

# Sample Comprehensive Distance Learning Workflow

## Anchor in Care and Connections (Social, Emotional, Mental Health)

- Center culturally responsive and sustaining practices.
- Establish a district project team, informed by diverse perspectives.
- Identify new ways of fostering engagement and relationships.

## Develop Clear Communication with Students and Families

- Lead with your values and anchor in student well-being and equity.
- Establish communication between district/schools and families.
- Share student and family supports and expectations.

## Build Learning Vision / Gather Resources

- Anchor in a shared vision for excellence in teacher-facilitated learning.
- Gather necessary online and offline resources.
- Identify and establish partnerships.
- Communicate, implement, and monitor.

## Assess Efficacy for Offline and Online Learning/Make A Plan

- Survey staff and families on needed supports for offline and online distance teaching.
- Identify offline and online distance learning experts to help support transition.
- Develop and implement professional learning opportunities for staff.

## Plan for Teacher-Facilitated Learning

- Develop individual student or course learning plans.
  - Learning Goals
  - Course expectations
  - Timelines
  - Progress monitoring plan