



91-750 Fort Weaver Road
Ewa Beach, Hawaii 96706
(808) 307-2000

PARENT

HANDBOOK

OUR CORE VALUES

"I take care of myself, I take care of others, and I take care of this place."

OUR VISION

ENGAGE . . . EMPOWER . . . ENLIGHTEN

OUR MISSION

STRIVE

August 2020

Available online to access electronic links: <http://www.pohakea.k12.hi.us/>



STATE OF HAWAII
DEPARTMENT OF EDUCATION – LEEWARD DISTRICT
OFFICE OF THE DISTRICT SUPERINTENDENT
601 KAMOKILA BOULEVARD, ROOM 588
KAPOLEI, HAWAII 96707

August 3, 2020

Aloha Parents & Guardians,

First off, mahalo for your resilience and understanding as we navigate the impact of the COVID-19 pandemic. We understand your concerns about your child's education, and you're wondering about what our new educational system will look like this year.

Schools are scheduled to open on August 17, 2020. The model of public education may look different from school to school, and from classroom to classroom. What will be consistent across all school models, is the assurance of everyone's safety. In order to implement proper social distancing, most of our schools are not able to face-to-face instruction to all students all day everyday. Most of our schools will be doing a blended or hybrid model, alternating days of face-to-face instruction and distance learning. Regardless of the different models, all students will be provided instruction, assessments, report cards, and credit hours. As you well know, these are unprecedented times. Every principal and their school teams have worked tirelessly over the summer to design a model that adheres to the requirements in the June 18, 2020 Board of Education Resolution. I reviewed and approved each model and submitted for final approval from the Superintendent's office.

Please continue to regularly check your school's website for updates. Mahalo for working together with us to provide the best possible education for your child.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean S. Tajima".

Sean S. Tajima
Campbell-Kapolei Complex Area Superintendent



STATE OF HAWAII
DEPARTMENT OF EDUCATION
Pohakea Elementary School
91-750 Fort Weaver Road
EWA BEACH, HAWAII 96706
Ph: (808) 307-2000 Fax: (808) 689-1293

August 4, 2020

Dear Parents and Guardians of our Pohakea Students,

COVID-19 is the cause for these unprecedented times that the world is currently struggling with and education is not excluded from the uncertainty as we work through this dilemma together. I know your child(ren) are your most precious and prized possession and we will continue to do what's best for them under these dire circumstances.

This school year, we are charged with a unique challenge that has not been easy and will continue to be difficult moving forward. The challenge is to deliver the best instruction in this new learning environment while in compliance with all the safety COVID-19 guidelines. To ensure safety for everyone on campus, we are accommodating no more than half the students enrolled to be on campus on any one day to engage in face-to-face learning with their teacher.

I know my decisions may not meet the needs of everyone's situation; however, keep in mind that there are many parts and pieces that need to be considered as I make safe educational decisions within my control. I am regretfully aware that school schedules may affect a family's livelihood. Our goal has been to provide our families with a choice of instructional delivery options that addresses each family's situation while ensuring your child is receiving the best education possible under current dire circumstances.

Thank you for your understanding and flexibility as we continue to build new knowledge in delivering effective instruction in this new learning environment. This is new and unexpected for our teachers and we're learning to deliver instruction in shorter segments face-to-face (FTF), virtually, and online as well.

Please refer to the document, ***Return to Campus Plan*** as a result of COVID-19 on our Pohakea website @ www.pohakea.k12.hi.us.

Sincerely,

Judith Wong,
Principal

The Hawaii State of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows: ADA/Section 504 inquiries: Krysti Sukita, ADA/504 Specialist, Civil Rights Compliance Office, Hawaii State Department of Education, PO Box 2360, Honolulu, Hawaii, (808) 586-3322 or relay, crco@notes.k12.hi.us. Title VI, Title IX, and other inquiries: Anne Marie Puglisi, Director, Civil Rights Compliance Office Hawaii State Department of Education, PO Box 2360, Honolulu, Hawaii, (808) 586-3322 or relay, crco@notes.k12.hi.us. (3/16/18 CRCO).

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POHAKEA ELEMENTARY SCHOOL

Founded in 1962, Pohakea Elementary School originally opened on the James Campbell High School (JCHS) campus. The current campus was officially dedicated on April 2, 1964.

Former and beloved Senator Daniel Akaka was Pohakea's first principal, who gave the school the name, "Pohakea", which Senator Akaka's vision was to provide "enlightenment" to all students who came to this school. Pohakea is located on Fort Weaver Road in Ewa Beach, adjacent to Ilima Intermediate and James Campbell High School. Also adjacent to the school is the Ewa Beach Public Library.

Pohakea's School Community Council was established in the spring of 2006 and will be an integral part of implementing the school's vision.

Our CORE VALUES

The 3 Take Cares

"I take care of myself, I take care of others, and I take care of this place."

Our VISION

Engage...Empower...Enlighten

Our MISSION

Students FIRST

Take care of Ourselves, Others, and this Place

Reach beyond what we think is possible

Inspire innovation and critical thinking

Value and embrace learning as we **STRIVE** toward. . .

Engagement, Empowerment, and Enlightenment; our VISION

Our BELIEFS

- ❖ Learning should be purposeful and connected to real life.
- ❖ Teachers, administrators, parents, students and the community share the responsibility for advancing the school's mission.
- ❖ Students will be respectful, independent life-long learners.
- ❖ Proper implementation of curriculum, instruction, and assessment will provide opportunities to meet or exceed standards.
- ❖ Problem solving skills are critical to a student's success.

GENERAL LEARNER OUTCOMES (GLOs)

General Learner Outcomes (GLOs) are observable behaviors and/or evidence that a student has achieved a standards-based education. GLOs apply to all students in all grade levels. They are fostered in daily classroom activities throughout every school day. Student progress on the six GLOs will be reported on the standard-based report card. All adults are expected to model these valued behaviors as members of the school community and/or employees of this learning organization.

- **Self-Directed Learner** (Be responsible for one's own learning)
- **Community Contributor** (It is essential for human beings to work well together)
- **Complex Thinker** (Demonstrate critical thinking and problem solving)
- **Quality Producer** (Recognize and produce quality performance and quality products)
- **Effective Communicator** (Communicate effectively in a variety of ways)
- **Effective and Ethical User of Technology** (Use a variety of technologies effectively & ethically)

Nā Hopena A'ō Statements (HĀ: BREATH)



For more information, please visit:

<https://www.hawaiipublicschools.org/DOE%20Forms/NaHopenaAoE3.pdf>

TITLE I

Pohakea is a Title I School

WHAT IS TITLE I?

Title I of the Elementary and Secondary Education Act provides financial assistance to state and local educational agencies to meet the needs of educationally deprived, at-risk children. The goal of Title I is to provide instructional services and activities, which support students in meeting the state's challenging performance standards.

WHAT WILL TITLE I DO FOR MY CHILD?

The Title I program will provide your child with extra educational assistance beyond the regular classroom.

WHICH SCHOOLS DOES TITLE I SERVE?

The program serves children in elementary and secondary schools who have demonstrated that extra assistance is needed.

TITLE I PROGRAMS GENERALLY OFFER:

- Smaller classes or special instructional spaces.
- Additional teachers and aides.
- Opportunities for professional development for school staff.
- Extra time for teaching Title I students the skills they need.
- A variety of supplementary teaching methods.
- An individualized program for students.
- Additional teaching materials, which supplement students' regular instruction.

