

Sweet Apple Elementary School Student and Parent Handbook 2008-2009

**Sweet Apple Elementary
12025 Etris Road
Roswell, GA 30075
770-643-3310**

**Web Site Address: www.fulton.k12.ga.us/school/sweetapple
School Mascot- "Spirit," The Wolf
School Colors-Blue and Gold**

**Leonard Forti, Principal
Shavanda Toomer, Assistant Principal
Liz Novak, North Metro Coordinator
Lynn Haldaman, Counselor
Thomas Perrine, Counselor
Cindy Kiernan, Curriculum Support Teacher**

"To Learn is Our Right; To Excel is Our Challenge!"

**Our Mission is to Provide:
A Strong Foundation in Academics
High Expectations for Citizenship
Experiences in the Cultural Arts
A Safe, Nurturing Environment**

We Believe:

**Students will have opportunities to develop their unique talents, gifts and skills.
Students will demonstrate high achievement and respectful behavior.
Students will have opportunities to learn in many ways.
Students will demonstrate their achievement in many ways.
Students and staff will have both technology and instruction to increase student achievement.
Students, staff and parents will work together to support the school mission and beliefs.**

Important Information

School Hours	7:50 a.m. to 2:20 p.m.
Student Breakfast \$.80	Student Lunch \$1.35
School Phone Number	770-643-3310
GNETS (North Metro) Number	770-643-3319
School Fax Number	770-643-3316
School Cafeteria Number	770-643-3317
FCBOE North Transportation	770-667-2970
YMCA Child Care Program	770-664-1220 ext. 119

Program Contacts

FCBOE North Transportation	Crystal Brooks
YMCA Child Care Program	Tamara Kinmom
North Metro Secretary	Sue Ascher
Principal's Confidential Secretary	Wendi Shove
School Psychologist	Wendy Barker
Instructional Support Teacher	Pat Hubenthal
Head Custodian	Jerry Crawford
Technology Specialist	Mike Raven
Data Clerk/Registrar	Joan Willoughby

SWEET APPLE ELEMENTARY PTA

2008-2009 Executive Board and Committee Chair Contact Information

Co-PRESIDENTS

ANGIE CARTER, angieandmatt@comcast.net

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SECRETARY

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TAG/Special Needs

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Julia Whelan, jmwhelan@bellsouth.net 770-642-0013

Book Club

Outdoor Classroom

Joanne Cory, jpcory@mindspring.com 770-777-9203

Gretchen Martin, gretchen_martin@yahoo.com 404-474-0594

Core Essentials

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Cultural Arts

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Co-VPs of STUDENT SERVICES

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C: 770-289-2204
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C: 678-523-9836

Yearbook

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Amy Ramsager, amyramsager@yahoo.com 770-642-1207

Health/Nutrition

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Spirit Week

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Dina White, dinawhite_00@yahoo.com 770-993-6069

5th Grade Finale

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Joanne Cory, jpcory@mindspring.com 770-777-9203

North Metro Liaison

Dana Melnick, jdmelnick@bellsouth.net 770-650-0485

Movie Night

Lisa Harrison, lisabharrison@earthlink.net 678-352-7755

Shannon Johnson, gdjsej@bellsouth.net 770-552-2292

Sara Lamon, csmlamon@yahoo.com 770-643-5942

Kathy Beamon, kbeamon@mac.com 770-640-6699

Book Fair

Joanne Cory, jpcory@mindspring.com 770-777-9203

Debbie Pettit, debbiepettit@comcast.net 770-753-9445

Cathy Aubley, newfmom@bellsouth.net 770-640-6086

Grandparent's Day

Stacey Kramer, staceykramer@bellsouth.net 770-552-4757

Dads for PTA

Bernie Olszeski, bernietherealtor@earthlink.net 770-772-4505

Co-VPs of VOLUNTEERS

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C: 404-316-6629

Room Parent Coordinator

Nanette Reilly, reillyn@bellsouth.net .770-752-0250

Teacher Appreciation Week

Gail Frank, gailsfrank@earthlink.net 678-352-1004

Anne Gable, Gable456@yahoo.com 770-992-3969

Teacher of the Year

Stacey Olszeski, solszeski@yatesins.com 770-772-4505

Tracey Burchfield, tjburch@bellsouth.net 770-998-9269

Volunteer Hours

Gretchen Martin, gretchen_martin@yahoo.com 404-474-0594

Hospitality

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Lidia Gelobter, lgelobter@aol.com 678-795-0613

Co-VPs of WAYS and MEANS

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C: 404-216-1448

Spirit Wear

Beth Amason, Bethbamason@yahoo.com .770-643-9394

Heather Watson, heather@sharpemtg.com 770-650-1564

Bingo Night

OPEN ??????

