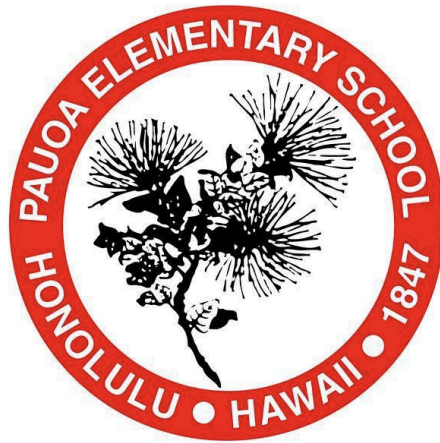


Pauoa Elementary School

Ohana Handbook

S.Y. 2024-2025



2301 Pauoa Road, Honolulu, HI 96813
(808)587-4500
<http://pauoa.k12.hi.us/>

Revised: January 2024, July 2024

Letter to Families

Dear Pauoa Ohana,

Welcome to SY 24-25. Changes for the betterment of the health and safety of our haumana/children continue to be made. We dealt with the COVID 19 pandemic for three years and one quarter, persevered through Full Distance Learning, waited patiently for a vaccination and now we continue to understand and take the good that has come out of COVID 19. We will follow good hygiene habits throughout our school. We will start SY 24-25 basically the same as how we ended SY 23-24. The following are some key highlights:

1. Please conduct a daily wellness check at home before coming to school. Check for any symptoms such as fever, runny nose, coughing, headaches, vomiting, etc.
2. Temperature check **may be** done prior to entering the classroom.
3. Warning bell for all students is 7:55 am. School officially starts at 8 am for all students.
4. We will have the same 3 drop off/pick up points; cafeteria for K and 3, along the marquee fronting the office for gr. 1 and 4 and just before the exit for gr. 2 and 5. For those who have siblings, dropoff/pickup is at the youngest child's grade level area.
5. Breakfast (7:15-7:50 am for all students) and lunch (11:00 -11:30 Gr preK-2 and 11:30-12:00 pm Gr 3-5) will be **free only for those who qualify**. Please fill out a free and reduced lunch application at the start of the school year.
6. We will have morning and afternoon recess for students to play in their designated play areas.
7. **Masks are optional for both indoors and outdoors.** Social distancing will be observed to the extent possible but not necessary in the classrooms, cafeteria and outdoors.
8. Frequent hand washing.
9. Sanitization to high touch surfaces will be done at least once during the day.
10. **Quarantine is not needed for close contacts or exposure in the school setting.**
11. Quarantine is still 5 days for any exposure in the household or outside of the school setting.
12. **Students who are sick must be fever free for 24 hours before returning to school.**
13. **No wellness check required when returning to school after an illness.**

Let's all do our best to do our part in keeping our school community safe. We look forward to an exciting year with more activities for our school community to enjoy and partake in. Our first big event is our Open House on Aug. 27 from 5:30-7 pm. See you all then.

Aloha,

Dale Arakaki, Principal

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

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Chapter 19

About Us

Purpose: The purpose of Pauoa Elementary School is to educate and nurture resilient keiki to sustain and improve the quality of life in the Pauoa community and the larger global society. (Students' words to live by: Responsibility, Pride, and Heart; Staff words to live by: Trust, Transparency and Grit)

Mission: Pauoa Elementary School educates and nurtures resilient keiki to sustain and improve the quality of life in Pauoa and the global community. (Students' words to live by: Pauoa, that's my school!)

Introduction: Founded in 1847, Pauoa School is the third oldest school in the state. Until 1892, all lessons were taught in the Hawaiian Language. To help give a sense of place and to describe who we are as a school, a plaque in our cafeteria reads, "The very first Pauoa school had only two rooms and stood beside a little red church near the slopes of Punchbowl. Where our primary playground is today, Queen Liliuokalani's roses bloomed in the royal garden. The Princes Kawanānakoā and Kalanianaʻole planted lehua trees there. The pueo lived in the valley then as he does today with us amid the beauty of these mountains, trees, rain, sun, and the everchanging clouds." (Mrs. Margaret Young's Fourth grade class, April 1976)

At Pauoa School all students can achieve. The culture that we create challenges and encourages everyone to seek excellence. We do this by providing a nurturing and learning environment that aligns with state priority strategies and complex initiatives to promote both academic, social and emotional, and teaching excellence. Our staff has the mindset of, "Students first," and will do whatever it takes to help our students achieve. Rigorous learning experiences help ensure that students of Pauoa School will strive for excellence, gain confidence, be life-long learners, responsible students, and most importantly college and career ready. #ThePauoaWay

School color: Red

School Mascot: Lehua Flower

Accreditation: In 2018-2019, Pauoa School was awarded Western Association of Schools and Colleges (WASC) 6 year Accreditation Status through June 30, 2025.

General Information

Office Hours: Office hours are from 7:30 am to 4:00 pm.

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

Student Information: Please keep contact information up to date (address, phone number, email, emergency contact). If you need to update the information, please request a form (SIS-11) from the main office. If it is an address change, we will also need a proof of residence document.

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

Communication System: The School Messenger system will be utilized to email, text, and call. Information for this system is pulled from the information parents/guardians provide to us. ***Please make sure we have the updated contact information such as cell number and email address.***

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

Cafeteria/food service: All meals are served in the cafeteria. Adults or children not enrolled at Pauoa will NOT be allowed in the cafeteria with the exception of kindergarteners and students new to Pauoa for the beginning part of the school year.

7:15 - 7:45 Breakfast

11:00 - 11:30 Grades preK - 2

11:30 - 12:00 Grades 3-5

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

Please see the Pauoa website for the current meal prices, free and reduced lunch application and the breakfast and lunch menus.

Peanut free school: Due to the presence of students on campus with severe peanut allergies, Pauoa School is a peanut-free school. To ensure the health and safety of all of our students, we ask your cooperation in not packing any products containing peanuts in your child's snack or lunch.

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

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

Registration

Registration forms are available in the main office. Please see the [Hawaii DOE website](#) for required documents.

Release

If you are moving schools, we need a written form completed, available in the main office. Once the form is submitted, the office will process the request. It may take several days to complete the withdrawal packet. The office will inform you when the withdrawal packet will be ready.

Bell Schedule and Other Information

Format	All instruction is in person, face to face	
Bell Schedule	<div> <div>7:15 am</div> <div>Breakfast begins in Cafeteria (last serving: 7:45 am)</div> </div> <div> <div>7:55</div> <div>Warning Bell</div> </div> <div> <div>8:00</div> <div>School begins for preK-5</div> </div> <div> <div>8:00 - 8:15</div> <div>Morning Business (Attendance/Agenda)</div> </div> <div> <div>8:15 - 9:45</div> <div>INSTRUCTIONAL BLOCK #1 (preK-5)</div> </div> <div> <div>9:30 - 9:45</div> <div>Morning Recess Gr. K-2</div> </div> <div> <div>9:45 - 10:00</div> <div>Morning Recess Gr. 3-5</div> </div> <div> <div>9:45 - 10:30</div> <div>INSTRUCTIONAL BLOCK #2 (preK-2)</div> </div> <div> <div>10:00 -11:30</div> <div>INSTRUCTIONAL BLOCK #2 (3-5)</div> </div> <div> <div>11:00 - 11:30</div> <div>Gr. preK - 2 lunch</div> </div> <div> <div>11:30 - 12:00</div> <div>Gr. 3 - 5 Lunch</div> </div> <div> <div>11:30 - 1:00</div> <div>INTERVENTION BLOCK for varying grade levels (45 min)</div> </div> <div> <div>12:45 - 1:00</div> <div>Afternoon Recess for Gr. K-2</div> </div> <div> <div>1:00 - 1:15</div> <div>Afternoon Recess for Gr. 3-5</div> </div> <div> <div>1:00 - 2:15</div> <div>INSTRUCTIONAL BLOCK #3 (preK-2)</div> </div> <div> <div>1:15 - 2:15</div> <div>INSTRUCTIONAL BLOCK #3 (3-5)</div> </div> <div> <div>1:30</div> <div>Students released (Wednesday only preK - 5)</div> </div> <div> <div>2:15</div> <div>Students released (M, T, Th, F) preK - 5</div> </div> <div> <div>2:55</div> <div>Teacher Work Day ends (preK - 5)</div> </div>	
Curriculum	Subjects taught at Pauoa: English Language Arts, Math, Social Studies, Science, Art, Physical Education (PE), Computer Science, Social Emotional Learning (SEL)	
Morning Care	Monday-Friday 6:00-7:30 am by Ms. Karyl Doi, educational assistant	
Drop Off/Pick Up	There are 3 designated dropoff/pickup areas: 1) Headstart, Prek, Kindergarten, Grade 3: Alongside the Cafeteria 2) Grade 1 and 4: Fronting the Administration building 3) Grade 2 and 5: In the parallel parking lane, before the parking lot exit	
A+	A+ after school care is available from the YMCA in our cafeteria. Hours are: M/T/Th/F: 2:15 - 5:30 pm W: 1:30-5:30 pm Applications are available at the Nuuanu YMCA or at the school's front office.	

