

Welcome to Donovan Middle School

2023-2024

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

UTICA CITY SCHOOL DISTRICT CALENDAR

AMENDED

2023-2024 UTICA CITY SCHOOL DISTRICT SCHOOL CALENDAR

AMENDED

JULY 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					
OCTOBER 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				
JANUARY 2024						
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 2024						
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 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		
NOVEMBER 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		
FEBRUARY 2024						
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		
MAY 2024						
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 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
DECEMBER 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						
MARCH 2024						
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 2024						
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. 4	Labor Day	Sept. 5	Superintendent's Conference Day
Sept. 4	Labor Day	Oct. 9	Columbus Day	Sept. 6	Superintendent's Conference Day
Oct. 9	Columbus Day	Nov. 10	Veterans' Day	Sept. 7	First Day of School for Students
Nov. 10	Veterans' Day (Observed)	Nov. 22-24	Thanksgiving Recess	Nov. 7	Superintendent's Conference Day
Nov. 22-24	Thanksgiving Recess	Dec. 22-Jan. 1	Winter Recess	Jan. 23-26	Regents Exams
Dec. 22, 25; Jan. 1	Christmas Recess	Jan. 15	M. L. King, Jr. Day	Jan. 29	Second Semester Begins
Jan. 15	M. L. King, Jr. Day	Feb. 19-23	Mid-Winter Recess	May 21	Superintendent's Conference Day/Budget Vote
Feb. 19	Presidents' Day	March 29	Good Friday	June 4, 14, 18, 20-26	Regent Exams
March 29	Good Friday	April 10	Eid al-Fitr	June 17, 26	Regents Rating Day
May 27	Memorial Day	April 22-26	Spring Recess	June 26	Last Day for All Student
June 19	Juneteenth	May 27	Memorial Day	June 27	Last Day for Teachers
		June 19	Juneteenth	June 28	High School Graduation

REPORT CARD PERIOD ENDS	INSERVICE ½ DAYS Elementary K-6	STUDENT ATTENDANCE			
November 9	June 13 Rating Day		September 17		February 16
January 26	June 18 Rating Day		October 21		March 20
April 5			November 17		April 16
June 26			December 15		May 21
			January 21		June 17
		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: JULY 25, 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, April 19, May 17, 24, 28, and June 7 will become recess days.

If 1 inclement weather day is used April 19, May 17, 24, and 28 will become recess days.

If 2 inclement weather days are used, April 19, May 17 and 24 will become recess days.

If 3 inclement weather days are used, April 19 and May 17 will become recess days.

If 4 inclement weather days are used, April 19 will become a recess day.

If 5 inclement weather days are used, there will be no recess days April 19, May 17, 24, 28, and June 7.

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 22, 23, 24, and 25 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 22-26) 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.....	186
Days Available for Emergency School Closings.....	5

In the event an inclement weather recess day falls on a pay day, payroll checks may be picked up by employees at the Administration Building, 929 York Street, between the hours of 11:00 a.m. – 1:00 p.m.

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Administrative Team

Miss Palladino
Principal
DASA and COVID Coordinator
315-368-6541
apalladino@uticaschools.org

Mrs. Guerrero
Assistant Principal
315-368-6543
rguerrero@uticaschools.org

Ms. Pecheone
Assistant Principal
315-368-6555
dpecheone@uticaschools.org

Meet Principal Palladino 2023-2024

The Basics



Hi. My name is Miss Palladino. This is my 32th year in the Utica City School District. I have taught in the district for 13 years (Watson Williams, Columbus and Donovan: Grades 3, 4, 5 and 6). I have been at DMS for 17 years-Teacher, Administrative Intern, Assistant Principal and now your Principal.



My Family

I grew up in Utica and attended Utica Schools. I graduated from UFA better know as USA my senior year when the three high schools consolidated. I have one son, Drew, who graduated from Proctor High School a few years ago. I have one dog, Max, a Puggle.

