



Dear Parent/Guardians:

The new school building construction at Caughman Road Elementary is set to begin Monday, March 12, 2018. We are excited about our new Montessori addition and look forward to the anticipated opening of our new learning center in December of 2018!

Creating a new school building takes coordination, planning, flexibility, and time. While the logistics of engineering an entire new space can seem understandably massive, I have learned that successful communication is key to any new adventure! During our building process, please be assured that both the district and the school are committed to consistent and open communication. By working together, we can make sure that our new construction causes the least amount of disruption to instruction as possible.

Preparing for our next phase of construction will impact a few areas within the school. Please review this information carefully:

- Construction crews will be on site in the work area daily from 7:00 AM-5:00 PM. They will be working from the basketball side court area. A fence will be placed around the work area to maintain the safety of the work space and restrict students' access to the construction site.
- For safety purposes, students may not enter and exit the school within designated work areas and supply delivery zones. Teachers have been versed on the safe student entry and exit paths to be used at the back of our building to reach required designated activities. A six foot fencing system and netting will be placed in designated areas to guide students away from unsafe areas.
- Large gate entry areas will be moved to the left side of the portables. These areas will be maintained to district safety standards within the school day and locked each evening to ensure that the construction site safety perimeter is maintained.
- Fifth grade and related area portables will remain in their current location, and a safety barrier will be constructed between the portables, classroom, and work area. Classes will enter and exit through grade hallways during construction.
- Construction Crews on site are not permitted to enter the school building or interact with students or staff during the school day. The district has ensured that all crew members permitted on site have completed district work requirements and a safety background check.

A parent/district information session has been scheduled for Thursday, March 22<sup>nd</sup>, from 5:30-6:30 PM in the cafeteria. During this time we will be glad to answer any questions or concerns about the school construction. If you are unable to attend this meeting, please feel free to contact me at 783-5536 or return the form below with your contact information so that someone can return your call. Please do not hesitate to contact my administrative team or myself if you have any questions or concerns. We appreciate your continued support and cooperation as we make Caughman Road Elementary the best school that it can be for both our students and our community.

Kind regards,



Shawn Hall, Principal

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I am unable to attend the parent/district information session scheduled for Thursday, March 22<sup>nd</sup>. Please contact me.

Parent/Guardian Contact Information: \_\_\_\_\_  
Name Phone Number

Questions or Concerns: