

# Sweet Apple Elementary School Family Handbook 2017-2018



Sweet Apple Elementary  
12025 Etris Road  
Roswell, GA 30075  
470-254-3310  
470-254-3316 fax

Web Site Address: <http://school.fultonschools.org/es/sweetapple>

School Mascot- "Wolfie" The Wolf  
School Colors-Blue and Gold

Andy Allison, Principal  
Karin Alhadeff, Assistant Principal (AP)  
Dianne Redding, Counselor  
Barbara Bell, Curriculum Support Teacher (CST)  
Jodi Bassett, Administrative Assistant (AA)

# Important Information

**School Hours:**

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

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

**Dismissal 2:20p.m.**

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

**School Phone Number 470-254-3310**

**GNETS (North Metro) Number 470-254-3310**

**School Fax Number 470-254-3316**

**FCBOE North Transportation 470-254-2970**

**School Cafeteria Number 470-254-3317**

# Guidelines for Sweet Apple Elementary School

## ARRIVAL AND DISMISSAL

Due to a lack of staff supervision, students should not be entering the building until 7:10 a.m.

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

## DISMISSAL

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

## DISMISSAL OF WALKERS

Walkers are the first group of children to be dismissed at 2:20 p.m. and exit the school through the front door. Parents, younger siblings, and strollers are asked to please wait in the paved brick area to the right of the building. We ask that all dogs be leashed if they are on the school campus.

## DISMISSAL TO DAYCARE VANS

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

## CARPOOL

Carpool riders are dismissed with the second group of students and go to the music room. We ask parents not to park and walk up to the school for student pickup.

## TARDINESS

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

## EARLY CHECK OUT

If a student is to leave school early, we request that the parents send a note to the student's teacher that morning. To ensure student safety, we do not accept transportation changes through a phone call, fax or email. Students must be signed out from the front office by a parent or parent designee and we are required to check that person's identification. We ask that all check outs occur before 2:00 p.m. to ensure a safe and orderly dismissal for all students. If a student is checked out prior to 11:15a.m., and does not return to school, they will be considered absent for the school day.

## **BUS SAFETY**

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

## **CHANGES IN TRANSPORTATION**

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

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## **ATTENDANCE**

### **ILLNESS**

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

### **ABSENCES / ASSIGNMENT REQUESTS PRIOR TO AN ABSENCE (NEW 17-18 ITEM)**

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

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

### **WRITTEN NOTES (NEW 17-18 ITEM)**

**Within 5 days of the last day of the absence, a written excuse (email to teacher preferred) from parent/legal guardian or doctor is required upon returning to school.**

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 AND NEED TO BE RE-ENROLLED UPON RETURNING.**

## BIRTHDAY CELEBRATIONS

Student birthdays are recognized on WOLF TV daily. We respectfully request that no edible birthday treats / goodies be distributed at school. Instead, a parent / guardian may bring in a small school tool (pencil, eraser, ruler, sticker, etc.) for each student of their child's class or donate a new classroom book, game, or ball in honor of the student's birthday. The following items are prohibited on the school campus: balloons, flowers, and the distribution of party invitations.

## CAFETERIA VISITORS AND PROCEDURES

- Lunch visits begin August 31, 2017.
- Guests eat at a designated table with their child only.
- When you arrive, sign in at the front desk, get a visitor's name tag and go to the atrium outside the cafeteria and wait for your child.
- We ask parents to only purchase food for their child due to allergies and dietary reasons. Students may not share lunch items for any reason.
- To encourage a healthy lifestyle, we ask that parents refrain from bringing food into the cafeteria from outside vendors.
- After lunch, please say good-bye to your child in the atrium. 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. Please do not send in any carbonated beverages or 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 a nominal fee. If students cannot tolerate milk, a note from a doctor is needed to substitute juice for milk.
- 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 cafeteria manager. 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.
- School Lunch Prices:

<b>ELEMENTARY:</b>	<b>MIDDLE &amp; HIGH:</b>
<b>BREAKFAST \$1.05</b>	<b>BREAKFAST \$1.20</b>
<b>LUNCH \$2.45</b>	<b>LUNCH \$2.70</b>
<b>ADULT:</b>	
<b>BREAKFAST \$1.55</b>	
<b>LUNCH \$3.45</b>	

District Charge Policy: Elementary School Students will be allowed to charge breakfast and lunch meals for a maximum of three (3) days to their account after the balance reaches zero. Once a student has charged those three days, he/she will not be allowed to charge, however he/she will be offered a designated menu alternate. Extra sale items may not be charged. Middle and High School Students are not allowed to charge breakfast and lunch meals or extra sale items.

