

Pope John Paul II Regional School

11 South Sunset Road

Willingboro, NJ 08046

# Pandemic Plan



March 2020

# Pope John Paul II Reginal School

## Pandemic Management Plan

### Diocese of Trenton

#### Pandemic Management Team

Catherine Zagola	Principal
Kimberly Sheaffer	Office Administrator
Lisa O'Leary	Business Manager
Corine Green	School Nurse
Jose Santo	Maintenance
Patricia Schmidt	Website Administrator

#### Planning

1. Require biannual review of contact information in Genesis and Honeywell by parents.
2. Generate a contact list of parents emails from Genesis for teachers and administrators to use to provide information to their students.
3. Develop lesson plans/packets to be used for remote learning in the event of school closure.
4. Use Honeywell, school website and school's Facebook page to provide consistent communication.
5. Inform students to bring all books home prior to an emergency closing.

## Continuity of Student Instruction

The administration and teachers at PJP II are prepared to continue instruction should a school closure be warranted or mandated. The Remote On-Line Learning platform is not intended to replace traditional classroom instruction; teachers will deliver curriculum based and skill building instruction to your child(ren) to maintain subject and grade level content knowledge. Remote On-Line Learning will satisfy the 180 day school year requirement. Therefore, the cooperation of students and parent/guardians is critical to the success of the program.

### **Responsibilities - Faculty**

1. Create and upload assignments. Teachers have instructed students to use alternate web based platforms such as school email, Remind, or Google Classroom. All work will be at subject level relevant to the current course of study.
2. Assess, grade, and provide feedback on a regular basis to student.
3. Communication between student/parent and teacher is through PJP II email.
4. Teachers will be available daily during school closure to monitor lessons and respond to questions during regular school hours.
5. Record attendance of students via submission of student work.

### **Responsibilities - Parent/Guardian**

1. Monitor your child(ren). Checking in daily about learning tasks, assignments, activities, projects, assessments using the teacher assigned on-line resource (Google Classroom, website, Remind).
2. Encourage full participation of at least 3.5 hours per school day checking-in and working on assignments/lessons.
3. Pick a spot where your child(ren) will work independently on assignments. A quiet but monitored place is ideal.
4. Ask your child(ren) about deadlines and support them in submitting assignments and provide guidance as needed. Daily class attendance will be monitored by the completion and submission of those assignments to teachers. If no assignments submitted online your child is marked absent.
5. Remind your child(ren) that the teacher is always available via email if they have questions.
6. Remember your child(ren)'s work on Google Classroom is part of our Catholic school learning environment.
7. Do not stress. We will get through this together in faith and prayer.

### **Responsibilities – Students**

1. Manage your time to complete learning and assignments as directed by your teacher.
2. Check Google Classroom, teacher assigned website, and email for information on your classes. Follow instructions from teacher.
3. Find a quiet, comfortable, safe place to work on your studies.
4. Agree to use academic honesty at all times.
5. Remember the use of technology is guided by the Acceptable Use Policy as found in the Family/Student Handbook.
6. Submit assignments on time. No assignments means you are absent for the day.
7. Contact your teacher via email to answer questions or for clarification. Your teachers will support you but they need to know you require help.

**Responsibilities – Burlington County Extended Services Unit (ESU)**

1. ESU will continue to provide services for students who qualify or have an ISP.
2. ESU will make arrangements for learning.

**Local Duties and Responsibilities****Principal**

1. Responsible for internal and external communication.
2. Responsible for initiating calls to the local Board of Health, staff, parents, Office of Catholic Education.
3. Responsible for all press releases.

**Nurse**

1. Responsible for immediate emergency care of students and staff.
2. Responsible for communication with the local Board of Health after consulting with principal.

**Teachers**

1. Responsible for providing lessons and assessments for the continuation of learning.
2. Responsible for responding to administrator, parent and student emails.

**Maintenance/Cleaning Company**

1. Responsible for on-going cleanliness of school and disinfecting affected areas.
2. Responsible for safe disposal of waste products.
3. Responsible for deep cleaning of desks, doorknobs, stair railings, sinks, tables, water fountains, bathroom fixtures, etc.

**Kitchen Staff**

1. Responsible for keeping the kitchen facility clean and disinfected.
2. Responsible for preparing and distributing food according to best practices once school reopens.