2026-2027 Snow Day/Emergency Day *Remote Learning Guidance*

The following document provides guidance for a Remote Learning Day due to Inclement Weather or Emergency Day:

Simon Elementary School & McNair Elementary School

Preschool

- **Attendance:** Parents/Guardians will receive an email from the District Superintendent via School Messenger email to complete a Google Form entitled *Remote Learning Day Attendance* to verify attendance for that day by 5:00 pm. If not completed, the student will be marked absent in accordance with the District School Attendance Policy as outlined in the Student Handbook.
- **Coursework:** Teachers will communicate directly with parents through email regarding activities specifically for Pre-K students. Activities may be digital and/or paper packets.
- **Due Dates**: All assigned work will be due within three school days of the snow day. Example: If there is a snow day on Wednesday, all work will be due at the start of school on the following Monday unless an extension is given by the teacher.

Kindergarten-5th Grade

- **Attendance:** Parents/Guardians will receive an email from the District Superintendent via School Messenger email to complete a Google Form entitled *Remote Learning Day Attendance* to verify attendance for that day by 5:00 pm. If not completed, the student will be marked absent in accordance with the District School Attendance Policy as outlined in the Student Handbook.
- **Communication**: Parents/Guardians can communicate with teachers through email or the classroom communication app (Class Dojo, SeeSaw, etc.). Students can communicate with the teacher through Google Classroom.
- **Instruction:** Paper assignments may be sent home in advance, or assignments may be posted digitally to Google Classroom. Expectations & directions will be posted on Google Classroom by 8:30am to help guide both parents/students through the daily requirements. These directions may include additional information & updated posting times if new assignments & activities will be added after 8:30 am. *Any scheduled Google Meets sessions are strongly recommended, but not required, and will be scheduled during the normal school day hours and posted to Google Classroom.*
- **Coursework**: Teachers will plan for the following instructional activities: ELA 90 minutes, Math 75 minutes, Science or Social Studies 60 minutes, Electives (PE/Art/Music) 60 minutes. *Please note, some lessons may be required and must be completed, while others may be recommended as an extension to the learning that day.*
- **Due Dates**: All assigned work will be due within three school days of the snow day. Example: If there is a snow day on Wednesday, all work will be due at the start of school on the following Monday unless an extension is given by the teacher.

Winnebago Middle & High School

Grades 6th-12th

- **Attendance:** Parents/Guardians will receive an email from the District Superintendent via School Messenger email to complete a Google Form entitled *Remote Learning Day Attendance* to verify attendance for that day by 5:00 pm. If not completed, the student will be marked absent in accordance with the District School Attendance Policy as outlined in the Student Handbook.

- **Communication**: Parents/Guardians can communicate with teachers through email. Students can communicate with the teacher through Google Classroom or email.
- **Schedule:** Students will complete work asynchronously for all their class periods throughout the day. There will be no PRIDEtime on Remote Days.
- **Instruction**: Assignments & Activities posted should take approximately 30 minutes to navigate and/or complete for each class period.
- **Due Dates**: All assigned work will be due within 3 school days of the Remote Day, unless an extension is noted in the Google Classroom assignment.

  Examples:
  - If there is a snow day on a Monday, all work will be due at the start of class on Thursday.
  - If there is a snow day on a Wednesday, all work will be due at the start of class on the following Monday.

Parent/Guardian Expectations

Just a reminder that all Parents/Guardians are expected to check their email to complete the Attendance Form that was sent out by the District Superintendent by the end of day by 5:00 pm to verify your students' attendance for the day.

Teacher Expectations

Teachers are expected to have directions posted to Google Classroom by 8:30 am. Teachers will communicate through Go Guardian, Google Classroom, and/or email to the greatest extent possible and as is necessary. At the teacher's discretion they may decide to schedule a Google Meets meeting or provide a Google Meets link to meet with students during the class hour or class day.

Student Expectations

Students should check Google Classroom by 8:30am (K-5) or at the start of each class period (6-12) to see the activities that need to be completed. Students should work to complete all assignments posted, as directed by the teacher through Google Classroom. Students may have a Google Meets meeting scheduled and posted on Google Classroom- attendance in any Google Meets meeting is strongly recommended to but not a requirement.

Student Illness If a student is ill, a parent should indicate this on the *Remote Learning Day Attendance Form* to be counted as excused from work for the day. Regular absence policies from the Student Handbook will apply. All excused absences are handled by the school office, not each individual teacher.

Technology Issues If a student is having any technological issues, the Help Desk is open! Please email helpdesk@winnebagoschools.org or call 815-335-3990 and leave a message if someone does not answer for assistance. The tech department will notify school secretaries as necessary to update attendance due to technology issues.

Athletics/Extracurricular Activities

Any decisions regarding the cancellation or rescheduling of previously planned after-school Athletic Events (Practices, Games, etc) and/or Extracurricular Activities will be shared out in a timely manner and are dependent on the weather conditions at the time of the scheduled event, practice or activity.

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