

Continuity of Learning and COVID-19 Response Plan (“Plan”) West Michigan Aviation Academy Application

As a result of COVID-19 and the closing of school buildings for the 2019-2020 School Year, West Michigan Aviation Academy submits this Continuity of Learning and COVID-19 Response Plan (“Plan”) in order to best serve our students and families, as well as to continue to receive state aid for operations. Although we are closed and not providing in-person instruction, teaching and learning will continue.

West Michigan Aviation Academy will provide instruction at a distance using a variety of methods that meet our students’ needs. While many educators have been providing distance learning opportunities, the Governor’s Executive Order ([EO 2020-35](#)) requires all schools to begin providing learning opportunities for all students no later than April 28, 2020. West Michigan Aviation Academy aims to begin the plan April 20, 2020.

Each District shall submit a single completed Assurance Document, Budget Outline, and Continuity of Learning Plan to its Intermediate School District. Each Public School Academy shall submit a completed Assurance Document, Budget Outline, and Continuity of Learning Plan to its Authorizer. A single Application should be filed for the district rather than multiple applications for individual schools within a district. The following items are required for the application which may be submitted beginning April 8, 2020:

1. Assurances Document
2. Continuity of Learning Plan
3. Budget Outline

Continuity of Learning and COVID-19 Response Plan ("Plan") Guiding Principles

As Districts and Public School Academies complete the Assurances and Continuity of Learning Plans, they should consider utilizing the following principles to guide their work:

Keep Students at the Center

Intentional outreach to continue building relationships and maintain connections. Help students feel safe and valued. At minimum, plan to do the following:

- **Plan for Student Learning:** Build on each student's strengths, interests, and needs and use this knowledge to positively affect learning.
- **Develop a Weekly Plan and Schedule:** Offer routines and structures for consistency and for the balancing of think time, work time, and play time for health and well-being.
- **Contact Families:** Partner to support student learning through ongoing communication and collaboration. This will not look the same for every student and family—safety remains the priority. Provide translations as necessary.

Design Learning for Equity and Access

Plan and deliver content in multiple ways so all students can access learning.

- **Teach Content:** Set goals using knowledge of each student, content area standards, and of Michigan Merit Curriculum.
- **Deliver Flexible Instruction:** Consider how to deliver content depending on tools and resources accessible to each student. Alternative modes of instruction may include use of online learning, telephone communications, email, virtual instruction, videos, slideshows, project-based learning, use of instructional packets, or a combination to meet diverse student needs.
- **Engage Families:** Communicate with families about engagement strategies to support students as they access the learning. Families are critical partners. Provide translations as necessary.

Assess Student Learning

Manage and monitor student learning and plan what's next for learning including the potential need for summer and supplemental learning.

- **Check Student Learning:** Use a variety of strategies to monitor, assess, and provide feedback to students about their learning.
- **Make Instructional Adjustments:** Use formative assessment results to guide educators' reflection on effectiveness of instruction and to determine next steps for student learning.
- **Engage Families:** Communicate with families about assessment results in order to inform next steps and the potential for supplemental summer learning. Provide translations as necessary.

Continuity of Learning and COVID-19 Response Plan ("Plan") Assurances

Date Submitted: 10 April 2020

Name of District: West Michigan Aviation Academy

Address of District: 5363 44th St SE, Grand Rapids, MI 49512

District Code Number: 41924

Email Address of the District: ngasper@westmichiganaviation.org

Name of Intermediate School District: Kent ISD

Name of Authorizing Body (if applicable): Bay Mills Community College

This Assurance document needs to be returned to your Intermediate School District or, for Public School Academies, your Authorizing Body with your Continuity of Learning Plan and Budget Outline beginning April 8, 2020 to indicate that the District will adopt a plan to ensure continuous learning for all students through the remainder of the 2019-2020 school year.

Districts should submit a single district plan that relates to all of their schools.

