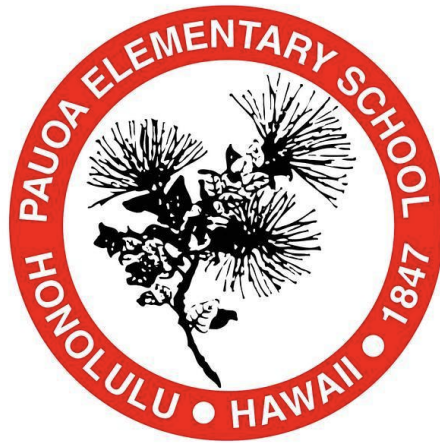


Pauoa Elementary School

# *Ohana Handbook*

S.Y. 2025 - 2026



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

*Revised: August 1, 2025*

Dear Pauoa Ohana,

We hope you had a great summer! It's hard to believe but it's already time to start the new school year. The beginning of the year is always a wonderful time because of all the opportunities and possibilities that lie ahead. We look forward to partnering with you to make this an amazing year.

We appreciate your support as we guide your child on their educational journey. We look forward to meeting you at our Multicultural Open House on August 28th, 5:30-7:00pm. This is a fantastic way to learn about the rich diversity of the Pauoa community.

Just a reminder, the first day for students in Grades 1-5 is August 4th, 2025. For Kindergarten, your teachers will be informing you directly of your child's scheduled date to start.

***Tim Hosoda***  
Tim Hosoda  
Principal

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## **About Pauoa**

**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 Lili'uokalani's roses bloomed in the royal garden. The Princes Kawānanakoa and Kalaniana'ole 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 and White

**School Mascot:** Lehua Flower

**Accreditation:** In 2024-2025, Pauoa School was awarded Western Association of Schools and Colleges (WASC) 6 year Accreditation Status through June 30, 2031.

## **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.*

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**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 meal prices, free and reduced lunch application and the breakfast and lunch menus. Please note, meal prices are subject to change.

**Peanut free school:** Pauoa School is a peanut-free school due to the presence of students on campus with severe peanut allergies. 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.

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## **Bell Schedule and Other Information**

| <b>Format</b>           | <b>All instruction is in person, face to face</b>                                                                                                                                                                                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bell Schedule</b>    | <p>Monday, Tuesday, Thursday, Friday: 8:00am - 2:15pm<br/> Wednesday: 8:00am - 1:30pm</p> <p>Each day will have a 15 minute morning recess, 30 minute lunch and 15 minute afternoon recess</p> <p>Specials Classes will be taught every 6 days (Computer Science, PE, Hawaiian Studies)</p>                                                          |
| <b>Curriculum</b>       | <p>Subjects taught at Pauoa: English Language Arts, Math, Social Studies, Science, Art, Physical Education (PE), Computer Science, Social Emotional Learning (SEL), Hawaiian Studies</p> <p>Intervention Block: Daily 45-60 minute intervention block where teachers work with small groups of students to target specific skills students need.</p> |
| <b>Morning Care</b>     | Monday-Friday 6:00 - 7:30 am by Ms. Karyl Doi, educational assistant                                                                                                                                                                                                                                                                                 |
| <b>Drop Off/Pick Up</b> | <p>There are 3 designated dropoff/pickup areas:</p> <ol style="list-style-type: none"> <li>1) <b>Headstart, Prek, Kindergarten, Grade 3:</b> Alongside the Cafeteria</li> <li>2) <b>Grade 1 and 4:</b> Fronting the Administration building</li> <li>3) <b>Grade 2 and 5:</b> Alongside parallel parking</li> </ol>                                  |
| <b>A+</b>               | <p>A+ after school care is available from the YMCA in our cafeteria. Hours are:<br/> M/T/Th/F: 2/2:15 - 5:30 pm<br/> W: 1:15/1:30-5:30 pm</p> <p>Applications are available at the Nuuanu YMCA or on their <a href="#">website</a>.</p>                                                                                                              |

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## **Attendance Policy**

### ***The Legal Posture***

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

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

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

### ***Philosophical Base***

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

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

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

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

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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.).
- Special circumstances approved by the school principal.

