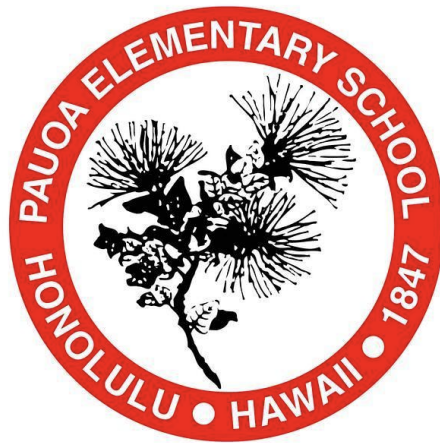


# Pauoa Elementary School

## SCHOOL YEAR 2022 - 2023

### Opening 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 22-23. 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 two 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 open the year fully in person face to face for all students. Full Distance Learning will be available on a request basis only for such reasons as a medical hardship. We will follow the CDC guidelines to the greatest extent possible and DOE guidelines in our school. We will start 22-23 basically the same as how we ended SY 21-22. The following are some key highlights:

1. Please conduct the daily wellness check before coming to school daily.
2. Temperature check **may be** done prior to entering the classroom.
3. We will still have a staggered start time; 7:45 am for preK-2 and 8:00 am for gr. 3-5
4. School ends M/T/Th/F at 2:00 pm for preK-2 and 2:15 pm for gr. 3-5. Wednesday's school ends at 1:15 pm for preK-2 and 1:30 pm for gr. 3-5.
5. We will have the same 3 drop off/pickup points; cafeteria for K and 3, along the marquee fronting the office for gr. 1 and 4 and just before the exit for gr. 2 and 5. For those who have siblings, dropoff/pickup is at the youngest child's grade level area.
6. Breakfast (7:15-7:50 am for all students) and lunch (10:30 am preK-1, 11:00 am gr. 2-3, 11:30 am gr. 4-5) will be **free only for those who qualify**. Please fill out a free and reduced lunch application at the start of the school year.
7. 4 recesses ranging from 9:15-10:15 am and 12:15-1:15 pm
- 8. Masks are optional for both indoors and outdoors, however, is still highly encouraged to be worn to help mitigate the spread of covid 19 and its many variants.**
9. Social distancing will be observed to the extent possible but not necessary in the classrooms, cafeteria and outdoors.
10. Frequent hand washing.
- 11. Sanitization to high touch surfaces will be done at least once during the day.**
- 12. Quarantine is not needed for close contacts or exposure in the school setting.**
13. Quarantine is still 5 days for any exposure in the household or outside of the school setting.

Let's all do our best to do our part in keeping our school community safe. As things evolve and become safer, more things will open up such as our school wide family events in late quarter 1 or quarter 2. Let's continue to, "Believe to Achieve! Stand up! Be heard! Let's excel now!"

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 2022-2023:

**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 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:** Face masks are optional for both indoors and outdoors but still highly encouraged to be worn. **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:** Students will be separated by grade levels this school year. Staggered recesses up to four on occasions and lunches (3) will be implemented.

**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, desks, restrooms, and high touch areas will be cleaned daily.

**Cafeteria/food service:** We will be having three (3) lunch periods during the school day. Because of the unpredictable weather in Pauoa Valley and lack of covered space, the cafeteria will be the primary use for eating. Each table will hold about 6 students. Students eating breakfast will remain in the cafeteria until the bell rings. 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 SY 22-23, we are full in person learning. Therefore, breakfast will be served from 7:15-7:45 am and lunch will be served according to each grade level's time below.

Lunch serving time:

10:30-11:00	Lunch Pre-K, K-1
11:00-11:30	Lunch 2-3
11:30-12:00	Lunch 4-5

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

**Safe Classroom Practices:** Teaching methods will be adjusted to minimize/eliminate shared equipment or learning materials between students; personal belongings should be separated and in individually labeled containers, cubbies, or areas and may be taken home each day to be cleaned.

Supplies, equipment (e.g. electronic devices, books, other games, or learning aids), and other items should not be shared. In the event items are shared, items will be disinfected between each student's use.

Masks are optional in the classroom but highly encouraged to be worn.

**Physical distancing outside the classroom**

Movement on campus will be controlled and directed as best as possible. Play areas will be shared by grade levels for SY 22-23 as opposed by classes.

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

**Field Trips:** We will work with teachers to explore experiences as well as see what safe field trips are made available for SY 22-23.

