



Shawn R. Hall
Principal

Dr. Thomas Turner
Assistant Principal

Wanda Price
Assistant Principal

Comets,

We would like to thank each of you for stepping in and doing everything in your power to create a positive virtual learning environment for your child. We have collectively worked to serve you and your child in the safest way possible. We started our school year off with eLearning, and along the way we have experienced many positives with our all virtual platform. Now, as we begin to transition into our next phase of learning we are ready for the next step—returning to campus safely. This has been our ultimate goal—and we are so excited to welcome our Young Scholars back face to face!

With that being said, I want to share with you some of the new changes and expectations that will help all of us to meet this next transition in a safe and rewarding way.

We appreciate your patience and understanding as we navigate the changes and challenges coming in this next phase. Please carefully monitor both our school and district websites for Restart Strong updates. Before we begin our face to face model, please review the following school-wide support systems:

School Safety:

Rest assured that we are taking extensive preventative and sanitizing measures at school to reduce the potential spreading of any viral or bacterial contamination. We have implemented the following sanitary procedures for all students who will participate in a face to face educational model:

- All students entering the building will be required to sanitize their hands prior to entering.
- **Morning Arrival:** Community traffic during morning drop off will be limited to outdoor, open areas of the school each day.
 - **Students Grades 2-5:** Parents may drop students off at car riders line area. Students may enter post temperature check, placing a face mask on appropriately and sanitizing their hands
 - **Students in Grades PreK-1:** Parents may drop off students at Van Loop area. Siblings of students in grades Prek-1 may escort their siblings into the building. Students may enter post temperature check, placing a face mask on appropriately and sanitizing their hands. *Students in grades Primary, Pre-K and Kindergarten will be escorted to their classrooms by a certified staff member once they arrive*
 - In order to ensure that our classroom environments are sanitized and safe for the day, we will minimize frequency of community contact to ensure that all students arrive safely and maintain strict sanitizing guidelines. All visitors will be directed to adhere to social distance guidelines during arrival and departure

procedures. Please be prepared Parents/ Guardians will not be permitted to escort students to class during morning drop off times. Staff safety measures have been put in place throughout the building to support the arrival of students.

- In order to maintain all safety precautions for our students and staff, any adult entering the school environment will be asked to adhere to the city mask ordinance and social distancing guidelines. All parent conferences or classroom observations will need to be scheduled with an administrator at least 24 hours in advance. Please contact Mrs. Lomas at 803-783-5534 for a conference time.
- Students arriving in the bus area will be required to sanitize their hands within the open bus area, place a mask over their mouth area during transition, and report directly to their classrooms.
- Breakfast and lunch will be served within the classroom each day for all students.
- Daily disinfecting of desks will occur and be refreshed as needed throughout the day. Students will be provided with individual work baskets and materials.
- Students will be permitted to use a water bottle throughout the day rather than a community water fountain.
- Students will be required to wash their hands throughout the day. A nurse will demonstrate and model safe hand washing procedures for each class.
- Sanitizing Stations have been set up throughout the school with hand sanitizer, tissues, and disinfecting wipes for each classroom and the main office.

Parent Communication

During this time of uncertainty, we understand that communication serves not only an essential function, but also one that can support you in answering your questions and concerns.


- Parent Portal information will need to be kept up to date throughout the year. District and school-wide emails, callouts, and written communications are sent to the contact listed within POWERSCHOOL. Please update your emergency contact list each nine weeks. Only the parties listed within POWERSCHOOL can receive communication concerning your child.
- All teachers have established a DOJO or Rewind communication platform established for their class. Class messages can be immediately received and reviewed by a teacher within this area. Communication platforms will be established with Parent/Guardian of each student only.
- We ask that both our school families and employees be diligent in communicating if your child becomes ill. In order to limit potential virus exposure to students and staff, any student noted to have viral symptoms will be assessed by a school nurse immediately. Post a medical assessment, a student who experiences a temperature will be immediately isolated, and a parent will be contacted. Parents are asked to pick up students immediately from the front office or to send an emergency contact to support a student who is ill.

- Your child will be assigned a Cohort of face to face learning dates. Please review the schedule below for dates of return for our Young Scholars.
- Students will bring their school-issued learning device to school daily. Please charge devices the night before, as chargers cannot be shared with others.
- Outside backpack items such as paper, pencils, and other paper product materials will not be needed. Students will be asked to keep these materials within their backpacks. Only computer devices will be brought into the classroom. Lunch items may be stored in a lunch box and kept under the student's desk. Individual snack items are not permitted unless organized by the teacher who will advise you of prepackaged safety guidelines.

- Although we do not foresee having to suspend school operations as outlined by the plan submitted to the South Carolina Department of Education, please review school and district communications weekly so that you can be kept abreast of the most current updates for Richland School District One.

Both the staff and I are looking forward to an educationally rewarding school year with you and your children! Please do not hesitate to reach out if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Hall", with a long horizontal flourish extending to the left.

Shawn Hall, Principal

Caughman Road Elementary

Student Name: _____

Assigned Cohort _____

Phase Two Schedule of Learning

Week of October 26

Monday, October 26 and Tuesday, October 27: Pre K-2 Hybrid Cohort A Return

Wednesday, October 28: Asynchronous Day of learning for all students (Grades PreK-5)

Thursday, October 29 and Friday, October 30: Pre K-2 Hybrid Cohort B Return

*****Week of October 26-30th All students in Grades 3-5 will remain in their normal assigned virtual schedule of learning***

In order to prepare for this school-wide transition, all students (Hybrid/Virtual) will have a asynchronous Days of learning on Thursday, October 15, and Friday, October 16. During these two days, students will work independently on assigned tasks throughout the day. Homeroom Morning Meeting times will occur from 7:30-8:00 AM, and your child's teacher will post a check-in time during these dates. The schedule will be posted on your teacher's DOJO. Your child's homeroom teacher will provide you with further details about the independent work materials and timeline of due dates for this day.

Week of November 2- November 6

Monday, November 2 and Tuesday November 3: Student Holiday: No student attendance

Wednesday, November 4: Asynchronous Day of learning for all students (Grades PreK-5)

Thursday, November 5 and Friday November 6: Cohort B Return (Grades PreK-5)

Week of November 9-November 13

Monday November 9 and Tuesday, November 10: Cohort A Return (Grades PreK-5)

Wednesday, November 11: Asynchronous Day of learning for all students (Grades PreK-5)

Thursday, November 12 and Friday, November 13: Pre K-5th Cohort B (Grades PreK-5)

*****Please note: Virtual only students will be notified of the change in time and login for Related Arts classes and daily virtual schedules***