For further information, see Operating Guideline JS - Payment for Meals and Meal Charges. Board policy and administrative procedure concerning fees must be consistent with state law and policy of the Georgia Board of Education.

## **CLASSROOM VISITS/OBSERVATIONS**

Visitors enter at the main entrance, sign in, and receive a nametag. The front office staff will ask the purpose of your visit and may ask for identification. 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 Slice, an electronic newsletter from the principal. This newsletter gives important dates, upcoming events, etc. Teachers also send home examples of student work and progress in VIP Friday Folders. It is the expectation that teachers keep a regularly updated website with classroom information.

## **COMMUNICATION BY EMAIL**

Please use email to communicate with teachers about NON-EMERGENCY concerns. Often, teachers are unable to check email during the school day. Please allow 48 hours for an email response. Please make sure we have a valid email address for your family.

## **CONFERENCES**

During the first two weeks of October, a parent conference is scheduled to discuss your child's progress in an individual conference with the teacher. Through our work in the School Governance Council, SAE has dedicated February 9, 2018 to an additional conference date. This date will be a student led conference.

## **DISCIPLINE**

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

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

## **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.
- Extremes in hairstyles such as mohawks and 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 (HEELIES) ARE NOT PERMITTED TO BE WORN TO 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 (NEW 17-18 ITEM)**

**Grades K-3:** Cell phones, tablets, toys, etc. that are visible or turned on during the school day will be confiscated and the parent will need to pick them up from an administrator.

**Grade 4:** This grade will participate in Sweet Apple's BYOT, BYOD program. To participate, a signed protocol by both parent and child must be on file. Students should follow the guidelines outlined in the protocol or risk losing their device.

**Grade 5:** This grade will be a 1:1 device grade level with iPads through SPLOST funds.

## **EMERGENCY SCHOOL CLOSING**

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

## **FIDGET SPINNERS (NEW 17-18 ITEM)**

Fidgets spinners are not permitted at Sweet Apple. Students should refrain from bringing these items or place them in their backpack upon arrival at school.

## **GIFTS**

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

## **GUIDANCE AND COUNSELING**

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

## **HOMEWORK**

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.

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.

## **INSTRUCTIONAL PROGRAM**

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

## **INTERNET PROTECTION ACT**

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

## **LOST AND FOUND**

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



## **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.

If you wish to request information concerning your child's teacher's or paraprofessional's qualifications, please contact your child's principal or the Office of Teacher and Staff Quality at 470-254-0370.

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

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

## **RECESS- 30 MINUTE (NEW 17-18 ITEM)**

This year our administrative team has made the decision to increase all recess time, providing Sweet Apple students with a 30 minutes of total recess. We understand that today's students will benefit from this additional time to relax, recharge and get some physical activities out. We will continue to ensure that supervision is a priority during this time.

## **REPORT CARDS**

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.

# **SAFETY AND SECURITY**

## **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.

## **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**

Fire, drills are conducted monthly. Tornado, bomb threat, or intruder drills are also conducted throughout the school year. If you are visiting at the time, you will be expected to follow drill procedures. World Harvest Church has been identified as our primary emergency evacuation site.

## **SAFETY: BUILDING SECURITY**

All doors to the school are locked at 7:40 am. 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 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.

