

# HOPKINS ACADEMY MIDDLE SCHOOL UPDATE

September 4, 2007

## School is Underway With Needed Schedule Changes

Due to changes in staffing, the morning schedule for middle school had to be modified. Instead of a four-day cycle, middle school students will now have a two-day cycle for the morning classes. Day 1 will be periods A, B, C, D ,and Day 2 will be D, C, B, A. This allowed us to make another change as well. Students will be allowed the privilege of having a snack from 9:25 to 9:30 in the classroom. They must bring their own healthy snack; they will not be able to purchase the snack here.

We realize that this change has made more than the usual confusion for the beginning of the school year. Please be patient with us as we make necessary adjustments to individual student schedules based on the availability of classes and staff.

Another change that does not directly impact the students is the team meeting times. Because not all team members are available at the same time, we are limited as to when we can schedule parent meetings depending on which staff members need to be present. We encourage you to call as soon as you believe there is a need to meet with us.

Other than the initial confusion with the schedule changes, the first four days have gone smoothly. We appreciate the promptness in returning all of those forms since the process of collecting them is very disruptive. The students have been very cooperative, and we all have a sense that there is a high level of energy and excitement for a great year.

### Dates to remember:

Picture Day: September 14

Open House: September 18

Curriculum Day :September 21

Midterm Reports: Week of Oct. 1st

Holiday: October 8

Parent Conferences: October 10

First term grades close: November 2



## Parent-teacher communication

In order to ensure the success of all students, the Middle School Team encourages all parents to communicate with us. There are several methods. We have a direct phone line which we check for messages regularly. We cannot take calls during classes, but we will return your call during team meetings. In order to meet with a teacher, you must schedule an appointment. We have scheduled parent meetings as often as three times per week. We also frequently use email and would like to create an email directory. If you would like your email address in our directory, please complete the attached form and have your child give it to his/her homeroom teacher. The email system has been difficult, but it is about to be improved. We also have web pages which can be accessed through the Hadley Public Schools site. Midterm reports will be sent home during the week of October 1st, but we would appreciate hearing from you earlier if you have any questions or concerns.

\*\*\*\*\*

### Special points of interest:

Middle School phone number: 584-3511

Email addresses:

J. Barcome: jbarcome@hadleyschools.org

E. Covelli: ecovellit@hadleyschools.org

S. Duncan: sduncan@hadleyschools.org

A. Garand: agarand@hadleyschools.org

C. Johnson: cjohnson@hadleyschools.org

S. Parsons: sparsons@hadleyschools.org

C. Pipeczynski:

cpipczynski@hadleyschools.org

Student's Name:

Parent's Name:

Email Address:

## Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own

articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your

newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

## Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures

or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also

profile new employees or top customers or vendors.

“To catch the reader's attention, place an interesting sentence or quote from the story here.”

## Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that



Caption describing picture or graphic.

appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an

image, place it close to the article. Be sure to place the caption of the image near the image.

## Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own

articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your

newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

## Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures

or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also

profile new employees or top customers or vendors.

“To catch the reader's attention, place an interesting sentence or quote from the story here.”

## Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that



Caption describing picture or graphic.

appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an

image, place it close to the article. Be sure to place the caption of the image near the image.

September 4, 2007

Russell Street  
Hadley, MA 01035  
Phone: 413-584-1106

Mailing Address Line 1  
Mailing Address Line 2  
Mailing Address Line 3  
Mailing Address Line 4  
Mailing Address Line 5

**We're on the Web!**  
**example.Microsoft.com**

- A teacher opens a door,  
but a student must walk in.

## Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of

those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.