Attendance Policy

The Legal Posture

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

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

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

Philosophical Base

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

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

Definition of Absent and Tardy:

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

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

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

- Doctor's/Dentist's Note - Dates of care should be documented. If a student is tardy due to a doctor/dentist appointment, a note is required.
- Parent/Guardian Notification (note/call) – The following situations may be excused: family funerals, emergency, or if the student was sick but didn't go to the doctor. Parents/Guardians reporting an absence by phone should be called into the office (587-4500) by 9:00 a.m. for each absent day. After 3 consecutive absences, a doctor's note should be provided (within 48 hours) otherwise absences will be

considered unexcused. When a student has 10 unexcused absences, a doctor's note will be required otherwise subsequent absences will be considered unexcused.

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

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

- Traffic
- Overslept
- Car trouble
- Lack of transportation
- Lack of childcare
- Refusal to attend school,
- Eating breakfast
- Bad weather
- Walking to school
- Babysitting
- Caring for family member
- Entertaining visitors
- Cleaning for home inspections
- Camping
- Sports competitions
- Special parties/celebrations

Early Dismissal

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

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

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

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

Homework Request/Pick-up

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

School Attendance Procedures

3 Absences	Parent(s) will be contacted by the teacher.
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5 Absences	Parent(s) will be contacted by the teacher and receive a letter from the school counselor informing them of subsequent consequences should attendance issues continue.
10 Absences	Parents will be contacted by the school counselor to schedule a meeting that may involve the teacher, school counselor, school social worker and principal.
15 Absences	The student will need to bring in a doctor's note for subsequent absences. Parents(s) will be contacted by the school counselor to schedule a school meeting. An intervention plan agreed upon by parents and school staff will be created to address attendance issues. Follow up meeting(s) will be scheduled to monitor effectiveness of the intervention plan.
<i>At the discretion of the school, if after all attempts has failed and attendance issues persist, a family court petition will be filed.</i>	

Behavior Expectations

Positive Behavior Expectations

Pauoa School has created a Positive Behavior Expectations Matrix which outlines appropriate school behavior in various settings including the classroom, playground, cafeteria, restroom, walkways and at assemblies and field trips. Pauoa students are expected to display the 4Be's at all times: Be Safe, Be Respectful, Be Responsible, Be Healthy. Pauoa teachers will teach these behavior expectations throughout the school year. The matrix can be found at the end of this handbook and in the student planner.