Box Tops

Kelly McKelvey, mckelveys@comcast.net 770-475-0926

Boosterthon Fun Run

Alisha Rodgers, Jamrodgers@aol.com 770-650-7498

Paige Mesaros, mesaros7000@comcast.net 770-518-7488

Carnival

Heather Bonneville, hlbonneville@yahoo.com 770-518-3314

Sissy DiRoberto, sissydiroberto@comcast.net 770-518-1769

VP of COMMUNITY AFFAIRS

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Red Ribbon Week Dawn Thatcher, dthatcher4@hotmail.com 678-624-9007
Rykie DuPlessis, rykie_duplessis@yahoo.com 770-777-4650
Hearing and Vision Dawn Thatcher, dthatcher4@hotmail.com 678-624-9007
Rykie DuPlessis, rykie_duplessis@yahoo.com 770-777-4650
Business Partners Julie Salvatierra, juliesal@charter.net 770-992-4004
Legislation LeeAnn Jones, jones354@bellsouth.net 770-992-0010
Middle School Liaison Amy Minichiello, alm315@hotmail.com 770-521-1811

Georgia PTA Information
114 Baker Street, NE, Atlanta GA. 30308
www.georgiapta.org

Local School Advisory Committee Meetings
Media Center
7:30 a.m.-9:30-a.m.

The LSAC is an elected advisory body. Meetings are open and parents are encouraged to attend.

August 14, 2008
September 11, 2008
October 9, 2008
November 13, 2008
December (no meeting)
January 8, 2009
February 12, 2009
March 12, 2009
April (no meeting)
May 14, 2009

Local School Advisory Committee Members
2008-2009

Leonard Forti, Principal
forti@fultonschools.org

Parent # 1

Kenneth Baar
2007-2009

410 Edenbrooke Way
Roswell, GA. 30076
770-343-9797

Parent # 2

Laurie Cullen
2008-2010

285 Wexford Overlook
Roswell, GA. 30075
770-552-7050

Parent # 3

Lois McGlynn
2007-2009

315 Hamilton Park Drive
Roswell, GA. 30075
770-410-0372

Parent # 4

Nadira Merchant
2008-2010

435 Wilde Green Drive
Roswell, GA 30075
770-751-7082

Parent #5

Jeff Vance
2008-2010

12185 Wexford Mill Court
Roswell, GA 30075
678-352-1799

LSAC continued...

Business Partner #1

Mr. Justin Staus

Mathnasium

1165 Woodstock Rd. Ste 800

Roswell, GA. 30075

770-518-3333

Business Partner # 2

Mr. Mike Wages, General Manager

Publix @ King Plaza

885 Woodstock Rd. Ste. 100

Roswell, GA. 30075

770-552-4580

Teacher # 1

Barbara Bell

2008-2010

Teacher, Sweet Apple ES

bellb@fultonschools.org

Teacher # 2

Angela Pettus

2007-2009

Teacher, Sweet Apple ES

pettus@fultonschools.org

Teacher # 3

Cori Holmes

2008-2010

Teacher, Sweet Apple ES

holmesc@fultonschools.org

**Sweet Apple Elementary School
School Calendar
2008-2009**

First Semester

August

August 4-8
August 6

Teacher Pre-planning

Curriculum Presentations:

10:00 am 2nd Grade

Noon 3rd Grade

2:00 pm Kindergarten

5:00 pm Kindergarten Curriculum (parents only)

5:45 pm 1st Grade

August 7

Curriculum Presentations:

