

Bookmark the Melissa ISD Return-to-School Plan & Procedures web page, located online at www.melissaisd.org/return2020, for quick access to the most updated information regarding the 2020-2021 school year.

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**MELISSA
SCHOOLS**

2020-2021 Return-to-School Plan & Procedures

Important Phrases & Definitions

In-Person School: Face-to-face traditional instruction in the school building, with the possibility of going remote.

Virtual School: 100% online asynchronous learning using Melissa ISD's dedicated learning platform.

Remote Instruction: Temporary online learning from home, in the event that remote instruction is needed for a student who typically attends in-person school.

Schoology: Melissa ISD's dedicated online learning platform that will be used by all students for the 2020-2021 school year, no matter their chosen school setting.

Edgenuity: The contracted service through which a virtual student's online instruction will be produced and delivered, facilitated by a Melissa ISD teacher.

Definitions for asynchronous and synchronous learning can be found in the following document:
[SY Attendance and Enrollment FAQ](#) (TEA, July 7, 2020)

Disclaimer: Please be advised that conditions surrounding the coronavirus pandemic are ever-changing. Plans for the upcoming year could change at any time in accordance with local, state, and federal guidelines. The district will continue to notify families of any and all major updates that are published.



Our Big Ideas

Your Choice

As parents/guardians, you have a choice when it comes to your child's education. You can choose to enroll your child in virtual school or in-person school for 2020-2021 – see more details outlined in this document.

Team Melissa

We must be partners and work together in order to provide the best possible experience for the students of Melissa Schools, with health and safety being our top priority.

Ever-Changing

We are living through a pandemic with many unknowns. While we have hope for brighter days ahead, the fact is that we are in a “waiting game” and the situation is changing every day. Let's offer each other grace as we navigate this together.

Planning Timeline

Below is a timeline of events regarding the fall 2020 return to school and Melissa ISD's collaborative planning initiatives.



Melissa ISD In-Person vs. Virtual School Comparison Chart

Schoology will be Melissa ISD's dedicated online learning platform for all students, utilized for In-Person School and Virtual School.

When you register your student for a particular school setting, this is a nine week commitment. Please address any questions or concerns with your student's principal.

	In-Person School	Virtual School
Overview of School Settings	<p>Face-to-face traditional instruction in the school building, with the possibility of going remote.</p> <ul style="list-style-type: none"> • Learning in school buildings • Full scope of course offerings • Parent partnership regarding student health • At this time, masks or face shields will be required (for developmentally appropriate ages) • Social distancing when feasible • Outside visitors will be limited 	<p>100% online* asynchronous learning using a dedicated learning platform.</p> <ul style="list-style-type: none"> • 100% online learning at home • Limited scope of course offerings • Daily attendance log-ins • Daily assignments • Requires a reliable internet connection and technology device** <p><i>*Students enrolled in extracurricular programs, and students receiving special education services, may attend campus periodically for instruction or activities.</i></p> <p><i>**Please contact your student's school with any questions or concerns regarding technology.</i></p>
Teacher Assignments & Delivery of Instruction	<p>Your student's Melissa ISD teacher(s) will deliver instruction in-person. The same teacher(s) will deliver instruction online in the event of a situation related to COVID-19.</p> <p>In the event that online instruction is needed, assignments will be delivered/accessed through Schoology. Your child's teacher(s) will mirror classroom instruction in Schoology.</p>	<p>Your student will be assigned a Melissa ISD teacher as a resource, but this teacher will not deliver the student's online instruction.</p> <p>Your student's online instruction will be produced and delivered through a contracted service called Edgenuity. Online instruction will be delivered/accessed through Schoology.</p> <p>Your student's Melissa teacher will monitor daily attendance/grading, as well as answer questions and schedule tutorials, as needed.</p>
<p>The number of dedicated In-Person School teachers and Virtual School resource teachers that Melissa ISD will have will be dependent upon enrollment numbers.</p>		
Starting the 2020-2021 School Year	<p>In-Person School will follow a phase-in schedule from Aug. 25 - Sept. 4, 2020, so that students and staff can get acclimated to being back in the school building while following new safety protocols.</p>	<p>The first day of Virtual School is Tuesday, Aug. 25, 2020.</p>

Students Attending Virtual School

First Day of School is Aug. 25, 2020

Aug. 25, 2020: Students attending virtual school (100% online asynchronous learning) will start school on Tuesday, Aug. 25, 2020. Following registration, additional information will be shared with the parent/guardian regarding how their student can log in and begin virtual school.

