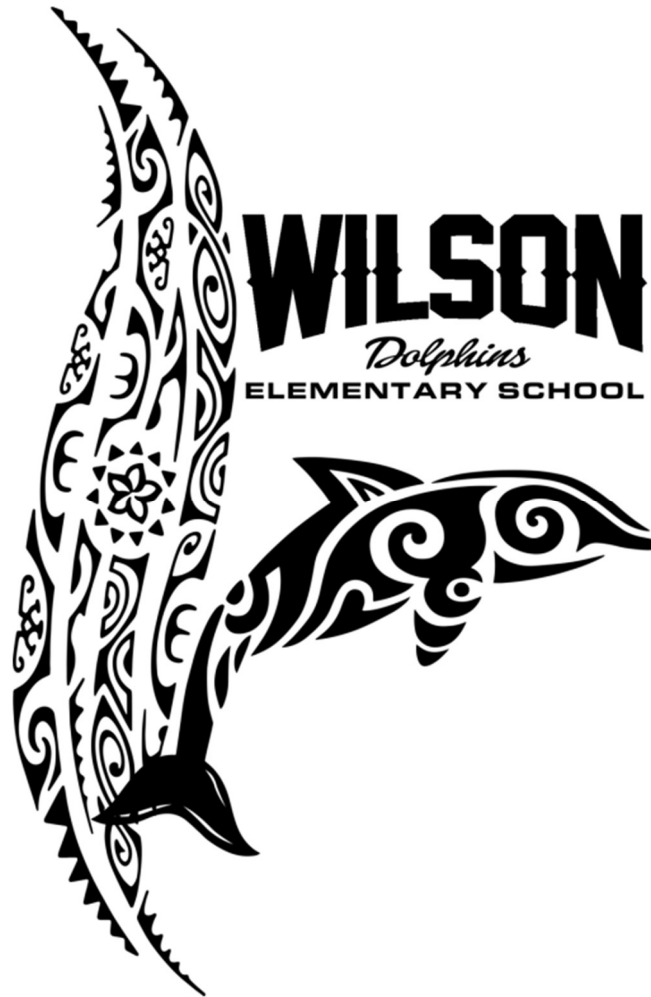




2026-2027 Handbook

4945 Kilauea Avenue
Honolulu, Hawaii 96816
Tel: (808) 305-0900
wilsonschoolhawaii.org

Foreword

This Wilson School Handbook is designed to promote and enhance school-home communication. This calendar includes information regarding school policies and procedures that will help support you throughout the school year. Any modifications will be communicated in the parent newsletters. This handbook is also located on our school website: <http://www.wilsonschoolhawaii.org>.

Please take the time to preview the material in this handbook and utilize this information throughout the year to help you best support your child's education.

Thank you for your partnership, participation, and commitment to "Ride the Learning Wave" with us.

Ryan A. Amine
Principal

VISION

Our Wilson 'Ohana encourages us to grow within and nurtures the desire to go beyond.

BELIEFS

Our Wilson 'Ohana believes.....

- Success in education begins with the family and is fostered by an interactive partnership of home, school, and community.
- Optimum learning takes place in a well-maintained facility free from any harmful and intimidating influences.
- In the development of the whole child intellectually, emotionally, physically, socially, and creatively.
- Children develop and learn in different ways.
- In creating an environment where learning can be fun.
- In providing opportunities, through positive experiences for self-improvement, recognition, and achievement.
- In an atmosphere emphasizing mutual respect and cooperation.
- In encouraging life-long learning.

MISSION

Our Wilson 'Ohana commits to.....

- Helping all students progress towards their maximum potential.
- Educating the whole child.
- Accommodating different learning styles.
- Promoting life-long learning.
- Providing opportunities for students to demonstrate the acquisition of essential skills and the ability to solve problems.
- Encouraging creativity.
- Fostering the development of responsible attitudes and positive self-concepts.