Contact Me

Email: apalladino@uticaschools.org
School Phone Number: (315) 368-6541
Website: www.uticaschools.org/donovan

Favorite Quote

*"I've failed over and over and over again in my life and that is why I succeed.
Talent wins games, but teamwork and intelligence win championships.
I can accept failure, everyone fails at something, but I can't accept not trying.
Some people want it to happen, some wish it would happen, others make it happen.
One day, you might look up and see me playing the game at 50. Don't laugh. Never say never, because limits, like fears, are often just an illusion.
You have to expect things of yourself before you can do them.
There is no 'i' in team but there is in win.
Just play. Have fun. Enjoy the game.
I've always believed that if you put in the work, the results will come."*

-MICHAEL JORDAN



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 this 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 for all students in a respectful, responsible, kind and safe environment in collaboration with families.

GOALS

Increase student achievement on state assessments and i-Ready Math and Reading levels.

Decrease chronic absenteeism.

Decrease out-of-school suspensions.

Donovan Support Staff & Faculty Telephone List

Main Office (Principal)	<i>Miss Palladino</i>	315-368-6541	apalladino@uticaschools.org
Guidance Counselor	<i>Erin Scalise</i>	315-368-6584	escalise@uticaschools.org
Assistant Principal	<i>Ms. Pecheone (A-L)</i>	315-368-6555	dpecheone@uticaschools.org
Guidance Counselor	<i>Mrs. Racioppa (A-L)</i>	315-368-6553	jracioppa@uticaschools.org
Assistant Principal	<i>Mrs. Guerrero (M-Z)</i>	315-368-6544	rguerrero@uticaschools.org
Guidance Counselor	<i>Mr. Mullen (M-Z)</i>	315-368-6554	mmullen@uticaschools.org
Attendance Clerk	<i>Mrs. Priore</i>	315-368-6547	dpriore@uticaschools.org
Attendance Teacher	<i>Mrs. Kristoff (A-L)</i>	315-368-6598	hkristoff@uticaschools.org
Attendance Teacher	<i>Ms. Lupi</i>	315-368-6571	clupi@uticaschools.org
Social Worker	<i>Mrs. Peters</i>	315-368-6594	tpeters@uticaschools.org
Social Worker	<i>Ms. Maldonado-Jardieu</i>	315-368-6596	mmaldonado@uticaschools.org
Psychologist	<i>Mr. Brigano</i>	315-368-6546	mbrigano@uticaschools.org
Nurse	<i>Ms. Palmer</i>	315-368-6552	lpalmer@uticaschools.org
School Based Health Clinic	<i>Ms. Allen</i>	315-368-6593	Linda.Allen@UFHCinc.org
 AIS Coordinator: ELA	<i>Mr. Fagan</i>	315-368-6583	rfagan@uticaschools.org
Probation	<i>Ms. Colon</i>	315-368-4383	dcolon@uticaschools.org
Safe Schools	<i>Mr. Brandon Fiorenza (A-L) Ms. Pho Mu Sid (M-Z)</i>	315-368-4382	bfiorenza@uticaschools.org psid@uticaschools.org

Durham Bus Garage
(315) 758-1648

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. Please reference the school website that has the most current important information listed. www.uticaschools.org/donovan

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 WINDOW 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. Students cannot be signed out after 2:00 PM unless there is an emergency. This process has been put in place to avoid complications with bus arrival during dismissal.

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

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 dpriore@uticaschools.org or faxed to 315-737-2046.

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 (315) 368-6547.

UTICA CITY SCHOOL DISTRICT

SUMMARY – CODE OF CONDUCT

NOTE THAT A COMPLETE COPY OF THE CODE OF CONDUCT IS AVAILABLE FROM THE SCHOOL, FROM CENTRAL ADMINISTRATIVE OFFICE, OR ON THE DISTRICT WEBSITE

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.

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.

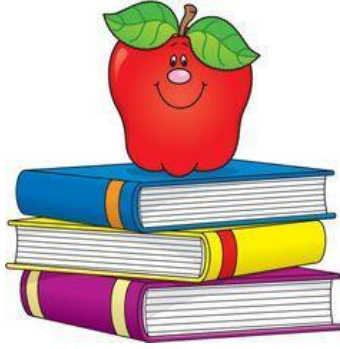
Discipline at Donovan Middle School

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. 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 the 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.
- No cell phones.
- No hoods or hats.

