Dear Reed Families & Caregivers,

As was shared at the board meeting last night, RUSD will transition to Phase 2 of the RUSD 5 Phase School Re-Entry Plan on Monday, October 5. In order for this transition to in-person learning to be a safe, successful, and positive experience for our young students, we ask that parents and caregivers carefully review all the content included in this letter. It contains important information about student schedules, required safety procedures, and other details. I understand this is a lot of information to read through and I thank you in advance for your time and commitment. It is critical that we all work together and follow all procedures to ensure the safest possible return to campus.

Warmly,
Mary Niesyn

Phase 2 Split Cohort Hybrid Schedule: The RUSD Board approved a 5-week duration for the implementation of the Phase 2 Hybrid Schedule. Barring any unforeseen changes due to guidance from Marin Public Health, Phase 2 will be in effect from October 5 through November 6.

Mondays: 9:00am-1:45pm Distance Learning (all students)

Tuesday-Friday: Split cohorts assigned to either a Tues/Wed in-person or Thurs/Fri in-person schedule (more information below).

Phase 2 Split Cohort Assignments: Each class has been divided into two split cohorts for Phase 2. The split cohort will attend either a Tuesday/Wednesday in-person schedule or a Thursday/Friday in-person schedule. We have done our very best to ensure that siblings across all 3 schools have been placed on the same in-person schedule while simultaneously working to create balanced groupings. If children within the same family have been inadvertently placed on different daily schedules, please contact our front office. With exception to correcting any errors with sibling alignment, we are not able to make changes to the split cohort placements. We thank you for your understanding.

*Your child’s split cohort assignment will be emailed to you on Monday, September 28.

Cohort Groups: Each teacher has been assigned to one of three cohort groups: Cohort A; Cohort B; Cohort C. Each cohort has a designated start, recess, and dismissal time. We have tried very hard to align these times for families so that they only need to manage a single drop off and pick-up for siblings at the same school (we have coordinated with Bel Aire to make sure families with siblings across the two schools have different start and end times).

Cohort A: Start time 8:00am – Dismissal 12:10pm
Cohort B: Start time 8:30am – Dismissal 12:40pm
Cohort C: Start time 9:00am – Dismissal 1:10pm
Individual Student Schedules: Below is a sample of a student schedule for Phase 2. You will receive your child’s schedule next week.

Entry/Exit Locations: A designated entry/exit gate has been established for each grade level. All gates are clearly marked with corresponding grade level. Social distance indication lines have been painted in front of each gate.

- **Kindergarten**: Kindergarten students will enter/exit using the gate to the left of the front office.
- **First Grade**: First grade students will enter/exit using the gate to the right of the front office.
- **Second Grade**: Second grade students will enter/exit at the upper carline gate.

Entry/Exit Procedures: Please read this section carefully. It is critical that we maintain stable cohorts throughout the entire school day and as such, we must rely on our families to follow the entry/exit procedures with great care. A video of the entry/exit procedures will be sent to all families later in the week. Please take time to watch the video with your child(ren). Please also consider taking time after school hours to come to the campus and practice these procedures with your child(ren).

**Kindergarten Entry**: All kindergarten students will enter the campus using the gate to the left of the front office. Parents and/or caregivers are asked to walk with their child and line up on the social distancing markers outside of the gate. A gate supervisor will be at the gate to greet your child and direct them to their designated playground spot. The classroom teacher will be at the designated playground spot to greet your child, take their temperature, check for prior completion of health screening, and take attendance.

**Kindergarten Exit**: Parents and/or caregivers are asked to arrive promptly and wait outside the Kindergarten Gate using the social distance line markers. Students will be waiting in their designated playground spot with their classroom teacher. The gate supervisor will signal the classroom teacher to release your student in a one-to-one fashion.

**First Grade Entry**: All first grade students will enter campus using the gate to the right of the front office. Parents and/or caregivers are asked to arrive promptly and walk with their child and line up on the social distancing markers outside of the gate. A gate supervisor will be at the gate to greet your child and direct them to their designated playground spot.
The classroom teacher will be at the designated spot to greet your child, take their temperature, check for prior completion of health screening, and take attendance.

**First Grade Exit:** Parents and/or caregivers are asked to arrive promptly and wait outside the First Grade Gate using the social distance line markers. Students will be waiting in their designated playground spot with their classroom teacher. The gate supervisor will signal the classroom teacher to release your student in a one-to-one fashion.

**Second Grade Entry:** All second grade students will enter and exit the campus using the gate in the upper carline. Parents and/or caregivers are asked to drive to the top-most position in carline. Students exit the car and line up on the social distance markers in front of the gate. A gate supervisor will be at the gate to greet your child and direct them to their designated playground spot. The classroom teacher will be at the designated spot to greet your child, take their temperature, check for prior completion of health screening, and take attendance.

**Second Grade Exit:** Students will be waiting in their designated playground spot with their classroom teacher. Parents and/or caregivers are asked to arrive promptly, pull up to the top-most position in carline, and clearly display your name placard for the gate supervisor. The gate supervisor will call to release the student in a one-to-one fashion.

**Additional Details:**
- Second grade students and caregivers also may access the upper gate on foot. Please enter from Lyford Drive and line up on the social distance markers.
- Please arrive promptly at your designated start/end time. Our gate supervisors and classroom teachers have a limited window to welcome students in each cohort.
- The front circle will be closed to all vehicle traffic. Please find a safe place to park and walk with your child to the gate. A crossing guard will be stationed at the Tiburon Blvd/Lyford Drive intersection.
- If you have multiple children in your family, please drop your 2nd grade student off in carline, find a place to park, and walk your younger student to their assigned front gate.
- All community members are required to wear a mask and follow social distance guidelines when escorting students to and from school.