**Campus Events:** Campus events will be evaluated and the hope is to bring family events back onto campus. 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 unless vaccinated. However, if a kupuna or elder do have to come and drop off and/or pick up a child, they should protect themselves if needed.

**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 be allowed.** We encourage your child to bring a water bottle when in school, face to face, 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.

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

**COVID-19 Point of Contact:** If you have any questions or concerns about COVID-19 please contact Mrs. Shawntell Ladines, School Health Aide, at 587-4500 or email [shawntell.ladines@k12.hi.us](mailto:shawntell.ladines@k12.hi.us).

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

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

## **SIGNAGE AND HEALTH PROMOTION**

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

- [Stop the Spread of Germs at School and Offices](#)
- [CDC Safely Wearing and Taking Off a Cloth Face Covering](#)
- [CDC Wash Your Hands!](#)
- [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

Format	All students are face to face in SY 22-23	
<b>Bell Schedule</b>	7:15 am 7:45 7:45-8:00 7:55 8:00 8:00-8:15 8:00-9:30 8:15-9:45 9:30-9:45 9:45-10:00 9:45 – 10:30 10:00-11:30 10:30 – 11:00 11:00 – 11:30 11:30 – 12:00 11:00-1:00 12:30-12:45 12:45-1:00 12:45-2:00 1:00– 2:15 1:15 1:30 2:00 2:15 2:40 2:55	Breakfast begins in Cafeteria (last serving: 7:50 am) School begins for PreK-2 Morning Business (Attendance/Agenda) Warning Bell School begins for gr. 3-5 Morning Business (Attendance/Agenda) INSTRUCTIONAL BLOCK #1 (preK-2) INSTRUCTIONAL BLOCK #1 (3-5) Morning Recess Gr. K-2 Morning Recess Gr. 3-5 INSTRUCTIONAL BLOCK #2 (preK-2) INSTRUCTIONAL BLOCK #2 (3-5) Pre-K & Headstart, K and 1 lunch Gr. 2 and 3 Lunch Gr. 4 and 5 Lunch INTERVENTION BLOCK for varying grade levels (45 min) Afternoon Recess for Gr. K-2 Afternoon Recess for Gr. 3-5 INSTRUCTIONAL BLOCK #3 (preK-2) INSTRUCTIONAL BLOCK #3 (3-5) Students released (Wednesday only PreK-2) Students released (Wednesday only gr. 3-5) Students released (M, T, Th, F) PreK-2 Students released (M, T, Th, F) gr. 3-5 Teacher Work Day ends (preK-2) Teacher Work Day ends (gr. 3-5)
<b>Screening for Illness</b>	<p>Teachers and staff may take their own temperature prior to starting the work day.</p> <p>Teachers <b>may</b> perform temperature checks prior to students entering the class. Students with a temperature of 100.4 or higher will be sent to the healthroom.</p> <p>Teachers will also visually inspect students using the following symptom checklist:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> feverish or unusually warm (has flushed cheeks)</li> <li><input type="checkbox"/> coughing/sneezing</li> <li><input type="checkbox"/> sore throat</li> <li><input type="checkbox"/> shortness of breath/difficulty breathing</li> <li><input type="checkbox"/> headache/stomach ache/nausea</li> <li><input type="checkbox"/> muscle pain/unusual fatigue</li> <li><input type="checkbox"/> new loss of taste or smell</li> </ul>	



