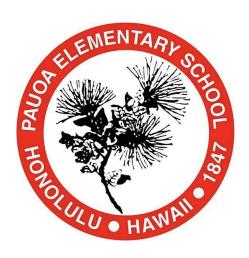
# Pauoa Elementary School SCHOOL YEAR 2020 - 2021 Reopening Plan



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 20-21. I would have hoped for a better return to this school year, however, with this pandemic still on our hands, the safest way for Pauoa Elementary to reopen this school year is in blended rotational model. Kindergarten will be operating on an A/B rotational schedule with two tracks (A/B) and grades 1-5 will be operating on an A/B/C rotational schedule with students assigned to one of three tracks (A/B/C). Students will come to school face-to-face on his/her assigned day. Another option for students is full distance learning where the child will be at home doing his/her distance learning curriculum for the semester. No matter the option chosen, our commitment is to provide a quality education for every student.

As you all know, everyday brings changes and challenges to our new normal so I appreciate your continued patience and flexibility. I have created a Reopening Handbook that outlines our operational procedures and how we will together keep our school community as safe as can be. Please keep yourself updated with what is happening in and around our school. Make sure we have the most current contact information, phone numbers and email addresses. Please adhere to social distancing of six feet while on campus and please wear a face covering at all times. Do not gather around to socialize while waiting for your child.

Lastly, please make sure to read the Reopening handbook for the most updated information in regards to our operational procedures. Thank you for your patience, understanding and grace during this difficult time period. I believe as we continue to come together, seek to understand, listen and support one another, we will survive and come out stronger than ever. We will make this year a great one.

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 2020-2021:

**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 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 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:** 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 after each use at 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. Breakfast and lunch will be made available for distance learning students everyday. Distance learning students will need to respond to a link on Google Classroom provided by their classroom teacher if he/she will be having school lunch by 8:00 am each morning. No response will mean no lunch for the day is needed. 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.

**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. Using guidance from the Hawaii DOE, we will maintain a radius of 6' between seats with students facing the same direction or face to face.

#### Physical distancing outside the classroom

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

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

**Field Trips**: All off-campus excursions are suspended until further notice. We will work with teachers to explore virtual experiences.

**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. However, if a kupuna or elder do have to come and drop off and/or pickup 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.

**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. In addition, we update our website: <a href="http://pauoa.k12.hi.us/">http://pauoa.k12.hi.us/</a> with the latest information.

Please be sure to update your information if anything changes. The office staff can help by sending you the proper form to update your 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
- <u>CDC Wash Your Hands!</u>
- 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)

# Pauoa Elementary's Education Model

	Grades 1 - 5 Blended Rotational Model A/B/C Kindergarten Blended Rotational Model A/B			
Definition	Students in gr. 1-5 will rotate onto campus following an A/B/C type schedule and Kindergarten will rotate onto campus following an A/B type schedule.			
Bell Schedule	7:15	Breakfast begins in Cafeteria (7:50 am last serving)		
	7:55	Warning Bell (Students in café released, students released to classrooms)		
	8:00	School begins (8:00-8:15 Morning Business-Attendance/ Agenda)		
	8:15-10:00	Instructional Block #1		
	9:30-9:45	Recess		
	9:45-10:00	Recess		
	10:00-10:15	Recess		
	10:00-12:00	Instructional Block #2		
	10:30-11:00	Lunch Pre-K, Headstart, K-1		
	11:00-11:30	Lunch 2-3		
	11:30-12:00	Lunch 4-5		
	12:00-1:15	Intervention Block		
	12:30-12:45	Recess		
	12:45-1:00	Recess		
	1:00-1:15	Recess		
	1:15-2:15	Instructional Block #3		
	1:30	Students released (Wednesday only)		
	2:15	Students released		
Screening for	Teachers and	staff will take their own temperature prior to starting the work day.		
	perform temperature checks prior to students entering the class. Students with of 100.4 or higher will be sent to the heathroom.			
	Teachers will also visually inspect students using the following symptom 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 at least two of these symptoms are present, the student will be sent to the health room.			
Face Covering	If at least two of these symptoms are present, the student will be sent to the health room.  Adults/Staff:  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.			
	<ul> <li>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.</li> <li>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.</li> <li>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> <li>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.</li> <li>Parents/legal guardians will be responsible for providing their child with face coverings or masks.</li> </ul> </li> </ul>			
Morning Care	TBA			
Drop Off	We have 3 designated dropoff areas to minimize large gathering and groupings. For students in  1) Building D, drop off will be along the Cafeteria;  2) Building B, drop off fronting the Administration building;  3) Building C, 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 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 their class when they arrive tardy. Students will wait outside the door until the teacher is able to take their temperature. If the door is closed, the student will knock on the door. If the teacher does not answer the door, the student is instructed to then go to the office. The teacher will update IC to reflect the tardy student.			
Recess	Grade levels 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 daily. Equipment may be limited during this pandemic time period for the safety of our students.			
Lunch	Time Grade Level Grade Level Location			

	10:30-11:00	Pre-K, Headstart, Kindergarten	1	Café, Headstart-classroom, Cafe	
	11:00-11:30	2	3	Café, outdoors	
	11:30-12:00	4	5	Café, outdoors	
Pick Up	Students must be enrolled in A+ to remain on campus past 3:00pm.  There will be no parking and waiting in the <u>designated pick up areas (see below)</u> 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.				
Designated Pick-Up Areas: Grades 3: Alongside the cafeteria Grades 1 and 4: Fronting the Administration building Grades 2 and 5: Alongside the parallel parking Grade K: Dismissal will start at 2:10 alongside the cafeteria.					
Parents and guardians will be required to wait in their cars unt child/children or wait on available benches adhering to social Remember to practice social distancing when on campus (6' a times.		ering to social distar	distancing guidelines.		
A+	A+ after school care is available from YMCA. They will be located in our cafeteria. Their hours are from 2:15-5:30 pm (M/T/Th/F) and 1:30-5:30 pm (W only). Applications are available at the Nuuanu YMCA or at the school's front office.				
Attendance	See bell schedule abov	re. Students on distance e whether they will be p	e learning for the da icking up a lunch for	start of their school day. y need to check in no later the day. Breakfast and ning for that day.	
	Log in/out form (NEED TO CREATE A FORM) will account for learning delivered for the day				
Visitors to campus	Please call ahead of tin make an appointment f child to school.			ou may be required to to pick-up or drop off your	
Office	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.				
PPE Students	Face coverings/masks grade.	should cover the mouth	and nose and are n	not required to be medical	
	or when maintaining ph wear face coverings or grades PreK - 2, studer	ysical distancing is not masks at all times, how nts with disabilities, or s	feasible. We highly vever the Hawaii DO tudents who have ur	ile outside the classroom recommend all students E recognizes students in nderlying medical sking 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.  Parents/legal guardians will be responsible for providing their child(ren) with face coverings or masks.
PPE Employees	Face coverings/masks should cover the mouth and nose and are not required to be medical grade.  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.  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.  Disposable gloves will be available for employees. Gloves must be thrown away at the end of the day, or sooner, and not reused.
Health and Safety Supplies	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.  All classrooms and work areas will be provided hand sanitizer and soap. When supplies run low, contact the office for more.  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.
Parent/Teacher Conference	Virtual or phone conference for those with no internet access