**Late Arrivals:** To ensure our ability to maintain stable cohorts, it is critical that families prepare for timely school arrival and pick up. Thank you!

- Students will not be allowed on campus prior to their designated start time.
- Students will not be let on campus after their designated start time. Late arrivals will need to return to the campus at 10:00am for entry after all other cohorts have gone through the arrival process.

**Additional Important Information:**

**Daily Parent Verification of Student Health:** Parents must complete a brief online Daily Health Screening (emailed via Actionaly) every morning, prior to bringing your child(ren) to school. Teachers will check to verify screenings with morning attendance prior to entering the classroom. Students may not enter the classroom until screenings are complete. In the event a screening has not been completed, you will be called immediately to complete the process.

**Review the COVID-19 Handbook with your Child(ren):** Families will receive the RUSD Parent & Student COVID-19 Handbook through email via Actionaly. Be sure to read, understand, and agree to all new safety practices prior to the start of in-person learning.

**Masks are Required:** All staff and students are required to wear a face covering while on campus. Temporary removal for eating or drinking is permitted, but face coverings are required at all other times. Families may wish to provide their own face coverings, but we have a supply of reusable masks for all students. Parents and caregivers are required to wear a face covering when accompanying your child(ren) on and off the campus.

**Restricted Parent Access to Campus:** As a reminder, parents cannot be in classrooms
nor can they enter school grounds beyond the gates. We encourage parents to conduct school-related business virtually as much as possible. For business that requires a parent to come to campus, please wait outside the front office and Juli or Isabelle will greet you.

**Student Snacks & Lunch:** Students will have a scheduled snack break during their in-person days at school. In addition to sending your child(ren) with a healthy snack, please send a full water bottle. Clearly label bottles with your child’s name and room number.

**Choice Lunch:** Students will eat lunch at home, however parents may order a lunch to-go from Choice Lunch. Choice Lunch entrees will be individually packaged and delivered to the classroom for students to carry home.

**Lastly…**

**Stay Safe:** In order to return to in-person learning as soon as possible, we need families to continue to practice social distancing and take other protective measures like frequent hand washing and wearing a face covering. As difficult as it is, we also ask families to limit social engagements that result in prolonged exposure with others. Family commitments to these recommended safety measures are imperative, as we build toward a full return to school and avoid a need to return to distance learning.

**Play it Safe When Not Feeling Well:** Students must stay home if they have any symptoms of illness such as
- fever,
- chills,
- body/muscle aches,
- sore throat,
- runny nose,
- congestion (not related to allergies or air quality),
- unusual headache,
- loss of taste or smell,
- nausea,
- vomiting,
- diarrhea, and/or
- exposure to anyone who has tested positive for COVID-19 within the past 14 days

**School Site Specific Protection Plan:** A [School Site Specific Protection Plan](#) for each campus can be found on the District Website under the Reopening Schools tab included on the COVID link.

**NEW BIKE RACK & FLAG!**

Big thanks to the [Tiburon Peninsula Foundation](#) for their grant to fund a bike rack and a new California flag for our flagpole. With the new rack, we now have three bike racks to hold lots of bikes. We so appreciate TPF's generous support and hope it encourages more students to ride bikes to school when we reopen!

**INSTRUCTIONAL ASSISTANT**

Reed is accepting applications for a part-time position (9am-1:30pm). If you know of someone wonderful who enjoys working with young children please email Isabelle.

**ATTENDANCE**

If your child will be absent or late, please email the attendance line reedattendance@reedschools.org or call 415-435-7840 and press 3 to leave a voice message. Otherwise we will need to call parents & caregivers. This is very important, even while students are on Zoom, since we are required by the state to take attendance.
Join the PTA: The PTA is a membership-based organization that combines the efforts of parent volunteers, teachers and administrators to enhance the school experience for our children. In previous years, the PTA has raised funds through membership dues, school book fairs, and Choice Lunch which has traditionally been our biggest source of revenue. Because our fundraising will be limited this year, we really need the support of our parent community so we can sponsor virtual events for students and parents, provide special treats for our teachers to show our appreciation and help subsidize the yearbook. We hope that every family in the district will participate in the PTA this year, both as members and volunteers! Find out more and become a PTA member here.

Thank you to everyone who joined our PTA Zoom meeting last week. PTA Meetings are on the second Monday of each month. Our next meeting is Monday, October 12th at 9:15 a.m. For more information, please contact Reed PTA Site Chair, Michelle Thomsen at mmsmith8@yahoo.com

REED Red Mondays Paint the Zoom Call Red with Reed Red Mondays! Wear your Reed Red Spirit Wear on Mondays and show your Reed spirit. Don't have Reed Red Spirit Wear? See below!

Purchase Spirit Wear Support the PTA and show your REED spirit with spirit wear! The new trendy splatter-bleached REED Spirit Wear is a way to inspire little bits of joy in uncertain times. Check out one of these new styles! Our traditional Reed Red merchandise is still always available for purchase. Order fun gear for your student here and you will be notified when your items are ready for pick up.
Safe Routes to Schools: As we start to prepare for hybrid and in-person learning, please consider green forms of transportation to reduce traffic congestion around Reed Elementary School. Biking from Blackie’s Pasture (1.8 miles) takes approximately 15 minutes or please consider parking by Town Hall and walking to Reed.
IN YOUR MAILBOX THIS WEEK!
Important information from the Foundation
Included…a FRS 20/21 CAR DECAL
We hope you will join the Foundation community