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

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

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### **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.                                                                                                                                                                                                                                                                                                                        |
| 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 have failed and attendance issues persist, a family court petition will be filed.</i> |                                                                                                                                                                                                                                                                                                                                                                    |

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# **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. This 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. Classroom 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, but must be removed indoors.

### **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.

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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                               | Parent conferences                         |
| Detention                                               | Time in office                             |
| Crisis removal                                          | Suspension                                 |
| Individualized instruction related to student's problem | Disciplinary transfer                      |
| Behaviors                                               | Referral to alternative education programs |
| In-school suspension                                    | Dismissal                                  |
| Interim alternative education setting                   | Restitution                                |
| Loss of privileges                                      |                                            |

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:**

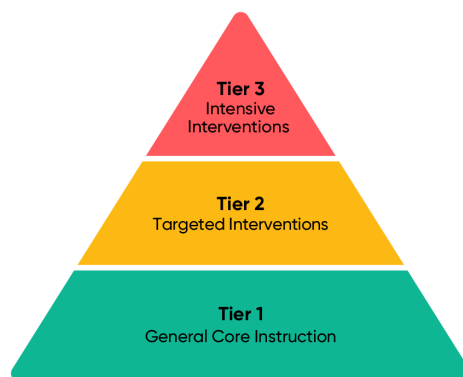
Contraband (possession or use of), minor problem behaviors: defiance/disrespect/noncompliance, disruption, dress code violation, inappropriate language, lying & cheating, physical contact, property misuse, and other violations of school rules.

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

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## 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:

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

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# **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. Pauoa teachers, community partners, parent volunteers, and outside vendors design and teach the enrichment programs. The age group and frequency depends on the class. All classes are held on campus.

A course catalog, important dates and information, and registration form can be found on [Pauoa's After School Program google site](#). Registration is online unless a parent downloads and prints, or requests a hard copy. Parents are informed of the registration window via monthly bulletin, parent letter sent home with students, and school website.

Programs free of charge are filled using a lottery system as the lottery ensures every child has an equal chance to be enrolled in a class since space is limited. Students enter the lottery once a registration form is filled out. For classes run by an outside vendor that charges a fee, spaces are first come, first served and 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**

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.

## **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, practice communication skills with adults and other students, and learn about food service careers and technical education skills. Lunches are free to those monitors for the day.

### **Dress Code for working in the cafeteria:**

1. Students must adhere to dress code, but sleeveless tops / tank tops are permitted.
2. If a student is wearing clothing with long sleeves they must either remove them (in the case of jackets) or roll the sleeves up to their elbows.
3. Shorts are permitted.
4. Students assigned to Cafe duty are to wear **CLOSED TOE SHOES**. Any footwear that has exposed toes, which include but are not limited to: slides, slippers, sandals, or Crocs (unless fully enclosed), is not acceptable.
5. Students are allowed to wear hats instead of hair nets. However, hats must adhere to school dress code and must be either a traditional cap (baseball or trucker) or beanie. No large brim hats will be allowed as a substitution (i.e. Sunhat or Cowboy Hat)
6. Students with long hair will be required to tie their hair back into a bun, if wearing a hat, or tucked into the hair net. Ponytails or any hanging hair of the sort will not be allowed. Long bangs will also need to be inside the hair net.
7. Nail polish is permitted and, while not strictly enforced, we encourage students to not wear jewelry on their fingers.
8. Wristbands and watches are allowed. Bangles and other items that are worn loosely on the wrist or forearm will need to be removed.
9. Stud earrings are allowed. Earrings that hang off earlobes (i.e. hoops) are to be removed beforehand.

### **Student Council**

Student Council is composed of students in grades 3-5 and teacher advisors. Student Council Officer positions are President, Vice President, Secretary, 3rd grade representative, 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.

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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)** The Individuals with Disabilities Education Act (IDEA) is a federal law that makes sure students with disabilities get the support they need in school. It ensures that every child has the right to a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE).

Under IDEA, schools work with families to create an Individualized Education Program (IEP)—a special plan that outlines the services and supports students with disabilities need to learn and grow.

If you have any questions about students with disabilities, please contact the Student Services Coordinator.

## **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. 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 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 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 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 return to class when possible.

**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.

**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).

**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.**

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