

April 17, 2020

Dear Parents & Guardians:

This afternoon, the Governor extended his mandated school closure through the end of the 2019-2020 school year. While the school closure has stifled valuable face-to-face teaching and learning, please know remote learning will continue through the end of the school year, which is May 27, 2020. Our PreK-5 staff will continue to plan and develop choice boards and connect with students. Likewise, our 6-12 staff will continue to identify effective ways to deliver curriculum and reinforce skills, interacting with students using several platforms.

Grading guidelines for the remainder of 2019-2020 school year

For K-5 grades, trimester 2 grades will be the final grades for the 2019-2020 school year.

For middle school students, the following guidelines will be used to determine final grades:

- 1) Teachers will grade work assigned during remote learning days.
- 2) A student's academic standing in a course will be based on the posted 3rd quarter grades.
- 3) Work not completed will be designated as incomplete (I) and opportunities will be created so that students can reengage in what is missed.
- 4) The school will ensure students have many opportunities to complete the required coursework as we want every student to receive credit for this quarter.
- 5) An 8th grade student with an F must improve their grade through participation and redoing work that has been or will be provided by the teacher. That work must be completed by May 15, 2020, or that 8th grade student will not be awarded a promotion certificate with a May 21, 2020, date.
- 6) Zeros will not be given for work assigned during remote learning for students that are unable to engage.

For high school students, the following guidelines will be used to determine Semester II grades:

- 1) No final exams will be given for the semester.
- 2) The student's semester grade will default to their 3rd quarter grade. For example, a student with an A for 3rd quarter will receive an A for Semester II.
- 3) A student who completes 75% or more of the work provided by their teacher during remote learning will see their final grade increase by one letter grade. For example, if a student completes 75% of the work provided, the student with a 3rd quarter grade of a D will be increased to a final semester grade of a C (Each individual teacher will determine if the work turned in is sufficient to be considered completed).
- 4) Zeros will not be given for work assigned during remote learning for students that are unable to engage.

- 5) A student who had earned an F for the 3rd quarter and who does not complete 75% of the work provided by the teacher will receive an incomplete (I) for the semester. The student will be given a packet of work to complete during the summer. The work must be completed by September 1, 2020. This work will be graded and if the student earns over a 60%, their semester grade will be changed to a D. If the work is not completed with a 60% or higher, the grade will stay as an I and the student must retake the class during Semester II (spring 2021) in order to receive any credit.
- 6) Note: A senior with an F must improve their grade through participation and redoing work that has been or will be provided by the teacher. That work must be completed by May 8, 2020, or that senior will not be awarded a diploma with a May 17, 2020, date. A senior who does not pass required classes and does not have at least 23 credits will not graduate.

School service personnel including our special education staff, counselors, social workers, school psychologist and speech pathologists will continue to reach out to their students/parents and provide services in the best possible way during this closure.

I want to thank you for the many added tasks you and your student(s) have endured during these very unprecedented times. The faculty, staff and administration misses the daily contact at school with your student(s); and are saddened by the missed opportunities and positive celebrations our learning community enjoys this time of the school year. Following the recommendation from the DeKalb County Health Department, we have made the difficult decision to postpone promotion and graduation ceremonies along with any other end of school year events at this time. The high school administration will be reaching out to the seniors and are planning a virtual graduation ceremony that will still take place in May; however, we will continue to investigate the possibility for an in- person ceremony later on if it falls within the guidelines set by the Governor, the IDPH and the DeKalb County Health Department.

In addition to the various remote learning methods our staff and students are engaged with, the district will continue to offer and provide other options for families to maintain a continuity of learning and engaged including, but not limited to:

- **District Wi-Fi:** If you have a device (iPhone, iPad, laptop, etc.,) but no internet service or service that is unreliable, you do have the ability to connect to the District Wi-Fi to download remote learning materials. District Wi-Fi is available when parked at any school in the district. To connect to: **Sandwich430-BYOD**, please use passcode of: **#IHateVirus2***
- **Printed Materials:** Learning packets will be made available to families that have requested printed materials. Please call your students school and leave a message with your name, your students name & grade, and your contact number regarding printed materials. In order to limit exposure and protect the health of our district families and staff, paper copies are reserved for those with the inability to connect online to retrieve those documents.

- **Loaned Devices (only for families without a device while inventory lasts):** Should your student be in need of checking out a device, please call your students school and leave a message with your name, your students name & grade, and your contact number. Using the information we have gathered from the technology survey or others means of family contact, District devices will only be offered to families without a device; and only one device per family while inventory lasts. A digital device check-out/take home authorization form will be provided and must be filled out completely prior to distribution.
- **Phone Calls:** Should remotely connecting with your school be limited, please know you may leave a message at your student's school and a member of the staff will return your call. Please call the school and leave a message with your name, your students name & grade, and your contact number.

LG Haskin:	815-786-8812 (leave a message when prompted)
WW Woodbury:	815-786-6316 (leave a message when prompted)
Prairie View:	815-786-8811 (leave a message when prompted)
HE Dummer:	815-786-8498 (leave a message when prompted)
Sandwich Middle School	815-786-2138 (press #1 attendance; then press #1 to leave a message)
Sandwich High School	815-786-2157 (press #1 attendance; then press #1 to leave a message)

In the near future, your principal will be in contact with you regarding procedures to follow when picking up personal belongings from the school and/or returning school issued property such as textbooks, library books, etc. As previously communicated, the district will continue throughout the closure to provide Grab and Go breakfast & lunch for pick up at Sandwich Middle School on Monday's (3 days of meals) and Thursday's (2 days of meals) - 10:00 am - noon.

Thank you again for your support and I wish good health and safety for you and your family during these very unprecedented times.

Sincerely,

Rick Schmitt
Superintendent of Schools