THE IDEAL WILSON GRADUATE

The ideal student will be a **CRITICAL THINKER**, showing creative problem-solving techniques which depend on analysis and evaluation of information and which show an understanding of consequences and relationships. The student will demonstrate **RESPONSIBLE SOCIAL ATTITUDES** by showing respect and consideration of others through a willingness to work together to make things better. The student will “**STAY ABOVE the LINE**” and take responsibility for their actions without making excuses and blaming others. The student will be a **SELF-DIRECTED LEARNER** with a good work ethic who is able to set and achieve goals and is willing to take responsibility for their own learning. Our ideal graduate will be a **LIFELONG LEARNER** with a joy and curiosity about learning and an understanding that learning does not stop when school is over because of exposure to adults in our ‘ohana who demonstrate the importance of continued learning. Our student will be a **RISK TAKER**, with enough self-confidence to try new experiences and persist in solving problems in innovative and creative ways, without fear of failure. The ideal student will show **MASTERY OF ESSENTIAL SKILLS**, not just in reading, writing, and math, but also in technology, arts, music, and athletics. Our graduate will be an **EFFECTIVE COMMUNICATOR** through face-to-face, written, and/or through artistic expression. The ideal Wilson graduate will demonstrate a **READINESS** for **COLLEGE, CAREER, and CITIZENSHIP** and embody the values, attitudes, practices, processes, knowledge, skills, and fundamental common sense necessary to meet the challenges of global society in the 21st century.

These eight attributes represent our ideals. We strive to continue to improve the development of these ideals in our Wilson students.

ALMA MATER

‘Neath the dome of the great blue sky
Among the hills of luscious green,
With Waialae Nui stream nearby,
Stands Wilson School, serene.
Fondly cherished are memories
Of happy days and friendships, gold.
John Wilson School, we honor thee,
And in our hearts, we’ll hold.

(Composed in 1966 by the 6th Grade Class & Mrs. Doris Yoshioka)

Daily Bell Schedule

	Grade K & 3	Grade 1 & 4	Grade 2 & 5
Instructional Block	8:00 – 9:10 am	8:00 – 9:30 am	8:00 – 9:50 am
Recess	9:10 – 9:25 am	9:30 – 9:45 am	9:50 – 10:05 am
Instructional Block	9:25 – 10:30 am	9:45 – 11:10 am	10:05 – 11:50 am
Lunch	10:30 – 11:00 am	11:10 – 11:40 am	11:50 am – 12:20 pm
Lunch Recess	11:00 -11:10 am	11:40 – 11:50 am	12:20 – 12:30 pm
Instructional Block Wed Schedule End	11:10 am – 1:25 pm	11:50 am – 1:25 pm	12:30 – 1:25 pm
Instructional Block Mon, Tues, Thu, Fri Schedule End	1:25 – 2:10 pm	1:25 -2:10 pm	1:25 – 2:10 pm

Release Time Changes

Students are released at 2:10 pm on Mondays, Tuesdays, Thursdays, and Fridays; and 1:25 pm on Wednesdays, unless revised as shown here.

Date	Revised Release Time
9/30/2026	2:10 pm
10/2/2026	1:25 pm
10/21 to 11/2/2026	1:25 pm
12/16/2026	2:10 pm
12/18/2026	1:25 pm
1/27/2027	2:10 pm
1/29/2027	1:25 pm
4/14/2027	2:10 pm
4/15/2027	1:25 pm
5/26/2027	2:10 pm
5/27/2027	1:25 p.m.

Letter Day Cycle for Special Services

Students attend special service classes on their designated grade level letter days.

	STEM, Computer Science, Music, Library	Hawaiian Studies, Japanese, STEM, Physical Education
Kindergarten	A Day	D Day
1st Grade	B Day	E Day
2nd Grade	C Day	F Day
3rd Grade	D Day	A Day
4th Grade	E Day	B Day
5th Grade	F Day	C Day

