

# **Bellevue Children's Academy COVID-19 Health and Safety Handbook 2020-2021**



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# PART I. GUIDING PRINCIPLES

## A. INTRODUCTION

Unprecedented times. It is the phrase we've seen and heard again and again in 2020. In creating a reopening plan, we have prepared varied scenarios. With collaboration of ISP, senior leadership team, teachers and staff, our parent community and government and health recommendations we have created this COVID-19 Health and Safety Handbook. In the policies that follow you will see a commitment to the following principles:

1. A commitment to the mission of Bellevue Children's Academy in all health and safety protocols, as well as in all models of teaching and learning.
2. A prioritization of the health, safety, and well-being of students and staff.
3. A balanced approach to risk assessment that is underscored by the focus on in-person instruction, as well as the health and safety of our students and staff.

Our leadership team has worked together over many hours to create two plans for the school in response to the different phases of our community. Bellevue Children's Academy is prepared to implement both in-person learning in our school facilities when safely possible and remote learning based on family preference. This Handbook shall serve as the guide for both staff and families. COVID-19 has proven to be a very fluid situation and we expect this to continue. While we will remain committed to plans as much as possible and for the sake of continuity of learning for our students, we must all be prepared to remain flexible. Bellevue Children's Academy also reserves the right to change the policies outlined below as necessary, based on updated health and safety information and the guidance of medical professionals.

## B. MISSION FOCUSED

At Bellevue Children's Academy We foster young students in becoming global citizens who demonstrate innovation, creativity, and dignity. **Inspiring** a love of learning. **Fostering** compassion and innovation. **Empowering** future global leaders.

We remain committed to this mission through the course of this pandemic and global crisis. We recognize that a commitment to this mission at this time extends beyond the walls of the Bellevue Children's Academy classrooms and must include consideration for all members of our school community. Our mission reminds us of the connection we all have to one another in this school community, and the reciprocal obligations to one another.

## C. BELLEVUE CHILDREN'S ACADEMY COMMUNITY COMMITMENTS

In carrying forward with our commitment to the school mission, we feel it important to make a statement as well regarding social responsibility and the rights and responsibilities of each member of our school community during this situation, and always.

The procedures and protocols to follow in this document have been created with the utmost care and thought for the health, safety, and development of our students, staff, and teachers. In opening the doors of Bellevue Children's Academy, we acknowledge that there will be risks involved with the 2020-2021 school year. It is our intention, however, to make every effort and take every reasonable precaution to mitigate the spread of COVID-19.

In establishing this "new normal" we recognize that each person's risk tolerance can look very different from others. We also recognize that a certain level of inconvenience will be faced based on the need for certain protocols. Bellevue Children's Academy expects that our respect for one another and sense of duty to this community to be visible in a myriad of ways, including the following:

- Complying willingly with rules and policies designed to keep our community safe and healthy
- Interacting with one another in and out of school in ways that demonstrate a responsibility for prioritizing and maintaining a healthy school environment for all
- Remaining transparent with screening guidelines upon entry to campus, as well as with quarantining policies put into place by the school or CDC

While this is certainly not the school opening that any of us would prefer, it is also a time for our community to pioneer through these challenges with mutual respect, trust, and care for one another. It is an opportunity for us to come out stronger on the other side, and we expect to do just that.

## PART II. HEALTH & SAFETY PROTOCOLS

### A. Overview of Two Models

<b>Topic:</b>	<b>Option A: Remote Learning</b>	<b>Option B: In-person Learning</b>
External Drivers	Remote Learning by parent preference or if school closure mandated by Governor.	In-person learning health and safety guidelines according to local government/CDC recommendations
Model for Care or Instruction	Distance learning at home via Microsoft Teams	Students attend class in-person five days a week
Class Configuration	Based on grade level	Based on grade level
Class Size	The age of the students will be taken into consideration when determining the class size. Class size may be larger than in person learning.	Based on the physical size of the classroom and social distancing.
Class Schedules	Students will participate in 5 learning sessions, 9:00am, 10:00am, 11:00am, 1:00pm and 2:00pm. Optional online lunch social 12:00pm	Students will follow their daily schedule 9:00am-3:00pm.

