



**Stanley Hupfeld**  
**ACADEMY**  
**AT WESTERN VILLAGE**

# Return to Learn 2021-2022



**Stanley Hupfeld Academy creates a community of lifelong learners through positive connections and a rigorous, integrated curriculum to inspire excellence.**

# Contents

|   |       |
|---|-------|
| Planning.....   | 3     |
| Calendar .....  | 4     |
| Contingency Calendar Options.....                     | 5     |
| Training.....   | 6     |
| Cleaning/Disinfecting/Ventilation.....                | 7     |
| Visitors/Events.....                                  | 8     |
| Absences/Sick Leave.....                              | 9     |
| <b>Safety Practices</b> .....                         | 10    |
| Hygiene Practices.....                                | 11    |
| Masks/Shields.....                                    | 12    |
| Entry of Building.....                                | 13    |
| Exit of Building.....                                 | 14    |
| Restroom Breaks.....                                  | 15    |
| Lunch/Breakfast Room.....                             | 16    |
| Recess.....   | 17    |
| Specials.....   | 18    |
| Classroom Practices.....                              | 19    |
| <b>Distance Learning</b> .....                        | 20    |
| Preparing for Intermittent Closures/Closures.....     | 21    |
| Distance Learning Plan.....                           | 22-27 |
| <b>Personnel</b> .....                                | 28    |
| Employee Travel Restrictions/Employee Sick Leave..... | 29    |
| Staff Screening Protocol.....                         | 30    |
| Staff Exposure Flowchart.....                         | 31    |
| Staff Duties During Distance Learning.....            | 32    |
| Vaccination Information.....                          | 33    |
| <b>Quick Parent Fact Sheet</b> .....                  | 34    |

# Planning

As Stanley Hupfeld Academy (SHA) plans for reopening for the 2021-2022 school year, we have sought guidance from public health officials and governmental agencies. Specifically, SHA will follow recommendations from the Oklahoma State Department of Education (SDE) and the Centers for Disease Control (CDC).

As we develop and continually revise this reopening plan, the **SHA Safe School, Health & Wellness Committee** will ensure that all appropriate actions and safeguards are considered. This team includes representatives from school leadership, teaching staff, support staff, parents and students. In addition, this team will include community representatives from INTEGRIS Health and the SHA Advisory Board.

Stanley Hupfeld Academy parents and guardians play an integral role in ensuring student safety. Continual cooperation and adherence to the Return to Learn policies ensures that we are providing a safe educational experience.

# Calendar

- Retain basic adopted school calendar – First Day of School - August 5, 2021
- July 30 – Teacher Calls to Parents to Welcome Students to Class/ Give Zoom Parent Meeting Info.
- August 9-13: Digital Meet the Teacher Dates – Zoom Parent Meetings
  - Register parents on Class DoJo
  - Videos & messages sent through Class DoJo
  - Meet the Teacher Zoom Sessions with Families
  - Share *Parent Fact Sheet* from the SHA Return to Learn Plan

# Contingency Calendar Options

SHA will choose one option to implement. These are scenarios that may be considered in the event of widespread illness.

- Option A: Traditional Learning
  - Traditional school model with all students attending every day as currently planned
  - Layered protection & required procedures for safety (e.g. mask wearing optional/social distancing/increased sanitation).
  
- Option B: Traditional Learning Plus Distance
  - Traditional school model with all students attending every day on A/B schedule
    - Two days of on-site learning
    - Three days of distance learning
  - Layered protection & required procedures for safety (e.g. mask wearing optional/social distancing).
  - School day lengthened from 7:50 a.m. to 3:15 p.m.
  
