

Herrera School for the Fine Arts and Dual Language
1350 S. 11th Street Phoenix, AZ 85034
(602) 257-3885 Fax: (602) 257-3952
Office Hours: 7:30 a.m. - 4:00 p.m.

Dear Parents,

July, 2017

Welcome to a new and exciting school year at Herrera! Our mantra is **VICTORY TOGETHER!** This speaks to a strong belief in collaboration between home-community-school. There is nothing we cannot achieve by working together. As a staff, we will continue to work hard to ensure the on-going success and growth of our students and the school community. We are anxious to build upon the traditions and successes at Herrera. We are looking forward to another successful school year with an emphasis on learning and personal growth!!

As you prepare for your child to start the school year, we wanted to share some important information to ensure a safe and pleasant start of school.

Open House

We will be holding our Open House/Title 1 information night on Tuesday August 1st from 4:00-6:00. **There will be presentations on Title 1 at 4:00 and 5:00 in the media center.** You are welcome to visit your child(s) classroom at any time during the open house. This is a wonderful opportunity to meet your child's teacher, obtain important information regarding expectations/procedures and to learn more about the school. **Treats will be provided to all in attendance.** We look forward to seeing everyone there!!

School Hours

Please note that school **begins** at 7:50 a.m. and dismissal is at 2:55 p.m. Breakfast will be served from 7:20– 7:50 a.m. School supervision for the playground will be provided beginning at 7:30 a.m. Students, who arrive to school before 7:30 a.m., must report to the cafeteria.

First Day Procedures

Class lists will be posted outside the front doors, in the cafeteria and outside the office. You are welcome to stop by Herrera to view the lists any time starting July 31st. There is no morning playground recess the first day of school on August 2nd. Breakfast will be served from 7:30 – 7:55 a.m. Students are to go directly to their classrooms after they eat breakfast. Teachers will be in the classrooms at 7:45 a.m. If your child needs help finding the cafeteria or their classroom, staff members will be in the hallways and throughout the school to assist them.

Communication

At the beginning of every school year, we send home forms that contain vital information in regards to your students' health and safety. This information allows us to communicate with you in the most effective and efficient manner. Please make sure to take the time to review the information sent home and return it to the front office within the first two weeks of school.

Open communication between home and school is very important to the success of our students. In order to communicate with you in the most effective manner; we suggest you follow the steps listed below in regards to ensuring our students' success:

Step 1

Contact teacher and/or Team

Step 2

Contact Administration:

Erin MacFarland, IEIS...Assistant Principal

Kevin Sotomayor, Principal

Early Dismissal Days

This year we will continue to dismiss students early on Wednesdays for teacher professional development. Beginning **August 9th** students will be dismissed at 12:55 p.m. each Wednesday.

School Supplies

We supply teachers and students with materials and supplies but sometimes run short on certain supplies, so I am asking for your help. **Donations of the following supplies would be greatly appreciated:**

1 ream of copy paper

1 box of Kleenex

1 box of crayons

1 box of pencils

Hand Sanitizer

1 box of markers



Be Respectful....Be Responsible...Uphold a Safe Community

BE A PANTHER !!



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First Week Schedule for Kindergarten Students

Kindergarten students will have early dismissal for the first week of school, August 2nd – 4th. All kindergarten students will be dismissed at 12:55 p.m. Teachers will spend the afternoons completing a variety of formal and informal assessments to measure their students' skills and abilities. Teachers will use this data to ensure that students are placed in the appropriate class. Your child's kindergarten teacher will be contacting you to schedule a time to assess your child. All kindergarteners will attend school for a full day from 7:55-2:55 beginning Monday, August 7th.

Drop-Off/ Pick-Up Procedures

We expect to have a higher than usual number of parents who will drop-off and pick-up their children during the first few weeks of school. Therefore, we ask that you assist us by following the guidelines listed below.

1. Car riders are to be dropped off and picked up in the Pick-up Bay in front of the school on 11th street.
 - a. Traffic flows from north to south. Please follow this pattern and **do not attempt U-Turns** in front of the school as this can cause an accident.
2. Bus riders will be dropped off and picked up on Pima street.
3. Walkers may be dropped off and picked up on the map located on the Primary playground in front of the swings and play equipment. If you plan to drop-off or pick up a walker please wait in this area. Please use designated crosswalks when crossing the street.
4. Parking along 11th street is prohibited. Car riders will only be released to vehicles in the pick-up line. The Pick-up Bay is the safest place for your children. Please help us keep them safe at all times.
5. Calls into classrooms cause a significant disruption to the learning environment; *we ask that you make any arrangements with your child in the morning before they come to school.* Please let them know if you are picking them up, going on the bus or if they are being picked up by a family member.
6. ***Being on-time to school is crucial to the success of our students. First bell rings at 7:50. This is when teachers will escort students into the building. The late bell rings at 7:55. At this time, you will need to enter by the office to receive a late pass. Regular on-time attendance is critical to the learning process. Any student with excessive tardies and/or absences will require a parent conference with administration and could result in being cited for truancy.***
7. It is essential that students not be picked up early. The last 30 minutes of school are critical, this is the time teachers go over homework and clarify information for students before going home so that students can be successful while doing their homework. We will not release students between 2:30- 2:55p.m. so that they can receive all instructions before going home.

Preparation for the First Day of School

Remember as we move closer to the first day of school it will be important for you to start preparing your child(ren) to return to school by adjusting their bedtime to get them back on a school schedule. It is a great idea to begin to have them continue/start reading on a daily basis, practicing some math problems and doing some creative writing.

Please stay in close contact with your child's academic team throughout the school year. Our successful partnership is vital to the success of our students. We look forward to working with you this year. Have a wonderful rest of the summer as we prepare for another successful year at Herrera School for the Fine Arts & Dual Language!

With Panther Pride,



Kevin S. Sotomayor
Principal



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