



## General Information

### Registration

A child registering in a public school in Hawaii for the first time needs the following records: Original Birth Certificate, Certificate of Release from former school, Pupil's Progress Report, and Pupil's Health Record (Form 14). No child may be admitted until a tuberculin clearance (Mantoux test or X-ray) has been received by the school. A physical exam is also required along with immunizations against certain illnesses.

### Attendance Procedures

School begins at 8:00 a.m. (Tardy Bell) and ends at 2:10 p.m. except on Wednesday when school ends at 1:25 p.m. Please call the office (733-4740) to report absences and tardiness. Absence calls and requests for homework should be made by 8:30 a.m. on the day of the absence. Parents may either pick up requested homework at the school office between 3:00 – 4:00 p.m., or ask that the homework be sent home via a sibling at school if the child's name, grade, and room number are provided at the time of call. Absences and tardiness should also be reported to the teacher via a note when the child returns to school.

Also, please schedule family trips, vacations, doctor's appointments, and other commitments during non-school days/hours. Only in the event of an emergency should a child be excused to leave during the school day. The following procedure should be followed if it becomes necessary to have a child excused during the school day:

1. Parent/guardian should send a note on the day the child is to be excused, or in advance, if possible.
2. The note should be sent to the office. The child will be given an excuse slip from the office to show the teacher in order to be released from class.
3. The child must be picked up and signed out by an authorized adult at the school office at the time requested.
4. No child may leave school unless accompanied by a parent, guardian, or other adult(s) listed on the child's emergency card.
5. No child will be released or excused without a request from a parent or guardian. In the event that child must be excused for unexpected reasons, please call the school office at 733-4740 before coming for the child. This will expedite the early release process.

### Emergency Cards

Please complete the Emergency Card for each child in your family who is a student at Wilson School and return it the next school day. It is critical to inform the school immediately of any changes so that appropriate adults can be notified in case of an emergency. Please call or send in changes to ensure emergency information for your child is always current.

### Uku Guidelines

For the 2016-2017 school year, the Farrington-Kaiser-Kalani Complex Area has adopted a new procedure to address ukus (head lice) in school. This new procedure is based on national recommendations from the American Academy of Pediatrics, Centers for Disease Control and Prevention, and National Association of School Nurses. Under this new procedure, all students will remain in school regardless of the presence of ukus.

### Synvoice Mass Messaging Program

Through an automated voice mail, this program is able to leave vital messages for *all* parents in a single phone call. For attendance purposes: Once a teacher enters a student's absence or tardy into the electronic school attendance program, a phone call is triggered automatically at 8:40 A.M. to parents. Parents are asked to call the

School Office regarding a child's absence by **8:30 A.M.** If parents have notified the office about an absence, they may ignore the automated call. However, if parents have not done so, parents need to call the School Office once they receive the automated message regarding their child's absence.

The primary purpose of *Synrevoice* is to notify parents of emergencies (lock downs, severe weather conditions, and other school emergency closures). To accomplish this most efficiently, parents are urged to leave with the school the PRIMARY contact phone number for their child for the system to call.

### **Classroom Visitations**

At times, classroom visitations/observations can be disruptive to the educational process. Therefore, we request that the classroom visits and observations be scheduled and agreed to by the teacher at least 3 days in advance. The purpose of the visit must be stated at the time the appointment is made using the Request for Observation Form.

If you request an outside evaluator or visitor to observe you child in class, we will have a school or district staff member accompany this visitor during their observation.

Visitors must go to the office, sign the visitor log, and wear a visitor's badge for the duration of the visit.

Visits/Observations will be limited to 30 minutes or upon the discretion of the teacher and/or principal. Please return all visitor's badges to the office.

### **Consumable Fees**

Wilson School will continue to implement the policy of assessing each student a fee to subsidize a portion (50%) of the cost of consumables each year. (*Consumables are instructional aids and materials such as planners, workbooks and journals which students write in and keep as personal possessions*).

### **Medical Insurance Coverage**

It is highly recommended that all children have some form of medical insurance coverage through their parents'/guardians' medical plan. The Board of Education no longer requires medical insurance coverage before students may participate on school outings.

### **Thursday Envelope**

Please check the Thursday envelope weekly for the latest information and updates of school information and activities.

### **Parent Bulletins**

The bimonthly newsletters are the school's primary method of general communication with parents. It is highly recommended that parents select the option of receiving these bulletins electronically to help us conserve paper and to receive video features in the newsletters that can be only transmitted electronically.

### **School Website**

With just a click of a button, search [www.wilsonschoolhawaii.org](http://www.wilsonschoolhawaii.org) for a wealth of information: School Calendar, Breakfast & Lunch Menus, School Supply Lists, Report Card Attachments, Specialty Programs, Grade Level Information, Summer Program, etc. While always a work in progress that will never really be completed, the website is posted and refreshed with new and updated information on a frequent basis.

### **WESCC / WSO PTA Meetings**

We welcome you to the Wilson Elementary School Community Council (WESCC) and the Wilson School Ohana-Parent Teacher Association (WSO-PTA) parent group meetings that are held each month. (see calendar for meeting dates). Questions regarding the WESCC or WSO-PTA may be directed to the school office.