BE SAFE

- Keep your 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, Teacher contacts Parent, Detention with teacher, Referral to Assistant Principal

Referral to the Assistant Principal may result in Detentions, In School Suspension, Out of School Suspension with a Superintendent's Hearing, and or possible Alternative Educational Setting.

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.
- No cell phones.
- No hoods or hats.

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

<i>1st offense</i>	<i>Warning</i>
<i>2nd offense</i>	<i>1 Lunch Detention and Parent Contact</i>
<i>3rd offense</i>	<i>After school Detention and Parent Contact</i>
<i>4th offense</i>	<i>Half Day ISS and Parent Contact</i>
<i>5th offense</i>	<i>Full Day ISS, Parent Contact and Suspension Letter</i>
<i>6th offense</i>	<i>Sent Home Administratively</i>
<i>7th offense</i>	<i>Out of School Suspension</i>

Additional offenses may result in Out of School Suspension with a Superintendent's Hearing, and or possible Alternative Educational Setting.

Support Services: Please note students who exhibit chronic behaviors will be referred to support services within the school.

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:

Please see the following District Wide Bus Progressive Discipline.

DMS SCHOOL-WIDE BATHROOM RULES

BE RESPECTFUL

- No yelling or inappropriate language.
- Listen and follow staff directives.
- Clean up after yourself.



BE RESPONSIBLE

- Be quick and efficient. .
- Keep moving, no loitering.
- Get a pass from the appropriate teacher.
- Sign in and out.
- No cell phones.
- No hoods or hats.

BE SAFE

- Use the facilities, wash up when done!
- Walk, don't run.

BE KIND

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

*All other school rules apply.

Progressive Discipline for BATHROOM Behavior

Consequences

<i>1st offense</i>	<i>Warning</i>
<i>2nd offense</i>	<i>1 Lunch Detention and Parent Contact</i>
<i>3rd offense</i>	<i>After school Detention and Parent Contact</i>
<i>4th offense</i>	<i>Half Day ISS and Parent Contact</i>
<i>5th offense</i>	<i>Full Day ISS, Parent Contact and Suspension Letter</i>
<i>6th offense</i>	<i>Sent Home Administratively</i>
<i>7th offense</i>	<i>Out of School Suspension</i>

Additional offenses may result in Out of School Suspension with a Superintendent's Hearing, and or possible Alternative Educational Setting.

Support Services: Please note students who exhibit chronic behaviors will be referred to support services within the school.

DISTRICT BUS PROGRESSIVE DISCIPLINE

Rules of pupil conduct for boarding and departing

- Pupils must wait for the bus in an orderly manner at the stop assigned.
- Pupils must board the bus in a single file.
- Pupils must enter and leave the bus through the service door, single file and at their assigned stop.
- Emergency doors must be used ONLY during emergencies and safety drills.
- Pupils who cross the street must cross ten (10) feet in front of the bus upon a signal from the bus driver. 6. Pupils must look both ways before crossing the street.

Rules of pupil conduct on the bus

- Pupils must obey the bus driver and/or monitor.
- Pupils must remain seated in assigned seats while the bus is in motion.
- Pupils must not eat, drink, or litter on the bus (this includes gum, candy, or other food).
- Pupils must not mark or damage the bus in any way.
- Pupils must not make loud or unnecessary noises on the bus.
- Pupils must not extend any part of the body out of the bus window.
- Pupils are discouraged from possessing and using electronic devices which could create a distraction for the bus driver and/or endanger the safety of others. Bus drivers have the right to confiscate these items. Parents/guardians may be required to pick up confiscated items at the bus garage. The school/District is not responsible for the loss or damage of these items if brought on the bus or to school.
- Cell phone use is prohibited. Cell phone possession on the bus is discouraged. However, if brought, it must be kept with the power off.
- Pupils must not interfere with the operations of the bus.
- 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, sexual identity, gender or sex implications.
- Pupils must take the bus to which they are assigned to and from school and must enter and exit the bus at their assigned stop unless prior permission is given.
- Trespassing – pupils are not allowed on the bus, other than the one that they are assigned to, without permission of the administrator in charge of the building or the Director of Transportation.

