ANet
ACHIEVEMENT NETWORK
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Distance learning reflection and planning toolkit

During the COVID-19 outbreak, we want to be mindful of how educators are collectively grappling with safety concerns and handling the transition to distance learning. As we anchor on equity, this toolkit is designed to give school leaders a starting point to reflect and develop an implementation strategy.

Making the shift to distance learning	Reflection questions *The following questions are meant as entry points to help you keep equity at the center of this work while developing and implementing a distance learning strategy.*	Resource(s)
Prepare yourself: Gather perspective and information to make informed decisions to support your community	• How have I adapted in this new climate and how might this affect how I am able to support others? How am I taking care of my mental and physical health? • What are the most pressing needs of the school community? What needs have already been addressed that we can elevate and celebrate? • How will I maintain a pulse on how my staff and students are coping? What biases may influence my perspective? • What is my vision for our remote school community? How will we live out our mission in this remote space?	• Panorama Community Needs Survey • Teaching Tolerance: A Trauma Informed Approach to Teaching through the Coronavirus
Prioritize: Determine a distance continuity of learning plan	• What do we want the school day to feel like for students, families, and teachers? • How can we balance giving students opportunities to practice existing skills *and* learn new content? How will we celebrate short and long-term goals? • How will I continue to strengthen teacher knowledge and practice? • What will success look like and how will I measure it? • What possibilities do we now have to support students' learning year-round?	• ANet: COVID-19 Resources for All Educators • Today's Crisis Could Transform Education to Create a More Equitable, Student-Centered System for Tomorrow
Prepare your team: Communicate & train your team on the approach	• How will I build thought partnership, engagement, buy-in and excitement around this vision? • What will feel most new for staff? • What is important to elevate/model for teachers about how to "roll-out" distance learning?	• Teaching Through a Pandemic • ANet: How to Roll Out a Virtual Platform with Teachers and Students

Prepare your team: Launch the approach with students & families	• What will feel most familiar and different from students and families' in-person experiences? • What channels of communication will we use to reach the school community? • How can we ensure that all families know how to support their students at this time? • How will I pulse-check the flow of information and assignments to students and families to ensure that communication feels coherent and easy to navigate and manage?	• [Remote Team Agreements Template](#) • [Colorin Colorado: Communicating with ELLs and Their Families During School Closures](#)
Prepare your team: Check-in on progress & impact of distance learning (identify wins and adjust for impact)	• How will I routinely evaluate how the master schedule feels from the perspective of a teacher, student, parent? • What feedback cycles are essential? Teacher ⟳ Leader Student ⟳ Teacher Families ⟳ School • What kind of accountability (grading & formative assessment, participation, attendance etc.) are necessary and how flexible will we need to be? How do these structures account for the diverse needs of our community?	• [ANet: Sample Feedback from a Coach to a Teacher on a Remote Launch](#) • [TNTP: Stakeholder Support Survey Questions](#) • [Teach Like a Champion: Accountability and Feedback](#)
Prepare your team: Continue professional development structures for teachers and leaders	• How will I routinely coach and develop my teachers and staff? What 1-2 things do I want us to get good at in the first month? By the end of the school year? By the time schools re-open? • What existing structures (PLCs, department meetings) will I continue? • What new professional learning opportunities now exist?	• ANet's Virtual Learning Playlists for [Math](#), [ELA](#) and [Leveraging Data](#) • [NCTM's 100 days of Professional Learning Webinars](#)

We want to hear your stories!
Where is your team orienting within these stages? What's working? What's not? Share your learnings with us by emailing partnerships@achievementnetwork.org.