General Learner Outcomes (GLO's)

The Department of Education has identified the GLO's as the overarching goals of standards-based learning for all students in all grade levels. The GLO's go beyond academic achievement to ensure students become engaged, lifelong learners. Pauoa Elementary teaches and reinforces the GLO's throughout the school day. Students are evaluated by teachers on the six GLO's by using rubrics and classroom based evidence to determine a student's rating for each GLO. The rating is communicated to parents via the elementary standards-based report card. The six GLO's are:

- Self-directed Learner (The ability to be responsible for one's own learning)
- Community Contributor (The understanding that it is essential for human beings to work together)
- Complex Thinker (The ability to demonstrate critical thinking and problem solving)
- Quality Producer (The ability to recognize and produce quality performance and quality products)
- Effective Communicator (The ability to communicate effectively)
- Effective and Ethical User of Technology (The ability to use a variety of technologies effectively and ethically)

Social Emotional Learning (SEL)

Pauoa has selected Second Step as the Social Emotional Curriculum taught to students. SEL is taught to all students in grades K-5 every other week during grade level specials. SEL curriculum focuses on developing strategies and skills to develop self awareness, social skills, regulate emotions, make good decisions, and other topics to support our student's growth. In addition to the SEL courses, teachers integrate SEL topics through their curriculum and literature in every grade level.

General School Rules and Procedures

In order to keep a safe and secure campus, Pauoa students are expected to display respectful and safe behavior at all times. The following school rules and procedures help us ensure a safe learning environment for all our students.

Attire

Students should dress appropriately for school. Clothes with inappropriate language, graphics, or gang related are not considered appropriate. Students with inappropriate clothing will be referred to the administration or the school counselor.

Hats are allowed outdoors to protect from the sun. Indoors, hats must be removed.

Electronic Devices

Cell phones/Smart watches are highly discouraged. If parents or guardians need to contact their child in case of an emergency, they can call the main office. If your child does have a cell phone/smart watch, it must be

turned off and kept inside their backpack during school hours. Pauoa Elementary is not liable if your child's cell phone or other electronic devices are lost, stolen or broken.

Contraband

The following are contraband items. As the need arises, additional items may be added to this list:

- Potentially dangerous items such as sharp instruments, box cutters, matches, firecrackers
- Personal electronic devices brought out during school hours (e.g. cell phones)
- Sports equipment (e.g. skateboards)
- Items that can become “attractive nuisances” or disruptive at school
- Gum

Student Discipline

Classroom Discipline Plans

Every teacher has a classroom discipline plan outlining their rules and procedures for student misbehavior. This discipline plan is shared at the beginning of the school year with parents and guardians. If your child is repeatedly having difficulty following classroom rules, the teacher will be in communication with you to develop a more individualized plan to help your child. Your child may also be referred to the school counselor or school administration.

Chapter 19: Hawaii Department of Education Administrative Rules

Chapter 19 is the Hawaii DOE's rules that governs student conduct and discipline. It is applicable to all students from grade K-12 in the Hawaii public school system.

It is the responsibility of every student to demonstrate respectful, responsible, non-discriminatory, safe and ethical behaviors on department transportation, or during a department sponsored activity on or off school property. The department supports this through the establishment of a proactive approach to schoolwide discipline.

However, when a student's behavior violates established policies, rules, or regulations of the department, state or local laws, the department may take appropriate disciplinary action in accordance with this chapter. The purpose of school-administered discipline is to:

- Promote and maintain a safe and secure educational environment
- Teach and acknowledge proper behavior which is beneficial to the education process and self-development
- Deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating or anti-social
- Maintain proper student conduct to ensure educational activities and responsibilities remain uninterrupted, and
- Stop any discrimination, harassment, or bullying against a student based on a protected class.

Disciplinary action shall be taken for Class A through Class D offenses in accordance with procedures established under Chapter 19. Student age, the nature and severity of the offense and if they are a repeat offender all are considered when deciding on appropriate discipline. The following are possible disciplinary options:

Correction and conference
Detention
Crisis removal
Individualized instruction related to student's problem
Behaviors
In-school suspension
Interim alternative education setting
Loss of privileges

Parent conferences
Time in office
Suspension
Disciplinary transfer
Referral to alternative education programs
Dismissal
Restitution

Students shall be counseled in addition to any disciplinary action taken. Verified Chapter 19 offenses will be recorded into the child's behavior record in Infinite Campus. Records are confidential and only accessible to members of the child's team that school year.

Class A Offenses:

Assault, bullying (for students in grades 9-12), burglary, cyberbullying (for students in grades 9-12), dangerous instrument or substance (possession or use of), dangerous weapons (possession or use of), drug paraphernalia (possession or use of), extortion, fighting, firearms (possession or use of), harassment (for students in grades 9-12), homicide, illicit drugs (possession, use or sale of), intoxicating substances (possession, use or sale of), property damage or vandalism, robbery, sexual assault, sexual exploitation, sexual harassment (for students in grade 5-12), stalking, terroristic threatening

Class B Offenses:

Bullying (for students in grades K-8), cyberbullying (for students in grades K-8), discrimination, disorderly conduct, false alarm, forgery, gambling, harassment (for students in grades K-8), hazing, inappropriate or questionable uses or both of internet materials or equipment or both, retaliation, sexual harassment (for students in grades K-4), theft, trespassing

Class C Offenses:

Abusive language, Class cutting, insubordination, laser pen or pointer use (possession or use of), leaving campus without consent, smoking/tobacco substance use, truancy

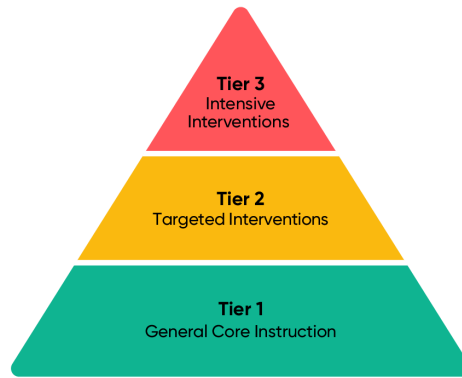
Class D Offenses:

Contraband (possession or use of), minor problem behaviors: defiance/disrespect/noncompliance, disruption, dress code violation, inappropriate language, lying & cheating, physical contact, property misuse, and other violations of school rules.

For more information on Chapter 19, please see the Department of Education's website.

Hawaii Multi-Tiered System of Supports (HMTSS)

HMTSS is a data-driven, team-based decision-making framework for achieving positive outcomes for every student through a layered continuum of evidence-based practices. HMTSS consists of four core components: 1) foundational beliefs, 2) data-driven team-based decision-making, 3) universal screening and progress monitoring, and 4) multi-tiered system of evidence-based practices.



At Pauoa, we have a dedicated team on the HMTSS Committee to help with implementation of the framework. In the HMTSS framework, there are three tiers of support. Tier 1 are supports that all students receive like the curriculum and instruction our teachers provide. Tier 2 supports are for the students identified as needing supplemental support or interventions. Tier 3 are more intensive interventions.

It is important to note that all students are unique and have different strengths and needs. The HMTSS framework is designed to be fluid as students may go in and out of different levels of tiered supports as they progress through school. Examples of supports at each level include but are not limited to:

	Academic Domain	Behavior and Social Emotional Domains
Tier 1	Wonders Curriculum Ready Math Curriculum Orton-Gillingham (OG) Phonics Instruction	Pauoa Behavior Matrix SEL classroom lessons School Counseling Program Classroom Discipline Plans
Tier 2	Small Group Instruction Parent/Teacher Conferences	Teacher created behavior supports School Counseling - Check ins Parent/Teacher Conferences
Tier 3	Individual tutoring/skill building	Individual Behavior Support Plan School Counseling - Individual Hazel Health Counseling

Student Services and Programs

After School Program

After school enrichment programs are offered every quarter throughout the school year. These classes are typically held on Monday, Tuesday, Thursday, and Friday from 2:30-3:30pm. The frequency of the class differs depending on the class. All classes are held on campus.

Pauoa teachers, community partners, parent volunteers, and outside vendors design and teach the enrichment programs. There are programs that are free of charge and programs that charge a fee. The programs that charge a fee are provided by outside vendors.