	If at least two of these symptoms are present, the student will be sent to the health room.																			
<b>Face Covering</b>	Optional for both indoors and outdoors but still highly encouraged to be worn. <b>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.</b>																			
<b>Morning Care</b>	Monday-Friday 6:00-7:30 am by Ms. Karyl Doi																			
<b>Drop Off</b>	There are 3 designated dropoff areas to minimize large gathering and groupings. 1) <b>Headstart, Prek, Kindergarten, Grade 3:</b> Cafeteria 2) <b>Grade 1 and 4:</b> Administration 3) <b>Grade 2 and 5:</b> Alongside parallel parking																			
<b>Breakfast</b>	Breakfast will be served from 7:15-7:45 am. Students are to remain in the cafeteria until the bell rings. Only currently enrolled Pauoa students may eat in the cafeteria.																			
<b>Tardy</b>	Students are to go directly to the office when they arrive tardy. Students knock and wait outside the door until someone is able to help him/her and take their temperature. Office will give students a tardy pass and the student is to go to his/her classroom.																			
<b>Recess</b>	Students 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 after the last recess.																			
<b>Lunch</b>	<table border="1"> <thead> <tr> <th>Time</th> <th>Grade Level</th> <th>Grade Level</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>10:30-11:00</td> <td>Pre-K Kindergarten</td> <td>1</td> <td>Cafe, Headstart-in classroom</td> </tr> <tr> <td>11:00-11:30</td> <td>2</td> <td>3</td> <td>Cafe</td> </tr> <tr> <td>11:30-12:00</td> <td>4</td> <td>5</td> <td>Cafe</td> </tr> </tbody> </table>				Time	Grade Level	Grade Level	Location	10:30-11:00	Pre-K Kindergarten	1	Cafe, Headstart-in classroom	11:00-11:30	2	3	Cafe	11:30-12:00	4	5	Cafe
Time	Grade Level	Grade Level	Location																	
10:30-11:00	Pre-K Kindergarten	1	Cafe, Headstart-in classroom																	
11:00-11:30	2	3	Cafe																	
11:30-12:00	4	5	Cafe																	
<b>Pick Up</b>	<p>Students must be enrolled in A+ to remain on campus past 3:00pm.</p> <p>There will be no parking. Wait in the <b>designated areas (see below)</b> to pick up 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.</p> <p><b>Designated Pick-Up Areas:</b>  Grades K and 3: Alongside the cafeteria  Grades 1 and 4: Fronting the Administration building  Grades 2 and 5: Alongside the parallel parking</p> <p>Parents and guardians will be required to wait in their cars until the bell rings to meet their child/children or wait on available benches. It is encouraged to practice social distancing when on campus (6' apart) and have a mask on while on campus.</p>																			
<b>A+</b>	A+ after school care is available from YMCA in our cafeteria. Hours are: M/T/Th/F: 2:2:15 - 5:30 pm W: 1:15/1:30-5:30 pm Applications are available at the Nuuanu YMCA or at the school's front office.																			

<b>Attendance</b>	Students are expected to arrive at school in time for the scheduled start of their school day. See bell schedule above.
<b>Visitors to campus</b>	Please call ahead of time if you need to visit our campus. You may be required to make an appointment. No appointment is necessary to pick-up or drop off your child to school.
<b>Office</b>	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. It is encouraged to practice social distancing and have a mask while in the office.
<b>PPE Students</b>	Face coverings/masks should cover the mouth and nose and are not required to be medical grade.  <b>Face masks are optional for both indoors and outdoors but still highly encouraged to be worn. 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.</b>
<b>PPE Employees</b>	Face coverings/masks should cover the mouth and nose and are not required to be medical grade.  <b>Face masks are optional for both indoors and outdoors but still highly encouraged to be worn. If there is a cluster outbreak determined by DOH, face covering will be required indoors and possibly outdoors as well.</b>
<b>Health and Safety Supplies</b>	If students do not have a face mask, they can obtain one from the office (when coming to school) or from their teacher.  All classrooms and work areas will be provided with hand sanitizer and soap.  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.
<b>Employee Check in</b>	N/A
<b>Meetings</b>	N/A
<b>Articulation</b>	N/A
<b>Parent/Teacher Conference</b>	Virtual or by phone conference for those with no internet access
<b>Use of Facilities</b>	N/A
<b>EES</b>	N/A

## Distance Learning Curriculum

No Full Distance Learning (FDL) option will be offered at Pauoa Elementary. However, if there are any extenuating circumstances such as extreme illness that prevents a child from coming to school, educational opportunities will be provided. The following will be a sample of what would be offered in alliance with BOE policy 105-1.

-The homeroom teacher and/or designated FDL manager will be assigned to monitor the student.

### ELA core

1. 45-90 minutes of iReady daily
2. Wonders assignment(s) 4x per week
3. Read 20-45 minutes daily and journal

### Math core

1. 45-90 minutes of iReady daily
2. Stepping Stones assignment(s) 4x per week

### Science core

1. Mystery Science activity/lab 3x per week for gr. K-2, and 4
2. Amplify Science activity/lab 3x per week for gr. 3 and 5

### Social Studies

1. Activities provided by homeroom teacher/designated FDL manager 2x per week

### PE/SEL

1. Videos of PE concept/Second Step activities 2x per week

### Fine Arts

1. Fine Arts teacher will assign work 1-2x per week

### Assessment

1. Diagnostic testing 1x per quarter
2. Unit assessments or checkups

Office Hours and communication will be provided weekly by homeroom teacher or designated FDL teacher