

**Template Phone Script for Parents & Students** Topic: Distance/Continuous Learning Begins on Monday

*If you need assistance finalizing this script, please contact Amber Graham Fitzgerald, Director of Member Engagement, at amberf@ossba.org or 405.528.3571.*

**This script is written for school principals to communicate with parents and students on Sunday afternoon by telephone; however, it could be for a video or for another day as well. The purpose is to set a positive tone for the kick-off of distance/continuous learning. The script should be personalized to reflect the culture of the school, including the addition of phrases and mottos that are valued by the students and the staff.**

Good afternoon. This is [Name], principal of [School]. I hope both parents and students will have the opportunity to listen to this important message.

As you know, tomorrow we will begin distance learning as a school. While this is not how we expected to end the year, I am confident we will be successful. Our teachers and support professionals have been working hard to make sure the distance learning plan will meet the needs of all [School] [Mascots]. More importantly, they want to continue to support you and strengthen their relationship with you, even though we are unable to be in the classroom.

If you have internet access, you can find [School]’s activities and assignments for distance learning by visiting [website]. If you do not have internet access, you can [insert information about where assignments and activities can be picked up or viewed.]

As we begin distance learning, please remember our goals for the rest of the year: to strengthen the academic skills we have already learned, to read as much as we can, and to practice new concepts that will help us prepare for next school year. [Or, if this is not fitting, insert the goals of your school.] Distance learning assignments will not negatively impact your grade in any class; however, you can improve your grades so please stay engaged and involved. We need your full participation. [Or, if this is not fitting, insert the grading guidelines for your school.] Your teachers will be there to assist you every step of the way.

I miss our students and staff. The building and my day are not the same without you. This is a sacrifice we must make now so that we can resume our lives normally as soon as possible. Through our distance learning plan, we can continue to grow together, even while we must be apart. As [Mascot]s, remember what we always say: [insert school motto here.]

Please continue to follow best practices to protect your health: wash your hands, don’t touch your face, stay at home and practice social distancing. We will make it to the other side of this challenge and, when we do, I can’t wait to see you again.