How to sign up: A parent letter and registration form are sent home with students; we are currently trying to digitize the registration process. For classes that are free of charge, once a student registers, they are put in a lottery. The lottery ensures every child has an equal chance to enroll in a class since space is limited. For classes that charge a fee, parents register directly with the vendor online.

After School Tutoring

After school tutoring is offered throughout the school year depending on the availability of teachers. Tutoring is held on Monday, Tuesday, Thursday, and/or Friday from 2:30-3:30pm. All classes are held on campus.

Multiple data points such as iReady Diagnostic scores, classwork, class assessments, and teacher observations are used to identify students needing the extra support outside of school hours. Groups are formed based on need. Classroom teachers send home a parent letter and registration form with identified students.

School Counseling and Hazel Health Services

Welcome! As an elementary school counselor, my primary role is to support and enhance the overall well-being of students. I work closely with children, families, and school staff to address a range of emotional, social, and academic needs. My goal is to create a safe and nurturing space where every child can thrive and build a strong foundation for future growth.





Connect your child or teen to virtual mental health support

With Hazel Health, your child can get the mental health support they need, at school or at home, **at no cost to you.**

Virtual sessions with licensed therapists

- 1 Consent to services**
Give permission for your child to see a Hazel therapist by signing up at my.hazel.co/hawaiipublicschools
- 2 Create an account**
After you complete the consent form, [create an account](#)
- 3 Refer your child to therapy by calling Hazel Health**
Call Hazel at **808-784-7363** to refer your child to therapy
- 4 Intake session**
Hazel matches your child with a therapist and schedules an appointment
- 5 Weekly therapy sessions**
Over video, the therapist helps your child cope with what they're feeling
- 6 Therapy completion**
Your child has achieved their therapy goals and is discharged from the therapy program
- 7 Care coordination**
If needed, Hazel helps connect your family with long-term mental health services in your community

During weekly therapy sessions, Hazel Health therapists help students understand and cope with what they're feeling

Anxiety

Depression

Grief/loss

Self-esteem

Change

Academic stress

Bullying

and more

Services are available at school during school hours, and at home Monday to Friday between 7am-7pm local time

Scan to learn more



Call 808-784-7363 to learn more and sign up

In order to better help you, please consent for services before you call at my.hazel.co/hawaiipublicschools

Health Room Services

First aid will be provided for the ill (sick) or injured (discomfort). If a student becomes ill or is injured, first aid care will be provided by the health aide. If he/she determines a student is unable to remain in school, a parent/guardian will be contacted, and they will be responsible for immediate pick-up. If the health aide is absent and there is no substitute provided, the office will call the parent to pick up students who are ill.

The health aide is also responsible for reviewing all school health records. It is important to notify the school of any health problems. Please keep your child's emergency card updated and list alternate contacts in case parents/guardians cannot be reached.

Medication should be taken at home as much as possible; however, prescription medication for an individual child can be held and administered by the health aide after a parent and doctor complete Form 36 (Request for Administration/Storage of Medication in School). **Teachers are not allowed to hold or administer medication at any time. If the health aide is absent and no substitute is available, no medication will be given. A parent will be called to administer any medication. A new Form 36 is required for each school year; all medications at school require a Form 36. The health aide will contact parent/guardian when the medication supply runs low. At the end of the year, all unused medications stored in the health room will be sent home.**

Cafeteria Monitors

Lunch monitors from Grades 4 and 5 are assigned to the cafeteria to assist with serving lunches. This is a service learning opportunity for our students to give back to the school while learning skills in a real life setting. Students learn to work with others on a team, communication skills with adults and other students, food service career and technical education skills. Lunches are free to those monitors for the day.

Dress Code: In order to assure safety and sanitary conditions, the following dress code is required of students on duty: long pants, no sleeveless or tank top shirts, **covered shoes only**, hair must be worn back or up, and students with sniffles, coughs or open cuts, sores, skin rashes on face, hands, or arms are not permitted to serve duty on those days.

