

Sweet Apple Elementary

Family Handbook 2023-2024



**Sweet Apple Elementary
12025 Etris Road
Roswell, GA 30075
470-254-3310**

**School Hours: 7:40 a.m. to 2:20 p.m.
Student arrival begins @ 7:10 a.m.
Class instruction begins @ 7:40 a.m**

www.fultonschools.org/sweetapples

About Our School

Sweet Apple Elementary officially opened for teaching and learning in August of 1997. We are located on the outskirts of Roswell, Georgia near the Crabapple area. The school serves students in Pre-K through 5th Grade, as well as students in special program classes. Our mascot is Wolfie and our school colors are blue and yellow.

Feeder Schools:

[Elkins Pointe Middle School](#)



[Milton High School](#)



[Roswell High School](#)



School Board Member:

Katha Stuart

Administrative & Support Staff

Name	Contact
Andy Allison <u>Principal</u>	Allison@fultonschools.org
Laura Butler <u>Assistant Principal</u>	ButlerL2@fultonschools.org
Michele Consolo <u>Assistant Principal</u>	consolom@fultonschools.org
Allison Rivenbark <u>Curriculum Support Teacher</u>	Rivenbark@fultonschools.org
Jessica Eyre <u>K-2 Literacy Coach</u>	eyre@fultonschools.org
Dianne Redding <u>School Counselor</u>	Reddingd@fultonschools.org
Jennifer Rawls <u>Instructional Support Teacher</u>	rawls@fultonschools.org
Sara Meier <u>Bookkeeper/ Principal's Secretary</u>	meiers@fultonschools.org
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Jennifer Whitworth <u>Front Office Secretary</u>	whitworthjh@fultonschools.org
Candice King <u>Cafeteria Manager</u>	kingc4@fultonschools.org
Alicia Ortega-Estrems <u>Clinic Assistant</u>	estremsa@fultonschools.org
Ethan Martin <u>Transportation Supervisor-Milton</u>	martinej@fultonschools.org
	470-254-2970
School Telephone	470-254-3310
School Fax Line	470-254-3316
North Metro Direct Line	470-254-3319
North Metro Fax Line	470-254-3321



SWEET APPLE

Parent Teacher Organization

Our Mission

Our mission is to support Sweet Apple Elementary - it's teachers, students, and parents - through fundraising, community-building events, and enrichment initiatives.

Visit Online

saeppto.org

Follow us on Facebook

@SweetApplePTO

Important Information

School Hours:

Arrival 7:10-7:40 a.m.

Students must be in the classroom by 7:40 a.m. or they are designated as tardy. Parents must come into the building and sign in students after 7:40 a.m. When a Fulton County school bus is late, students on that bus are not counted as tardy. Excessive tardies will be referred to the Fulton County Social Worker.

Classroom Instruction 7:40a.m.-2:20p.m.

Dismissal 2:20p.m.

***Students may not be checked-out from 2:00p.m.-2:20p.m.**

School Phone Number 470-254-3310

GNETS (North Metro) Number 470-254-3310

School Fax Number 470-254-3316

FCBOE North Transportation 470-254-2970

School Cafeteria Number 470-254-3317

Guidelines for Sweet Apple Elementary School

ARRIVAL AND DISMISSAL

Due to a lack of staff supervision, students should not be entering the building until 7:10 a.m.. The Bus Lane will not be available to receive vehicles other than buses during arrival and dismissal.

The following plan for safe arrival and dismissal requires the cooperation of students, parents and staff. Weather conditions, emergencies and unanticipated events may necessitate all to exercise calm common sense and follow direction of the school administration.

DISMISSAL All checkouts must occur before 2:00 p.m.

1. Walkers, Daycare, and Carpool (yellow load)
2. First Load Buses and Primetime/After School Clubs (blue load)
3. Second Load Buses (red load)

DISMISSAL OF WALKERS

Walkers are the first group of children to be dismissed at 2:20 p.m. and exit the school through the front door. Parents, younger siblings, and strollers are asked to please wait in the paved brick area to the right of the building.

DISMISSAL TO DAYCARE VANS

Students attending off site childcare programs are dismissed at 2:20 p.m. These students exit the building through the fifth-grade hall. If your child is going to be absent, or not riding the van that day, please make sure that you contact your child's daycare.

CARPOOL

Carpool riders are dismissed with the second group of students and go to the cafeteria.

TARDIES

Students must be in the classroom by 7:40 a.m. or they are designated as tardy. Parents must come into the building and sign in students after 7:40 a.m. When a Fulton County school bus is late, students on that bus are not counted as tardy. Excessive tardies will be referred to the Fulton County Social Worker.

EARLY CHECK OUT

If a student is to leave school early, we request that the parents send a note to the student's teacher that morning. To ensure student safety, we do not accept transportation changes through a phone call, fax or email. Students must be signed out from the front office by a parent or parent designee, and we are required to check that person's identification. We ask that all check outs occur before 2:00 p.m. to ensure a safe and orderly dismissal for all students. If a student is checked out prior to 11:10 a.m., and does not return to school, they will be considered absent for the school day.

BLACK BOARD

Black Board is a tool for pro-actively contacting large numbers of parents via the telephone and email. As an added benefit, the system can send general announcement information to parents and students, grade levels, and to different groups.

BUS SAFETY

Riding a school bus is a privilege contingent on proper and courteous conduct. Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep heads, arms and hands inside the bus, keep hands and feet to themselves, cooperate with the bus driver and act in a respectful manner. Students may be subject to discipline, including temporary bus suspension, when bus rules are violated.

CHANGES IN TRANSPORTATION

If you have a transportation change for your child, please submit a Change of Transportation Form or a written note to your child's teacher. Requests may only be made by the student's parent or guardian. Changes in a child's regular method of transportation must be turned in to the office by 9:00 a.m. for approval. Written confirmation of a change of dismissal is required. Unless the schools is notified in writing, students will be sent home in their normal manner. Do not verbally tell your child of a transportation change without following up with written confirmation sent to the front office. Emails sent to teachers will not be accepted.

ATTENDANCE

<https://go.boarddocs.com/ga/fcss/Board.nsf/Public#>

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

ILLNESS

We follow the American Academy of Pediatric guidelines designating students do not return to school within 24 hours of vomiting or a temperature of 99.6 or higher.

ABSENCES / ASSIGNMENT REQUESTS

The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in immediate family, or special and recognized holidays observed by their faith. Under the No Child Left behind Act, adequate yearly progress is achieved when students are in attendance. Vacations taken during regular school days are NOT excused. Vacations will not be approved and will be coded as unexcused.

Occasionally a child must remain at home due to illness but is well enough to complete assignments. If your child has been absent two consecutive days, and you anticipate additional excused absences, you may call the front office by 9:00 am to request assignments, books and materials. The teacher will prepare materials and have them ready for pickup after 3:00 pm the following day at the front desk. Completion or modification of assignments missed during absences is determined by the teacher. Students are allowed at least one day for each day of an absence to make up assignments.

FAQ

Attendance Policy Updates

Frequently Asked Questions

8/29/2022

The Fulton County School Board recently approved two policies regarding attendance:

JB Attendance: A new FCS policy takes a proactive stance about student attendance and provides a tiered framework for identifying supports to improve student attendance.

JBD Absences and Excuses: Updated and revised policy with changes that include parent absence notification thresholds; added opportunity to use participation in remote learning to substitute for absence; added to the list of excused absences; and removed driver's license revocation based on updated laws.

What does this mean for parents/guardians?

Parents/Guardians will be notified more often based on all absences regardless of whether a student is excused or unexcused. Preventive strategies and interventions will be put in place to encourage all students to engage in learning.

How is attendance determined for students?

Elementary School students' attendance is taken within the first hour of the instructional day to record who is physically present. Students must be present for half of the instructional day to be marked present for the day.

Middle and High School students' attendance is taken each period. Students must be present for 50% or more of the day to be marked present.

How is attendance determined for remote participation?

Students need to meet the following guidelines to receive credit:

- Elementary School (Daily Attendance):
 - Participation in synchronous Reading/Language Arts and Math instruction remotely or participates asynchronously as defined by the teacher
- Middle & High School (Period Attendance)
 - Must participate in at least 50% of the school day to be given credit for attendance
 - Participation in synchronous instruction remotely or participates asynchronously as defined by the teacher

How does my child get attendance credit for participating remotely?

- Students can substitute up to 5 absences per semester (a max of 10 per year) with a remote learning day by meeting the remote learning participation benchmarks listed in policy. This would result in the student being counted as present for the day(s) they participate remotely.
- To be marked present, work must be submitted within 2 days of absence.
- Students may not use a remote learning day on a test day.
- Parent/guardian or student must notify teacher in advance to the start of the instructional day to utilize the participation benchmark rule.
- Schools will make their best effort to provide instruction given early notice.

What do I do if I think my child is going to be absent?

Notify your child's school as soon as possible. Please refer to your child's school about how to send in the excusal note. Notes/emails explaining why a child is absent should be given as soon as possible to the school either before an absence or within 5 days of the absence.

The following must be included:

- Student Name
- Student FCS ID Number (lunch number)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number
- Reason for excuse

When may additional documentation be required?

- After 3 consecutive ill absences, a doctor's note may be required
- After 10 late arrivals or early checkouts, a doctor's note may be required
- Preapproval of absences due to family events or other reasons must be sent 5 days in advance.
- Any student who accumulates 7 or more days for any reason (This excludes days accumulated during an Assigned Remote designation)

What absences are excused?

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating absence from school
- A death in the student's family necessitating absence from school
 - Student are excused for up to 4 days due to a death in immediate family
 - Students are excused for up to 2 days due to a death in non-immediate family
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)

FAQ

- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

How does my child get an absence pre-approved?

Students/families must formally request for students to be absent for family events or other pre-approved absences. These requests should be made five school days in advance of the absence. Please refer to your child's school for procedures to collect and approve requests.

When will a parent/guardian be notified about absences?

- Parents will be notified daily if a child is marked absent through the school messenger system
- Three unexcused absences in a row without notification from parents
- Five total unexcused absences
- Seven total absences (excused and unexcused)
- Ten late arrivals or early checkouts

How can I monitor my child's attendance?

Parents/Guardians can monitor their child's attendance using Infinite Campus

How does my child make up any missed work?

Student will have an equal number of days as they were absent to complete any late/missing work for full credit. After the deadline of an equal number of days a student was absent, teachers may begin deducting points (maximum 25%). If a student fails to turn in a late/missing assignment, then a zero may be given.

Can a student be exempt from final exams for good attendance?

Attendance will no longer be used as an exam exemption requirement for students.

When might a social worker contact a parent or guardian about my child's attendance?

- Students who do not attend the first two days of school
- Missing 3 days in a row or more days of school without documentation
- Any student who has missed 10% or more of the school year at any given time
- 15 or more late arrivals or early checkouts
- Excessive attendance record and little improvement in attendance

For more information, please reach out to your child's school.

6201 Powers Ferry Road • Atlanta, Georgia 30339 • 470-254-3600 • www.fultonschools.org

WRITTEN NOTES

Within 5 days of the last day of the absence, an e-mail from parent/legal guardian or doctor is required to be sent to the teacher and data clerk upon returning to school. Notes cannot be accepted after the 5-day time period.

Please see District Policy O.C.G.A. 20-2-692- 20-2-693, 20-2-694 for more detailed information.

EXTENDED ABSENCE

If a student is absent for 10 or more "consecutive" school days, the student WILL BE WITHDRAWN.

BIRTHDAY CELEBRATIONS

Student birthdays are recognized on WOLF TV. We respectfully request that no edible birthday treats / goodies be distributed at school. Instead, a parent / guardian may bring in a small school tool (pencil, eraser, ruler, sticker, etc.) for each student of their child's class or donate a new classroom book, game, or ball in honor of the student's birthday. Parents may order a special birthday treat for the class through the cafeteria.

CAFETERIA VISITORS AND PROCEDURES

- Guests eat at a designated table in the atrium, with their child only.
- Classmates/Friends may not be permitted to sit with visitors.
- When you arrive, sign in at the front desk, get a visitor's name tag and go to the atrium outside the cafeteria and wait for your child.
- We ask parents to only purchase food for their child due to allergies and dietary reasons. Students may not share lunch items for any reason.
- To encourage a healthy lifestyle, we ask that parents refrain from bringing food into the cafeteria from outside vendors.
- Parents and guests are not permitted to return to the classrooms with students.

FOOD SELECTIONS

Students may purchase a variety of full meal menu choices, beverages, desserts and snacks prepared by our cafeteria staff. Snacks are available for purchase. Please do not send glass bottles to lunch.

LUNCH PROGRAM

- Sweet Apple cafeteria provides several hot and cold choices.
- Milk is served with all meals. Extra milk and juice are available for purchase. If students cannot tolerate milk, a note from a doctor is needed to substitute juice for milk.
- For more information about school lunch, please visit the Sweet Apple Website

CLASSROOM OBSERVATIONS

Classroom observations must be prearranged through the Principal or Assistant Principal, and they will last 30 minutes.

CLINIC

Parents will be contacted by the clinic aide when students are injured or become ill at school. Prescription medications can only be administered with an authorized signature from a physician and parent/guardian. Authorization can be faxed directly to the school from the physician's office. Any exceptional medical conditions need to be brought to the attention of the teacher and the clinic aide.

COMMUNICATION

Each Friday parents receive the Sweet Apple Newsletter, an electronic newsletter from the principal. This newsletter gives important dates, upcoming events, etc. Teachers also send home examples of student work and progress every other Friday in Friday Folders. It is the expectation that teachers send home a weekly e-mail covering assignments and activities for the week.

COMMUNICATION BY EMAIL

Please use email to communicate with teachers about NON-EMERGENCY concerns. Often, teachers are unable to check email during the school day. Please allow 48 hours for any email response.

COMMUNICATION WITH STUDENT

During the school day all student/parent communication should take place via the clinic or the front desk.

CONFERENCES

During the month of October, a parent conference will be scheduled to discuss your child's progress in an individual conference with the teacher. Student Led Conferences will be held during the month of February or March.

DISCIPLINE

The Fulton County School System operates on the philosophy that all students have the right to learn. Sweet Apple expects to be free of disruptive or unsafe student behavior. Teachers, parents, students and administrators work together to ensure that this occurs.

Parents receive a copy of the Fulton County Code of Conduct and Discipline Handbook via email at the beginning of each school year. It is the responsibility of the parent to read the contents of this book and then print, sign, and return the acknowledgement form. This form must be returned to the homeroom teacher. Classroom management plans are developed by the teacher to follow the Code of Conduct in the Discipline Handbook, and school wide PBIS program.

At Sweet Apple Elementary School, we focus on recognizing and rewarding positive student behavior. We believe that there must be clear behavior expectations around our building. Our school has a comprehensive PBIS team. Their mission is to cultivate a school climate that ensures safety and learning. This team regularly analyzes our behavior data so that we can determine trends and provide support and interventions so that children can learn positive habits and increase their time in the classroom. Sweet Apple has adopted the "house system." Each student and faculty member are part of one of four houses. The house concept creates a sense of pride and belonging to our school. Houses will participate in healthy competitions and events throughout the year. Students may earn points for their house by making positive choices as it pertains to being respectful, responsible, and ready to learn (Our Three R's). Our houses include The House of Persistence, The House of Achievement, The House of Creativity, and The House of Kindness.

Students are redirected using reminder cards for off-task behaviors. After two redirections in one class period a student will receive a reflection form which is sent home to the parents. The School Counselors and Assistant Principal work closely with teachers to help reinforce positive behavior.

FCS Student Code of Conduct Acknowledgment:

We are super excited to support our students and staff as they return for another school year! As we all work together to ensure a safe and nurturing learning environment for our students, it is important that every parent/guardian and student is provided with a copy of the District's Student Code of Conduct.

Again this year, parents and students will be able to sign for receipt of the Student Code of Conduct using our new digital signature process. The link below contains a step-by-step "how to" guide for completing the digital signature process. [How to...Parent & Student Code Receipt](#)

- All students above 10 years of age and their parents, guardians, or other person having control or charge of the child is asked to digitally sign acknowledging receipt of the Code of Conduct and Student Handbook.
- Parents and students are able to digitally sign by using their online portal or the app on their smartphone/device.
- The Code of Conduct can be viewed below:
https://www.fultonschools.org/cms/lib/GA50000114/Centricity/Domain/8748/FY_2023_Final_Code_of_Conduct.pdf

DRESS CODE

- No short-shorts or mini-skirts are to be worn. Shorts and culottes must be worn at the child's middle fingertip length.
- No hats, curlers, bandanas, sweatbands, sunglasses, or gloves are to be worn during school hours. This applies to both male and female students.
- Extreme hair colors or spray-in hair paint are not permitted.
- No bare midriffs, spaghetti strap tank tops, fish-net shirts, halter tops, T-shirts with ripped sleeve openings or other ripped clothing or see-through clothing is to be worn.
- Pajamas may only be worn to school on designated pajama day.
- All T-shirts must be in good taste. No suggestive wording or illustrations or advertisements for alcoholic beverages will be allowed.
- Pants at any length between the knee and ankle are acceptable.
- Make-up is inappropriate at the elementary level. This includes, but is not limited to, lipstick, colored hair spray, and glitter body paint.
Students should wear shoes that are appropriate for daily outdoor recess as well as walking down the schools' long hallways. Tennis shoes/sneakers, or closed-toe shoes are strongly urged, for safety reasons. Sneakers with wheels (wheelies) are not permitted to be worn at school.
- Students are expected to honor the dress code so that valuable instructional time is not spent examining attire to determine appropriateness. Students will be notified of any exceptions to the dress code (Field Day, Spirit Days, etc.) and any other changes or additional requests.
- Teachers and school personnel will be accountable for the dress code standard being followed by the students and will report any infractions to the administration who will contact a parent to bring an immediate change of clothing to the school.

ELECTRONIC DEVICES

Misuse of Technology (Smart Watches, Cell Phones, laptops etc.):

While at school, students should be focused on learning. If a student needs to contact home during the day, they should ask permission from their teacher to go to the Front Office. Technology (smart watches, laptops, cell phones) should not interrupt the learning environment while at school. Please note that students are subject to disciplinary action should they use an unauthorized device during school hours. If technology interrupts a student learning:

FCS New Phone Rule (18f.II) Discipline Response Recommendation Guide for Teachers

- ✓ 1st Offense Redirect
- ✓ 2nd Offense Reteach Expectation
- ✓ 3rd Offense DIRECT Parent Communication
(Verbal and/or Email exchange with parent/guardian) - 2 attempts
- ✓ 4th Offense Submit Office Discipline Referral (ODR)



EMERGENCY SCHOOL CLOSING

If the decision is made by the superintendent to close school due to inclement weather, local television and radio stations will broadcast this information. School closing information will also be posted on the district website, www.fultonschools.org

Radio station WSB 750 AM will broadcast emergency closings or early school dismissals.