Progressive Discipline

First offense: The school principal/designee, 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. The school principal/designee will confer with the pupil regarding the reported misconduct.

Third offense: Automatic suspension from the bus: 3 days

The parent/guardian is informed as indicated on the School Bus Incident Report form in the event of the suspension of bus privileges, including the effective date and the duration of the suspension. The transportation office shall also be informed. **It will be the responsibility of the parent/guardian to provide the student with transportation to and from school during the period of suspension of bus privileges.**

Fourth offense: Automatic suspension from the bus: 4 days

Meeting with the bus garage supervisor, principal and parent/guardian **may** be held **before** the student is allowed back on the bus. **It will be the responsibility of the parent/guardian to provide the student with transportation to and from school during the period of suspension of bus privileges.**

Fifth offense: Automatic suspension from the bus: minimum 5 days

Meeting with the bus garage supervisor, principal/designee and parent/guardian **may** be held **before** the student is allowed back on the bus. **It will be the responsibility of the parent/guardian to provide the student with transportation to and from school during the period of suspension of bus privileges.**

Sixth offense: Suspension from the bus for the remainder of the year:

A mandated meeting with the bus garage supervisor, principal and parent/guardian will be held to discuss the possible suspension for an extended period of time. **It will be the responsibility of the parent/guardian to provide the student with transportation to and from school during the period of suspension of bus privilege.**

Automatic Bus Suspensions

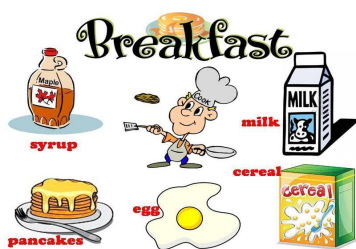
The following will result in automatic suspension for at least 5 days:

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. Possession of a weapon
8. Possession 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.

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 cell phones.
- No hoods or hats.
- Students entering the cafeteria **MUST** eat breakfast. Students that **DO NOT** want breakfast will stay on their bus until the start of the school day.

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 restroom.
- Only 2 students in the bathroom at a time.

BE KIND

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

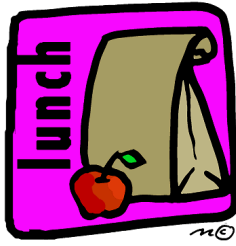
Consequences

1 st offense	Warning
2 nd offense	1 Breakfast Detention and Parent Contact
3 rd offense	After school Detention and Parent Contact
4 th offense	Half Day ISS and Parent Contact
5 th offense	Removal from the Cafeteria for Remainder of the Current Marking Period (minimum 10 days) and Parent Contact
6 th offense	Full Day ISS, Parent Contact and Suspension Letter
7 th offense	Sent Home Administratively
8 th offense	Out of School Suspension

Additional offenses may result in Out of School Suspension with a Superintendent's Hearing, and or possible Alternative Educational Setting.

Support Services: Please note students who exhibit chronic behaviors will be referred to support services within the school.

SCHOOL-WIDE LUNCH RULES



BE RESPECTFUL

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

BE RESPONSIBLE

- Be On Time
- No food or drink is to leave the cafeteria.
- No cell phones.
- No hoods or hats.

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. Raise your hand to do so.

BE KIND

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

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.
- No more than 2 students in each bathroom at a time! Raise your hand to do so.

Consequences

<i>1st offense</i>	<i>Warning</i>
<i>2nd offense</i>	<i>1 Lunch Detention and Parent Contact</i>
<i>3rd offense</i>	<i>After school Detention and Parent Contact</i>
<i>4th offense</i>	<i>Half Day ISS and Parent Contact</i>
<i>5th offense</i>	<i>Removal from the Cafeteria for Remainder of the Current Marking Period (minimum 10 days) and Parent Contact</i>
<i>6th offense</i>	<i>Full Day ISS, Parent Contact and Suspension Letter</i>
<i>7th offense</i>	<i>Sent Home Administratively</i>
<i>8th offense</i>	<i>Out of School Suspension</i>

Additional offenses may result in Out of School Suspension with a Superintendent's Hearing, and or possible Alternative Educational Setting.