- Option B: +10 Partial Distance Learning
  - Traditional school model with all students attending majority of days
  - School day lengthened from 7:50 a.m. to 3:15 p.m.
  - Predetermined required distance learning days (10 total days) built into calendar after breaks
  - Teachers and paraprofessionals report to the building during distance learning days
  - Full school cleaning occurs during distance days
  
- Option C: 100% Distance Learning
  - All students use distance learning entirely throughout a designated time frame
  - School closure required due to COVID-19 outbreak in school and/or surrounding area

# Training

- SHA administration will ensure all employees understand the responsibilities and goals of Distance Learning should this be required.
- SHA administration will ensure all employees have participated in adequate training to support the reopening. This training will include any new policies, cleaning and disinfecting procedures, proper use of PPE, and protocols for monitoring and reporting student mental and physical health concerns.
- SHA teachers and specialists will train students in the proper use of hand washing, mask wearing and social distancing to ensure their safety.
- Teachers will utilize distance learning software during regular instruction so that students are familiar with passwords and how to access digital content.
- SHA administration will work with local public health officials to establish **contact tracing protocols and notification process** for students and staff who may have been exposed to COVID-19. SHA will continue to share all information necessary to conduct tracing. This information will be shared pursuant to established agreements and protocols that are used for other infectious diseases.

## **Intensify cleaning, disinfection, and ventilation**

- SHA faculty will clean and disinfect frequently touched surfaces within the school at least daily (i.e. door handles and sink handles) as well as shared objects between uses.
- The SHA water fountains will remain closed to reduce the spread of germs. Students will need to bring a filled water bottle to school each day.
- Ultraviolet lights will be used to sanitize at night.
- Staff will ensure safe and correct application of disinfectants and keep products away from children.
- Custodial staff will intensify efforts.
  - All rooms will be vacuumed daily by custodial staff.
  - Restrooms will be sanitized twice daily by custodial staff.
  - Lunch tables will be sanitized before and after each lunch period by duty teachers.
- Administration will ensure ventilation systems operate properly and increase circulation with HEPA filtration units in each classroom.
  - Outside learning areas will be utilized to conduct lessons when weather permits.

## Visitors/ Events

- SHA administration will limit field trips for the 2021-2022 school year.
- SHA administration will restrict activities involving outside groups.
- The Positive Directions Mentoring Program will return for the 2021-2022 school year. Mentors will be asked to take their temperature upon arrival and sanitize hands and practice social distancing.
- Parents may call the school office upon arrival to the school (405) 751-1774 and an office staff member will assist you (e.g. picking up child for an appointment, returning forms, etc.).
- Group Parent Meetings will be virtual during the 2021-2022 school year.
- Visitors will be encouraged (not required) to wear masks, have temperature checked upon arrival, and sanitize hands, and practice social distancing.



## **Absences/Sick Leave**

- Current sick leave practices and policies remain in effect.
- If a student presents with fever (100 degrees or more) and/or cough, they are automatically sent home with information about COVID testing.
- COVID testing is available in our school clinic. If we are out of tests, information will be shared about local resources.
- A student with a fever and symptoms will be placed in isolation until a parent arrives to pick them up from school.
- A student who tests positive with COVID or has symptoms must remain home for 10 school days.
- Students will be required to participate in distance learning while sick.
- Teachers will be mandated to STAY HOME when sick. No exceptions.
- Staff will check temperature and sanitize as they enter the building each day.

# **Safety Practices**

# Hygiene Practices

SHA faculty will promote healthy hygiene practices by:

- Checking temperature for all staff and students as they enter the building.
  - Temperature of 100 degrees or greater prevents any person, including students and staff from entering the building
  - **No one will enter the building with a temperature of 100 degrees or greater.**
- Teaching and reinforcing hand washing and covering coughs and sneezes among students and staff.
- Monitoring and enforcing safety practices including: social distancing, hand washing, sanitizing and safe practices.
- Supplying adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no-touch trash cans.
- Posting signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- Propping interior classroom doors to minimize door touches.

## **Masks/ Shields**

- Mask wearing will be optional for all staff and students. Shields and masks are available and provided. The best protection is offered when a mask is worn with a shield.

