

Sweet Apple Elementary

Family Handbook 2025-2026



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

School Hours: 7:40 AM to 2:20 PM
Student arrival begins @ 7:10 AM
Class instruction begins @ 7:40 AM

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.

OVERALL NICHE GRADE
A

ACADEMICS **A**

TEACHERS **A**

DIVERSITY **B**



**SWEET
APPLE
ELEMENTARY**

(470) 254-3310

**12025 ETRIS RD.
ROSWELL GA, 30075**

**DISTRICT:
FULTON COUNTY**

SCHOOLDIGGER RANK:

- ☑ ★★★★★ 5 STAR RATING
- ☑ RANKED 18TH OUT OF 1,248 GEORGIA ELEMENTARY SCHOOLS

GREATSCHOOLS RATINGS:

- ☑ ACADEMIC PROGRESS: 9/10 (ABOVE AVERAGE)
- ☑ TEST SCORES: 10/10 (ABOVE AVERAGE)
- ☑ EQUITY: 10/10 (ABOVE AVERAGE)

ABOUT US:

- **Consistently Top-Performing:**
 - Ranked #17 in Georgia Elementary schools by U.S. World News and World Report, 2024.
 - Ranked in the top 2% of all Georgia elementary schools for several years.
- **Georgia Milestones Assessment System (2024):**
 - **3rd Grade:**
 - ELA: % Proficient & Above Learner: #10 in district
 - Mathematics: % Proficient & Above Learner: #9 in district
 - **4th Grade:**
 - ELA: % Proficient & Above Learner: #4 in district
 - Mathematics: % Proficient & Above Learner: #7 in district
 - **5th Grade:**
 - ELA: % Proficient & Above Learner: #7 in district
 - Mathematics: % Proficient & Above Learner: #4 in district
 - Science: % Proficient & Above Learner: #7 in district
- **Georgia Pre-Kindergarten:** Two classrooms
- **Staff Retention:** 12.2% average staff retention over past three years, one of the best within district (under about us)
- **Student-Teacher Ratio:** Relatively low student-teacher ratio of 14.7, allowing for more individualized attention and resources for each student, contributing to exceptional academic performance.
- **Student Attendance Rate:** 2023-2024: 96.2%.



ACHIEVEMENTS:

- **Recognized by the Governor's Office of Student Achievement: Georgia Single Statewide Accountability System**
 - Gold Award: Greatest Gains (2015)
 - Gold Award: Highest Performing Award (2015)
 - Silver Award: Greatest Gains (2016)
 - Gold Award: Highest Performing (2016)
 - Gold Award: Highest Performing (2017)
 - Beating the Odds (2019)
 - Literacy Leader (2023)
 - Student Led Conferences:
 - Students leading discussions about their academic progress and goals with both parents and teachers.
- **Digital Citizenship School** (2015, 2016, 2017)
- **5 Star Climate Rating** (2016, 2017)
- **CCRPI: College and Career Readiness Performance Index** #1 rating 2016, "A" Rating (2012-2017)
- **Model School:** National recognition by International Center for Leadership in Education (2017)
- **Georgia Art Educator of the Year** (2019)
- **Distinguished PBIS School** (2022)
- **Promising Practices School:** National Recognition by Solution Tree (2023)
- **Summit Onsite Partner:**
 - First elementary school in Fulton County School District to make behavioral and mental health services available to children.



EXTRA-CURRICULAR:

- Monthly Grade Level Musical Performances
- Science Olympiad Team
- Student Council and Interact Club
- Science Lab, 2X per month
- WOW Day: Grades 2-5
- STEM Day, 2x per year
- Overnight field trip experiences: 4th (Rock Eagle) and 5th (Jekyll Island)

**TOP-PERFORMING
SCHOOL IN GEORGIA!** ☑

Feeder Schools:
[Elkins Pointe Middle School](#)



[Milton High School](#)



[Roswell High School](#)



School Board Member:
Sara Gillespie

Administrative & Support Staff

Name	Contact
Andy Allison <u>Principal</u>	Allison@fultonschools.org
Morgan Brown <u>Assistant Principal</u>	BrownMm@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
Tiffany Barnes <u>MTSS/504 Chair</u>	barnest2@fultonschools.org
Dianne Redding <u>School Counselor</u>	Reddingd@fultonschools.org
Suzanne Pannell <u>School Counselor</u>	pannell@fultonschools.org
Jennifer Rawls <u>Instructional Support Teacher</u>	rawls@fultonschools.org
Jeffrey LaNasa <u>Administrative Assistant</u>	lanasaj@fultonschools.org
Sara Meier <u>Bookkeeper/Principal's Secretary</u>	meiers@fultonschools.org
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Candace King <u>Cafeteria Manager</u>	kingc4@fultonschools.org
Alicia Ortega-Estrem <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
PATHS Jodi Jazdzewski-Lovett Bethany McClure	jazdzewskilj@fultonschools.org mcclureb2@fultonschools.org



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

ARRIVALS, DISMISSALS, AND ATTENDANCE

ARRIVAL AND DISMISSAL

Students should not enter the building until 7:10AM. The Bus Lane will not be available to receive vehicles other than buses during arrival and dismissal.

