# script

# Remote Learning Guidebook for Schools

**RECOMMENDATIONS FOR ENABLING SUCCESSFUL REMOTE LEARNING IN YOUR SCHOOL**

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# INTRODUCTION

We created this collection of resources to provide you with a guidebook for setting your school up with remote learning. In this document, you will find resources directed at the stakeholders it impacts the most - parents, teachers, and school administrators. Please use the index below to jump to the section that most interests you. This guide was provided for free by Script, so enjoy and learn!

# INDEX

# Remote Learning Guide for Parents

**RECOMMENDATIONS FOR CREATING SUCCESS AT HOME**

# INTRODUCTION

The shift to remote learning can be a journey filled with many pitfalls. As parents balance working from home themselves, they are also challenged with ensuring their children receive the proper education while school doors are closed.

Parents, know that during this time you are not alone! Parents, teachers, and students across the country are confronting the same challenges as one unified team.

During this time of uncertainty, your outlook towards online learning is the most important factor. Keep an open mind and a positive attitude and your student will do the same! We imterviewed parents and educators to put together this parent's guide to help students learn both remotely and effectively.

# WHAT IS A HOME-LEARNING BALANCE?

As students across the country adapt to online learning, parents are creating an environment for their children to learn from home. Students typically go to school so they can put other things aside and focus on learning. As lines between home and school blur, it is important to create guidelines for students to learn from home. A home-learning balance is simply drawing the line between what is learning time and home time.

Without after school activities, playdates, and daycare, children will also be looking for other ways to entertain themselves. You have made it your life goal to ensure your children are happy and busy! Without their normal activities, it is important they find other ways to stay happy, healthy, and engaged while at home.

By creating a home-learning environment with the right tools and resources, you will see your child will thrive at home! The best part is that you get to watch it happen.
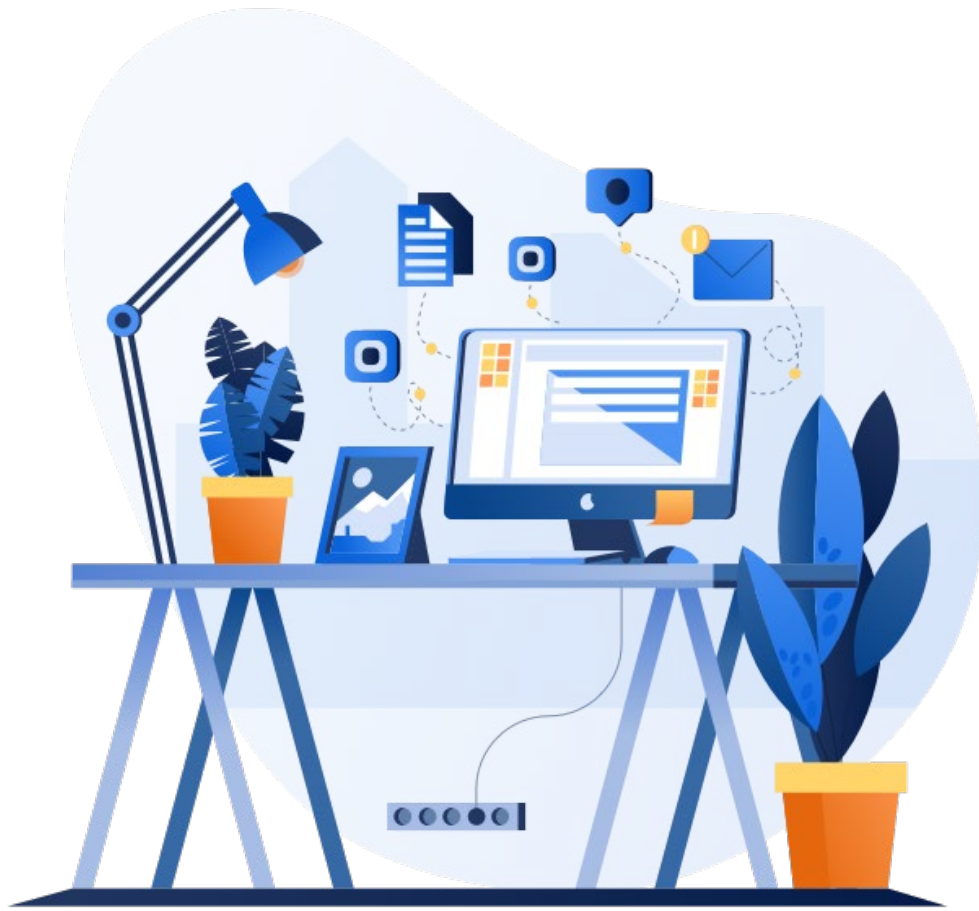
# HOW TO CREATE A HOME-LEARNING ENVIRONMENT

## 1. Create a Designated Learning Space

Wherever you decide to let your child set up shop, try to create a designated workspace at home. Associate that area with learning only for the time being. Try talking with your child about how this is their "work from home" desk! Just like their desk at school but at home. You can try to set this area up like their school desk by removing any home clutter. Consider adding items to the area that the student might need like a pencil case, calculator, and extra paper. Students should feel comfortable and have a sense of ownership to their home learning space.

## 2. Choose the Right Learning Space

It is easy to want to let your child learn from their bedroom, playroom, or the couch while you also work from home. Choose a designated learning space that allows your child to feel a sense of ownership and empowerment when they sit down to learn! You can try having them work alongside you at the kitchen table so they can see how you work from home! It is important to find a neutral space with limited distractions where you can check in periodically. When children go to school, we as parents are able to feel secure that they are being supervised. Same goes for your home. Now that our parent role has turned into a combination of parent and teacher, the responsibility lies on us to make sure they are engaged and learning. Once you choose your designated learning space, make sure your student feels comfortable learning there!

# WHAT YOU WILL NEED

### 1. In-Home WiFi
Remote learning has one major requirement: in-home wifi. Not everyone has access to in-home wifi which creates a major barrier between your student and their teacher. If you find yourself in this position, make sure you communicate with your school district administrators to come up with a solution. School districts have been working with wireless companies to provide students with hotspots and in-home wifi. If your district is still figuring out the kinks, you can share these "Top 5 Tools for Working Remotely" with them.

