

Sweet Apple Elementary Family Handbook 2026-2027



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

<https://sweetapple.fultonschools.org/>

Student School Hours: 7:40 a.m. – 2:20 p.m.

Student Arrival Begins: 7:10 a.m.

Instructional Day Begins: 7:40 a.m.

Contact Information

Main Office: 470-254-3310

Fax: 470-254-3316

FCBOE North Transportation: 470-254-2970

Cafeteria: 470-254-3317

School Board President – Kristin McCabe

Administration

- **Andy Allison**, Principal — allison@fultonschools.org
- **Morgan Brown**, Assistant Principal — BrownMm@fultonschools.org
- **Michele Consolo**, Assistant Principal — consolom@fultonschools.org
- **Allison Rivenbark**, Curriculum Support Teacher (CST) — Rivenbark@fultonschools.org
- **Jennifer Rawls**, Instructional Support Teacher (IST) — rawls@fultonschools.org
- **Suzanne Pannell**, School Counselor — pannells@fultonschools.org
- **Anne Woodworth**, School Counselor — woodwortha@fultonschools.org
- **Tiffany Barnes**, MTSS/504 Specialist — barnest2@fultonschools.org
- **Mark Smith**, Administrative Assistant (PATHS) — smithj48@fultonschools.org
- **Julie Betha**, PATHS Coordinator — betheaj1@fultonschools.org

Office and Support Staff

- **Sara Meier**, Administrative Assistant — MeierS@fultonschools.org
- **Cortney Featherston**, Data Clerk — Featherston@fultonschools.org
- **Mableys Smith**, Front Office Staff — smithm44@fultonschools.org
- **Candice King**, Cafeteria Manager — kingc4@fultonschools.org
- **Alicia Ortega-Estrems**, Clinic Assistant — estremsa@fultonschools.org
- **Ethan Martin**, Transportation Supervisor — MartinEJ@fultonschools.org

About Our School

Sweet Apple Elementary opened in August 1997 and is located on the outskirts of Roswell, Georgia, near the Crabapple area. The school serves students from Pre-K through 5th grade, including those in specialized programs. Our mascot is Wolfie, and our school colors are blue and yellow.

Feeder Schools

Elkins Pointe Middle School -- <https://elkinspointe.fultonschools.org/>

Milton High School -- <https://milton.fultonschools.org/>

Roswell High School -- <https://roswell.fultonschools.org/>

PTO

Mission

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

<https://saeppto.org/>

Follow us on Facebook @SweetApplePTO

Arrivals and Dismissals

School Hours

Arrival: 7:10 AM – 7:40 AM

Instructional Day: 7:40 AM – 2:20 PM

Dismissal: 2:20 PM *Students may not be checked out after 2:00 PM.*

Arrival

Students may not enter the building before 7:10 AM. The bus lane is reserved exclusively for buses during both arrival and dismissal times.

Students must be in their classroom by 7:40 AM or will be marked tardy. After 7:40 AM, parents must enter the building to sign in their child. Students arriving late on a Fulton County school bus will not be marked tardy. Excessive tardies may be referred to the Fulton County Social Worker.

<https://www.fultonschools.org/students-families/attendance-policy/attendance-matters>

Entering Building

For safety, all visitors must enter through the front office and be individually identified with a valid driver's license. Please do not allow others to enter behind you, and do not prop open exterior doors. Security cameras are in place both inside and outside the building.

Early Checkout

Students must be signed out in the front office by a parent or authorized designee, and valid identification is required. Early checkouts must occur before 2:00 PM (also see Changes in Transportation). Students checked out prior to 11:00 AM will be marked absent for the full day.

Changes in Transportation

All transportation changes must be submitted in writing (non-electronic) using a Change of Transportation Form (located on our Sweet Apple website) or a signed note from a parent or guardian. Requests must be received by the front office no later than 1:30 PM. Please note that verbal messages and emails sent to teachers or the front office cannot be accepted. All requests must be submitted directly to the front office in writing. Volunteers participating in science labs and mystery reader that conclude after 2:00 PM may check out their students after the lab ends from the front office. If a written transportation change is not received, students will be dismissed according to their regular transportation plan.

Volunteers and Visitors

All volunteers must complete Child Abuse Reporting Protocol training and be approved through the district's volunteer system (Checkmate) prior to serving. Approval is valid for two years; individuals must reapply and complete training once expired.

