

# Wilson Creek Elementary School



## Universal Remote Learning *Family Handbook*

**2020 – 2021**

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**Wilson Creek Elementary School  
Universal Remote Learning Family Handbook**

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**URL FAMILY HANDBOOK  
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**UNIVERSAL REMOTE LEARNING SCHEDULES**

| Time   | K  | 1  | 2   | 3                       | 4  | 5   |
|--|--|--|---|-------------------------|--|---|
| 7:10 - 7:50  | Teacher Office Hour (by appointment only)                      |  |   |                         |  |   |
| 7:50-7:55<br>7:55-8:00   | Morning News (M) 7:50 - 8:00                                   |  |   |                         |  |   |
| 8:00-8:05<br>8:05-8:10<br>8:10-8:15<br>8:15-8:20   | 8:00 - 8:20<br>Morning Meeting                                 |  |   |                         |  |   |
| 8:20-8:25<br>8:25-8:30<br>8:30-8:35<br>8:35-8:40<br>8:40-8:45<br>8:45-8:50<br>8:50-8:55<br>8:55-9:00<br>9:00-9:05<br>9:05-9:10<br>9:10-9:15<br>9:15-9:20<br>9:20-9:25<br>9:25-9:30<br>9:30-9:35                                  | 8:20 - 9:20<br>Reading/Writing                                 | 8:20 - 9:20<br>Reading/Writing                                 | 8:20 - 9:05<br>Math   | 8:20 - 8:50<br>Specials | 8:20 - 9:35<br>Block 1<br>Math/SC/SS OR<br>Reading/Writing   | 8:20 - 9:35<br>Block 1<br>Math/SC/SS OR<br>Reading/Writing  |
| 9:20-9:25<br>9:25-9:30<br>9:30-9:35  | 9:20 - 9:35<br>Snack Break                                     |  | 9:05 - 9:35<br>Specials   | 8:50 - 9:35<br>Reading  |  |   |
| 9:35-9:40<br>9:40-9:45<br>9:45-9:50  | 9:35 - 9:50<br>Snack Break                                     |  |   |                         |  |   |
| 9:50-9:55<br>9:55-10:00<br>10:00-10:05<br>10:05-10:10<br>10:10-10:15<br>10:15-10:20<br>10:20-10:25<br>10:25-10:30<br>10:30-10:35   | 9:35 - 10:20<br>Math   | 9:35 - 10:20<br>Math   | 9:50 - 10:35<br>Reading   | 9:50 - 10:20<br>Writing | 9:50 - 10:20<br>Specials                                     | 9:50 - 11:05<br>Block 2<br>Math/SC/SS OR<br>Reading/Writing |
| 10:20-10:25<br>10:25-10:30<br>10:30-10:35  | 10:20 - 10:35<br>SC/SS   | 10:20 - 10:35<br>SC/SS   |   | 10:20 - 11:05<br>Math   | 10:20 - 11:35<br>Block 2<br>Math/SC/SS OR<br>Reading/Writing |   |
| 10:35-10:40<br>10:40-10:45<br>10:45-10:50<br>10:50-10:55<br>10:55-11:00  | 10:35 - 11:05<br>Break   |  | 10:35 - 11:05<br>Writing  |                         |  |   |
| 11:00-11:05<br>11:05-11:10<br>11:10-11:15<br>11:15-11:20<br>11:20-11:25<br>11:25-11:30<br>11:30-11:35  | 11:05 - 11:35<br>Small Group<br>(schedule will be<br>provided) | 11:05 - 11:35<br>Small Group<br>(schedule will be<br>provided) | 11:05 - 11:35<br>SC/SS  | 11:05 - 11:35<br>SC/SS  |  | 11:05 - 11:35<br>Specials                                   |
| 11:35-11:40<br>11:40-11:45<br>11:45-11:50<br>11:50-11:55<br>11:55-12:00<br>12:00-12:05<br>12:05-12:10<br>12:10-12:15<br>12:15-12:20<br>12:20-12:25<br>12:25-12:30<br>12:30-12:35<br>12:35-12:40                                  | 11:35 - 12:35<br>Lunch/Recess                                  |  | 11:35 - 12:35<br>Lunch/Recess                                       |                         |  |   |
| 12:40-12:45<br>12:45-12:50<br>12:50-12:55<br>12:55-1:00<br>1:00-1:05<br>1:05-1:10<br>1:10-1:15<br>1:15-1:20<br>1:20-1:25<br>1:25-1:30<br>1:30-1:35<br>1:35-1:40<br>1:40-1:45<br>1:45-1:50<br>1:50-1:55<br>1:55-2:00<br>2:00-2:05 | 12:35 - 1:05<br>Specials                                       | 12:35 - 1:20<br>Small Group<br>(schedule will be<br>provided)  | 12:35 - 1:20<br>Small Group Instruction (schedule will be provided) |                         |  |   |
|  | 1:05 - 1:50<br>Small Group<br>(schedule will be<br>provided)   | 1:20 - 1:50<br>Specials  | 1:20 - 2:05<br>Small Group Instruction (schedule will be provided)  |                         |  |   |



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### URL FAMILY HANDBOOK

#### **ASSESSMENT**

- Teachers will administer a balance of assessments. iReady Diagnostic and formative assessments provide data for learning and are used to monitor learning. Summative assessments provide data of learning and serve to measure learning.
- Low-stakes formative assessments may include short quizzes consisting of selected-response items, personal communication, a constructed-response item (e.g. ticket-out-the-door), etc. Summative assessments may consist of tests, extended response items, performance tasks, portfolios, essays, reports, presentations, products/projects, etc.

#### **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 complete a Student Absence Note located on our school website [www.fultonschools.org/wilsoncreekes](http://www.fultonschools.org/wilsoncreekes) under the Student & Families Resources Tab to the homeroom teacher 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.*

- Student attendance will be recorded by teachers for all live sessions.
- Attendance will be used to monitor student engagement, not for grading purposes.
- **Grades K-1:** One of the following must be met each WEEK to mark a student's daily attendance in Infinite Campus for the week:
  - Submission of weekly work packet or
  - Direct contact with parent/guardian that is logged or
  - Participation in a live lesson
- **Grades 2-5:** One of the following must be met each DAY for **ELA or Math** to mark a student present for daily attendance in Infinite Campus:
  - Participation in a live lesson or
  - Direct contact with parent/guardian/student that is logged or
  - Submission of an assignment
- The Wilson Creek Absence Note must be submitted within 5 days of a student's absence to be marked "excused." After the 5-day window without an excuse the absence remains "unexcused."
- After 10 days of absences (regardless of excused or unexcused), a doctor's note will be required.
- PLANNED family educational trips require principal's PRE-approval for the absences to be approved/excused. These absences are unexcused unless you have received PRE-approval.
- The WC Absence Note is available [HERE](#).

#### **CLUBS**

- VIRTUAL school clubs are pending. More information to come.



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### CODE OF CONDUCT/BEHAVIOR

- You may download the *FCS Student Code of Conduct & Discipline Handbook* [HERE](#)
- Regarding the virtual learning environment, the use of (or participating in using) personal or school technology resources to distribute, display, or record inappropriate material is a serious, Tier III Violation of the *Fulton Schools Student Code of Conduct*. Inappropriate material does not serve an instructional or educational purpose. It includes, however is not limited to, the following:
  - is profane, vulgar, lewd, obscene, offensive, indecent, or threatening
  - advocates illegal or dangerous acts
  - causes disruption to the Fulton County School District, its employees, or students
  - advocates violence
  - contains knowingly false, recklessly false, or defamatory information
  - is otherwise harmful to minors as defined by the *Children’s Internet Protection Act*
- Recording teacher lessons and posting to private social media without permission is strictly prohibited.
- Any report of inappropriate virtual conduct will be investigated by the Wilson Creek administration and offenders will be subject to disciplinary consequences in line with the *Fulton Schools Student Code of Conduct*.
- Students are expected to follow general classroom rules during virtual learning.
- Wilson Creek virtual learning expectations:

### Wilson Creek Elementary School Virtual Learning Behavior Expectations

|                               | Before Virtual Class   | During Virtual Class Instruction  | After Virtual Class Instruction  |
|-------------------------------|--|---|--|
| <b>Respectful</b><br><br>     | <ul style="list-style-type: none"> <li>🐾 Video always on</li> <li>🐾 Mute microphone</li> </ul>   | <ul style="list-style-type: none"> <li>🐾 Listen attentively</li> <li>🐾 Use kind words</li> <li>🐾 One speaker at a time</li> </ul>           | <ul style="list-style-type: none"> <li>🐾 Give best effort on assignments</li> <li>🐾 Read &amp; follow directions</li> </ul>  |
| <b>Responsible</b><br><br>    | <ul style="list-style-type: none"> <li>🐾 Be on time</li> <li>🐾 Make sure device is charged or plugged in</li> <li>🐾 Have all materials needed</li> </ul> | <ul style="list-style-type: none"> <li>🐾 Ask questions (use "raise hand" button or chat box)</li> <li>🐾 Be focused on speaker</li> </ul>    | <ul style="list-style-type: none"> <li>🐾 Complete assignments</li> <li>🐾 Check over work on assignments</li> <li>🐾 Turn in assignments on time</li> </ul>              |
| <b>Ready to Learn</b><br><br> | <ul style="list-style-type: none"> <li>🐾 Choose a distraction free space</li> <li>🐾 Be attentive</li> <li>🐾 Be prepared</li> </ul>                       | <ul style="list-style-type: none"> <li>🐾 Ask if you need help (use "raise hand" button or chat box)</li> <li>🐾 Follow directions</li> </ul> | <ul style="list-style-type: none"> <li>🐾 Have all materials needed</li> <li>🐾 Choose a distraction free space</li> <li>🐾 Ask questions to teacher if needed</li> </ul> |

### DELIVERY OF INSTRUCTION

- Daily instruction must be delivered synchronously (live, in real-time) through Microsoft Teams.
- Microsoft Teams is the consistent platform that will be used to deliver instruction, communicate and assign/collect student work.
- Other applications used will be accessible to students with a single log-in via Classlink.
- Teachers will balance synchronous and asynchronous activities. Asynchronous instruction may include teacher-generated videos, recordings from the district produced bank of lessons, or other appropriate virtual resources.



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### **FOOD STOPS**

The first day of school may be different this year, however FCS Nutrition will continue to serve nutritious and safe student meals while schools are virtual.

- The FCS FoodStop drive-thru model will be utilized to distribute weekly meals at 22 school sites throughout the district. The FCS FoodStop provides an opportunity for families to drive-up and pick up Grab & Go meal packages for students. To maximize social distancing, drivers are not to leave their vehicles; however, walk-ups are allowed.
- Wilson Creek students will pick-up meals from Ocee Elementary School (4375 Kimball Bridge Rd., Johns Creek, GA 30022) on Wednesdays from 11:00 a.m. – 1:00 p.m., beginning on Wednesday August 19.

### **GRADING**

- Grades will be given in math, reading, ELA, science, and social studies.
- Grades are weighted 100% for all summative assessments. Formative grades will be posted in Infinite Campus, however, will only serve as feedback toward standard mastery. Formative grades will not be calculated into the student's overall grade average.
- Report cards will be issued once per semester with grades being cumulative for the semester.
- A report of progress will be sent home in October and March.
- At the end of the semester, if a student has not completed at least 80% of their work, they will receive an "I" Incomplete for the semester. This "Incomplete" must be cleared prior to entering the next grade level.
- During URL, FCS has adopted a "no zero" policy. Any work not turned in will be recorded as an "I."
- **Grades/Report Cards:**
  - **Students in Grades K-2 will follow the following grading scale:**
    - S (100%-80%)- Satisfactory
    - N (79%-70%)- Needs Improvement
    - U (Below 70%)- Unsatisfactory
    - I - Incomplete
  - **Students in Grades 3-5 will follow the following grading scale:**
    - A - 90% and above
    - B - 89%-80%
    - C - 79%-70%
    - F - 69% and Below
    - I - Incomplete

### **LESSON PLANS & ASSIGNMENTS**

- Teachers will send Friday emails to include weekly instructional focus and assignments.
- Teachers will communicate small groups as needed.
- Assignments will be submitted via TEAMS for Grades 3-5 and *SeeSaw* for Grades K-2.

### **OFFICE HOURS/EXTRA-HELP SESSIONS**

- Teachers are available by appointment only during 7:10 a.m. – 7:40 a.m., Monday through Friday.
- "Office Hours" are specifically designed for students who need extra help.
- "Office Hours" are not for parent conferences.



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### **PARENT CONFERENCES**

- Parent conferences will be held either through TEAMS or phone call only.
- Parents should email the teacher to set up a time that is convenient.

### **SECTION 504**

- During URL, the 504 Coordinator and instructional staff will ensure implementation of accommodations and/or modifications per student's 504 plans to the degree possible.

### **SPECIALS**

- Special area teachers will provide lessons to all Grades kindergarten through fifth via live instruction. Students will receive 1 day of art, 1 day of music, 1 day of STEM or Media, and 2 days of PE per week.

### **SPECIAL ACADEMIC PROGRAMS**

- EIP, TAG, and Special Education teachers will have live instruction at their assigned times/days. They will send separate emails to the students/families that they serve.
- Special Education (SEC) instruction will be provided virtually to the extent possible. Teachers and service providers will ensure implementation of accommodations and modifications per student's IEP to the degree possible.
- Special Education students will receive services per their IEP and Remote Learning Contingency Plan.
- Special Education COVID Response Website [HERE](#).
- ESL students that are new to the country will be remotely screened by our ESL teachers by appointment.
- ESL students will receive services during their Reading/ELA scheduled time as well as any needed additional support during small group instruction time.
- EIP students will receive services during their Reading and/or Math scheduled time as well as any needed additional support during small group instruction time.

### **SST & RTI**

- During URL, the Student Support Team (SST) process and Response to Intervention (RTI) process will remain in place. Interventions and supports will be provided systematically to the degree possible.

### **STUDENT ENGAGEMENT**

- Students are expected to complete all coursework assigned by the end of the term.
- Second through fifth grade students are expected to attend & participate in online synchronous sessions (live - and in real-time) daily.
- If a student is unable to meaningfully participate in synchronous instruction due to the nature of their disability, they will be provided with asynchronous options.
- Missed work will be communicated through "incompletes" as noted in Infinite Campus.

### **STUDENT SUCCESS SKILLS**

- ReStart Social Emotional Learning (SEL) lessons will be implemented for all students during the first six weeks of school (topics include understanding emotions, stress/fear management, support systems and resilience, etc.).
- *Student Success Skills* will be taught throughout the year using the ReThink curriculum.



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### **STUDENT AND FAMILY SUPPORT**

Your Wildcat Support Team is here to assist you during this critical and unprecedented time. Our group is composed of two school counselors, a school psychologist, and a school social worker. We are here for your family's needs, great or small. We care and we are in this together.

- Wanda Moran- School Counselor
  - [moranw@fultonschools.org](mailto:moranw@fultonschools.org)
  - Office: 470-254-0856
  - Cell: 470-473-8564
- Courtney Whiteaker- School Counselor
  - [whiteakerc@fultonschools.org](mailto:whiteakerc@fultonschools.org)
  - Cell: 678-554-9942
- Jennifer Briskin- School Psychologist
  - [briskinj@fultonschools.org](mailto:briskinj@fultonschools.org)
  - Office: 470-254-0857
- Jasmine Jones- School Social Worker
  - [jonesjc@fultonschools.org](mailto:jonesjc@fultonschools.org)
  - Cell: 678-815-7508

### **SUPPLIES**

- Students are expected to have supplies for virtual learning, such as pencils, crayons, notebook paper, scissors, etc.
- If you do not have supplies, please email, call, or text Mrs. Wanda Moran, our school counselor.

### **URL & TECH SUPPORT FOR STUDENTS/PARENTS**

- URL & Technology Support Hotline, (470) 254-2300.
- Public remote learning website and parent support resources including Microsoft training modules available [HERE](#).
- Running updates on student devices video [HERE](#).
- For any questions/concerns/issues regarding a specific class, always contact the teacher first.
- For additional resources to get you started with URL, visit the "Remote Learning" tab on our school website.

### **VISITORS**

All visitors must have an appointment to visit our school.

- To make an appointment to visit our school:
  - Visit website: [www.wilsoncreekelementary.com](http://www.wilsoncreekelementary.com)
  - Scroll down to the calendar icon
  - Click on "Front Office/Registration Visitors"
  - Select a date and time
- Upon arrival, all visitors will be required to show identification, wear a mask, and receive a temperature check.