Staff Directory for SY 2026-2027

Office	Principal	Mr. Ryan Amine	Student Services	Counselor Gr K, 2, 4	Ms. Jasmine Ching	DP User Support Tech	Mr. Guy Anama	
	VP	Mr. Riley Jaeger		Counselor Gr 1, 3, 5	Ms. Lauren Nomura	Head Custodian	Mr. Sean Wilhelm	
School Admin Svcs	Asst	Stephanie Kim		Academic Coach Gr K, 1, 2	Mrs. Shelley Yamaguchi	Custodian	Ms. Diane Nguyen	
	School Health Aide	Ms. Ilona McGill		Academic Coach Gr 3, 4, 5	Mrs. Wendy Machida	Custodian	Mr. Lester Saito	
	Office Assistant	Ms. Genice Yamamoto	Student Services Coordinator	Mr. William Kaeo		Class Cleaner	Ms. Sara Wilhelm	
Grade K	F1	Mrs. Terri Asato	General Education	Grade 3	F5	Mrs. Kathryn Donahue	English Teacher/Coordinator	Mrs. Iris Yamamoto
	F2	Mr. Elston Fujimoto			F6	Mrs. Aulani Asuncion	Language Educational Assistant	Ms. Sumiyo Takamiya
	F3	Mrs. Allison Kimoto			F7	Ms. Tiffany Nakashima	Learners Educational Assistant	Mrs. Yoko Anderson
	F4	Mrs. Liane Aten			F8	Mrs. Caitlin Chikamoto		
Grade 1	D1	Ms. Erica Morimoto	Grade 4	D5	Mrs. Tara Seto	Special Education	PreK: P2A	Mrs. Whitney Nguyen
	D2	Ms. Kari-Lyn Canaday		D6	Ms. Samantha Saito		Grades K & 1: A117	Ms. Kelcie Sasaki
	D3	Mrs. Konomi Nino		D7	Mrs. Joni Haraga		Grade 2: P2B	Ms. Kami Watanabe
	D4	Mrs. Jennifer Berrington		D8	Ms. Rachel Lyum		Grades 3 & 5: P6	Ms. Emma Lui-Kwan
							Grade 4 & 5: P5	Ms. Ashlee Panui
Grade 2	C1	Mrs. Sharon Kunihisa	Grade 5	C5	Ms. Melia Kekaulike	Educational Assistants	ParaPro Educators	
	C2	Mr. Jace Valentine		C6	Ms. Emily Louis	Ms. Rie Barnhart	Ms. Kelli Goo	
	C3	Ms. Kristin Kojima		C7	Mrs. Roxane Yi	Ms. Kathleen Kaanapu	Mrs. Lori Miura	
	C4	Ms. Eriko Hirose		C8	Mrs. Kristi Lyn Yoshimura	Mrs. Taryn Loo / PCNC	Mrs. Wendee Wong	
						Mrs. Phyllis Nakasone	Mr. Michael Yamauchi	
						Mrs. Helene Togikawa	STEM PPT	
	Specialty Programs			Cafeteria		Ms. Valerie Tom	Mrs. Jeanne Won	
Computer Science	Mrs. Lori Kidani		TA Manager	Mr. Keenan Lam				
Hawaiian Studies	Mrs. Leann Teramae		TA School Cook	Mrs. Sascha Barros-Wilhelm				
Hawaiian Studies	Mrs. Lokelani Oliveros		School Baker	Jonleen Maio			ParaPro Tutors	
Library Gr K, 1, 2	Mrs. Annie Zoto					Ms. Denise Ferrer	Mrs. Whitney Ishikawa	
Library Gr 3, 4, 5	Mrs. Teresa Okuhara-Onzuka		Adult Supervisors			Mrs. Mina Freestone	Ms. Emma Monje	
	Music	Mrs. Cathlyn Momohara-Ho	Mr. Anson Heresa	Mrs. Betty Okazaki		Mrs. Jessica Fujimoto	Mrs. Lisa Okamura	
	Phys. Ed.	Mr. Max Kaneshiro	Mrs. Beverly Honda	Mr. Jiah Sabanal		Mrs. Jenny Fujino	Ms. Sienna Osterman	
STEM/Science	Mrs. Laura Hew		Mr. Jace Miyanaga	Mrs. Hisano Taguchi		Ms. Maria Galvan Olvera	Mrs. Candice Sakamoto	
STEM/Science	Ms. Edene Nagai-Hadap		Ms. Georgiana Ngirarsaol	Ms. Meizhen Tan		Ms. Chelsey Gono	Mr. Bryson Tomita	
World Language	Ms. Shiho Matsutaka		Mr. Joseph Wilson			Ms. Amari Hayes	Ms. Chaslynn Uyetake	

Wilson School's 5 Rs

Respectfulness

I can...

- be thoughtful and considerate.
- follow school and class rules.
- use an appropriate voice.
- use kind words and actions.
- listen to adult authority.
- honor personal space.

Responsibility

I can...

- stay above the line.
- be prompt and on time.
- complete all tasks.
- use equipment and supplies wisely.
- clean up after myself.
- stay focused.

Relationships

I can...

- be open and honest.
- be helpful and courteous.
- show good sportsmanship.
- take turns and share.
- practice good manners.

Resourcefulness

I can...

- solve problems appropriately.
- use time wisely.
- be flexible and imaginative.
- apply my knowledge and skills.
- make good choices.

Resiliency

I can...

- Always do my best.
- Have a positive attitude.
- Live with a Growth Mindset.
- Keep trying.

Student Code of Conduct

While a Wilson student is the sole purpose for the existence of Wilson School and the services it provides, a Wilson student is also expected to be responsible for availing themselves to the educational services provided by the school, and to demonstrate school spirit and personal pride at all times.

Purpose and Responsibility

The fundamental purpose and responsibility of a Wilson student is to develop and nurture in themselves the knowledge, skills, attitudes, and values necessary to “grow within and go beyond” in order to become responsible, contributing and productive members of society. A Wilson student is responsible for their learning, actions, and behavior at all times.

Attendance

A Wilson student is expected to attend school regularly and be on time to classes in order to fulfill their responsibility to learn.

Work Habits

A Wilson student is expected to be prepared for and to participate in each class to meet performance standards. This means they are expected to have the necessary class materials, to complete classwork and homework accurately and on time, and to prepare for quizzes and assessments.

Respect for Self and Others

A Wilson student is expected to be honest, behave with dignity, and treat others with respect and courtesy. The behavior of the individual should not interfere with or impede the learning of others. This means a Wilson student will not harass or bully others verbally or physically and will come to school free from the influence of tobacco products, alcohol, or drugs. A Wilson student is expected not to use or possess such substances.

Respect for Authority

A Wilson student is expected to demonstrate respect for authority and comply with rules and obey laws at all times, especially while under the jurisdiction of the school and while participating in school-sponsored activities. A Wilson student is expected to respond courteously and respectfully to adults at all times.

Respect for Property

Students are expected to treat all property belonging to the school and to others with care.

Freedom from Fear

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons, and contraband are never acceptable.

Chapter 19 – Department of Education Policy on Discipline

Chapter 19 is intended to promote & maintain a safe school environment. The rules specify four levels of offenses and are listed as Class A, B, C, or D.

Class “A” Offenses: (Prohibited by Law)	Class “B” Offenses:
• Assault • Burglary • Possession, use, or sale of dangerous instruments or substances • Possession or use of a dangerous weapons • Possession, use, or sale of drug paraphernalia • Extortion • Fighting • Possession or use of firearms • Homicide • Possession, use or sale of illicit drugs • Possession, use or sale of intoxicating substances • Property damage or vandalism • Robbery • Sexual Offenses • Stalking • Terroristic threatening	• Bullying • Cyberbullying • Discrimination • Disorderly Conduct • False alarm • Forgery • Gambling • Harassment • Hazing • Inappropriate or questionable uses, or both of internet materials or equipment, or both • Retaliation • Harassment • Theft • Trespassing
Class “C” Offenses:	Class “D” Offenses:
• Abusive Language • Class cutting • Insubordination • Possession or use of laser pen/laser pointer • Leaving campus without consent • Smoking or use of tobacco • Truancy	• Defiance/Disrespect/Noncompliance • Disruption (Low-intensity, inappropriate disruption) • Dress Code Violation • Inappropriate Language • Lying or Cheating • Physical Contact • Property Misuse • Tardy • Possession or use of contraband items: • Other Minor Problems: Non-compliance to school rules - Contraband Items: Students are not to: • bring or chew gum at school; • bring contraband items such as games, sunglasses, skateboards, toys; • bring firecrackers, alcohol or other potentially dangerous items to school.

DISCIPLINARY ACTION (ALL DISCIPLINARY DECISIONS ARE BASED UPON THE DISCRETION OF THE ADMINISTRATOR):

Correction and conferences with student, detention, crisis removal, individualized instruction related to student's problem behavior, interim alternate educational setting, loss of privileges, parent conferences, time in office, suspension of one – ten days, suspension of eleven or more days, disciplinary transfer, referral to alternative educational programs, dismissal and/or restitution.

Wilson Elementary School Smart Device Guidelines

Purpose & Standards

To foster a focused learning environment at Wilson Elementary School, all personal cell phones must be kept "Off and Away". Smartwatches may be worn strictly for telling time. To preserve an uninterrupted learning environment, they may not be used for communication (including texting or calling family), recording, watching videos, or playing games during the school day.

