

WILSON CREEK

Elementary School



Family Handbook

*"Where Children
Experience Success"*

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www.wilsoncreekelementary.com

WELCOME TO PARENTS AND STUDENTS

Welcome! On behalf of the faculty, staff and administration, we warmly welcome you to Wilson Creek Elementary School. You are a part of an outstanding team of dedicated students, professionals, supportive and involved group of parents and a proud community which continues to build on the traditions of excellence at Wilson Creek.

This school Family Handbook has been prepared to help answer many questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of Wilson Creek Elementary. Your involvement and support makes all of the difference for our students and staff.

Andrea Cushing
Principal

WILSON CREEK

WHOLE CHILD • WHOLE COMMUNITY

Mission Statement

The Wilson Creek community develops and nurtures the whole child.

Vision Statement

Wilson Creek inspires students to reach their unique potential through an innovative and encouraging learning environment.

Value Statement

Our Wilson Creek community values:

Well-roundedness

Integrity

Love of learning

Diversity

Creativity

Achievement

Teamwork

Students



Wilson Creek Elementary School

*Andrea Cushing
Principal*

*Kathy Westbrooks
Assistant Principal*

*Marla Grosswald
Curriculum Support Teacher*

*Wanda Moran
Counselor*

*Eileen Checkelsky
Principal's Secretary*

*Megan Ryan
Professional Assistant*

*Jacky Yin
Professional Assistant*

*Karen Kenny
Data Clerk*

*Jackie Kim
Jean Reny
Bilingual Liaison*

*Candice Alphonso
Dana Light
Clinic Aide*

Mascot – Wildcat

School Colors – Navy Blue/Red

Fulton County Board Members

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Katie Reeves	District 2	Email: reevesk@fultonschools.org
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2018-2019 PTO Executive Board

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ARRIVAL AND DISMISSAL INFORMATION

School Hours

School hours are 7:40 a.m. to 2:20 p.m. **Please do not drop-off children to school prior to 7:10 a.m. as no supervision is available.**

Bus Riders

Parents are highly encouraged to use the bus to transport students to and from school. Bus riders will be dropped off and picked up at the side of the building next to the cafeteria.

Safe school transportation is considered an integral part of the total educational program. Riding a school bus is a privilege contingent upon proper and courteous conduct. The Fulton County Board of Education recognizes that safe school bus operation is only possible with the full cooperation of our parents, students and school staff.

Students must get on and off the bus at their own stop. A student is not allowed to ride another student’s bus unless it is necessary for child care purposes. In these cases, the parent must complete a “Change of Dismissal Form” and gains permission from the office. A “Change of Dismissal Form” is available on our school website at www.wilsoncreekelementary.com, click on Parents then Registration & Forms.

Students who ride the bus are expected to stay in their seats facing forward, speak in a quiet voice and use appropriate language, keep hands, feet and all belongings to themselves, cooperate with the bus driver and act in a respectful manner. Students may be subject to disciplinary action when bus safety rules are violated.

Please call North Transportation Department (470-254-2970) with questions or concerns regarding bus routes, times and bus supervision. This information may also be found on the Fulton County School's website at www.fultonschools.org click on Student and Parents tab, click on Transportation School Bus Stop Information.

Day Care Riders

Students being transported by day care will be dismissed from the back of the gym. **It is the responsibility of parents to notify the day care when their child will not be attending and/or riding day care transportation on any given day.** Parents also need to notify the school when their child will not be attending and/or riding day care transportation by completing a "Change of Dismissal Form" that is available on our school website at www.wilsoncreekelementary.com, click on Parents then click Registration & Forms or request a form from the front office. If the parent needs bus information, go to www.fultonschools.org click on Student and Parents tab, click on Transportation School Bus Stop Information.

Car Riders

Children can be dropped off and picked up at the front of the school in the designated area only. Children are not to cross through the parking lot without an adult accompanying them. To reduce congestion, parents are strongly encouraged not to park in the front parking lot from 7:10 a.m. - 7:45 a.m. Traffic should not turn left on to side lot between 7:10 a.m. - 7:40 a.m. unless there is a special event.

Carpool assistants are not expected to open the door for children. In order to facilitate the loading and unloading of car riders, please follow the carpool rules listed below. Students are expected to be in the building by 7:40 a.m. If you are waiting in the carpool line at 7:40 a.m. and your child has not entered the building they will be marked tardy. Please adjust your departure time from home to account for the high volume of cars. If the bell has rung and the "School begins at 7:40 a.m." sign is displayed, parent/guardian must sign the student in at the front office to receive a tardy slip to gain permission to go to the classroom.

Carpool Rules

- Please slow down and do not pass other vehicles.
- All parents should remain in the carpool line in order to drop-off/pick-up their children.
- Parents need to stay inside their vehicle.
- Children must enter and exit on the right side of the vehicle.
- Always hang your carpool number on the rearview mirror.
- At no time should you double park. Please be sure to always park in a marked parking spot.
- At no time should you drive through the bus lane during the hours of 7:05 a.m. - 7:45 a.m. or 2:00 p.m - 2:50 p.m.

Morning Arrival

- Only use upper main driveway entrance by the marquee to enter campus.
- Students are not to be dropped off prior to 7:10 a.m. There will be cones set-up across the carpool line in the morning. You may pull forward to start the carpool line. A staff member will move the cones to start the arrival process at 7:10 a.m.
- Your child should be ready to exit your car as you approach the drop-off area.
- No left turns are allowed between 7:10 a.m. - 7:40 a.m.
- After 7:40 you must come to the front office to check-in your child.

Afternoon Dismissal

- Arrive at school no later than 2:30 p.m.
- Students are not allowed to re-enter the building once they are dismissed.

To ensure the safety of our students during afternoon carpool dismissal, we utilize a carpool card system. Each family will receive two cards. A replacement fee of \$5.00 (cash only) will be charged for any lost cards.