HOW DO SCHOOLS RECEIVE TITLE I FUNDS?

The federal government provides funding to each state. State educational agencies send this money to school districts. How much money each school receives is determined by the number of low-income students attending the school.

Title I schools:

- Identify the students at their school who need the most educational assistance based on the criteria that school has chosen. Students do NOT have to be from low-income families to receive Title I services.
- Set goals for improving the skills of educationally disadvantaged students at their school.
- Measure student progress to determine the success of the Title I program for each student.
- Develop programs for each individual student in order to support/supplement regular classroom instruction.



STATE OF HAWAII
DEPARTMENT OF EDUCATION
Pohakea Elementary School
91-750 Fort Weaver Road
EWA BEACH, HAWAII 96706
Ph: (808) 307-2000 Fax: (808) 689-1293

August 4, 2020

Dear Parents / Guardians:

Here at Pohakea Elementary, we are very proud of our teachers and feel they are ready for the coming year and are prepared to provide every child a high-quality education. As a Title I school, we must meet federal regulation related to teacher qualifications. This regulation gives you access to your child's teacher's training and credentials. We are obliged to provide this information to you upon your request. At any time, you may ask:

- Whether the teacher met licensing criteria and has earned the designation of Highly Qualified for the grade levels and subjects areas in which he/she teaches.
- Whether the teacher is teaching under emergency or provisional status through which State qualifications or licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping every child develop the academic knowledge and critical thinking he/she needs to be college and career ready. That commitment includes making sure that our teachers and professionals continuously work towards becoming more effective.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at (808) 307-2000.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mrs. Judith Wong".

Mrs. Judith Wong
Principal

SCHOOL and OFFICE HOURS

Phone: (808) 307-2000

STUDENTS:

Warning Bell	7:43 a.m.
School Start Time	7:45 a.m.
Tardy - arrival after school starts	7:45 a.m.
Morning Recess	10:00 a.m.
Recess Ends & Instruction Resumes	10:15 a.m.
Lunch & Recess (30 minutes each grade-Staggered)	10:45 a.m.
Dismissal (M, T, Wed, Th)	1:00 p.m.
Cyber Friday (no students on campus)	1:00 p.m.

OFFICE HOURS 7:30 a.m. – 4:00 p.m.

Office Hours for STUDENT REGISTRATION 9:00 a.m. – 3:00 p.m.

KINDERGARTEN AND NEW HIDOE STUDENT REGISTRATION

The following information and/or documents are required for children enrolling in a Hawaii Public School for the first time:

1. A birth certificate or passport.
2. Hawaii School Attendance Law requires all children entering any school in the state for the first time to show proof of the following:
 - a. TB clearance (PPD) with results completed within 1 year of entry.
 - b. A completed health record authenticating that a physical examination was completed within a year (prior to school entrance), including all immunization requirements.
 - c. If your child is exempt from any health requirement for medical or religious reasons, a signed notification by a legitimate authorized official is required.
3. Verification of Residency: Deed, Rental/Lease Agreement, Cable, or a utility bill reflecting your name. If living with friends, or relatives a notarized letter from homeowner to acknowledge living arrangements in addition to homeowner's proof of residency. Only original documents will be accepted. (Appropriate copies will be made and the originals will be returned to you.)
4. Release packet (If transferring from another HIDOE school)

IMPORTANT: Please be sure to meet all health requirements to prevent your child from being excluded from school. The health requirements must be met within a 90-day period to ensure all attending students are kept safe and well.

STUDENT TRANSFERS TO ANOTHER SCHOOL

If your family is moving outside of Pohakea's geographical area, please notify the school office and complete the [Notification of Student Withdrawal / Transfer](#) and the [McKinney-Vento Homeless Assistance Act](#) forms (available in the office or via links in online Parent Handbook: <http://www.pohakea.k12.hi.us>.) Please submit both forms to the office **at least 3 days before your child's last day of school.**

STUDENT ABSENCES

A child is at a disadvantage when absent; unable to fully access that day's learning.

School attendance is mandatory under Hawaii Revised Statutes Sec.289-9, 12-13. "Absent" means that the student is not physically present in school. **Thus, It is the responsibility of our parents/guardians** to ensure their child(ren) attends school **daily and on time.**

A system phone message will automatically be made whenever your child is absent regardless if you have informed the school.

Regardless of the reason, a child is still considered absent. A child who accumulates 15 or more absences in a school year is considered ***chronically absent***. The school may file an **educational neglect petition with the Hawaii State Family Court.**

Parents shall notify the school office @ 307-2000, when a child is absent from school. Upon returning to school, a written explanation signed by parent/guardian shall be given to the teacher. [A doctor's note is required for extended absences.] As much as we want all children learning in school daily, do ***take care*** of your child **at home** if he or she is ill and unable to focus and engage in rigorous school work.

Regarding homework, please refer to the **HOMEWORK** section of this handbook on page 17.

STUDENT LATE ARRIVAL - TARDINESS

- A child arriving after 7:45 a.m. will be considered and marked ***tardy***. Students **arriving after 7:45 a.m. shall report directly to their classroom.**
- Please send a note if you are sending your child to school late indicating the reason for being tardy.

If a child is chronically tardy, the school may file an **educational neglect petition with the State Family Court.** [A student is marked absent if not on campus or engaged in a school approved activity by 11:00 a.m.]

EARLY RELEASE REQUESTS

- Parents who need to have their child released before school ends shall inform the office in writing or phone call at least 30 minutes in advance prior to pick-up, to coordinate with the classroom teacher.
- Contact the office in advance if pick-up time is delayed. If a child is NOT picked-up within 10 minutes of requested pick-up time, the child will return to his/her classroom to maximize learning time.
- The parent or authorized adult shall report to the office to obtain an “Official Student Pass” and sign the early release log at the office. The child will be sent to the office at time indicated for early release.
- Students will be released to adults listed on the emergency card for safety reasons. [Please keep the emergency card information current and accurate.] **[Emergency Card** Reminder: All persons, 18 years of age or older, authorized to pick up your child are to be noted on your child’s emergency card; proper identification will be required. Update any changes of phone numbers or addresses with the school office immediately. Correct numbers are critical during emergencies and situations requiring student pick-up by another person.]
- To maximize your child’s learning time, please schedule appointments outside of the school day. Chronic early releases will be reviewed by an administrator.

STUDENT HEALTH SERVICES

OUR SCHOOL HEALTH AIDE (SHA)

Pohakea has a school health aide (SHA), who is not a registered nurse. The SHA provides basic care for your child when he/she becomes ill or is injured in school. The SHA informs and/or notifies parents through a note or phone call. If a parent is unable to come in person to pick up their child if the situation calls for pick-up, an authorized family member or friend will be contacted. The SHA will inform parents of health requirements and of health room visits, injuries, head checks and possible exclusions when appropriate.

EMERGENCY CARD

All persons (18 years of age or older) authorized to pick up your child shall be noted on your child’s emergency card; proper identification will be required. Emergency cards should be completed (front and back) as soon as possible. Update any changes of phone numbers or addresses with the school office **immediately**. Correct contact numbers are critical during emergencies.

NOTE: Students will be released to authorized people on the emergency card with proper identification; must be 18 years or older.

