October 15, 2020

Re: Two-Way Communication

Greetings students, parents, & guardians ~

I hope this letter finds you and your family well during these difficult times. I’m writing to share and clarify some procedural responsibilities that ALL school districts are required to do this year.

Since many schools are fully virtual, others are hybrid, and very few are 100 % in person, ALL school districts are required to have two (2) two-way communications with EVERY STUDENT *per week*. Two-way communication can be an exchange of text messages, a phone conversation, face-to-face meetings (class attendance), email exchanges back and forth, Zoom or Google Meets, or messaging back and forth through another platform such as Facebook Messenger.

At CCHS when a student is enrolled this year, they are given a Chrome Book and a school email. If necessary, we can also provide a WiFi aircard for connectivity. So, essentially, everyone could two-way communicate by email. Regardless of how the communication happens, it is critical that we meet this requirement each week. It is also worth noting, that the communication MUST BE with the student. It cannot be with a parent or guardian.

Another clarification I’d like to make is that Mrs. Case, our online supervisor has a very large caseload with all the students who are fully virtual and all the students who have half of their classes virtually. As such, you very likely will hear from her, but you may also hear from other staff members. Please encourage your child/student to communicate with ALL of us who attempt to complete this two-way communication responsibility.

In closing, the purpose of this letter is to remind everyone that this communication must happen, and to make sure you know of ALL STAFF MEMBERS WHO ARE RESPONSIBLE FOR COMPLETING TWO-WAY COMMUNICATION.

Students may hear from:

Tim Allard ~ Superintendent. Cell phone number 269-967-9212.

Eli Case ~ Edgenuity/Online Learning Supervisor

Brian Demlow ~ Teacher

Derek Elliott ~ Teacher

Kati Ferris ~ Special Education Teacher

Tiffany Harris ~ Guidance Counselor

Becky Learman ~ Teacher

Pete Mathis ~ Teacher

Stacey Olsen ~ School Interventionist

Laurie Ruhstorfer ~ Teacher

Julie Seifke ~ Special Education Teacher

Mike Zandstra ~ Teacher

Respectfully,



Tim Allard, Superintendent