### 2. Web-Accessible Device
If teachers are using online platforms to connect with their students, it is important that students have access to a computer, laptop, tablet, or even smartphone. Ask friends and family if they have any extra devices around the house that your student could borrow. Alternatively, reach out to the school district to see if they are providing any assistance.

# HOW YOU CAN HELP

### 1. Minimize Distractions
It is inevitable that your student will get distracted while at home. What we can do as parents is prepare for distractions before they happen. If you have a dog, consider putting a sign on the door to let solicitors or delivery drivers know not to knock. Other ways you can minimize distractions is to make sure that all toys, games, and activities are tucked away during learning hours. Practice the "out of sight, out of mind" mentality. If your student is having trouble focusing due to other distractions in the house, try noise cancelling headphones or moving their learning space to a quieter area. Take it day by day, if something isn't working, try something new!

### 2. Set a Schedule
Our students are used to being on school schedules so try to keep their schedule the same at home! There are pillars in the school day that you can mimic at home. Things like start-time, lunch, recess, and end times are good starting points for setting a schedule. Talk with your teacher about learning times and how they typically set the student's day. Having consistency in the schedule will instill your student with a sense of comfort. Let them know that this is how it is going to be for a little while but learning at home can be just as fun as learning in school!

You may need to make adjustments in your day to compliment your childs at home schedule. This is a time of empathy and employers understand that without school, children will be at home. Try to block times off your calendar that align with your child's new home-learning schedule. Now you have an excuse to have recess!

### 3. Communicate
Communication is key when it comes to remote learning. Make sure to keep open lines of communication with both your child and their teacher. During this time, teachers are quickly adapting to online learning that frankly, most teachers have never had to do before. This is an unexpected learning experience for students, parents, teachers, and school administrators. Try keeping open lines of communication with your students' teachers and give them feedback. Help them understand what they can do better to deliver the best educational experience and let them know when they are doing a good job!

## 4. Check-In

Actively check-in with your child on their progress both educationally and mentally. This can be a difficult scenario for students who are used to being in social settings. Make sure that your student feels empowered and comfortable at all times. See how their day is going and help them keep on track with their assignments! Most teachers will give you a due date schedule to manage at home assignments. If your student is falling behind or struggling, make sure to keep open lines of communication with your teacher and administrator – you are all on the same team!

# YOU ARE A ROCK STAR!

Unforeseen circumstances have shifted a lot of responsibilities onto parents' shoulders. You are a rockstar and we will all get through this. Your encouragement, accountability, and dedication to your students' learning will help them thrive when they get back to the classroom. Have a positive attitude towards online learning and your student will have the same!

If you are working from home alongside your student, check out "Remote Working – How to Create a Work-Home Balance".

# - HAPPY LEARNING! -

# Remote Learning Guide for Teachers and School Administrators

**RECOMMENDATIONS FOR MAINTAINING SUCCESS IN YOUR SCHOOL**

# INTRODUCTION

Unforseen circumstances can cause quite the upheaval at your school or school district. Although remote learning has many benefits to your organization, it requires some major changes to your teaching. That lesson plan you had perfectly planned out for the remainder of the year had to be revised for one that works well with remote learning. Not only that, you now rely on parents to play a much larger role ensuring that children learned the material being taught.

While this may cause you to feel completely out of your element, just know that this is an issue that every single teacher, school administrator, and parent is dealing with. Just keep an open mind and a positive attitude and your student will do the same! Pause, take a nice deep breath, and let's walk through some ways to adjust to remote learning.
We put together this teacher's guide to help ensure that you have best practices in place to ensure your students learn effectively.

# How You Can Help You

## SETTING THE ENVIRONMENT

An important first step to ensure your new remote learning career starts off successful is to create a dedicated workspace within your home. Much like an artist needs a studio to create art, you need a workspace to ensure you stay focused. If you have a home office, then you already have a head start. If you do not, then setting aside any dedicated area of a room will help you switch on your teacher hat from home.

Some supplies to consider having in your workspace:

- Whiteboard & markers
- Surge protector/power strip
- Printer
- Snacks or gum

## BUILD A ROUTINE FOR YOURSELF

Teachers were thrown from a structured school day to a much less structured home work environment. This change can be a difficult transition for anyone! One way to help combat this huge shift is to put structure in place for yourself. Whether that means creating a daily schedule, or setting specific tasks to certain days of the week. Structure will help ensure that you stay on top of your tasks, and don't feel like your work-life balance has spiraled out of control.

1) Make a list of important tasks and prioritize
2) Set regular times for specific tasks
3) Schedule breaks throughout the day
4) Rewarding yourself when finished

By taking this approach your days will feel less chaotic, and you'll settle into a new comforting routine. It will also maximize your productivity without getting burned out.

## OUTLINE EXPECTATIONS & COMMUNICATE THEM

Since this is a new experience for all the stakeholders involved, it's important to set expectations for both students and parents. The most difficult part of this transition is not knowing what to expect, so let's make sure to setup your class for success. Communicate to your parents in advance what the weekly workload will look like for your students so that they can properly plan and accommodate. Keep in mind that while the students may not be in your classroom, they also still need guidance from you and their parents on what needs to be done and how to do it correctly.

Here are some ways to accomplish this:

1) Regular weekly email updates to both students and parents.
2) During your weekly class video call, review upcoming assignments.
3) Schedule one-on-one session with students to communicate expectations as well as answer any questions they have.
4) Provide a checklist of assignments in a handout format – this will make it easier for students to stay on top of their work.

By having multiple times that assignments are discussed, it will help students stay on top of their workload. Children are still learning the new routine, so providing them multiple ways to be reminded can be a huge help!

## KEEP EXPECTATIONS REALISTIC

It is important that we don't set the bar too high for students. Although it is tempting to keep the bar as high as possible, let's be realistic about this situation. Scale back your expectations to what the focus should be  -- the wellbeing of the student rather than their grade. Your students don't benefit from your teaching anymore, and now rely on their parents or even themselves to understand concepts. And let's be honest, neither of them are qualified educators with your level of experience that makes you the awesome educator you are.

Remote learning is not the same quality of learning experience as being taught in person, so keep your expectations realistic.

## FLEXIBILITY & PATIENCE

Setting expectations to a realistic level is a great first step, but it's also important to be flexible and patient with this process. Your assignments may not hit the same sweet spot of understanding they used to hit before remote learning. Students may not be able to complete all the work that has been assigned to them. Parents may have difficulty fitting their new role as an educator into their daily routine while holding a job. It is important to be a source of understanding for both parties so they don't get discouraged. We never know what the home environment might be like for both students and parents. It is important to keep this in mind so you limit your frustration and focus on just providing the best experience you can for the families going through this adjustment period.

# Adjusting to New Technology

Adjusting to change is difficult, especially if it means new technology you've never seen or used before. There was likely a whole pile of products thrown onto your lap to enable remote learning. Learning how to use new technology can be challenging to even tech-savvy teachers, so don't think you're alone. This is a common problem for anyone in any industry. Thankfully, we live in the Internet Age where there are many resources online to help you learn how to use these products.

We collected some great resources for a few of the major players in the area. For an even better list of products, refer to one of our recent blog posts "20+ Online and Remote Tools for Teachers, Administrators, and Parents"

## Google Classroom

Google has an entire website to help you learn how to use their product. If you're looking for tutorials on how to use Google Classroom effectively, they have included several videos for users.

MakeTechEasier has also provided a great tutorial that includes many pictures and a step by step walkthrough.

## Schoology

Schoology has provided a very comprehensive video support section to help get you adjusted to their product. Not only do they have videos for specific tasks, but also for answering questions you may have.

Lynda.com has many instructional videos to review on how to effectively use Schoology. With more than 90 videos to choose from, there is surely no rock left unturned after you review the material available on their site.

## Canvas

Canvas has created an excellent Video Guide section filled with tutorials for users to watch. The section is nicely divided into user roles, which makes browsing super easy. This resource can be shared with parents as well if they mention they are having difficulty with the app.

Cornell University has created a great collection of instructional materials for using Canvas that can help get you up to speed. These resources are divided into videos, quickstart guides and walkthroughs for easy browsing.

## Office 365

Microsoft has a comprehensive training section for the whole Office 365 that will make getting up to speed much easier. If you're looking for product-specific training, they also have another section aimed at specific Microsoft products.

Lynda.com again is also a great resource for tutorials on Office 365, with more than 150 courses and 5,000 videos to review. Although the selection may feel overwhelming, it provides a great selection that fits your learning style and product with which you need help.

# Tips for Success in Your Role



## PROVIDING FEEDBACK TO STUDENTS IN REMOTE LEARNING

In the new distance learning environment it is important to continue providing feedback to your students. We emphasize feedback since the follow up with your student is just as important as the assignment itself. Students will have a much easier time learning when there is an effective method for providing feedback. Whether it is a math, language, science or history assignment, people do best when they learn from their mistakes.

**Note:** *If you haven't yet found a product to markup assignments and provide feedback, give [Microsoft Office OneNote Class Notebook](#) a look.*

Keep in mind that the students may be more sensitive during distance learning than they would be otherwise. They are likely frustrated at the difference in learning, or possibly less engaged. If feedback is structured right, they will likely respond much better.

**Here's some ways to make sure that your feedback is well received:**

1) Provide feedback that is constructive
2) Provide timely feedback
3) Ensure feedback is balanced between praise and critique
4) Invite the students to provide you feedback as well

We felt the last point is so important that we have created a section for it. In office environments this is called 360-feedback since it gives a complete view of your performance. It also will help you learn new things about yourself of which you may not be aware.

## BE OPEN TO FEEDBACK

Feedback is always a key element to any person's professional success. In business the 360-feedback is widely used in corporations to ensure that people get high quality feedback that can help them become a better employee. The advantage is that each stakeholder has different experiences with you due to having different concerns. We can all agree that a parent and student have different aspects of your teaching style that they may find enjoyable or frustrating.

If you really want to improve yourself from all stakeholders, reach out to your department head and see if they have any helpful feedback. We are all learning how to manage distance learning, and they may have some useful insight to provide. Since they manage several people, they may have suggestions based upon observing other teachers within your department.

# GET CREATIVE!

Most distance learning assignments are made up of worksheets, worksheets, and more worksheets. It's easy to get in the rhythm of assigning worksheets to your students when education products are filled with them. When you used worksheets in class you were able to answer questions and provided one-on-one time. Without that special attention, students are going to be less engaged with the material you assign. One way to combat this is to get creative with the work you assign students. Use this unique situation to enable you to get creative with their work.

A few suggestions:

    1) Find ways to include family in assignments
    2) Speak from their experience with social distancing
    3) Utilize their house and what's inside
    4) Incorporate their favorite activities such as sports, video games, art, etc.

# REMEMBER, WE ARE ALL HUMAN

There is one critical piece of information to keep in mind throughout all of this -- we are all human. We all make mistakes. We all have our strengths and weaknesses. We all take time to adjust and settle into a new situation. These facts are the same for everyone involved, and we should always keep that in mind as the nation shifts to distance learning.

If you are working from home alongside your student, check out "Remote Working – How to Create a Work-Home Balance".

