



# Pittsfield Public Schools

Pittsfield, Massachusetts 01201

**Superintendent**  
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Herberg Middle School  
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**Herberg Middle School**  
Principal  
Gina M. Coleman Ph.D.

August 2015

Dear 6<sup>th</sup> Grade Students:

On behalf of Herberg Middle School's faculty and staff, I would like to welcome you to the Herberg community. Our goal is to work with you to ensure that the next 3 years are exciting, eventful, and successful ones for you and your child.

In order to start the year off right, Herberg's students and staff have planned an informative First Day program for our 6<sup>th</sup> grade students and their parents. We are encouraging all parents of our new 6<sup>th</sup> grade students to attend school with their child on the first day of school, Tuesday, September 1, 2015. As a response to staff and parent feedback, our agenda has been revised:

- 7:25 - 7:45 Families will report to auditorium, will receive information packet and complete medication permission slip to be collected by Herberg personnel or you may leave this with secretary in main office. All other medical forms will need to be completed by physician and returned to school nurse on or before Friday, September 11, 2015.
- 7:45 - 8:15 Introductions of administration, student support staff and 6th grade team leaders.
- 8:15 - 8:45 6th grade students go to homerooms with their homeroom teachers to begin review of First Day items; planners, schedules, and lockers. **Parents remain in auditorium for additional information.**
- 9:00 6th grade homeroom teachers deliver students to gymnasium for team building activities. Parents report to Cafeteria A (White House) or Cafeteria B (Blue House).
- 9:10 6th grade teams present to parents.
- 9:40 Parents are free to go. Optional building tours for parents.
- 10:00 6th grade students go back to homerooms. Students will tour the science wing and music/art wing.
- 10:50 Dismissal.

First Day activities present parents, students, and teachers an opportunity to start the first year of middle school on a positive note. As a community, we come together on this special day to celebrate education, educators, and family involvement in education. We strongly encourage your active involvement, and hope your employer is able to provide you with a few hours "off" so that you may attend.

We look forward to meeting our new parents as well as our new students on Tuesday, September 1, 2015.

Sincerely,

A handwritten signature in black ink, appearing to read "Gina M. Coleman".

Dr. Gina M. Coleman

**Pittsfield Public Schools admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, gender, religion, national origin, sexual orientation or disability. If you need assistance translating this document into a language other than English, please contact the district's Coordinator for English Language Learners at 413-499-6304.**