10:00 am 4th Grade

12:00 noon 5th Grade

August 7

12-2 pm North Metro Open House

August 11

First Day of School

August 14

LSAC 7:30 am

August 15-17

Tanner Photography Family Photos

September

September 1
September 8
September 10
September 11
September 12
September 17
September 22-26

Labor Day Holiday (No School)

School Pictures w/Life Touch

Vision & Hearing Screening (1st, 3rd, 5th)

LSAC 7:30 am

Linda Schultz Community Meeting @ SAE 9:30 am

Early Release Day/PTA Staff Appreciation Luncheon

Iowa Test of Basic Skills (ITBS) Grades 3 & 5

October

October 5
October 9
October 6-9
October 10
October 11
October 15
October 15
October 16
October 16
October 21
October 23
October 24
October 24-30
October 30-31

PTA Fall Carnival 2-6 pm

LSAC 7:30 am

School Spirit Week

Teacher Workday (Students Off)

Roswell Youth Day Parade

Early Release Day

Picture Re-Takes

Rap n Snack (K,1,2,3)

3rd Grade Music Performance 7:00pm

Rock Eagle Parent Meeting 5:00pm

4th grade Lunch Bunch

5th grade Lunch Bunch

Book Fair

5th Grade Rock Eagle Trip

November

Nov. 3-Nov. 7
Nov. 4
November 13
November 19
November 19
November 26-28

Red Ribbon Week/Health & Safety Week

Election Day-No School

LSAC 7:30 am

Early Release Day/PTA Staff Appreciation Luncheon

2nd Grade Music Performance 7:00 pm

Thanksgiving Holidays (No School)

December

December 6	PTA Hotcakes & Snowflakes 8-11 am
December 11	SAE Band & Orchestra Concert 7:00 pm @ Elkins Pt. Gym
December 18 & 19	North Metro Holiday Performances 9:00 am ??????????
December 19	Holiday Parties
December 22-Jan.2	Winter Holidays
January 5	Teacher Workday (No School)

Second Semester

January

January 6	First day of Second Semester
January 8	LSAC 7:30 am
January 15	4 th grade Lunch Bunch
January 16	5 th grade Lunch Bunch
January 19	Martin Luther King Jr. Holiday (No School)
January 23	PTA Bingo Night 6-8 pm

February

February 11-13	Jump Rope for Heart
February 12	LSAC 7:30 am
February 16	President's Day (No School)
February 17	Rap N Snack (K & 2)
February 18	Rap n Snack (1 & 3)
February 25	Early Release Day
February 26	1 st Grade Music Performance 7:00 pm

March

March 2-6	Exceptional Children's Week
March 4	Yes I Can Ceremony
March 4	SAE Art Night
March 4	Georgia Writing Assessment (Grade 5)
March 12	LSAC 7:30 am
March 12	4 th /5 th Grade Music Performance 7:00 pm
March 13	Teacher Conference Day (Students Off)
March 16-27	Georgia Writing Assessment (3 rd Grade)
March 18	Volunteer Appreciation
March 19	4 th grade Lunch Bunch
March 20	5 th grade Lunch Bunch
March 23-27	Teacher Appreciation Week
March 23	Spring Pictures
March 25	Early Release Day/PTA Staff Appreciation Luncheon

April

April 6-10	Spring Break Week (No School)
April 16-21	Criterion-Referenced Competency Test (CRCT) Grades 1-2
April 16-23	Criterion-Referenced Competency Test (CRCT) Grades 3-5
April 29-30	Kindergarten Registration
April 30	Kindergarten Music Performance 7:00 pm

May

May 5	Rap N Snack (K & 2)
May 6	5 th Grade Human Growth & Development Presentation
May 7	Rap n Snack (1 & 3)
May 8	Kindergarten Orientation (new students) 8:30 am
May 12	SAE Band & Orchestra Concert 7:00 pm @ Elkins Pt. Gym
May 14	LSAC 7:30 am
May 13	Field Day
May 21	End of Year Class Parties
May 20-22	5 th Grade Finale Activities
May 21	5 th Grade Finale Ceremony/Roswell High School 6:30 pm
May 22	Last Day of School
May 25	Memorial Day Holiday
May 26-27	Teacher Post Planning

Guidelines for Sweet Apple Procedures

Attendance

Illness

We follow the American Academy of Pediatric guidelines that state children may not return to school within 24 hours of a temperature or vomiting. Students who vomit or have a fever that morning may not attend school that day.