# - HAPPY LEARNING! -

# Remote Learning Resources for Teachers and School Administrators

**TEMPLATES, FORMS, AND OTHER RESOURCES**
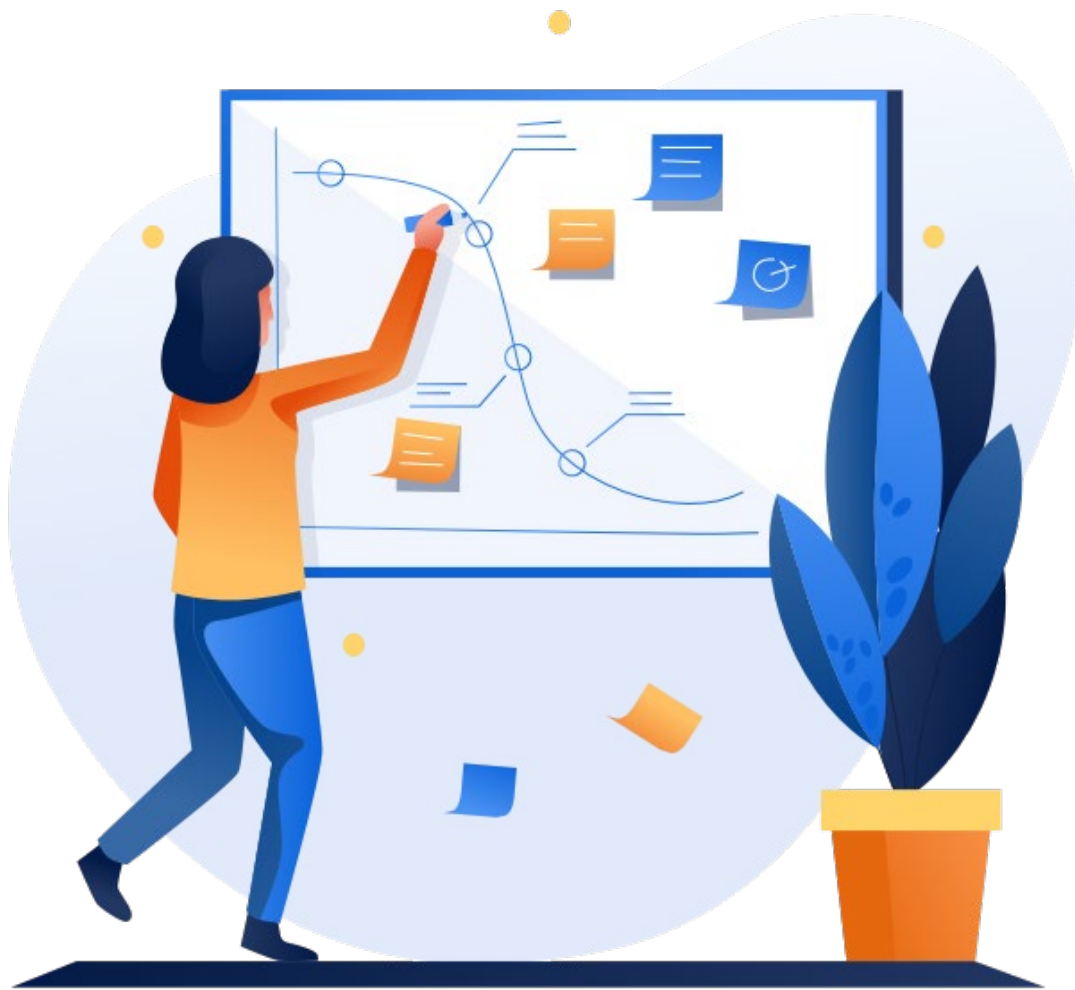
# Purpose

The purpose of the following plans are to provide school districts and schools with a general framework for operating remote learning during school closures. Depending on your district's size, demographics, technology readiness, and other factors - you may find value in building your plans based on either our pre-filled samples or our blank templates. Implementing a remote learning plan on a moment's notice can be stressful, but Script is here to make it simpler and more efficient!

# Remote Work Overview

## PHILOSOPHY

Shifting from a traditional on-site instructional model to a remote learning plan is a daunting and complex task. Your district's nuances and individual considerations will ultimately shape your final approach to remote learning. However, it is essential to enter this transition with an empathetic mindset focused on providing the most engaging and authentic instruction possible given the constraints you face. You will find immense value in positioning your communications with all district and community stakeholders to reflect understanding, flexibility, and empathy. You'll also need to consider many different factors and have high level discussions with your central office leadership, IT department, and representatives from your various associations/unions. Consider using the brainstorming document and the individual consideration planning sheet to help guide your high level discussions. By following the templates in this guidebook in a sequential fashion - you will have created a robust remote learning plan that is shareable with your stakeholders and community.

# General Frameworks & Templates

## CENTRAL OFFICE BRAINSTORMING FRAMEWORK

This framework is intended to stimulate high level decision making in preparation for a remote learning plan being created and implemented. At this stage, it is essential to ask reflective questions that promote discussion, identifying obstacles, and setting a mindset or vision for the duration of the closure. Use this template completely blank, or include the starter questions provided for your team. As you brainstorm, you can add followup questions. It is important to note that not all decisions need to be made at this stage. You might defer them to another stakeholder or for a later time.

| Question | Possible Reaction | Responsible Party |
|---|---|---|
| What is our overall approach - is remote learning a complete replacement of our existing instructional approach or is it modified/less/different? | | |
| How will we prepare teachers for remote learning? | | |
| How will instructional materials be distributed? | | |
| Do we have enough technology for each student? | | |
| How will we handle grading during remote learning? | | |
| How will students "meet" with their teacher? | | |
| What considerations can we make for special education students? | | |
| What considerations can we make for gifted students? | | |

**Individual Considerations for Different Populations**
Consider using, modifying, and adding to this document to plan for any nuances that may exist in your plan, such as different devices across the district, lack of resources, different student populations, etc.

| Specific Need | Possible consideration |
|---|---|
| Devices need to be distributed to students. | Leverage IT staff, custodians, and non-classroom teachers to catalogue devices, prepare them for distribution, and aid classroom teachers in distributing them to students. |
| There may not be enough devices for all students K-8 or K-12. | Survey families to determine if they have a device at home.<br>Provide print materials for lowest grade levels. |
| Printed materials need to be distributed to students. | Leverage non-classroom teachers to prepare and distribute copies of print materials to students before remote learning commences. |
| Printed materials need to be periodically sent to students, as length of closure dictates. | Use existing communication channels to notify parents of an outside pickup location, such as outside of the building's main office. Arrange a drive-through style pickup to maximize efficiency. |
| Student work must be assessed - digitally and manually. | Using district grading policy as a guide, allow for alternative assessments such as projects and/or completion-based grading. |
| Student attendance must be collected. | Using district policy and state mandates as a guide, consider alternative attendance methods - such as all students are marked present unless notified. |
| Student devices might require service or replacement. | Use existing communication channels to notify parents of a weekly or bi-weekly tech swap. Allow IT staff to swap devices with as minimal disruption as possible, allowing parents to remain in their cars to pick up a new device without waiting for repairs. |
| Special Education students need IEP-governed modifications and accommodations. | Using district policy and federal/state mandates as a guide, coordinate weekly and/or daily meetings among the following staff to ensure IEP & 504 compliance; classroom teachers, special education teachers, child study team members, and the Special Education department. |
| Students identified as Gifted and Talented require additional services. | Using district policy as a guide, facilitate weekly or monthly meetings between the classroom teacher and the gifted teacher. Allow gifted teachers to assign work weekly to students. |
| Students requiring OT/PT/Speech need services during remote learning. | Using district policy and federal/state mandates as a guide, instruct relevant staff to provide virtual sessions to meet the time requirements for these students. |
| Parents might be unable to enter the school building due to safety concerns. | Use outdoor areas by the school, such as fields, courtyards, and drive-through style systems to minimize contact and distribute necessary resources. |
|  |  |

