

Dear Parents,

The 2019-2020 school year is off to a great start as we continue on our path to helping students reach their personal best this year. Each day our goal is to provide each of our young scholars with the best educational experience we can at Caughman Road.

September Communication Updates were sent home with each student at Interims, outlining our morning arrival procedures. We would like to remind all parents that our campus opens at 7:00 AM daily. Beginning at this time, our building is immediately buzzing with students, parents, support staff members, and teachers. In order to begin our school day effectively, our staff and students need to transition from "student arrival" to "beginning the instructional day" as quickly as possible. In order to streamline our arrival procedures, we need additional support from our students and parents. Students who arrive on campus after 7:35 AM will be sent immediately to class, and all Kindergarten and student with student support needs will be escorted to their classroom by a staff member. If a student arrives after 7:35 AM and you would like to walk your child to class, then we ask you sign in so an administrator can meet with you to discuss classroom observation guidelines. When signing your child in at the front desk after 7:35 AM, please let us know if you would like to establish a time to meet with your teacher so that we can best support your request in our front office.

The staff at Caughman Road is proud of our dedication and care of your students, and we always welcome parents to visit the classroom for observations! In order to ensure that all of our Young Comets are receiving the undivided attention of their teachers, staff are unable to conference after 7:25 AM so that their classes may begin promptly at 7:30AM with Class Morning Meeting and then transition into the instructional routines for the start of a great day. If you need to request a conference, an administrator will be available to facilitate this process for you by having you complete a Request to Conference slip in the front office. Please be assured that each slip will be immediately placed in a teacher's box, and a staff member will contact you during their planning time or by the end of the day to set up a meeting time. If you would like to observe a classroom, please alert the front receptionist so that a contact can be made for an administrator to come to the front desk to briefly meet with you to go over our classroom observation protocols and reminders. Scheduling a time to observe and follow up may take time; however, this scheduling process is necessary for us to minimize any distractions that could prevent all of our Comets from "SOAR"ing on a daily basis. We appreciate your understanding.

We appreciate your feedback into our school routines; therefore, if you would like to speak with an administrator please do not hesitate to contact us at (803) 783-5534. Thank you for your continued support. We look forward to partnering with you for the remainder of the year to provide the best possible educational experience for all of our Comets and their families.

Shawn Hall
Principal Caughman Road Elementary School

"We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams."