



*Continuity of Learning
Remote Instruction Support Plan
Parent Version*

April 15, 2020

Dear WMAA Families,

I hope this communication finds you well-rested and ready to engage in our WMAA Continuity of Learning Plan. Since our last communication, we have been informed that our ***Continuity of Learning Plan*** (“the Plan”) submitted to Bay Mills Community College, our charter Authorizer has been approved. In anticipation of this news, our WMAA teachers have been working to develop meaningful learning opportunities and experiences for our students. We recognize and understand each of our families are navigating unique circumstances due to COVID-19, so this plan was developed to allow for both accountability and flexibility.

Implementation of the Plan begins on Monday, April 20, 2020 and concludes on June 4, 2020. The complete Plan including school, parent, and student responsibilities are outlined on our website: www.westmichiganaviation.org/CLP

It is critical that all of our parents are informed of our **required** remote learning, so please check your email as a link to the Plan has been sent to you and your student. We are sending this letter in attempt to ensure all parents/guardians are informed. If you have specific questions, please email info@westmichiganaviation.org and we will send the email to the appropriate person to respond.

We ask for your understanding and patience as we work through this new opportunity of fulfilling our WMAA Mission, Vision, and Values. It is likely we will get to do more problem-solving on new situations that present themselves, and as adaptable leaders, we will make necessary adjustments. If your student(s) has/ have questions or need(s) support, please encourage him/her/them to connect to a teacher, counselor, or administrator. This is new for all of us and we stand ready to navigate it alongside you.

Sincerely,



Nicole Gasper, CEO

April 2020

TABLE OF CONTENTS

THE LEARNING PLAN	4
WEEKLY LEARNING SCHEDULE	4
OFFICE HOURS	5
GOOGLE CLASSROOM & TEACHER WEBSITES	6
STUDENT SERVICES	6
PHYSICAL & MENTAL SAFETY	8
STUDENT CRISIS PROTOCOL	10
SCHOOL COUNSELING	11
SCHOOL SOCIAL WORK	12
SPECIAL EDUCATION	13
CONTINUUM OF SERVICE	15
ENGLISH LEARNING	16
ACADEMIC PLANNING	18
GRADES AND TRANSCRIPTS	18
DUAL ENROLLMENT, ONLINE & KCTC	18
CLASS OF 2020 SENIORS	19
ACADEMICS	19
COMMENCEMENT	21
FLIGHT SCHOOL	21
TECHNOLOGY	21
SAFETY AND SECURITY	21
CHROMEBOOK & DEVICE SUPPORT	22
INTERNET	22

THE LEARNING PLAN

Beginning April 20th, WMAA will implement a remote learning plan for all students. This plan has been developed with the intention of providing flexibility to families and students as we work together to support student learning while also recognizing the necessity to accommodate the variety of needs our community is currently facing.

The main goals of this Continuity of Learning Plan are to

- provide daily learning opportunities to WMAA students, minimizing the amount of learning lost due to school closure and helping students prepare for next year
- continue to develop WMAA’s core character values with students by promoting supportive student-teacher interaction and holding high academic standards
- serve families with ongoing, consistent access to community resources for the duration of the mandated school closure.

At WMAA, we believe the best method for moving forward will be to adopt a technology-based approach for remote instruction. 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.

WEEKLY LEARNING SCHEDULE

Monday		Tuesday		Wednesday	Thursday		Friday	
Subject	Time	Subject	Time	Subject	Subject	Time	Subject	Time
1st hour	9:00-9:30	4th hour	9:00-9:30	Teacher Office Hours	1st hour	9:00-9:30	4th hour	9:00-9:30
2nd hour	10:00-10:30	5th hour	10:00-10:30		2nd hour	10:00-10:30	5th hour	10:00-10:30
3rd hour	11:00-11:30	6th hour	11:00-11:30		3rd hour	11:00-11:30	6th hour	11:00-11:30
		7th Hour	11:30-12:00				7th Hour	11:30-12:00

This schedule was created using state-provided guidelines for maximum online course interaction for high school students. Within this plan

- Students can expect a MAXIMUM of 3.5 hours of school work per week day
- Students can expect new content from each of their classes twice per week
- New content will be available at the times posted in the weekly schedule
- All teachers will hold remote office hours immediately following their class and on Wednesdays to provide individualized support directly to students.

What Can Students Expect “In Class”?

In this environment of remote instruction, students can expect to engage with content in a variety of formats. Often, lessons will be provided in an asynchronous format, meaning that they will receive pre-created materials and will be expected to engage with course content independently.

Asynchronous learning could include pre-recorded lectures or tutorials, reading materials, or independent practice with specific learning activities. Lessons may also be provided in a synchronous format, meaning that students will sometimes meet with teachers for a live class. These synchronous learning opportunities will only occur within the established times in the schedule, and they could include live video or conference calling.

If students are unable to attend a synchronous learning opportunity, all content and materials will be made available to them in another format.

OFFICE HOURS

While instruction may occur asynchronously throughout the week, it is our commitment that WMAA students experience the same support and dedication from their teachers that they would normally expect. Each week, students can expect to have the opportunity for direct correspondence with their teachers through office hours. During office hours, students can correspond with their teachers through a variety of formats, including emails, phone calls, or video conferencing. Here, students can ask questions, receive feedback, or seek one-on-one support for course materials.

Office hours will be offered:

1. Following each scheduled class meeting for 30 minutes
2. On Wednesdays according to the following schedule:

8:00am - 9:00am	Aviation
9:00am-10:00am	Math
10:00am-11:00am	English
11:00am-12:00pm	World Language - Spanish
12:00pm-1:00pm	Social Studies
1:00pm-2:00pm	Science
2:00pm-3:00pm	Engineering

GOOGLE CLASSROOM & TEACHER WEBSITES

WMAA teachers will continue to use their [teacher websites](#) to help both students and families navigate materials online. All teacher websites are accessible from the WMAA webpage (www.westmichiganaviation.org) by clicking on the “Faculty Websites” link at the top. Here, families and students can find links to each teacher’s Week in Preview and their GoogleClassroom.

In addition to using teacher websites, all WMAA teachers will use GoogleClassroom to distribute materials for each of their classes. GoogleClassroom is an online tool that allows teachers to communicate with students, post materials, distribute assignments, and provide feedback. GoogleClassroom is also accessible to families, and you should receive a request to “join” each class in your student’s schedule, so that you may monitor your student’s active coursework.

Week-in-Previews

WMAA teachers will also continue our established practice of providing weekly schedules in the form of a “Week-in-Preview”. The Week-in-Preview is intended to provide an at-a-glance look at what is planned for the week, including daily learning goals, any activities that are expected to be completed, and due dates. You may notice some changes in the format of the Week-in-Preview as we are actively working to improve the format to support remote learning by providing students with a day-by-day checklist of learning tasks.

STUDENT PARTICIPATION

Teachers will monitor assignment completion on a weekly basis within Google Classroom and communicate with students via school email accounts. Teachers will provide feedback to students on assignments through GoogleClassroom as they are completed. Teachers will differentiate instruction within the platform to meet student needs. Feedback may also be provided in the form of phone conversations or email communication as needed on a case-by-case basis.

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 2:00pm on Fridays.

STUDENT SERVICES

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 support plan. This support plan is created to support the work identified in West Michigan Aviation Academy’s Continuity of Learning Plan.

In Student Services, we commit to:

- ❑ Partner with all stakeholders to support the whole student
- ❑ Keep students health and safety as our primary focus
- ❑ Encourage ongoing two-way communication
- ❑ Acknowledge students' current situation and context
- ❑ Utilize school and community resources to provide mental health supports and trauma informed practices.

STAFF MEMBER	TITLE	EMAIL	PHONE	OFFICE HOURS
Maija Anderson	Speech-Language Pathologist	maanderson@westmichiganaviation.org		M/W 10:00am-11:00am by Google Meet appointment or by email
Dan Bemke	School Counselor	dbemke@westmichiganaviation.org		M-F 10:00am-11:00am by email and Google Meet appointment
Jaclyn Iacco	Dean of Academic & Student Services	jiacco@westmichiganaviation.org		M-F by appointment or by email or phone call
Kaitlin Malone	Social Worker	kmalone@westmichiganaviation.org		Wednesday 10:00am-11:00am by Google Meet appointment or by email
Jamie Marckwardt	Parapro	jmarckwardt@westmichiganaviation.org	616 420-4624	M-F by appointment or by email or phone call
Shannon Mayo	SpEd Teacher/Consultant	smayo@westmichiganaviation.org	616 594-0464	M-F by appointment - by email or phone call
Kathy Wisniewski	School Psychologist	kwisniewski@westmichiganaviation.org		M-F by appointment - email or phone call. Text for staff only
Raya Womack	English Learner Coordinator	rwomack@westmichiganaviation.org	616 710-1784	T/F 9:00am-10:30am M/TR by appointment or by email or phone call
Ali Yunis	Parapro	ayunis@westmichiganaviation.org	616 426-1568	MTThF 10:30am-12:00pm Afternoons by appointment
Tina Zuberbier	School Counselor	czuberbier@westmichiganaviation.org		Wednesday 10:30am-11:30am by Google Meet appointment or by email

PHYSICAL & MENTAL SAFETY

The physical and mental safety of our students and families remains our top priority. We recognize that COVID19 presents additional challenges to students and families, many of which are related to the basic physical and mental needs. If you answer yes to any of the following questions, please reach out to a member of our team for confidential support:

- Is anyone in your household experiencing health related issues (COVID19 or otherwise)?
- Is your household coping with the loss of a family member?
- Is anyone in your home in need of mental health supports?
- Is anyone in your household struggling with substance abuse issues?
- Is your family in need of food assistance? Is your family in need of emergency assistance with utilities?

FOOD & NUTRITION

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 through the KISD](#).

If you need additional assistance with utilities, food, housing, or health care clinics:

- United Way: contact 211 by phone or text (toll free for Kent/Berry 800.877.1107) or www.211.org
- North Kent Connect: www.nkconnect.org
- Mobile Food Pantries: <https://www.feedwm.org/findfood/>
- Kent County Health Department Clinic: https://www.accesskent.com/Health/health_clinics.htm
- [The Bridge Comprehensive List of Resources](#)

CRISIS RESOURCES

RESOURCE	CONTACT INFO	SUPPORTS AVAILABLE
Child Abuse & Neglect Hotline	1-855-444-3911	This toll-free phone number allows you to report abuse or neglect of any child.
Forest View Hospital	forestviewhospital.com/ 616-942-9610 1055 Medical Park Dr GR, MI 49546	Provides inpatient, partial hospitalization, and outpatient psychiatry services in addition to programs dedicated to trauma and eating disorders. Ask for Assessment and Referral.
Michigan Coronavirus Hotline	covid19@michigan.gov 1-888-535-6136	A one-stop connection to thousands of local agencies and resources. Open 24/7
Michigan Domestic Violence Hotline	1-800-799-7233	Call this hotline if you are experiencing domestic or sexual violence.
Michigan Suicide Hotline	1-800-273-8255	This crisis hotline is for children, or parents of children, in crisis.
National Suicide Prevention Lifeline	1-800-273-8255	Available 24/7 and offers free and confidential support for those in need of emotional support for suicide crisis or emotional distress.
Network 180, Kent County Community Mental Health	www.network180.org 616-336-3909 790 Fuller, GR, MI 49505	Open 24/7 for walk-in assessment and mental health crisis services for all ages. The Mobile Crisis Response Team can assist with transportation.
OK2SAY	www.michigan.gov/ok2say text: 652729	Report a tip on potential harm directed at students, school employees, or schools. Tips can be submitted 24 hours a day, 7 days a week.
Pine Rest Christian Mental Health Services	www.pinerest.org/ 616-455- 9200	For outpatient support, call 866-852-4001. For crisis, call 616-455- 9200. Pine Rest offers outpatient therapy, various types of testing, psychiatry services for most insurances.
The Truism Center	thetruismcenter.com 616-499-7711 221 Trowbridge St. # 208 GR, MI 49503	Offers in person and video therapy options.

STUDENT CRISIS PROTOCOL

While teachers and staff 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/staff will follow the below *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 or staff members indicating a crisis/safety risk:

1. Teacher/staff 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 or staff members believes a student would benefit from a non-time sensitive mental health check in:

1. The teacher/staff 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 reporters, teachers or staff 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 or staff member 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 or staff will notify the Dean of Academic & Student Services if a report is made to CPS

SCHOOL COUNSELING

Students and parents can access additional resources and materials through the School Counselor's [Weebly Link](#).