## **Entry of Building**

- SHA students will have their temperature checked and hands sanitized as they enter the building.
- Students who pass the temperature check will be allowed to proceed to school. Students with a temperature of 100 degrees or more will not be admitted to school.
- Students that are not eating breakfast may be dropped off at 7:45 a.m. and go directly to their classroom. Teachers will be in the classroom.
- Paraprofessionals will assist with ensuring that students arrive to their classroom safely by monitoring hallways.
- Students that eat breakfast at school will enter through the front door of the school and proceed directly to the cafeteria.
- Breakfast will be provided and seating will be socially distanced to accommodate students. As students finish, they will leave the breakfast room and proceed to the classroom and maintain social distancing through the hallways.
- Hallway travel will be minimized to encourage social distancing.

## **Exit of Building**

- Students who walk home will be dismissed first each day by intercom. Students will walk from their classroom to the designated waiting area. North walkers will wait in the art hallway, socially distanced. South walkers will wait in the south hall, socially distanced. Students should follow social-distancing guidelines as they leave the property and siblings/family groups should walk together.
- Staff will escort walkers from the outside area and off the property.
- Students who ride in carpool will have designated waiting locations inside the first-grade hallway and the cafeteria. Siblings and large family groups as well as daycare groups should wait at their designated location in the cafeteria until their name is called on the intercom.

## Restroom Breaks

- Students and staff will practice social distancing protocols when they are in the hallways.
- Students will have group restroom breaks that are coordinated so that others are not in the restroom at the same time as a classroom group.
- A limited number of students will be allowed in the restroom at one time.
- The teacher/paraprofessional will sanitize the restroom after the classroom break. This includes spraying Lysol on the handles and sink fixtures.
- The teacher will report any concerns to administration.
- Students who have restrooms in their classroom may utilize these during the day. The same group of students will be utilizing this facility throughout the day.
- The teacher/paraprofessional will check and sanitize the classroom restroom two to three times per day.

## **Lunch/Breakfast Room**

- Students and staff will practice social distancing protocols when they enter and exit the lunchroom.
- Students will be socially distanced during lunch/breakfast in the cafeteria.
- The teacher/paraprofessional will sanitize the table tops after lunch with a virus killing product.
- The teacher will report any concerns to administration.
- Students may bring lunch or receive a meal through the cafeteria line.
- No sharing of food items will be allowed.



## Recess

- Students and staff are to practice social distancing protocols as they exit the lunchroom and proceed to the playground.
- Students will be socially distanced during recess with groups separated and playing on separate areas of the playground.
- A health lap will be utilized at the beginning of recess to allow for the previous group to exit the playground.
- Students are encouraged to play no-contact games from the *Peaceful Playground* curriculum.
- At the conclusion of recess, students will line up on opposite sides of the perimeter line.
- Teachers must arrive on time to pick up students.
- Upon entry of the building students will use hand sanitizer.

# Specials

- Specialists will sanitize table tops, keyboards, equipment and supplies in their classroom daily.
- Specialists will utilize the classroom practices that promote social distancing and hand hygiene.

## Classroom Practices

- Sanitization with hand sanitizer will occur upon each exit and entry to the classroom.
- Space seating/desks to at least three feet apart when possible. If not possible, individual desk dividers may be used.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
- SHA will avoid sharing electronic devices, toys, books, and other games or learning aids. If this cannot be avoided, items should be sanitized between student use.
- Students will be supplied with their own supplies and an area to keep their supplies.
- SHA administration will notify local health officials, staff, and families immediately of a positive case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

# Distance Learning

## Preparing for Intermittent Closures

SHA will remain vigilant in preparing for sudden intermittent closures or rapid transitions to extended periods of remote learning. SHA has a digital communication plan for all parents through the *Class DOJO* app and maintains a constant state of preparedness throughout the school year. This will include packets of learning materials for students' distance learning from home, and considerations for blended learning in lesson planning.