Storage & Logistics

- **Method:** Cell Phones must be stored in personal backpacks. Smartwatches are okay to wear if adhering strictly to the policy guidelines.
- **Protocol:** Upon entering campus, students must turn off and store their phones in their backpacks.
- **Duration:** Cell phones must remain stored in backpacks at all times while on campus.
- **Disclaimer:** The school and State of Hawaii Department of Education assumes no responsibility for the loss, theft, or damage of personal cell phones.

Mandatory Exceptions

Usage of personal smart devices is permitted only under the following conditions:

- **Emergencies:** Immediate threats to safety or high-stakes crises.
- **Instructional:** When expressly permitted by a teacher for curricular work.
- **Health:** As required by a physician (e.g., glucose monitoring).
- **IEP:** According to specific provisions in a student's official plan.

Communication & Emergency Protocol

- **Student Outgoing Calls:** Students must request a pass to the office to use the school landline.
- **Parent Contact:** Parents must call the Main Office to reach a student. Please avoid texting or calling student cell phones directly during the school day.
- **Office Updates:** Official school-to-home news will be sent via email or the SchoolMessenger system.

Wilson Elementary School Smart Device Guidelines (con't)

Tiered Consequences for Infractions

Tiers	Statewide Consequences
Tier 1	The student will receive a verbal warning and a classroom-level correction. This serves as a formal notice to redirect behavior before further consequences are taken.
Tier 2	The cell phone and/or smartwatch will be confiscated by school administration or security and held in the main office. A parent or legal guardian must be notified. The student may retrieve the device at the end of the school day.
Tier 3	The cell phone and/or smartwatch will be confiscated by school administration or security and held in the main office. A parent or legal guardian must pick up the device at the end of the school day. Additionally, a mandatory meeting will be required to develop and implement a customized device restriction plan.

General Information

School Health Requirements

All students attending school in Hawaii must have a Student's Health Record (Form 14) completed and signed by a US licensed healthcare provider to document:

- tuberculosis clearance completed on or after 12 months of age
- physical examination completed within one year before first attendance at a preschool or school in Hawaii
- required immunizations depending on the age and grade of the student

Sick Guidelines

Students, staff, and visitors who do not feel well or have any symptoms of illness should stay home. Anyone who comes to school with symptoms of illness or respiratory virus, or develops symptoms of illness or respiratory virus at school, will be sent home.

When an individual has symptoms of illness, they may return to school once they are fever free for 24 hours without any medication and their symptoms have improved. Individuals are encouraged to practice good hygiene, wear a mask, avoid contact with people who have weakened immune systems, and monitor for worsening symptoms for five days after returning to school after illness.

Uku Guidelines

The State of Hawaii Department of Education current guidance to address ukus (head lice) in school is based on guidelines from the American Academy of Pediatrics, Centers for Disease Control and Prevention, and National Association of School Nurses and Hawaii Department of Health. Under this guidance, all students will remain in school regardless of the presence of ukus.

General Information (con't)

Attendance

The State of Hawaii Attendance Guidelines:

- The State of Hawaii requires all children from age 5 to attend school.
- The State of Hawaii requires that all students who arrive after 11:00 a.m. or leave prior to 11:00 a.m. be marked absent for the day.
- The State of Hawaii has termed any student who has 15 or more absences as “Chronically Absent.”
- The State of Hawaii does not excuse any absence regardless of circumstances including illness and family vacations during regular school days.

Wilson School Procedures

Regular school attendance is essential for student success. School begins at 8:00 a.m. and ends at 2:10 p.m. except on Wednesdays and during Parent-Teacher conferences when school ends at 1:25 p.m, and as otherwise noted on the school calendar. Notify the office of absences and tardy arrivals via [Report an Absence](#) Google Form, emailing the office, or calling (808)305-0900. Please demonstrate care and keep your child home if they are sick.

1. Absence notices should be made by 8:30 a.m. on the day of the absence.
2. For early release requests known in advance, please notify the office via [Early Release](#) Google Form, emailing the office, or calling (808)305-0900. The child must be picked up and signed out by an authorized adult at the school office at the date and time requested. Any student leaving prior to 11:00 a.m. and tardy students arriving after 11:00 a.m. will be marked absent for the day.
3. No child may leave school unless accompanied by a parent, guardian, or other adult listed on the child’s emergency card.
4. Students arriving after 8:00 a.m. must report to the school office before being admitted to class.

