Dear Parents,

On behalf of the staff at Donelson Middle School, welcome to the 2019–20 school year! We are looking forward to a great year working together to help our students soar to new heights! We know that our kids can’t achieve their best unless we work together.

Helping us ensure that your child does the following will make a huge difference in your child’s progress this year:

1) Attends school daily and arrives on time, ready for the day's learning experience
2) Completes all home practice given by teachers
3) Reads daily to develop a love for reading and to improve literacy skills
4) Shares school experiences with you so that you are aware of his/her school life
5) Informs you if he/she needs additional support in any area or subject
6) Regularly uses MobyMax and other school recommended software to reinforce learning
7) Knows that you expect him/her to succeed in school and go on to college

The first day of school is August 5. This is a FULL day for students and school hours will be from 8:55 to 3:55 on this date.

**Car rider** drop off and pick up is in the FRONT of the school.

For morning **drop off**, you will circle the building and pull up in the front. After dropping off, you will make a right turn and go to the back of the school and exit onto Donelsonwood Drive. Parents must be in the RIGHT HAND lane to drop off of their child.

For afternoon **pick up**, you will circle behind Hickman Elementary school in the RIGHT HAND LANE. In the front of the building, follow staff members’ instructions for where to stop to pick up your child. After you have picked up your child, you will circle Hickman again in the LEFT lane to exit onto Donelsonwood Drive. For your child's safety, and the safety of others, please follow staff members’ instructions for drop off and pick up. Donelsonwood Drive is NOT a holding or waiting area, and students are not allowed to load vehicles anywhere except the front of the school. All parents need to participate in the car rider process as intended so that traffic can flow as smoothly as possible.

Our **Orientation** and **Open House** is August 2. New Student Orientation is at 5:00 p.m. and Open House is from 6:00 p.m. to 7:00 p.m.

We have a fantastic **PTSA** that is looking for more members. Watch for information at the beginning of school and become involved. The PTSA email address is donelsonptsa@gmail.com if you would like more information.

Please consider joining our school **volunteer** program as our students can greatly benefit from your involvement and contributions to the school's program and its operations. For more information, please email me at Jennifer.rheinecker@mnps.org. We seek volunteers to help us with the following activities:
1) Teacher-led instructional support, usually in the classroom
2) Reading with children who need extra help
3) School-wide events
4) Student recognition events
5) Outreach and recruitment of parent and community volunteers

I am including a copy of your child’s tentative **schedule**. Please call or email me if there is an error in your child's course listing. We are unable to make changes to accommodate requests for a specific teacher or classmate.
Also, if your child (especially 5th grade) would like to sign up for band, please contact the school office or send me an email so we can get that change made prior to the first day of school. If you have questions about band, email our director, Laura.Shepherd@mnps.org

If you have moved over the summer, please bring proof of your new address to the school so we can update our records. Additionally if you have new phone numbers or email addresses, please make sure to update them with the school office. You may email the correct information to Leslie.reeves@mnps.org or Victoria.stewart@mnps.org. Please include your child’s first and last name in your email.

If you have received this letter and your child is not going to attend Donelson, please contact the Enrollment Center at 615-885-8850 or the school at 615-884-4080 to withdraw your child. You may email the enrollment center at mcgavockenrollcenter@mnps.org or the school at Jennifer.rheinecker@mnps.org if you have any questions.

On the first day, any student wishing to eat school breakfast should report directly to the school cafeteria. To start the day 5th grade students will gather in the gym and teachers will escort them to their classrooms as a group. All other grade levels will report to their FIRST PERIOD class. Staff will be available to assist new students in finding assigned classrooms.

We will be sending home a lot of important information on the first day, so please review it carefully, complete required forms, and return the forms with your child right away!

Seventh grade students are required to have additional immunizations prior to the start of school. Please make sure your child receives these important vaccinations and that an Immunization Certification Form is returned to the school, signed by the doctor confirming that these have been given. Students will not be able to remain at school if those forms are not submitted.

For those of you seeking information about our YMCA Fun Company before school care, you may register at http://www.ymcafunco.org. Space is very limited, so please register early.

Beginning August 5, we will also have a before school study hall starting at 7:45. Students who arrive prior to 8:30 and who are not in Fun Company or with a teacher will be expected to participate in this program. Students will not be allowed to wait in the front of the building without a parent. Students refusing to cooperate will be restricted from campus until 8:40 a.m.

Registration information for the NAZA after school program will be sent home with students early in the school year. We will notify you when those forms become available.

Breakfast and lunch are free for all students through the Community Eligibility Program, but some specialized items are available for students to purchase.

We have included a copy of our updated dress code and supply list with this mailing, but you may also access them on our Facebook or Twitter page.

If you have any questions, please feel free to contact me. You may call the school office or send me an email at Jennifer.rheinecker@mnps.org.

The wonderful Donelson Middle School staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

It’s going to be a great year!

Sincerely,

Jennifer Rheinecker
Executive Principal