MEDICATION

Children who need daily medication administered in school at a specific time may take medication under special conditions. Please discuss the procedures and requirements with Pohakea's school health aide (SHA).

(Teachers and other staff are not authorized to administer any medications to students.)

IMPORTANT HEALTH REMINDER

Please be sure to meet all health requirements to prevent your child from being excluded from school. The health requirements must be met within a 90-day period to ensure all attending students are kept safe and well.

MEAL PROGRAM

eTrition

The Hawaii Dept. of Education is using a point-of-service system called eTrition. All students are assigned a **Personal Identification Number (PIN)**; in which meal accounts are created using this PIN number. Parents or students can make CASH deposits into their accounts for meal purchases in the office. As a meal is purchased, the system will deduct the appropriate charge from their account balance. **It is the responsibility of each parent to ensure a positive balance in their child(ren)'s meal account.**

Onsite Pre-Payment CASH DEPOSIT Procedures

Meal Payment Envelopes are accessible on the counter in the office foyer. Write legibly and fill-in **ALL information** on the envelope. Missing information may delay your cash deposit. Place your cash payment in the envelope and **seal it**. CASH payments deposited into the **Meal Payment Box** in the office by 9:00 a.m. will be accessible the same school day. Payments made after 9:00 will be available the next school day.

Important NOTE: KEEP A POSITIVE BALANCE IN YOUR CHILD'S ACCOUNT.

As a courtesy, reminders will be sent home with your child when the account balance is low. **NOTE: Meal Prices are subject to CHANGE at any time.**

Breakfast Cost:

Regular:	\$1.10
Reduced:	\$.30
Milk Only:	\$.75
2 nd Breakfast	\$2.40

Service Time 7:05 - 7:35 a.m.

Lunch Cost:

Regular:	\$2.50
Reduced:	\$.40
Milk Only:	\$.75
2 nd Lunch:	\$5.50

Service Time 10:30 - 12:15 p.m.

As a Title I school, **ONLY** students are permitted to eat in the cafeteria due to federal grant food service policy. **NOTE: Students require their school I.D. to be served a school lunch** (see pg. 21).

FREE and REDUCED MEAL APPLICATIONS

An application is enclosed in your information packet (provided at the start of the school year), or apply online at EZMealAPP via the online Parent Handbook link on Pohakea's website: <http://www.pohakea.k12.hi.us>. Applications must be submitted every school year.

After a completed application is submitted, HIDOE's School Food Service Branch makes a determination whether the student qualifies for free or reduced priced meals. A letter will be sent home with the student, notifying the parent of their child's status and the effective date. Until you receive a written notice, meals will be charged as full price.

Therefore, it is important to submit your application as soon as possible. Online payments can be made on ezschoolpay (via the Parent Handbook on Pohakea's website) with a small fee.

Students who received free or reduced meals last school year will keep their status for the first 30 days of school. A new application is required and must be submitted by **THURSDAY, SEPTEMBER 18, 2020** or meals will be charged at full price.

MEAL ACCOUNT REFUNDS

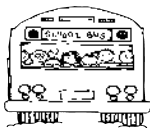
Accounts will be closed and remaining balances will be refunded when your child withdraws from the Hawaii Department of Education.

NEGATIVE BALANCES

Notification will be sent home with your child when a negative balance is incurred on your child's meal account. Negative balances shall be paid by the next school day.



- Families who are **new or did not qualify for FREE or REDUCED meals last school year**, can apply again this school year. Should you qualify, you will receive the FREE or REDUCED meal cost benefits upon notification of your qualifying status. So don't delay, APPLY NOW!
- Families **who qualified for FREE or REDUCED status in SY 2020-21**: Complete and **SUBMIT your meal application no later than THURSDAY, SEPTEMBER 18, 2020** to ensure you meet the deadline to possibly qualify for free or reduced meals for this school year. Your SY 20-21 meal status will continue up until September 17th; your child(ren) will be charged regular meal prices effective September 18, 2020 if applications are not processed and eligible.



SCHOOL BUS TRANSPORTATION

School bus services are available for students who live one mile or more from Pohakea. Please contact the school office for more information.

This year's School Bus Transportation application is available at our front office.

TRAFFIC SAFETY & COURTESY BEFORE and AFTER SCHOOL

SAFETY TO and FROM SCHOOL [Pedestrians and Vehicles]

- Increased pedestrian and vehicular traffic occurs **BEFORE** and **AFTER** school causing potential safety issues for our students & families. Thank you for ***taking care of your child and others*** by. . .
 - Being **PATIENT** and following the directions from school personnel to ensure added safety precautions during these times.
 - **SLOWING down** on Ft. Weaver and especially in our parking lot where more pedestrians are moving through the parking lot to get onto campus.
- To ensure smoother traffic flow before school begins, **DO NOT** park in the drop-off areas in front of the office.
 - Prepare your child(ren) to **QUICKLY** exit the car to the right side to ensure safety and to prevent further congestion.
- Please observe the handicap parking signs. Only vehicles with a handicap parking permit are allowed to use these stalls.
- **AFTER SCHOOL:** Students shall leave campus upon school dismissal. Loitering on campus after school ends is prohibited. Ref: Ch. 708-813 & 814 HRS [Discuss with your child(ren) where to go upon dismissal.] **NO** supervision is provided.

BICYCLE SAFETY

Make sure your child(ren) knows the bicycle safety rules before allowing them to ride their bikes to school.

- **Per state law H.B. NO 1763 H.D. Chapter 291C**, *"No person under sixteen years of age shall operate a bicycle on public thoroughfares unless wearing a properly fitted helmet."*
- Once students reach Pohakea campus grounds, they shall **WALK** their bicycles to the bike rack (fronting "A" building). All bicycles should be properly secured to the bike rack with a lock. There is no supervision on campus before and after school. Therefore, damaged and/or stolen bikes will not be the responsibility of the school.

FAMILY and SCHOOL PARTNERSHIPS TO SUPPORT STUDENT SUCCESS

Responsibilities of Staff, School, Students and Parents

Please refer to pages 29-30 of this handbook to review the Hawaii State Board of Education, POLICY 101-14, FAMILY AND COMMUNITY ENGAGEMENT/PARTNERSHIP

The School Will:

- Establish and maintain open lines of communication between home, school, teacher, and parent/guardian.
- Provide parents with timely information regarding their child's progress towards meeting academic standards.

Teachers Will Provide:

- Educational programs based on national, state and local curricular guidelines and based on the potential of each student.
- Every student with a positive learning environment that is safe and caring.
- Opportunities for every student to be successful by taking risks and learning from their mistakes.
- A positive climate that allows students to participate in appropriate decision making and critical thinking while being accountable for their choices.

Students Will:

- Attend school daily and on time.
- Complete all assigned work to the best of their ability.
- Be prepared with the appropriate school supplies and a good night's sleep.
- Follow school and classroom rules and expectations.
- Become involved in the various co-curricular and extra curricular opportunities.
- Strive to do their very best each and every day.

