

# Pittsfield Public Schools

Pittsfield, Massachusetts 01201

**Superintendent**  
Dr. McCandless

Herberg Middle School  
501 Pomeroy Avenue  
Pittsfield, MA 01201  
413-448-9640  
413-448-9644 (FAX)

**Herberg Middle School**  
Principal  
Dr. Gina Coleman

Dear Parents, Guardians and Students:

Welcome to the seventh grade Syracuse/Smith Team at Herberg Middle School. As a team it is our goal to set high academic and behavioral expectations for all students. We look forward to meeting and productively working with our new group of students and their families. We strongly support parental involvement, and request that you include your daytime phone number and email below.

In an effort to help students develop organizational skills, all students will be issued an **assignment planner**. Homework is an important part of each of our programs. Missing assignments do affect performance and grades. It is required that the planner be brought to class everyday and used as intended. Students will write all homework assignments in the planner each day. We ask that you help your child by checking to see if assignments are recorded and completed each day. Parents can monitor student progress via the Internet on Power School. A pass code is needed, so please contact Ms. Tartaglia in Guidance if you need the code.

**Class Attendance** is essential for academic success. Valuable learning through shared discussion is missed when a student is not in class. When a student is absent, it is expected that upon return the student will request those assignments that can be made up and that they should be completed the week following return.

**Suggested Supplies:** 3/ 1” binders (1 red, 1white, 1 blue), 3-hole college-ruled filler paper, square-root calculator, 3- hole pencil pouch, 1 large book sock, 1 composition notebook, 1/ 1 subject notebook, several 2-pocket folders, colored pencils, many pencils/pens and erasers.

We look forward to seeing you in September. If you have any questions or concerns about your child’s school experience, please do not hesitate to contact Mrs. Smith ([mlsmith@pittsfield.net](mailto:mlsmith@pittsfield.net)) or the 7<sup>th</sup> Grade guidance counselor Ms. Tartaglia at 448-9640.

Sincerely,

Mrs. Smith Social Studies/Team Leader  
Mrs. Grant ELA  
Ms. Ganchi- Mathematics  
Mr. Geller-Science

Dr. Gail Bouknight-Davis-Special Ed  
Mrs. Patton ELA  
Ms Tartaglia -Guidance /Ms. Tierney-Paraprofessional

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**Please return the bottom of this team letter to your homeroom teacher the first week of school.**

Student Name (printed) \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Parent Contact Email \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**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.**