Excused Absence

The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, legal/court, and special recognized holidays observed by their faith. Administrators and teachers do not approve absences for family vacations. A student must be in attendance more than half a day before he/she can be counted present.

Written Notes

A student who is absent must bring a written excuse signed by the parent or guardian the day the student returns to school. Verbal excuses given to staff cannot be accepted. Parents have ten days to give a reason for the absence to be excused. Absences will be recorded as unexcused if a note is not submitted. Written excuses are kept on file at school.

Assignments and Tests Following an Excused Absence

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 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 excused absence to make up assignments. Sweet Apple teachers are committed to ensuring that every child has the tools to learn missed content. However, classroom instruction by the teacher is irreplaceable. Your commitment to this common goal is appreciated.

Assignments and Test Following an Unexcused Absence

Assignments for planned unexcused absences will be available after your child returns to school. Completion or modification of assignments missed during unexcused absences is determined by the teacher.

Georgia Law:

Georgia has legislated that if a child accumulates 5 unexcused absences, a letter must be sent to the parent from the school administration. This gives parents as well as the school administration an opportunity to discuss an improvement in student attendance. The Assistant Principal is the primary contact for issues with absences. A referral to the school social worker will be made if unexcused absences continue or if absences become excessive

Arrival and Dismissal of Students

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.

Order of Dismissal

1. Walkers, Daycare and Carpool
2. First Load Buses
3. Second Load Buses
4. Third Load Buses

Walkers

A crossing guard is provided by the City of Roswell at Etris and Crabapple Rds. and at Etris and Hardscrapple Rds. Please call the school if you notice that the guards are not on duty. Parents are encouraged to walk with their children or in “walker pools.” If your child does not walk on a particular day, please follow the carpool procedures.

Bicycle Riders

Students are not to ride bicycles to school due to the high traffic levels on the roads surrounding the Sweet Apple property.

Car Doors

Students must exit and enter cars only from the car door adjacent to the school. We encourage students to exit the car independently; however, staff will be able to assist as needed.

Use of Cell Phones

While moving in the carpool line, please do not use your cell phone. Elementary students are not permitted to use cell phones during the school day.

Parking

Parents who drive students to school need to use the carpool lane. **It is unsafe to park and walk your child across the carpool line.** While it takes a few minutes longer, please support our focus on student safety by using the carpool line.

Dismissal of Walkers

Walkers are the first group of children to be dismissed at 2:20 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. If parents wait directly in front of the school entrance this area becomes over crowded. **Dogs must be leashed.**

Dismissal to Daycare Vans

Students attending off site child care programs are dismissed at 2:20. These students exit the building through the kindergarten hall. Vans are ready and staff is available to assist. If your child is going to absent or not riding the van that day please make sure that you contact your child’s daycare.

First and Second Load Buses

Typically buses to Sweet Apple transport in 3 runs. First load bus riders are dismissed after walkers and day care van riders. Second load will follow.

Carpool

Carpool riders are dismissed with the first group of students and go to the music room. Students are dismissed by two way radio contact based on the order of cars coming through the carpool line.

Third Load Buses

Third load buses are usually dismissed by 2:45.

Tardiness

Students must be in the classroom by 7:50, or they are designated as tardy. When a Fulton County school bus is late and students ride that bus, they are not counted tardy. Students who have excessive tardiness will be referred to school administrators or the school social worker.

Parents must come into the building and sign in students after 7:50.

Early Check Out

If it is necessary for a student to leave school early, the parent must 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. We require proof of identification for the safety of the child. **Please allow enough time to complete checkout by 2:00 pm.** This enables our staff to follow procedures for a safe and orderly dismissal.

School Bus: Behavior and Discipline

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. The Code of Conduct is outlined in the Discipline Handbook distributed yearly by FCBOE.

Contact Crystal Brooks, North Transportation, with concerns about a specific bus situation. Shavanda Toomer, Assistant Principal is the primary contact for bus discipline.

