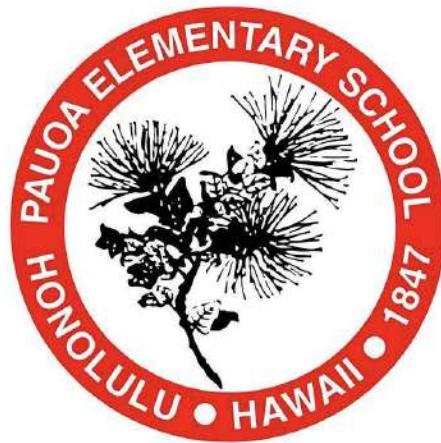


Pauoa Elementary School

SCHOOL YEAR 2021 - 2022

Opening Plan



The information in this document is designed to keep our faculty and staff, students, and school community healthy and safe while continuing to provide a quality educational experience. The information gathered is based on guidance from the Centers for Disease Control and Prevention, Hawaii Department of Health, Hawaii Board of Education, and the Hawaii Department of Education. In order to be safe and healthy and provide a safe environment, it is vital that we all agree to follow the rules, policies, and procedures provided in this document.

Letter to Parents

Dear Pauoa Ohana,

Welcome back to SY 21-22. What a difference a year makes. We dealt with the COVID 19 pandemic for a year and one quarter, persevered through Full Distance Learning, waited patiently for a vaccination, and now we continue to understand and take the good that has come out of COVID 19. We will open the year fully in person face to face for all students. Full Distance Learning will be available on a request basis only for such reasons as a medical hardship. We will follow the CDC guidelines to the greatest extent possible and DOE guidelines in our school. We will start 21-22 basically the same as how we ended SY 20-21. The following are some key highlights:

1. Please conduct the daily wellness check before coming to school daily.
2. Temperature check will be done prior to entering the classroom.
3. We will have a staggered start time; 7:45 am for preK-2 and 8:00 am for gr. 3-5
4. School ends M/T/Th/F at 2:00 pm for preK-2 and 2:15 pm for gr. 3-5. Wednesday's school ends at 1:15 pm for preK-2 and 1:30 pm for gr. 3-5.
5. We will have the same 3 drop off/pickup points: cafeteria for K and 3, along the marquee fronting the office for gr. 1 and 4, and just before the exit for gr. 2 and 5. For those who have siblings, dropoff/pickup is at the youngest child's grade level area.
6. Breakfast (7:15-7:50 am for all students) and lunch (10:30 am preK-1, 11:00 am gr. 2-3, 11:30 am gr. 4-5) will be **free**. No grab and go as currently no Full Distance Learning being offered.
7. 4 recesses ranging from 9:15-10:15 am and 12:15-1:15 pm
8. Masks will be worn at all times except for when eating and asked by school staff to remove or lower.
9. Social distancing will be observed to the extent possible.
10. Frequent hand washing.
11. Sanitization to high touch surfaces will be done at least twice during the day.

Let's all do our best to do our part in keeping our school community safe. As things evolve and become safer, more things will open up such as our after school enrichment program in quarter 2 and some school wide community events in late quarter 1 or quarter 2. Let's continue to, "Believe to Achieve! Stand up! Be heard! Let's excel now!"

Aloha,

Dale Arakaki, Principal

"Believe to Achieve! Stand up! Be heard! Let's excel now!"

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Health and Safety Measures

The following are safety measures that Pauoa will follow for the SY 2021-2022:

Screening for potential illness: Prior to leaving for school each morning, please help us by conducting a wellness check on your child to determine if he/she should attend school. The school will do the same prior to entering the classroom. Use the following symptoms checklist:

- feverish or unusually warm (has flushed cheeks)
- coughing/sneezing
- sore throat
- shortness of breath/difficulty breathing
- headache/stomach ache/nausea
- muscle pain/unusual fatigue
- new loss of taste or smell

If your child has at least two of these symptoms, or a fever of 100.4° F and above, do not bring your child to school. This will help stop the spread of illness.

We will use infrared temporal thermometers to regularly screen students, employees and visitors to campus. We will also be doing visual checks inspecting all individuals for the symptoms listed above.

Based on DOE Guidance, any student sent home due to illness will be excluded from school until symptom-free for at least 24 hours (ideally 72 hours) without the use of medication.

Health Room: We will have a designated waiting area for students that display ill-like symptoms. Our Health Aid will tend to these students and inform parents of immediate pickup if the student is exhibiting symptoms stated above. Any student sent home due to illness should be excluded from school until they are symptom-free for at least 24 hours (ideally 72 hours) without the use of medication. The waiting area for these students will be disinfected immediately by trained personnel. Non ill-like symptom students will be treated separately and asked to return back to class when possible.