The applicant hereby provides assurance it will follow the requirements for a Plan for the remainder of the 2019-2020 school year: 1. Applicant assures that all student learning will take place under the direction of a teacher of record for each student enrolled in the district. 2. Applicant assures that it will continue to pay school employees during the balance of the 2019-2020 school year under the same terms and conditions established prior to the school closure order period. 3. Applicant assures that the Plan was developed in collaboration with district administrators, school board members, teachers, and local bargaining units. 4. Applicant assures that food distribution has been arranged for or provided for eligible students. 5. Applicant assures coordination between applicant and Intermediate School District in which the District/PSA is located to mobilize disaster relief child care centers. 6. Applicant assures that to the extent practicable the District/PSA will in good faith provide students with IEPs/Section 504 Plans the opportunity to participate in learning consistent with existing plans. 7. Applicant assures that Continuity of

Learning and COVID-19 Response Plan, Assurance Document, and Budget Outline will be posted immediately following approval to the District's/PSA's website.

Continuity of Learning and COVID-19 Response Plan ("Plan")

The goal of a Continuity of Learning Plan and COVID-19 Response Plan is to ensure that each District or Public School Academy is providing, to the best of its ability, each student with alternative modes of instruction to help them stay on pace in their learning. This application recognizes that there is no "one-size-fits-all" solution; multiple means of engaging students and supporting families may be necessary that may vary by grade level, school building, or student population served.

For the purposes of the Plan, "district" refers to school districts and public school academies.

Date Submitted: 10 April 2020

Name of District: West Michigan Aviation Academy

Address of District: 5363 44th St SE, Grand Rapids, MI 49512

District Code Number: 41924

Email Address of the District Superintendent: ngasper@westmichiganaviation.org

Name of Intermediate School District: Kent ISD

Name of Authorizing Body (if applicable): Bay Mills Community College

In accordance with Executive Order 2020-35 Plan must include all of the following parts:

- 1. Please describe the methods the district will use to provide alternative modes of instruction other than in-person instruction and a summary of materials each pupil and the pupil's parents or guardians will need to access meaningfully the alternative modes of instruction included in the Plan. If the Plan relies on electronic instruction, the Plan must ensure to the extent feasible that pupils have access to a connected device capable of accessing the electronic instruction and must not penalize a pupil for the pupil's inability**

to fully participate.

“Alternative modes of instruction” means modes of pupil instruction, other than in-person instruction, that may include, without limitation, partnerships with other districts or intermediate districts or community colleges or institutions of higher education, use of vendors, use of online learning, telephone communications, email, virtual instruction, videos, slideshows, project-based learning, use of instructional packets, or a hybrid of multiple modes of learning that still promote recommended practices for social distancing to mitigate the spread of COVID-19 .

District/ PSA Response:

At West Michigan Aviation Academy (WMAA), our aim is to provide students with a meaningful opportunity to complete the school year in a manner that is consistent with our values of holding high academic standards and providing comprehensive support for students. This plan is intended to implement a model for emergency remote instruction that allows classes to progress learning forward, preparing students for next year and minimizing the amount of learning lost due to the current COVID-19 crisis.

At WMAA, we believe the instructional delivery method that is both the safest and most effective for moving forward is a technology-based approach. This approach will allow WMAA teachers to consistently deliver planned lessons and materials at predictable times, will allow staff to be more responsive to students’ needs in a timely manner, and will facilitate student learning by incorporating devices and technology platforms that students are used to using during their typical school day.

WMAA will leverage its 1:1 chromebook initiative to ensure that each student has a functional device to access lessons online. For any students who do not have access to a device, devices will continue to be made available. For any students who do not have internet access, hot spots/broadband access will be made available. All necessary learning materials will be made available to students digitally.

Our WMAA team has connected to every family to ensure they have a working device, internet, and time to dedicate to remote learning. Students who needed a device have already received one from us and we are prepared to exchange devices for students who need one through the end of the school year.

Additionally, we learned that 3 families do not have internet and are unable to get the free/reduced internet through Charter/Spectrum/Comcast, so we are purchasing data sticks that will allow students to have unlimited data for the remainder of the school year. We plan to purchase a couple extra data sticks and stand ready to assist students who find themselves needing internet access. They should contact our Dean of Student Life.

In addition to utilizing technology, classroom novels have been distributed to students this week when students were able to pick up their belongings in a controlled manner. We will provide another student pickup day(s) to accommodate families who were unable to make it to school. For any students who are unable to pick up their novels, WMAA will mail them to their homes.

