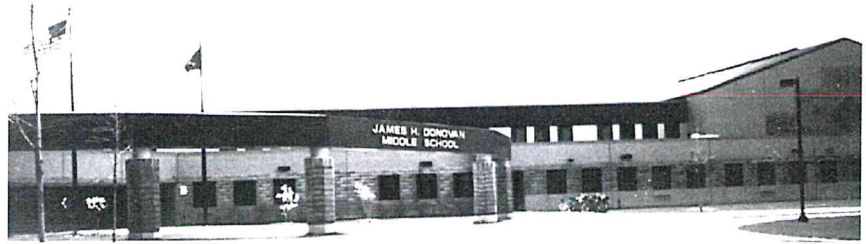


Donovan Middle School
1701 Noyes Street
Utica, New York 13502

Ann Marie Palladino, Principal
315-368-6542
apalladino@uticaschools.org



August 19, 2022

Donovan Families and Students: This letter is to inform you that the first day of school will be **Tuesday, September 6, 2022**. Please visit the school website at www.uticaschools.org/donovan to learn more about our school. There are many useful resources including a Student Handbook. Students will receive a Student Handbook during assemblies in September.



Student Arrival and Dismissal

ARRIVAL

Bus students will arrive in the bus loop. Security will board the bus and release the students eating breakfast. These students will enter the building through the gymnasium entrance. Students not eating breakfast will remain on the bus and enter through the main doors at 7:42 am.

Car riders and walkers should arrive no sooner than 7:30 am and follow the signs and security directions for drop off. Students will report to the cafeteria if they are eating breakfast or the auditorium if they are not eating breakfast.

DISMISSAL

Dismissal is staggered. Bus students will be called first.

Once busses are loaded and off school property, walkers and car riders will be released.

Cars may pull into the bus loop to pick up their child after the busses leave school property. However, cars should not arrive before 2:30 pm. If you arrive earlier, you will need to park in the parking lot.

Instruction and Attendance:

Students are expected to attend and participate in school on a daily basis to receive rigorous standard-based instruction by their assigned teachers. More information regarding curriculum will be available during Open House on September 28 from 6:00-7:00 PM. If your child will be absent from school, please call 315-368-6547 to report your child's absences. In the event your child develops a pattern of absences leading to chronic absenteeism, the Attendance Teacher will contact you regarding supports available and/or develop an action plan for improvement. Attendance is essential to the learning process. Steps have been put in place to prevent students from being identified as chronically absent such as daily phone notifications when students are absent without an excuse, letters documenting days absent, phone calls from the Attendance Office and, if need be, involvement of the Attendance Teacher to offer supports. See attached attendance letter, review, sign and have your child bring it to the main office the first day of school. If you wish to sign your child out of school, you must come to the front entrance and ring the bell. Security will assist you at that point. No students will be allowed to sign out after 2:00 PM as school ends at 2:19 PM.

Communication:

It is extremely important for all parents and guardians to remain in close contact with the school throughout the year. If your phone number or address changes, it is crucial that you communicate the changes with the school. Student Contact Information Sheets were mailed home last month for your review. Please call 315-368-6545 to make updates to contact information. Address changes cannot be made without proper documentation. We will reach out to you with on-going updates and information related to school expectations and procedures.

Breakfast and Lunch:

Upon arrival, bus students will be allowed off their bus only if they are eating breakfast. Otherwise, students remain on the bus until they are released. Car riders and walkers may enter through the gym entrance at 7:30 am to eat breakfast. Students will report to the cafeteria during their scheduled lunch period.

Board of Education Cell Phone and Electronic Devices Policy:

E. Unauthorized use of Communication/Digital Devices and other Electronic Devices are prohibited.

Examples of electronic devices include, but are not limited to:

- | | |
|---------------------------|---|
| 1. Cell phones; | 7. Video devices/camcorders; |
| 2. Camera phones; | 8. Smart watches; |
| 3. Laser pointers, etc.; | 9. Headphones, earbuds, or other listening devices; |
| 4. iPods, iPads, Tablets; | 10. Vaporizers; |
| 5. Video games; | 11. E-Cigarettes; |
| 6. Digital cameras; | |

Unauthorized use of any of the above items is a violation of the Code and will subject the student to disciplinary action.

Communication/Digital Device - Usage is prohibited to maintain a safe and positive school learning environment, unless authorized by a teacher for instructional purposes (limited to that class period).