When a student or employee has COVID-19: If a student or employee has a COVID-19 infection, a report will be made to the Department of Health and Department of Education to initiate an investigation. We will coordinate with DOH and DOE to communicate the action plan. If it is necessary to close school, all students will revert to on-line distance learning until it is safe to return to school.

Health Hotline: The health hotline can be reached at (844) 436-3888 (toll free) and is available Monday through Friday from 8 a.m. to 4 p.m., excluding holidays. HIDOE students and families who call the hotline will speak with a Hawaii Keiki: Healthy and Ready to Learn Program (HK) registered nurse (RN) or nurse practitioner (APRN). The nurse will perform a basic triage assessment over the phone regarding the caller's health concern or question about their child. The caller may receive basic health advice or information and, with parental consent, the student may be scheduled for a telehealth visit with an HK nurse practitioner. Nurses staffing the hotline have been working in schools statewide and are familiar with many families and students. Families may request to make an appointment with a specific HK nurse practitioner.

Callers scheduled for a telehealth visit with an HK nurse practitioner will receive a link by email or on their mobile phone prior to the visit. To connect with the nurse, the caller simply clicks the link.

Illness Report: If 10% of the entire school or 20% of one grade or classroom are sent home with common flu-like or gastrointestinal symptoms, we will call the Hawaii State Department of Health Disease Investigation Branch.

Face coverings: All adults should cover their mouths and noses with a cloth face cover (mask), unless the adult has an underlying medical condition that prohibits the use of a mask. Staff are responsible to bring and properly maintain their own masks.

Students will wear face coverings throughout the school day while transitioning or when maintaining physical distancing is not feasible. Students in grades PreK - 2, students with disabilities, or students who have underlying medical conditions will be allowed to remove their face coverings once in class, but not required to do so. However we are asking for everyone's safety that one be worn as much as possible. **Teachers can require students to wear face coverings as part of their rituals and routines in the classroom and may have the child remove as necessary to conduct learning in the classroom.** Parents/legal guardians will be responsible for providing their child(ren) with face coverings or masks.

Coverings should cover the mouth and nose and are not required to be medical grade.

Cohorts: Students will remain in the same class for the duration of the school day when on campus. During recess and lunch, classes will be allowed to be in the same area (cafeteria or field), but separated from other classes based on social distancing guidelines. Staggered recesses (3) and lunches (3) will be implemented. The purpose of keeping cohorts of students together is to limit contact and allow for easier contact tracing should the need arise.

Hand Hygiene: All students and staff will engage in frequent hand washing or sanitizing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, in between classes, and before dismissal. Hand washing will be conducted with soap and water for at least 20 seconds and hand sanitizer must contain at least 60% alcohol. Hand sanitizing stations will be available at the main office, inside of classrooms, and in all meeting areas (e.g. library, dining hall, offices).

Personal Hygiene: It is expected that students/faculty do not touch your eyes, nose, or mouth; Sneezes or coughs will be into a tissue and thrown away. If no tissue is available, to reduce the spread of germs, cough or sneeze into your elbow.

Enhanced cleaning/disinfection schedule: Daily cleaning practices will be compliant with Centers for Disease Control (CDC) recommendations and Hawaii DOE guidelines, including the types of cleaning products used and the frequency of cleaning. Special attention will be paid to the cleaning of high touch surfaces throughout the day. We have the use of an Aqua O3 system placed in each building for efficient cleaning. Classrooms will be cleaned daily, desks will be cleaned 2x per day, restrooms and high touch areas will be cleaned before/after each recess, dining room tables after each lunch period and equipment used for recess at the end of the last recess.

Cafeteria/food service: We will be having three (3) lunch periods during the school day in order to adhere to social distancing guidelines. Because of the unpredictable weather in Pauoa Valley and lack of covered space, the cafeteria will be the primary use for eating. The cafeteria can hold up to 96 students at 6 ft. apart. Students will also use a trifold shield to protect themselves as well as others while eating. All meals will be

grab and go including breakfast. Students eating breakfast will remain in the cafeteria until the bell rings. Adults or children not enrolled at Pauoa will NOT be allowed in the cafeteria with the exception of kindergarteners and students new to Pauoa for the beginning part of the school year. In order to adhere to social distancing guidelines, we need to maximize the given space and prioritize for the students of Pauoa.

