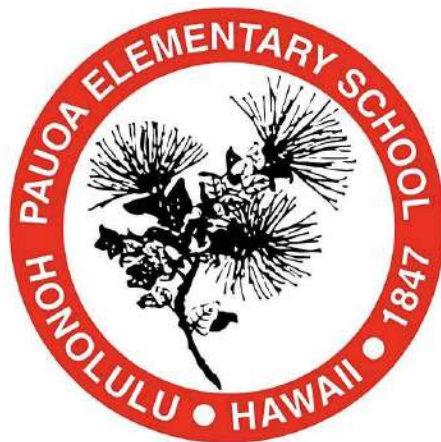


Pauoa Elementary School  
SCHOOL YEAR 2023 - 2024  
Ohana Handbook



2301 Pauoa Road, Honolulu, HI 96813  
website: <http://pauoa.k12.hi.us/>

## Letter to Families

Dear Pauoa Ohana,

Welcome back to SY 23-24. Changes for the betterment of the health and safety of our haumana/children continue to be made. We dealt with the COVID 19 pandemic for three years 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 follow good hygiene habits throughout our school. We will start SY 23-24 basically the same as how we ended SY 22-23. The following are some key highlights:

1. Please conduct a daily wellness check at home before coming to school. Check for any symptoms such as fever, runny nose, coughing, headaches, vomiting, etc.
2. Temperature check **may be** done prior to entering the classroom.
3. Warning bell for all students is 7:55 am. School officially starts at 8 am for all students.
4. 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.
5. Breakfast (7:15-7:50 am for all students) and lunch (11:00 -11:30 Gr preK-2 and 11:30-12:00 pm Gr 3-5) will be **free only for those who qualify**. Please fill out a free and reduced lunch application at the start of the school year.
6. We will have morning and afternoon recess for students to play in their designated play areas.
- 7. Masks are optional for both indoors and outdoors.** Social distancing will be observed to the extent possible but not necessary in the classrooms, cafeteria and outdoors.
8. Frequent hand washing.
9. Sanitization to high touch surfaces will be done at least once during the day.
- 10. Quarantine is not needed for close contacts or exposure in the school setting.**
11. Quarantine is still 5 days for any exposure in the household or outside of the school setting.
- 12. No wellness check required when returning to school after an illness.**

Let's all do our best to do our part in keeping our school community safe. We look forward to an exciting year with more activities for our school community to enjoy and partake in. Our first big event is our Open House on Aug. 29 from 5:30-7 pm. See you all then.

Aloha,

Dale Arakaki, Principal

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

## Table of Contents

### Health and Safety Measures

● Screening for Potential Illness	3
● Health Room	3
● When a student or employee has COVID-19	3
● Health Hotline	3
● Illness Report	4
● Face Covering	4
● Cohorts	4
● Hand Hygiene	4
● Personal Hygiene	4
● Enhanced Cleaning/Disinfection Schedule	4
● Cafeteria and Food Service	4
● Safe Classroom Practices	4
● Physical Distancing outside the classroom	4
● Social-Emotional Health	4
● Field Trips	5
● Campus Events	5
● Visitors on Campus	5
● Kupuna/Elders	5
● Water	5
● Ventilation	5
● Celebrations	5
● COVID-19 Point of Contact	5
● Communication System	5
● Signage and Health Promotion	6

Bell Schedule and Other Information	6
-------------------------------------	---

Attendance Policy	7
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## **Health and Safety Measures**

The following are safety measures that Pauoa will follow this school year:

**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/vomiting
- Muscle pain/unusual fatigue
- New loss of taste or smell
- Fatigue
- Diarrhea

**If your child has any 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 may 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 any action plan necessary if we have an outbreak, cluster or unusual high number of students absent from a particular classroom. 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 an 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:** Face masks are optional for both indoors and outdoors. If there is a cluster outbreak determined by DOH, face covering will be required indoors and possibly outdoors as well. Parents, please have a mask with your child in school at all times just in case the use of one becomes necessary.

**Cohorts:** are no longer necessary. We have still separated grade levels for safety reasons during recess. Each grade level will have their own designated play area.

**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.

**Cafeteria/food service:** All meals are served in the cafeteria. 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. Breakfast will be served from 7:15-7:45 am and lunch will be served from 11:00 - 11:30 for Grades prek-2 and 11:30 - 12:00 for Grades 3-5. 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.

### **Physical distancing outside the classroom**

Movement on campus will be monitored and directed as best as possible. Play areas will be shared by grade levels.

**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:** Grade levels are open to taking students on field trips that are pertinent to your child's learning such as Hawaii Theater for Youth (HTY).

**Campus Events:** We will be having campus events this school year. Be on the look out for these events in our weekly Pauoa Blasts.