- Communication/Digital Device possession at school is discouraged; however if brought, must be kept with the power off.

Any Unauthorized Use of Communication/Digital Devices will result in the following actions:

- Communication/Digital Device will be confiscated without debate or further incident, i.e., insubordination, etc.
- Said item(s) must be forwarded to the appropriate administrator. Parents/guardians will be notified and may be required to pick up confiscated item(s).
- *Violations will be recorded in SchoolTool *Discipline History Report*.

Immunizations, Medication and Physicals:

See attached memo regarding immunizations and medical documentation. Students must have the required immunizations to attend school. If your child does not have the required immunizations by September 23, they will be excluded from attending school until proof of proper immunizations is provided to the school nurse. Contact your physician or the Oneida County Health Department to insure your child is up to date on immunizations or make an appointment to obtain proper immunizations for your child. Donovan Middle School has an on-site Health Center that can assist you. If you have any questions regarding the Health Center, please call 315-368-6593 to inquire about their services. The Health Center is open over the summer. The school nurse returns August 31 and can be contacted at 315-368-6552. Any students that require medication administered throughout the school day must call the school nurse to set up a time to deliver the medications to school and discuss your child's medical needs. Students who want to try out for sports during the school year must have a current physical on record with the school nurse. The physical should not be more than one year old. The Health Center can also assist with physicals.

Board of Education Dress Code Policy:

IV. Student Dress Code

- A.** All students are expected to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress, appearance, and cleanliness. 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.
- B.** Each building principal or the principal's designee shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.
- C.** A student's dress, grooming and appearance shall conform to the following:
1. Be safe, appropriate, and not disrupt or interfere with the educational process. Therefore, footwear is to be worn at all times. Any footwear that is a safety hazard (slippers, flip-flops, and the like) should not be worn. Also, under garments are to be covered completely by outer clothing.
- D.** Students should not wear:
1. Extremely brief garments, such as tube tops, net-tops, halter tops, see-through garments, or garments which have spaghetti straps or plunging necklines (front or back);
 2. Skirts or dresses with high slits;
 3. Skirts, dresses, or shorts that are too short (hemlines should be no higher than mid-thigh);
 4. Or display, hats, caps, bandanas, or any other head covering (including hoods), except for a proven medical or religious purpose;
 5. Or display clothing or items that are gang related or that indicate gang involvement;
 6. Or display clothing or items that are vulgar, obscene, libelous, or that denigrate others based on a person's actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, sexual identity, gender, or sex, or displays, promotes or references illegal substance(s) as defined in Section II.M;
 7. Or display clothing or items that display violence, including but not limited to guns, knives, stars.
- E.** 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 refuses to do so shall 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 discipline, up to and including out of school suspension.

OTHER IMPORTANT ITEMS

- ⓓ Students will have access to hallway lockers. The school will provide a lock. No other locks may be used. See attached schedule to locate locker number and combination. TIP: Take a picture of your child's schedule before they bring it to school.

- ① Numerous staff members will be posted throughout the school to assist students in finding their classrooms. We are well aware that this is the first time many students will enter Donovan Middle School and we are well-prepared to assist your child in finding their way.
- ① A copy of your child's schedule is included in this mailing. Please be sure your child brings the schedule with them to school so we can quickly assist students in finding their Period 1 class. If your child forgets their schedule, they will report to the cafeteria to obtain a new schedule. TIP: Make a copy of your child's schedule and hang it on your refrigerator.
- ① Please visit our website at www.uticaschools.org/donovan for current information, monthly calendars and announcements.
- ① **ENCLOSED:** Donovan September Calendar, Revised Utica City School District Calendar, Attendance Letter, Helpline Phone List, Open House Invitation, and Student Schedule.

Most importantly, we are all excited to welcome your child to Senator James H. Donovan Middle School.

Thank you for your anticipated cooperation and support during the rollout of our 2022-2023 school year. Please contact my office at 315-368-6541 or appropriate staff listed on the Helpline Phone List with any questions and concerns.