Parent(s) Will:

- Establish and maintain open lines of communication with their child and their child's teacher and school. (More details provided in "Support Your Child", page 16)
- Ensure their child attends school daily and on time. (More details provided on pages 10-11)
- Promote high expectations and empower your child to do their best work.
- Provide a consistent time and a quiet place in the home for daily homework completion. Show interest and check their work. (See homework policy on page 18)
- Attend Parent-Teacher conferences.
- Volunteer to support school events when possible. (More options provided on page 17)

WAYS TO SUPPORT YOUR CHILD TO ACHIEVE SUCCESS

1. Sign up and check Class Dojo; it serves as the ***communication vehicle between home and school.***
2. Check your child's Communication Tablet (CT) or School Planner daily (Planners provided by Pohakea) Write positive / constructive messages to your child. Provide guidance to complete homework assignments.
3. Model Pohakea's **Core Values**, ***I take care of myself, I take care of others, and I take care of this place.*** [Model self-respect and demonstrate respect for the rights, feelings, and property of others.]
4. Remember, no two children are alike. ***Avoid comparing your child with other children. Emphasize your child's individual strengths*** and help him/her develop in the areas of need.
5. Ask questions and discuss school activities and events with your child(ren). It is important that you show interest and speak positively and supportively about school. Participate together as a family in school activities. Possible questions for you to consider over time:
 - ***What did you learn today? How might you show you've learned this?***
 - ***What learning challenged you today? What was one way you attempted to resolve it?***
 - ***What feedback did you get from your teacher or classmate today and how did you use that feedback?***
 - ***What mistakes are you aware you made and what did you learn as a result?***
 - ***Did you make progress in your learning today? How do you know?***

HOMEWORK POLICY AND PRACTICE

Homework can be beneficial to students by providing them an opportunity to practice new skills, work on differentiated assignments based on individual student needs, and to develop competency skills and study habits, to name a few.

Meaningful homework provides a bridge between home and school and allows parents an opportunity to know what skills their child is working on. Homework enables parents to engage with their child and actively support their child's academic development and as well as to strengthen their child's awareness to be more self-directed, all in a POSITIVE way. It's never a good idea for a parent to actually "do" their child's homework, particularly if we want the student to be the primary learner and for the teacher to determine what the child is able to do; not what the parent can do. Discuss with the teacher for what is appropriate support.

Students may be given homework daily in various areas based upon the student's needs and classroom instruction. Homework may include completing work started in class, independent projects and research, etc.

Help support your child with completing their homework:

1. Be pleasant and encouraging as possible! Tell your child, "You can do this!"
2. Provide a quiet, well lit area for study.
3. Have appropriate materials on hand such as pencils, dictionary, paper, etc.
4. Create a routine study time; no electronics or TV; allow a break if appropriate.
5. Required DAILY. Read to your child or listen to your child read aloud daily each week.

If your child is absent, your child's teacher will contact you if there is work to be completed through Class Dojo. Your child can check Google Classroom for the day's assignments.

Be aware and mindful that it may be unreasonable to expect your child to do work based on what he or she missed in class. Ideally, we want your child to attend school daily and be on time. [Effective homework provides your child the opportunity to practice skills he or she needs to work on. A child is NOT ABLE to make up a full school day of learning, in which he/she has missed the instruction and collaboration in the classroom.

PARENT COMMUNICATION & INVOLVEMENT OPPORTUNITIES

FUNDRAISERS

Fundraisers will be temporarily suspended for SY 2020-2021 and will be reevaluated at a later time. Our students depend on various fundraisers held by the school and various grade levels. Please support our students through these fundraisers as appropriate.

School wide fundraisers help to provide teachers and students additional funding for instructional and impactful experiences that support learning for deeper understanding. (ei.: each child is provided additional funds to subsidize one field trip connected to a study.)

Individual grade levels may have a fundraiser to help pay for materials (ie.: student service group t-shirts, etc.)

PARENT & TEACHER CONFERENCES

For the 1st quarter report card reporting, scheduled Parent – Teacher (and possibly student) Conferences (PTC) are held VIRTUALLY at the end of October. During this time students have early dismissal to accommodate PTCs. Parents are expected to schedule and attend these conferences to support student growth and success. However, parents and teachers may schedule a PT conference at any time during the year, as needed.

PARENTS, SCHOOL PARTNERS

Parents are encouraged to participate as school volunteers, tutors, etc. and work together with teachers as partners in their child's education. If you are interested in volunteering at our school, please contact our office at 307-2000 or sign-up on our website: <http://www.pohakea.k12.hi.us>. Due to COVID-19 we are suspending face to face volunteer opportunities.

POHAKEA's WEBSITE

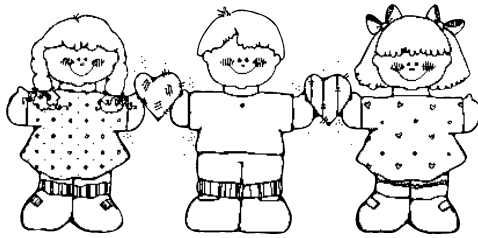
Pohakea's website contains continuously updated information on various school information and happenings. Please access our website for important dates, news, and school information at <http://www.pohakea.k12.hi.us>

REPORT CARDS

Report cards are issued four times during the school year to inform you of your child's quarterly academic progress and performance of the General Learner Outcomes (GLOs).

SCHOOL COMMUNITY COUNCIL (SCC)

School Community Councils are forums for exchanging ideas about how to improve student achievement amongst the schools' principals, teachers, school staff, parents, students, and community members. When families are collaborative and involved in their children's school, including decision making, positive relationships and actions emerge. Inquire with the front office if you're interested. We welcome your virtual attendance at Pohakea's quarterly SCC meetings after school. Notifications of these meetings are communicated on our website & marquee.



STUDENT RESPONSIBILITIES & EXPECTATIONS

Grounded by our core values, ***The 3 Take Cares***, help to establish a safe, nurturing learning environment. School and classroom rules establish appropriate behavior and are essential for learning. Students feel more secure when they know what the rules are and what the possible consequences will be for infractions of rules. Our ultimate goal is for our students to be self-disciplined. Parent support and cooperation is vital to help students achieve success in reaching this goal.

PRACTICES AND RULES FOR ALL STUDENTS TO FOLLOW

- Comply with DOE Chapter 19 Guidelines (included in parents' initial school packet)
- Wear school uniform DAILY
- Wear student ID card (required for meal purchases, etc.)
- Once a student arrives on campus, he/she shall remain on campus for the remainder of the school day (unless parent/guardian requests an early release student pass from office)
- Keep contraband items at home (weapons/weapon like tools, laser pens/pointers, etc.)
- Keep electronics or toys at home (games, CD players, MP3 players, etc.)
 - Items brought to school require permission from teacher/admin. ahead of time; should not disrupt student learning.
- Cell phones **shall be turned off during school hours**. Cell phones shall not be seen or heard during school hours.
 - Use cell phones outside of the instructional day to contact parent, etc.; NO SOCIAL MEDIA or games while ON CAMPUS.
 - Cells will be confiscated for non-compliance; parent will be required to pick it up.
- Be where you're supposed to be during instructional time [NO loitering/playing]
- Use appropriate language on campus [NO derogatory, disrespectful language]
- Ride bikes, skateboards, scooters, heelys, etc. OFF campus; [Use to school & home]
- Playground equipment are off-limits (no adult supervision) before, after school, etc.
- Keep school grounds clean; pick up rubbish and dispose properly
- Walk on sidewalks and lanai areas.....NO RUNNING
- No gum chewing in school
- **NEW: Students shall consume healthy snacks based on the HDOE Wellness Guidelines.**
- EXIT campus upon school dismissal [NO loitering/playing anywhere on campus, etc.]