# TEACHER PREP WORK CHECKLIST (ANY GRADE LEVEL)

Use the following template to help teachers organize their planning and prep work for implementing a remote learning plan. Teacher tasks might include curating existing resources and distributing them to students, sending home print or digital resources, organizing and sending home class technology, etc.

| Task | Date Completed |
|------|----------------|
|      |                |
|      |                |
|      |                |
|      |                |
|      |                |

Additionally, presented below are model norms for the stakeholders involved in the actual implementation of your remote learning plan. Adapt these as necessary.

## Norms for Teachers

Post instructional activities daily, or weekly for each day of a given week.
Post daily office hours where parents and students can contact you with rapid response.
Be available to respond to any parent/student communication within 24 hours.
Be flexible and patient with colleagues, parents, and students.
Reach out to students who are not completing work in a timely manner.

## Norms for Students

Complete activities by the due date assigned by your teacher.
Communicate with your teacher, as needed.
Participate in any live sessions, virtual meetings, or virtual group projects.
Reach out to guidance or other staff, as needed.
Try your best, be flexible, and patient - we are all learning together.

## Norms for Administrators

Monitor teacher lesson plans or virtual classroom with fidelity.
Be available to teachers, parents, and students.
Communicate with stakeholders throughout the remote learning process.
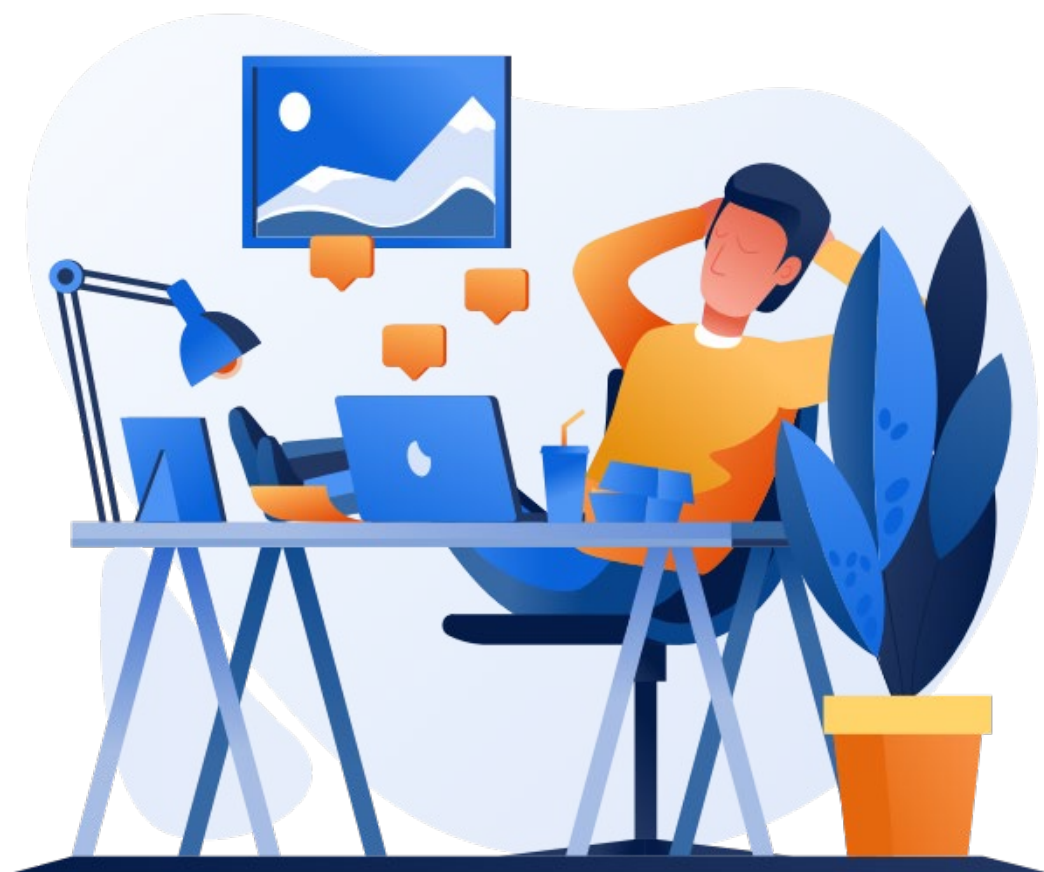Follow Up with families needing additional support.