Changes in Transportation

Students must get on and off the bus only at their own stop. Parents need to send a written request to the teacher if the child has a change in afternoon transportation. A student is not allowed to ride another student's bus unless granted approval. We ask parents to minimize changes in student transportation. Elementary students do not always remember to follow changes from their normal daily dismissal. We ask that parents avoid any changes during the school day unless there is an emergency

If you need to have your child ride another bus for one day due to an emergency, you must send a written request for a change to the administration for approval. Patterns of excessive transportation changes will be referred to school administrators for approval. Transportation changes will not be taken over the phone, by email or fax.

What to do if your child does not get off the bus:

Try not to panic. We do consider this an urgent matter so call the school immediately.

We will have the Transportation Department radio the bus. We will begin checking with the teacher, bus monitors and emergency contacts. We will assign a staff member to focus solely on finding your child and communicating with you.

Check with your spouse or ex-spouse to see if a change in transportation had been made without your knowledge. Check with neighbors as perhaps your child went home with a friend. Please ask your child to check in with you when they arrive home or prior to going to a friend's house after school. We have had "lost" students show up in the basement of their home when a parent did not hear them enter the house.

Birthdays

Student birthdays are recognized on the intercom each morning. In addition, students receive a birthday pencil from Mrs. Haldaman, the school counselor.

Beginning this year 2008-2009 we will celebrate birthdays occurring in that month on a specific day. Room parents will coordinate by grade/class for the day to allow parents to plan. This information will be posted on the school's website.

Birthday invitations need to be mailed and not distributed at school.

Cafeteria Visitors and Procedures

Many children experience separation anxiety or simply think the school day is over if the parent arrives for lunch. Therefore, we do not permit lunch guests until after the second week of school.

Due to the cafeteria schedule and limited space, guests eat at a designated table or at the classroom table. 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. After lunch, please say good-bye to your child in the atrium instead of at the child's classroom.

Food Selections

Students may purchase a variety of full meal menu choices, beverages, desserts and snacks prepared by our cafeteria staff. We strongly discourage sending soda with your child for lunch. The monthly menu is sent home in Friday VIP packs.

Children's Internet Protection Act

Fulton County School System is in compliance with the Children's Internet Protection Act. Every school has Internet filtering capability. It is administered by the School Media Committee. This is the committee that is responsible for monitoring the materials found in the school's media center. There is also a policy, IFBGA, Electronic Network Access Policy, that addresses Internet access.

Clinic

Sweet Apple ES has paid clinic workers in the clinic from 8:00-2:00. Parents will be contacted when students are injured or become ill at school. We follow the American

Academy of Pediatric guidelines designating that students not return to school within 24 hours of a temperature or vomiting.

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. Sweet Apple's fax number is 770-643-3316.

If a child needs to keep an inhaler with them, please see the clinic assistant for a medication form. **Any exceptional medical conditions need to be brought to the attention of the teacher and the clinic aide.** Clinic forms can be found on our school's website.

Communication

Each week parents receive a Friday newsletter from the principal, The Slice. This newsletter gives important dates, upcoming events, etc. Teachers send home examples of student work and progress every other week. Field trips, topics of study, curriculum objectives or special events are outlined in a monthly teacher newsletter. PTA publishes a newsletter as well. Issues of Slice may be found on our school's website.

Communication by Email

Teachers are strongly discouraged from using email to communicate about specific needs and issues related to individual students due to the potential lack of confidentiality. In addition, teachers are only required to check their email before and after school.

Conferences

During the first two weeks of October a parent conference is scheduled to discuss his/her child's progress in an individual conference with the teacher. Additional conferences may be initiated by the parent, teacher or principal.

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.

Teachers review the Fulton County Code of Conduct and Discipline Handbook with all students the first week of school. Parents are given a copy of this handbook also. Classroom management plans are developed by the teacher to follow the Code of Conduct in the Discipline Handbook.

A variety of strategies may be used including classroom time out, individual behavior charts, opportunity room, parent conferences, Student Support Team, counselor referral, out of school suspension, and tribunal. A classroom management/student discipline plan is developed by each teacher and used to promote learning.

Student possession of or use of any laser pointer or cell phone are prohibited from school buildings, campuses, buses and activities.