In SY 21-22 we are full in person learning. Therefore breakfast will be served from 7:15-7:50 am and lunch will be served according to each grade level's time below.

Lunch serving time:

10:30-11:00 Lunch Pre-K, Headstart, K-1

11:00-11:30 Lunch 2-3

11:30-12:00 Lunch 4-5

In the event of a full school closure, breakfast and lunch will be a grab and go drive through.

Safe Classroom Practices: Teaching methods will be adjusted to minimize/eliminate shared equipment or learning materials between students; Personal belongings should be separated and in individually labeled containers, cubbies, or areas and may be taken home each day to be cleaned.

Supplies, equipment (e.g. electronic devices, books, other games, or learning aids), and other items should not be shared. In the event items are shared, items will be disinfected between each student's use.

We will follow the information in the Hawaii DOE analysis of the physical distancing in classrooms to ensure the safe capacity of each classroom to the extent possible. Mask will be worn at all times except for eating or when told to lower or remove mask by a staff member.

Physical distancing outside the classroom

Movement on campus will be controlled and directed to reduce the mixing of students as best as possible.

Social-Emotional Health: We will continue to provide our Social Emotional Learning for our students. Our counselor will also be available for students who need additional support.

Field Trips: We will work with teachers to explore virtual experiences as well as see what safe field trips are made available for SY 21-22.

Campus Events: Campus events will be evaluated on a case-by-case basis. In some cases, modifications may be possible and events will be able to proceed.

Visitors on campus: All visitors to campus, including parents, will be screened upon arrival. Please note, if the situation requires, visitors may be required to make an appointment prior to arrival. **(These provisions will not apply to parents dropping off or picking up children.)**

Kupuna/Elders: Kupuna/elders and those with underlying health conditions are discouraged from picking up/dropping off students unless vaccinated. However, if a kupuna or elder does have to come and drop off and/or pick up a child, please make sure to wear a face covering while on campus to protect themselves. Please remember to adhere to our social distancing guidelines of remaining 6 ft. apart whenever possible.

Water: Drinking fountains will be cleaned and sanitized, but staff and students are highly encouraged to bring their own water to minimize use and touching of water fountains. Drinking from the fountain will not be allowed, however, filling up a water bottle will be allowed. We encourage your child to bring a water bottle when in school, face to face, to stay hydrated.

Ventilation: Doors and windows will be opened when possible to promote increased circulation of outdoor air.

Celebrations:

Food for celebrations will not be allowed. Please do not send cupcakes, candy, or other items (goodie bags) to school to celebrate your child's birthday.

COVID-19 Point of Contact: If you have any questions or concerns about COVID-19 please contact Mrs. Shawntell Ladines, School Health Aide, at 587-4500 or email shawntell.ladines@k12.hi.us.

Communication System: We will utilize our School Messenger system to push out emails, texts, and phone calls. Information for this system is pulled from the information parents/guardians provide to us. **Please make sure we have your most updated contact information such as cell number and email addresses. The office staff can help by sending you the proper form to update your information.** In addition, we update our website: <http://pauoa.k12.hi.us/> with the latest information.

NOTE: Placing information on the school emergency card does not update the information in our system.

SIGNAGE AND HEALTH PROMOTION

Feel free to print the following to promote health and safety in school:

- [Stop the Spread of Germs at School and Offices](#)
- [CDC Safely Wearing and Taking Off a Cloth Face Covering](#)
- [CDC Wash Your Hands!](#)
- [CDC Stop the Spread of Germs](#)
- [CDC Stop the Spread of Germs that Can Make You and Others Sick!](#)
- [COVID-19 Protective Handwashing](#)
- [DOH COVID-19 Home Care Guide](#)
- [DOH COVID-19 What You Need to Know](#)
- [CDC Take 3 Actions to Fight Flu](#)
- [CDC A Healthy Future Is In Your Hands!](#)
- [CDC Germs Are Everywhere](#)
- [CDC How to Protect Yourself](#)
- [CDC 10 Things You Can Do To Manage Your Health At Home](#)
- [CDC How to Protect Yourself and Others](#)
- [A Parent's Guide: Helping Your Child Wear a Face Mask](#)
- [Help your Child Feel Good about Using and Seeing Others Wearing Face Masks](#)
- [I Can Stay Healthy by Wearing a Face Mask \(PPT\)](#)