### Closures

- Administration will check State and local health department notices daily about transmission in the area and adjust operations accordingly.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, school may close for a short time (1-2 days) for cleaning and disinfecting or longer if required. An individual class of students may also need to be quarantined if they are exposed to a positive case. This will be determined by our site nurse.

# Distance Learning

- Distance Learning may be necessary if a student has been exposed to COVID-19.
- Distance Learning days may be required school wide to prevent the spread of COVID-19. During these times of distance learning, attendance and absence policies will be in place for students and staff. Distance Learning days will be put into place when:
  - The state closes school to prevent the spread of COVID-19.
  - If the state limits the number of students that can be in a building.
  - If a student becomes ill or a family member tests positive for COVID-19.
- Subject to the exceptions provided below, resources (instructional technology and equipment, including but not limited to devices and connectivity), are provided free of charge to all students to ensure the ability to access the virtual instruction, and if not, that equitable measures are in place and provided to students free of charge.
- Chrome Book Devices will be available for student check-out as necessary.
- A hybrid approach of paper-pencil work packets and technology-based learning will be provided to maximize learning access to all students.
- All grades/courses are designed in a manner that facilitates and appropriately aligns with the Oklahoma Academic Standards.

*Outlined below is the Distance Learning Plan for COVID-related school closure. This plan is subject to revision and increased rigor based on recommendations from the SDE and CDC, should future school closures be required.*

The SHA Continuous Distance Learning Plan is a three-tiered approach that provides instruction, remediation support for struggling learners and a stronger support for students with IEPs and ELL services.

- Tier One: Instructional resources provided by the classroom teachers in PreK- 5<sup>th</sup>.
- Tier Two: Intervention support and tutoring provided for struggling readers with the use of trained paraprofessionals and specialist staff.
- Tier Three: Support ELL and IEP students through our special education department.

The SHA Continuous Distance Learning Plan addresses equity of service for under- resourced learners through a variety of measures. We utilize a blended learning model of work packets (paper/pencil/workbooks) and technology. We have developed grade level websites with links to our YouTube channel as a learning platform. Google Classroom is the primary platform for 2-5<sup>th</sup> grades and SeeSaw is being utilized in PreK-1st grade. You Tube Channel Link: [https://www.youtube.com/channel/UCrgNz2nbELUhj4xNpCdO\\_yg?view\\_as=subscriber](https://www.youtube.com/channel/UCrgNz2nbELUhj4xNpCdO_yg?view_as=subscriber)

Study Island and Reflex Math are being utilized, as well as Google Classroom. Students with limited technology may text pictures of written work assignments to teachers.

Teachers will post assignments, daily video messages and resources for families. Small group Zoom sessions will be utilized to support learners by the certified classroom teacher. Students will use our school communication app, *Class DoJo* to connect with teachers daily and submit images of work assignments. This is a confidential platform to ensure that we protect students' FERPA rights.

Learning packets will be used for shorter Distance Learning requirements (Example: student exposure or positive COVID test)

By developing a user-friendly and Smart-phone accessible (24/7) platform, we have remained connected with our families. Our learning interventionist team, ELL Team and Special Education Team will contact their caseload students three times per week via Zoom and/or videos of students reading, to facilitate targeted reading instruction. Home visits by the principal and the counselor are conducted for students who miss their Zoom calls. These interventions will supplement bi-weekly Zoom sessions from the classroom teacher. SHA is following the Sample Schedule for each grade span. We will be offering interventionists for our struggling learners and continual communication with our parents.

### **PreK & K**

- 15 minute read aloud and literacy skills including a reading task and/or writing activity /5 times per week
- 15-minute math lesson, activity, application practice or game focused on concepts, skills, or content (i.e. number sense, computation, problem solving, etc.) 5 times per week
- 15-minute reading skills practice (i.e. rhyming, sounds in a word, letter names and letter sounds) 5 times per week
- 15-minute reading skills practice/independent instruction by the teacher (i.e. rhyming, sounds in a word, letter names and letter sounds) 5 times per week
- Extended Learning:
  - 30-60 minutes of outdoor play
  - 10-20 minutes of reading with family (books of their choice)
  - 30+ minutes of imaginative play (small toy play, dress up play, building, etc.)