MENTAL HEALTH SUPPORT

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
- Confering with community counselors and agencies

SCHOOL COUNSELOR TIMELINE

Week 1 April 13th - 17	<ul style="list-style-type: none">● Coordinate and develop virtual counseling curriculum● Establish office hours
Week 2 April 20-24	<ul style="list-style-type: none">● Begin implementation of virtual counseling curriculum● Access 504 plans for remote learning
Weeks 3 - 8 April 27 - June 4	<ul style="list-style-type: none">● Continue virtual counseling curriculum● Monitor academic progress

ACADEMIC SUPPORT

WMAA counselors will continue to support students academically through remote platforms. Counselors will monitor student academic progress bi-weekly and will communicate to students, via email, who are failing 3 or more courses to set up a support plan. Counselors will also collaborate with teachers to ensure students with 504 Plans have appropriate accommodations in all content courses.

COLLEGE & CAREER SUPPORT

During the building closure, counselors will provide supplemental activities geared towards college and career planning on the school counselor website found [here](#). Additionally, counselors will provide pre-recorded videos on specific college and career planning topics. Videos will be posted on our website and an email will be sent out notifying students a video is now available.

9th Grade

Students will need to ensure they have an active account through SCOIR in order to access the YouScience Inventories. An email invite was sent to students and parents on April 14th.

10th Grade

Mrs. Zuberbier will set up times through SCOIR for students to meet one-to-one on college/career planning (limited spots will be available). Sophomores should complete their YouScience Inventory through SCOIR by the end of the school year.

11th Grade

Mr. Bemke will honor previously scheduled Junior Conferences that had been scheduled March 17th - April 30th first. Mr. Bemke will reach out via email to reschedule a virtual meeting. Families who were unable to schedule a Junior Conference prior to school closure may contact Mr. Bemke by email. Please note such conferences will be offered starting May 4th.

12th Grade

Seniors should continue using the Google Classroom for information on scholarship search sites and updating their My Colleges Tab through SCOIR.

ONLINE RESOURCES

Test Prep	College	Career
<ul style="list-style-type: none">• Khan Academy• PrepFactory	<ul style="list-style-type: none">• SCOIR• Big Future• CollegeWeekLive• Virtual College Tour• Junior Conference	<ul style="list-style-type: none">• YouScience Inventory• O*Net Online• Career One Stop• MI Hot 50 Jobs• MI Bureau of Labor Market
To access activities and resources for each column above, please click Here		

SCHOOL SOCIAL WORK

Mental health support provided by the school social worker is available to students in general education and special education. Support will be provided through multiple modes including, but not limited to:

(Note: any support available to students in General Education students are also available to students in Special Education)

- Individual sessions, by appointment
- Virtual Brief Solution Focused Therapy
- Weekly office hours
- Teacher and staff consultation

- Parent/guardian two way communication
- Conferring with community counselors and agencies

GENERAL EDUCATION SOCIAL WORK

Examples of supports include but are not limited to:

- Direct email communications
- Provide individual sessions, by appointment
- Provide appropriate social emotional tiered supports
- Provide social emotional support documents via the [Counseling and Student Support Website](#)
- Direct email or virtual instruction on skill building
- Consult with teachers, as needed

SPECIAL EDUCATION SOCIAL WORK

Examples of supports include but are not limited to:

- Provide individual sessions and supports, by appointment
- Direct email communications
- Direct email or virtual instruction on skill building
- Track maintenance of and progress on IEP goal(s)
- Consult with students' other service providers and teachers

SPECIAL EDUCATION

Through remote instruction, students with disabilities are entitled to a Free and Appropriate Public Education (FAPE) which entails Specially Designed Instruction, including IEP goals and objectives, and equal and alternate access to core curriculum. West Michigan Aviation Academy supports CASE's Four Priorities for Special Education in moving forward with remote learning.

1. Focus on the safety, health, and welfare of students and families
2. Provide FAPE - Deliver services to as many students as you reasonably can in the best way you know how.
3. Document efforts -Documentation is focused, consistent, detailed and demonstrates a good faith effort to provide good services.
4. Compliance during the pandemic - Continue to offer FAPE, which allows for students to receive an educational benefit in light of the current circumstances and allow parents the opportunity to participate in the decision making process for next steps.

CONTINGENCY LEARNING PLANS (CLP)

While our preference is to follow the current IEP for each eligible student, it must be recognized that not every IEP can be fully implemented in a remote learning environment. In these situations, WMAA will work with the student and family to develop a Contingency Learning Plan (CLP). The CLP will document the responses to the questions asked of the teachers and parents and document a start date for collaboration and instruction to happen (no later than April 28, 2020).