### Learning Options:

To preserve cohesion and maintain high quality education for all students, consistency in the learning routines is necessary.

Families can select their option by completing a commitment form by August 14<sup>th</sup>, 2020. This is a commitment for:

- September through December for Satellite and Bilingual K.
- October through December for BCA 1 and BCA 2

Families will have the opportunity to opt into remote learning or in-school instruction for January 2021. Please note your child’s teacher may change if you change from one option to the other. More information regarding the educational delivery and expectations are outlined in the Teaching & Learning section of this Handbook and in subsequent information to be shared with families who have selected each option for the fall.

### B. Communication

- In the case of required school closure, our administration team will send all official communications regarding the need to begin exclusively offering remote learning.

- For any student selecting in-person instruction during the school year, the family will need to have a signed COVID-19 waiver on file in the front office prior to their start in school. Executive Director Yuka Shimizu will send the waiver to families.
- Families need to make sure they are receiving e-mails from Bellevue Children’s Academy. Contact the front office of your building immediately if communication is not being received at [bca1@bcacademy.com](mailto:bca1@bcacademy.com), [bca2@bcacademy.com](mailto:bca2@bcacademy.com), [satellite@bcacademy.com](mailto:satellite@bcacademy.com) or by calling 425-679-0791 and selecting the appropriate option to reach your building. Option 1(BCA1), Option 2 (BCA2) Option 3 (Satellite).

### C. Protective Measures

<p>Face Coverings &amp; Social Distancing</p>	<ul style="list-style-type: none"> <li>● All teachers and staff will wear a face mask at all times when in the building, with the exception of eating during snack or lunch time. A face mask and a face shield is recommended and will be used for any close interactions.</li> <li>● For students, a face mask is required at all times, including arrival and dismissal with the exception of meals.</li> <li>● Face masks should fit properly and comfortably over both the nose and mouth of the wearer. Please avoid the use of bandanas, scarves, running buffs, or other such single layer/substitute materials. Additionally, face masks with valves are not allowed as these expel respiratory droplets into the air.</li> <li>● Student face masks should not be overly distracting and should be appropriate for a school setting.</li> <li>● Staff will assist in the teaching of mask etiquette and handling, but these behaviors will also need reinforcement at home.</li> <li>● Classrooms will be spaced to the maximum extent possible. Desks and tables will be in rows and forward-facing. Children will be seated at tables by themselves or at opposite ends.</li> </ul>
<p>Hand Washing/Hand Sanitizing</p>	<ul style="list-style-type: none"> <li>● Staff and students will be taught and reinforced in the proper hand hygiene/hand washing techniques to minimize the spread of germs. We appreciate parents support in reviewing the importance of this with your child.</li> <li>● Hand sanitation stations will be set-up around campus in classrooms and around various locations.</li> <li>● Students will be supervised, and students and staff will engage in hand washing and/or hand sanitizing at least every two hours, and at the times outlined below: <ul style="list-style-type: none"> <li>○ Arrival and exit of the classroom</li> <li>○ Before and after handling food or drinks</li> <li>○ Before and after administering any medicines.</li> <li>○ Before and after bathroom use</li> <li>○ After any outdoors time/activities</li> </ul> </li> </ul>
<p>Classroom Cleaning Protocols</p>	<ul style="list-style-type: none"> <li>● Staff will participate in a rigorous cleaning schedule that involves wiping down all frequently touched or used surfaces (door handles, light switches, faucets, toys, games, desks, restrooms, etc.) any time students transition/leave the classroom, and/or on an hourly and as needed basis.</li> <li>● Cleaning products will be stored safely and out of the reach of children.</li> <li>● Classroom windows and doors will be opened if cleaning/wiping takes place with students in the classrooms.</li> <li>● The school has increased the frequency of our maintenance team to assist with enhanced cleaning protocols. Our janitorial staff will be contributing to this during the school day and disinfecting and sanitizing will be completed after each school day.</li> </ul>

<p>Temperature Checks &amp; Health Assessments</p>	<ul style="list-style-type: none"> <li>● Teachers, staff and students will be screened upon arrival, to be outlined in greater detail in the Arrival/Dismissal section of this plan.</li> <li>● Temperature checks and health assessments may also be completed throughout the day as deemed necessary by staff who are observing students, paying close attention for signs of illness.</li> <li>● If a student or staff member begins to exhibit symptoms of illness during the day, he/she will be removed from the group and taken to a designated area of the school for quarantine. This individual will be isolated in a designated room and parents are required to pick their child up immediately. Staff will disinfect the entire classroom and any materials used by the individual. If student is exhibiting any symptoms associated with COVID-19, individual's siblings or other family members will be called to the office to go home as well. <i>(Please see Dealing with a COVID-19 Infection or Exposure section for further information regarding symptoms and health of students and staff.)</i></li> </ul>
<p>Staff Attendance &amp; Safety</p>	<ul style="list-style-type: none"> <li>● Bellevue Children's Academy will keep an updated sub list available to teachers as needed.</li> <li>● Substitute teachers must adhere to the same protocols as all other school staff.</li> <li>● Bellevue Children's Academy is revising their staff attendance policy based on the potential need to quarantine. If a teacher needs to quarantine, that teacher, based on their health conditions/symptoms, can still teach her/his class remotely.</li> <li>● For staff safety, Bellevue Children's Academy will adhere to social distancing and face mask guidelines for all staff meetings. Whenever possible, meetings will be scheduled as virtual events so as to minimize exposures across multiple groups.</li> <li>● Parent teacher conferences and meetings will be scheduled virtually in order to minimize exposures for all parties involved.</li> </ul>
<p>Campus Access</p>	<ul style="list-style-type: none"> <li>● In order to minimize exposures for staff and students, we must limit additional visitors to campus.</li> <li>● To ensure the safety of all students and staff on campus, parents and non-essential personnel will not be permitted to enter the buildings. Parent meetings can be scheduled with school staff virtually with the use of Microsoft Teams or phone the front office.</li> <li>● Delivery drivers and maintenance persons will be considered essential personnel. These individuals must adhere to our health and safety protocols including but not limited to, wearing a face covering while on campus, practicing proper hand hygiene, and maintaining appropriate social distance. These individuals will be escorted to the appropriate area on campus by school staff and largely kept from student areas.</li> </ul>
<p>Outdoor Use</p>	<ul style="list-style-type: none"> <li>● We encourage teachers to think creatively when it comes to teaching lessons outdoors and allowing students some time to "stretch their legs".</li> <li>● Masks and/or social distancing will still be used during this time.</li> </ul>
<p>Drinks, Snacks, Lunch</p>	<ul style="list-style-type: none"> <li>● Students should all bring a water bottle to school each day labeled with their first and last name, and grade level.</li> <li>● Water fountains cannot be used for direct use.</li> <li>● Water bottles should not have exposed straws.</li> <li>● Birthday treats will not be permissible to share with the class. Each student's birthday will be recognized and celebrated in the classroom in a variety of ways. Feel free to pack a special treat for snack for only your child on their birthday.</li> <li>● Students will eat lunch in their classroom. Students will have the option to order from the school or bring lunch from home. No microwave option will be available.</li> </ul>

	<ul style="list-style-type: none"> <li>● Lunches from home should be packed in containers that students are able to independently open and close in order to minimize the necessity of close contact by the teacher.</li> <li>● Students will have a three-sided screen to place around their desktop during mealtimes.</li> </ul>
Classroom & Student Materials	<ul style="list-style-type: none"> <li>● Furniture will be minimized in classrooms to allow for maximum distancing of students.</li> <li>● All desks will be spaced to the maximum extent possible and face in one direction.</li> <li>● Sharing of items will be minimized. Parents will need to provide their child with their own set of school supplies. Families will be provided with a list of supplies they will need to purchase.</li> <li>● In the instance of shared materials, equipment and furniture, teachers will disinfect and clean these items between use.</li> <li>● The school will be enhancing the air flow of each classroom by using special filters in the HVAC system. Fans and air purifiers will also be used within the buildings.</li> <li>● Students should carry their backpacks in each day and minimize the use of additional bags.</li> <li>● Student jackets will be stored in an individual plastic bag provided by the school.</li> <li>● All student items should fit into their backpack.</li> <li>● In order to limit close contact, it is asked that young students wear jackets they can independently put on including zipping closed. It is suggested that they wear shoes that slip-on or have Velcro strap closures.</li> </ul>

