



JANE LONG ACADEMY

Reopening Plan

Opening Procedures

8:00 am:

1. All students and staff must wear masks covering their mouth and nose once on school property. Proper mask guidelines including proper mask use and handling will be communicated to parents (in parent meeting), students and employees by school nurse in announcements.
2. All students and staff are required to have temperature checked daily. Three screening stations will be used for students and staff. Two screening stations will be set up in the main entrance along Rookin Street entrance. One screening station will be at the bus entrance adjacent to the circle drive off Bellaire Blvd.
3. Any student with a temperature over 100 will be escorted by the nurse to the isolation area to await parent pick up. Should isolation area have more than 3 students, room 110 will be used instead. Should a teacher or staff member have a temperature of 100 or more or has Covid symptoms, he/she will leave the campus immediately, get Covid testing, and return after receiving a negative test and is free of symptoms.
4. Students will be monitored in the courtyard and cafeteria by staff until released to class. See attached duty roster.
5. Students in the courtyard will be instructed to maintain social distancing.
6. Students may enter the cafeteria only if they are having breakfast. Upon entering students will be directed to fill up seats in order. Only seats facing the courtyard will be used. Other side of cafeteria table will be taped off and remain empty to maintain social distancing. There will be one seat left empty and taped off between each student. Breakfast will be delivered to students by cafeteria staff to limit movement. When students finish eating staff will collect trash. Students will not be allowed to move from their seat. Students will be dismissed by tables when it is time to be released to class.
7. Student will have a staggered release to class. Courtyard will be released first by grade level. Cafeteria will be released last.



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School Day:

1. Students are required to bring their electronic device and earphones/earbuds **to and from** school daily.
2. Masks covering mouth and nose must always be worn. Masks may be lowered when students are having breakfast or lunch.
3. Students will have assigned seats for every classroom. Students are not allowed to move about the classroom for any reason.
4. Students are not allowed to share any materials.
5. Teachers will not distribute any materials/supplies to students. Teachers are expected to bring their laptop and other important items to and from school daily.
6. Restroom breaks will be allowed on a student by student basis. Students may only use the restroom during asynchronous time. Only three students at a time are allowed in the restroom. Restrooms will be monitored by staff when open.

Stairs:

1. Stairs will be assigned and labeled for student movement in one direction, either up or down.
2. Center stairs are only DOWN.
3. Outside stairs are only up.

Passing Period:

1. A staggered release will be used to limit the number of students in the halls. 6th and 8th grade will be released first followed by 7th and high school.
2. Students must go directly to their next class.
3. Restrooms will be locked during passing period.
4. All Staff will be in halls to ensure students maintain social distancing and move directly to their next class.
5. Students will enter classroom immediately unless teacher is not in the room.



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Lunch:

1. Students will be released from class to lunch by grade level.
- 2.

Lunch	Start Time	End Time
6 th	11:40	12:10
7 th	12:10	12:40
8 th	12:40	1:10
High School	1:10	1:40

3. As students enter cafeteria, they will be directed to fill up seats in order. Only seats facing the courtyard will be used. Other side will be taped off to remain empty to maintain social distancing. There will be one seat which will be taped off between each student. Students will not be allowed to move from seat to seat.
4. Lunch will be delivered to students by cafeteria staff to limit movement. When students finish eating, staff will collect trash.
5. Students will be dismissed by tables back to class.
6. Students are required to go directly to class once dismissed.

Dismissal:

1. A staggered dismissal will be used. Bus riders will be dismissed first and will be escorted to buses by Special Education staff.
2. Sixth and 8th grade will be released next followed by 7th and high school.
3. All teachers will escort their class to the front gate.
4. High school dismissal will be dismissed last.
5. Students are to leave campus promptly.

Facilities and Operations:

Long Academy Reopening follows the guidelines of the HISD Communicable Disease Plan. As such, the following safety guidelines will be followed at all DLC sites:

- Safety signage has been posted.
- All students will complete a Student Safety Course.



