

# MEMO

**To:** Parents & Guardians  
**From:** Dan Ramos  
**Date:** April 27, 2020  
**Re:** School Information Update



To Our Parents & Guardians:

Kiefer & AFA families – It saddens me to address some end of year matters without us being back at school. Our school building may be closed, but my staff and I have you all in our thoughts and efforts. This time of year is usually filled with celebrations, events, and fun filled school activities. Instead, we press on to meet the new demands we face. Together, we will endure.

Listed below are some frequently asked questions related to the remainder of the school year. 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. All of these plans are subject to change based on guidance that we receive. We will continue to update you as we get more information.

Are we still having 8th grade promotion or 12th grade graduation?

- We are disappointed that we can't gather together. At this time, our plan is to push out a virtual celebration format that recognizes our 8th & 12th graders. It is currently in production. We will provide more details as soon as they are available.

What is the schedule for the rest of the school year?

- As part of the ISBE guidance, schools are able to utilize Remote Learning Planning Days. These days will be used for teacher/team planning, faculty meetings, and gather necessary materials in this unprecedented time. There will be no student instruction or engagement on these days unless otherwise scheduled with a teacher or clinician.
- Below is a list of the Remote Learning Planning Days our district will be taking in May:  
May 18 through May 22nd.

**The last student day for any Kiefer & AFA student will be Friday, May 15th.**

Other important dates:

- Monday, May 11th will be the last day that new assignments will be presented to our students. The week of May 11th- May 15th, students will be completing work and activities previously assigned and teachers will be working with students to help them finish their work.

I have assignments that are due back to the teacher. How do I get it to them?

- Please communicate with your teacher. We will work with you to have it mailed, picked up by staff, or dropped off at our building. We are following all safety protocols and public health guidelines - right down to how we handle any work that is collected.

How will final grades be calculated?

- Per the ISBE guidance, semester/end of the year grades will be no 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](#).
- The final grade will be based on their Q3 grade that was in place on March 13th.
- For K-8, students will either receive a PASS or INCOMPLETE.
- For 9-12th, students will either receive their course letter grade or INCOMPLETE.

Will the school still have summer school?

- The Governor's Office has closed all schools through the end of May. At this time, we do not know how this will impact the start of regular summer school. (Original start date of Monday, June 8th). We are working on contingency plans that involve remote learning occurring for summer school. More details will be released when available.

Yours in Education,

A handwritten signature in black ink, appearing to read "Dan Ramos".

Dan Ramos, Principal

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