NOTE: The school will not be liable for any damage and/or theft incurred on contraband items, electronics/toys, or cell phones, etc.

POHAKEA UNIFORM POLICY

"I Take Care of Myself"

Students are required to wear the mandatory school uniform and provided student identification card (ID) daily.

Good grooming (cleanliness and neatness) is expected at all times.

The Pohakea uniform consists of the following:

- ☑ Pohakea T-shirt Uniform from
The Custom Company,
98-027 Hekaha Street #1
Aiea, HI 96701 ph: (808)799-8191
Or order online at www.uniformsbytcc.com
- ☑ T-shirts shall not extend below the shorts; otherwise, must be tucked in.
- ☑ T-shirts may not be written on, cut, or altered in any way.
- ☑ Footwear must be worn at all times.
- ☑ Student identification card (ID) must be worn daily.

Attire Not Permitted:

- ☒ Clothing or hats with language/pictures that are offensive or endorse illegal activities, gang association, bandanas, etc.
- ☒ Baseball caps, hoodies on jackets, or other hats are not to be worn indoors.
- ☒ School administration will have final decision regarding what constitutes as inappropriate attire.

PROTOCOL for NON-COMPLIANCE of STUDENT UNIFORM

To ensure equity amongst all students, ALL students are expected to wear a Pohakea t-shirt. Teachers will send students to the office who are not in "uniform" as soon as possible. Parents will be contacted to bring footwear in the event a student doesn't have footwear.

PARENTS: Please ensure your child is wearing a clean Pohakea t-shirt DAILY. For the 2020-21 school year, students will NOT be allowed to "borrow" a Pohakea t-shirt.

TAKING CARE” OF SCHOOL PROPERTY

“We appreciate and take care of things”.

CARING for TECHNOLOGY

[Access to technology is a necessity for today’s students. Students must learn to use technology responsibly; as well as, to access credible, reliable, and appropriate information necessary to learn, think critically and to solve everyday problems.]

At Pohakea, we believe that every child shall have access to technology and therefore, we have purchased computer devices for every child to use in school. A multi-year budget plan was created to ensure equipment is replaced over time so students have access to current and adequate technology.

When a student damages a device while in their care that is provided for his/her learning, it costs money to repair or replace. Therefore, if your child damages a device (chrome book, iPad, etc.), intentionally or due to carelessness and is not being responsible, a justifiable charge shall be applied to parent/guardian to repair or replace the damaged device. The amount will be based on factors such as age of the device, repair cost, etc., which will be determined by the school.

What do you need help with?	Who to contact	Contact Information
<ul style="list-style-type: none"> - Connectivity-related issues (e.g. network and wifi connectivity), - Access and security issues - Device support (e.g. devices, applications, software updates) - General IT support 	'Ohana Help Desk	(808) 643-DESK (3375) <ul style="list-style-type: none"> • Monday - Friday from 7 a.m. to 8 p.m. • Sundays from 4 to 8 p.m. • Closed on state holidays. Online 24/7 at ohanahelpdesk.org for self-service support and information.
- Questions specifically related to equipment borrowed from Pohakea Elementary School	Pohakea’s Technology Coordinator (Mrs.Canada)	Pohakea Parent Tech Help Request Form (https://forms.gle/Pt4Rqv87Vdct5UURA)
<ul style="list-style-type: none"> - Username and password information - Where to find assignments, how to turn in assignments, etc - Curriculum - Questions about the class website ..And any other questions related to the classroom	Your child’s teacher	Your child’s teacher will give you their office hours

STUDENT IDENTIFICATION (ID) CARD POLICY

All students are provided their first ID card at NO CHARGE (cost to Pohakea) that shall be worn during the school day. Specific services and purchases such as borrowing books and paying for meals are electronically processed with the ID barcode. The ID shall be worn for campus safety as well and must be visible when on campus.

LOST or STOLEN IDs:

Students whose ID cards are lost or stolen will be charged as follows, per academic year:

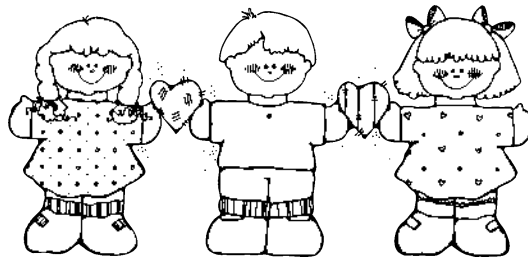
- \$5 for the 1st and 2nd time replacement;
- \$10 for the 3rd time replacement and any additional replacements.

DAMAGED IDs:

There is no charge for unintentionally damaged cards; however, the damaged card must be returned to the office. The damaged card is required to verify the type of damage and for security purposes. If damaged card is not returned, the card will be considered lost and subject to lost card charges.

Over time, normal wear and tear is expected and cards may need to be replaced at no cost; however, the following are examples that shall be avoided; in which, a replacement cost will be applied for lack of responsible care. Please take care of your card by not (intentionally and/or accidentally):

- Damage the card by altering it by placing a hole/slot in the card, marking it up, etc.;
- Expose to extreme heat (sunlight) for example clothes dryers or irons, etc.;
- Crimp, bend, or twist card; etc.



FOLLOW the 3 TAKE CARES

“Take Care of MYSELF, OTHERS, and This PLACE”

<i>I Take Care of MYSELF</i>	<i>I Take Care of OTHERS</i>	<i>I Take Care of THIS PLACE & Things</i>
<ul style="list-style-type: none"> ● WALK directly to your designated recess area; remain in assigned supervised areas [NO loitering in “off limits” areas [ie.: office, LC, etc.] ● LISTEN to learn and stay safe. ● Use the bathroom quickly & appropriately [playing, loitering is prohibited] ● FREEZE immediately when recess is over [upon morning bell or lunch whistle] ● WALK safely to the designated line-up area upon whistle signal & wait quietly for teacher/adult. ● Keep my personal belongings at home [ie.: personal balls, toys, etc.] ● WASH my hands for 20 seconds 	<ul style="list-style-type: none"> ● Wear a mask to protect others. ● STAY at least 6 feet away from others (when possible). ● STAY HOME when I am sick. ● KEEP hands & body parts to self ● DEMONSTRATE RESPECT to others 	<ul style="list-style-type: none"> ● Leave dirt, rocks, and other objects alone ● Put rubbish in designated trash receptacles ● Clean up after myself

SUMMARY OF HIOE SCHOOL OFFENSES AND DISCIPLINARY ACTIONS

<p align="center">TYPES OF MISCONDUCT (Based on Chapter 19)</p>	<p align="center">POSSIBLE, but not limited to DISCIPLINARY ACTIONS</p>
<p><u>Class A Offense: unlawful conduct</u></p> <ul style="list-style-type: none"> ➤ Assault; ➤ Burglary; ➤ Possession or use of dangerous weapons, 	<p>Detention; and/or crisis suspension; and/or suspension of one to ten days; and/or suspension of eleven or more days; and/or disciplinary transfer or</p>

<ul style="list-style-type: none"> substances or instruments; ➤ Possession or use of drug paraphernalia; ➤ Extortion; ➤ Possession or use of firearms; ➤ Possession, use, or sale of illicit drugs; ➤ Murder ➤ Property damage; ➤ Robbery; ➤ Sexual offenses; or ➤ Terroristic threatening 	dismissal.
<p><u>Class B Offense: unlawful conduct</u></p> <ul style="list-style-type: none"> ➤ Disorderly conduct; ➤ Rendering of false alarm; ➤ Gambling; ➤ Harassment; ➤ Theft; or ➤ Trespassing. 	Detention; and/or Crisis suspension; and/or Suspension of one to ten days; and/or suspension of eleven or more days; and/or disciplinary transfer, or dismissal.
<p><u>Class C Offense: department-prohibited conduct:</u></p> <ul style="list-style-type: none"> ➤ Class cutting; ➤ Insubordination; ➤ Leaving campus without consent; ➤ Smoking, use of tobacco substances; ➤ Truancy; or ➤ Possession or use of laser pen/laser pointer 	Reprimand and warning; and/or parent conferences; and/or detention; and/or suspension of one to ten days.
<p><u>Class D offenses: school-prohibited conduct:</u></p> <ul style="list-style-type: none"> ➤ Possession or use of contraband; ➤ Any other conduct as may be prohibited by school rules 	Any one of the following: Confiscation, reprimand and warning; and/or parent conference; and/or detention.

