

February 2007

Dear Parents,

I am writing to introduce (or re-introduce) you to **The Warren School Times (WST)**. The WST is a student newspaper of Warren School students' original work. Students are encouraged to submit stories, poems, artwork, jokes, etc. for publication. The newspaper is published based on interest and the number of submissions we receive.

I would like to invite you to encourage your child to submit an original piece for the first edition. The guidelines are below for your reference:

- 1) Submission forms (see the back of this notice) are available in every classroom, outside of the library and on the PTO website ([www.ashlandpto.com](http://www.ashlandpto.com)).
- 2) Please make sure the student's full name, grade and room number are included on any attachments (pictures, additional pages, etc.).
- 3) Submission forms have a deadline that is posted outside the library and on the PTO website ([www.ashlandpto.com](http://www.ashlandpto.com)).
- 4) Artwork should be original, on **plain white paper** and work best when done in **black and white ink**. (Pictures done on colored paper, math paper and lined paper do not scan well and cannot be put in the paper.). A title for the work is also encouraged.
- 5) No pictures or articles with inappropriate themes (e.g., excessive violence, language) will be allowed.
- 6) Submissions can be placed in the box outside the library or, preferably, can be **emailed** to [komissar@acm.org](mailto:komissar@acm.org).

Due to space constraints, we ask that each student limit their submissions to one per category (sports, arts & entertainment, just for fun, etc.). In general, students will have one to two submissions printed per edition. Word searches will be printed only as space allows.

Please encourage your child to write articles about school, teachers, sports, news events or anything that interests them. Talk about the paper when it comes out and get them excited about getting published!

I look forward to seeing the student submissions this year. Feel free to email me with any questions.

**If you are interested in assisting the PTO with the publication of The Warren School Times we are looking for a new editor in chief. Please let me know as soon as possible. I would love to pass this job to someone before my last child leaves the Warren School at the end of this year.**

Sincerely,

Cheska Komissar  
Editor, The Warren School Times

# The Warren School Times Submission Form

Reporter's Name (student): \_\_\_\_\_

Grade: \_\_\_\_\_

Room #: \_\_\_\_\_

Category (check one - please submit one form for each submission):

## ARTICLES:



Fiction



Non-Fiction

## SPORTS:



Favorite sports moment



Favorite sport you play



Favorite sport you watch



Story about teamwork

## ARTS & ENTERTAINMENT:



Art – general



Movie Review



Art – picture of Warren School



Book Review



Game Review



Book Review

## TRAVEL:



Local Favorites/Day trips



After School stuff



Vacation Reports

## SCIENCE:



If you were a scientist, you would...?



Do you think there is life on other planets? What do they look like?



What would we do without cars?

## FOOD SECTION:



Restaurant review



Cafeteria stories

## JUST FOR FUN:



Puzzle (word search or other)



Joke

**If you are able to submit your student's piece digitally, it will be greatly appreciated ([komissar@acm.org](mailto:komissar@acm.org)).** Please attach student work to this form on **white paper only**. Please include student's name, grade, room # and title of work (if applicable) on each page.

Deadline for submission is posted outside the library and on the PTO website ([www.ashlandpto.com](http://www.ashlandpto.com)).

Questions? Email Cheska at [komissar@acm.org](mailto:komissar@acm.org).