



## Gerena Community School

Greetings Gerena Families,

I wanted to take a moment to welcome students and families back for the 2021-2022 school year. Thank you for your constant support and understanding last year as we navigated and responded to the unexpected outbreak of COVID-19. As the leader of Gerena, I am very proud of the way students, parents, and staff members responded to the demands we faced. As you know, school will reopen this fall for a full return for in-person learning for all students. Our priority will continue to be the safety of our students and our employees. Be assured, we will continue to ensure that all students and staff members follow safety protocols on campus. Administrators and department leaders continue planning for safety procedures that can be taken at our school. Please note the following changes:

1. **School Hours** – PK school hours are 8:30-2:30. (Only PK students that have a sibling at Gerena in grades K-5 will dismiss at 3:30 with their sibling.) Kindergarten-5<sup>th</sup> Grade school hours are 8:30-3:30.
2. **Building Entry** – Parents must make an appointment to enter the building. Please use our virtual office to schedule an appointment to enter the building. Parents will not be allowed in the building without an appointment, including the first day of school.
3. **Attendance**- All students are required to attend school daily. All classes will be in-person. The attendance policy will be strictly enforced at Gerena Community School. You may access the Springfield Public School Attendance Policy : [Attendance Policy 1-17-19.PDF \(springfieldpublicschools.com\)](#)
4. **Arrival**- To ensure social distancing, we will continue with the changes to our arrival procedures.
  - North Parking Lot - **All students**, PK-5<sup>th</sup> Grade, that are dropped off by a vehicle must use the North Parking Lot entrance; this is the smaller parking lot. This will be a drop and go system. Parents will enter the parking lot, drive up to the curb where students will be dropped off. We are asking all parents to remain in their vehicle during drop-off. Staff members will be present at 8:15 AM to supervise students being dropped off. Parents cannot park in this lot because it will cause traffic on Birnie Avenue.
  - Main Street and Plainfield – Students who enter the tunnel through Main Street or Plainfield will maintain social distancing and wear their mask as they walk through. The tunnel has appropriate signage that students can follow to maintain social distancing.
  - Buses – The Main Parking Lot will be used for **bus drop off only**. Staff members will be present to ensure that students maintain social distancing as they exit the bus and enter the building.
5. **Late Arrival**- Any student arriving after 8:50 AM will be considered late. If you are dropping your child off by vehicle late, you may enter the Main Parking Lot. This is the only time that families can use this entrance to drop off students. A staff member will be stationed by the main entrance to mark students tardy. If your child walks to school and uses the Main Street or Plainfield doors, they may walk through the tunnel, go up to the doors by the auditorium where a staff member will be present to mark the tardy.



## Gerena Community School

6. **Dismissal**- All students that are being picked up by a vehicle must use the North Parking Lot entrance; this is the smaller parking lot. Dismissal will begin at 3:20. Parents will enter the parking lot, drive up to the curb where students will be picked-up. We are asking all parents to remain in their vehicle during pick up. Staff members will assist during dismissal. Please be patient with this process as we start off the school year.
  - Walkers - Will be dismissed via Main Street and Plainfield.
  - Kindergarten – Kindergarten walkers will be dismissed in the cafeteria. Car pick-up for kindergarten will be in North Parking Lot.
7. **Early Dismissal** – If you need to dismiss your child early, please use our virtual office to schedule an early dismissal. Please do not use Class Dojo to request an early dismissal.
8. **Social Distancing** – All students and staff members will engage in social distancing. We have marked the hallways, stairwells, tunnel, classrooms and outside areas with appropriate signage that students can follow. All students and staff members are expected to follow the social distancing guidelines.
9. **Uniforms**- Students will be required to follow the Springfield Public Schools Uniform Policy.

Pre-K/Elementary		
Shirts	Pants, skirts, jumpers & shorts/skorts	Sweatshirts
Navy Blue, Light Blue or White	Navy Blue or Tan	Navy Blue, Light Blue or White

- Shoes must fit securely on the foot. Shoes with open toes (including CROCS, flip flops, sandals and slides) will not be allowed.
  - Shorts, Jumpers and skorts must be knee level or longer. Blouse or polo must be worn under the jumper.
10. **Technology** – All students will need to bring their laptops charged to school daily. Students will also need to bring their chargers to school daily. All students are responsible to care for their laptop.
    - If a student breaks or loses a laptop, a replacement can be provided (with take home privileges) ONCE at the school's discretion.
    - If a second laptop is broken or lost, the student loses take home privileges for the year and will use a loaner during the school day.
  11. **Masks**- Students in PreK-5<sup>th</sup> grade are required and expected to wear a mask while in school. We will have mask breaks during the school day.



## Gerena Community School

12. **Water Bottles** – Students will need a reusable water bottle. Students will have opportunities during the school day to fill their bottles using a touchless water bubbler.
13. **Health**- If your child is not feeling well, please do not send them to school. If you send your child to school with a COVID-19 Symptom, your child will be evaluated by our school nurse and will be sent home.
14. **School Website and QR Code**- <https://www.gerenasps.com/>

### Virtual office:



I encourage you all to frequently visit our webpage and follow our Class Dojo page for up to date and accurate information. Our priority is to keep everyone safe as we begin the new school year. I am confident that by working together we will continue to keep students and staff safe. I am always available should you have any questions.

Respectfully,

*Cynthia Escribano*

Cynthia Escribano

Principal