Support Services: Please note students who exhibit chronic behaviors will be referred to support services within the school.

UTICA CITY SCHOOL DISTRICT 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.

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.

UTICA CITY SCHOOL DISTRICT DRESS CODE POLICY

- ❖ 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.

Dignity Act for All Students (DASA)

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

Curriculum: Curriculum must include instruction that supports the development of a school environment free of discrimination and harassment.

At Donovan, the Family Consumer Science and Health Curriculums supports DASA.

Code of Conduct: The Code of Conduct must be amended to include provisions prohibiting discrimination and harassment against any student by employees or students, and provisions for responding to such acts.

The Utica City School District reviews and revised the Code of Conduct yearly to insure all current provisions are met.

Reporting: Material incidents of discrimination and/or harassment on school grounds or at a school function must be reported to NYSED annually.

At Donovan, reporting is addressed per the procedures and investigated thoroughly.

Dignity Act Coordinator: At least one staff member at every school must be designated and trained to handle human relations in the areas of: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

At Donovan, the Principal is the DASA Coordinator. Assistant Principals participate in investigations. Any incidents can be reported to the Principal or Assistant Principals.

Employee Training: Employees must receive training to raise awareness and sensitivity to potential acts of discrimination and/or harassment and to enable employees to prevent and respond to incidents of discrimination and harassment.

At Donovan, all staff are trained yearly in DASA requirements.

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
- No cell phones
- No hoods or hats

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. Star Raiders Program
5. Awards quarterly
6. Participation in sports and clubs

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**

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

- Academics
- Attendance
- Behavior
- Being Kind

RAR boxes are located in the Commons by grade level.

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.



**DMS SCHOOL-WIDE
S.T.A.R. Raiders Reward Program**

Students are nominated by teaching staff for attendance, most improved, best participation and good citizenship. Winners are published in the Principal's Update sent home each month and posted on the school website. This program is run by the Attendance Teacher

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.

Art - 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.

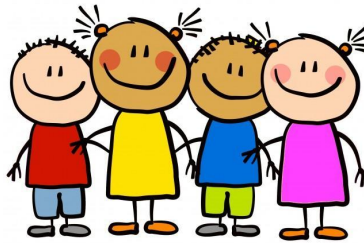
Spectator Club – Students write articles, poetry and perform interviews. Their work is printed in each issue of the school newspaper. Club meets weekly to type and edit the paper in the computer lab. Students are allowed to use the Spectator digital camera.

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.

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

In addition, Donovan Middle School hosts special events throughout the school year to reward good behavior, academics, character education, and good attendance. Such activities include dances, movie nights, spring picnic, etc. Families and students will be notified prior to the events and will receive a list of criteria to attend.



UTICA CITY SCHOOL DISTRICT 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
- Girls – Basketball
- Girls – Volleyball

Spring Sports

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

Utica City School District Clubs & Sports Eligibility 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 will be utilizing a new bell schedule for the 2023-2024 school year. Students will follow a 9 period schedule track. Student's schedule will indicate one lunch period and 8 classes. Classes will run 42 minutes, lunch periods are 30 minutes, and students will have 3 minutes to transition between classes. The master schedule below represents all tracks, please see a sample single track schedule on the next page.

Middle School Bell Schedule 2023-2024

Warning Bell	7:47	
Homeroom	7:50	
Period 1	7:52	8:34
Period 2	8:37	9:19
Period 3	9:22	10:04
Period 4	10:07	10:49
Period 4 Lunch	10:07	10:37
Period 5	10:52	11:34
Period 5 Class	10:40	11:22
Period 5 Lunch	10:52	11:22
Period 6	11:25	12:07
Period 6 Class	11:37	12:19
Period 6 Lunch	11:37	12:07
Period 7	12:10	12:52
Period 7 Lunch	12:22	12:52
Period 8	12:55	1:37
Period 9	1:40	2:22
Student Dismissal	2:22	
Period 10	2:25-2:50	