A volunteer is any non-paid individual working under the supervision of school staff, including those assisting with classroom tasks, supporting school programs, or working with students other than their own child.

Dismissal

All early checkouts must be completed before 2:00 PM.

Dismissal occurs in the following order:

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

Buses

Bus transportation is a privilege that requires appropriate behavior. Students are expected to remain seated, speak quietly, and keep hands and feet to themselves at all times. Failure to follow bus rules may result in disciplinary action, including temporary suspension of bus privileges.

Transportation's best practice for pre-K, kindergarten, and first grade students is to ensure they are received by a parent, guardian, or older sibling at their bus stop. To help our drivers and substitutes, transportation will bring red identification tags to be placed on the bookbags of pre-K, kindergarten, and first grade students. The red tags remind the drivers that these students must be met by an adult or older sibling. If no parent, guardian, or older sibling is at the bus stop, the student will be returned to school.

After-School Care and Clubs

Students will be dismissed to designated rooms at Sweet Apple, where they will participate in structured activities. Parents are responsible for notifying after-school care staff and club sponsors of any student absences.

Walker Dismissal

Student walkers will be dismissed from the side door of the Media Center, located at the front of the building. Students will be designated as either unaccompanied walkers, who are permitted to leave school independently and will receive a yellow backpack tag, or accompanied walkers, who must be picked up by an approved adult and will receive a red backpack tag. Approved adults of accompanied walkers will be issued a matching red walker pass that must be presented to staff at dismissal. All Pre-K through 1st grade students will be designated as accompanied walkers and must be picked up by an approved adult.

To participate in the walker program, parents/guardians must complete and submit a Walker Permission Form for each student. Forms are available in the front office and on the Sweet Apple website. Families should also review their student's approved and emergency contacts in Infinite Campus and update information as needed. Once the form has been submitted and approved, walker tags and passes may be picked up from the front office.

Daycare

Students attending offsite childcare programs will exit through the fifth-grade hallway. Parents are responsible for notifying the daycare provider of any absences.

Carpool

Carpool riders will report to the cafeteria to wait for pickup.

Attendance

Absences

<https://www.fultonschools.org/students-families/attendance-policy/attendance-matters>

The Georgia Board of Education recognizes the following excused absences: personal illness, death in the immediate family, and religious holidays. Vacations taken during the school year are unexcused.

If a student is absent for two consecutive days and additional excused absences are anticipated, parents may contact the front office by 9:00 AM to request assignments. Materials will be available for pickup at the front desk after 3:00 PM the following day. Teachers will determine assignment expectations and any necessary modifications. Students are allowed at least one day per day of absence to complete make-up work.

Illness

In accordance with American Academy of Pediatrics guidelines, students should not return to school until they have been symptom-free for at least 24 hours following vomiting or a fever of 99.6°F or higher.

Parents will be notified if a student becomes ill or injured during the school day. Prescription medication requires written authorization from both a physician and parent/guardian and may be faxed directly from the physician's office. Any significant medical conditions should be communicated to both the teacher and the clinic aide.

Written Notes

Within five days of the student's return, a written excuse (email from a parent/guardian or doctor) must be submitted to the teacher and data clerk. Notes submitted after five days will not be accepted.

Extended Absence

Students who are absent for 10 or more consecutive school days will be withdrawn from enrollment.

Cafeteria

Visitors and Procedures

- Guests may eat with their child only at a designated table in the atrium.
- Lunch visitors begin on September 14, 2026.
- Classmates and friends may not join visitors.
- Visitors must sign in at the kiosk and wear a printed name badge at all times.
- Please wait in the atrium for your child.
- Food may be purchased for your child only; sharing is not permitted.
- Outside food is discouraged to support healthy habits.
- Visitors may not return to classrooms with students.

Food Selections

Students may purchase full meals, beverages, and snacks prepared by the cafeteria. Glass containers are not permitted.

Meal Prices

Meals may be purchased in the cafeteria for both breakfast and lunch. Households that qualify for reduced meals will not be required to pay the reduced price of \$0.30 for breakfast and \$0.40 for lunch as long as GaDOE continues to fund these costs on behalf of families.

- \$1.70 Student Breakfast
- \$3.10 Student Lunch
- \$3.25 Adult Breakfast
- \$5.25 Adult Lunch

Lunch Program

- A variety of hot and cold meal options are available daily.
- Milk is included with meals; extra milk and juice are available for purchase.
- A doctor's note is required to substitute juice for milk.
- Additional information is available on the Sweet Apple website.

