



TWINSBURG CITY SCHOOL DISTRICT

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November 11, 2020

Dear Twinsburg Schools Family:

I was asked a number of questions regarding the classroom specific Parent Notification letters I send home to our parents. Questions were raised as to why not all families in any specific grade level receive the classroom specific notice, thus, I would like to explain the process I use for informing our families.

- When I become aware that a student tests positive for COVID-19, I make a phone call to the parent of the child to check on how the child is feeling and to offer our District's support;
- Once that happens, I submit to the portal on the Summit County Public Health (SCPH) website, the name of the confirmed positive child or staff member. If I have the child's/staff member's test results, I submit those to the secured Communicable Diseases portal on the SCPH website;
- After conferring with the building principals and related staff members, I submit to the SCPH portal, the names of any students or staff members who have been within six (6) feet for fifteen or more minutes within a designated timeframe that relates to the date on which the child is confirmed as positive. Before doing so, an administrator or I contact the parents of these "close contact" students or staff members so they are not surprised by a call from health officials;
- If the student who is confirmed positive for COVID rides one of our school buses, either to and from school or to and from athletic events, I enlist the assistance of our Transportation Supervisor/Assistant Supervisor in identifying seating locations and bus attendance for the student confirmed as positive. Once that information is determined, we identify any other students who may have been in close contact with the positive student while on the school bus and I, in turn, contact parents by way of a phone call to inform them of our need to submit their child's name and the parent's contact information to SCPH. Then, I report the names of these "close contact" students to the SCPH officials;
- Next, our building principal provides me with the class roster(s) that include the names of the students in the confirmed positive student's classroom;
- I develop a written notice regarding the situation and then I connect the parents whose children are listed on these class or bus rosters to this letter. This takes quite a bit of time as I have to select each child's name individually from the Blackboard Connect file. The parents of students who are not in these classes do not receive this specific notice as it is meant to inform parents of the students in this classroom about a possible close contact;



- Once the parents of the students who are listed on the class roster are contacted via a Blackboard Connect email, I develop a more general letter that is sent to all parents and staff members. This letter is then emailed to parents and staff members via Blackboard Connect; and
- Finally, I update the information that is posted on our District's COVID-19 Dashboard which is found on our website.

Although it takes a great deal of time to work through this process for each of our COVID positive students, I truly believe that the information shared with our families is helpful. We continue to be as transparent and as clear as possible so that you have the information you need.

Sincerely,

Kathi Powers
Superintendent