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## **SCHOOL GOVERNANCE COUNCIL (S.G.C.)**

The School Governance Council provides parents, school staff, and community members with a leadership role in the management of the school. The School Governance Council is a governing body that is representative of the community and the school, but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school including:

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

## **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.

## **SCHOOL MESSENGER**

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

# **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 local emergency contacts in our school data base.

## **REQUEST for CONFIDENTIAL INFORMATION/TRANSCRIPTS/LETTER OF RECOMMENDATION (NEW 17-18 ITEM)**

Parents/Guardians requesting school records, transcript release to private schools, teacher recommendations, and/or evaluations for private schools, doctors (Authorization to Release Information), summer programs, or other agencies must;

1. Direct the request to the teacher. The teacher will notify the data clerk of the request.
2. Data clerk will provide a Authorization to Release Information Form to the parent.
3. Parent will sign and return the form to the data clerk. 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.
4. Data clerk will authorize teacher to complete electronic/hard copy evaluations.

## **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.

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## **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 (NEW 17-18 ITEMS)**

For any person who completed the volunteer registration during the 2016/2017 school year will not need to complete it this school year. Before parents enter the building for volunteer purposes, please check the front desk to make sure they have completed this training. Anyone who volunteers or visits a classroom must complete the mandatory volunteer training on Child Abuse Reporting as required by the state of Georgia. We value your time and will try to make this as quick and simple as possible.

Volunteers will now have the ability to register online and only once. The new system will keep track of your information which will enable you to volunteer at multiple schools. You may access this training through the Fulton County website at:

<http://www.fultonschools.org/en/divisions/sup/comm/Pages/partnersvolunteers.aspx>

Once training is complete, you will then be asked to complete the on line Volunteer Application. Please wait for a confirmation email from Fulton County Schools before visiting or volunteering in a classroom as this process may take up to 48 hours. The school will then be notified of your training and will allow you to work in the classroom or other areas of the building.

All visitors and volunteers that enter the school are required bring their government issued identification to sign in at the office. A printed visitor or volunteer badge will be issued and must be worn during your time at our school.

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

- **Chaperoning:** When acting as a Chaperone on a field trip or school sponsored activity, you will be responsible for a group of children. You must have completed the Volunteer Training in order to chaperone a field trip and use the school-provided transportation unless it is unavailable.

- **Copy Center:** All documents copied must be for classroom use only. Due to copy write laws, workbooks may not be copied in their entirety. Do not copy student work or official documents. Children are not allowed in the Copy Center.
- **Restrooms:** Volunteers may not use student restrooms. Please use the restrooms located throughout the building.
- **Student Discipline:** Volunteers are not permitted to discipline the students. Please ask a teacher for assistance.
- **Siblings:** Volunteers may not bring young children or other visitors to school when performing duties in the building.

# **SWEET APPLE TRADITIONS**

## **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**

Presentations are held in the first two weeks of school. Parents get a chance to meet the teacher, hear about plans for the year, and visit the classroom.

## **FAMILY FOCUS NIGHT**

## **FIELD DAY**

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

## **FIFTH GRADE FINALE**

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

## **GEOGRAPHY BEE**

The National Geography Bee is an annual competition sponsored by the National Geographic Society open to all Sweet Apple students in 4<sup>th</sup> and 5<sup>th</sup> grades. Students compete at the classroom level, with 10 classroom finalist competing in the school geography bee. The school winner takes a written test to determine if he or she is eligible for the national competition.

## **GRANDPARENT'S DAY**

This is a yearly tradition where grandparents and special friends can visit classrooms at SAE.

## **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.

## **ORIENTATION for NEW KINDERGARTENS and PARENTS**

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

## **PARTNERS IN EDUCATION**

These community-based partnerships enrich school programs and support student achievement. We are always actively seeking new partnerships. If you own a business or know of a business that would be a great partner, please contact the Sweet Apple office.

## **RED RIBBON WEEK October**

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

## **ROSWELL YOUTH DAY PARADE**

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

## **SCIENCE LABS**

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

## **SNEAK PEEK**

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

## **SPELLING BEE**

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

## **STUDENT COUNCIL**

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

## **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.

## **2017-2018 EVENT CALENDAR (NEW 17-18 ITEM)**

August 3rd	PTO Kona Ice Kindergarten and New Family Reception 10:30-12-Bus Lane
August 4th	Sneak Peek 8:30-10:30
August 4th	PTO Welcome Back Teacher Luncheon 11:30
August 7	<b>First Day of School</b> Welcome Wolves Reception/PTO General Membership Meeting - 8:15am
August 22	
Aug 29-Sept 7	Book Fair
August 29	Curriculum Chat 7:30am
August 30	Wolfie's Birthday Party at Menchie's/ Family Focus Night
August 31	PTO Grandparent's/Special Friends Day
September 1	No School SAE Only
September 4	No School Labor Day
September 5	Family purchasing night at Book Fair 5-7pm
September 5	Rock Eagle 5th Grade Parent Meeting 5-5:30pm
September 7	Family Focus Night & PTO Spirit Night-Dos Margaritas
September 12	Curriculum Night -Pre K , K and 1st Grades 6-7pm
September 13	Curriculum Night 2nd, 3rd Grades - 6-7pm
September 13	PTO Teacher Luncheon 2nd and 4th Grades
September 14	Curriculum Night 4th and 5th Grades 6-7pm
September 15	Dad's Club Breakfast
September 20	Vision/Hearing Screening
September 22	PTO Spirit Night-Aurora Cineplex - Lego Ninjago Movie
September 26	Curriculum Chat 7:30am
September 28	Picture Day
October 4	PTO Walk To School Day
October 6	NO SCHOOL Teacher Work Day/Conferences
October 9	NO SCHOOL Columbus Day
October 12	Family Focus Night & PTO Spirit Night at Marco's Pizza
October 13	PTO Reel Readers (4th &5th Grade) 2:30pm
October 14	Youth Day/Parade Float
October 16-27	ITBS Testing Grades 3-5, NO VISITORS
October 19	4th Grade Musical 6:00pm/PTO Menchie's Spirit Night
October 23-27	PTO Bus Driver Appreciation Week
October 23-27	Red Ribbon Week
October 26	Picture Retakes
October 31	Rock Eagle Chaperone Meeting 7am
October 31	Curriculum Chat 7:30am

November 5 PTO Fall Family Picnic 1-4pm  
 November 8 -9 Rock Eagle Trip  
 November 11 Dad's Club Batter Up Breakfast  
 November 15 PTO Teacher Luncheon - K/3<sup>rd</sup>  
 November 16 3rd Grade Musical 6:00pm/PTO Menchie's Spirit Night  
 November 17 No SCHOOL SAE Only  
 November 20-24 NO SCHOOL Thanksgiving Break  
 November 28 Curriculum Chat 7:30am  
 November 28 Family Focus Night and PTO Spirit Night Zaxby's  
 November 30 Art Show 2:45-6:45

December 15 Spelling Bee 8am - 4th and 5th Grade  
 December 20 N Metro Holiday Show for 3rd-5th 9am  
 December 20 Kindergarten Holiday Party  
 December 20 1st Grade Holiday Party  
 December 20 4th Grade Holiday Party  
 December 20 Family Focus Night and PTO Spirit Night at Moe's  
 December 21 N Metro Holiday Show for Pre-K, K, 1st and 2nd 9am  
 December 21 2nd Grade Holiday Party  
 December 21 3rd Grade Holiday Party  
 December 21 5th Grade Holiday Party  
 Dec 22-January 8 Winter Break

## **2nd Semester**

January 8 First Day Second Semester  
 January 10 PTO Spirit Night at Dos Margarita's  
 January 12 Geography Bee  
 January 15 NO SCHOOL MLK Holiday  
 January 19 PTO Reel Readers (4th & 5th Grade) 2:30pm  
 January 19 PTO Earth Balloon - 1st Grade  
 January 22 Family Focus Night  
 January 24 PTO Teacher Luncheon 1st/5th Grades  
 January 26 PTO Family Dance 6:30-8  
 January 29-Feb 8 PTO Mimosa Valentine Exchange  
 February 9 NO SCHOOL SAE Only-Student Led Conferences  
 February 12-16 Jump Rope For Heart Week  
 February 13 PTO Spirit Night at Marco's Pizza  
 February 14 Family Focus Night  
 February 16 NO SCHOOL Student/Teacher Holiday



February 19 NO SCHOOL President's Day  
 February 20 Teacher/Employee of the Year Reception  
 February 22 Spring Pictures  
 February 22 First Grade Musical 6pm/PTO Menchie's Spirit Night  
 February 23 Dad's Club Breakfast  
 February 27 PTO K/1st Literacy Fair  
  
 March 1 PTO Meet The Experts  
 March 6 PTO Spirit Night at Zaxby's  
 March 9 NO SCHOOL Teacher Workday  
 March 12 NO SCHOOL Teacher Workday  
 March 15 Cinderella's Ball 1pm - 2nd Grade  
 March 15 PTO Talent Night  
 March 15 Family Focus Night  
 March 19-23 PTO Teacher/Staff Appreciation Week  
 March 22 2nd Grade Musical 6pm/Menchie's Spirit Night  
 March 23 PTO Reel Readers (4th &5th Grade) 2:30pm  
 March 25 Color Me Fun Run  
 March 27 PTO General Membership Meeting and Election 8:15am  
 March 27 Curriculum Chat 7:30am  
 March 28-29 4th Grade Field Trip

April 2-6 **Spring Break**  
 April 9-April 30 Georgia Milestones Testing Grades 3-5: NO VISITORS  
 April 19 PTO Spirit Night at Moe's  
 April 30 Family Focus Night

May 1 2nd grade trip to Botanical Gardens  
 May 3 Kindergarten Musical 6pm/ PTO Menchie's Spirit Night  
 May 4 WOW Day  
 May 7 Kindergarten Orientation 8:45-10:45  
 May 7 Battle of the Books - 3rd and 4th Grade  
 May 17 5th Grade Musical 6:30pm/PTO Menchie's Spirit Night  
 May 17 Lemonade Stand 4th grade 12-2pm  
 May 18 Field Day/PTO Volunteer Lunch and General Membership Meeting  
 May 20 PTO Chalk Night  
 May 21-24 Fifth Grade Finale Week  
 May 23 Are you smarter than a 5th grader  
 May 23 1st Grade End of School Party  
 May 23 3rd Grade End of School Party  
 May 24 Kindergarten End of School Party  
 May 24 2nd Grade End of School Party  
 May 24 4th Grade End of School Party  
 May 24 Last Day of School

**\*\*\*ALL DATES AND TIMES ARE SUBJECT TO CHANGE\*\*\***

# EDUCATIONAL ACRONYMS

**BYOT/BYOD - Bring Your Own Technology/Device.** This is an opportunity for fourth and fifth grade students to expand on their learning.

**CCGPS – Common Core Georgia Performance**

**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.

**ESSA-**

**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 (3<sup>rd</sup>-5<sup>th</sup> grade)**

**GSE – Georgia Stands 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.

**IOWA ASSESMENT – Third & fifth basic skills test.**

**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.

**ITBS - Iowa Test of Basic Skills.**

**METI- Media & Educational Technology Instructor**

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

**PLC – Professional Learning Community for teachers**

**PTO - Parent Teacher Organization.**

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

**SECTION 504 – Accommodations for physical or mental impairments.**

**SGC- School Governance Council**

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

**SLO - Student Learning Outcomes. Provide observable evidence of student learning as a result of the implementation of CCGPS.**

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

**VIP - Very Important Papers. Graded papers sent home weekly.**



### **Vision**

**“For the strength of the Pack is the Wolf and the strength of the Wolf is the Pack”**

### **Mission**

**SAE Wolves: Working together to excel in academics and citizenship**

### **Wolf Credo**

**Respect each other  
Teach the young  
Cooperate with the pack  
Play when you can  
Hunt for knowledge  
Rest in between  
Voice your feelings  
Leave your mark**

### **Beliefs**

- **Education is a partnership of school, home, and community.**
- **Students will reach their highest potential when they are actively engaged in meaningful and challenging work in a structured and safe environment.**
- **We recognize and respect that student learners have unique physical, social, emotional, and intellectual needs.**
- **Self-discipline is the backbone of a positive learning environment that fosters leadership and citizenship.**



**SWEET APPLE ELEMENTARY PTO BOARD 2017-2018**  
**WORKING TOGETHER TO EXCEL IN ACADEMICS AND CITIZENSHIP**

**➡ BOARD MEMBERS**

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