#### D. Dealing with a COVID-19 Infection or Exposure

<p><b>Contact Tracing</b></p> <p>If there is a positive case of COVID-19 at school, Bellevue Children’s Academy will collaborate with the Washington State Department of Health to safely conduct contact tracing. Bellevue Children’s Academy will communicate with families of potentially exposed students, who will be asked to quarantine for a period of several days to determine possible symptoms and evaluate test results.</p> <p><b><u>Health Scenario #1: A staff member or student has a confirmed case of COVID-19.</u></b></p> <p><i>Steps for Families &amp; School:</i></p> <ul style="list-style-type: none"> <li>○ Immediately contact the school.</li> <li>○ Families in the impacted group will be notified, while still maintaining confidentiality of the individual.</li> <li>○ All families will be made aware if there is a COVID-19 case on campus.</li> <li>○ The Department of Health will be notified, and we will collaborate with them to provide all needed information.</li> <li>○ The classroom and any other area of the school used by the impacted group will be shut down for cleaning.</li> <li>○ The classroom will remain closed for the duration of the quarantine period.</li> <li>○ All staff, students, and siblings/family members of associated room must remain at home in quarantine for 14 days and thus, must learn remotely via online learning.</li> <li>○ Symptoms of COVID-19 as defined by the CDC: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.</li> </ul> <p><i>Requirements for Return:</i></p> <ul style="list-style-type: none"> <li>○ For individuals in the group who do not demonstrate symptoms during quarantine, he/she may return at the conclusion of 14 days.</li> <li>○ For individuals in the group who develop symptoms, he/she should be tested for COVID-19 and/or have a doctor’s note to return and meet <u>all the criteria</u> before returning to campus: <ul style="list-style-type: none"> <li>■ A minimum of 48 hours without fever, and without the use of fever-reducing medication</li> </ul> </li> </ul>
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- All symptoms have improved (please see list provided above)
- 14 days have passed since symptoms first appeared
- For any individual testing positive for COVID-19, he/she must be tested for COVID-19 and/or have a doctor's note to return and meet all the following criteria before returning to campus:
  - A minimum of 48 hours without fever, and without the use of fever-reducing medication
  - All symptoms have improved (please see list provided above)
  - 14 days have passed since symptoms first appeared

**Health Scenario #2: A staff member or student has prolonged exposure and close contact as defined by CDC guidelines with a person outside of school who tests positive for COVID-19.**

- *The CDC defines **close contact** as those who are 6ft or closer for 15 minutes or more with a positive case.*
- Immediately contact the school's leadership/administration.
- Enter a 14-day self-quarantine.
- See above for guidance upon returning to campus.

**Health Scenario #3: Staff/Student exhibit symptoms of COVID-19 without positive diagnosis or known exposure**

- Individual must isolate at home and should visit a doctor to determine the cause of symptoms. Individuals identified in morning drop off will be sent home along with siblings or any other students in the car.
- If fever that persists for greater than 48 hours, then individual should schedule an appointment with a doctor.
- If deemed necessary by medical professional, individual tested for COVID-19 and share results with school.
- If COVID-19 test is positive, please follow protocol listed above for positive case.
- If COVID-19 test is negative, the individual must be fever free for 48 hours and free of all other symptoms of illness for a minimum of 24 hours.

**Health Scenario #4: Exposure during remote learning**

- We make the request that even in times of remote learning, you contact the school regarding any direct exposures or infections impacting your student and/or family.
- Having this information will not only help us to better serve your child(ren) during remote learning but will also help us to facilitate a safe return to campus for all when the time is right.
- The Department of Health will be notified, and we will collaborate with them to provide all needed information.

