



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

District E-Learning Plan

Adopted 10/16/2025

This E-Learning Plan 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.

E-Learning Days

- E-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.
- E-Learning Days are instructional days and do not need to be made up.
- Parents and students will be notified about E-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 E-Learning Days. They can be reached by email or by calling the school.
 - o WGS Social Worker: Bianca Huddson bhuddson@woodlawnschools.org 735-2661 ext 121
 - o WHS Social Worker: Mallory Johnston mjohnston@woodlawnschool.org 735-2631 ext 314
 - o WHS Guidance Counselor: Leslie Witzel lwitzel@woodlawnschools.org 735-2631 ext 316

Access to School Staff

- Teachers will be available to answer questions from 8:25am-1:25pm
- Teachers will be checking their email, Google Classroom accounts and other approved communication platforms on a regular basis to ensure that students' questions are addressed in a timely manner.
- All teachers are encouraged to communicate with parents frequently. Parents are welcome to email their child's teacher or principal with any questions that may arise. A directory of staff email addresses and voice mail extensions is attached to this document.
- Teachers will make every effort to reach out to families of students who are failing via email and phone calls.
- Staff members may also send out specific directions on how to reach him or her.

Assignments

- The district will continue to support instruction through a variety of digital material to maintain academic growth.
- Instruction will be provided virtually during E-learning unless paper packets are needed or requested due to a lack of access to technology.
- Teachers will communicate assignments and expectations by 9:00 am or by their assigned class hour. Instructions will be communicated through email, Google Classroom, Class Dojo or other approved communication platforms.
- Teachers will be collecting, assessing and providing feedback on all work that is handed in.



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- The district will continue to follow its policies, practices and grading structure during the closure. Work will be assigned and will be counted towards the student's final grade. Failure to complete assignments during the assigned timeframe may result in a 0 in the gradebook and/or an unexcused absence.
 - o District staff understand that each student's family may have special circumstances and that unexpected events may occur. If a student or his/her family have unique circumstance that should be communicated so the staff may work with the students to solve the problem.
- If needed for long term closures, paper assignments may be picked up or dropped off the following places and times:
 - o WGS- filing cabinet in the foyer of the front entrance available 24/7. New assignments will be available by noon on Mondays
 - o WHS- filing cabinets are in the B entrance at WHS. Previous work is due by noon on Mondays. New assignments will be available by noon on Mondays.

Attendance

- Participation in live classes and/or completion of assignments will be considered for attendance purposes.
- Students will be considered truant, and referred to the truant officer, if they fail to complete their work. Their attendance will be marked unexcused if they are not doing the Google Classroom, Google Meets, or failing to complete the assignments.

Meal Service

- Only in the event of a long term closure of both buildings, students may pick up a week's worth of meals on Mondays. A link to a sign-up sheet will be advertised via School Messenger and social media prior to the closure.

Student Access to Devices and Connectivity

- Chromebooks and other electronic devices are available to students to check out. The district will do everything possible to ensure as many students as possible have access to a device in the event of E-Learning.

Students with Disabilities

- Special Education staff will continue to make modifications for students in accordance with the student's IEP or 504 plan.
- Special Education teachers will be in communication with students and their parents.

Transition Plan

- When in-person classes resume, staff will access student progress and completion of E-Learning Assignments. The Social-Emotional needs of students will also be assessed and services will be provided as needed.