Wilson School Interventions

Any student with:

- 3 absences will receive the “First Attendance Notification Letter,” via email from their teacher.
- 6 absences will receive the “Second Attendance Notification Letter” from their grade level counselor.
- 9 or more absences may have a “Conference with Administration.”
- Please schedule family trips, vacations, doctor’s appointments, and other commitments during non-school days/hours.

In adherence to the mandatory school attendance policy, it is important to note that an extended absence may affect a student’s grade and academic progress.

General Information (con't)

Homework Requests

Requests for homework for absences due to illness should be made by 8:30 a.m. on the day of the absence by calling the school office. Homework may be picked up at the school office between 3:00 – 4:00 p.m., or sent home with a sibling at school if requested at the time of call.

Please be aware that teachers will not provide homework or classwork before a trip or vacation. Students may work on assigned online programs during their absence. Parents are encouraged to actively assist their children in catching up and maintaining satisfactory progress upon their return to school.

Arrival Procedures

Parents are recommended to drop off students no earlier than 7:30 a.m. There are two Autoline drop-off points:

- Main Parking Lot – Students in grades 1, 2, 4, and 5 only should be dropped off in the main parking lot.
- Honolulu District Office Parking Lot – Students in Kindergarten and grade 3 should be dropped off at the Honolulu District Office parking lot. If a kindergarten or 3rd-grade student has a sibling in another grade level, the sibling can be dropped off in the District lot. Parents do not have to go through two drop-off areas.
- Walk-ins – Parents may walk their student to the drop-off zones at the beginning of each building.

Departure Procedures

Autoline Pick-Up (Highly Recommended)

- All students should be picked up in the main parking lot
- Parents or guardians are required to place a placard(s) with the name(s) of their children on their dashboard. Placards will be distributed at Meet & Greet or on the student's first day of school.
- Please be patient when utilizing this Autoline area as students will be waiting at an assigned area for their grade level.
- Please avoid entering the parking lot before 2:00 p.m. (and 1:15 p.m. on Wednesdays) to avoid blocking access to neighboring businesses and streets.

Students who get picked up by parents who are walking them off campus

- Mauka Pick-Up: Kilauea Avenue and the entrance to our campus at the stairs that leads to the walkway in front of the cafeteria. Please avoid parking in the Honolulu District Office parking lot and walking to the Mauka location as all stalls in the lot are reserved.
- Makai Pick-Up: Back gate between the City and County park and our campus.

General Information (con't)

Students Walking Home

Students in grades 4 and 5 may walk home and escort a younger sibling if a parent provides permission by completing the departure survey. Students younger than grade 4 who do not have an older sibling may walk home only if parents have provided written authorization to the school. Students will be released from the Mauka Pick-Up location and should proceed directly home.

Volunteer Safety Check – Harm to Students Registry

As required by Senate Bill 2475, Act 156 (Session Laws of Hawaii 2024), all school volunteers must be checked against the Hawaii State Department of Education’s Harm to Students Registry. This statewide system helps prevent individuals who have harmed students from working or volunteering at any school in Hawaii.

To support this effort, all volunteers working with students during DOE-sponsored events will be asked to complete a Google Form and provide their full legal name and date of birth. This information allows us to conduct the required registry check and ensure the safety of our students.

Volunteer’s personal information will only be used for this safety check, viewed only by authorized staff, and protected in accordance with all privacy laws.

Check Payments to the School

Checks may be acceptable for certain services. Meal account deposit checks should be payable to: Department of Education, State of Hawaii. The Department of Education regulations require schools to assess a \$25.00 fee for any insufficient / bad check that is returned.

Fees and Charges for Lost or Damaged Books, Equipment, Devices, and Supplies

A student found responsible for the loss, destruction, breakage, or damage of school books, technology devices (including computers or iPads), music equipment (including ukuleles and tuners), school property or supplies, including student ID tags, library books, and assigned textbooks, must make restitution payment to the school. The cost of lost or damaged items will be based on their repair or replacement value and must be paid by the last day of the school year in which the obligation was incurred.

