



# Wilson Creek Elementary School

**W**here **C**hildren **E**xperience **S**uccess

## Welcome, Wildcats!

**WILSON CREEK ES WEBSITE:** <https://wilsoncreek.fultonschools.org/>

**FAMILY HANDBOOK:** [WCES 2024-25 Family Handbook](#)

**PARENT ACKNOWLEDGEMENT FORM:** [WCES 2024-25 Parent Acknowledgement Form](#)

**FCS CODE OF CONDUCT:** [2024 - 2025 Student Code of Conduct & Discipline Handbook](#)

**SCHOOL SUPPLY LIST:** [2024-25 WCES School Supply Lists](#)

**STAFF CONTACT:** [2024-25 Staff List](#)

**SCHOOL CALENDAR:** [2024-25 School Calendar](#)

**WILSON CREEK PTO:** <https://www.wilsoncreekpto.org/>

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.



**Celebrating 20 Years in Education**

6115 Wilson Road | Johns Creek, GA 30097 | 470-254-3811

**To Do:** Please scan the QR code to access all the links.

- **REGISTER AND SET UP INFINITE CAMPUS:**

The Infinite Campus portal provides access to information for all enrolled students in their household. Information includes grades, attendance, assignments, and school announcements.

Registering and setting up information can also be found on the Wilson Creek ES website.

<https://www.fultonschools.org/infinitecampus>

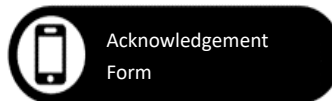


- **VOLUNTEER REGISTRATION:** The WCES PTO is an all-volunteer organization that relies on the selfless contribution of volunteers to make all our wonderful events, programs, and fundraisers a success. All approved volunteers must re-apply for volunteer status every two calendar years.

[Volunteer Registration Application](#)

- **PARENT PROFESSION SURVEY:** To establish partnerships that benefit our school we are interested to know more about what our parents and caregivers do professionally. Our school Governance Council would like to be able to reach out to our school community directly to draw upon the vast resources that we know are within our school that could potentially benefit our students! For example, help with STEAM Day, career presenters, classroom volunteers etc. Please take a few moments to answer the following questions. Thank you for your time and sharing your talents! [Parent Profession Survey](#)

- **PARENT ACKNOWLEDGEMENT FORM:** [WCES 2024-25 Parent Acknowledgement Form](#)

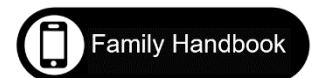


## IMPORTANT INFORMATION FROM FAMILY HANDBOOK

- **ARRIVAL AND DISMISSAL:**

School hours are from 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.



- **TRANSPORTATION CHANGE PROCEDURE:**

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. **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](#) must be completed anytime a student is going home in any other way than their normal, permanent transportation method. **The signed form should be brought to the front office or email prior to 12:00 p.m. The link is on our website ([Wilson Creek Elementary School](#)). Phone calls are not accepted.**

- **LATE ARRIVAL:**

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. Please note, when a Fulton County school bus is late the students riding that bus will not be counted tardy.

- **CHANGE OF ADDRESS AND TELEPHONE NUMBER:**

Please make any address and telephone number changes to the Infinite Campus Parent Portal as soon as possible and notify your teacher and data clerk. Information can be checked and verified in Parent Portal. Accurate records are necessary to be able to notify parents in case of an emergency.

- **INSURANCE:**

Group insurance is available for students. Student accident insurance may be purchased through a private company approved each year by the Board of Education. For information on this insurance, its cost and other details of the plan please click <https://www.fultonschools.org/riskmanagement>.

- **MEDICAL NEEDS:**

Wilson Creek Elementary has a staffed clinic. Parents may be contacted when students are injured or become ill during the school day. **A parent or emergency contact must pick the student up from the clinic within 30 minutes of being notified by the clinic (first attempt).**

- **BIRTHDAY TREAT POLICY:**

All school birthday treats must be purchased through the school cafeteria. No Outside food or goody bags will be passed out to students at school. [Birthday Treat Order Form](#).

- **NO OUTSIDE VENDOR FOOD POLICY:**

In support of our school nutrition program offered by Fulton County, we will not allow outside vendor food inside our cafeteria. Students can of course pack a lunch from home, and we will not be inspecting these, but we do not allow items from a restaurant, including fast food in our cafeteria. If students come to school with outside vendor food, or if it is dropped off, they will not be allowed to bring it into the cafeteria. Thank you for understanding.

## STUDENT SUPPORT SERVICES AND PERSONNEL

- **Curriculum Support Teacher (CST)** – Marla Grosswald ([grosswaldm@fultonschools.org](mailto:grosswaldm@fultonschools.org))  
The CST is responsible for helping to implement the standards. The CST works with teachers in organizing classrooms and suggesting learning strategies, assesses students as needed.
- **Instructional Support Teacher (IST)** – Allison Polaski ([polaski@fultonschools.org](mailto:polaski@fultonschools.org))  
The IST coordinates programs and services for special education students and coordinates educational testing for students who are referred from the Student Support Team.
- **Student Support Administrator** – Mary Mills ([millsm@fultonschools.org](mailto:millsm@fultonschools.org))  
The Student Support Administrator is responsible for supporting Tier 2 and Tier 3 students as identified through the Multi-Tiered System of Supports (MTSS).
- **School Social Worker** – Lisa Lewy ([lewy@fultonschools.org](mailto:lewy@fultonschools.org))  
A school social worker is available to assist with situations that may involve the home (i.e. attendance, personal needs, and family concerns).
- **Guidance and Counseling** – Crystal Thompkins ([thompkinsCL@fultonschools.org](mailto:thompkinsCL@fultonschools.org)) & Shereen Khedr ([Khedrs@fultonschools.org](mailto:Khedrs@fultonschools.org))  
A school counselor is available to provide support with a focus on academic, personal/social and career domains on a regular basis through individual, small group, and classroom guidance lessons.
- **Student Support Team (SST)** – Mary Mills ([millsm@fultonschools.org](mailto:millsm@fultonschools.org))  
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. The team participates in problem-solving and monitoring of students who are identified as having significant skill weaknesses.
- **Section 504** – Crystal Thompkins ([ThompkinsCL@fultonschools.org](mailto:ThompkinsCL@fultonschools.org))  
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.
- **School Psychologist** – Kaela Malka ([malkak@fultonschools.org](mailto:malkak@fultonschools.org))  
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)** – Christine Grindle ([grindlec@fultonschools.org](mailto:grindlec@fultonschools.org))  
The EIP 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.” EIP is not always offered at every grade level/subject area.
- **Exceptional Children Services** – Allison Polaski ([polaski@fultonschools.org](mailto:polaski@fultonschools.org))  
Exceptional Children Services are provided for exceptional students who meet State criteria. Services may be provided for behavior disorders, learning disabilities, speech, hearing and vision impairments.
- **Talented and Gifted (TAG)** – Terri Maness ([maness@fultonschools.org](mailto:maness@fultonschools.org))  
The Talented and Gifted Program is available for students who qualify. All students are screened for eligibility to be tested twice a year.
- **Media Center and Technology** – Ashely Pence ([pence@fultonschools.org](mailto:pence@fultonschools.org))
- **ESOL Program: English to Speakers of Other Languages** – Genny Macoon ([macoonG@fultonschools.org](mailto:macoonG@fultonschools.org))
- **BCL (Bilingual Community Liaison):** Hali Choi [choih2@fultonschools.org](mailto:choih2@fultonschools.org) (Korean)  
Jean Reny [renyj@fultonschools.org](mailto:renyj@fultonschools.org) (Chinese)

\*\*\*For new parents: If you need additional school information, please email the BCLs.



BUS STOP INFORMATION



HERE COMES THE BUS  
(School Bus Tracker APP)



SCHOOL SUPPLY LIST



ATTENDANCE/ ABSENCE POLICY



CHANGE OF DISMISSAL FORM



REQUEST FOR PRE-APPROVED  
ABSENCE/ REMOTE LEARNING



BIRTHDAY TREAT ORDER FORM



MY PAYMENT PLUS  
(FOR MEAL ACCOUNT)



CAFETERIA MENU CALENDARS



REGISTER AS A VOLUNTEER



INFINITE CAMPUS



CLASSLINK