2. Please describe the methods the district will use to keep pupils at the center of educational activities, including outreach to continue building relationships and maintain connections, and to help pupils feel safe and valued.

District/ PSA Response:

Now, more than ever, we need to approach learning through a trauma-informed lens. The use of trauma-informed principles and practices help us to focus on the whole child (mental health, nutrition, and safety) in an equitable way. This framework promotes safety, empowerment, and healing during the COVID-19 health crisis. Keeping students at the center of our educational activities and plans; the continuation of relationship building among staff, students, and families; and recognition that each child is unique and our families are all being faced with their own challenges is the premise of this remote learning plan. This plan must also recognize that our staff will need encouragement and support and compassion as they learn new skills as well as balance their individual and family needs through this health crisis.

To support the needs of students and families, WMAA has developed a weekly schedule that provides students flexibility through an asynchronous learning approach while also providing support through synchronous opportunities to connect with their teacher(s). Teachers will be expected to make contact with every student at least once per week through Google Classroom or other forms of media, like TalkingPoints, or GoogleHangouts. Phone and email communication will also be used with both students and families, as appropriate. This weekly schedule will be supported by a Week-in-Preview in each class, which will detail all learning tasks intended for students

and will be made available on teachers' websites and GoogleClassrooms.

In order to identify student needs, WMAA has already begun intentional outreach to the community it serves. WMAA has completed a technology survey, identifying all student technology needs and time students can devote to daily online learning, as well as a food security survey, identifying families in need of nutritional support.

Student Services continues to provide support for the whole child during the school closure. Immediately after the mandatory school closure, Student Services added a section on our school website for resources on social/emotional health, crisis support, and community resources.

During the week of April 13, 2020, Student Services will work individually with each student (and family) who has an IEP to develop a *Contingency of Learning Plan* if the IEP cannot be fully implemented in a remote learning environment.

During the school closure, Student Services will continue to engage with students to support their emotional, mental and behavioral health through:

- Individual and group tele-therapy (social work, speech, and counseling)
- Webinar series with topics on self care, college planning, and career awareness
- 1:1 email, phone, and video communications
- Information Blasts: newsletter, Google site, and SCOIR.

In addition to the work to support learning on academic content, WMAA is making efforts to engage with students and maintain a sense of community during the school closure. Activities include, but are not limited to:

- Virtual Spirit Week: Week of March 27
- Junior/Senior Formal Photo Submission: April 18
- Yearbook Photo Message to Students
- Celebration of April Holidays: Students celebrate by sending in pictures to the Student Council Instagram account.
- Departmental Hosting of Weekly Connector
- Honoring of Students through the West Michigan Aviation Academy Foundation social media account
- Spring sport coaches are contacting their teams to encourage them to be safe and stay physically fit.
- Fall sport coaches are also reaching out to their teams to encourage physical and mental health activities.

3. Please describe the district's plans to deliver content in multiple ways so that all pupils can access learning.

District/ PSA Response:

WMAA teachers will deliver instruction to students through GoogleClassroom in a variety of formats, including pre-recorded videos, reading materials, independent practice, and live video conferencing. Asynchronous, or pre-created, instruction will occur twice per week according to the published schedule, which reflects national best practice. Teachers will also hold synchronous, or live, opportunities to connect with students once per week according to the schedule for teacher office hours. Teachers will also be available to correspond with students/families via phone and email throughout the week, with the expectation of responding within a 24 hour period.

WMAA will create a *Contingency Learning Plan* for all students with disabilities and will take into account the original offer of FAPE from the IEP and what we are able to do in light of remote learning. This individualized plan supports the intent of IDEA and provides individualized activities such as parent consultation and direct interaction/instruction for students with disabilities.

4. Please describe the district's plans to manage and monitor learning by pupils.

District/ PSA Response:

The WMAA staff is currently engaged in ongoing professional learning to develop and implement best practice strategies for managing remote instruction and monitoring student learning. Each week, WMAA staff will provide students with a Week-in-Preview that uses a checklist type approach to outline weekly learning objectives. Staff will monitor student progress on these tasks through work completion, ongoing formative assessments, and two-way communication with students.