The Contingency Learning Plan documents the activities needed to support the student during the school closure and in light of the circumstances. The activities demonstrate the district’s good faith effort in trying various things to support the individualized needs of the students. The activities will work towards *maintenance* of IEP goals and objectives prior to the school closure and moving forward where possible. The Contingency Learning Plan will document the collaboration with the parent to determine the frequency and duration of services needed and in light of the current circumstance. The Contingency Learning Plan will document the activities that will be provided in the upcoming weeks. For most students, the activities will start simple and build into support for core instruction and instruction on the IEP goals and objectives that are identified for the distance learning experience.

SKILLS FOR SUCCESS COURSE

A *Remote Learning Plan Form* will be sent weekly to each student enrolled in the Skills for Success Class and for whom the Resource Room Teacher is the designated primary caseload provider. The contents of the form will be based on the student’s individual Contingency Learning Plan (CLP) and will document activities, including necessary links/instruction notes, required accommodations to access the content with necessary assistive technology supports, and individual meeting times with the teacher. The *Remote Learning Plan* will be supported by the paraprofessional in collaboration with the teacher.

For those students enrolled in the Skills for Success Class for whom a Related Service Provider is designated as the Remote Learning Primary Caseload Provider, a plan will be developed in collaboration with the student and parent(s)/guardian(s) based on the CLP and when required, the RR Teacher.

SPECIAL EDUCATION TIMELINE

<p>Week 1 April 13 - 17</p>	<ul style="list-style-type: none"> ● Coordinate and write Contingency Learning Plans (CLPs) ● Coordinate services with GE, departments and service providers ● Determine levels of services and schedule ● Establish office hours ● Document all contacts and services
<p>Week 2 April 20-24</p>	<ul style="list-style-type: none"> ● Start implement services on CLPs, as appropriate ● Document all contacts, services and progress on goals and objectives
<p>Weeks 3 - 8 April 27 -June 4</p>	<ul style="list-style-type: none"> ● Implement services on CLPs, as appropriate ● Continue contacting parents to schedule IEPs, evals, and CLP updates ● Document all contacts, services and progress on goals and objectives

CONTINUUM OF SERVICE

Each of the special education team members will engage in a full continuum of services during our building closure. Families can expect individual service providers to support students through the modes identified in the table below.

	IEP Services and Coordination	Consultation	Virtual Delivery	Individual/ Parent
Shannon Mayo Resource Room Teacher/ Teacher Consultant	<p>Coordinate Contingency Learning Plans with families and other service providers</p> <p>Determine Instructional Delivery Model</p> <p>Identify any <u>accessibility</u> issues</p> <p>Coordinate with GE regarding appropriate accommodations</p> <p>Document all contacts</p> <p>Document of progress on Goals and Objectives</p>	<p>Create office hours</p> <p>Schedule time to check in with families and/or students</p> <ul style="list-style-type: none"> • Are you safe and healthy? • How can I help you? 	<p>Virtual (e.g. Google Hangouts/Meet) opportunities for individualized instruction</p>	<p>Share videos, online assignments, and/or activities to support learning and goals and objectives</p>
Kaitlin Malone School Social Worker	<p>Coordinate Contingency Learning Plans with families and other service providers</p> <p>Identify any <u>accessibility</u> issues</p> <p>Coordinate with General Education teachers regarding appropriate accommodations</p> <p>Document ALL contacts</p> <p>Document progress on Goals and Objectives</p>	<p>Schedule time to check in with families and/or students</p> <ul style="list-style-type: none"> • Are you safe and healthy? • How can I help you? • Level of engagement concerns • Learning concerns 	<p>Schedule appointments and therapy sessions</p> <p>Virtual opportunities for individualized instruction</p> <p>1:1 direct work with students on caseload</p> <p>Track progress on goals</p> <p>Continually assess social emotional well-being</p> <p>Collaborate with other service providers</p>	<p>Share online resources, videos, assignments, and/or activities to support learning and goals and objectives</p>