Knives over 3" in length are considered weapons and may not be brought to school.

Possession of a knife or a weapon will result in a referral to the Office of Student Discipline, out of school suspension and recommendation to Fulton County School Tribunal.

Possession/use of drugs or possession of a deadly weapon including explosives may result in a referral to the District Attorney for prosecution and felon charges may be filed.

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. **Radio station WSB 750 AM will broadcast emergency closings or early school dismissals.** Do Not call the school as we have limited phone lines.

Emergency School Evacuation Site

Roswell High School is designated as the Sweet Apple emergency evacuation site. The Sweet Apple Emergency Team will coordinate dismissal from that location.

Guidance and Counseling

Guidance and counseling services are available to all students. One full time and one part time counselor conduct regular class guidance lessons, small group counseling and individual sessions throughout the year. There is a counselor's mailbox for student use in the counseling suite waiting area.

Homework

Homework is defined as any assignment to be completed at home.

The most common out-of-class tasks assigned for homework:

Practice Assignments:	Reinforces newly acquired skills or knowledge.
Preparation Assignments:	Includes reading a textbook, library research or organizing information for a class demonstration.
Extension Assignments:	Includes long-term projects and emphasizes creative learning and initiative.

An assignment to “read a library book” is considered 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 three to four times per week with assignments ranging from 30-60 minutes.

Instructional Program

Sweet Apple Elementary instructs students 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.

Local Advisory Committee (LSAC)

The Local School Advisory Council is an elected advisory body of parents, teachers and business partners who meet monthly to address issues at Sweet Apple Elementary. The purpose of LSAC is to:

- Involve stakeholders in issues related to the school.
- Review, revise and approve the yearly cost center budget.
- Promote communication between the community and school.

The term of office for LSAC members is two years. All LSAC meetings are open to the public and parents are encouraged to attend. The dates and agenda for each meeting are published in the Slice and at the front of this handbook. Minutes are at the front desk and published on our website.

Lost and Found

Please label clothing and personal items with your child’s name. The lost and found area is in the hall outside the staff lunchroom. Unclaimed property is given to a local agency during the year and at the end of the school year.

Lunch Program

Sweet Apple cafeteria provides several hot and cold choices. Milk is served with all meals. Extra milk and juice are available for a nominal fee. We discourage food being brought in from outside vendors.

You may pay for lunches daily or you may pre-pay by the week, month, or for the year. Each child is provided a free and reduced lunch form. For more information, please contact the school principal. Free and reduced-priced lunches are available for families who qualify financially.

Students who forget their lunch money may request a charge and should pay the charge the following school day. Students may only accumulate three charges.

Due to allergies and other health conditions, students may not share lunch items.

If students cannot tolerate milk, a note from a doctor is needed to substitute milk for juice.

Georgia Network of Educational and Therapeutic Support -(North Metro)

The North Metro Program at Sweet Apple Elementary School serves emotionally and behaviorally disturbed children and students with autism. The North Metro Program is one of 24 programs located throughout the state, 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.

Report Cards

Report cards for grades K-5 are sent home every nine weeks, for a total of four times during the school year. Progress Skills Checklists will be sent home three times during the year.

Student Records: Change of Address/Phone Number

All address and phone number changes must be in writing and sent to Joan Willoughby, Data Clerk, and to the homeroom teacher. There is an update form available at the front desk. Students need at least two emergency contacts in our school data base. **In addition, accurate**

parent contact information is imperative. If you have a sensitive situation regarding release of your child, contact the teacher and Mr. Forti or Ms. Toomer for assistance. We appreciate your diligence in maintaining accurate and current phone numbers, in case of a student emergency.

Student Records: Request for Confidential Information and Transcripts

Parents/Guardians requesting school records, transcript release to private schools, teacher recommendations, and/or evaluations for private schools, doctors, summer programs, or other agencies must direct the request to the data clerk in the front office. A parent/guardian signature on the request is necessary. Please be sure that stamped, self-addressed envelopes are provided for the mailing of these materials. School procedures require that the information be mailed directly from Sweet Apple Elementary to schools, agencies or doctor's offices.