Sincerely,

Ann Marie Palladino
(Principal)






DMS September 2022

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, kind, and a safe environment in collaboration with parents.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 NO SCHOOL: Labor Day	6 (1) <i>First day of school for students!</i>	7 (2)	8 (1)	9 (2)	10
11	12 (1)	13 (2)	14 (1)	15 (2) <i>Grade 7 Assembly 2nd Period</i>	16 (1) <i>Grade 8 Assembly 2nd period</i>	17
18	19 (2)	20 (1)	21 (2)	22 (1)	23 (2)	24
25	26 (1)	27 (2)	28 (1) Open House 6-7 PM	29 (2)	30 (1)	

**UTICA CITY SCHOOL DISTRICT
2022-2023 School Calendar**

JULY 2022						
S	M	T	W	TH	F	S
					1*	2
3	4	5	6	7	8	9
10	11	12	13	14	15*	16
17	18	19	20	21	22	23
24	25	26	27	28	29*	30
31						
OCTOBER 2022						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7*	8
9	10	11	12	13	14	15
16	17	18	19	20	21*	22
23	24	25	26	27	28	29
30	31					
JANUARY 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27*	28
29	30	31				
APRIL 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7*	8
9	10	11	12	13	14	15
16	17	18	19	20	21*	22
23	24	25	26	27	28	29
30						

AUGUST 2022						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12*	13
14	15	16	17	18	19	20
21	22	23	24	25	26*	27
28	29	30	(31)			
NOVEMBER 2022						
S	M	T	W	TH	F	S
		1	2	3	4*	5
6	7	(8)	9	10	11	12
13	14	15	16	17	18*	19
20	21	22	23	24	25	26
27	28	29	30			
FEBRUARY 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24*	25
26	27	28				
MAY 2023						
S	M	T	W	TH	F	S
	1	2	3	4	5*	6
7	8	9	10	11	12	13
14	15	(16)	17	18	19*	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	TH	F	S
				(1)	2	3
4	5	6	7	8	9*	10
11	12	13	14	15	16	17
18	19	20	21	22	23*	24
25	26	27	28	29	30	
DECEMBER 2022						
S	M	T	W	TH	F	S
				1	2*	3
4	5	6	7	8	9	10
11	12	13	14	15	16*	17
18	19	20	21	22	23	24
25	26	27	28	29	30*	31
MARCH 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24*	25
26	27	28	29	30	31	
JUNE 2023						
S	M	T	W	TH	F	S
				1	2*	3
4	5	6	7	8	9	10
11	12	13	14	15	16*	17
18	19	20	21	22	23	24
25	26	27	28	29	30*	

12 MONTH EMPLOYEE		SCHOOL RECESS DAYS		SPECIAL DAYS	
July 4	Independence Day	Sept. 5	Labor Day	Aug. 31	Superintendent's Conference Day
Sept. 5	Labor Day	Oct. 10	Columbus Day	Sept. 1	Superintendent's Conference Day
Oct. 10	Columbus Day	Nov. 11	Veterans' Day	Sept. 6	First Day of School for Students
Nov. 11	Veterans' Day	Nov. 23-25	Thanksgiving Recess	Nov. 8	Superintendent's Conference Day
Nov. 23-25	Thanksgiving Recess	Dec. 23-Jan. 2	Winter Recess	Jan. 24-27	Regents Exams
Dec. 23,26; Jan. 2	Christmas Recess	Jan. 16	M.L. King, Jr. Day	Jan. 30	Second Semester Begins
Jan. 16	M.L. King, Jr. Day	Feb. 20-24	Mid-Winter Recess	May 16	Superintendent's Conference Day
Feb. 20	Presidents' Day	April 7-14	Spring Recess	June 14-16	Regents Exams
April 7	Good Friday	May 29	Memorial Day	June 20-23	Regents Exams
May 29	Memorial Day	June 19	Juneteenth	June 23	Regents Rating Day
June 19	Juneteenth			June 23	Last Day for All Students
				June 23	High School Graduation

REPORT CARD PERIOD ENDS	INSERVICE ½ DAYS Elementary K-6	STUDENT ATTENDANCE			
November 11	June 8 Rating Day	September 19			February 15
January 27	June 14 Rating Day	October 20			March 23
April 7		November 17			April 14
June 23		December 16			May 21
		January 20			June 16
		Total Student Days	181		

LEGEND: * Pay Days Regents Exams (Supt. Conf. Days) 15 Minute Early Release

School Recess

½ Day In-service

Regents' Rating Day

APPROVED BY THE BOARD OF EDUCATION AT THE REGULAR MEETING ON MARCH 22, 2022

SCHOOL CALENDAR DIGEST: 2022-2023

Provision for School Closing Due to Weather Related Conditions or Other Emergency Situations

The following will apply relative to the administration of the school calendar to ensure that school closings do not cause the number of days in session to drop below the number required by law.