EMERGENCY ALERTS ON YOUR CELLPHONE

Just text "YES" to 88544

With this free service, * you will receive text messages notifying you of inclement weather, safety alerts, school closings or other important information impacting the Fulton County School System.

You can opt-out from alerts at any time – just reply with STOP to any message or HELP if you need assistance.

EVERY STUDENT SUCCEEDS ACT

In compliance with the requirements of Every *Student Succeeds Act*, Fulton County Schools informs parents that you may request information regarding the professional qualifications of your student's teacher(s) or paraprofessional(s). The following information may be requested:

- Whether the teacher/paraprofessional has met the Georgia Professional Standards Commission's certification requirements 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.

GIFTS

Fulton County Board of Education Policy requires that gifts meet the following guidelines: an individual gift with the value of \$25.00 or less, or a group gift with a value of \$10 or less per contributor, not to exceed \$500.00

GUIDANCE AND COUNSELING

Our school counselor provides individual or small group counseling to children; conducts classroom guidance lessons on a regular schedule; works with school personnel to foster a positive learning environment for students; assist parents in understanding children and developing positive attitudes, techniques, and strategies essential for construction child rearing; and assists parents and children in obtaining specific school and community services.

SUMMIT COUNSELING

Since 1990, the Summit Counseling Center has brought hope and healing to people in need at every stage of life providing a wide range of specialty services for individuals, couples and families. Summit therapists offer professional counseling integrating body, mind, spirit, and community. As part of the Summit On-Site program, Allison Bates meets students and families where they are, even having an office and seeing clients on Sweet Apple campus to lessen parent inconvenience. Allison is trained in play therapy through expressive therapies (art, sand, active play) to assist kids in processing emotions that, otherwise they might not be able to verbally express otherwise. Allison was also an elementary school teacher in the past, and utilizes that knowledge to better communicate with parents, teachers, and other administrators to create a treatment plan that is specific to the client for the best possible care.

HOMEWORK

Kindergarten: Students may have a short activity to be completed at home with parents.

Grades 1-3: Teachers may give homework three to four times per week with assignments ranging from 15-45 minutes.

Grades 4-5: Teachers may give homework 4 times per week with assignments ranging from 30-60 minutes.

INFINITE CAMPUS

Through Infinite Campus, parents can check student grades and attendance. Please use the following link below to register.

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

INSTRUCTIONAL PROGRAM

Sweet Apple Elementary instructs students using the GSE (Georgia Stands of Excellence) in grades K-5. The curriculum includes the following: language arts (reading, writing composition, English, spelling, handwriting), mathematics, social studies, science, health, music, physical education and art. Children learn at different rates, so delivery of instruction may be paced accordingly. If you have any questions about instruction, you may call the CST (Curriculum Support Teacher, Allison Rivenbark)

INTERNET PROTECTION ACT

Internet access is available at Sweet Apple in support of the instructional program. The Fulton County School System complies with the Children's Internet Protection Act. There is a filtering in place that blocks access to material that may be inappropriate for your child. Web sites are permitted or denied upon review. Acceptable use of the Internet is established in BoardPolicy/Procedure IFBGA, Electronic network access at <https://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=8AHSN753516A>

LETTERS OF RECOMMENDATION/QUESTIONNAIRES

Parents can request teachers to write letters of recommendation or complete questionnaires for their children seeking admittance to private schools or for the doctor. This should be done promptly; but in order to be official and be accepted by the requesting school or doctor's office, these must be mailed or

emailed with a secure email address from the school office. Please contact the Sweet Apple ES Data Clerk for more information.

LOST AND FOUND

Please label clothing and personal items with your child's name. The lost and found area is in the cafeteria. Unclaimed property is given to a local agency twice a year.

NORTH METRO / GNETS (Georgia Network of Educational and Therapeutic Support)

The North Metro Program at Sweet Apple Elementary School serves students with Autism and emotional/behavioral challenges. The North Metro Program is one of 24 programs located throughout the state. The program is funded by the Georgia State Legislature through the Georgia Department of Education. They provide diagnostic and instructional services for children between preschool and fifth grade.

RECESS - 30 MINUTES

Sweet Apple students will have a total of 30 minutes for recess as we understand that today's students will benefit from this additional time to relax, recharge and get some physical activities out. We will continue to ensure that supervision is a priority during this time.

REPORT CARDS/PROGRESS REPORTS

Progress Reports and Report Cards are no longer printed or sent home from Fulton County Schools. They will be available via the Parent Portal on Infinite Campus every 4 ½ weeks. Progress Reports will be posted at 4 ½ and 13 ½ weeks and Report Cards will be posted at 9 and 18 weeks. For more information, please see the Fulton County School Grading Policy website:

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

QUICK FACTS

GRADING POLICY

ELEMENTARY SCHOOL

EFFECTIVE AUGUST 2022



GRADING WEIGHTS

Elementary (K-5)

- 45% - Major Category
- 40% - Minor Category
- 15% - Practice Category

NON-ACADEMIC SKILLS

Feedback provided each 9 weeks in areas beyond academic mastery.

K-2

- **Self-Direction:** The student follows directions and procedures, can work independently, and/or acts safely.
- **Collaboration:** The student is considerate of others, asks for help when needs it, and/or offers to help others.
- **Problem Solving:** The student can describe a problem, finds more than one way to solve a problem, and is aware that all actions have outcomes.
- **Work Habits:** The student follows directions, participates in class, and/or completes tasks or assignments.

3-5

- **Self-Direction:** The student follows directions and procedures, works with focus, and/or resists distractions.
- **Collaboration:** The student works well with others, asks for help when needs it, and/or demonstrates appropriate social interactions.
- **Problem Solving:** The student can describe a problem, finds more than one way to solve a problem, and/or is aware that all actions have outcomes.
- **Work Habits:** The student is organized, participates in class, and/or stays on task.

GRADING SCALE

Kindergarten - Second Grade

EM	Exceeding Mastery	90-100
M	Mastering	80-89
AM	Approaching Mastery	70-79
NYM	Not Yet Demonstrating Mastery	69 and Below
NG		No Grade

Third - Fifth Grade

A	90 and Above
B	80-89
C	70-79
F	69 and Below
W/(1-100)	Withdrawn
P/F	Pass or Fail
NG	No grade
I	Incomplete
CR	Credit
NC	Non-Credit

GRADING MINIMUMS PER 9 WEEKS

Math and Language Arts, a minimum number of 8 grades per 9 weeks:

- 2 Major
- 3 Minor
- 3 Practice

Science and Social Studies, a minimum number of 5 grades per 9 weeks:

- 1 Major
- 2 Minor
- 2 Practice

Art, Physical Education, Health, and Music, etc. a minimum number of 4 grades per 9 weeks:

- 1 Major
- 1 Minor
- 2 Practice

GRADING CATEGORIES

Student grades determined by using the following categories:

- **Major:** An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.
- **Minor:** An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/skills within a unit.
- **Practice:** Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

COMMUNICATION

- Progress Reports every 4.5 weeks
- Non-Academic Skills every 9 weeks
- Report Cards at the end of the semester
- Parent-Teacher Conference(s) via phone, virtual, or face-to-face at least once per year and preferably in the 1st semester
- Teachers will notify parents/guardians of students at risk of failing a course, retention, or recommended to change a class or placement level will be notified and provided an opportunity for an individual conference


Where Students Come First

SAFETY AND SECURITY

NO VISITORS / CHECKOUTS DURING DISMISSAL 2:00 PM – 2:20 PM: Students are not to be checked out during this time and visitors will no longer be granted access to the building during this time. During this time our staff needs to be focused on preparing students to get safely home and the frequency of disruptions during this time does not allow us to be our best for students. If you are a volunteer, working with an after-school club, or have a scheduled meeting after-school you will need to either arrive prior to 2:00 PM or wait until after 2:20 PM. Emergencies will be the exception to this rule and must be approved by an administrator.

ID REQUIRED: To be granted access to Sweet Apple Elementary School, you must show IDENTIFICATION and ANNOUNCE THE REASON FOR YOUR VISIT. Please help us in advance with having your identification out and available.

DOORS: We ask that students, staff, and volunteers help us to ensure that doors close behind us. We had Fulton County Schools Maintenance Department assess our doors to make sure they close / secure properly. Doors tend to not work effectively after repeated behaviors of placing wood chips in the door hinge, placing a brick in-front of doors, or placing an item directly over the locking mechanism. Let us please help one another and prevent these practices by making sure that exterior door closes after you exit the building.

PHOTO POSTINGS

Please remember that any photos of children (other than your own) taken at SAE events and posted on social media should have parental permission. If you wish for your child's photos not to be published, please complete the waiver at the end of the Code of Conduct.

SAFETY / EMERGENCY PLAN

An individualized school emergency plan which outlines critical procedures and actions by the emergency team is in place for all Fulton County Schools. It is reviewed prior to the school year and during the year with all staff members.

SAFETY DRILLS

Evacuation drills are conducted monthly. Shelter In Place, Hard Lock Down and Soft Lock Down drills are also conducted throughout the school year. If you are visiting at the time, you will be expected to follow drill procedures. World Harvest Church has been identified as our primary emergency evacuation site.

SAFETY: BUILDING SECURITY

Fulton County Schools has implemented a video monitoring system in all schools. Signs are posted outside with operational directions. Please do not allow others to enter behind you so we can ensure that each visitor is individually identified using their driver's license by the front desk. Exterior doors should not be propped open at any time. There are security cameras located around the exterior of the building as well as various locations inside the building.

SCHOOL GOVERNANCE COUNCIL (S.G.C.)

The School Governance Council provides 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:

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

You can stay up to date on all SGC meetings and minutes on our Sweet Apple ES website.

SCHOOL INSURANCE

Group accident insurance may be purchased at a low cost through a private company approved each year by the Fulton County Board of Education. Information on this insurance, its cost and other details of the plan are given to parents during the first week of school. Payment of medical bills for students injured on school property or when engaged in school sponsored activities are the responsibility of the parent/guardian or the student's insurance company.

STUDENT RECORDS

CHANGE OF ADDRESS / PHONE NUMBER

Change of phone numbers and emergency pick-ups can be changed through your parent portal account. Change of address will need to be done in person with the Data Clerk by providing residency documentation.

REQUEST for STUDENT RECORDS/TRANSCRIPTS

Request for student records/transcripts are requested thru the following link:

<https://fultonga.scribder.com>

WITHDRAWAL PROCEDURES

Parents must notify the data clerk and complete a withdrawal form at least a week before withdrawing. Textbooks and library books must be returned, and lunch fees paid before records can be forwarded.

TEXTBOOKS

Textbooks are the property of Fulton County Schools. Students are responsible for books that are lost, stolen, or damaged beyond use. Students (parents) will be assessed for lost and damaged books.

VOLUNTEERS/VISITORS TO THE BUILDING

All visitors must re-register if they wish to volunteer again for the 2023-2024 school year.

You can access the Registration Link on the Fulton County Schools website; select COMMUNITY tab, select PARTNERS and VOLUNTEERS, scroll down and on the bottom right select CLICK HERE TO REGISTER AS A VOLUNTEER.

<https://www.fultonschools.org/Page/899>

Fulton County Schools Volunteer Registration Portal

This portal is designed to assist you in registering to be a volunteer with the Fulton County School District. All approved volunteers must re-apply for volunteer status every two calendar years. Thank you for your interest in volunteering with us.

What is a Fulton County Schools Volunteer:

A school volunteer is a non-paid person who serves in an auxiliary capacity under the direction and supervision of school personnel. A volunteer is one who performs duties that an employee could perform such as making copies, filing, sorting, escorting students, assisting with lunch duty, media center or front office tasks. Any person who leads or assists students (other than their own student) in programs or tutors a student(s) is considered a volunteer. Any person who leads or assists students (other than their own student) in programs or tutors a student(s) is considered a volunteer. The process for volunteering takes about 30 minutes total and includes about 20 minutes of online mandatory child abuse reporting training required by the State of Georgia for all volunteers. Once training is complete, you will then be asked to complete the online Volunteer Application. Please wait for a confirmation email from Fulton County Schools before visiting or volunteering in a classroom as this process may take up to 48 hours. The school will then be notified of your training and will allow you to work in the classroom or other areas of the building. All visitors and volunteers that enter the school are required bring their government issued identification to sign in at the office. A printed visitor or volunteer badge will be issued and must be worn during your time at our school.

Confidentiality regarding students you are working with or have observed during your volunteer services is required. Contact the PTO, classroom teacher, Media Specialist, Technology Specialist or the School Governance Council to see where help is needed.

- **Chaperoning:** When acting as a Chaperone on a field trip or school sponsored activity, you will be responsible for a group of children. You must have completed the Volunteer Training to chaperone a field trip and use the school-provided transportation unless it is unavailable.
- **Copy Center:** All documents copied must be for classroom use only. Due to copy write laws, workbooks may not be copied in their entirety. Do not copy student work or official documents. Children are not allowed in the Copy Center.
- **Restrooms:** Volunteers may not use student restrooms. Please use the adult restrooms located throughout the building.
- **Student Discipline:** Volunteers are not permitted to discipline the students. Please ask a teacher for assistance.
- **Siblings:** Volunteers may not bring young children or other visitors to school when performing duties in the building.

SWEET APPLE TRADITIONS

Please check out our SAE Calendar of Events:

www.fultonschools.org/Domain/9063

ART SHOW

Students are able to showcase their hard work. Student artwork is available for sale.

BATTLE OF THE BOOKS

Students in grades 3 and 4 meet a reading challenge by forming teams, reading specified books, and participating in a bowl game quiz about the books.

BOOK FAIR

A book fair is held once a year to help raise funds to build the media center collection.

CURRICULUM NIGHTS VIA TEAMS

August 23rd Grades PK, K, 2, 4 6-7pm

August 24th Grades 1, 3, 5 6-7 p.m.
Parents get a chance to hear about curriculum & their child's classroom.

EARTH DAY BALLOON

First grade students get to explore the world based on previously learned standards.

FIELD DAY

This is a day of fun and games in May organized by the PE teachers and run by volunteers. The Volunteer Lunch follows Field Day activities.

FIFTH GRADE FINALE

During the last week of school, activities are scheduled to celebrate and say farewell to our fifth-grade students. Activities include an ice cream social, DJ party, kickball game with the faculty, reception and closing assembly.

GEOGRAPHY BEE

Students show case their geography knowledge.

KIDS HEART CHALLENGE

Each February our physical education teachers challenge our students to give to others through the American Heart Association's Jump Rope for Heart campaign.

ORIENTATION for NEW KINDERGARTENS and PARENTS

A day in May is set aside for incoming Kindergartens and their parents to tour the school and find out important information.

RED RIBBON WEEK

This event provides a week-long school wide focus on drug awareness. Activities are planned and coordinated by parent volunteers and the school counselor.

ROSWELL YOUTH DAY PARADE

Sweet Apple fifth grade students and staff walk in this annual parade. A float depicting artwork from all students is created by the art department and parent volunteers.

SCIENCE LABS

The Science Lab provides a hands-on environment for students to learn grade level scientific principles. The PTO provides a science lab facilitator along with materials and supplies for the lab. Parent volunteers are utilized during labs and teachers will be present to support with instruction and classroom management.

SNEAK PEEK

An opportunity is provided before school starts for parents and students to meet staff, purchase spirit wear, and learn about after school enrichment.

SPELLING BEE

Fourth and fifth grade students participate in the Spelling Bee. The winner proceeds to the county level.

STEM DAY

Hands-on activities school wide. Parents will be able to sign up to volunteer.

STUDENT COUNCIL

Student Council consists of students in fourth and fifth grade who are provided with leadership opportunities.

WOFTW

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Write one for the Wolf is the direct giving campaign sponsored by the PTO. Parents are encouraged to join PTO and support WOFTW with any financial contribution.

WOW DAY

Parents and community members deliver high interest presentations to students on a designated day in the spring semester. Students select classes based on interest and availability 2-3 weeks prior to WOW Day

YES I CAN

This is a yearly awards ceremony that recognizes the exceptional abilities and talents of students.

EDUCATIONAL ACRONYMS

CCRPI- College & Career Readiness Performance Index

CST- Curriculum Support Teacher. This staff member assists and supports all staff in the implementation of the curriculum.

EIP - Early Intervention Program. This program is designed to serve K-5 students who are at risk of not reaching or maintaining their academic grade level.

ELL - English Language Learners. These students are supported by our ESOL (English to Speakers of Other Languages) program until full immersion in the general education setting is appropriate.

FERPA - Family Educational Rights and Privacy Act. This is a federal law that protects the privacy of student education records.

FTE - Full Time Equivalent. This FTE process is used in the reporting of all students and their specific areas of service to the state department for funding of our public schools.

GKIDS - Georgia Kindergarten Inventory of Developing Skills. This is an assessment for first grade readiness adopted by the Georgia Board of Education.

GMAS - Georgia Milestones Assessment System (3rd-5th grade)

GSE – Georgia Standards of Excellence

GWA- Georgia Writing Assessment, grades third & fifth writing assessment.

IDEA- Individual with Disabilities Educational Improvement Act of 2004

IEP - Individualized Education Plan. A plan written to address the needs of a student based upon his/her identified disability.

IRR - Interrelated Resource. Educational setting that meets the needs of children that have an active IEP.

IST - Instructional Support Teacher. This staff member is our liaison between the general education and special education teachers.

METI- Media & Educational Technology Instructor

Parents' Right to Know - <http://www.fultonschools.org/en/divisions/hr/Careers/Pages/Parents-Right-To-Know.aspx>

PLC – Professional Learning Community for teachers

PTO - Parent Teacher Organization.

RTI - Response to Intervention. A framework for systematically determining how well instruction is working and making adjustments to accelerate learning for all.

SECTION 504 – Accommodations for physical or mental impairments.

SGC- School Governance Council

SST - Student Support Team. A group of three or more professionals who assist the classroom teachers in identifying a student’s instructional needs, appropriate strategies, and monitoring procedures.

TAG - Talented and Gifted. A comprehensive program of services to intellectually gifted students.