In order to pick up your child, the card needs to be visible to the carpool staff on the rearview mirror. Please be aware that if you misplace your carpool card, you must show identification to the carpool staff. If you have lost your carpool card, please come to the front office to get a new one and pay your replacement fee.

If your student is in the clinic at dismissal time, you will need to park your car and come into the front office to sign-out your child from the clinic.

ARRANGEMENTS FOR TRANSPORTATION CHANGES

If it is necessary for a student to leave school early or change their dismissal from their normal transportation routine, please send a completed “Change of Dismissal Form” in advance to the student’s teacher. This form can be found on our school’s website at www.wilsoncreekelementary.com or picked up from the front office. Any student leaving before the regular dismissal time must be checked-out in the front office **no later than 1:45 p.m.** by a parent, legal guardian or individual designated as an emergency contact in our system. Proof of identification is required.

Change of Dismissal

*The “Change of Dismissal Form” on our school website or front office) must be completed anytime a student is going home another way other than their normal, permanent transportation method. The **signed** form can be faxed to (470-254-3819) or brought to the **front office** prior to 1:45 p.m.*

Email requests can be made **ONLY** to Meg Ryan (ryanm@fultonschools.org) or Jacky Yin (yinj@fultonschools.org) for email address verification. Email requests sent to the teacher or phone calls are not accepted.

ABSENCE/TARDY PROCEDURE

The state of Georgia has a compulsory attendance law (O.C.G.A. §20-2-690.1) that governs school attendance. The law requires each school system to clearly define student attendance and requirements,

particularly tardies, absences, truancy, and notification to parents whose student(s)' attendance is out of compliance. The law also addresses possible legal consequences facing parents whose children habitually miss school. The Fulton County School System is charged with enforcing this compulsory attendance law and school social workers must investigate, monitor, and follow-up with families experiencing student attendance problems.

It is the responsibility of the student and/or parent/guardian to present a satisfactory written excuse to the principal or designee(s) **within five (5) days** of returning to school from an absence in order for the absence(s) to be recorded as excused. The excuse must state the reason for the absence and be signed by the student's parent or guardian. Excuses will be kept on file at the school at least until the beginning of the next school year. **Students who have missed ten (10) days of school or more in a school year will be required to provide additional written verification such as doctors' statements.**

In addition to attending school regularly, it is imperative that students arrive at school on time. School tardiness has a direct, negative effect on student success. Students arriving late miss morning announcements, instruction, academic assignments, and interrupt the instructional time for other students. Arrive early enough so that the student is *in the classroom* when the bell rings at **7:40 a.m.** Our bell system is computerized and rings at the same time every day.

The Fulton County policy defines late arrival/early checkout procedures as listed below:

1. To be considered in attendance for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting this requirement will be considered absent for a school day.
2. A parent or guardian may be required to bring appropriate documentation for early checkout at the time the student is released from school or late arrival at the time the student arrives at school.
3. A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.
4. A student tardy may be classified as excused or unexcused based on circumstances defined in this policy (see below). Principals may develop additional guidelines concerning tardies in their building.
5. Fifteen (15) unexcused tardies result in a referral to the school social worker.

Excused tardies/early checkouts:

1. Medical appointment (provide doctor's appointment slip)
2. Nationally recognized religious observances.

Planned Absence/Trips:

*The district allows excused absences for the following:

1. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons. However, only if the absence has been pre-approved by the principal or designee:
 - a) scholarship interviews/college visitations (for the enrolled student)
 - b) travel opportunity with educational benefits
 - c) graduation or wedding of an immediate family member
 - d) specialized, supplemental or extracurricular experience

e) other circumstances that are mutually agreeable to the parent and principal

***Note: Preapproval process typically takes 72 hours.**

To review the entire Fulton County School Attendance Policy JBD click on <https://www.boarddocs.com/ga/fcss/board.nsf/public#>. Then on top tool bar lick on Policies, on right side click on J-Students, scroll down to JBD Attendance and Absences.

Late Arrival Procedure

Students are tardy when they arrive in the building after 7:40 a.m. Students arriving after 7:40 a.m. ***must be accompanied by their parent/legal guardian to sign in their student at the front office area. The student will receive a tardy slip and proceed to the classroom.*** Please note, when a Fulton County school bus is late the students riding that bus, will not be counted tardy.

Missed Daily School Work

Should you need to pick up school work for your child due to a one or two day absence, you are asked to email your child's teacher before 10:00 a.m. in the morning. Materials may be sent home with another child or you may pick them up at the front office before 3:30 p.m. This gives the teacher adequate time during the school day to organize needed materials. Make-up work must be completed and submitted within the time specified by the teacher. Elementary students will receive the actual grade earned on a make-up work turned in on time regardless of whether the absence was excused or unexcused.

CONDUCT AND CITIZENSHIP

Wilson Creek implements the *Positive Behavioral Interventions and Support Program* (PBIS). Through this program we reward positive behavior and choices to encourage students to be respectful, responsible and ready to learn. The Wilson Creek staff supports all students' right to learn. To do so, each student and teacher must be in a safe and nurturing environment in which to learn and work. Wilson Creek Elementary promotes the ideal of each student working toward self-management and taking ownership for his or her own actions.

The faculty and staff at Wilson Creek Elementary School will implement a school-wide discipline plan designed to promote consistent expectations in an effort to improve the student-learning environment.

When students choose to misbehave, teachers may use interventions such as: verbal reprimands, action plans, time-outs, silent lunch, think sheets, behavioral contracts, school counselor referrals or office referrals. Administrators may use interventions such as, but not limited to: office time-outs, out-of-school suspensions, parent conferences, student conferences, counselor referrals or restorative practices, in school suspension, or informal hearings to the Office of Student Discipline, in accordance with the *Fulton County Code of Conduct Discipline Handbook*.

Promoting positive behavior requires a concerted effort of effective classroom management techniques and behavior management strategies reinforced by ***teachers*** and ***parents***. Wilson Creek Elementary's staff seeks to implement parental involvement processes designed to enable parents, teachers and school administrators to work collaboratively to improve and enhance student behavior and academic performance.

Student Expectations

At the beginning of the school year the administrative team and each teacher will discuss with students the school-wide expectations as outlined on the *Wilson Creek Behavior Expectations Matrix*. Each teacher will establish classroom expectations and review procedures throughout the school year.

Code of Conduct and Discipline Handbook

The Fulton County School System takes seriously its responsibility to provide a safe learning and working environment for students and teachers. Part of that responsibility involves establishing clear, fair and effective discipline procedures. The *Fulton County Code of Conduct and Discipline Handbook and the Wilson Creek Behavior Matrix* details our expectations for student behavior and outlines what may happen when rules are violated. The handbook includes:

- School Board Policy on Student Discipline
- Code of Conduct Rules
- Bus Conduct Disciplinary Procedures

To provide an environment where learning can take place and where teachers can teach, every parent and student must review the Wilson Creek Behavior Matrix and this handbook, and then sign and return the necessary forms included in your parent information packet. The county will send a link to each parent to sign acknowledgement of receiving and reading the *Fulton County Code of Conduct and Discipline Handbook* online. A hard copy of the handbook can be requested from the front office.

Cell Phones/Other Electronic Devices

A student shall not use, display, or turn on a Fitbit, iWatch, cellular telephone or other personal electronic communication device on school property, except for **middle and high school students** who may use such devices on school grounds before or after the regular school day. Elementary students are prohibited from using or displaying cellular telephones on school property at any time. No such devices may be used at any time on school system operated vehicles, or during an emergency drill or evacuation. These limits on the use of personal communication devices do not apply to students whose special needs require the use of such a device to enhance speech or hearing. Students who are found with such devices in the “on” position, in use or displayed except as permitted above, shall have the device confiscated by a school administrator. Please refer to *Code of Conduct & Discipline Handbook* for specific rules relating to the use of electronic equipment and other items while on the school bus.

Items such as iPods, iPads, Kindles or other tablets, electronic games, CD players/headphones etc., should not be brought to school. These items will be collected by the teacher and the parent will be asked to pick them up. The only exception is if your child is enrolled in a *Bring Your Own Technology* class.

Toys, Cards, Non-Essential Instructional Items

Students should not bring personal items from home (such as Pokemon cards, toys, fidget spinners). These cause a distraction to the learning environment. **If a student does bring these items, the school assumes no responsibility for personal items that are lost or stolen.**

Dress Code

Students should come to school dressed and groomed in such a manner as to reflect cleanliness, neatness and tastefulness. Student dress that interferes with learning will not be permitted. Students must not

wear: short-shorts, mini-skirts (shorts and skirts should meet the finger-tip rule); spaghetti strap tank tops (straps must not be less than one inch in width); mid-drift or shirts with offensive graphics and/or comments; or painted hair. The wearing of shoes that are appropriate for recess are encouraged. Please refrain from wearing flip-flops for safety reasons. Appropriate dress for Physical Education class can be found under the Physical Education section of this handbook. Parents may be contacted to bring appropriate clothing.

CLINIC, MEDICATION, STUDENT INFORMATION, ACCIDENTS

Wilson Creek Elementary has a staffed clinic. Parents may be contacted when students are injured or become ill during the school day. Students who are ill must be kept at home. When your child is well enough to return to school, please send in a note to excuse the absence due to illness. Please notify the school office if your child has a contagious disease or an extended illness.

Students who must take a prescribed or over-the-counter medicine during the school day should, upon entering the school, take the medication and a completed authorization form from the parents immediately to the clinic for storage until needed. If medication is necessary a school employee must assist in administering the medication to the student. An authorization form must be completed and returned to the school before **any** medication can be administered to a student on a regular basis. **If you grant permission for any over-the-counter medication including cough drops, etc., to be given, a non-prescription medication form must be signed and on file. Parents are responsible for providing all medicines.**

In order to maintain accurate records, if a parent/guardian chooses to administer medicine to their child during school hours, the medication must be administered in the clinic so that the time, dosage and name of medication can be documented.

Change of Address and Telephone Number

Please notify the teacher and front office of any change of address, telephone numbers and email addresses as soon as possible. Information can be checked and verified in Home Access Center. Accurate records are necessary to be able to notify parents in case of an emergency.

Insurance

Group accident insurance is available for students. Student insurance may be purchased through a private company approved each year by the Board of Education. Information on this insurance, its cost and other details of the plan are given to parents in the beginning of the year packet.

EMERGENCY SCHOOL CLOSINGS/PLAN

In the event that school must be closed due to inclement weather, the most up-to-date information will be provided on local radio and TV stations. School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Wilson Creek Elementary has developed a detailed emergency evacuation plan, which will be reviewed annually, updated and practiced. This plan will be followed should any emergency occur during the school day. In case of an emergency requiring the evacuation of the building, students would be relocated to an off-site location. For the safety of all concerned, parents are discouraged from coming to the school during any

type of weather emergency unless otherwise communicated. Please make sure your child's emergency contacts are listed on your child's yellow form. Without permission, we are not permitted to release a child to anyone other than the parents and/or legal guardians or listed emergency contacts. Students will have a bright red tag on their book bag for their emergency transportation as indicated on the *2018-2019 Student Information Form* that was completed at the beginning of the school year.

COMMUNICATION BETWEEN HOME AND SCHOOL CONFERENCES

Open communication between parents and the school is crucial to support each student and is a priority for our Wilson Creek staff. For classroom and student concerns, parents/guardians should contact the teacher first. Teachers may be contacted via email. Teachers should respond within a twenty-four hour period *from the time they actually open the message*.

Every Thursday parents are emailed the "Wildcat News" newsletter from the principal. This newsletter gives important dates, upcoming events, etc. Everyone is highly encouraged to read this newsletter for important information. Teachers will communicate classroom specific information with parents weekly.

Wilson Creek Elementary does not provide daycare services for conferences. Please be mindful of this fact when scheduling conferences.

Parents' Right to Know

Parents may request information regarding the professional qualifications of their child's teacher or paraprofessional including the following:

- whether the teacher has met the Georgia Professional Standards commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 470-254-3811.

Very Important Papers (VIP)

Each Thursday a VIP envelope is sent home with your child. This envelope contains important school information along with every other week samples of your child's work so you may be updated on their progress. ***The VIP envelope and signed papers are to be signed and returned to the classroom teacher on Friday.***

Conferences

During the first semester, each parent is given the opportunity to discuss his/her child's progress in an individual conference with the teacher. We believe that the educational success of your child is a joint venture between the school and the home, and we want to keep communication lines open. Parent conferences may be initiated at any time throughout the school year by the parent, teacher or administrator and held at a mutually agreeable time.

Classroom Visitation

Parents may visit their student's classroom by scheduling in advance, a twenty minute observation time through the CST.

Class Change Procedure

Much time and effort is put into placing children in the appropriate classroom. At times, parents may feel that the chosen classroom is not meeting the needs of their child. The following procedures will be implemented in determining a change in placement:

1. The parent will meet and conference with the teacher.
2. If the parent is still not satisfied, he or she will complete "The Change of Classroom Placement Form." The form is available upon request.
3. The parent will then present their reasoning to the Class Change Committee. This committee may consist of the curriculum support teacher, counselor, the principal, and/or assistant principal.
4. The committee will make the final determination and communicate the decision to the parents.

INSTRUCTIONAL PROGRAMS

Organization

Wilson Creek Elementary is organized to include special needs pre-kindergarten through grade five. We follow the ELA, Mathematics, Social Studies and Science Georgia Standards of Excellence (GSE) and the Fulton County Continuous Achievement Guidelines and differentiate instruction to help meet the needs of each student. Instruction may be presented whole group, and/or small group within or outside of the general education setting to help meet their students' maximum potential.

The curriculum includes the following: language arts (reading, English, listening, speaking, spelling, and writing), mathematics, social studies, science, health, music, physical education, and art.

In addition to the classroom teacher, all Fulton County elementary schools have music, art, and physical education teachers as well as a technology specialist, counselor, Talent and Gifted, Early Intervention Program, English Speaking Language teachers and media specialist.

Instructional Materials and Supplies

Textbooks and other instructional materials and supplies are furnished free of charge to all elementary students. As textbooks and library books are the property of Fulton County schools, if a book is lost or damaged, a fee will be charged. Additional sets of textbooks are not provided for students until fees are paid.

Language Arts

The *Good Habits, Great Readers* Comprehensive Reading Program, Lucy Calkins Units of Study in Writing as well as other supplemental language arts materials, is used to implement the Georgia Standards of Excellence (GSE). These standards address reading (both informational and literary), reading foundational skills, writing, speaking, listening and language. Grade level GSE standards can be found online at www.georgiastandards.org. To support the GSE, our balanced literacy program includes elements such as whole-group mini-lessons, guided reading using leveled texts, independent

reading, writing, and word study. Within a grade level, students will have instructional materials that provide support for all levels of readers.

Math

The McMillan/McGraw-Hill is used to implement the Georgia Performance Standards of Excellence (GSE). The focus of the curriculum is to develop students' abilities to reason, problem-solve, and to communicate their understanding of mathematical concepts. Instruction emphasizes the application of math in real-life situations by engaging students in hands-on activities and meaningful practice. Grade level GSE standards can be found online at www.georgiastandards.org.

Science

At each grade students learn about Life, Earth and Physical Science through inquiry based learning. McMillan/McGraw Hill is the science series used for kindergarten through fifth grade. During science instruction students are given the opportunity to build scientific knowledge and reasoning skills through hands-on and research activities.

Social Studies

The social studies curriculum is designed to increase students' knowledge of the world and promote greater awareness of its diverse ethnic and cultural elements. Instruction includes the areas of citizenship, history, economics and geography. Fulton County is currently using the Houghton Mifflin Social Studies series in all grade levels.

Art Education

All children attend art class with an art specialist for forty-five minutes each week. The art classes are structured for the children to learn about art and artists and to produce artwork.

Physical Education

Students participate in physical education classes with a P.E. specialist for forty-five minutes twice a week. Students need to wear clothing appropriate for participation in a variety of activities. Tennis shoes are necessary for safety. Students not properly dressed for P.E. will have a note sent home and may not participate in that day's activities for safety reasons. The third violation will effect his/her grade. Should a student not be able to participate due to illness or injury a written excuse signed by a parent or guardian should be provided. An injury/illness that lasts over one week (two classes) of time must have a doctor's excuse.

Music Education

Students in grades kindergarten through fifth attend music class with a music specialist for forty-five minutes each week. Students are introduced to reading, listening, and instrument playing.

Field Trips

Field trips are planned throughout the year to complement classroom curriculum. In order for students to participate, permission forms must be signed by parents. Siblings are not permitted to accompany chaperones on field trips.

Homework

Homework is a necessary part of each student's educational program to practice skills learned throughout the school day. Each student may be expected to spend some time on homework in addition

to scheduled class instruction. Homework reinforces skills taught in the classroom, increases the student's success on achievement tests, provides opportunity for parent involvement and reinforces responsibility.

On average, each grade level follows these general guidelines:

- Kindergarten and 1st: 10 – 20 minutes
- 2nd: 20 – 30 minutes
- 3rd: 30 – 40 minutes
- 4th: 40 – 50 minutes
- 5th: 50 – 60 minutes

Please read the policy with your child so that you understand the expectations of students and parents with regard to homework. Following these guidelines can help decrease tension associated with homework and increase your child's learning. For your child to be successful with homework, he/she needs:

A place to do homework.

If possible, your child should do his/her homework in an uncluttered, quiet study space. However, each child is unique and you will have to work together to determine what works best for your child.

A schedule for completing homework.

Set a homework schedule that fits in with each week's particular activities. Many students participate in valuable extra curricular activities. Helping students schedule their homework helps them realize the importance of this work while still allowing them to participate in outside activities.

Encouragement, motivation, and prompting.

It is not a good idea to sit with your child and do homework with them. Your child needs to practice independently and apply what he/she has learned. If your child consistently cannot complete their assignment alone, you should contact the teacher.

Understanding of the knowledge.

When your child is practicing a skill, ask which steps he/she finds difficult and ask how he/she plans to improve speed and accuracy with the skill. If your child is working on a project, ask what knowledge he/she is using to complete the work. **In other words, help your child problem solve and set goals.** If your child consistently does not understand what is expected in their assignments, please contact the teacher.

Reasonable time expectations.

If your student is consistently spending more time than the general guidelines, you should contact the teacher. Homework is not typically assigned on weekends but work on long term projects may require some weekend work. If your child has trouble with an assignment after a reasonable attempt, please have him/her stop. The parent should send a note to the teacher explaining the situation along with the work he/she completed.

Agendas

Students in grades second through fifth are given an agenda. This tool is to help students learn organizational skills. By using their agenda, students are accountable for writing down assignments, tests and due dates and for gathering books and materials they need for homework assignments.

STANDARDIZED ASSESSMENTS

Testing is an integral part of our educational system. It helps us assess and meet students' needs. Our testing program is aligned with the State of Georgia and Fulton County Schools. The following standardized tests are administered during the school year:

- Grade K GKIDS Assessment-On-going
- Grades 3 & 5 Iowa Assessment
October 22 - November 2, 2018
- Grades K-5 ACCESS for ELLs
January 22 - March 1, 2019
- Grades 3-5 Georgia Milestones* End of Grade Assessment
April 11 - 24, 2019
- Grade 3 & 5 Georgia Milestones End of Grade Retest
TBD

GRADING PROCEDURES

Each reporting period is nine-weeks long. Each student will receive a report card four times during the school year with students in Grades 2-5 receiving a “standards based” report card.

- Kindergarten & Grade 1 Report Card
S (Satisfactory)
N (Needs Improvement)
NE (Not yet Evaluated)
U (Unsatisfactory)
NG (No Grade)
- Grades 2–5 Grading Scale
A 90 and Above
B 80-89
C 70-79
F Below 70
NG No Grade
Reporting Standards
M (Meets standards)
DNM (Does Not Meet Standards)
AP (Approaching)
NE (Not Evaluated)

SUPPORT SERVICES AND PERSONNEL

Curriculum Support Teacher (CST)

The Curriculum Support Teacher is responsible for helping to implement the standards. The CST works with teachers in organizing classrooms and suggesting learning strategies, assesses students as needed and is an active participant of the Student Support Team. Parents with questions involving curriculum are encouraged to contact the Curriculum Support Teacher.

Instructional Support Teacher (IST)

The Instructional Support Teacher coordinates programs and services for special education students. The IST coordinates educational testing for students who are referred from the Student Support Team. Parents with questions about the special education process or those who have students with an Individualized Education Program (IEP) should contact the IST.

School Social Worker/Visiting Teacher

A school social worker/visiting teacher is available to assist with situations that may involve the home (i.e. attendance, personal needs, and family concerns).

Guidance and Counseling

A school counselor is available to provide a comprehensive school counseling plan with a focus on academic, personal/social and career domains on a regular basis through individual, small group, and classroom guidance lessons. She works with school personnel to foster a positive learning environment for children. The counselor assists parents in understanding children and in developing positive attitudes, techniques and strategies essential for constructive child development.

Student Support Team (SST)

The Student Support Team (SST) is an interdisciplinary group that uses a systematic problem solving process to address learning and/or behavior problems of students, K-12, in a school. Per Georgia Board of Education Rule 160-4-2-.32, every Georgia School must have a support team in place. The Student Support Team (SST) is in Tier 3 of a Response to Instruction and Intervention instructional framework. Each school's designated team participates in problem-solving and monitoring of students who are identified as having significant skill weaknesses and/or who do not respond to Tier 2 instruction and intervention. An educational screening may be recommended. The SST process precedes any referrals for further evaluation. The counselor oversees the Student Support Team.

Section 504

Section 504 of the Rehabilitation Act of 1973/Public law 93-112 is a comprehensive law that addresses the rights of students with disabilities in schools, eliminating barriers to educational programs. A 504 plan may be provided for students with a physical or mental impairment who meet the eligibility requirements. Our counselor is our local 504 chair who oversees the coordination of the 504 process, including identification, eligibility, annual review meetings, providing educators with 504 Service and Accommodation Plans, and working with parents to address questions and concerns.

School Psychologist

Wilson Creek Elementary has a part-time school psychologist. If the SST Committee determines the student needs in-depth educational testing, the school psychologist conducts some components of the testing and develops a report for the parents and SST Committee.

Early Intervention Program (EIP)

The Early Intervention Program is designed to serve students in kindergarten through fifth grade who are at risk of not reaching or maintaining grade level standards in reading and/or math, as defined in the state's "Early Intervention Program Guidelines." The purpose of EIP is to help students reach grade level/subject area performance. EIP is not always offered at every grade level/subject area.

Exceptional Children Services

Exceptional Children Services are provided for exceptional students who meet State criteria. All program placements are based on a referral process, individual evaluation and parent consent. Services may be provided for behavior disorders, learning disabilities, speech, hearing and vision impairments.

Talented and Gifted (TAG)

The Talented and Gifted Program is available for students who qualify. All students are screened for eligibility to be tested twice a year. A variety of assessments are used to determine a student's eligibility. If eligible, a parent must sign a consent form for evaluation before any individual student testing is initiated. Results of testing will be given to the student's parent(s). For additional information please refer to the Fulton County website www.fultonschools.org. Enter in the Search box "Curriculum Talented and Gifted."

Media Center

The Media Center's mission is to ensure that students and staff are effective users of ideas, information and technology. The Media Center provides intellectual and physical access to materials in many formats, including print or online. The Media & Educational Technology Instructor (METI) offers collaborative, standards-based, technology-rich instruction to students and professional development opportunities to staff to foster competence and stimulate interest in reading, viewing and using information, ideas and technology.

STEM/Critical Advanced Thinking Strategies Lab (CATS Lab)

Our students will participate in our new CATS lab. Students will be engaged in engineering, robotics, Legos, and coding lessons. The lab will provide our students with an avenue to think critically, problem solve, create and take risks.

Technology

Wilson Creek works diligently to ensure our students are advancing in their use of 21st century skills. Our goal is to integrate technology into the curriculum through regular use of interactive white boards, laptops, iPads and computers. Students are expected to use technology for education purposes. Misuse of technology could result in loss of privileges or other consequences in accordance the Fulton County School Code of Conduct.

CAFETERIA INFORMATION

Fulton County Schools offer a nutritional breakfast and lunch for all students. All students are encouraged to participate in our school meal program. Milk is included in the meal price. Extra milk, water, juice and snacks are available for a nominal fee. Wilson Creek's menus can be found on our website at www.wilsoncreekelementary.com under Student tab or the link or in our weekly newsletter.

Prices for the 2018–2019 school year for elementary schools are as follows: breakfast \$1.05 and lunch \$2.45.

Paying for Meals

Each student will have a Meal Debit Card similar to an ATM card. The cashier scans the card at breakfast or lunch, and the computer brings up the student's balance and subtracts the charge. He/she may buy extra sale items (such as extra milk, water, juice, popcorn, ice cream and other items) on their Meal Debit Card. This is set up as a "General" account, meaning the student can purchase meals or extras. If parents prefer, they can send in a notice to have their child only be able to purchase "Meals Only." (Please see below.) Students who occasionally bring lunch from home, may purchase milk, juice or other items with their debit card if their meal account is set up as a "General" account.

If no funds are available on a student's Meal Debit Card, or the student has forgotten his/her money, the student may charge his/her lunch up to three times. After the student has charged three times, the charges must be paid before he/she will be allowed to charge again.

Money can be added to a student's Meal Debit Card by sending money into school or by going to the website www.mypaymentsplus.com. You can also monitor your student's account at this website. When sending money to school, we prefer that you send a check with the student's first and last name noted on the check. However, cash is also accepted. If sending cash, please place the cash in an envelope marked with your student's first and last name and the student's homeroom teacher.

If your student's account is set up as "Meals Only," he/she can bring cash when they want to purchase "extras." (milk, water, juice, popcorn, ice cream and other treats)

School Lunch Program/Free and Reduced-Price Meals

Children need healthy meals to learn; which is why Fulton County Schools (FCS) offers healthy meals that are reasonably priced. Families meeting specific income requirements may be eligible for "Free and Reduced-Price Meals" and can apply for this program through applications available at each school or on-line at www.fultonschools.org under the Students and Parents tab, click on Nutrition.

Application Process:

- Parents/guardians must complete one application per household indicating the school attended by each student.
- The application should be returned to the school cafeteria manager of the youngest student or completed on-line.
- New students to FCS will pay for meals until the household application is approved.
- The approval process will be completed within ten (10) days.

For more information about "Free and Reduced-Price Meals" or the application process, please contact the FCS School Nutrition Program at 470-254-8960.

Extra Food Sale Items

We offer a variety of items to students that can be purchased along with their lunch. Examples of available items include ice cream, chips, popcorn, fruit snacks and pretzels. A list of items and the prices will be provided at the beginning of the school year.

Milk, Water and Juice

A choice of milk is served with each meal. Juice and water may be purchased at an extra cost instead of milk. If you would like your child to purchase milk or juice with their lunch from home, you may deposit money on their Meal Debit Card or send cash with them to purchase. Students should not bring carbonated drinks to school.

Parent/Visitor Dining with Your Child

After the first two weeks of school, parents and visitors are welcome to join their student for lunch in the cafeteria during their student's regularly scheduled lunchtime. The following guidelines should be observed:

1. Please sign-in at the front office and print a "Lunch Visitor" badge and then proceed to the atrium outside the cafeteria to meet your child.
2. We ask that only your student be invited to the "special visitor" table to enjoy lunch with you. All other students should remain with their class at their designated lunch table. A designated table in the atrium is reserved for all students who have special visitors for lunch. When the lunch period is over, say goodbye in the atrium and proceed to the front office to sign out. **Please do not accompany your child to the classroom unless it has been pre-arranged with the teacher** so instructional time can continue as soon as students return from lunch.
3. Due to safety concerns, all strollers must be left in the reception area.
4. Visitors must adhere to the cafeteria rules and model respect towards the school personnel.
5. We have many students who have a variety of allergies, please **do not share any food with anyone other than your own child**.
6. Please do not buy any food or drinks for children other than your own.
7. We support our school nutrition program and thereby discourage **all outside vendor food** being brought in during lunchtime.
8. Please be mindful that lunchtime is not a time to talk with the teacher about your child's progress. (Please refer to the "Communication/Conference" section of the appropriate handbook for this procedure.)

SNACKS

Students are encouraged to bring a small nutritious snack each day for break time (**i.e. fresh fruit, granola bars, cheese and crackers**). Snacks should not be shared with other students.

PARENT AND COMMUNITY INVOLVEMENT

Visitors/Volunteers

As we welcome visitors and value our volunteers we also want to continue to provide a safe and nurturing environment for all students and staff. With safety being of utmost importance on our campus Fulton County Board of Education has installed an electronic security system.

All first-time visitors are required to present our front desk receptionist with their valid driver's license or another form of government photo identification and complete an initial registration process. You will then be entered into the "Raptor" system.

“Raptor is a computerized visitor management system that has been implemented throughout the school district. It has numerous benefits and application, including the virtual Volunteer portal which will allow volunteers to electronically register for campus volunteer opportunities. In addition, the system will maintain a log of volunteer hours and offer the capability to produce a list of all visitors in a facility during an emergency situation.

Volunteers are required to complete the on-line training/approval process at least 48 hours before being accepted as a volunteer.

Who is a volunteer? A volunteer constitutes any individual who will be working directly with the students.

How do I become a volunteer?

1. Go to www.fultonschools.org, click on Community, click on Partners & Volunteers.
2. Complete the mandatory online training.
3. Complete the volunteer application.
4. Wait for a confirmation email from Fulton County Schools.

The Volunteer Registration portal is designed to assist you in registering to be a volunteer with the Fulton County School District for the volunteer period of June 1, 2018 – June 30, 2020. All approved volunteers must re-apply for volunteer status every two calendar years. Any previous volunteer in the district must re-apply for this two-year period.

School Governance Council

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school.

The School Governance Council is a governing body that is representative of the community and the school, but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school including:

- a.) Approve the school strategic plan and updates
- b.) Approve the annual budget and annual resource allocations
- c.) Manage the Request for Flexibility process
- d.) Participate in hiring the principal (in the case of a vacancy)
- e.) Provide annual feedback on principal performance.

Additional School Governance Council information is available on our school website www.wilsoncreekelementary.com under “About” tab.

Parent Teacher Organization (PTO)

The PTO is a strong team of volunteers that serves our students and school. The PTO is an active and integral part of Wilson Creek! All parents and staff are encouraged to become members. Yearly donations are requested from each family for the purpose of enhancing and enriching the total school program by fostering a sense of community with families, students and teachers/staff, enriching the students’ academic experience, showing teacher appreciation, and providing additional activities, capital, and technologies not otherwise funded. Please contact the PTO president if you wish to volunteer your time, expertise and/or services to the school, or to learn more about our PTO please visit our school website www.wilsoncreekelementary.com and click under the Parent tab.

ACTIVITIES

School Parties

Two parties are planned for each class during the school year (winter holiday and end-of-year). These parties are organized by room parents. In order to comply with state-mandated instructional hours, no other parties, including individual birthdays, are to be held. Parties cannot interfere with the school lunch program. Siblings are not permitted to attend classroom parties or accompany chaperones on field trips.

Birthdays

To honor/celebrate each child's birthday, their name will appear on the morning announcements. They will then be called to the office where they will receive a special sticker and birthday pencil. Summer birthdays are recognized at the end of the school year. Invitations to birthday parties should be distributed **outside of school** to protect the feelings of all children. The only exception to this rule is if all boys, or all girls, or the entire class is invited. Birthday treats are not permitted to celebrate an individual's birthday. Also helium balloons are not allowed in classrooms.

Spirit Days

The last Friday of each month is Spirit Day. Students are encouraged to wear Wilson Creek Elementary spirit wear.

Field Day

Field Day is held each year in the spring. Time is set aside for outdoor games and field activities for children in Pre-K through 5th grade. Parent volunteers assist with classes and help supervise the games. Good sportsmanship is always stressed.

After School Programs

We offer a variety of after school programs for students at Wilson Creek Elementary. Please refer to our website at www.wilsoncreekelementary.com for a list of programs along with contact information. This information is also available in the front office. When your child's after school program ends, he/she will return to the permanent transportation home unless a *Change of Dismissal Form* has been submitted.

Teacher Gifts

Wilson Creek adheres to the Fulton County Board of Education System Policy Number GAJB concerning teacher gifts as outlined below.

Giving gifts to teachers, coaches, club sponsors and other school employees at certain times of the year is traditional for many students and parents. The Board does not wish to prohibit teachers and employees from accepting gifts of nominal value on special occasions. However, no one should be pressured to give or contribute to an employee gift, and employees must never allow a gift from a student, parent, or anyone else to influence their treatment of others. Employees should not accept expensive or frequent gifts because this may create a conflict of interest or the appearance of a conflict.

As a general rule, gifts that meet the following guidelines will not be considered to create a conflict of interest: (1) an individual gift with a value of \$25.00 or less; or (2) a group gift with a value of \$10.00 or less per contributor, not exceeding a total value of \$500.00. Gifts

with a value of \$200.00 or more must be reported to the employee's principal or immediate supervisor. No child or parent should be penalized for not being able to make a monetary donation to a group gift. The room parent is responsible for coordinating a group gift that is inclusive of all children.

SAFETY AND SECURITY

Entering Our School

All parents and visitors must enter the school through only the main front entrance. You must press the button to the right of the door and stand in front of the camera. Be prepared to share your name and purpose of your visit. When determined accepted, a front office staff member will buzz your entrance through the door. Please do not hold the door open for anyone else. Make sure the door closes behind you. If someone is attempting to come in with you, kindly ask them to wait their turn to press the button after the door closes.

Staff and students have been instructed to never open a door to anyone. Please do not knock on any doors or motion for a staff person/student to open the door for you.

Playground

Visiting your child on the playground is not permitted. Please do not park at the back gate during school hours as this is an unsafe practice and law enforcement will be called immediately.

