Ms. Qualey, Room 107 (425) 385-5807 pqualey@everettsd.org

Evergreen Middle School

Welcome to 6th Grade Block



Progress Reports

Every 3 weeks your child will be given a Progress Report from each of the three classes. These progress reports need to be signed and returned by Wednesday of that week. Any missing work must be completed and I am available after school if your child needs help. I update grades at least once a week. Students will receive partial credit for most late work so due dates are important. If your child's overall grade in either class falls below a 70%, then he/she will be required to stay for Study Club until the overall grade improves.

Buddy Room

If students cannot follow classroom expectations, then he or she will be placed in a "buddy room." Buddy rooms are a neighboring teacher's classroom where your student will reflect on his/her behavior (complete form for the office) and share it with you in a phone call home that day. If the inappropriate behavior continues, then the administrators will become involved in helping your child to make better choices and a behavior conference may need to be scheduled.

Study Club

I am available after school on Tuesday and Thursday from 2-3:30. If these days don't work, then the student should talk to me and special arrangements can be made. On most days there will be an activity bus at 3:00.



Attendance

Attendance plays a vital role in academic achievement. When students miss school for all or part of the day, he or she misses out on meaningful instructional time. Please help your child by ensuring that they:

- Get enough rest
- Wake up early enough to get to school on time
- Eat a healthy breakfast

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 dis-

tributing 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.

"To catch the reader's attention, place an interesting sentence or quote from the story here." Inside Story Headline

Caption describing picture or graphic.

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.

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 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 sym-

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Caption describing picture or graphic.

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Caption describing picture or graphic.

Phone: 555-555-5555 Fax: 555-555-5555 E-mail: someone@example.com



This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.



Your business tag line here.

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 ser-



Caption describing picture or graphic.

vices, 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.

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