**Visitors on campus:** All visitors to campus, including parents, are asked to check in with the office upon arrival. There is no need to knock on the office door. Come on in. **(These provisions will not apply to parents dropping off or picking up children.)**

**Water:** Drinking fountains are cleaned and sanitized. Staff and students are highly encouraged to bring their own water to minimize use and touching of water fountains. Drinking from the fountain will be allowed. However, we encourage your child to bring a water bottle to stay hydrated. **A water dispenser in the cafeteria is available for all to use.**

**Ventilation:** Doors and windows will be opened when possible to promote increased circulation of outdoor air. All classrooms have two window unit AC's.

**Celebrations:** Healthy food for celebrations will be allowed if the item is individually packed. Non-food items are encouraged to celebrate birthdays.

**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](mailto:shawntell.ladines@k12.hi.us).

**Communication System:** The School Messenger system will be utilized to emails, text, and call. Information for this system is pulled from the information parents/guardians provide to us. **Please make sure we have the updated contact information such as cell number and email address. If you need to update, the office staff has an information update form.** The school website: <http://pauoa.k12.hi.us/> will also have updated information posted.

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 Wash Your Hands!](#)
- [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 Germs Are Everywhere](#)
- [CDC 10 Things You Can Do To Manage Your Health At Home](#)

## Bell Schedule and Other Information

Format	All instruction is in person, face to face
<b>Bell Schedule</b>	<p>7:15 am Breakfast begins in Cafeteria (last serving: 7:45 am)</p> <p>7:55 Warning Bell</p> <p>8:00 School begins for preK-5</p> <p>8:00 - 8:15 Morning Business (Attendance/Agenda)</p> <p>8:15 - 9:45 INSTRUCTIONAL BLOCK #1 (preK-5)</p> <p>9:30 - 9:45 Morning Recess Gr. K-2</p> <p>9:45 - 10:00 Morning Recess Gr. 3-5</p> <p>9:45 - 10:30 INSTRUCTIONAL BLOCK #2 (preK-2)</p> <p>10:00 -11:30 INSTRUCTIONAL BLOCK #2 (3-5)</p> <p>11:00 - 11:30 Gr. preK - 2 lunch</p> <p>11:30 – 12:00 Gr. 3 - 5 Lunch</p> <p>11:30 - 1:00 INTERVENTION BLOCK for varying grade levels (45 min)</p> <p>12:30-12:45 Afternoon Recess for Gr. K-2</p> <p>12:45-1:00 Afternoon Recess for Gr. 3-5</p> <p>12:45-2:15 INSTRUCTIONAL BLOCK #3 (preK-2)</p> <p>1:00– 2:15 INSTRUCTIONAL BLOCK #3 (3-5)</p> <p>1:30 Students released (Wednesday only preK - 5)</p> <p>2:15 Students released (M, T, Th, F) preK - 5</p> <p>2:55 Teacher Work Day ends (preK - 5)</p>
<b>Curriculum</b>	Subjects taught at Pauoa: English Language Arts, Math, Social Studies, Science, Art, Physical Education (PE), Computer Science, Social Emotional Learning (SEL)
<b>Morning Care</b>	Monday-Friday 6:00-7:30 am by Ms. Karyl Doi, educational assistant
<b>Drop Off/Pick Up</b>	<p>There are 3 designated dropoff/pickup areas:</p> <ol style="list-style-type: none"> <li>1) <b>Headstart, Prek, Kindergarten, Grade 3:</b> Alongside the Cafeteria</li> <li>2) <b>Grade 1 and 4:</b> Fronting the Administration building</li> <li>3) <b>Grade 2 and 5:</b> Alongside parallel parking</li> </ol>
<b>A+</b>	<p>A+ after school care is available from YMCA in our cafeteria. Hours are:</p> <p style="padding-left: 20px;">M/T/Th/F: 2/2:15 - 5:30 pm</p> <p style="padding-left: 20px;">W: 1:15/1:30-5:30 pm</p> <p>Applications are available at the Nuuanu YMCA or at the school's front office.</p>
<b>Office</b>	Office hours are from 7:30 am to 4:00 pm.

# **Attendance Policy**

## ***The Legal Posture***

§302A-1132, Attendance Compulsory, Exceptions Hawaii Revised Statutes (HRS), requires all children who will have arrived at the age of at least 5 years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year to attend either a public or private school for, and during the school year unless excluded from school or excepted from attendance.

§302A-1135, Penalty, HRS, student, father or mother, guardian, or person having charge of the child who persists in being absent from school may be referred and summoned to court.

Exception from the compulsory attendance law is permitted only under specified conditions pursuant to 302A-1132, Attendance compulsory; exceptions, HRS, and Chapter 12, Hawaii Administrative Rules, relating to compulsory attendance exceptions

## ***Philosophical Base***

In consonance with the statutory requirements relating to education, the DOE's Vision for Hawaii Public School is, "Hawaii's schools will be safe, nurturing, learning environments where all students achieve high academic standards, attain skills necessary to reach their goals and meet their potential, and are contributing members of society." Teachers, administrators and school staff shall make every effort to work with the students and their parents or guardians to provide the appropriate educational services and support.

Pauoa Elementary School strives to instill the value of education for all students. A child who is chronically absent/tardy from school may not only suffer immediate consequences but may be denied future educational, economic and social opportunities. Studies have revealed a strong association between attendance patterns in students' first two years of school and their 3<sup>rd</sup> grade performance. Moreover, chronic absenteeism may increase a child's risk of dropping out of school, unemployment and incarceration.

## ***Definition of Absent and Tardy:***

**Absent** – The student is not physically present in school for at least half of the school day except if the student is on an authorized school activity. The student will be considered absent if they leave before 11:00 a.m. The absence may be excused depending on the reason and with principal's approval. If the student arrives after 11:00 a.m., the student will be considered absent. Student's absence may be considered excused depending on the reason and with Principal's approval.

**Tardy** – The student reports to school or class after the starting time designated by the school. Pauoa's school day begins at 7:55 a.m. Student arriving to school after 8:00 a.m. should report to the school office.

A student's absence(s)/tardies may be excused in the following situations:

- Doctor's/Dentist's Note - Dates of care should be documented. If a student is tardy due to a doctor/dentist appointment, a note is required.
- Parent/Guardian Notification (note/call) – The following situations may be excused: family funerals, emergency, or if the student was sick but didn't go to the doctor. Parents/Guardians reporting an absence by phone should be called in to the office (587-4500) by 9:00 a.m. for each absent day. After



3 consecutive absences, a doctor's note should be provided (within 48 hours) otherwise absences will be considered unexcused. When a student has 10 unexcused absences, a doctor's note will be required otherwise subsequent absences will be considered unexcused.

- Chronic Medical Condition – Absences for this will only be excused with a note from the doctor explaining the condition and the days that the student will be absent from school. After 3 consecutive absences, a doctor's note will be required.
- Health Concerns that occur during the school day – Incidents (ukus, vomiting, diarrhea, bowel/urinary accidents or other illnesses) that may be cause for the student's release from school will be considered an excused absence.
- Out of school suspension
- Family Court Hearing and Hearings involving foster children – If court note is provided, absent(s) will be excused.
- Trips/Vacations will be marked as unexcused unless it is due to a family emergency (i.e. funeral, etc.). A student will be released from enrollment if the trip is longer than 10 consecutive school days. For that school year, two attendance dates must be reflected (exit date and re-entry date).
- Special circumstances approved by the school principal.

A student's absence(s)/tardies will not be excused for the following situations:

- Traffic
- overslept
- car trouble
- lack of transportation
- lack of childcare
- refusal to attend school,
- eating breakfast
- bad weather
- walking to school
- babysitting
- caring for family member
- entertaining visitors
- cleaning for home inspections
- camping
- sports competitions
- special parties/celebrations

### **Early Dismissal**

If you need to take your child out of school prior to the end of the school day, parents/guardians need to:

1. Call or send a note to school explaining the reason.
2. Pick up your child from the front office.
3. Sign release (only by authorized persons).

A child will not be excused on his/her word alone or be permitted to leave the school unescorted by a parent/guardian.

A student who departs from school before 11:00 a.m. will be considered absent. A written note should be provided within 48 hours and may excuse the date(s) of early departure depending on the reason student left school early and with principal's approval.

### **Homework Request/Pick-up**

A parent/guardian may request homework after the student has missed 3 days of school. Please contact the office (587-4500) by 9:00 a.m. when requesting homework.

### **School Attendance Procedures**

When a student has 3 absences – Parent(s) will be contacted by the teacher.

When a student has 5 absences – Parent(s) will be contacted by teacher and receive a letter from the school counselor informing them of subsequent consequences should attendance issues continue.

At 10 absences – Parents will be contacted by the school counselor to schedule a meeting that may involve the teacher, school counselor, school social worker and principal.

At 15 absences – The student will need to bring in a doctor's note for subsequent absences. Parents(s) will be contacted by the school counselor to schedule a school meeting. An intervention plan agreed upon by parents and school staff will be created to address attendance issues. Follow up meeting(s) will be scheduled to monitor effectiveness of the intervention plan.

**At the discretion of the school, if after all attempts has failed and attendance issues persist, a family court petition will be filed.**