# Remote Learning Framework Templates

## K-8 DISTRICT PRE-BUILT TEMPLATE

| Remote Learning Framework | | | |
|---|---|---|---|
| **Grades** | **Subject** | **Core Resource** | **Supplemental Resource / Materials** |
| Preschool | All subjects | *Insert link or title of your core curriculum resource here* | Picture books, home supplies such as arts and crafts, pine cones and other outdoor items, digital resources as available, structured play and roleplay |
| Kindergarten | All subjects | *Insert link or title of your core curriculum resource here* | Picture books, home supplies such as arts and crafts, pine cones and other outdoor items, digital resources as available, structured play and roleplay, https://www.education.com/worksheets/kindergarten/, http://www.funbrainjr.com/, https://www.teachengineering.org/, https://www.ck12.org/fbbrowse/list/?Subject=History&Grade=All%20Grades&Language=All%20Languages, *insert additional district resources here* |
| 1st | All subjects | *Insert link or title of your core curriculum resource here* | https://www.greatschools.org/gk/worksheets/?grade=kindergarten https://www.education.com/resources/first-grade/ https://www.teachengineering.org/ https://www.ck12.org/elementary-science/ https://www.ck12.org/fbbrowse/list/?Subject=History&Grade=All%20Grades&Language=All%20Languages *insert additional district resources here* |
| 2nd | All subjects | *Insert link or title of your core curriculum resource here* | https://www.greatschools.org/gk/2nd-grade-worksheets-skill-building/ https://www.education.com/resources/second-grade/ https://www.teachengineering.org/ https://www.ck12.org/elementary-science/ https://www.ck12.org/fbbrowse/list/?Subject=History&Grade=All%20Grades&Language=All%20Languages *insert additional district resources here* |

| | Remote Learning Framework | | |
|---|---|---|---|
| **Grades** | **Subject** | **Core Resource** | **Supplemental Resource / Materials** |
| 3rd | All subjects | *Insert link or title of your core curriculum resource here* | https://www.greatschools.org/gk/3rd-grade-worksheets-skill-building/ <br> https://www.education.com/resources/third-grade/ <br> https://www.teachengineering.org/ <br> https://www.ck12.org/elementary-science/ <br> https://www.ck12.org/fbbrowse/list/?Subject=History&Grade=All%20Grades&Language=All%20Languages <br> *insert additional district resources here* |
| 4th | All subjects | *Insert link or title of your core curriculum resource here* | https://www.greatschools.org/gk/4th-grade-worksheets-skill-building/ <br> https://www.education.com/resources/fourth-grade/ <br> https://www.teachengineering.org/ <br> https://www.ck12.org/elementary-science/ <br> https://www.ck12.org/fbbrowse/list/?Subject=History&Grade=All%20Grades&Language=All%20Languages <br> *insert additional district resources here* |
| 5th | All subjects | *Insert link or title of your core curriculum resource here* | https://www.greatschools.org/gk/5th-grade-worksheets-skill-building/ <br> https://www.education.com/resources/fifth-grade/ <br> https://www.teachengineering.org/ <br> https://www.ck12.org/elementary-science/ <br> https://www.ck12.org/fbbrowse/list/?Subject=History&Grade=All%20Grades&Language=All%20Languages <br> *insert additional district resources here* |
| 6th-8th | Math | *Insert link or title of your core curriculum resource here* | https://flexbooks.ck12.org/cbook/ck-12-interactive-middle-school-math-6-for-ccss/ <br> https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-7-for-ccss/ <br> https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-8-for-ccss/ <br> https://www.unbounded.org/explore_curriculum?subjects=math <br> *insert additional district resources here* |
| 6th-8th | ELA | *Insert link or title of your core curriculum resource here* | https://www.ck12.org/book/Commonsense-Composition <br> https://www.ck12.org/c/spelling/ <br> https://www.khanacademy.org/ela <br> https://www.unbounded.org/explore_curriculum?subjects=ela <br> *insert additional district resources here* |

| Remote Learning Framework | | | |
| --- | --- | --- | --- |
| **Grades** | **Subject** | **Core Resource** | **Supplemental Resource / Materials** |
| 6th-8th | Science | *Insert link or title of your core curriculum resource here* | https://www.ck12.org/cbook/ck-12-middle-school-earth-science-flexbook-2.0/<br>https://www.ck12.org/cbook/ck-12-middle-school-life-science-2.0/<br>https://www.ck12.org/cbook/ck-12-middle-school-physical-science-flexbook-2.0/<br>https://www.teachengineering.org/<br>*insert additional district resources here* |
| 6th-8th | Social Studies | *Insert link or title of your core curriculum resource here* | https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/world-history-studies_episd/<br>https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/<br>*insert additional district resources here* |

# K-12 DISTRICT PRE-BUILT TEMPLATE

| Remote Learning Framework | | | |
|---|---|---|---|
| **Grades** | **Subject** | **Core Resource** | **Supplemental Resource / Materials** |
| Preschool | All subjects | *Insert link or title of your core curriculum resource here* | Picture books, home supplies such as arts and crafts, pine cones and other outdoor items, digital resources as available, structured play and roleplay |
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| 1st | All subjects | *Insert link or title of your core curriculum resource here* | https://www.greatschools.org/gk/ worksheets/?grade=kindergarten https://www.education.com/resources/first-grade/ https://www.teachengineering.org/ https://www.ck12.org/elementary-science/ https://www.ck12.org/fbbrowse/ list/?Subject=History&Grade=All%20 Grades&Language=All%20Languages *insert additional district resources here* |
| 2nd | All subjects | *Insert link or title of your core curriculum resource here* | https://www.greatschools.org/gk/2nd-grade-worksheets-skill-building/ https://www.education.com/resources/second-grade/ https://www.teachengineering.org/ https://www.ck12.org/elementary-science/ https://www.ck12.org/fbbrowse/ list/?Subject=History&Grade=All%20 Grades&Language=All%20Languages *insert additional district resources here* |
| 3rd | All subjects | *Insert link or title of your core curriculum resource here* | https://www.greatschools.org/gk/3rd-grade-worksheets-skill-building/ https://www.education.com/resources/third-grade/ https://www.teachengineering.org/ https://www.ck12.org/elementary-science/ https://www.ck12.org/fbbrowse/ list/?Subject=History&Grade=All%20 Grades&Language=All%20Languages *insert additional district resources here* |