Format	All students are face to face in SY 21-22	
Bell Schedule	7:15 7:55 7:45 8:00 8:15-10:00 9:15-9:30 9:30-9:45 9:45-10:00 10:00-12:00 10:30-11:00 11:00-11:30 11:30-12:00 12:00-1:15 12:15-12:30 12:30-12:45 12:45-1:00 1:15-2:15 1:15 1:30 2:00 2:15	Breakfast begins in Cafeteria (7:50 am last serving) Warning Bell (Students in café released, students released to classrooms) School begins preK-2 (7:45-8:00 Morning Business-Attendance/Agenda) School begins gr. 3-5(8:00-8:15 Morning Business-Attendance/Agenda) Instructional Block #1 Recess Recess Recess Instructional Block #2 Lunch Pre-K, Headstart, K-1 Lunch 2-3 Lunch 4-5 Intervention Block Recess Recess Recess Instructional Block #3 Students released (Wednesday only preK-2) Students released (Wednesday only gr. 3-5)) Students released preK-2 Students released gr. 3-5
Screening for Illness	<p>Teachers and staff will take their own temperature prior to starting the work day.</p> <p>Teachers will perform temperature checks prior to students entering the class. Students with a temperature of 100.4 or higher will be sent to the healthroom.</p> <p>Teachers will also visually inspect students using the following symptom checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> feverish or unusually warm (has flushed cheeks) <input type="checkbox"/> coughing/sneezing <input type="checkbox"/> sore throat <input type="checkbox"/> shortness of breath/difficulty breathing <input type="checkbox"/> headache/stomach ache/nausea <input type="checkbox"/> muscle pain/unusual fatigue 	

	<input type="checkbox"/> new loss of taste or smell If at least two of these symptoms are present, the student will be sent to the health room.
Face Covering	<p>Adults/Staff:</p> <ul style="list-style-type: none"> All adults should cover their mouths and noses with a cloth face cover (mask), unless an adult has an underlying medical condition that prohibits the use of a mask. Staff are responsible to bring and properly maintain their own masks. <p>Students:</p> <ul style="list-style-type: none"> All teachers will require students to wear a face covering while in the classroom as part of their rituals and routines. They will instruct the students to lower their mask when needing to be heard or during an observation where seeing their nose and mouth area is necessary. We understand in a classroom setting, wearing a mask may be very difficult for younger students in grades Pre-K to 2nd grade, students with disabilities, or students who have underlying medical conditions. However we are asking for everyone's safety that one be worn as much as possible. When students are outside the classroom and when physical distancing is not feasible, it is highly recommended that students wear masks and/or face shields. <ul style="list-style-type: none"> The Department of Health does not advise having students wear masks while playing at recess since wearing masks may be dangerous on the playground. It is advised to keep the classes in cohorts when using the playground. Parents/legal guardians will be responsible for providing their child with face coverings or masks.
Morning Care	Meeting with Karyl 7/19 at 8 am
Drop Off	We have 3 designated dropoff areas to minimize large gatherings and groupings. For students in ... <ol style="list-style-type: none"> Building D preK, K, Headstart and gr. 3, drop off will be along the Cafeteria; Building B gr. 1 and 4, drop off fronting the Administration building; Building C gr. 2 and 5, drop off alongside the parallel parking and the students walk to Building C from Room B5.
Breakfast	Breakfast will be served from 7:15-7:45 am. Students are to remain in the cafeteria until the bell rings. Adults or children not enrolled at Pauoa will NOT be allowed in the cafeteria with the exception of Kindergarten students or students new to Pauoa for the beginning part of school.
Tardy	Students are to go directly to the office when they arrive tardy. Students will knock and wait outside the door until an office staff comes out to take their temperature and give tardy slip and tardy pass. The office staff will mark the tardy for the child in IC.
Recess	Students will attend recess by grade level and be allowed to play with their class only. Areas on the playground will be designated for each class. Any equipment used (balls, jump ropes, etc.) will be cleaned after the last recess.
Lunch	