## **Distance Learning**

	Distance Learning		
Definition	All students engaged in distance learning daily (full time) due to shut down of school or chosen option by parents or part of our blended rotational model.		
Bell Schedule	Students will log on no later than 8:00am.		
	Teachers will send and post schedules for	the week.	
	Note: Students do not typically stay logged on to the class for the entire day. Student schedules will likely require students to log on/off during the day.		
Attendance	Log in/out form (NEED TO CREATE A FORM) will account for learning delivered for the day		
	Blended Learning	Full Distance Learning	
	15-20 hrs of instruction, login time, and independent work	30 hours of instruction, login time, and independent work	
Tardy	N/A		
Recess	Based on teacher schedule		
Lunch	Based on teacher schedule		
Meeting Platform	Pauoa El will utilize Google Meet (or Zoom) as our distance learning platform		
	Assignments will be posted via Google Classroom and School Website		
Learning Platform	Teachers will utilize Google Apps for Education (Google Classroom) to send/receive work from students; post notes, messages, videos, and student work.		
	Full Distance Learning: Google Apps for Education and Acellus (?)		
Communication Platform	<b>School Wide:</b> Pauoa El uses School Messenger to push out messages to parents/guardians. This system pulls information from the main DOE information system of Infinite Campus		
	Please be sure to keep email and phone n sent by email and posted on our website: h	umbers up to date. Messages are typically <a href="http://pauoa.k12.hi.us/">http://pauoa.k12.hi.us/</a>	
	In case of emergency, email, text and/or a recorded phone message will be sent out to parents.		
	<b>E-mail:</b> All students have an email account. Addresses are typically some version of the student's ID #@pauoaes.net. Note: student email is monitored and is for school use only.		
	Class Communication: The following is a list of platforms teachers will use to		

communicate with parents. Please see teachers for more details. Grade K: Email Grade 1: Email Grade 2: Email Grade 3: Email and Class Dojo Grade 4: Email Grade 5: Email Requirements **TECHNOLOGY COMPUTER: Preferred:** School Chromebook or a laptop with a camera Not preferred: tablet or cell phone. \*Students are able to borrow a Chromebook from Pauoa if forms are filled out by parents. Forms will be distributed at the start of school. Borrow: Families may borrow a school issued Chromebook by filling a form. Forms will be issued at the beginning of the school year along with the packet of forms. It is recommended the forms are pre-filled in case the need to take the Chromebook home arises. INTERNET: The two major internet service providers are Spectrum and HawaiianTelcom. You can also contact cellphone companies (AT&T, Verizon, etc.) to see what type of plans they offer for wireless internet.

**HEAD PHONES:** Headphones are necessary to reduce background noise and for students to hear instruction.

## **Sample Schedule for Distance Learning**

Morning Business - 8:00a - 8:15a	<ul> <li>Greet students</li> <li>Check in - SEL</li> <li>Attendance</li> <li>Homework accountability</li> <li>Pledge (optional)</li> <li>Morning Meeting (announcements, daily schedule)</li> </ul>
<b>Reading -</b> 8:15a - 9:00a	<ul> <li>Review/Warm Up</li> <li>Lesson</li> <li>Independent Work/Small Group</li> <li>Check in</li> <li>Independent Work/Small Group (can be same group)</li> <li>Close</li> </ul>
<b>Writing -</b> 9:00a - 9:45a	<ul> <li>Review/Warm Up</li> <li>Lesson</li> <li>Independent Work/Small Group</li> <li>Check in</li> <li>Independent Work/Small Group (can be same group)</li> <li>Close</li> </ul>
<b>Recess -</b> 9:45a - 10:00a	Encourage students to do something physical
<b>Writing cont</b> 10:00a - 10:20a	<ul> <li>Check in</li> <li>Cont. independent work/small group</li> <li>Close</li> </ul>
<b>Math -</b> 10:25a - 11:45a	<ul> <li>Review/Warm Up</li> <li>Lesson</li> <li>Independent Work/Small Group</li> <li>Share/Check in</li> <li>Independent Work/Small Group (can be same group)</li> <li>Close</li> </ul>
<b>Lunch -</b> 11:45a - 12:30p	
Specials/Social Studies/ Health, Science 12:30p - 1:45p	<ul><li>Lesson</li><li>Independent Learning</li></ul>
Closing	<ul><li>Check in</li><li>Announcements</li></ul>