| Remote Learning Framework | | | |
|---|---|---|---|
| **Grades** | **Subject** | **Core Resource** | **Supplemental Resource / Materials** |
| 4th | All subjects | *Insert link or title of your core curriculum resource here* | https://www.greatschools.org/gk/4th-grade-worksheets-skill-building/ <br> https://www.education.com/resources/fourth-grade/ <br> https://www.teachengineering.org/ <br> https://www.ck12.org/elementary-science/ <br> https://www.ck12.org/fbbrowse/list/?Subject=History&Grade=All%20Grades&Language=All%20Languages <br> *insert additional district resources here* |
| 5th | All subjects | *Insert link or title of your core curriculum resource here* | https://www.greatschools.org/gk/5th-grade-worksheets-skill-building/ <br> https://www.education.com/resources/fifth-grade/ <br> https://www.teachengineering.org/ <br> https://www.ck12.org/elementary-science/ <br> https://www.ck12.org/fbbrowse/list/?Subject=History&Grade=All%20Grades&Language=All%20Languages <br> *insert additional district resources here* |
| 6th-8th | Math | *Insert link or title of your core curriculum resource here* | https://flexbooks.ck12.org/cbook/ck-12-interactive-middle-school-math-6-for-ccss/ <br> https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-7-for-ccss/ <br> https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-8-for-ccss/ <br> https://www.unbounded.org/explore_curriculum?subjects=math <br> *insert additional district resources here* |
| 6th-8th | ELA | *Insert link or title of your core curriculum resource here* | https://www.ck12.org/book/Commonsense-Composition <br> https://www.ck12.org/c/spelling/ <br> https://www.khanacademy.org/ela <br> https://www.unbounded.org/explore_curriculum?subjects=ela <br> *insert additional district resources here* |
| 6th-8th | Science | *Insert link or title of your core curriculum resource here* | https://www.ck12.org/cbook/ck-12-middle-school-earth-science-flexbook-2.0/ <br> https://www.ck12.org/cbook/ck-12-middle-school-life-science-2.0/ <br> https://www.ck12.org/cbook/ck-12-middle-school-physical-science-flexbook-2.0/ <br> https://www.teachengineering.org/ <br> *insert additional district resources here* |

| Remote Learning Framework | | | |
| --- | --- | --- | --- |
| **Grades** | **Subject** | **Core Resource** | **Supplemental Resource / Materials** |
| 6th-8th | Social Studies | *Insert link or title of your core curriculum resource here* | https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/world-history-studies_episd/ https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/ *insert additional district resources here* |
| 9th-12th | Math | *Insert link or title of your core curriculum resource here* | https://www.ck12.org/cbook/ck-12-interactive-algebra-1-for-ccss/ https://www.ck12.org/cbook/ck-12-interactive-algebra-2-for-ccss/ https://www.ck12.org/cbook/ck-12-interactive-geometry-for-ccss/ https://www.ck12.org/cbook/ck-12-precalculus-concepts-2.0 https://www.unbounded.org/explore_curriculum?subjects=math *insert additional district resources here* |
| 9th-12th | ELA | *Insert link or title of your core curriculum resource here* | https://www.khanacademy.org/ela https://www.unbounded.org/explore_curriculum?subjects=ela *insert additional district resources here* |
| 9th-12th | Science | *Insert link or title of your core curriculum resource here* | https://www.ck12.org/cbook/ck-12-biology-flexbook-2.0/ https://www.ck12.org/cbook/ck-12-chemistry-flexbook-2.0/ https://www.ck12.org/cbook/ck-12-physics-flexbook-2.0/ *insert additional district resources here* |
| 9th-12th | Social Studies | *Insert link or title of your core curriculum resource here* | https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/world-history-studies_episd/ https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/ https://www.khanacademy.org/humanities/us-history *insert additional district resources here* |

| Remote Learning Framework | | | |
|---|---|---|---|
| **Grades** | **Subject** | **Core Resource** | **Supplemental Resource / Materials** |
| 9th-12th | Electives | *Insert link or title of your core curriculum resource here* | https://www.khanacademy.org/computing<br>https://www.khanacademy.org/humanities<br>https://www.khanacademy.org/economics-finance-domain<br>https://www.ck12.org/c/astronomy/<br>https://www.ck12.org/c/health/<br>https://www.ck12.org/fbbrowse/list?Language=All%20Languages&Subject=Photography&Grade=All%20Grades<br>https://www.ck12.org/c/technology/<br>*insert additional district resources here* |

# K-8 DISTRICT BLANK TEMPLATE

| Remote Learning Framework | | | |
|---|---|---|---|
| **Grades** | **Subject** | **Core Resource** | **Supplemental Resource / Materials** |
| Preschool | All subjects | | |
| Kindergarten | All subjects | | |
| 1st | All subjects | | |
| 2nd | All subjects | | |
| 3rd | All subjects | | |
| 4th | All subjects | | |
| 5th | All subjects | | |
| 6th-8th | Math | | |
| 6th-8th | ELA | | |
| 6th-8th | Science | | |
| 6th-8th | Social Studies | | |

# K-12 DISTRICT BLANKTEMPLATE

| Remote Learning Framework | | | |
|---|---|---|---|
| **Grades** | **Subject** | **Core Resource** | **Supplemental Resource / Materials** |
| Preschool | All subjects | | |
| Kindergarten | All subjects | | |
| 1st | All subjects | | |
| 2nd | All subjects | | |
| 3rd | All subjects | | |
| 4th | All subjects | | |
| 5th | All subjects | | |
| 6th-8th | Math | | |
| 6th-8th | ELA | | |
| 6th-8th | Science | | |
| 6th-8th | Social Studies | | |
| 9th-12th | Math | | |
| 9th-12th | ELA | | |
| 9th-12th | Science | | |
| 9th-12th | Social Studies | | |
| 9th-12th | Electives | | |

# Blank Communication Templates from Script

The following templates are designed to provide systematic digital communications and records during a closure resulting in the implementation of a remote learning plan. These templates can be digitally automated through Script's platform, allowing essential processes to remain intact without staff being physically in your district. While your school make be accustomed to using paper forms like these, they can also be incorporated into work automation platforms like Script.

To view more than 40 forms and learn more about workflow automation, visit www.ScriptApp.com.