	Time	Grade Level	Grade Level	Location
	10:30-11:00	Pre-K, Headstart, Kindergarten	1	Café, Headstart-in classroom
	11:00-11:30	2	3	Café
	11:30-12:00	4	5	Café
Pick Up	<p>Students must be enrolled in A+ to remain on campus past 3:00pm.</p> <p>There will be no parking and waiting in the designated pick up areas (see below) to wait for your child. If the child is not at the designated area, cars will need to circle around and get back into line or park in the main school parking lot.</p> <p>Designated Pick-Up Areas: Grades K and 3: Alongside the cafeteria Grades 1 and 4: Fronting the Administration building Grades 2 and 5: Alongside the parallel parking</p> <p>Parents and guardians will be required to wait in their cars until the bell rings to meet their child/children or wait on available benches adhering to social distancing guidelines. Remember to practice social distancing when on campus (6' apart) and have a mask on at all times.</p>			
A+	<p>A+ after school care is available from YMCA. They will be located in our cafeteria. Their hours are from 2:00/2:15-5:30 pm (M/T/Th/F) and 1:15/1:30-5:30 pm (W only). Applications are available at the Nuuanu YMCA or at the school's front office.</p>			
Attendance	<p>Students are expected to arrive at school in time for the scheduled start of their school day. See bell schedule above.</p>			
Visitors to campus	<p>Please call ahead of time if you are needing to visit our campus. You may be required to make an appointment for your visit. No appointment is necessary to pick-up or drop off your child to school.</p>			
Office	<p>Our office hours are from 7:30 am to 4:00 pm. Please knock hard on the door and someone will be there to help you. Please make sure to practice social distancing and wear a face covering at all times.</p>			
PPE Students	<p>Face coverings/masks should cover the mouth and nose and are not required to be medical grade.</p> <p>All students will wear face coverings throughout the school day while outside the classroom or when maintaining physical distancing is not feasible. We highly recommend all students wear face coverings or masks at all times, however the Hawaii DOE recognizes students in grades PreK - 2, students with disabilities, or students who have underlying medical conditions may have difficulty wearing a mask. However we are asking for everyone's safety that one be worn as much as possible. All teachers will require students to wear a face covering while in the classroom as part of their rituals and routines. They will instruct the students to lower their mask when needing to be heard or during an observation where seeing their nose and mouth area is necessary.</p>			

	Parents/legal guardians will be responsible for providing their child(ren) with face coverings or masks.
PPE Employees	<p>Face coverings/masks should cover the mouth and nose and are not required to be medical grade.</p> <p>All adults should cover their mouths and noses with a cloth face cover (mask), unless the adult has an underlying medical condition that prohibits the use of a mask. Staff are responsible to bring and properly maintain their own masks.</p> <p>Face Shields will be provided, but are not mandatory to use. Cleaning the face shield will be the responsibility of the employee. If used, face shields must be cleaned daily.</p> <p>Disposable gloves will be available for employees. Gloves must be thrown away at the end of the day, or sooner, and not reused.</p>
Health and Safety Supplies	<p>If students do not have a face mask, the office will have a supply of disposable face masks for students to wear for the day. Teachers will be given disposable face masks in the event a student needs one. When the supply of face masks runs low, see the office to replenish the supply.</p> <p>All classrooms and work areas will be provided with hand sanitizer and soap. When supplies run low, contact the office for more.</p> <p>Disinfectants will be available upon request, however it is not the responsibility of the teacher to clean their classroom. Custodians will clean each classroom at the end of the day. Employees should be aware of the proper procedure to use the disinfectants and the shelf life of the product. Some products require a waiting period before being wiped off to be effective against different germs and viruses. Also, some products have a shelf life of only a couple of hours before the effectiveness of the disinfectant begins to dissipate.</p>
Employee Check in	Remote Check - teachers Health Check
Meetings	Whole staff will be Virtual. Teacher only meetings will be in person in the library
Articulation	Virtual or face to face if desired by the grade level with social distancing guidelines being followed.
Parent/Teacher Conference	Virtual or by phone conference for those with no internet access
Use of Facilities	Teachers will be notified
EES	See EES manual for guidelines.

Possible Distance Learning Curriculum

No FDL will be officially offered at Pauoa Elementary, however, if there are any extenuating circumstances such as extreme illness that prevents a child from coming to school or an adult in the same household with medical concerns, work will be offered to the student to continue his/her learning. The following will be a sample of what could be offered in alliance with BOE policy 105-1.

-The homeroom teacher and/or designated FDL manager will be assigned to monitor said child.

ELA core

1. 45-90 minutes of iReady daily
2. Wonders assignment(s) 4x per week
3. Read 20-45 minutes daily and journal

Math core

1. 45-90 minutes of iReady daily
2. Stepping Stones assignment(s) 4x per week

Science core

1. Mystery Science activity/lab 3x per week for gr. K-2, and 4
2. Amplify Science activity/lab 3x per week for gr. 3 and 5

Social Studies

1. Activities provided by homeroom teacher/designated FDL manager 2x per week

PE/SEL

1. Videos of PE concept/Second Step activities 2x per week

Fine Arts

1. Fine Arts teacher will assign work 1-2x per week

Assessment

1. Diagnostic testing 1x per quarter
2. Unit assessments or checkups

Office Hours and communication will be provided weekly by homeroom teacher or designated FDL teacher