Teachers will monitor assignment completion on a weekly basis within Google Classroom, and they will monitor student access through daily management of their WMAA Gmail account. Teachers will provide feedback to students on assignments through GoogleClassroom as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. Feedback

may also be provided in the form of phone conversations or email communication as needed on a case-by-case basis.

WMAA prides itself on holding high standards for students. While we recognize and honor the current challenges related to COVID-19, we aim to maintain high expectations for our school community. While there are additional flexibilities, and undoubtedly adjustments will be needed, our goal is to provide continuity of learning for all students.

As such, WMAA grading will continue for courses through the end of the school year on June 4, 2020. While curriculum, assignments, and assessments will be adjusted by faculty to reflect the unique learning environment, students will continue to be held accountable for the learning that takes place within the Continuity of Learning Plan.

Additionally, courses will continue to offer a final assessment for each course. The final assessment will be a reflection of the content taught in the classroom prior to March 12, 2020 along with content delivered remotely beginning on April 20, 2020.

Families and students who need support to access the content and curriculum provided in the remote learning setting are highly encouraged to connect with our Dean of Student Life. It is our promise to provide all students access to the content and curriculum.

While any senior who wishes to continue their learning through the end of the year by participating in the Continuity of Learning Plan may do so, the requirement to do so depends on the individual student's progress toward graduation.

ON TRACK SENIORS

Seniors who are on track to graduate are students who would have graduated in May 2020 had they been given the opportunity to complete their 2nd semester coursework with the current PowerSchool grade. Seniors who are on track may choose one of the following two options:

1. The senior is considered complete; PowerSchool grades reflecting all work as of March 12, 2020 will be posted to the student's final transcript. Seniors would not have to participate in the Continuity of Learning Plan unless they are enrolled in:

Dual Enrollment: Students enrolled in a dual enrollment course must continue in the course until the student meets the course requirements as determined by the teacher or institution.

Online Coursework: Students enrolled in an online course through Michigan Virtual, Apex, or eDynamics must continue in the course until the student meets the course requirements as determined by the online teacher.

Advanced Placement (AP) Courses: Students enrolled in an AP course are expected to continue in the Continuity of Learning Plan until the initial AP exam date in May.

2. The senior may opt into the Continuity of Learning Plan for the remainder of this school year. Students who participate are expected to start on April 20, 2020 and maintain participation through the end of the school year on June 2. Grades earned during the plan will be a portion of the students final second semester grade.

OFF TRACK SENIORS

Seniors who are off track to graduation as of March 12, 2020, will participate in the Continuity of Learning Plan from April 20, 2020 - June 4, 2020. A senior not on-track to graduate as of March 12, 2020 is one who is deficient in credits and/or did not have a passing grade in a required course as of March 12, 2020.

Once a student has met the requirements for a currently enrolled course, as determined by the teacher, they will earn a grade (and credit) *for that course*. Students who need credits beyond what is earned during the current semester can select from the following options:

1. Virtual Credit Recovery, Paid by Student: Parallel Consulting will offer credit recovery for seniors through Apex Learning beginning April 28, 2020. The cost is \$190 for the first course and \$120 for each course after. Seniors can register through their senior counselor.
2. Virtual Credit Recovery, Fee Waived: Kent ISD will offer credit recovery beginning June 8. Seniors may take up to two classes and should register with their senior counselor.
3. WMAA for Fall 2020: Students who will not meet their graduation requirements are able to enroll at WMAA for the next school year. Students should set up a plan for next fall with their senior counselor.

Each senior will be considered individually by the faculty and staff following this schedule:

- By April 14, 2020: Teachers of seniors will have PowerSchool grades up-to-date to reflect all learning and assignments as of March 12, 2020
- By April 15, 2020: Teachers of seniors will communicate with each of their seniors to determine which of the following situations applies to the individual student:
 - Seniors who are passing the course and opt to not participate in the plan will be given a final grade for the course
 - Seniors who are passing the course and opt to participate in the plan will be given an Incomplete for the course, which will be updated at the conclusion of the school year in June
 - Seniors who are not passing the course will be given an incomplete in PowerSchool, which will be updated at the conclusion of the school year in June
- By April 17, 2020: PowerSchool will be updated with all second semester seniors grades
- By Monday, April 20: Each senior and their parent/guardian will receive email confirmation of their graduation status as of April

*Note: Completion of senior volunteer hours, and the impact on graduation, will be considered on a student-by-student basis.

5. Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.

District/ PSA Response:

WMAA MICLPlan Budget			
Postage			
Mailing Books/Learning Packets	\$2,000.00	General	
Mailer to Families	\$1,000.00	General	
Software License			
Aviation Ground School Students	\$600.00	General	qty. 20
Spanish E-Course	\$150.00	General	
Computers			
Staff	\$5,060.00	Title IV Funds	qty. 5

Staff	\$4,928.00	Title I Funds	qty. 5
Student Replacements	\$825.00	Title IV Funds	qty. 5
Internet Access			
USB data sticks	\$1,000.00	Title IV Funds	qty. 5
Maintenance			
Student Chromebook Repairs	\$3,300.00	General	qty. 30

6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.

District/ PSA Response:

Stakeholders have been engaged throughout the process of creating this plan. When schools closed, WMAA administered a survey to identify staff needs related to the possibility of remote instruction. This survey data was used to design specific supports that will be made available to staff as we prepare to transition to remote learning. The WMAA leadership team began preparatory conversations prior to the mandatory school closure in order to develop a framework for learning continuity. The WMAA leadership team has held several meetings with Department Chairs to develop the Continuous Learning Plan, and Department Chairs have held similar meetings with their respective content area teams. Initial drafts of the plan were made available to staff on Thursday, April 2, and staff had the opportunity to raise questions and provide additional feedback. The WMAA Board President shared his vision of providing continual remote learning with the CEO who then incorporated the vision to craft the Plan. The CEO communicated the draft plan with the WMAA Board HR Subcommittee, which is comprised of 4 members of the board, including the Board President. They both provided feedback and approved the submission of the Plan.

Looking forward, the week of April 13th will be dedicated to preparing to implement the Continuity of Learning Plan. During this week, the WMAA staff will engage in professional learning, collaborative curriculum planning, and material creation. These tasks will happen in a variety of meeting formats, including synchronous all-staff meetings, synchronous PLCs, and asynchronous learning opportunities.

7. Please describe the methods the district will use to notify pupils and parents or guardians of the Plan.

District/ PSA Response:

WMAA's Continuity of Learning Plan will be made available to families and students in a variety of formats, including Email, direct mail, and posting to the school website.

WMAA will also develop a parent-friendly guide to the Continuity of Learning Plan to communicate the plan with stakeholders. The school will verify receipt of the plan by monitoring student participation, and the school will take additional steps to identify and engage families who have not participated in learning opportunities within the first week of launching the plan.

Families whose primary language is not English will also be made aware of the learning plan through several additional modes of communication. Each family will receive a notification of the plans availability through TalkingPoints. Additionally, families who speak Spanish will have access to a Spanish translation through our school website and/or email communication.

8. Please provide an estimate of the date on which the district will begin implementation of the Plan, which must be no later than April 28, 2020.

District/ PSA Response:

The West Michigan Aviation Academy will resume continuity of instruction by implementing this plan with students on April 20, 2020.

9. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act 160 of 1996, as amended, MCL 388.511 to 388.524, and Career and Technical Preparation Act, 258 PA 2000, as amended, MCL 388.1901 to 388.1913, in completing the courses during the 2019-2020 school year.

District/ PSA Response:

While students enrolled in dual enrollment courses are being directly supported by the postsecondary institution of enrollment, WMAA Student Services intends to support students in dual enrollment coursework through ongoing communication and advocacy.

While the policies at each institution may differ, dual enrolled students are encouraged to continue making progress in dual enrollment coursework through online modes of instruction delivery.

