>

*Please note: Not every tab will display on the Personal Information screen. Each district customizes what is shown.

Step 8: Once the parent has finished reviewing the record and wants to log out of schooltool, or view another record, click on the green done arrow in the top right corner of the Personal Information screen to return to the Home screen.

<table>
<thead>
<tr>
<th>Example, Student 1 HS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First: Student 1 HS</td>
</tr>
<tr>
<td>Middle: Example</td>
</tr>
<tr>
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<tr>
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<td>Type: 0011-Regular School Year Enrollment</td>
</tr>
<tr>
<td>Building: Senior High High School</td>
</tr>
</tbody>
</table>

Step 9: To log out, click on the Logout tab in the top right corner of the screen.

*If the parent forgets his/her password, he/she can click on the blue hyperlink “New User” or “Forgot Password” and a new window will prompt for the parent to re-type in his/her user name (entire email address) and click on submit.
Enter your Username to receive your password by email.

Username: testparent@yahoo.com
Submit

A password will then be generated through schooltool and sent to the parent in his/her email. The parent will open the email and begin the process of logging in again.

Please note: If the parent continues to have difficulty logging in with the new password sent via email, the parent will need to contact the Parent Portal Account Manager at the school district. Email the Parent Portal Account Manager at parentportal@uticaschools.org.

*If the parent types in the wrong password five (5) times consecutively, he/she will receive a message in red "Your account has been locked". The parent will need to contact the Parent Portal Account Manager at the school district to either unlock the account (if the parent knows his/her password but just typed it in wrong) or request another password. Email the Parent Portal Account Manager at parentportal@uticaschools.org.
Utica City School District
School Tool Parent Portal Access
Request Form

Directions: Please fill out both pages, sign and return to your child’s school:

ALL CHANGES MUST BE MADE AT YOUR CHILD’S SCHOOL
Verification changes;
Guardianship: address; email; phone number; name changes (for both children and parents)

After this form if verified, you will receive an email verification with directions on how to setup your account. Please make sure all information is accurate and all sections are filled out so your request can be processed. Thank you.

(Please print)

Parent or Guardian Name: ____________________________________________
Address: __________________________________________________________
Home Phone: ________________________________________________________

Email Address: (REQUIRED)

I am a parent, guardian, or person in parental relation, of the student(s) in the Utica City School District listed below. (Note: If there are more than five students please use a second form)

<table>
<thead>
<tr>
<th>Student First Name</th>
<th>Student Last Name</th>
<th>Address Where Student Resides</th>
<th>Student’s School</th>
<th>Date Of Birth MM/DD/YY</th>
<th>Is this a child being added to an existing Parent Portal Account?</th>
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PRINCIPALS VERIFICATION SIGNATURE - (Required for Processing) 

Utica City School District Request for Permission to Access School Tool Parent Portal Form Page 1
I request that the District provide me with a login password that will allow me to access information about my student’s school performance, which could include classes, teacher names, attendance, grades, discipline, and other information housed in the District’s Student Management Database. I understand that this information is stored in a database called School Tool, which is maintained by the District with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES. In return for the District providing me with a login password, I agree to the following Terms of Network Access:

**Please initial each item to acknowledge it, and sign.**

_____ I will maintain a valid e-mail address that the District may use to send me the login password and other pertinent information concerning School Tool or my child. My present e-mail address for this purpose is listed on the first page of this form.

_____ I will only attempt to view information about the student(s) listed on the first page of this form. I will not attempt to “hack,” manipulate, or otherwise try to evade the security measures to access information regarding any other person.

_____ I will not intentionally transfer to the School Tool system any virus, Trojan horse, or other malicious computer code.

_____ If granted the ability to enter data into my child’s record, I will only enter accurate information.

_____ I understand that the District’s use of the School Tool network is supported by technical assistance from the Mohawk Regional Information Center, Mindex Inc., and possibly other consultants and organizations.

_____ I understand that all information stored in the School Tool database remains the property of the District, and may be accessed, examined, or modified by the District or its vendors at any time.

_____ I understand that the School Tool network may record and retain information about when and how I use School Tool through the Parent Portal, and that this information is the property of the District and subject to review by the District.

_____ I agree that I will not disclose my login password to any other person, not even other people in my family or household. I accept responsibility for all actions that are performed by anyone gaining access to the School Tool database using the login password assigned to me.

_____ I understand that the District retains the discretion to block my access to School Tool whenever it has reasonable suspicion to believe that I have violated one of the foregoing Terms of accessing school tool and other Network resources.

**Parent/Guardian/Person in Parental Relation**

(Print Full Name) ___________________________ Date: __________________

(Sign Full Name) ___________________________