Maija Anderson SLP	<p>Coordinate contingency learning plans with families and other service providers</p> <p>Identify any <u>accessibility</u> issues</p> <p>Coordinate with GE regarding appropriate accommodations</p> <p>Document ALL contacts</p> <p>Documentation of progress on Goals and Objectives</p>	<p>Schedule time to check in with students or parent/guardian:</p> <ul style="list-style-type: none"> • Are you safe and healthy? • How can I help you? • Level of engagement concerns • Learning concerns 	<p>Schedule appointments and therapy sessions - individual or group</p> <p>Virtual opportunities for individualized instruction</p> <p>Small group therapy when appropriate and with parent consent</p> <p>1:1 direct work with students on caseload</p> <p>Track progress on goals</p>	<p>Share videos, online assignments, and/or activities to support learning and goals and objectives</p> <p>Communicate with teachers regarding objectives as they relate to academic progression</p>
Kathy Wisniewski School Psych	<p>Schedule times to work with special education teacher on Student Remote and Contingency Learning Plans.</p>	<p>Provide assistance/collaboration with SSW and SLP for questions regarding service implementation.</p> <p>Provide consultation for school staff for student learning.</p>		<p>Work on 3-year re-evals</p> <p>Complete REEDs</p>
Jamie Marckwardt Parapro		<p>Support special education teacher in organizing, developing, and assisting with delivery of instruction</p> <p>Schedule times to connect with families/students</p>	<p>Small group instruction when appropriate and with parent consent</p>	

ENGLISH LEARNING

ENGAGING WITH OUR FAMILIES: PARENT COMMUNICATIONS

During this time of school closure, it is increasingly important to maintain open communication and find ways to engage our families. In addition to the support provided directly to EL students during the remote learning, WMAA plans to maintain engagement with our EL families by:

- Sending all school wide communications via Talking Points
- Providing services and supports, as needed, in the family's native language

- Spanish: Mrs. Maribel Burdick (mburdick@westmichiganaviation.org)
- Somali & Swahili: Mr. Ali Yunis (ayunis@westmichiganaviation.org)
- All other languages: Voices for Health or Liaison Linguistics will be utilized for linguistically complex communications

If questions arise at any time for you or our student during remote learning, please know we are here to support you. Feel free to reach out to the contacts above, or you can connect with the EL Program Coordinator, Mrs. Raya Womack, at rwomack@westmichiganaviation.org.

ENGAGING WITH OUR TEACHING STAFF

In support of EL students, the English Learner support team will be consistently collaborating with the teacher staff to support the learning of ELs across the curriculum. During remote instruction, those supports will include, but are not limited to:

- Through a team drive, all teachers are provided a comprehensive list of accommodations aligned to resources and supports to implement the accommodations in individual classrooms
- EL professional staff will confer and collaborate with individual teachers on ways to support individual EL learners
- EL professional staff will have access to all Google classrooms to provide content area literacy support

SUPPORTING ELS IN GENERAL EDUCATION COURSEWORK

	Monday	Tuesday	Wednesday	Thursday	Friday
Raya Womack	10am-10:30am ELD 2 Class	9:00am-10:30am Office Hours	11:00am-12:00pm Virtual Room 204	10am-10:30am ELD 2 Class	9am-10:30am Office Hours
*Office Hours by Phone		12:00pm-2:00pm Available by appointment		12:00pm-2:00pm Available by appointment	
Ali Yunis	10:30am-12pm Office Hours	10:30am-12pm Office Hours	12:00pm-1:00pm Virtual Room 204	10am-12:00pm Office Hours	10:30am-12pm Office Hours
*Office Hours by Phone	12:00p-2:00p Available by appointment				12:00p-2:00p Available by appointment

*Check Mrs. Womack's Weebly for updated office hours

<http://womackhomepage.weebly.com>

ENGLISH LANGUAGE DEVELOPMENT 2 (ELD)

Mrs. Womacks' second hour English Language Development 2 (ELD 2) course will continue to meet following the WMAA class schedule. Second hour class is scheduled for Monday and Thursday from 10:00am-10:30am with Mrs. Womack holding office hours following both class times from 10:30am-11:00am. For ELD 2, students will log onto Google Classroom for asynchronous learning. Every Thursday they will have the opportunity to connect in a synchronous classroom from 10:00am-10:30am.

ACADEMIC PLANNING

GRADES AND TRANSCRIPTS

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. Curriculum, assignments, and assessments will be adjusted by faculty to reflect the unique learning environment. While students will continue to be held accountable for the learning that takes place within the Continuity of Learning Plan, there will be no traditional cumulative final exam.

