



## **District Remote Learning Plan**

During the time that our schools are closed, the district will be following a Remote Learning Plan that has been created by district administration and staff. The following document will provide general district information, as well as specific procedures that apply to Woodlawn Grade School and Woodlawn High School.

### **Remote Learning Days**

- Remote Learning Days will be used to provide educational opportunities to all students in the event the school buildings are forced to close for any reason.
- Remote Learning Days are instructional days and do not need to be made up.
- Parents and students will be notified about Remote Learning Days by School Messenger, the district webpage and by the district Facebook page.

### **Access to School Counselors**

- The district's social worker and guidance counselor will be available during Remote Learning Days. They can be reached by email or by calling the main office.
  - o Social Worker: Sara Wiggins [swiggins@woodlawnschools.org](mailto:swiggins@woodlawnschools.org)
  - o Guidance Counselor: Leslie Witzel [lwitzel@woodlawnschools.org](mailto:lwitzel@woodlawnschools.org)

### **Access to School Staff**

- As district staff will generally be working from home during this period, the best way to reach them is through email, leaving a message with the school office, or through district approved apps, like Class DoJo, Remind, or Google Classroom.
- All staff members will check their email at least three times a day in order to provide feedback to students or to answer questions about assignments.
- Staff members may also send out specific directions on how to reach him or her.

### **Assignments**

- Teachers will be collecting, assessing and providing feedback on all work that is handed in.
- All required assignments are expected to be turned in. Failure to complete assignments will result in a grade of Incomplete. Credit cannot be given for a grade of Incomplete.

### **Students with Disabilities**

- Special Education staff will continue to make modifications for students in accordance with the student's IEP.
- Special Education teachers will be in direct communication with students and their parents.



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*Eric Helbig*, Superintendent

## **Meal Service**

- Meals will continue to be served on Monday's for all students who sign up in advance. The link to sign up is on the school webpage and will be in an email and Facebook post. Meals may be picked up between 11:30-12pm on Mondays at the South/Activity Entrance at WGS. Meals will continue through our scheduled Spring Break of 4/6-4/10.

## **Transition Plan**

- The first week classes resume, staff will access student progress and completion of Remote Learning Assignments. The Social-Emotional needs of students will also be assessed and services will be provided as needed.

## **School Specific Information and Procedures**

- WHS and WGS have specific procedures and guidelines that will be addressed in a separate document.