DONOVAN MIDDLE SCHOOL SAMPLE STUDENT SCHEDULE

Semester: Semester 1

	1	2
Period 1 Time 7:52 - 8:34	SPANISH 1B (146)	SPANISH 1B (146)
Period 2 Time 8:37 - 9:19	SOCIAL STUDIES 8 (252)	SOCIAL STUDIES 8 (252)
Period 3 Time 9:22 - 10:04	TECHNOLOGY (172)	TECHNOLOGY (172)
Period 4 Lunch Time 10:07 - 10:37	LUNCH (CAF)	LUNCH (CAF)
Period 5 Class Time 10:40 - 11:22	MATH 8 (256)	MATH 8 (256)
Period 6 Time 11:25 - 12:07	SCIENCE 8 (245)	SCIENCE 8 (245)
Period 7 Time 12:10 - 12:52	ENGLISH 8 (234)	ENGLISH 8 (234)
Period 8 Time 12:55 - 1:37	PHYSICAL EDUCATION (GYM)	MATH LAB 8 (258)
Period 9 Time 1:40 - 2:22	ELA LAB 8 (250)	ART (160)

Semester: Semester 2

	1	2
Period 1 Time 7:52 - 8:34	SPANISH 1B (146)	SPANISH 1B (146)
Period 2 Time 8:37 - 9:19	SOCIAL STUDIES 8 (252)	SOCIAL STUDIES 8 (252)
Period 3 Time 9:22 - 10:04	TECHNOLOGY (172)	TECHNOLOGY (172)
Period 4 Lunch Time 10:07 - 10:37	LUNCH (CAF)	LUNCH (CAF)
Period 5 Class Time 10:40 - 11:22	MATH 8 (256)	MATH 8 (256)
Period 6 Time 11:25 - 12:07	SCIENCE 8 (245)	SCIENCE 8 (245)
Period 7 Time 12:10 - 12:52	ENGLISH 8 (234)	ENGLISH 8 (234)
Period 8 Time 12:55 - 1:37	PHYSICAL EDUCATION (GYM)	MATH LAB 8 (258)
Period 9 Time 1:40 - 2:22	ELA LAB 8 (250)	ART (160)

Students follow their schedule for Day 1 or Day 2 depending on which cycle day it is. Rooms that start with a 1 are on the 1st floor. Rooms that start with a 2 are on the 2nd floor. Students may have different classes, lunch periods or study halls depending on the cycle day.

Donovan Middle School Frequently Asked Questions

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 7:15 am for breakfast. Otherwise, they will enter the building at 7:45 am and go to their lockers. At 7:45 am, the Caution bell will ring and at 7:47 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 2:19 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?

Regular Ed bussing- Durham School Services (315) 758-1648

Special Ed bussing- District Bus Garage (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 the 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. Students may not be signed out from school after 2:00 PM due to dismissal procedures.

What do I do if I am late to school?

Students who arrive to school before 7:47 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 7:47 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.

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. Student phones are also available in the main office and Assistant Principal's Office. 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 a 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.

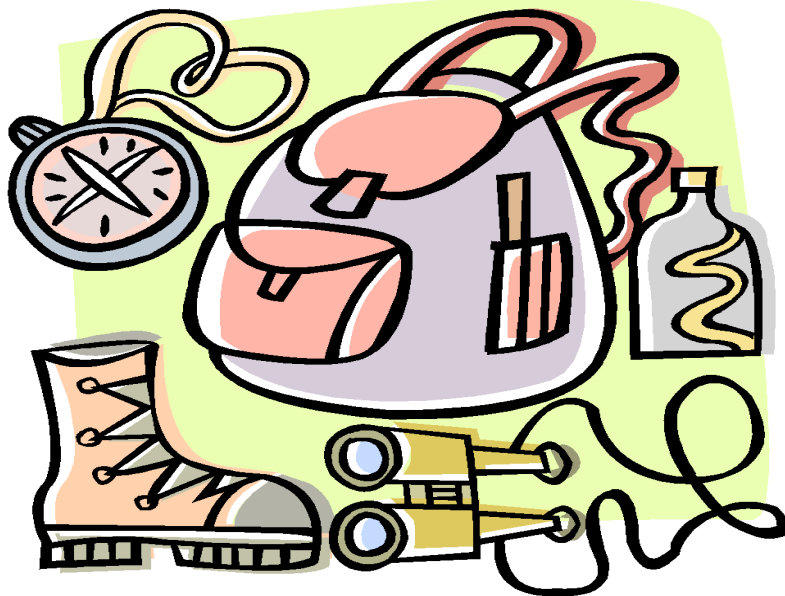
A testing accommodations room will be provided for the pre-test, 10 week, mid-term, 30 week and final examinations. Teachers will provide testing accommodations in accordance with your child's IEP/504 Plan.