**E. Arrival & Dismissal**

**ARRIVAL:**

- Carline is the best option for our campus health and safety. If you have a family emergency and must arrive after the designated carline you will need to call your campus office so that a staff member can escort your child into the building.
- Prior to arrival, it is asked that each family conducts a health screening of their child to determine their eligibility to attend school.
- The CDC has stated that a temperature of 100.4 F would require a child to stay home from school. BCA is taking extra caution and has determined that children with a temperature of **99.7 F** and above will be required to stay home from school.
- Upon arrival at school, staff will conduct a health assessment on each student which may include the following questions and having his/her temperature checked:
  - **Does your child have a temperature of 99.7 F or higher, cough, shortness or difficulty of breath, sore throat, muscle aches, persistent pain, pressure or tightness in chest chills or new loss of taste or smell?**
  - **Was your child given any medication to reduce a fever before coming to school?**

- **Does anyone in the household have the above-listed symptoms?**
- **Has your child been in close contact with anyone suspected or confirmed with COVID-19?**
- **Has anyone in the household been travelling internationally in the last 14 days?**
- If the answer to any of the health assessment questions is a yes, or a student has a temperature of 99.5 F or greater or is exhibiting symptoms of illness (e.g., cough has been identified by the CDC as an acceptable reason to send a child home), the student will be sent home along with any siblings.
  - To maintain the health and safety of students and staff, a student who is displaying distress to the point of crying, runny nose or cough will not be allowed in the building. Parents will be asked to pull out of carline to comfort their child and come through carline again when their child is calm enough to do so.
- Carline occurs from 8:30am-8:55am and 3:00pm-3:25pm.
- Parents must wear a face covering during arrival/departure times.
- Parents will be responsible for unbuckling their children.
- Satellite Campus: To protect staff and families, parents are asked to provide their **own pen** for signing their child in and out each day.

EARLY PICK-UP:

- Please notify the school in advance of early pick-up arrangements and call the school as you near campus. A staff member will meet at your drop-off area and child will move from our building to your vehicle.
- Family members should wear face coverings during arrival/departure times and are not permitted to enter the school building.

DISMISSAL:

- The afternoon pick-up areas will open promptly at 3:00pm.
- Parents will display their child's name on their car window for staff to call for individual students to exit the building from their original drop-off area.
- Please make sure your BCA issued pick-up sign is visible for staff to see while calling names.
- Parents are responsible for bucking their children into car seats.
- For safety around cars, young students may need to be escorted by the hand to their vehicle. It is suggested that families keep hand sanitizer available for students to use as they enter their car.
- Family members must wear face coverings during arrival/departure times.
- The dismissal process will conclude at promptly at 3:25pm.

## F. School Calendar & Community Events

- It will be difficult for us to maintain our usual calendar of community events. Therefore, we will need to work together to reimagine what many of our school celebrations and events look like for this school year.
- We will continue to seek parent volunteers and the support of our families via our amazing Parent Association to invent new celebrations and events that bring us together and help us to strengthen who we are as the year progresses!

## G. Travel

Family Trips/Family International Travel

- As we have witnessed thus far in 2020, the “hot spots” for COVID-19 will remain fluid and continuously change. Therefore, when examining the risks associated with travel, we cannot list specific destinations. This is also an important time to recognize that risk tolerance and family and work circumstances are different for everyone, but we also must remain socially responsible in our commitment to the health and safety of this school community as outlined above. We ask for respect and adherence for the following protocols:
  - *Families should visit the CDC and WA Department of Health to read over travel restrictions/guidelines while planning a trip and at the time of departure and return.*

- *The current recommendations from the CDC are that all international travelers should complete a 14-day self-quarantine upon return to the U.S.*
- *Travel plans that would impact a child's attendance at school should be communicated fully with the appropriate Head of School.*
- *If a parent of a student has traveled, that parent should quarantine away from the child, so that the child may still attend school.*
- *The school reserves the right to ask a family to quarantine their child(ren) for 14 days.*

## **PART III. TEACHING & LEARNING MODELS**

### **A. Educational Delivery**

#### **Option A: Virtual, Online Learning**

- The classroom teacher or specialist will conduct remote learning using Microsoft Teams.
- The teacher provides a parallel curriculum that mirrors the content occurring with in-person instruction at school. Some differentiation will need to be made based on material resources specific to the subject being taught.
- Students will be provided a schedule to follow that will include instruction, support, activities, specialist lessons at the following times, 9:00am, 10:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm. An optional lunch social will occur at 12:00pm
- The school will provide parents with the necessary textbooks, materials, homework, assessments, etc.
- The school's assessment policy will be followed. Students will be assessed based on their participation, homework, formative and summative assessments, etc.
- Students will receive our traditional BCA grade report.
- Additional information/updates will be shared with families selecting remote learning.