### **Grades 1 & 2**

- 30-minute read aloud or independent reading, including reading tasks or writing prompts/ 5 times per week
- 20-minute combination of math lesson, activities, application practice or games focused on concepts, skills or content (i.e. number sense, computation, problem solving, etc.) 5 times per week
- 20-minute science/social studies activity or lesson connected to an overarching project or topic of study 5 times per week
- 30-minute Zoom sessions three times per week to assist small group learning (maximum of 5 students in each group)
- Flexible time for specials (Physical Education, Music, Art, World Language)



### **Grades 3-5**

- 20-minute read aloud or independent reading / 5 times per week
- 20-minute reading or writing lesson, task, or prompt (may include 15 minutes of independent writing) 5 times per week
- 20 minute combination of a math lesson, activities, application practice, or games focused on concepts or skills (i.e. number sense, computation, problem solving, etc.) 5 times per week
- 20-minute science/social studies activity or lesson connected to an overarching project or topic of study/ 5 times per week
- 30-minute Zoom sessions three times per week to assist small group learning (Maximum of 5 students in each group)
- Flexible specials (Physical Education, Music, Art, World Language or Library)

### **Curriculum:**

The SHA curriculum is aligned with the Oklahoma Academic Standards. We utilize:

- Big Ideas Math by National Geographic- Technology Support and Video Taught Lessons
- Guided Reading by Fountas & Pinnell – Guided Reading Groups via Zoom
- Houghton Mifflin Science and Social Studies Curriculum

In addition to these required components of the SDE plan, we will be offering supplemental activities and supports to all students through our distance learning platform. SHA will continue to follow the directives and guidance of the State Department of Education during this time of distance learning.

### **Special Education Services:**

Special Education plans will be adjusted to ensure that student's receive the required amount of instructional support as outlined in their Individualized Education Plan (IEP). A contingency plan is outlined in each student's IEP.

**Attendance Policy:**

Stanley Hupfeld Academy recognizes the importance of students in grades PK-12 attending school every day as a key factor in student achievement. Parents/guardians are responsible for their students' attending school regularly as required by law. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.

Students are expected to miss no more than ten percent of school days per year to avoid being considered for retention in elementary or middle school or loss of high school course semester credit. Students who are absent more than ten percent of the school year miss nearly eighteen days per school year and are chronically absent. High school students who miss nine (9) or more school days per semester risk losing course credit.

When students miss ten (10) days of school, their pattern of attendance is considered chronic absenteeism, except when absences are due to a significant medical condition. Students who fall in this category will be provided assistance to address attendance barriers and a path for academic success. A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

For students in grades kindergarten through sixth grade, the maximum number of absences during any nine-week period shall be 10 unexcused absences. A student absent from class more than 10 times during a nine-week period shall be required, along with the student's parents, to work out an improvement plan with the principal.

The attendance for a student participating in a virtual or online instruction program shall be the date on which the student first completes an instructional activity as defined in 70 O.S. § 3-145.8. The defined time period, assignment completion status, or other means used to determine student attendance in the virtual program shall meet or exceed the minimum measures of virtual attendance listed at [70](#) O.S. § 3-145.8(B).

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning or online program approved by the school and are meeting the following attendance requirements:
  - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in the distance learning format.
  - b. Instructional activities shall include instructional meetings with a teacher, completed assignments that are used to record a grade for a student that is factored into the student's grade for the semester during which the assignment is completed, testing and

school-sanctioned field trips, and orientation. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communication or meetings with school personnel via teleconference, videoconference, email, text, or phone,

c. The student is on pace for on-time completion of the course as required by the school district,

d. The student has completed instructional activities within the time that services were provided in the distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

### **Student Absences**

For student safety, the parent/guardian is expected to notify the school as soon as possible, any time a student will be absent. All student absences are classified as either Excused or Unexcused. Both Excused and Unexcused absences are included in the maximum ten (10) absence days per semester except as noted below.