DISMISSAL All checkouts must occur before 2:00PM

1. Buses and after school care and clubs
2. Walkers, daycare, and carpool

DISMISSAL OF WALKERS

Walkers exit the school through the front door. Parents, younger siblings, and strollers are asked to wait in the paved brick area to the right of the building.

DISMISSAL TO DAYCARE VANS

Students attending offsite childcare programs exit the building through the fifth-grade hall. Please contact your child's daycare to alert of absences.

CARPOOL

Carpool riders are dismissed to the cafeteria to await pickup.

TARDIES

Students must be in the classroom by 7:40AM or they are tardy. Parents must come into the building and sign in students after 7:40AM. Please note, Fulton County school bus riders are not marked tardy. Excessive tardies will be referred to the Fulton County Social Worker.

EARLY CHECK OUT

If a student leaves school early, parents must send a note to the teacher that morning. For safety, transportation changes cannot occur through a phone call, fax or email. Students must be signed out from the front office by a parent or designee and will be required to show identification. Check outs must occur before 2:00PM. Students checked out for the day prior to 11:10AM are marked absent for the day.

FCS MOBILE APP

Download the FCS Mobile App to view district news, view calendar information, follow Sweet Apple, access school staff information, receive important alerts, and report safety concerns. Click [here](#) to get more information on our Mobile App.

BUS SAFETY

Riding a school bus is a privilege contingent on expected behaviors like staying seated while the bus is in motion, speaking in low voices, keeping hands and feet to themselves, etc. Students may be subject to discipline, including temporary bus suspension, when bus rules are violated.

CHANGES IN TRANSPORTATION

Changes in transportation require a Change of Transportation Form or a written note to the teacher from the student's parent or guardian. Changes in transportation must be turned into the office by 9:00AM for approval. Written confirmation of a transportation change 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

[Attendance Policy](#)

[Attendance Matters](#)

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. Vacations taken during regular school days are NOT excused. Vacations will not be approved and will be coded as unexcused.

If your child has been absent two consecutive days, and you anticipate additional excused absences, you may call the front office by 9:00AM to request assignments. The teacher will prepare materials and have them ready for pickup after 3:00PM 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 absence to make up assignments.

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 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.

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

GENERAL INFORMATION

BIRTHDAY CELEBRATIONS

Student birthdays are recognized on WOLF TV. We respectfully request that no edible birthday treats / goodies and personal party invitations 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. The first day for lunch visitors will be Monday September 8, 2025.
- Classmates/Friends are not permitted to sit with visitors.
- Upon arrival, sign in at the kiosk and the system will generate a name tag that is to be always worn in the building.
- 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, please 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 school. Please allow 48 hours for an email response.

COMMUNICATION WITH STUDENT

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

CONFERENCES

During October, a parent conference will be scheduled to discuss your child's progress through an individual conference with the teacher. Student Led Conferences will be held during the months of February and/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 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 sign the acknowledgement form. Classroom management plans are developed by the teacher to follow the Code of Conduct in the Discipline Handbook, and the school wide PBIS program.

At Sweet Apple, we reward positive student behavior. We believe that there must be clear behavior expectations. 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 to determine trends and provide support and interventions to maximize learning. 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 participate in healthy competitions and events throughout the year. Students 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. The school counselors and assistant principal work closely with teachers to help reinforce positive behavior.

FCS Student Code of Conduct Acknowledgment:

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. Parents and students will be able to sign 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 can digitally sign by using their online portal or the app on their smartphone/device.
- The Code of Conduct can be viewed by [clicking here](#).

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

The new policy prohibits students in grades K-8 from using personal electronic devices during the school day. This includes any portable devices that transmit, receive, or access communication, data, or media, including smartphones, smartwatches, tablets, laptops, and more. The policy intends to reduce distractions, improve academic outcomes, and promote meaningful student interactions. If a student needs to contact home during the day, they can go to the front office. Technology should not interrupt the learning environment. Students are subject to disciplinary action should they use an unauthorized device during school hours.

FCS Device Protection Plan: Each student in Fulton County Schools is assigned a school-issued device to support learning in the classroom. Please note the important FCS change regarding technology and associated damage fees.

Please access the [FCS Device Handbook](#) to learn more about how FCS will be using and handling technology related issues this school year.

What the Plan Covers: Accidental damage, Loss or theft, Fast repair or replacement to keep your child learning without interruption

Why This Matters:

Repair and replacement costs have increased:

Device replacement: \$500 (up from \$250 last year)

Cracked screen repair: \$270 (up from \$100 last year)

Fees can no longer be waived by schools:

You only have 30 days to enroll: Just like insurance, you must sign up before you need it.

You have 30 days from the first day of school (or your child's enrollment date) to opt in.

After that, families are responsible for the full cost of any damage or loss.

How to Enroll: If you are interested in purchasing this insurance, you will do so through your [Infinite Campus Parent Portal](#). You will first need to complete a [Census Update](#) (which everyone needs to do anyway). At the end of the Census Update, you will be asked if you would like to opt in to the program. Once you select "yes" and submit your updates, you will receive an email with payment information. The coverage costs are available in the [FCS Device Handbook](#).

EMERGENCY SCHOOL CLOSING

If the decision is made by the superintendent to close the 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 states that gifts that meet the following guidelines will not be considered to create a conflict of interest: (1) an individual gift with a value of \$50.00 or less; or (2) a group gift not exceeding a total value of \$500.00. Gifts with a value of \$200.00 or more must be reported to the principal.

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; assists 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. Summit On-Site program, meets students and families where they are, even having an office and seeing clients on Sweet Apple campus to lessen parent inconvenience. Summit team members are 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. They strive to communicate robustly 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 to register [Infinite Campus](#)

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. For questions about instruction, please contact the CST.

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 filter in place that blocks access to material that may be inappropriate for your child. Websites are permitted or denied upon review. Acceptable use of the Internet is established and supported.

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 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 donated to a local agency twice a year.

PATHS (Partnership for Academics and Therapeutics)

PATHS is designed to provide specially designed instruction and specialized behavioral interventions with increased therapeutic support for students who experience significant emotional and behavioral challenges. Supports include individualized behavior plans, tiered therapeutic supports, social skills training, and collaboration with families and community resources. We teach students skills to better regulate their emotions which will help them be successful in school and in life. PATHS aims to create a positive environment that promotes the social, emotional, and academic growth of students with emotional and behavioral disorders that assist students within their least restrictive environment.

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.

REPORT CARDS/PROGRESS REPORTS

Progress Reports and Report Cards are no longer printed or sent home from Fulton County Schools. They are 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: [Grading](#)

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 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 the 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 are just a few of the drills that are also conducted throughout the school year. If you are visiting at the time of a drill, 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 (SGC)

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 through the following link: [Records Request](#)

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

Every Supervised Volunteer must complete the Child Abuse Reporting Protocol training and have an active approval status in the volunteer registration system (Checkmate) before they begin volunteering. Volunteer registrations expire two years from the date of approval. Any previous volunteer in the district must complete the Child Abuse Training and complete a new application when their volunteer registration has expired. To register as a volunteer, [click here](#).

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. After receiving training and approval to volunteer, 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 to 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 seek volunteering opportunities. Please note the following:

- 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.
- Copying Documents: All documents copied must be for classroom use only. Due to copywrite laws, workbooks may not be copied in their entirety. Do not copy student work or official documents. Children are not allowed in the copy room.
- Restrooms: Volunteers may not use student restrooms. Please use the adult restrooms located throughout the building.
- Student Discipline: Volunteers are not permitted to discipline 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

[Calendar of Events](#)

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

Parents get a chance to meet the teacher, hear about curriculum, and visit 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 organized by the PE teachers and run by volunteers. A 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. Some of the activities include an ice cream social, DJ party, game with the faculty, reception and closing assembly.

GEOGRAPHY BEE

Students showcase 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

Incoming Kindergarten students and their parents tour the school and learn important SAE information.

RED RIBBON WEEK

One week is devoted to 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 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

Parents and students meet staff, purchase spirit wear, and learn about after school enrichment before school starts.

SPELLING BEE

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

STEM DAY

A day devoted to hands-on STEM activities are not only fun, but it gives students a taste of astronomy, biology, chemistry, and physics!

STUDENT COUNCIL

Students in fourth and fifth grade are provided with leadership opportunities that impact SAE students and the community.

WOFTW

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

PLC – Professional Learning Community for teachers

PTO - Parent Teacher Organization.

SECTION 504 – Accommodations for physical or mental impairments.

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.