Item	First Replacement Charge	Additional Replacement Charge
Grade K-2 Headphones	\$10.00	\$18.00
Grade 3-5 Earbuds	\$3.00	\$6.00
Grade 1-5 Student Planner	\$6.00	Same
Lost or Damaged Library Book	Current market cost	
Textbook	Current market cost	

General Information (con't)

Student Information Changes

Please notify the school office as soon as possible if you have a change in phone numbers, contact persons, or address. The school needs to have updated information in the event of an emergency.

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.

Peanut Awareness

The teachers and staff of Wilson Elementary ask the support of our students, parents, friends, and families to join us in our commitment to make our school safe for every child by minimizing the exposure of our children to peanut allergens. Please kokua for the sake of our children by observing the following guidelines throughout the year:

1. The student meals prepared by the cafeteria do not contain peanuts or peanut derivatives. Please also refrain from sending to school with your child lunches, snacks, or other treats that may contain peanuts or peanut derivatives.
2. Our teachers and staff will incorporate activities aimed at raising students' awareness about allergens and allergies. Please support these efforts at home by talking about this with your child.
3. Sharing breakfast, lunch, or other snacks among friends is prohibited.
4. Should your child be fortunate enough to enjoy foods and other treats containing peanuts or peanut derivatives at home, please remind them to wash their hands before coming to school.

Thank you for your cooperation and support of this important effort.

Minimize Sharing of Material

- No sharing of edible items is allowed on campus.
- If you wish to drop off items for a special occasion, such as a birthday event, please arrange the best time IN ADVANCE with your child's teacher. When dropping off items during the school day, please check in and deliver items to the school office. Any edible items to be shared with students must be purchased or prepared in a certified kitchen. Food items must be peanut-free and packaged by the manufacturer. The school does not have the space to store food or treats in the school refrigerator or freezer.

Visiting Campus

- ALL parents and visitors must sign in at the office and comply with the Department of Education Visitor Code of Conduct.
- Please make an appointment with the teacher or staff member if you need to have a meeting on campus.
- If you need to drop-off any items for your child, please notify your child's teacher and deliver the items to the office.

General Information (con't)

Classroom Visit Requests

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 to have an outside evaluator or visitor to observe your child in class, we will have a school or district staff member accompany this visitor during their observation. Visitors must check in at the school office, sign the visitor log, and wear a visitor 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.

Photographs and Videos on Campus

To protect our students' privacy rights outlined in the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA), we ask that parents take photographs and videos of only their child and to avoid taking pictures and videos that may include other students while on campus or participating in any school sponsored events. Any photos or videos that include other students should not be used publicly, including posting on social media.

SchoolMessenger 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, the system will automatically trigger a phone call at 9:10 a.m. to parents of students with unreported absences. Parents are asked to notify 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 should contact the school office once they receive the automated reminder. The primary purpose of this program is to notify parents of emergencies (lockdowns, severe weather conditions, and other school emergency closures). To accomplish this efficiently, parents are urged to leave with the school the PRIMARY contact phone numbers for the system to call.

Parent Bulletins

The parent newsletters are the school's primary method of general communication with parents. Please notify the school office or your child's teacher if your email address changes throughout the year. We recommend creating an email filter for your inbox to ensure the school emails do not go to your spam folder.

School Website

With just a click of a button, search www.wilsonschoolhawaii.org for a wealth of information: School Calendar, Lunch Menu, School Supply Lists, Report Card Attachments, Specialty Programs, Grade Level Information, 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.

General Information (con't)

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.

School Uniforms

The purposes for a Wilson Elementary School Uniform Policy are as follows:

- Promote school spirit and personal pride;
- Enhance student behavior and safety;
- Reduce dress competitiveness, cliquishness, and undesirable affiliations;
- Provide cost effective alternatives for school clothing;
- Keep students looking good!

Policy Statement

Unless otherwise excepted, every student enrolled at Wilson Elementary School is expected to attend school wearing an authorized school uniform on Monday, Tuesday, Wednesday, and Thursday of each week. School uniforms may not be altered, styled or defaced in any way. An open front outer garment (sweater, jacket, coat, etc.) with top to bottom buttons or zipper may be worn over a uniform shirt provided that the uniform shirt beneath the outer garment is visible. Any shirt or other inner garment worn beneath the uniform shirt must not be visible.