SHA will require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee consists of the school nurse, counselor and principal and will be designated by the superintendent on an annual basis. They shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

# Personnel

**Employee Travel Restrictions:**

- Currently there are no travel restrictions on employees or students. We will continue to monitor the CDC recommendations and adjust as necessary.

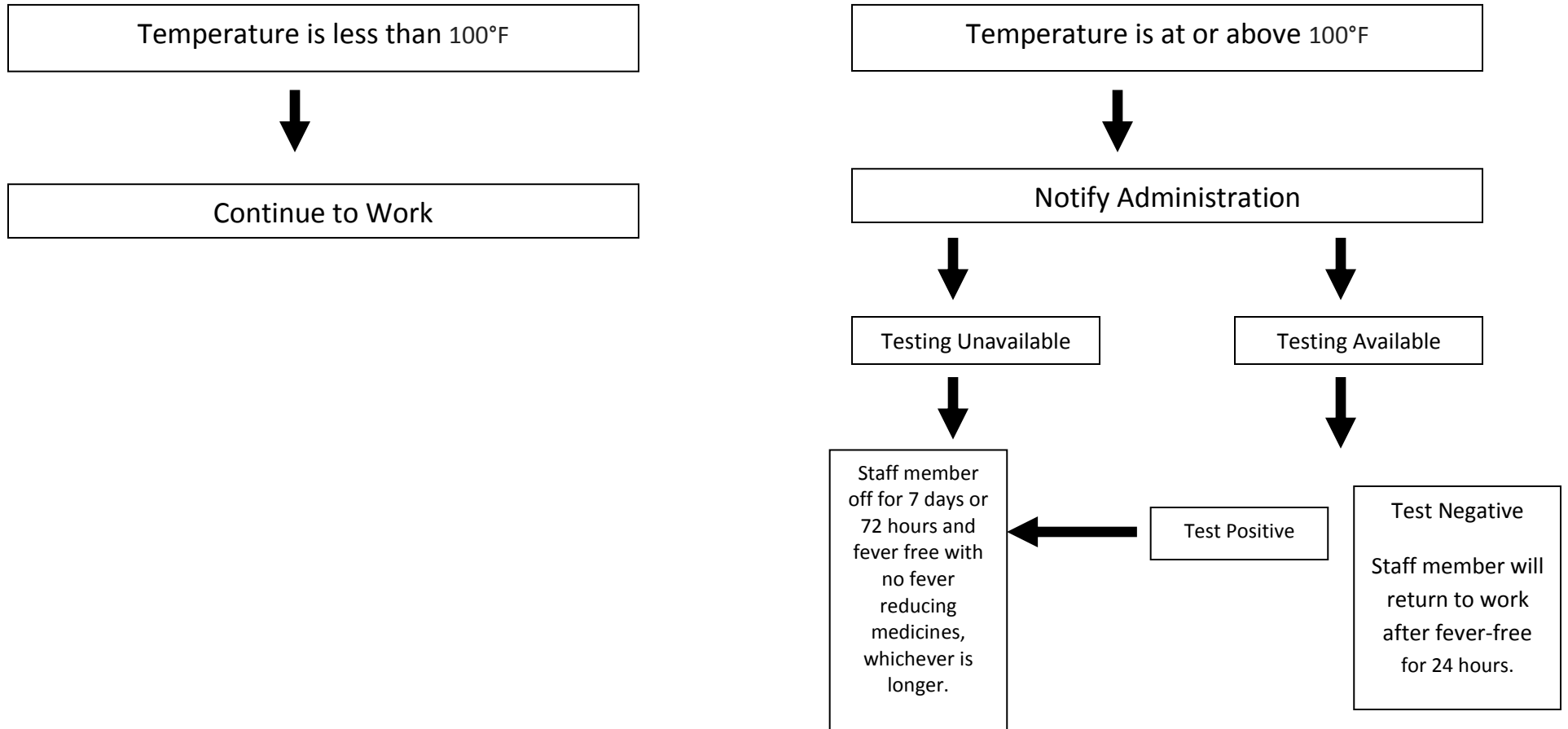
**Employee Sick Leave:**

- Current practices for employee sick leave will remain in place. (outlined in staff handbook)