First School Holiday: Melissa Schools will be closed district-wide on Monday, Sept. 7, 2020 in observance of Labor Day; no in-person school or virtual school.

Sept. 8, 2020: Virtual school resumes on Tuesday, Sept 8, 2020.

Virtual teachers will be available during the following Virtual Office Hours:

- Elementary: 8:00 a.m. - 3:00 p.m.
 - Secondary: 8:00 a.m. - 4:00 p.m.
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Students Attending In-Person School

Two Week Phase-In Beginning Aug. 25, 2020

Melissa ISD's In-Person School will follow a phase-in schedule for the first two weeks of school, from Aug. 25 - Sept. 4, 2020, so that students and staff can get acclimated to being back in the school building while following new safety protocols. As part of this phase-in, students will also get set up on the district's online learning platform in the event that a switch to remote learning from home is needed.

Schoology will be Melissa ISD's dedicated online learning platform for all students, utilized for in-person school and virtual school, in order to maintain the continuum of curriculum, and offer a way for any student to learn from home. Every student will have their own Schoology account, as well as every primary guardian.* [**Click here to watch an introductory video.**](#)

*Each household typically has one parent designated as the primary guardian upon registration. However, more than one primary guardian can be designated for each student. If you need assistance in determining who is listed as your student's primary guardian(s), please contact your student's school.

General Phase-In Schedule for In-Person School

Week 1 | Aug. 25-28, 2020: During Week 1, all students will learn from home using Schoology. Secondary students in specific extracurricular programs will attend scheduled in-person activities before and/or after the school day.

For qualifying students, free and reduced-price meals will be provided. Due to remote learning, no transportation will be provided.

Week 2 | Aug. 31 - Sept. 4, 2020: During Week 2, a predetermined schedule will dictate which groups of students will attend in-person school on specific days, and which groups will continue learning from home. Every student enrolled in in-person school will attend school on campus at least two days during Week 2. All students attending in-person school, except for those in Kindergarten, will learn from home on Friday, Sept. 4, 2020.

Transportation and meals will be offered for students on the days they attend school on campus. For qualifying students, free and reduced-price meals will be provided on days the student is learning remotely.

First School Holiday: Melissa Schools will be closed district-wide on Monday, Sept. 7, 2020 in observance of Labor Day; no in-person school or virtual school.

Sept. 8, 2020: Full operations for in-person school begin on Tuesday, Sept. 8, 2020; all students will attend school on campus.

The campus procedures at the end of this document, and on the district website, outline more specifics for each school's phase-in.

The Academy After School Program will be available for students on any day that they attend in-person school beginning Week 2. The Academy will follow the Melissa ISD academic calendar for the 2020-2021 school year unless in the event of an unexpected school closure.

Please make sure you are registered for The Academy After School Program if you are planning for your student(s) to attend. [Click here to learn more.](#)

General Safety Protocols for 2020-2021

Outlined below are Melissa ISD's general safety protocols for the 2020-2021 school year. These guidelines are based on recommendations and requirements provided by the Texas Education Agency (TEA), the Governor of Texas, and the Centers for Disease Control and Prevention (CDC). **See the campus procedures for more detailed protocols.**

See Also: [Public Health Guidance for School Year 2020-2021](#) (TEA, July 17, 2020)

Mental Health

- The Melissa ISD executive leadership team, campus principals, and school counselors are working collectively to determine a path forward for navigating mental health challenges among students and staff, as it relates to the COVID-19 pandemic and the fall 2020 return to school. This is of high concern to all Melissa ISD stakeholders.

Face Coverings & Social Distancing

- A face covering includes: non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect the eyes, nose, and mouth.
- Parents are encouraged to provide a face covering for their child that the child is comfortable wearing. Melissa ISD will provide face coverings for all students, as needed.
- Melissa ISD will provide face coverings and face shields for all staff members.
- At this time, for whom it is developmentally appropriate, all students in grades 3-12, staff, and visitors must wear a face covering in all Melissa ISD facilities and on Melissa ISD school buses. Please contact your student's school if: a) your student qualifies for a mask exemption, and/or b) a mask is not developmentally appropriate for your student.
- At school, students and staff will be encouraged to practice social distancing, keeping a minimum of six feet of distance from others when possible.
- We understand that the first day of school is a landmark event each year. While first day procedures will be different this year, we will make every effort to offer a memorable experience for students and parents/guardians, especially those entering Kindergarten.
- Until further notice, visitors are not permitted on campus during the school day unless they have made an appointment with the school. We understand that there will be special circumstances that require unplanned school visits; in this case, please coordinate with the school office and/or the campus principal.