Contingent School Closing Day:

If 0 inclement weather days are used, **May 12, 19, 26, and June 2** will become recess days.

If 1 inclement weather day is used, **May 12, 19, and May 26** will become recess days.

If 2 inclement weather days are used, **May 12, and May 26** become recess days.

If 3 inclement weather days are used, **May 26** will become recess days.

If 4 inclement weather days are used, there will be **no** recess days on **May 12, May 19, May 26, and June 2**.

If an emergency situation forces the Utica City School District's schools to close for more than four (4) days, school will be in session beginning April **7, 10, 11, and 12** each day beyond four (4) and in that order.

All staff members are cautioned **NOT** to commit to any irrevocable plans for the Spring (**April 7-14**) Recess or any other recess days in the event that any or all of these days will be required to make up for lost student days due to emergency closings.

If an emergency situation forces schools to close more than ten (10) days, the district, in consultation with various bargaining units, will make adjustments necessary to conform to state law.

Summary: Maximum Number of Days Available for Emergency School Closings.

Minimum Required per School Year by Statute Including Conference Days.....	180
Scheduled Student Days.....	181
Add: Days Teachers are in Attendance for Staff conference days as authorized by the Commissioner of Education.....	4
Total Days School is in Session Including Staff Conference Days.....	185
Days Available for Emergency School Closings.....	4

In the event an inclement weather recess day falls on a pay day, payroll checks may be picked up by employees at the

Donovan Helpline Phone List 2022-2023



AIS Coordinators: (Academic Intervention Services and Supports)	Mr. and Mrs. Fagan	315-368-6583	rfagan@uticaschools.org pfagan@uticaschools.org
Assistant Principals (Student Services)	Mr. Timpano (Last Names A-L) Mrs. Guerrero (Last Names M-Z)	315-368-6555 315-368-6544	dfimpano@uticaschools.org rguerrero@uticaschools.org
Attendance Department (Attendance, sign in late, sign out early)	Mrs. Priore	315-368-6547	dpriore@uticaschools.org
Attendance Teacher (Excessive Absences)	Mrs. Kristoff	315-368-6598	hkristoff@uticaschools.org
Guidance Counselors (Student Services)	Ms. Racioppa (Last Names A-L) Mr. Mullen (Last Names M-Z/Young Scholars)	315-368-6553 315-368-6554	jracioppa@uticaschools.org mmullen@uticaschools.org
IRT (In Home and School Support)	Ms. Dibble	315-368-6571	adibble@uticaschools.org
Main Office (General Information)	Mrs. Polinski	315-368-6541	cpolinski@uticaschools.org
Nurse (Medications, Medical Concerns, Physicals)	Ms. Garcia	315-368-6552	ngarcia@uticaschools.org
Principal (General Questions, Concerns)	Miss Palladino	315-368-6541	apalladino@uticaschools.org
Psychologist (Testing)	Mr. Brigano	315-368-6546	mbrigano@uticaschools.org
School-Based Health Center (Free medical care and immunizations)	Ms. Allen	315-368-6593	Linda.Allen@UFHCinc.org
Secretary (Transfers, Registrations, Bussing, Information Changes)	Miss Giglio	315-368-6545	jgiglio@uticaschools.org
Social Worker (Counseling)	Ms. Peters	315-368-6594	tpeters@uticaschools.org
Technology Help (Chromebooks, Google Classroom, Internet)	Mr. Miljkovic	315-368-6586	hmiljkovic@uticaschools.org



DONOVAN MIDDLE SCHOOL

PRESENTS



OPEN HOUSE

TEACHERS MEET AND GREET | CONCERT IN THE
COMMONS | SELF-GUIDED TOURS



28 September
6-7 pm



Welcoming Special Guests:



**DOWNBEAT
PERCUSSION**



Sponsored by the Michael Woolheater Music in Schools Fund



1701 Noyes St. Utica, NY 13502 (315) 792-2006

DONOVAN MIDDLE SCHOOL

Holly Kristoff
1701 Noyes Street
Utica, NY 13502-3895
August 1, 2022

Dear Parent/Guardian,

Enclosed is a copy of the School Attendance Action Plan for you and your child to review, sign, and date. Please return the signed form to the main office at Donovan Middle School. Please contact me at 315-368-6598 if you have any additional questions or concerns.