Students, primarily our sophomores, enrolled in a 10-week elective class that were scheduled to start on March 16, 2020 will be exempt from taking the fourth quarter class in a remote learning environment. Students impacted by the removal of the quarter elective class gain additional time to focus on their other courses for the remainder of the school year. Students are encouraged to use their open 3rd or 4th hour time block to prepare for other courses or engage in choice reading.

Families and students who need support to access the content and curriculum provided in the remote learning setting are highly encouraged to connect with Mr. Fisher (lfisher@westmichiganaviation.org). It is our promise to provide all students access to the content and curriculum.

DUAL ENROLLMENT, ONLINE & KCTC

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

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.

CLASS OF 2020 SENIORS

ACADEMICS

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 4. 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 is one who is deficient in credits and/or did not have a passing grade in a required course as of March 12.

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. The cost is \$190 for the first course and \$120 for each course after. Seniors can register through Mrs. Zuberbier.
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 Mrs. Zuberbier.
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 Mrs. Zuberbier.

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

- By April 14: Teachers of seniors will have PowerSchool grades up-to-date to reflect all learning and assignments as of March 12, 2020
- Beginning April 15: 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 (I) 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 (I) in PowerSchool, which will be updated at the conclusion of the school year in June
- By April 17: PowerSchool will be updated with all second semester seniors grades by 2:00pm
- By April 20: Each senior and their parent/guardian will receive email confirmation from a school counselor or Dean of Academic & Student Services 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.

YEARBOOK

Students will still be receiving their yearbooks. However, there are still discussions being had around delivery dates and distribution plans. More information will be sent out when plans are solidified. Questions regarding yearbooks can be sent to Ms. Burrow: nburrow@westmichiganaviation.org.

COMMENCEMENT

The leadership team is actively working to consider several options to recognize and honor the Class of 2020. We will continue to engage our seniors through our student council leadership to ensure that their voices are represented in whatever decisions are made.

While we recognize that it is our seniors desire to have an in-person, traditional graduation ceremony, we realize that this option might not present itself this year. To that end, we will continue to explore other creative ways to celebrate you and all of your wonderful accomplishments. Stay tuned.

FLIGHT SCHOOL

Due to the close proximity required for flight training, flight school is unable to take place during the current school closure. As such, flight students will require extended learning during the summer months to complete flight training. 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.

BUILD-A-PLANE

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.

TECHNOLOGY

SAFETY AND SECURITY

As WMAA launches virtual learning, the safety and security of our students continues to be our top priority. We have studied the tools that our staff will use for instruction and created a framework for working safely online with our students. Specifically, we want to ensure our student information remains private and keep our online sessions free from outside interference. To make this happen, we have provided training for our teachers how to use these tools and use them safely. Prior to meeting in an online session, staff will address online classroom etiquette and safety with students at all grade

levels. While online behavior and safety is not a new conversation for students and staff, it is important to revisit as we move to virtual instruction for the remainder of the school year.

An age appropriate version of the rules below will be shared with all students the week of April 20. We recommend you also review these guidelines with your student.

- Remain focused on learning during online sessions.
- Students should follow their teacher’s guidelines for a given lesson.
- Ask questions when help is needed.
- Think before posting/speaking:
 - Is it True?
 - Is it Helpful?
 - Is it Inspiring?
 - Is it Necessary?
 - Is it Kind?
- Students should adhere to the same standards for communication that are expected in the classroom and school setting. Any inappropriate use could result in disciplinary action.
- School learning tools are to be used for school-related communications only and their use should be directly related to remote learning.
- Students are not to share their login information with anyone.

CHROMEBOOK & DEVICE SUPPORT

WMAA will support issues that students may have with their device while working from home by emailing Mr. Groce (mgroce@westmichiganaviation.org). Mr. Groce may respond with an email. If a question is more involved or the Chromebook is broken, students are asked to provide a contact phone number and expect a call back. If possible, students are asked to provide a picture of their “Chromebook charge port” so Mr. Groce knows what style Chromebook they have.

INTERNET

A technology survey was completed to assess internet access capabilities for all WMAA students. We were able to make contact with every student and identified those who were in need. After following up with those families without internet access, WMAA has provided them with the proper access so that they are able to participate in our Continuity of Learning Plan.