Additionally, students taking dual enrollment coursework through Grand Rapids Community College (GRCC) have already been notified of two support options available for students enrolled in course for winter 2020:

1. At the end of the semester, students can petition to GRCC to have their letter grade converted into Credit/No Credit
2. GRCC is offering the option for students to retake a Winter 2020 course during a later semester at no additional cost

Due to the close proximity required for flight training, our flight students will require extended learning during the summer months. Specifically, to meet the flight hour requirement outlined in the FAA Private Pilot Aircrew Standards, students can expect to complete the FAA Practical Exam in the July timeframe. Students participating in the Build-a-Plane program will transition to the remote / distance learning model with the emphasis on aircraft systems and foundational concepts.

For students in Kent ISD CTE programs, we will work with the ISD CTE Director as well as state level CTE directives to ensure our students have the ability to complete these courses. When needed the district will ensure the student has the necessary resources.

10. Please describe how the district will continue to provide or arrange for continuation of food distribution to eligible pupils.

District/ PSA Response:

WMAA families may access "grab and go" meals from any of the following service locations Monday through Friday, from 11:30am to 12:30pm. These sites are operated by Grand Rapids Public Schools (GRPS) and are available to WMAA families under our existing service relationship. No identification or other information is required. Parents may pick up two meals per day for each child age 18 and under (or up to age 26 for those students with an active IEP).

- New Faith Temple (1701 Kalamazoo Ave SE, Grand Rapids, MI 49507)
- San Juan Diego Academy (1650 Godfrey Ave SW, Wyoming, MI 49509)
- Creston Plaza Apartments (1080 Creston Plaza NE, Grand Rapids, MI 49503)
- Campau Commons (821 Division Ave S, Grand Rapids, MI 49503)
- Hope Academy (240 Brown St. SE, Grand Rapids, MI 49507)
- Sibley Elementary (943 Sibley St. NW, Grand Rapids, MI 49504)
- Ottawa Hills High School (2055 Rosewood SE, Grand Rapids, MI 49506)

- Walnut Grove Apartments (875 Sheffield St. SW, Grand Rapids, MI 49503)

These are subject to change and additional sites may be added. [Updates](#) to meal sites are available online through the GRPS website. Additionally, families may access free meals at any of the sites listed on the link below:

<https://www.wzzm13.com/article/news/health/coronavirus/kent-isd-meals-coronavirus/69-2531bc13-0075-4818-9343-5e6d674c56ab>

11. Please confirm that the district will continue to pay school employees while redeploying staff to provide meaningful work in the context of the Plan, subject to any applicable requirements of a collective bargaining agreement.

District/ PSA Response:

WMAA will continue to pay all employees throughout the remainder of the 2019-2020 school year.

WMAA Administrative Assistant will continue in her role as providing assistance to anyone who may need it at this time. Her work will include (but is not limited to):

- Process community service hours for students and record those as needed.
- Submitting transcript requests for alumni electronically.
- Information and data in PowerSchool to be updated.
- Monitoring students not participating in weekly work with teachers and make calls home to make sure that families understand our Continuity of Learning Plan.

WMAA Academy Liaison Officer will continue in his role of making sure our students are staying safe, but doing this from a distance. His work will include (but is not limited to):

- Function as the primary school contact for issues with student technology.
- To communicate with students via email to try and walk a student through procedures to fix chromebook issues.
- Contact our technology service provider for any technology needs we may have during this time.

WMAA Athletic Director/Assistant Academy Liaison Officer will continue in his role of making sure our students are staying safe, but doing this from a distance. His work will include (but is not limited to):

- To maintain contact with our students in need of food assistance.
- Scheduling next year's athletic schedule in all sports.
- Arranging for officials to be hired, sites to be confirmed and entry fees to be paid.
- Continuing to plan and prepare for our Athletic Department Fundraising campaigns and events.

