

# MEMO

**To:** Parents & Guardians  
**From:** Dan Ramos  
**Date:** May 17, 2020, 2020  
**Re:** School Information Update

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To Our Parents & Guardians:

Kiefer & AFA families – As we close out the regular academic year, I want to bring you summer information and clarify any end of the year details. I very much appreciate your flexibility in this time. My thoughts are with each of you. We miss our students and are still here when you need us.

To our healthcare workers, to the essential workers that keep society afloat, to those parents doubling as teachers in the home, and to all people helping to do your part to keep everyone safe – THANK YOU.

Listed below are some frequently asked questions. We have answered the questions based on the current guidance we have received from the Illinois State Board of Education (ISBE) and Governor JB Pritzker.

What is the schedule for the Extended School Year (ESY)?

- **With advisement from ISBE and public health, Kiefer and AFA will be remote learning for the entirety of the summer.**
- ESY runs from Monday June 8<sup>th</sup> - Friday, July 17<sup>th</sup>.

What is the format for ESY?

- Your child's teacher will be reaching out to personalize a schedule for the summer. We will continue to focus on IEP goals if applicable and feasible to teach in the current environment. All grading policies from the regular school year will be carried over to the summer. We hope to expand on virtual contact between school and student.

Grading Reminders

- Parents will receive grades in the mail. Parents will also receive an academic progress report narrative. This document will describe your student's learning in greater detail given our unique circumstances.
- (Reminder) Per ISBE guidance, semester/end of the year grades will not be lower than what a student had earned on March 13. You can read the guidance from the ISBE using the following link: [REMOTE LEARNING RECOMMENDATIONS](#).
- For K-8, students will either receive a PASS or INCOMPLETE.
- For 9-12th, students will either receive their course letter grade or INCOMPLETE.

My child earned an INCOMPLETE. What are the next steps?

- An INCOMPLETE was thoroughly reviewed by teacher and school administration. It simply means that more time is needed to achieve essential learnings of a specific course. ESY can be used as time to complete this. Our goal is to have all INCOMPLETES finished by start of Fall 2020.

What is the plan for Fall 2020 School Year?

- Public health conditions are in constant change. When public health and ISBE approves schools in our region to open, we will make every effort to open. We have been advised to create safety plans and prepare safety equipment. As a schedule and plans are finalized we will reach out to you.

Yours in Education,

A handwritten signature in black ink, appearing to read "Dan", written over a light blue horizontal line.

Dan Ramos, Principal

309-687-7236 | [dramos@chail.org](mailto:dramos@chail.org)

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