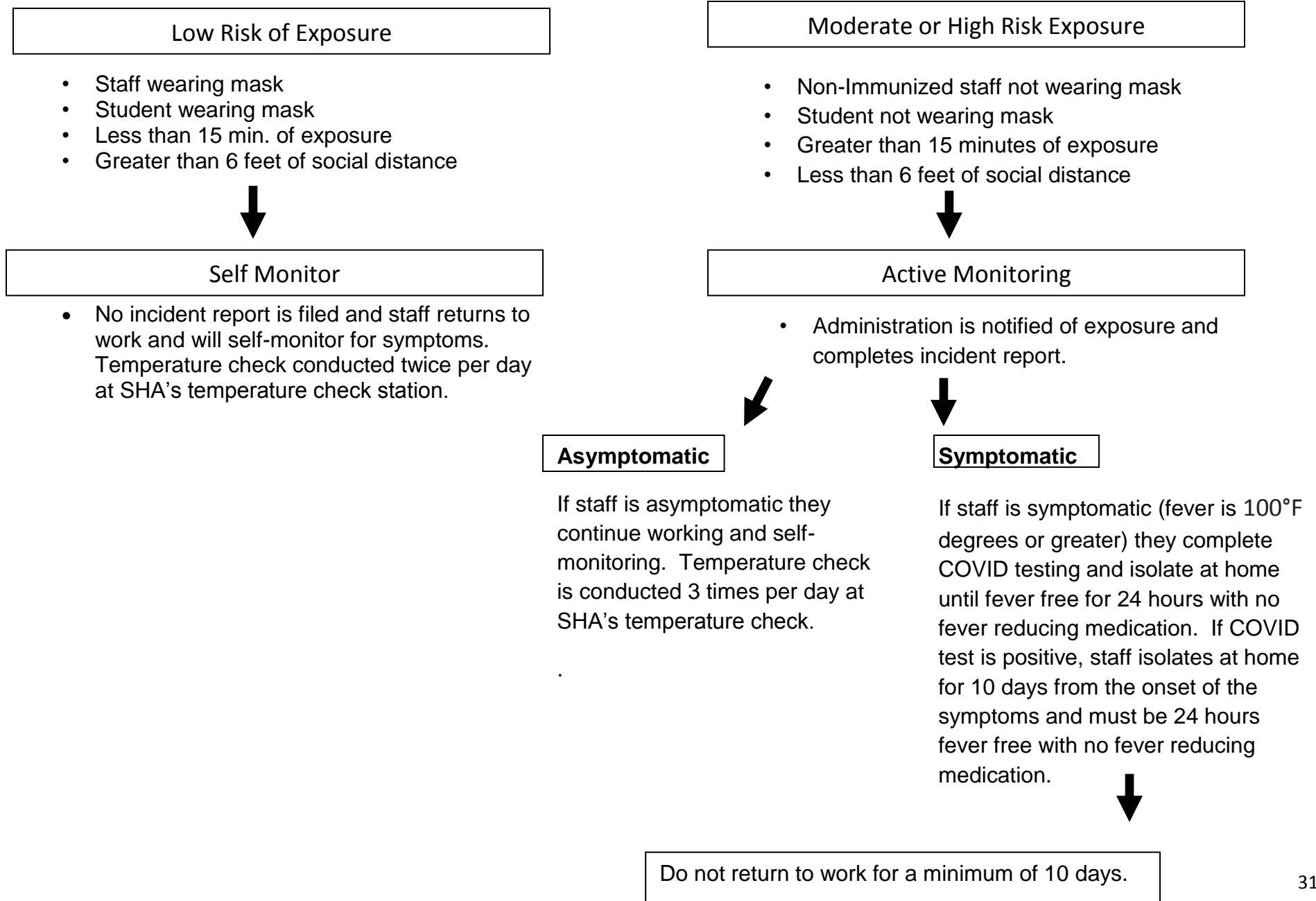
## Stanley Hupfeld Academy Staff Screening Protocol