PARENT PROTOCOL WHEN ADDRESSING CONCERNS

In order to promote improved and timely attention to concerns, the following protocol to resolve issues is suggested. This protocol is not intended to infringe on individual rights, it is rooted in the belief that the best solutions to parent/student concerns are ones that are agreed upon at the school level.

Step 1: Confer with the Teacher

Should a parent have a concern regarding their child in his/her classroom, the first step should be to contact the student's teacher during non-instructional time; or leave a

message for the teacher to return your call. There are occasions where the school administration may not be aware of the concern and would need to consult the teacher before continuing the conversation. Your child's teacher is best able to clarify classroom procedures and policies and possibly make appropriate adjustments if necessary.

Step 2: Confer with School Counselor

The School Counselor is another student support that a parent may approach. Often, especially if the concern is of a behavioral, emotional, or social in nature, a counselor can be counted upon for assistance and also to work with the student if appropriate.

Step 3: Confer with Principal

If a parent is not satisfied with a teacher's response or solution, the school Principal should be contacted. If the Principal is not available, the concern may be referred to the Vice Principal. If it is not an emergency, please allow prudent time for the Principal to return your call. The school Principal manages the entire school and is best able to make decisions to resolve concerns.

Step 4: Contact the Complex Area Superintendent

Should a parent not be satisfied with the school Principal's handling of the concern, the next point of contact is the Complex Area Superintendent (CAS). The CAS will consult with the Principal in the resolution process and either the CAS or the school Principal will contact the parent.

Step 5: Contact the Deputy Superintendent

Should a parent not be satisfied with the Complex Area Superintendent's action, the next level is the Deputy Superintendent's Office or State Superintendent's Office.

PARENTS / GUARDIANS REQUEST TO VISIT CHILD'S CLASSROOM

Due to COVID-19 pandemic, classroom visits are suspended for the school year 2020-2021.

THE WHOLE CHILD

Empowering Families Through the WELLNESS GUIDELINES

Hawaii Department of Education (HIDOE) WELLNESS GUIDELINES

The USDA has established practical, science-based nutrition standards for snack foods and beverages sold and/or provided to students during the school day. Pohakea would like to partner with our families and encourage everyone to provide healthier food/snacks home lunch and recess snacks.

As part of this initiative, we are asking that all snacks or foods your child brings meet several nutrient requirements as follows:

- Calorie limits:
 - Snack items: ≤ 200 calories
- Sodium limits:
 - Snack items: ≤ 200mg
- Sugar limits:
 - ≤ 35% of weight from total sugars in foods
- Fat limits:
 - Total fat: ≤ 35% of calories
 - Saturated fat: ≤ of calories
 - Trans fat: zero grams

Access the *smart snack calculator* at: <https://foodplanner.healthiergeneration.org/calculator/>

We are focused on continuing our transition to become a Wellness school this year based on the HDOE Wellness Guideline Policy. Let's avoid high sugar foods and bring only non-food items or healthy snacks. [Wellness Guidelines Checklist](#)

FRESH FRUIT AND VEGETABLE PROGRAM

- SUPPORTING THE WHOLE CHILD and WELLNESS GUIDELINES:

Research indicates that a healthier school environment can lead to greater academic achievement and healthier lives for our children. Healthy students perform better, increase attendance and demonstrate successful behaviors in class more.

In an effort to comply with the Hawaii Wellness Guidelines and to promote a healthy lifestyle (http://hawaii.gov/health/about/reports/wellness_factsheet.pdf), Pohakea will continue to participate in the ***Fresh Fruit and Vegetable Program*** again this year. Through this program, your child will have an opportunity to try a variety of healthy fresh fruit and vegetable snacks once a week during morning recess. Please encourage your child to try new healthy snacks and eliminate unhealthy snacks as we partner together to provide healthier habits for your child's future success.

Please help promote a healthy lifestyle at home by being mindful of the snacks your child brings to school, such as the contents of their home lunch, recess snack, class celebration foods, etc. [Avoid high sugar content].

AFTER SCHOOL CARE

All students must be picked up or leave Pohakea's campus upon dismissal at 1:00 p.m. NO supervision is provided.

Exception: Students who attend the A+ Afterschool Care program or enrolled in Pohakea's afterschool programs and/or activities. Parents will be called to pick up unsupervised students.

- Discuss with your child(ren) where to go upon dismissal. Be clear and monitor your child(ren)'s whereabouts if you're not able to be physically with them.
- Ref: Ch. 708-813 & 814 HRS: School Property: NO LOITERING, NO TRESPASSING

A+ After School Care Information (on Pohakea's Campus)

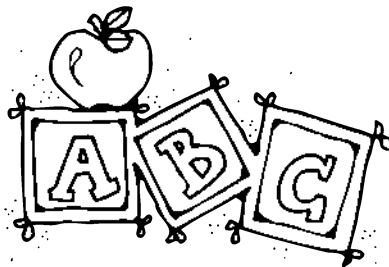
A+ is an after school program conducted by the YMCA, for students who are not able to go home right after school. Students engage in sports, art, crafts, and games and are provided homework time. Parents/guardians are required to pick their child up by a specific time. Participation requires registration by parents.

In order to participate in the A+ program students must qualify as a latchkey child. A latchkey child is defined as a child whose parents are working, are in school, or at a job training during the hours from 1:00 p.m. to 5:30 p.m. Students who are enrolled in A+ must immediately check-in with the A+ advisor when dismissed. The front office has A+ registration forms. Please contact YMCA A+ if financial assistance is needed.

More information can be found on the website [YMCA A+ After School](#).

Boys and Girls Club Hale Pono Ewa Beach

Boys and Girls Club (BGCH) is located between Ilima Intermediate and Pohakea Elementary. They offer afterschool programs in Polynesian Dancing, Judo, Homework assistance, Computer Learning and much more. Please contact BGCH directly at 689-4182.



COMPREHENSIVE STUDENT SUPPORT SYSTEM (CSSS)

Pohakea's Comprehensive Student Support System (CSSS) ensures ALL students strive to reach their greatest potential through individualized and timely interventions, services, and supports. School administrators, students, teachers, staff, families, and school communities work together to nurture partnerships. The major components of CSSS are:

- High quality instructional leadership
- Curriculum, instruction and assessment
- Comprehensive student supports continuum.