Birthday Celebrations

Student birthdays are recognized on WOLF TV. To support health and equity, outside edible treats and personal party invitations may not be distributed at school. Families may instead provide a small school item (e.g., pencils, erasers, stickers) for classmates or donate a new book, game, or ball to the classroom. Birthday treats may also be ordered through the cafeteria.

Communication

Closings

In the event of inclement weather or other emergencies, school closures will be announced by the superintendent and communicated via local television and radio stations, including WSB 750 AM. Updates will also be posted on the district website at www.fultonschools.org.

Alerts

Families may sign up to receive emergency notifications by texting **“YES” to 88544**. This free service provides updates on weather alerts, school closures, and other important district information. You may opt out at any time by replying **STOP** (or **HELP** for assistance).

App

Families are encouraged to download the FCS Mobile App to access district news, calendars, school staff information, important alerts, and safety reporting tools.

Newsletter

Each Friday, families receive the Sweet Apple Newsletter from the principal, which includes important dates and upcoming events.

Folder

Teachers share student work and progress every other Friday through Friday Folders and send a weekly email outlining assignments and classroom activities.

Conferences

Parent-teacher conferences are scheduled in October to review student progress. Student-led conferences are held in February and/or March.

Email

Email is the preferred method for non-emergency communication with teachers. As teachers may not check email during the school day, please allow up to 48 hours for a response.

Students

During the school day, communication between parents and students should be coordinated through the front office or clinic.

Requests

Observations

Observations must be scheduled in advance through the principal or assistant principal and are limited to 30 minutes.

Letters and Questionnaires

Parents may request teacher recommendations or completed questionnaires for private school admissions or medical purposes. Requests should be made in advance. For official submission, documents must be sent through the school office. Please contact the Data Clerk for assistance.

Contacts

Updates to phone numbers and emergency contacts can be made through the Parent Portal. Address changes must be completed in person with the Data Clerk and require appropriate residency documentation.

Records

Requests for student records or transcripts must be submitted through the designated online request system.

Withdrawal

Parents must notify the Data Clerk and complete a withdrawal form at least one week in advance. All textbooks and library materials must be returned, and outstanding fees must be paid before records can be released.

Qualifications

In accordance with Every Student Succeeds Act requirements, parents may request information about the professional qualifications of their child's teacher(s) or paraprofessional(s), including certification status, subject-area qualifications, and educational background. Information regarding paraprofessional qualifications is also available upon request.

Participation

The School Governance Council (SGC) provides parents, staff, and community members with a voice in school leadership. While operating under the Board of Education, the SGC helps guide the school's strategic direction by:

- Approving the school strategic plan and updates
- Approving the annual budget and resource allocations
- Managing flexibility requests
- Participating in principal selection (if applicable)
- Providing feedback on principal performance

Meeting updates and minutes are available on the Sweet Apple Elementary website.

Gifts

Fulton County Board of Education policy permits:

- Individual gifts valued at \$50 or less
- Group gifts with a total value not exceeding \$500

Gifts valued at \$200 or more must be reported to the principal.

SchoolCash

Fulton County Schools uses SchoolCash Online as our preferred method of payment for school fees — from field trips to library fees and more. It's free, secure, and takes less than two minutes to set up. After you create a free account, you will be notified automatically of all your child's associated fees — so you're always in the loop. You can then browse, purchase, and pay online at any time, from any device.

Get started here: <https://fultonschools.schoolcashonline.com>

Student Discipline, Prevention, and Intervention

Discipline

<https://www.fultonschools.org/all-departments/academics/student-services/student-discipline>

The Fulton County School System is committed to ensuring every student's right to learn in a safe and orderly environment. At Sweet Apple, students are expected to demonstrate respectful, responsible, and ready to learn behavior, supported by a strong partnership among teachers, parents, students, and administrators.

At the start of each school year, families receive the Fulton County Code of Conduct and Discipline Handbook. Parents are responsible for reviewing this document and submitting the required acknowledgment. Classroom management practices align with the district's Code of Conduct and the school's PBIS (Positive Behavioral Interventions and Supports) framework.

Sweet Apple emphasizes recognition of positive behavior and maintains clear expectations through its PBIS program. A dedicated PBIS team monitors behavior data, identifies trends, and implements supports to promote student success. The school's "House System" fosters school pride and belonging, with students and staff assigned to one of four houses: Persistence, Achievement, Creativity, and Kindness. Students earn points for demonstrating the Three R's—being respectful, responsible, and ready to learn—throughout the school day.

