

Mason School of Academic and Cultural Literacy

of St. Louis Public Schools | Recipient of the 2020 Promising Practice Award
6031 Southwest Ave • Saint Louis, Missouri 63139
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Dr. Stacey M. Franklin, Principal
Ms. Lauren Price, Assistant Principal

August 22, 2021

Dear Mason Families,

Welcome to the 2021-2022 School Year! Tomorrow is the big day for students and we are so excited to have our learners with us in-person. Students from all paths will journey into Mason School of Academic and Cultural Literacy either for the very first time or as a returning scholar to join us in our learning pursuits for this academic year. Although we are still facing unknowns, we will continue to not only strive but also excel in our pursuits because we will do it together, as one school community. We are asking for your patience and positivity as we receive students for these first couple of weeks. Our processes may move a little slow as we learn new faces, please allow space for grace. In our experience, students can be very shy on the first day of school. It would help us out greatly especially if your child is riding the bus, *if you could send a note with them stating their first and last name along with their classroom teacher's name.* Throughout these first couple of weeks you will also receive communication from not only your child's classroom teacher, but from the main office as well as the district, please be sure to read all communiques. We are committed to collaborating with you in educating your child; let us make it a great year!

Regarding our return, you should know that we are working hard to keep all students safe. Here is information that you will need as we begin tomorrow:

- **All students will return to in-person instruction.**
 - Students will be socially distanced in the school building.
 - All persons in the school building will wear masks. You will find mask guidance provided by the district attached to this letter.
 - Sanitation will continue to happen throughout the school day, especially in high touch areas such as doorknobs, and handrails.
 - All classrooms will have spare personal protection equipment, including sanitizing wipes, spray and hand sanitizer.
- iPad distribution began last week. If you have not received your child's iPad, you will need to come to the school to sign it out. Students will not be able to take iPads from the building until you have completed the DocuSign contract.
- **The mode of transportation for dismissal of all students must be identified on the very first day of school. You can help out your classroom teacher by clicking [here](#)** to identify how your child will be going home. Any changes to dismissal routines must come from the parent/guardian by either a phone call to the school prior to the start of dismissal and/or a note from you. Verbal communication from the student will not suffice.

School Hours/Entering the Building:

School begins at 8:05 am and concludes at 3:12 pm. Mason School of Academic and Cultural Literacy will open to students at 7:40 am. After September 7th, all students that ride the bus will receive updated stop and arrival times. Please be on the lookout for updated bus notifications.

- Students **arriving** via school bus will have their temperatures scanned outside of **Door #2** and enter the playground through the gates by **Door #3**.
- Parent drop offs will be at **Door #3** (back entrance from the school lot). There, students they will be screened and sent to the schoolyard.
- Breakfast for all grade levels will happen in the classrooms.

- Upon arrival, prekindergarten students will be sent to their respective classrooms.
- Students who are late to school will enter through **Door #1** (main entrance on Southwest Ave).

(K-6th) Family Pick Up Directions:

Drive up Procedures (K-6th)

Families will drive up the driveway (back entrance from the school lot) and form two rows beginning at the cone by the dumpsters (**outside of Door #3**). **You will need to show identification when picking up.**

- Coach Cather and Ms. V will take students' names from cars parked on the driveway.
- Coach Cather and Ms. V will walk students out to the cars.
- Next group of cars form TWO rows on the driveway and repeat process.
- Doors for pickup close at 3:15pm. Students will then transition to the main office at that time where families will be contacted for late pickup. Please be sure to refer to the Mason ACL Family Handbook for information regarding late pickup violation procedures.

Walk up Procedures

- Walk to **Door #4** (on the blacktop, up the ramp)
- Ms. Norman will take names and walk students out of **Door #4**

PreK Family Pick Up Directions

Families are encouraged to park along Sulphur Ave. Doors will open beginning at 2:45pm. for student dismissal.

- Walk into the playground area, and wait at **Door #5** (playground area near PreK classrooms). All PreK siblings will also be dismissed from **Door #5**. This will help to alleviate as much traffic congestion during student pickup as possible.

Afterschool Pick Up Directions

- Students participating in the AIM afterschool program will be picked up from **Door #2** (cafeteria).
- Students participating in the PreK afterschool program will be picked up from **Door #5** (playground area near PreK classrooms).

Daily Health Screenings:

Temperatures of students will be taken at the beginning of each school day. Parents/Guardians are encouraged to ask their child about symptoms of illness before sending them to school. This will reduce the chance that parents/guardians will send their child to school when they are ill. The parent/guardian will be contacted if a student reports to school and has a temperature of 100.4 or higher. We will have a designated room in the building for that student until the parent arrives. Click [here](#) for the Student Symptom Decision Tree.

Designated staff members will manage screening in the main hallway for students late to school. Staff members and all students are required to wear face coverings at all times. Any parent/guardian visitors will enter through **Door #1** (main entrance). The secretary will buzz them in and their temperature will be taken. Each person will report directly to the main office. Temperature scanner and screening questions will be used upon entry to the school building. Please be mindful that visitors outside of parents/guardians will not be permitted to the school building, and parents/guardians will be limited to the main office.

Cleaning and Disinfecting:

Routine cleaning and disinfecting will take place to maintain a safe environment for students, faculty and staff.

- Custodians will clean and disinfect daily (depending on use patterns) frequently touched surfaces and objects such as: Door knobs and handles, Stair rails, school furniture, countertops, light switches and other high-touch items.

Breakfast, Lunch, Recess and Handwashing:

- Breakfast will take place in the classroom each morning when students arrive.
- Depending on the class, lunch will be held in the cafeteria and classrooms to allow students to have sufficient space for social distancing.
 - No more than 8 students will be seated at a table.
- Recess: All students will have recess with their grade level.
- Handwashing will take place before eating, after eating, before and after group activities.
 - The nurse or classroom teacher will facilitate handwashing lessons with each in person class.

As it relates to transportation, all students that ride the bus should have received a letter from First Student with specific details about your pick up/drop off times. Please call the transportation department at 314.633.5107 if you did not receive your transportation information.

Keep a look out on your email, as more information is forthcoming.

Here are some important numbers and information to know as we ramp up this school year:

Mason School of Academic and Cultural Literacy	(314)645-1201
St. Louis Public Schools	(314)231-3720
Office of Student Recruitment and Placement	(314)633-5200
ESOL Bilingual Migrant Program	(314)644-1066
First Student Transportation	(314)389-2202
Voluntary Inter-district Choice Corporation	(314)721-8657 ext. 3050
PreK Aftercare Program	Shawna.obrien@slps.org
AIM-Stray Dog Theatre	(314)865-1995

We are excited to explore all the possibilities of where learning will take us this school year! Along with this letter, you find an attachment with our approved uniform wear, acceptable masks, and SLPS' District COVID-19 Protocol Information. Please reach out if you have questions!

Welcome back,

Dr. Stacey M. Franklin