All staff members will take temperature daily. The guidance below is specific to days caregivers are scheduled to work.

All staff will take temperature BEFORE entering building at the SHA Temperature Check Station.



## Stanley Hupfeld Staff Exposure Chart



## **Staff Duties During School Closure/Distance Learning**

- Staff will continue their assigned duties during distance learning.
- Specialists and paraprofessionals will be utilized to serve the ELL and Special Education populations and offer remediation support to assigned students.
- Teachers will be expected to conduct distance learning lessons, take attendance, assess and offer remediation support.
- Weekly Zoom meetings will be conducted for all staff.
- Grade Level Team Meetings will be conducted for grade level staff.
- Grades PreK-1<sup>st</sup> will utilize Class DoJo and SeeSaw as its primary platform for delivering instruction.
- Grades 2-5 will utilize Google Classroom and Class DoJo as its primary platform for delivering instruction.



## **Vaccination Information:**

**The COVID-19 vaccines available to Oklahomans are mRNA vaccines.**

**mRNA vaccines** are a type of vaccine to protect against infectious diseases. mRNA vaccines teach our cells how to make a protein — or even just a piece of a protein — that triggers an immune response inside our bodies. That immune response, which produces antibodies, is what protects us from getting infected if the real virus enters our bodies.

COVID-19 mRNA vaccines give instructions for our cells to make a harmless piece of what is called the “spike protein.” The spike protein is found on the surface of the virus that causes COVID-19. Our immune systems recognize that the protein doesn’t belong there and begin building an immune response and making antibodies, like what happens in natural infection against COVID-19. At the end of the process, our bodies have learned how to protect against future infection.

More information about the COVID-19 vaccine is available at the Oklahoma State Department of Health’s Website.

<https://oklahoma.gov/covid19/vaccine-information/about-the-vaccine.html>

SHA will offer eligible staff, students, parents and mentors information through our INTEGRIS HEALTH community clinic.

COVID-19 testing and vaccination information will be shared through our social media outlets.



1508 NW 106<sup>th</sup> St • Oklahoma City, OK 73114 • (405) 751-1774  
Stanley Hupfeld Academy creates a community of lifelong learners through positive connections and a rigorous, integrated curriculum to inspire excellence.



Your commitment and assistance during these unprecedented times is greatly appreciated. This plan was created with guidance from the Oklahoma State Department of Education and the Centers for Disease Control and Prevention. SHA has taken a layered approach to preventing the spread of COVID-19.

### **Quick Facts for Parents/Families (Return to Learning 5 Days a Week):**

- Students may elect to wear a mask. This is not mandatory.
- Students will need a water bottle to take back and forth each day to school. There will not be any access to water fountains at school.
- Water bottles should be cleaned and filled with water at home and returned to school each day.
- Students are not to bring a backpack to school each day. Thursday folders will go home each Thursday with student completed work.
- Temperature checks will occur as students are dropped off at school each day. Students that have a temperature of 100 degrees or above will not be allowed to come to school.
- You are required to pick up your child immediately if they are sick.
- Please ensure that you download the Class DoJo App and stay connected with your child's teacher.
- Our School Story on Class DoJo will carry all announcements and updated information.
- Please ensure that you have an updated phone number on file with the school office and an emergency contact listed on your child's paperwork.