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- All staff will be trained on pandemic safety procedures including the interaction with others and the transitions of students.
- Staff and students will practice social distancing.
- Long Academy has been arranged in compliance with Harris County Health Department Guidelines, thus staff members may not rearrange rooms
- All staff must check in daily using app CheckIn2Work.
- All staff must always wear PPE.
- PPE and hand sanitizer have been provided to classrooms.
- Campus water fountains have been sealed off and will not be used. Bottled water will be provided for students
- Students may choose to bring their own lunches.
- Students are not allowed to gather in large groups and playground equipment will not be used. Playground equipment is part of the new SPARK Park and the schedule to open it will be set according to city and school district regulations.
- Long Academy has a Wellness Team and Isolation area (In clinic). Members of the Wellness Team are: Principal, Nurse Brasher, Preeti Joseph, Paul Zevallos, Diana Hoy, Juanita DeLeon, Luz Melendez, Maria FelixRuiz, Janie Silva, Maricela Tobar, Miriam Espinoza, and Houston ISD Police Officer.

Morning Duty (8:00 AM-8:35 AM)

Location	Staff
Front of school	Officer Nino
Gate by Office (Temp Check 1)	Felix
Gate by HS (Temp Check 2)	Melendez
Courtyard Area	Joseph, Zevallos, Wright, Calixto
Cafeteria	Hoy, De Leon
B Building Foyer	Bledsoe



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Adult Temp Check	Nurse Dori
Hall by Gym	Messinger
Bus Canopy	Morales, Ali
Life Skills Kids	TA
Main Office	Espinoza, Silva

Expectations:

- Morning duty consists of ensuring all Long Academy MS students enter in an orderly fashion either the courtyard or cafeteria area; make sure students are wearing school IDs and there are no dress code (relaxed) violations. No horseplay in the cafeteria and no food should leave the cafeteria.
- Cafeteria: Adults on duty will actively monitor all students in their assigned areas ensuring food trays and trash are disposed of in the trash cans. No food should be left on the tables/floor in the cafeteria.
- Courtyard: Adults on duty will actively monitor all students in this assigned area. This will include walking around and being visible among groups of students.
- Officer: Police officer will post orange cones on Bellaire Street, and monitor/control traffic dropping off students on Rookin Street.

Afternoon Duty (4:00 PM-4:30 PM)

Location	Staff
Corners of Rookin and Bellaire	Joseph
Front of School on Rookin	All Admin, Office Staff
Patrolling Area Grounds	Officer Nino
Cafeteria	Hoy
Clear 1st Floor	Hoy
Clear 2nd Floor	Zevallos



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Bus Canopy	Joiner
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Expectations:

- Afternoon duty consists of ensuring all Long Academy students get home safely in a variety of ways: walking, bus (Private and HISD) and parents.
- Main Building: All teachers will escort all students out of the building to either the front or the bus canopy.
- Walkers: Supervisors will ensure students walking from school cross the cross-walk at the Bellaire/Rookin intersection safely when leaving the campus.
- Front of School/Bus Canopy: Supervisors will actively monitor students walking/waiting for transportation. Upon the dismissal bell, teachers will walk their class from the classroom to the outside blue gates near Rookin Street. Those students who are bus riders may exit the building out of the doors facing Bellaire Blvd. and wait for their bus transportation underneath the bus canopy.
- Officer: Police officer will control traffic to include areas along Bellaire/Rookin Streets.

Lunch Duty

6th Lunch	7th Lunch	8th Lunch
Admin Team/Officer	Admin Team/Officer	Admin Team/Officer
(11:35 AM- 12:05 MM)	(12:05 PM- 12:35 PM)	(12:35 PM-1:05 PM)
Ali	Ali	Morales
Thomas	Morales	Thomas

Expectations for Cafeteria Duty:

- Students are to be actively monitored by faculty assigned to duty. All adults assigned to duty will actively monitor each lunch line to ensure a single-line formation and there are no students skipping line in the serving area.
- Faculty on duty will assist cashier to aid students in need of assistance.



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- Faculty assigned to duty will actively monitor all student in the cafeteria's seating area. Active monitoring will consist of faculty walking the aisles, ensuring all students remain seated, and all food trays/trash are disposed in the trash cans.
- Admin Team will dismiss students by table.
- Expectations for Classroom Teachers:

Teachers escort students to the cafeteria.

Teachers greet students at their classroom after lunch.