Free Dress Days

The Friday of each week as well as other such days designated by the School Administration are “Free Dress Days.” On Free Dress Days, students may attend school wearing clothing of styles and colors of choice, provided that such clothing is appropriate and acceptable in accordance with the Wilson School Dress Code. The Code simply stipulates that students' clothing is neat, clean, decent, and devoid of inappropriate pictures or graphics.

Covered Shoes

Students are expected to wear covered shoes to school every day. Students who attend school without covered shoes will not be permitted to participate in active play during Structured Exercise Time, recess, physical education class activities, and field trip outings. Sandals with backstraps, such as Crocs brand, are not considered covered shoes.

Loaner Uniforms

Loaner uniforms will be signed out at the health room. The student is expected to wear the loner uniform and return it to the health room cleaned and laundered the next school day.

School Meals Program

National School Lunch and Breakfast Program Application

The National School Lunch Program is a federally assisted meal program in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program is administered locally by the Department's School Food Services Branch. Parents or guardians may complete the application online at EZMealApp.com starting July 15th to allow time for processing prior to the start of the school year. Students who were receiving free or reduced breakfast and lunch meals last school year have a grace period of thirty (30) days to receive benefits and allow time for applications to be processed for eligibility.

School Breakfast and Lunch Menu

The school breakfast and lunch menu will be posted on our website at wilsonschoolhawaii.org.

eTrition by Harris Meal (Lunch) Accounting System

Once a child's account has been opened with an initial deposit, the school office will email parent or guardian a Payment Reminder when the balance reaches \$0.00 or less. Additional deposits must be made to replenish the account and avoid deficit balances. Deposits can be made with cash or check payable to the Department of Education, State of Hawaii and dropped in the Payment Collection Box located in the School Office. Parents can also make online deposits, check balances, and set up auto-payments when balances fall below a specified amount at EZSchoolPay.com. Meal account deficits must be cleared by the last day of the school year.

Student Meal Prices*

Breakfast	\$1.10	Lunch	\$2.50	2nd Lunch Entree	\$2.25	Milk	\$0.90
Reduced-Price Breakfast	\$0.00	Reduced-Price Lunch	\$0.00			Bottled Water	\$1.50
Free Breakfast	\$0.00	Free Breakfast	\$0.00				

*Prices are as of June 30, 2026, and may increase at any time during the school year.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Notice of Language Assistance

If you have difficulty understanding English, you have the right to receive language assistance at no cost to you. Please contact your school's principal for more information.

(Traditional Chinese / 繁體中文) 如果您理解英語有困難，您有權得到免費的語言幫助。請聯繫您的學校校長以獲得更多信息。

(Simplified Chinese / 简体中文) 如果您理解英语有困难，您有权得到免费的语言帮助。请联系您的学校校长以获得更多信息。

(Japanese / 日本語) 英語の理解に困難を覚える方は、無料で言語支援を受ける権利があります。詳細につきましては学校長にお問合わせください。

(Hawaiian / 'Ōlelo Hawai'i) Ina pilikia oe i ka hoomaopopo i ka olelo Pelekania, he kuleana no kou e lawelaweia oe i ke kokua olelo me ka uku ole. E hui kuka me ke poo kumu o kou kula no kekahi ike hou aku.

(Korean / 한국어) 영어를 이해하는데 어려움이 있는 경우, 무료로 통역 지원을 받을 권리가 있습니다. 더 자세한 정보는 학교장에게 연락하십시오.

Continuous Notice of Non-Discrimination

The Hawai'i State Department of Education (Department) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion. This requirement extends to all of the Department's programs and activities, including employment and admissions as applicable. Please direct inquiries regarding the Department nondiscrimination policies and/or complaints of prohibited conduct to the Civil Rights Compliance Branch as follows:

Civil Rights Compliance Branch Hawai'i State Department of Education 1390 Miller Street, Room 416 Honolulu, Hawai'i 96813 (808) 784-6325 or relay CRCB@k12.hi.us	Beth Schimmelfennig, Director Rhonda Wong, Compliance Administrator Krysti Sukita, ADA/504 Anna Tsang, Title VI Alphonso Braggs – Compliance Blue Kaanehe, Title VII Nicole Isa-Iijima, Title IX Dana Takahara-Dias, Title IX – Athletics
---	--

The Department's non-discrimination policies and grievance procedures may be located at:
<https://hawaiipublicschools.org/useful-links/policies/nondiscrimination-policy/>