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.



**School Based Health Center at
James H. Donovan Middle School
(315) 368-6593 (on site) Fax # (315) 223-4464
(315) 624-9470 (non- emergency when school is closed)**

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.
- A written note from you or your child's physician should be brought to school the next day present explaining your child's absence.
- 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 Attendance Teacher to set up a conference if absences persist.
- Student will meet with the Attendance Teacher to sign a Student Attendance Action Plan.
- 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 7:47 A.M.

All students are required to report to their first period class no later than 7:47 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 class. Classroom instruction begins promptly at 7:47 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.

Attendance Teachers and School Administration will meet monthly to review tardiness. Please note that progressive disciplinary consequences may be utilized for students who are chronically tardy to school per the Utica City School District Code of Conduct.

We are committed to working cooperatively with you and your child to help them be successful as we begin a new school year.

Mental Health and Community Health Resource Guide

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
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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)797-4642
A division of RCJL

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

Where to Get a Meal

Hope House.....(315)793-3723
130 Eagle Street, Utica
Hours: Mon/Tu/Thu/Fri/Sat—10-11 a.m., 12-1:30p.m., 4-5 p.m.
Wed—10-11 a.m., 12-2 p.m.
Sun—1:30-3:30 p.m., 4-5 p.m.

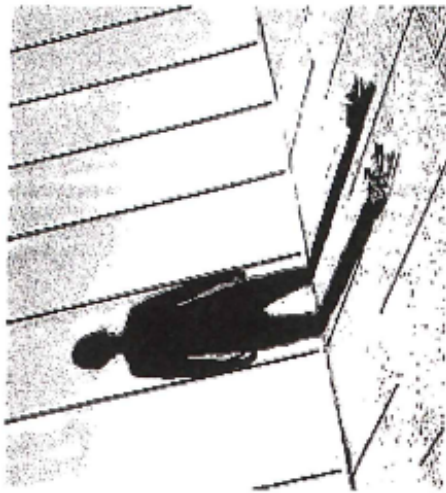
Mother, Marianne's Westside Kitchen... (315)731-7271
702 Columbia Street, Utica (entrance on Verrick St.)
Hours: Everyday 11:30 a.m.-12:30 p.m.

Rescue Mission of Utica.....(315)735-1645
201 Rutgers 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 7-7:30 a.m. and 5-5:30 p.m.

Rome Rescue Mission.....(315)337-2516
413 East Dominick St. Rome
Hours: Everyday 9-10 a.m., 12-1 p.m., 4:30-5:30 p.m.

Salvation Army of Utica.....(315)724-8736
14 Clinton Place, Utica
Hours: Mon-Fri 9-10 a.m., 12-1 p.m.

For food pantry information call
(315)437-1899
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

Brochure prepared by Herkimer Oneida Counties
Comprehensive Planning Program Commissioned
by Runaway and Homeless Youth Task Force

SUMMER 2014

HOUSING

Shelters, Home Assistance

- Emmanuel House****.....(315) 797-3339
Serves women and children that have experienced domestic violence
- Evelyn's House****.....(315) 733-0236
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) 732-7032
Serves Females ages 16-21
- Rescue Mission of Utica***.....(315) 735-1645
Serves 20 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.
- One Point**.....(315)790-5588
College access services
- Peacemaker Program**.....(315) 724-1718
Mediation services
- Legal Aid Society of Mid-New York**.....(315)793-7000
- Working Solutions**.....Utica (315)793-2229
Employment services.....Rome (315)339-0046
- Catholic Charities**.....(315)724-2158
- Underground Cafe**.....(315) 735-1345
After school programming and Drop-In Center
- Boys and Girls Club**.....(315) 792-5238
After school programming and recreation center