Bus

During dismissal, please do not ask a bus driver or staff member to remove your student from the bus. You must complete a *Change of Dismissal Form* prior to 1:45 p.m. for a student's permanent transportation to be changed. We do not allow students off the bus once they are on board unless a *Change of Dismissal Form* has been completed and verified.

Cafeteria

Please do not enter our cafeteria during lunch unless you are purchasing a lunch for yourself or your student. Visitors may meet their student in the cafeteria atrium located outside the cafeteria. There is also a visitors' table in the atrium where your student will join you for lunch.

After School Hours

Unless prior approval has been given by the principal or designee (i.e. teacher conference), no one is permitted in the building after 3:30 p.m. If you are picking up your student from Primetime or another after-school program, please meet your student at the designated check-out area.

Recess

Per Fulton County Board Policy, IEDA:

Commencing with the 2018-19 school year, students in Grades K-5 shall have, at a minimum, a scheduled 15-minute recess period of unstructured activity time each day, except for non-physical education days where a minimum of 30 minutes is required.

On non-physical education days, it is preferable that the unstructured activity time occur outside. This period is to be supervised by designated personnel. The time should be scheduled to serve as a break

during academic learning and should not to be used as a reward or incentive nor withheld for academic or disciplinary reasons.

At Wilson Creek, our students in Grades Kindergarten through 5 will receive 30-minutes of uninterrupted recess every day.

Address Verification

At any time during the school year, a student's residency is questioned, a letter from our administrative team will be mailed to the address on file. Parents/guardians will have 10 days from the date of the letter to provide updated proof of residency in the Wilson Creek school zone. If proper documentation is not provided in a timely manner, a referral will be made to the Fulton County Residency Verification Officer for further investigation. If within 10 days, proper documentation is still not submitted the student will be withdrawn from Wilson Creek Elementary.

MISCELLANEOUS

Student Telephone Use

Students may use the office telephone only after receiving a written note from their teacher. Telephone use by students is discouraged and will be limited to matters such as emergencies, transportation or forgotten eyeglasses/medication. **Students are not to use the telephone for matters such as forgotten homework.** We ask that parents help us by being sure students are prepared for school and understand after-school arrangements before leaving home.

Forgotten Items

Please help your child be prepared for school each day. At Wilson Creek, we teach our students to be **respectful, responsible** and **ready to learn**. All homework, snacks, projects, lunches, jackets, forms, and other school related items should come in with your child each morning. After school has been dismissed for the day, students may not return to their classroom for any forgotten items. If you decide to bring a forgotten item to school for your child, please leave it on the "Forgotten Items" table in the reception area and write your child's name on the easel in the atrium by the cafeteria. The student will then pick up their item during their lunch period. At Wilson Creek Elementary instructional time is a priority; therefore, our front office staff will **not call** into classrooms for students to pick up their item.

Student Records

Parents or legal guardians have the right to examine their student's records and to have them explained. Administrators, counselors, teachers and other authorized personnel who work directly with a student shall have access to that student's records.

Student School Registration Procedure

The student's first day of school will be scheduled after each of the documents listed below are completed and submitted to the school's front office:

- Fulton County Enrollment Form
- Wilson Creek Student Information Yellow Form (This form is included in the first day packet that each student receives.)
- Pink Emergency Card Transportation Form

- Georgia Immunization Form 3231 - marked complete for school attendance or with future expiration date.
- Georgia Form 3300 - Certificate of Eye, Ear and Dental Screening and Nutrition.
- Original birth certificate or passport (We will make a copy.)
- Original social security number card (We make a copy.) Or a waiver may be signed by the parent.
- Form with 2 proofs of residency that includes one utility bill (gas, water or electric)

For international students, grade placement will be determined upon administrative review of school records. Depending on entry date, if records are not available, students will be placed in the last grade completed and appropriate assessments will be used to determine if a grade change is needed. Fulton County follows a continuous achievement model providing opportunities for students to advance and accelerate at all grade levels. Teachers differentiate instruction to meet each individual learner's needs.

Withdrawal Procedure

Parents/guardians should notify the teacher and the data clerk at least one week prior to a student being withdrawn from school. In order to clear all records, all textbooks and library books are to be returned and lunch fees paid before a student is withdrawn.

Parking

Parents and visitors are asked to park in designated areas only. Parking in the bus lanes or in the fire lanes is not permitted at any time. Vehicles parked in these areas may be towed at owner's expense.

For access to the building please refer to section Parent and Community Involvement of this handbook.

EQUAL OPPORTUNITY POLICY

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practices, educational programs or activity or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator (Chief Human Resources Officer), 6201 Powers Ferry Road, Atlanta, Georgia 30339 or phone 470-254-3600.

Wilson Creek Elementary/Fulton County School System 2018–2019 School Year Calendar

First Semester

July 31 - August 3
Preplanning

August 6
First Day of School

September 3
Labor Day (schools closed)

September 4**
RFF Professional Development Day
(students off)

October 5
Teacher Workday (students off)

October 8
Columbus Day Holiday (schools closed)

November 19-23
Thanksgiving Holidays (schools closed)

November 26**
RFF Professional Development Day
(students off)

December 20
Last Day of First Semester

December 21 - January 2
Winter Break (schools closed)

*Designated as inclement weather make-up days (if needed).

**Request for Flexibility (RFF)
Professional Planning Days Approved

Second Semester

January 3
Teacher Workday (students off)

January 4
Professional Development Day (students off)

January 7
First Day of Second Semester

January 21
Martin Luther King, Jr. Holiday (schools closed)

February 15*
Student /Teacher Holiday (schools closed)

February 18
Presidents' Day Holiday (schools closed)

February 19**
RFF Professional Development Day
(students off)

March 8*
Teacher Workday (students off)

March 11
Professional Development Day (students off)

April 1-5
Spring Break (schools closed)

May 23
Last Day of School

May 24
Post Planning

May 27
Memorial Day Holiday (schools closed)

NOTES