ACHIEVE3000 - SmartyAnts → KidBiz → TeenBiz

Achieve3000 is an online supplemental program that provides daily differentiated instruction for nonfiction reading and writing based on each student's Lexile reading level. Teachers can use the appropriate leveled expository texts to support other content areas such as social studies and science.

CLASSROOM INSTRUCTION

Teachers are continuously refining their instructional practices to include the application of research-based teaching strategies that result in significant student achievement, differentiating instruction to address various student needs within the classroom, and using interventions to target children's specific needs, establishing a classroom environment and culture that allow students to feel safe to explore, make mistakes and enjoy so much more learning in the process.

COMPUTER & MEDIA TECHNOLOGY

The computer and media technology lab provides the hardware and software for students to communicate their learning via video and computer productions. Students also have access to interactive boards, iPads, and chromebooks.

Students in grades 3 - 6 are provided a one-to-one device, Chromebook computer; the lower grade levels have access to Chromebooks and iPads as well. Teachers are able to integrate technology into the curricula and embed current technology skills while learning the required content common core standards.

ENGLISH LANGUAGE LEARNERS (ELL)

Additional ELL support services are provided to students of limited English proficiency. Supports include student assistance in English language skills such as listening, reading and writing.

GIFTED & TALENTED Program (GT)

Pohakea's Gifted and Talented (GT) Program is offered to students in the 5th & 6th grades. These students are expected to demonstrate their potential by performing at

high levels of achievement. The GT Program will provide qualified students an opportunity to apply their knowledge and abilities to meet the challenges of the “real” world. Students in 4th and 5th grades are eligible to apply to the program for the following year based on teacher and/or parent recommendation in February of each year. A screening assessment is scheduled and conducted and notification is sent to parents informing them if their child qualified or not.

GO Math! Math Curriculum (Grade 6)

GO Math! Though a K-8 math curriculum is only taught to our grade 6 students. GO Math! offers an engaging and interactive approach to covering the math common core state standards (CCSS). It has both a digital option and/or a Write-in Student Edition that ensures students have access to content at appropriate levels of depth and rigor.

GUIDANCE / COUNSELING

Counselors provide continuous student support via guidance/counseling/peer mediation/school programs that create harmony/unity.

INSTRUCTIONAL STUDENT SUPPORT PROGRAMS

All Preschool through Grade 6 students are provided developmentally appropriate instruction in supportive classrooms. Academic instruction includes language arts, math, science, social studies, health, music, art, and physical education. Effective instruction includes social / emotional learning skills, problem solving skills, character development, and other school-wide support programs are embedded throughout the week.

i-READY: Universal Screener and Response to Intervention (RTI) Tool

There are four components of the i-Ready web-based program that support students in boosting their reading and math academic achievement levels. 1) Includes online diagnostic assessments that assist teachers in pinpointing students’ individual needs. 2) Incorporates online instruction, targeting each student’s areas of need. 3) Provides teachers on-going individual student progress information. 4) Incorporates instruction and online targets aligned to the Common Core State Standards (CCSS).

LEARNING CENTER SUPPORT

The Learning Center provides a central collection of books/media materials that support the school’s literacy program. Professional / Instructional materials and staff development provide school wide literacy support.

NEXT GENERATION SCIENCE STANDARDS (NGSS) (New to Pohakea)

The K-12 science content standards cover every grade and every scientific discipline, setting expectations for what students should know and be able to do in science. The NGSS represent a fundamental shift in science education and require a different approach to teaching than has been done in the past. Teachers are being trained and will begin to use a range of strategies to engage students and create opportunities to demonstrate their thinking and learning.

PROJECT LEAD THE WAY (PLTW) LAUNCH (Grades K - 5)

PLTW Launch taps into students' exploratory nature, engages them in learning that feels like play, and encourages them to keep discovering – now and for years to come. Whether designing a car safety belt or building digital animations, students engage in critical and creative thinking, build teamwork skills, and learn to try and try again when faced with challenges.

READING WONDERS English Language Arts (ELA) Curriculum (Grades K-5)

Reading Wonders, the HIDOE approved ELA curriculum, provides the keys to developing strong readers and writers, with each lesson and component, preparing students for the rigor of the Common Core State Standards (CCSS). Incorporating research-based instruction with new tools to address today's challenges, each component and each lesson is designed to ensure effective and efficient delivery of instruction.

SECOND STEP Program

The evidence-based Second Step Program includes everything schools need to integrate social-emotional learning (SEL) into their classrooms and schoolwide. Using the Second Step curriculum has been shown to decrease problem behaviors, and it's designed to promote school success, self-regulation, and a sense of safety and support. Pohakea Elementary has implemented the Second Step Program since 2015.

SPECIAL EDUCATION SERVICES (SpEd)

Special Education is specially designed instruction to meet the unique needs of students with learning disabilities. Students must demonstrate a need for specially designed instruction. An evaluation process will determine the nature and extent of the student's needs. After an eligibility determination, if a student is eligible for special education, services are provided to the student through an Individualized Education Program (IEP).

SPRINGBOARD English Language Arts (ELA) Curriculum (Grade 6)

SpringBoard is the HIDOE approved ELA curriculum for grades 6-12. To best prepare our 6th graders for their secondary education, Pohakea's 6th grade students will be learning the ELA CCSS through the SpringBoard curriculum. SpringBoard has a flexible framework design that supports rigorous instruction. This curriculum offers the supports that help students get the most from complex texts. Activities include the

design elements such as learning targets, good reader strategies, embedded assessments, and so forth.

STEPPING STONES Math Curriculum (Grades K-5)

Stepping Stones, the HIDOE approved math curriculum which is aligned to the math CCSS, is an innovative program that incorporates an engaging online alternative and fosters students' thinking and reasoning skills. It incorporates a variety of ways to differentiate classroom instruction to address the various ways our students learn. Another critical component of Stepping Stones are the methods to assess deep understanding and skills.

THINKING MAPS

Thinking Maps are consistent visual patterns linked directly to eight specific thought processes. By visualizing our thinking, we create concrete images of abstract thoughts. These patterns help all students reach higher levels of critical and creative thinking — essential components of 21st Century education. In a school-wide implementation, Thinking Maps establish a consistent Language for Learning.

THINKING MAPS WRITE FROM THE BEGINNING . . . AND BEYOND

WFBB is a K-8 comprehensive, systemically structured, writing curriculum designed to assist educators and students develop the knowledge and skills necessary for age-appropriate and domain-specific writing achievement. Each of the domains of writing utilizes a combination of modeling, analytic rubrics, and mini-lessons that focus on the essential elements of effective writing.

POHAKEA STUDENT GROUPS & RECOGNITION PROGRAMS

STUDENT SERVICE GROUPS:

- Gifted and Talented (GT)
- Grade Level Initiated school community projects

TARGETED STUDENT RECOGNITION AREAS:

(Subject to change)

Soaring Eagles

- ★ Students demonstrating adequate growth in Reading and Math

Eaglet

- ★ Students demonstrating positive growth in behavior

Attendance Recognition

- ★ Students who are in school 95% or more in the year
- ★ Students who attend school on time

Presidential Excellence Awards for Gr. 6

Demonstrated Outstanding Academic Achievement from Gr. 4-Gr. 6

American Citizenship Awards

Students who promote citizenship and demonstrate strength of character and leadership abilities

EMERGENCY PROCEDURE INFORMATION

EARTHQUAKE

Should an earthquake of significant magnitude occur on Oahu, we could anticipate considerable disruption to our road networks. If your children are at school, you may

not be able to get to them. Please be assured that your children will be under adult supervision until parents or authorized persons can safely pick them up.