Sanitation & Prevention

- While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly. Melissa ISD will follow requirements and additional recommendations put forth by TEA in order to minimize the likelihood of viral spread. These requirements fall under four focus areas: provide notice, prevent, respond, and mitigate.
- All bubble water fountains at Melissa Schools will be replaced with bottle fillers. Students are asked to bring their own refillable water bottle to school each day.
- Frequently touched surfaces will be cleaned and disinfected at least daily or in between classes.
- Every classroom will have a hand sanitizer station.
- Students, staff, and visitors will be encouraged to sanitize and/or wash hands frequently.
- Elementary staff will supervise student hand-washing and hand-sanitizing several times throughout the school day.

Bus Transportation

- Drivers, aides, and students will be required to wear face coverings on the bus. It is recommended that students bring their own face covering. A face covering will be provided if a student does not have one.
- Students and staff will be required to use hand sanitizer upon boarding the bus.
- All students will have assigned seats.
- When possible, windows will be opened to allow outside air to circulate in the bus.
- The district will continue to thoroughly clean buses after each bus trip, focusing on high-touch surfaces, such as bus seats, steering wheels, knobs, and door handles.
- If possible, students are encouraged to walk or be dropped off and picked up during carpool in order to reduce possible exposure of COVID-19 on buses.

Student Attendance

- Per the Texas Education Code, students must attend 90 percent of a course in order to be awarded credit, with some exceptions. During the 2020-2021 school year, student attendance can be earned through in-person school or through virtual school.
- Students attending virtual school must make daily progress each day that school is in session in order to be considered “present” on a particular day.
- Students attending in-person school must be at school in order to be marked present that day.
- In the event that a temporary in-person school closure is needed, all students in the district will remotely learn from home until it is safe to return to the school building.
- Students can be absent from in-person school and still be counted present if they engage in remote learning via Schoology.
- Please work with your student’s school if you believe that an abundance of absences may take place, and/or if truancy is a concern, due to conditions surrounding COVID-19.

COVID-19 Screening & Confirmed Cases

- Teachers and staff must self-screen for COVID-19 symptoms prior to coming to school each day.
- Parents and guardians must screen students in their household for COVID-19 symptoms prior to coming to school each day. [Click here for COVID-19 self-screening guidance.](#)
- All visitors will be screened by the school to determine if the visitors have COVID-19 symptoms or are lab-confirmed with COVID-19.
- Staff, students, and visitors who are lab-confirmed to have COVID-19, or those who are exhibiting COVID-19 symptoms, must stay at home throughout the infection period and cannot return to campus until they have been cleared by the school.
- Students who exhibit symptoms of COVID-19 at school will be immediately separated from other students and sent home.
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities.

Campus & Program Procedures

We have developed procedures for each campus, as well as for our extracurricular programs, which outline additional safety information and logistics for the 2020-2021 school year. This information is provided so that Melissa ISD parents and guardians can make an informed decision in choosing the school setting that best suits the students in their household.

Click on the links below to access the information via Google Docs. These documents are also posted online at www.melissaisd.org/return2020.

MELISSA ELEMENTARY SCHOOLS

[MELISSA MIDDLE SCHOOL](#)[MELISSA HIGH SCHOOL](#)[SPECIAL EDUCATION](#)[SECTION 504](#)[ATHLETICS](#)[FINE ARTS](#)

Student Registration

The registration window for the 2020-2021 school year is Aug. 3-7, 2020; during this time, as part of the online registration process, please register each student in the household for either in-person school or virtual school. [Click here to begin.](#)

Parents and guardians of students new to Melissa ISD who completed enrollment prior to Aug. 3, 2020 must log into the Parent Portal between Aug. 3-7, 2020 and select a school setting for each student in the household. Those who do not select a school setting will default to in-person school.

Questions?

Questions related to COVID-19 can be directed to connect@melissaisd.org or through the district's [Contact Form](#) (select COVID-19 as your topic).