For minor, off-task behaviors, teachers provide redirection using reminder cards. If a student requires additional support after two redirections within a class period, a reflection form is issued and shared with families. School counselors and administrators work collaboratively with staff to reinforce positive behavior and provide additional support when needed.

Code of Conduct

<https://www.fultonschools.org/all-departments/academics/student-services/student-discipline/student-code-of-conduct-discipline-handbook>

To support a safe and positive learning environment, all families are provided access to the Fulton County Schools Student Code of Conduct and Student Handbook.

Parents/guardians and students are required to acknowledge receipt through the district's digital signature process.

- Students age 10 and older, along with their parent or guardian, must complete the digital acknowledgment.
- Signatures can be submitted through the parent portal or mobile app.
- A step-by-step guide is available to assist families with completing this process.
- The Code of Conduct is accessible online for review.

Dress Code

Students are expected to dress appropriately to support a positive and focused learning environment.

- Shorts, skirts, and culottes must be at least fingertip length.
- Hats, bandanas, sunglasses, gloves, and similar items may not be worn during school hours.
- Extreme hair colors and spray-in hair paint are not permitted.
- Clothing must not expose the midriff or include spaghetti straps, halter tops, see-through fabrics, ripped designs, or inappropriate styles.
- Pajamas are only permitted on designated spirit days.
- T-shirts must be appropriate and free of suggestive images or references to alcohol.
- Make-up is not appropriate for elementary students.
- Students should wear safe, closed-toe shoes suitable for daily activities; sneakers are strongly recommended. Shoes with wheels are not permitted.

Teachers and staff will monitor adherence to the dress code. If a student's attire does not meet expectations, a parent/guardian may be contacted to provide a change of clothing. Exceptions may be made for special events such as Spirit Days or Field Day.

Textbooks

Textbooks are the property of Fulton County Schools. Students are responsible for lost, stolen, or damaged materials, and fees will be assessed when applicable.

Technology

Internet Protection Act

Internet access is provided to support instruction and complies with the Children's Internet Protection Act. Content filters are in place to restrict access to inappropriate material, and acceptable use guidelines are enforced.

Electronic Devices

Students in grades K–8 are not permitted to use personal electronic devices during the school day. This includes smartphones, smartwatches, tablets, laptops, and other communication or media devices.

This policy is designed to minimize distractions, support academic success, and encourage positive social interaction. Students who need to contact home may do so through the front office. Unauthorized device use may result in disciplinary action.

FCS Device Protection Plan

All Fulton County Schools students are issued a device to support classroom learning. Families are encouraged to review the FCS Device Handbook for details on device use and policies.

Plan Coverage:

- Accidental damage
- Loss or theft
- Timely repair or replacement to minimize learning disruptions

Important Updates:

- Device replacement cost: \$500
- Screen repair cost: \$270
- Fees are no longer eligible for waiver

Enrollment Deadline:

Families have 30 days from the start of the school year or their child's enrollment date to enroll in the protection plan. After this period, families are responsible for the full cost of any damage or loss.

How to Enroll

To enroll in the Device Protection Plan, log in to your Infinite Campus Parent Portal and complete the required Census Update. At the end of the update, you will be prompted to opt in to the plan. After selecting “yes” and submitting your information, you will receive an email with payment details. Coverage costs can be found in the FCS Device Handbook.

Supports

Guidance and Counseling

The school counselor supports students through individual and small group counseling, classroom guidance lessons, and collaboration with staff to promote a positive learning environment. Counselors also work with families to provide strategies for supporting student development and to connect them with school and community resources.

Summit Counseling

The Summit Counseling Center provides a range of services for individuals and families, including on-site support at Sweet Apple. Their therapists use approaches such as play and expressive therapies to help students process emotions. Summit staff collaborate with parents and school personnel to develop individualized support plans and improve access to care.

PATHS (Partnership for Academics and Therapeutics)

PATHS provides specialized instruction and targeted behavioral supports for students with significant emotional and behavioral needs. Services include individualized behavior plans, tiered therapeutic support, social skills development, and collaboration with families and community resources. The program focuses on helping students regulate emotions and succeed academically and socially while remaining in the least restrictive environment.

Curriculum

Instructional Program

Sweet Apple Elementary follows the Georgia Standards of Excellence (GSE) for grades K–5. Core instruction includes language arts, mathematics, social studies, science, health, music, physical education, and art. Instruction is differentiated to meet the individual learning needs of students. For questions, please contact the CST.

Recess

All students receive 30 minutes of recess daily to support physical activity, relaxation, and overall well-being.

Report Cards and Progress Reports

Progress reports and report cards are available electronically through the Infinite Campus Parent Portal.

- **Progress Reports:** Issued at 4½ and 13½ weeks
 - **Report Cards:** Issued at 9 and 18 weeks
- For additional details, please refer to the Fulton County Schools Grading Policy.

Homework

- **Kindergarten:** Occasional short activities to complete with a parent or guardian
- **Grades 1–3:** Assigned 3–4 times per week (approximately 15–45 minutes)
- **Grades 4–5:** Assigned up to 4 times per week (approximately 30–60 minutes)

Infinite Campus

Parents can monitor student grades and attendance through Infinite Campus. Registration is available through the district website.

Safety

Photo Postings

Families are asked to obtain parental permission before posting photos of students (other than their own) on social media. If you prefer that your child's image not be shared, please complete the opt-out form included with the Code of Conduct.

Safety / Emergency Plan

Sweet Apple Elementary maintains a comprehensive emergency plan outlining safety procedures and response protocols. The plan is reviewed regularly with staff to ensure preparedness throughout the school year.

Safety Drills

Safety drills are conducted regularly throughout the school year, including monthly evacuation drills as well as shelter-in-place and lockdown procedures. Visitors on campus during a drill are expected to follow all safety protocols. World Harvest Church serves as the school's primary emergency evacuation site.

Requirements and Expectations:

- All visitors and volunteers must present government-issued identification, sign in at the front office, and wear a visible badge while on campus.
- Confidentiality must be maintained regarding all students.
- Volunteers may not bring siblings or additional visitors while serving.
- Volunteers should use designated adult restrooms only.
- Volunteers are not permitted to discipline students; staff should be notified if assistance is needed.

Additional Guidelines:

- **Chaperones:** Must complete volunteer training and use school-provided transportation when available.
- **Copying Materials:** Limited to classroom use and must comply with copyright laws; student work and official documents may not be copied.

For volunteer opportunities, please contact the PTO, classroom teacher, Media Specialist, Technology Specialist, or School Governance Council.

School Insurance

Optional student accident insurance is available through a district-approved provider. Information regarding coverage and cost is shared at the beginning of the school year. Parents/guardians are responsible for medical expenses related to student injuries unless covered by personal or purchased insurance.

Sweet Apple Traditions

These signature events are an integral part of Sweet Apple Elementary's culture, fostering a strong sense of community and belonging.

- **Art Show:** Annual showcase of artwork created by K–5 students.
- **Battle of the Books:** Grades 3–5 read selected books and compete in a quiz competition.
- **Book Fair:** Annual fundraiser to support the media center collection.
- **Curriculum Nights:** Event for parents to meet teachers and learn about the school year.
- **Field Day:** Fun-filled day of games run by PE staff and volunteers, with a volunteer lunch.
- **Fifth Grade Finale:** End-of-year celebration for fifth-grade students.
- **Spelling Bee:** Grades 4–5 compete, with opportunities to advance beyond school level.
- **Grandparent's Day:** Special day for grandparents and guests to visit classrooms.
- **Kids Heart Challenge:** February fundraiser supporting the American Heart Association.
- **Kindergarten Round-Up:** Orientation for incoming kindergarten students and families.
- **Partners in Education:** Community partnerships that enhance programs and student success.
- **Red Ribbon Week:** Weeklong drug awareness event with themed activities.
- **Roswell Youth Day Parade:** Annual parade featuring student participation and a themed float.
- **Science Lab:** Hands-on science instruction supported by PTO funding.
- **Sneak Peek:** Pre-school event to meet staff and explore programs.
- **STEM Day:** Two yearly days focused on hands-on STEM learning.
- **Student Council:** Leadership opportunities for grades 4–5 students.
- **Student Led Conferences:** Students lead discussions about their learning and progress.
- **Write One for the Wolf (WOFTW):** PTO fundraising initiative encouraging family contributions.
- **WOW Day:** Community members provide engaging, interest-based student sessions.
- **Yes I Can:** Annual awards ceremony recognizing student talents and achievements.