EVACUATION OFF-CAMPUS

In a rare event, Pohakea may need to evacuate to an off-campus site. We practice this drill annually in various locations for various reasons. Notification of an off-campus drill will be distributed to parents/guardians prior to drill.

FIRE DRILLS

Fire drills are held monthly. Students will evacuate to a designated safe area under the supervision of teachers and other adults on campus.

HURRICANE – TROPICAL STORMS

Hurricane or tropical storm WATCHES are issued by the national weather service 36 hours prior to the arrival of storms. Please follow the instructions broadcast over the radio.

LOCKDOWN

In case there is potential physical danger on campus, Pohakea has an emergency procedure in place called a lockdown. This ensures students are locked in classrooms until it is safe. Lockdown drills will be held twice a year.

SHELTER-IN-PLACE

In the event of a possible chemical, biological, or radiological contaminants released accidentally or intentionally into the environment, the school will execute a “shelter-in-place”, which involves all students and personnel immediately seek refuge in sheltered classrooms or buildings and closing/securing windows until all is safe and clear.

TSUNAMI (Tidal Wave) WARNINGS

Our school is not a tsunami inundation zone, so we do not have to evacuate. If a warning is issued while school is in session, teachers will remain with the students until an authorized adult picks them up. If a warning is issued before school starts, please follow the instructions broadcast over the radio.

RECOMMENDED “RULE OF THUMB” DURING EMERGENCIES

1. Tune in to your radio or television for public broadcasting announcements regarding school closings.

2. Do NOT call the school for information. Keep school phone lines open for those with urgent needs, serious emergencies, and other school support needs.
3. It is essential that parents establish individual and family plans for probable emergency situations. These should identify what preparatory actions should be taken for each situation. Such information can be obtained from **Oahu Civil Defense Agency** at **523-4121**.

PROCEDURE FOR EMERGENCY
CLOSING OF SCHOOL

There may be rare circumstances during the course of the school year that make it necessary to close school due to health, safety, and/or sanitation reasons. If this happens during the school hours, the following procedures will take effect:

1. Parents/Guardians will be notified by radio or television that the school will be closed.
2. Parents or other designated adults (indicated on the School Emergency Card) shall pick up their child(ren) from school as soon as possible.
3. Parents or other designated adults are to report directly to the child's classroom for pick up.
4. The school will keep children, who are not picked up, in an area with supervision until a parent/guardian can be reached.

Pohakea Elementary School



**Hawaii State Board of Education
POLICY 101-14**

FAMILY AND COMMUNITY ENGAGEMENT/PARTNERSHIP

In setting expectations and creating a climate conducive to effective engagement/partnership implementation, the Board acknowledges the importance of administrative leadership at all levels, including its own. Therefore, the Board directs the Department to establish an organizational culture characterized by practices and programs that build and sustain positive and engaged relationships with families and communities by:

- Building the capacity of staff and families to engage in partnerships;
- Aligning with school achievement goals and connecting families to the teaching and learning goals for the students;

- Taking a comprehensive and coordinated approach to family school engagement and community partnerships;
- Addressing family school engagement/partnership in strategic planning processes;
- Assigning formal responsibility, accountability and necessary authority for engagement/partnership implementation to appropriate staff at the State, Complex Area and School levels;
- Embracing the diverse cultures, languages, strengths and needs of all families;
- Providing adequate and appropriate time, resources and opportunities to include families in the design, implementation, evaluation and oversight of all relevant programs and services.
- Establishing statewide standards, administrative guidelines, associated metrics/indicators, timelines and reporting requirements that support the implementation, monitoring and evaluation of family and community engagement/partnerships based upon national evidence-based best practices including, but not limited to:

Standard 1: Welcoming all families into the school community—Families are active participants in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

Standard 2: Communicating effectively—Families and school staff engage in regular two-way, meaningful communication about student learning.

Standard 3: Supporting student success—Families and school staff continuously partner to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking up for every child—Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing power—Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

Standard 6: Engaging/partnering with community—Families and school staff engage/partner with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Rationale: The Board of Education (“Board”) recognizes that a child’s growth and educational success are responsibilities and goals shared by the Department of Education (“Department”), communities, schools and families. It follows that achievement of these goals depends on the establishment of a broad array of informed partnerships among stakeholders that address the strengths and needs of all students.

[Approved: 06/16/2015 (as Board Policy 101.14); amended: 06/21/2016 (renumbered as Board Policy 101-14)]
Former policy 2403 history: approved: 05/03/2001; revised: 09/18/2003

DEPARTMENT OF EDUCATION (DOE)
STATE OF HAWAII

Hawaii is the only state with a single unified public school. The state is divided into seven school districts, of which four districts, (Central, Honolulu, Leeward, and Windward) are on Oahu. Pohakea Elementary is in the Leeward School District.

The DOE receives its funds from the Legislature. Unlike other school systems, Hawaii does not use real property taxes to support its school. Income tax and sales tax revenues from the State's General Fund and from the federal government supply the majority of the monies.

The curriculum of Hawaii's public schools is based on the "Hawaii Content and Performance Standards, HCPS III". The K-12 content standards describe content knowledge and skills in the academic content areas. (e.g. language arts, math, career life skills, etc.) The performance standards describe the proficiency levels in which content standards are met. (Exceeds proficiency, Meets proficiency, Below proficiency, Well below proficiency)

Equally important to learning academic content is developing the knowledge, skills and attitudes that all students need to lead a full and productive life. Six General Learner Outcomes serve as the essential, overarching goals for all of the content and performance standards. They must be as integral and vital part of all teaching and learning. All teachers in all grades and in all subjects must contribute to the development of General Learner Outcomes while promoting the learning of subject matter as well.

STATE / COMMUNITY SUPPORT

Department of Health

Leeward Oahu Family Guidance Center.....	692-7700
Public Health Nursing Services-Leeward.....	675-0073
Occupational/Physical Therapy (Pohakea).....	307-2080

Department of Education-Leeward

Home Hospital Instructional.....	307-2000
SpEd / 504.....	307-2000

Headstart	Home Office.....	847-2400
	Pohakea.....	307-2072

YMCA A+ (Pohakea)	307-2060
Boys & Girls Club	689-4182
Ewa Beach Public and School Library	689-1204
American Lung Association	537-5966
American Heart Association	538-7021
Hawaii Families As Allies	487-8785
Crisis Line	832-3100
Parent Line	526-1222
CWS (Child Welfare Services)	832-5300
Oahu Civil Defense Agency	523-4121

The Hawaii State of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows: ADA/Section 504 inquiries: Krysti Sukita, ADA/504 Specialist, Civil Rights Compliance Office, Hawaii State Department of Education, PO Box 2360, Honolulu, Hawaii, (808) 586-3322 or relay, crco@notes.k12.hi.us. Title VI, Title IX, and other inquiries: Anne Marie Puglisi, Director, Civil Rights Compliance Office, Hawaii State Department of Education, PO Box 2360, Honolulu, Hawaii, (808) 586-3322 or relay crco@notes.k12.hi.us (3/16/18 CRCO).