



# WOODLAWN UNIT SCHOOL DISTRICT #209

300 NORTH CENTRAL LANE  
WOODLAWN, ILLINOIS 62898  
PH: 618.735.2631 FAX: 618.735.2032  
WWW.WOODLAWNSCHOOLS.ORG

*Eric Helbig*, Superintendent



Woodlawn High School  
300 North Central Lane  
Woodlawn, IL 62898  
PH: 618.735.2631  
FAX: 618.735.2032

*Eric Helbig*  
Principal



Woodlawn Grade School  
301 South Central Lane  
Woodlawn, IL 62898  
PH: 618.735.2661  
FAX: 618.735.2288

*Sandra Kabat*  
Principal

## Remote Learning Procedures for WGS, 2020

- Communication between the school and students' families will take place via email, text, phone messages, the PTO and Unit District Facebook pages as well as the school's website. The school website is woodlawnschools.org. If you aren't receiving correspondence, please contact Ms. Kabat or your child's teacher. Also, you might want to make sure you have updated contact information in teacherease if you are not getting the messages. . You may also leave a message by calling the school. Messages will be forwarded to staff.
- Teachers will be checking their email on a daily basis Mon-Fri. Several teachers also use Class Dojo, google classrooms, etc. If for some reason you are not able to correspond with your child's teacher, contact the school. Teachers are eager to help your child.
- All assignments will be printed in paper form. If you are not going to need a paper copy, please let your teacher know. Paper packets will be ready for pick up each Monday (due to Spring break, there will not be a new packet on Apr. 6) Work will be due the following Monday that it was sent home. Completed packets can be dropped off in the main entrance at any time. (You may also leave them with cafeteria workers if you pick up lunches on Mondays). Boxes are labeled by grade and drop-off or pick-up. Please reuse the envelopes or folders that work is sent home in and return completed work in them. Due to spring break, the next packet of new materials will be available on Apr.13.
- Electronic copies of homework can be obtained from our school's website. Woodlawnschools.org. There is a link there. You can also obtain email addresses by looking up the faculty on the webpage.
- **Students will have to complete work.** Parents will be able to look on teacherease to see if work has been completed. Students will get feedback from teachers and have ample time to make up missed work due to illness, or correct assignments, etc. Contact your teacher if you have a concern. **Expect to receive a phone call if you choose to do NOTHING.** This is not a vacation from school. WGS cares about your physical, emotional and educational well-being. We will do everything we can to make learning occur. **8<sup>th</sup> Graders: An Incomplete could affect your graduation status.**
- Please put names on every paper. Teachers are reporting that papers are being turned in without names on them. If you want credit for your work, remember to put your name on every paper.
- School guidance counselors will be available as well. If you are in need of their services, please email them at [swiggins@woodlawnschools.org](mailto:swiggins@woodlawnschools.org) or [dgholson@woodlawnschools.org](mailto:dgholson@woodlawnschools.org). If you do not have email, please leave a message on the school voice mail.



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- If you **have internet** and do not have access to a device that you can use for optional on-line materials and wish to borrow one, contact Ms. Kabat. We realize that there are organizations that are offering free internet, but it has been our experience that in rural areas, access is still not possible. Therefore, find out if you can get the internet before asking. Don't worry if you do not have access or reception. You will be able to complete all assignments on paper and not be penalized.
- We will continue sending meals home on Mondays. If you are signed up and are not planning on picking up the meals, please let the school know. If you miss a pick-up, your food will be handed out to someone else and depending on the situation, you can be taken off the list for future disbursement.
- Accelerated Reader - A.R. will be opened up for all students in 1st-8th grades to take tests. Keep in mind that tests that are taken now may not be taken again in future years. Students will need to login to the Woodlawn Grade School Accelerated Reader site at the address below. If you "Google" A.R. it will not connect you to a page that can be logged in to successfully. Students will also need to know their personal username and password. If you do not know yours, contact your teacher.  
Woodlawn Grade School Accelerated Reader site:  
<https://global-zone08.renaissance-go.com/welcomeportal/737702>
- We will continue setting library books out on the table in the main entrance. If you need a specific title, contact Mrs. Isaac [cisaac@woodlawnschools.org](mailto:cisaac@woodlawnschools.org) or your classroom teacher.
- i-Ready instruction is available if you have the internet. If you need the password and log-in, contact your child's teacher.