Student Council

Student Council is composed of gr. 3-5 and teacher advisors. Student Council Officer positions are President, Vice President, Co-Secretary, Co-Secretary, 4th grade representative and 5th grade representative.

The Student Council's purpose is to promote leadership skills. Student Council responsibilities are to attend council meetings, SCC meetings as student representatives, organize and plan events such as spirit week, school wide activities, etc.

English Language (EL)

Pauoa School's Language Instruction Educational Program (LIEP) is Sheltered Instruction and Dedicated English as a Second Language (ESL)/English Language Development (ELD). The goal of the program is for Multilingual Learners (MLLs) /English Language Learners (ELLs) to attain English proficiency and academic achievement.

According to the Hawaii State EL Guidance Manual upon registration, students will be considered as potential ELs if they meet one or more of the following criteria as noted on the Hawaii State Department of Education [Home Language Survey](#) available on the [How to Enroll](#) page.

- A Language Most Used at Home is not English, or
- A First Acquired Language is not English, or
- A Language Most Often Used or Understood by the Student is not English

Schools are required to screen potential EL students within 30 days for students enrolling at the start of the school year or within 14 days for students who enroll after the start of school.

The Hawaii State Specific ELP Assessment Manual states that the ACCESS for ELLs assessment must be administered to all active EL students annually (including students whose parents refused EL Program services). Federal guidelines require testing of all students who are English Language Learners (ELs). These annual assessments measure English Learners' English language proficiency and progress in the language domains of Listening, Reading, Speaking, and Writing.

Individuals with Disabilities Education Act (IDEA), Special Education and Related Services

Health and Safety Measures

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

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

- Feverish or unusually warm (has flushed cheeks)
- Coughing/sneezing
- Sore throat
- Shortness of breath/difficulty breathing
- Headache/stomach ache/nausea/vomiting
- Muscle pain/unusual fatigue
- New loss of taste or smell
- Fatigue
- Diarrhea

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

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

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

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

students will be disinfected immediately by trained personnel. Non ill-like symptom students will be treated separately and asked to return back to class when possible.

When a student or employee has COVID-19: If a student or employee has a COVID-19 infection, a report will be made to the Department of Health and Department of Education to initiate an investigation. We will coordinate with DOH and DOE to communicate any action plan necessary if we have an outbreak, cluster or unusually high number of students absent from a particular classroom. If it is necessary to close school, all students will revert to on-line distance learning until it is safe to return to school.

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

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

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

Face coverings: Face masks are optional for both indoors and outdoors. If there is a cluster outbreak determined by DOH, face covering will be required indoors and possibly outdoors as well. Parents, please have a mask with your child in school at all times just in case the use of one becomes necessary.

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

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

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

Enhanced cleaning/disinfection schedule: Daily cleaning practices will be compliant with Centers for Disease Control (CDC) recommendations and Hawaii DOE guidelines, including the types of cleaning products used and the frequency of cleaning. Special attention will be paid to the cleaning of high touch surfaces throughout the day. We have the use of an Aqua O3 system placed in each building for efficient cleaning.

Safe Classroom Practices: Teaching methods will be adjusted to minimize/eliminate shared equipment or learning materials between students; personal belongings should be separated and in individually labeled

containers, cubbies, or areas and may be taken home each day to be cleaned. Supplies, equipment (e.g. electronic devices, books, other games, or learning aids), and other items should not be shared. In the event items are shared, items will be disinfected between each student's use.

Physical distancing outside the classroom

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

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

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

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.

SIGNAGE AND HEALTH PROMOTION

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

- [Stop the Spread of Germs at School and Offices](#)
- [CDC Wash Your Hands!](#)
- [COVID-19 Protective Handwashing](#)
- [DOH COVID-19 Home Care Guide](#)
- [DOH COVID-19 What You Need to Know](#)
- [CDC Take 3 Actions to Fight Flu](#)
- [CDC Germs Are Everywhere](#)
- [CDC 10 Things You Can Do To Manage Your Health At Home](#)