# MATERIALS / RESOURCES / BUDGET REQUESTS

| Materials & Resource Request | | |
|---|---|---|
| **Item Requested (and link/source)** | **Quantity** | **Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Amount Requested** | | |
| **Requested by:** | **Date:** | |
| **Approved by:** | **Date:** | |

# ATTENDANCE / BEHAVIOR / GRADE REPORTING

| Teacher: | | |
|---|---|---|
| Student Name | Attendance Week of _____ | Notes: |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
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| | | |

# PARENT COMMUNICATION LOG

| Teacher: | | 34 |
|---|---|---|
| **Student Name** | **Parent Name** | **Communication Notes (include date):** |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
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# EXPENSE REIMBURSEMENT FORM

**Instructions:**
   a) Reimbursement request must be submitted within 30 days after the last date of event.
   b)  Attached applicable supporting document and receipts related to this expense.
   c) After completion of the form, submit to <department name>

**REQUESTOR DETAILS:**

| NAME | DESIGNATION | CONTACT NUMBER | DATE PREPARED |
|---|---|---|---|
| | | | |

**EXPENSE DETAILS:**

PURPOSE:

| No: | Description | Qty | Unit Price | Amount |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | Total Amount: | | |
| Notes: | | Less Advance Amount: | | |
| | | Total Reimbursable: | | |

**Acknowledgment Receipt**

| APPROVED BY: | Date: |
|---|---|
| RECEIVED BY: | Date: |

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# EQUIPMENT RENTAL FORM

| REQUESTOR DETAILS: | | | |
|---|---|---|---|

| NAME: | CONTACT NUMBER | DATE PREPARED |
|---|---|---|

**BILLING ADDRESS:**

| PURPOSE: | RENTAL START DATE: |
|---|---|
| | RENTAL END DATE: |

| No: | Description | Qty | Unit Price | Amount |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |

| NOTES: | TOTAL AMOUNT: | |
|---|---|---|
| | LESS DISCOUNT: | |
| | TOTAL DUE: | |

| Acknowledgment Receipt | |
|---|---|
| APPROVED BY: | DATE: |
| RECEIVED BY: | DATE: |
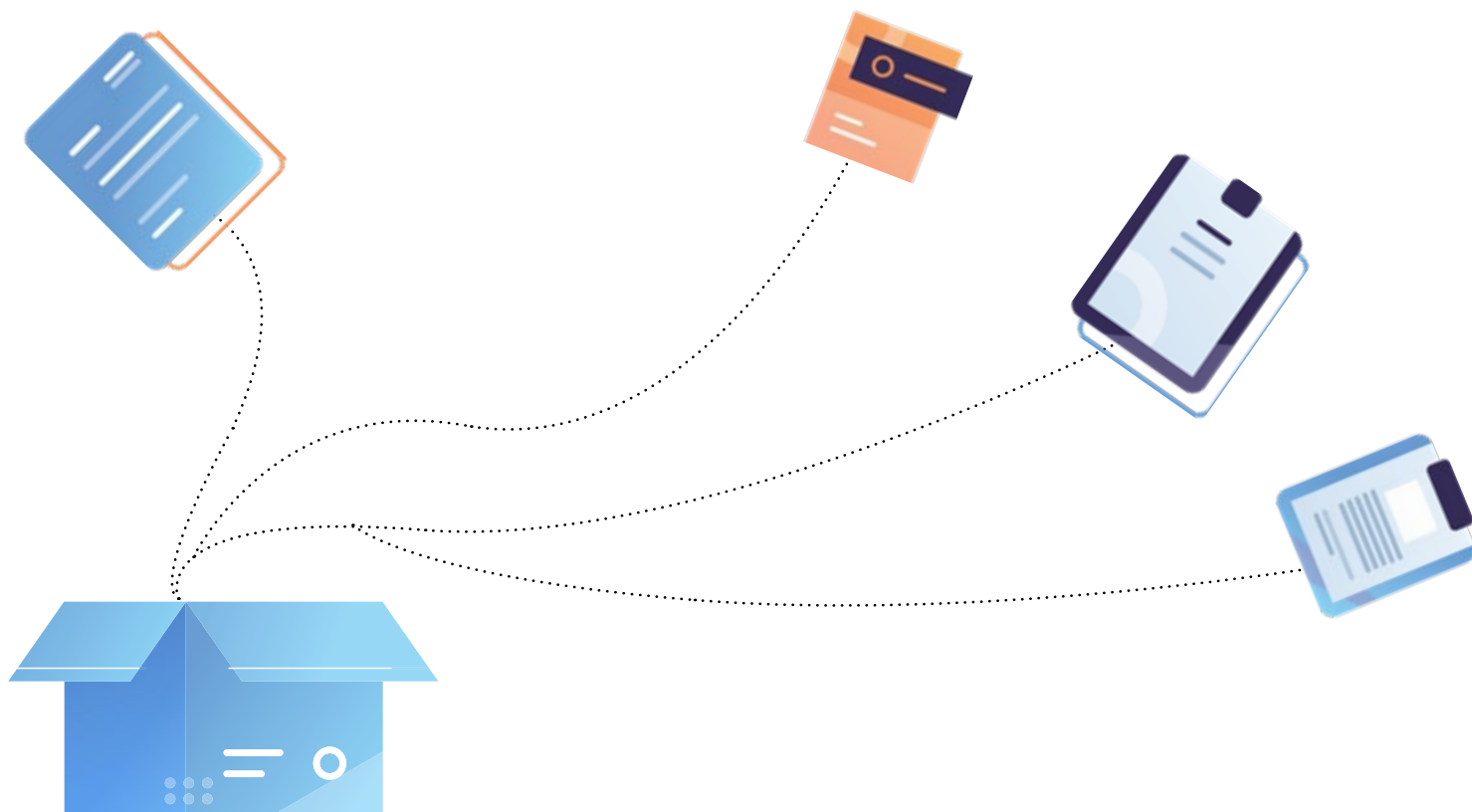
# Make Your Paperwork Fly!

With more than **50 free** electronic forms to choose from in our School Forms Gallery, our online platform can be used to replace your paper-based processes. Don't see a form listed? Don't worry! Script can be used to import **any** existing form as a PDF, so your existing processes will work flawlessly. Not sure how Script could change your school? Check out our Solutions Gallery to learn all the ways we can help!

Not only does Script help replace your paper processes, but you also gain insights into how effective your processes are. Find out where bottlenecks exist, gain historical insights, and adjust your team accordingly.

Want to learn more? Setup a demo with someone from our team to give you a personalized tour!

**www.ScriptApp.com**