*Indicates service/program is faith based
** Requires referral to access program

INFORMATION

Referral, Case Management, Outreach

- Mohawk Valley Community Action Agency**.....
Runaway and Homeless Youth Program (315) 624-9930
- Neighborhood Center**.....Utica (315)272-2600
Counseling, referrals, skill building Rome (315)272-2730
- Oneida County Department of Social Services**.....
Utica: Temporary Assistance (315)798-5804
SNAP (315)798-5937
Rome: Temporary Assistance (315)338-0200
SNAP (315)338-0208
- Main Street Program**.....(315) 797-4642
Outreach and referrals

Pregnancy and Parenting Prevention, Health, and Information

- American Pregnancy Hotline**.....1-866-942-6466
- *Care Net Pregnancy Center**.....Utica (315) 738-9435
Rome (315)337-0242
- Healthy Families of Oneida County**.....(315)792-9039
A division of Kids Oneida, Teen parenting resources
- Mohawk Valley Perinatal Network**.....(315) 732-4657
- New York State Growing Up Healthy**.....
1-800-522-5006
- Planned Parenthood**.....Utica (315) 724-6146
Rome (315) 337-8584



HEALTH

Mental, Physical and Well-Being

- Alcoholics Anonymous**.....(315) 732-6880
- Beacon Center**.....(315) 366-4100
Substance abuse treatment
- Center for Family Life and Recovery**.....
Counseling.....Utica (315) 733-1709
Rome (315)336-3090
- Community Health and Behavioral Services**.....
(315)798-8868
- Insight House**.....(315)724-5168
Substance abuse treatment
- Milestones**.....(315) 507-5800
Substance abuse treatment
- Mobile Crisis Assessment Team (MCAT)**.....
Emergency mental health assistance (315) 732-6228
- Narcotics Anonymous**.....(315)472-5555
- Neighborhood Center**.....(315) 272-2700
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
MV Perinatal Network.....(315)732-4657
- Utica Community Health Center**.....(315)793-7600
Sliding fee medical/dental services
- Safety**
Abuse, Rape and Violence
- Child Abuse Hotline**.....1-800-342-3720
- NYS Domestic Violence 24 Hour Hotline**
1-800-942-6906
- YWCA Crisis Services 24 Hour Hotline**.....
Domestic and Sexual Violence (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 numero de teléfono gratuito 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.

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)
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)
French B
Italian B
Spanish B
Technology
Orchestra
Choir
Band
Art
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/DOUBLE STAIRCASE

LEFT SIDE HALLWAY

#S 279 – 298
299 – 328
329 – 347
348 – 362
363 – 395

RIGHT SIDE HALLWAY

#s 278 – 256
255 – 224
223 – 203
202 – 182
181 – 135

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

#s 396 – 429
430 – 448
449 – 480
481 – 497

#s 134 – 94
93 – 73
72 – 52
51 – 8
7 – 1

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

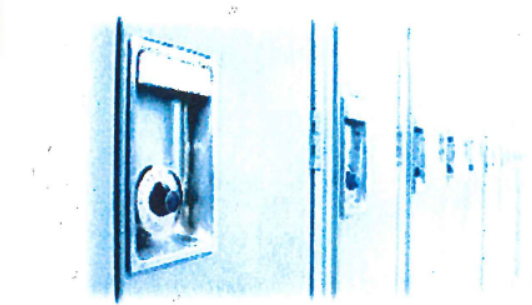
#S 900 – 940
941 – 988
989 – 997

#S 658 – 612
611 – 591
590 – 571
570 – 541
540 – 526
525 – 498

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

#s 659 – 705
706 – 726
727 – 746
747 – 803
804 – 825

#S 899 – 870
869 – 856
855 – 826



How To Open A Locker

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).