

Rockville High School H1N1 Checklist

Topic	Action	Staff Responsible	Resources needed	Status
Planning and Coordination – Procedures to ensure continuity of instruction				
Key Staff	Identify key staff to coordinate and oversee plan to continue instruction	Administration and ILT Members		Completed August 2009
Communication to staff of general information about the situation, including building access, and instructional expectations	Connect-Ed, E-mail, and Website messages to staff; establish a specific time when official updates would be made.	Administration and Webmaster	Connect-Ed, Outlook, Website	On a daily basis during the incident
Communication to parent and students of general information about the situation, including building access, and instructional expectations	Connect-Ed, E-mail, RAMSNET, Edline, electronic message board, and Website messages	Administration and Webmaster	Connect-Ed, RAMSNET, Edline, electronic message board, Outlook, and Website	On a daily basis during the incident
Process for continuing Instruction	<p>Administration will:</p> <ul style="list-style-type: none"> -designate a location at the school for pick-up and drop-off of lessons and assignments. - communicate the process to parents and students through Connect-Ed, RAMSNET, email, and the website. -organize supporting services staff to support the process of continuing education <p>Each department will:</p> <ul style="list-style-type: none"> - use the phone tree and email for course-alike teachers to 	All Staff	Copy machine, Edline, Connect-Ed, fax machine, Outlook, RAMSnet and Website	On a daily basis during the incident

	<p>coordinate plans for on-line instruction and assignments</p> <ul style="list-style-type: none"> - course-alike teachers will identify assessments that will receive grading -determine if the grading weights in Pinnacle need to be adjusted <p>Teachers will:</p> <ul style="list-style-type: none"> - post lessons and assignments on Edline - develop hard copies of lessons and assignments for families without computer access. -communicate timeline for completion of assignments, drop-off/faxing/emailing assignments and pick-up of graded work. -provide feedback on assignments via email or comments on hard-copies <p>Students will:</p> <ul style="list-style-type: none"> - access assignments through Edline or obtain hard copies at the designated pick-up site - turn in completed assignments as e-mail attachment or drop off at designated drop-off site -pick up graded work 			
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Ensuring IEPs and annual reviews are held	EMTs and annual reviews will be held as scheduled; parents will be notified by phone and letter	Special education resource teacher, special education teachers, assistant principals, regular education teachers	Encore, confidential records, IEPs, 504's	Thursdays – at RHS or another cluster school, depending on situation
Process for addressing local school issues before, during and after the closure	Administration and ILT will meet frequently to address issues before, during and after closure	Administration and ILT	Connect-Ed, Outlook, RAMsNET, and Website	In the event of an incident
Process for ensuring staff understands expectations for continuing instruction including grading and reporting.	-Staff development teacher and administration will review procedures and expectations with staff. -H1N1 Checklist and information will be distributed to all staff. -Departments will discuss plans for coordinating on-line instruction and assignments, including grading and reporting.	Staff development teacher, administration, RTs	H1N1 Checklist and information; Outlook	Pre-service Week
Communication Plan – Procedures to ensure timely and effective communication				
Identify staff members who will create and broadcast Connect-Ed messages	Principal or designee will make all Connect-Ed announcements	Principal or designee	Connect-Ed	On a daily basis during the incident
Process for updating contact phone numbers for all parents	A Connect-Ed message will be sent to each student; office staff will follow-up on “bad” numbers.	Office staff	Connect-Ed; email; phone	During September 2009
Process for updating student phone numbers in OASIS	Office staff will update phone numbers when students return information sheets	Office staff	MCPS information sheets; OASIS; email; phone	During September 2009 and during the year after each Connect-Ed call

Process for updating contact phone numbers for all staff members	A Connect-Ed message will be sent to each staff member; office staff will follow-up on "bad" numbers	Office staff	Emergency information form; Connect-Ed	During Summer 2009 and on-going during the year
Grade level/department level phone trees	Departments will develop their own phone trees and submit to administration	RTs		During pre-service week
Process to ensure all teachers utilize Edline	RTs will weekly monitor teachers' use of Edline	RTs	Edline	On-going
Communicate to staff, students, and parents the plan for continuing the instructional program if school is closed.	Connect-Ed, E-mail, RAMSNET, Edline, and Website messages	Administration and Webmaster	H1N1 Checklist, Connect-Ed, RAMSNET, Edline, Outlook, and Website; PTSA Newsletter	At pre-service week, September PTSA Newsletter, and on a daily basis during the incident
Plan to communicate health-related information as provided by central office to students, staff and parent through school website, MCPS website, ITV, RAMSNET, Edline, electronic sign board, email, telephone trees, bulletin boards, flyers/letters	Administration will include information provided by central office in messages to the community.	Administration and Webmaster	Connect-Ed, RAMSNET, Edline, electronic sign board, Outlook, and Website; PTSA Newsletter; flyers/letters	At pre-service week, September PTSA Newsletter, and on a daily basis during the incident
Operational Matters – Procedures to ensure continuous operations at local school level				
Personnel to update website and provide links for medical and other information	Webmaster (or back-up webmaster) will update website as needed.	Webmaster (or back-up webmaster)	Website	During the school year; particularly during an incident
Discuss and post protocols for good hygiene – hand washing, sneezing, etc.	Posters displayed throughout school; lessons in health and P.E. classes; morning announcements	TV Productions teacher, health teacher, P.E. teachers, and school nurse	MCPS information and curriculum materials; poster paper	During the school year

Keep list of staff who are absent due to flu-like symptoms	Administrative secretary will maintain a list.	Administrative secretary	Outlook	Throughout the school year
Keep list of students who are absent due to flu-like symptoms	Attendance secretary and school nurse will maintain a list.	Attendance secretary and school nurse	Outlook; attendance program	Throughout the school year
Communicate list of staff and students who are absent due to flu-like symptoms with designated office	Administrative secretary, attendance secretary and school nurse will submit lists weekly to principal	Administrative secretary, attendance secretary and school nurse	Outlook, attendance program	Weekly throughout the school year