#### **Option B: In-Person Learning at Bellevue Children's Academy**

- The classroom teacher provides a parallel curriculum that mirrors the content occurring during remote learning.
- Students will follow a daily schedule.
- The school's assessment policy will be followed. Students will be assessed based on their participation, homework, formative and summative assessments, etc.
- Additional information/updates will be shared with families selecting in person learning.
- Social distancing will be practiced ensuring the health and safety of students and staff.
- Additional cleaning and sanitizing measures have been implemented to maintain a safe environment.
- All students and staff will be required to wear a face mask while at school, with the exception of mealtimes.
- Students will receive our traditional BCA grade report.

### **B. Technology for In-person and Remote Learning**

#### **a. Microsoft Teams and Office 365:**

- We are very fortunate that all of our students are equipped with an Office 365 email account and licenses for all Microsoft programs. Students will still use Teams for virtual learning and in some cases, for in-person learning. Microsoft has made some excellent Teams updates in the last month which will allow students to have a much more interactive experience than in months prior.
- For all families who do select remote learning, cameras must be 'ON' for the duration of class. Specific rules will be outlined by the teachers during the first week of school.

## b. Engage

- All students and parents will receive a tutorial on this platform. The teachers will be receiving training with Engage before school begins.

## C. Attendance

- Those students selecting in-person instruction or remote learning for the 2020-2021 school year will be held to the same attendance policies and documentation as in previous years.
- Teachers will be taking attendance during in-person and/or online sessions of school.
- Quarantine days will not be counted toward a student's absence totals. Students, if healthy enough to do so, are able to join remote classes.
- While we must maintain attendance regulations, we also want to reiterate that we do not want students to attend school if they are experiencing symptoms of illness. Additionally, we know that COVID-19 is creating a multitude of hardships for our families. As is always our school policy, administration reserves the right to coordinate the handling of any extended absences for a student.

## D. Social and Emotional Support

While we work to address the academic needs of our students as we re-open, the social and emotional support of our students is a top priority. Students need to feel safe both physically and psychologically to engage in school, and we will work hard to establish that sense of safety. Our school counselor will work with faculty, parents, and outside community members to provide social and emotional support to students and families.

- Facilitated classroom meetings with the school counselor will be held throughout the year. These sessions will be available to all students.
- Parent Support
  - The school counselor will be available to meet with parents virtually for support and parent coaching.
  - School Counselor: Anna Mason [annamason@bcacademy.com](mailto:annamason@bcacademy.com)
- Referrals/Wellness Resources
  - Our school counselor is available to provide information on outside providers if necessary.

## E. Uniform

Students will not be required to wear school uniforms this year. For the health and safety of the community, students should come in freshly laundered clothing each day.

# PART IV. ADDITIONAL PROGRAMS/SERVICES

## A. AFTERCARE/ ENRICHMENT

For the reopening of the Bellevue Children's Academy 2020-2021 school year, we will be delaying the start of aftercare. We want to focus on having the safest reopening possible, which means time to help establish these new protocols and make students comfortable with everything as well as the return to the classroom.

## **PART V. HANDBOOK ACKNOWLEDGEMENT**

It is important for everyone to thoroughly read the COVID-19 Health and Safety Handbook. This is to ensure that all staff members, families, and students are educated and informed regarding the policies and procedures of Bellevue Children's Academy regarding COVID-19. In doing so, we can all better serve the children and work as a team.

Providing your digital signature on the DocuSign acknowledges that you will abide by the Bellevue Children's Academy COVID-19 Health and Safety Handbook for the 2020-2021 school year. Only one signature is necessary per household, but all families must complete the signature regardless of their selection of in-person or virtual instruction.