The staff at Donovan Middle School is looking forward to this school year. We realize that as the school year unfolds, there may be individual challenges that arise. Please feel free to contact me or your child's Guidance Counselor if you feel your child might be struggling with attending school and we can work with you to develop a plan to help. The following resources are available to assist with attendance issues, depending on your situation:

- Initial Response Team (SAFE Schools)
- Empowered Pathways
- Health Homes
- Preventative Services
- Private Counseling

Sincerely,

Holly Kristoff
Attendance Teacher



Donovan Middle School
1701 Noyes St
Utica, NY 13502
Fax: 315-792-2077

PHONE (315) 368-6598
HOLLY KRISTOFF: Attendance Teacher
EMAIL hkristoff@uticaschools.org
WEB SITE www.uticaschools.org/donovan



Donovan Middle School

School Attendance Action Plan

Regular and punctual attendance is essential to the educational process. Classroom learning experiences are the basis of the Public School Education. Time lost from class is lost instructional opportunity.

Examples of EXCUSED Absences:

- ✓ Absences resulting from Quarantine or Isolation due to Covid-19.
 - If your child or immediate family member has tested positive for Covid-19, please contact the school nurse at 315-368-6552.
 - If your child is experiencing symptoms of Covid-19, please contact the school in order to follow the current protocol regarding testing and excused absence from school.
- ✓ Student illness (Non-Covid-19 illness)
 - Medical documentation is required for all medical appointments including physicians, dentists, and counseling as well as any extended absence periods due to illness, surgery, or recovery periods.
- ✓ Family emergencies
- ✓ Court appearances
- ✓ Religious holidays
- ✓ Bereavement

REQUIRED: A note and/or phone call to the school is required for all excused absences.

Examples of UNEXCUSED Absences:

- ✓ Truancy
- ✓ Oversleeping
- ✓ Missed bus
 - If there is a busing issue, please contact the attendance teacher, Holly Kristoff, at 315-368-6598. Please contact the school if you feel that the bus issue is not resolved and there continues to be a negative impact on your child's attendance.
- ✓ Family vacations

EXPECTATIONS: School attendance will be monitored, and actions will be taken to respond to chronic absenteeism by the Utica City School District.

Attendance Teachers will:

- ✓ Meet with students
- ✓ Conduct attendance awareness workshops
- ✓ Complete parent meetings
- ✓ Complete home visits
- ✓ Make appropriate referrals to School and Community agencies in an effort to support educational success of all students.

Students are expected to:

- ✓ Attend school in person every day. Student's are expected to attend every class.
- ✓ Arrive prepared and ready to learn
- ✓ Place signed medical notes or excuses from guardians in the drop box at the school.
 - These may be dropped off to Mrs. Priore, the attendance clerk in Room 104 or to Mrs. Kristoff. The attendance teacher in Room 134A.

Guardians are expected to:

- ✓ Promote a positive school attendance initiative at home.
- ✓ Ensure that medical notes or other documentation supporting EXCUSED absence are obtained and submitted to the school.
 - Excuses can be dropped off by the student to the attendance teacher or attendance clerk. Excuses may also be emailed to the attendance clerk, dpriore@uticaschools.org or faxed to the attention of Deb Priore at fax # 315-792-2077.
- ✓ To accept and uphold the consequences, as outlined in the student handbook, from the school if the Student violates the attendance policy.

Important to know:

Initial Response Team (IRT) referrals are available to assist students and their families.

Community Agency referrals are available for additional supports to students and their families.

When a Student fails to meet expectations, the attendance teacher will make contact with the Student and the Guardian to make them aware that further chronic absenteeism **COULD** lead to the involvement of Child Protective Services (CPS), In-School Probation, or the submission of Pre-PINs and PINs. The attendance teacher will attempt to involve IRT or other community support agencies as needed in an effort to prevent the involvement of CPS, In-School Probations, Pre-PINS or PINS.

By signing below, you understand that the attendance teacher is clarifying expectations, and attempting to provide support before the Student is considered chronically absent.

PLEASE DETACH and return to the Main Office at Donovan.

I have read the Student Action Plan with my child and understand that I can contact the attendance teacher with any questions or concerns.

Student: _____ Date: _____

Guardian: _____ Date: _____

Attendance Teacher

Holly Kristoff: 315-368-6598

Donovan Middle School: Room 134A

To report your child's absence, please call Deb Priore, Attendance Clerk, at 315-368-6547.