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

Safety & Security

Safety/Emergency Plan

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

Safety Drills

Fire, tornado, bomb threat, or intruder drills are conducted monthly. If you are visiting at the time, you will be expected to follow drill procedures. Roswell H.S. has been identified as our emergency evacuation site.

Safety: Building Security

All doors to the school are locked after student arrival except for the main entrance and the North Metro entrance. Teachers have keys to re-enter the building after recess. Exterior doors should not be propped open at any time. If you notice a breach in the exterior door security, please report it to the front desk. There are 16 security cameras located around the exterior of the building as well as various locations inside the building. Twenty four hour video recording is available. Community members using the walking track and playgrounds offer additional vigilance for our property. While we have had no crime on the school site, we encourage you to call us during school hours or Roswell Police after school hours should you observe concerning events.

Security: Visitors

All visitors, including Volunteers, substitutes, vendors, maintenance personnel and off site county personnel are required to wear visible identification. **Visitors enter through the main office, sign in and sign out at the front office and must wear a visitor's badge while in the building.** Staff will request anyone without a badge to return to the office to be identified.

School Dress

Students will be dressed and groomed so as to not distract unreasonably the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school. Students may not wear clothing that shows the midriff, spaghetti straps and halter tops or short shorts. Athletic shorts, such as soffies, may be worn on Spirit Day. Flip flops are highly discouraged. On PE days, students must wear sneakers. Hats can not be worn at school.

We also ask all visitors in our building to dress appropriately while volunteering, attending schools functions or meetings.

School Insurance

Group accident insurance may be purchased at a low cost through a private company approved each year by the 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. School insurance enrollment only occurs during the first few weeks of school.

School Pictures

Individual student pictures are taken during the fall and spring. Class pictures are generally taken in the spring.

School Rules

Students will enter and leave the building quietly.
Students will walk in the halls at all times.
Students will work so they may excel.
Students will act with respect towards adults and peers.

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

An active group of parents, community volunteers and PTA members assist students and teachers with various activities. **Sweet Apple is unable to accommodate pre-schooler and toddlers when parents volunteer in classrooms.** Please make arrangements for childcare prior to volunteering. Volunteer sign-up is coordinated through our PTA representatives throughout the school year.

Traditions of Sweet Apple

Band and Orchestra Performances

The band and orchestra students present two concerts per year during the fall and spring.

Battle of the Books

Students in grades 3 and 5 meet a reading challenge by forming teams, reading specified books and participating in a bowl game quiz about the books.

Curriculum Presentations

Presentations held the week before school starts where parents and students get a chance to hear about their child's classroom and teacher plans for the year, as well as meet the teacher.

Exceptional Children's Week

A week of activities is planned in March to celebrate the differences of children and adults with physical, learning and emotional challenges. This is a nationally recognized week sponsored by the Council for Exceptional Children.

Field Day

A day of fun and games in May organized by the PE teachers and run by volunteers.

Field Trips

All grade levels participate in field trips related to their curriculum. These trips are in the Atlanta area. They are planned by the grade level and take place during the school hours.

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.

Jump Rope for Heart

Each February our physical education teachers challenge our students to give to others through the American Heart Association's Jump Rope for Heart campaign. This campaign is a test of their physical abilities too!

Orientation for new Kindergarteners & Parents

An evening in May for incoming Kindergarteners and their parents to tour the school and find out important information.

Outdoor Classroom

An outdoor education area between B and C wings that is maintained by the PTA, Student Council, and the School Staff.

Partners in Education

Community-based partnerships that enrich school programs and support student achievement.

Red Ribbon Week

This event provides a weeklong school wide focus on drug awareness. Activities are planned and coordinated by parent volunteers and school staff.

Rock Eagle Field Trip

This overnight fall field trip to the Rock Eagle 4-H camp in Eatonton, Georgia is for the fifth grade students, teachers and a limited number of parent chaperones.

Roswell Youth Day Parade

Sweet Apple fifth grade students and staff walk in this annual parade.

Safety Patrols

Fifth grade patrols will be posted in the afternoon to assist during dismissal.

Student Ambassadors

These fourth and fifth grade students represent our school in numerous capacities during the school year.

Student Council

Students in fourth and fifth grade who are designated leaders of the school.

Welcome Wolves

Two students in each classroom are designated as greeters for new students entering during the school year.

ABC'S of Sweet Apple

AP-Assistant Principal There is one assistant principal at Sweet Apple, Shavanda Toomer.

BD-Behavior Disorder A special education program for students who need individualized assistance with behavior and/or emotional problems that impacts their success in class.

CRCT-A criteria referenced test mandated by the State of Georgia in grades 1-5. CRCT compares a student's performance to a set of objectives. Students are expected to demonstrate competency with content objectives. Students in Grade 3 must meet expectations in reading and be promoted to Grade 4. Students in Grade 5 must meet expectations in reading and math to be promoted to Grade 6.

CST-Curriculum Support Teacher Cindy Kiernan serves as the CST for Sweet Apple. She is responsible for the delivery of the curriculum as well as the textbooks and resources needed for teaching the curriculum. The CST reports directly to the principal and handle other duties such as reading programs, training of new teachers, modeling of teaching techniques in the classrooms and serving on numerous school committees, such as SST and the Leadership team.

FCBOE This often seen acronym refers to the Fulton County Board of Education, the governing body of our school system. The board member representing Sweet Apple is Linda Shults. She holds an open community meeting monthly. Parents are encouraged to attend. Dates are published in the Slice and on the FCBOE website.

GKIDS The Georgia Kindergarten Inventory of Developing Skills provides diagnostic information to the kindergarten teacher throughout the school year. GKIDS pinpoints a student's strengths and areas of challenge with respect to the Georgia Performance Standards (GPS) for kindergarten. The content of GKIDS addresses reading, math, writing, and social emotional development.

IEP-Individual Education Plan An Individual Education Plan is written for students who have academic, as well as emotional and behavioral needs. These students are served by our Special Education team to meet specified goals. An annual evaluation takes place each year with the parents to update and/or amend these goals.

IRR-Interrelated Resource Room Students who have individual education plans (IEP's) work with Special Education teachers in these rooms to meet their specified goals in reading, writing and math.

IST-Instructional Support Teacher Our IST, Pat Hubenthal, is responsible for the area of Special Education in the elementary school. This includes Learning Disabilities as well as Behavioral Disorders.

ITBS-Iowa Test of Basic Skills A nationally normed test for students in the State of Georgia. This test will be given in the fall to students in Grades 3 and 5.

LD-Learning Disabilities A special education program for students with learning differences that impact their success in class.

LSAC-Local School Advisory Council This council is composed of teachers, parents and community members. The council meets once a month and deals with major issues, changes and policies at Sweet Apple. Meetings are open and parents are encouraged to attend.

GNETS – (North Metro) This is a program available at Sweet Apple for students with Emotional and Behavioral Disorders and Autism. Students are elementary age appropriate from the North Fulton area. Sweet Apple students learn directly about the value of individual differences. The Sweet Apple community is honored to have the opportunity to support this nationally recognized program.

PR-Permanent Record A permanent record folder is kept for every student registered at our school. These folders contain birth certificates, medical forms, social security numbers, test records, and a record of subject grades. Parents are welcome to see their child's PR at any time. They are housed in a locked room in the office area by grade level and teacher. These records are confidential.

SASI This acronym refers to the computerized student data information system used in Fulton County. Teachers use SASI to keep attendance as well as update student achievement levels. The school stores student demographic information on SASI. Joan Willoughby, Data Clerk, maintains this confidential student database.

SST-Student Support Team The Student Support Team is an acronym that Sweet Apple has in place to work with teachers, students and parents when a child's academic or social progress is a concern. This team of teachers and support staff determines strategies to be used in the classroom to help the student be more successful. Lynn Haldaman, Counselor, chairs the SST and schedules the meetings.

TAG-Talented and Gifted Students who meet specific criteria are provided an opportunity to meet once a week with a TAG teacher for instruction on topics prescribed by the TAG program. A set of multiple criteria identified by the state serve as requirements for eligibility in the TAG program. This information is on the last page of the handbook.

PARENTS' RIGHT TO KNOW

In compliance with the requirements of the **No Child Left Behind** statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification 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 a teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact the principal at (770-643-3310).