WMAA Paraprofessionals:

WMAA Special Education Paraprofessional will continue in her role as paraprofessional in special education. Her work will include (but is not limited to):

- Collaborating with our special education team to continue special education programs and services in remote learning environment
- Weekly communication with families and students related to IEP goals, transition activities, and accommodations
- Serve as a liaison between families and general education teachers
- Monitor student grades and provided additional support, as necessary

WMAA ELL Paraprofessional will continue his role as paraprofessional supporting our English Learners and Former English Learners. His work will include, but is not limited to:

- Communicating with families via phone and TalkingPoints
- Collaborating with the EL Program Director to continue EL programs and services in remote learning environments.
- Serving as a liaison between general education teachers and EL students & families
- Researching and providing instructional support for EL students' course
- Monitor academic progress of EL students, providing additional support as necessary

12. Please describe how the district will evaluate the participation of pupils in the Plan.

District/ PSA Response:

WMAA will evaluate pupil participation on a weekly basis. Throughout each school week, WMAA teachers will track student participation, making note of any students who are not participating in WMAA's student information system PowerSchool by 2:00 PM

on Fridays. Through PowerSchool, the Dean of students will run weekly reports to identify students who are not actively engaging. The Dean, the Academy Liaison Officer, the Athletic Director, and the Administrative Assistance will actively reach out to make contact with identified families each week. Teachers will also support this outreach by making contact with families to provide feedback on student participation as necessary.

13. Please describe how the district will provide mental health supports to pupils affected by a state of emergency or state of disaster prompted by COVID- .

District/ PSA Response:

West Michigan Aviation Academy's mental health providers will continue to provide services to students through multiple modes of delivery, including but not limited to:

- Virtual Solution-Focused Brief Counseling (SFBC)
- Individual meetings, by appointment
- Teletherapy for both general education and special education students
- Weekly office hours
- Teacher consultation
- Parent/guardian two-way communication
- Conferring with community counselors and agencies

When needed, the student services team will assist students and families with referrals to community agencies (see *Student Services for Remote Learning Plan* for specifics).

While teachers are engaging in the delivery of content to students each week, they will continue to monitor and assess the needs of students and families through their teacher lens. Teachers will follow the *WMAA Remote Learning Student Crisis Protocol* when students in need are identified:

If a student is in crisis during a synchronous virtual class, the teacher will:

1. Call 911 if it's of an urgent nature
 - a. Teacher will end class meeting, if necessary, to ensure student safety
 - b. If the student is in danger of harm, the teacher will not leave the student unattended; the teacher will keep the student on the 'call' until a parent or health provider arrives
2. Look up parent contact information in PowerSchool (SIS) and speak with a parent directly.
3. Inform a school mental health provider so they can follow up with the student.

If a student emails a teacher indicating a crisis/safety risk:

1. Teacher will call 911 if it is an urgent nature
2. Look up parent contact information in PowerSchool (SIS) and speak with a parent directly.
3. Inform a school mental health provider so they can follow up with the student.

If teacher believes a student would benefit from a non-time sensitive mental health check in:

1. The teacher will email the appropriate mental health provider with the student name and grade, including
 - a. Reason for the referral
 - b. Student's knowledge of the referral being made
 - c. Information about any parent communication

If a teacher wishes to consult on a student(s) with a member of the WMAA mental health team:

1. The teacher will call the team member during office hours for a consultation
2. If outside of the office hours, email the mental health provider to set up a time for a phone or virtual meeting

As mandated reports, teachers who believe a student is experiencing any form of abuse or neglect from a parent and/or guardian based on what they read, hear, or see:

1. The teacher will contact CPS to make report by completing all required steps of either:
 - a. a phone call and sending completed DHS-3200 form to CPS
 - b. file the report through the online platform
2. Teacher will notify the Dean of Academic & Student Services if a report is made to CPS

14. Please describe how the district will support the efforts of the intermediate district in which the district is located to mobilize disaster relief child care centers as described in the Executive Order - or any executive order that follows it.

District/ PSA Response:

The Academy does not have a child care center but is willing to provide information to students and families about disaster relief child care centers located in the intermediate district.

Optional question:

15. Does the District plan to adopt a balanced calendar instructional program for the remainder of the 2019-2020 school year? Does the District plan to adopt a balanced calendar instructional program for the 2020-2021 school year?

District/ PSA Response:

West Michigan Aviation Academy intends to continue with our board approved calendars for both the 2019-20 and 2020-21 academic years. The board-approved calendars reflect a traditional school year calendar with a pre-Labor Day start.

Name of District Leader Submitting Application: Nicole Gasper, CEO

Date Approved: April 13, 2020

Name of ISD Superintendent/Authorizer Designee: Mariah Wanic, Director of Charter Schools

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: