



***Student / Parent Guide for Processes &
Procedures
2023-2024***

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PRINCIPAL

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INSTRUCTIONAL LEADER

Table of Contents

Page 3.	Welcome Message
Page 4.	School Vision, Mission & Purpose
Page 5.	Faculty & Staff
Page 6.	Arrival & Departure
Page 6.	After School Program (ACE)
Page 6.	School Hours
Page 6.	Check-in Procedures
Page 7.	Check-out Procedures
Page 7.	Cell Phones / Personal Items
Page 7.	Clubs & Extracurricular Activities
Page 7.	Field Trips
Page 8.	Lunch, Food & Drinks
Page 8.	Honor Roll, Academic Recognition, & AR Recognition
Page 8.	School Advisory Council
Page 8.	Student Advisement
Page 9.	Transportation
Page 9.	Visitors

A Message from the Principal

Dear Parents/Guardians and Students,

On behalf of the faculty and staff at Sand Hill and with great Patriot pride, I welcome you to the 2023-2024 school year! As we move into this new and exciting school year, the Sand Hill community has never been stronger, and together we are destined for GREATNESS! Thank you for entrusting us with your child's education.

Our school serves Pre-K through fifth grade and enrolls between 650 and 700 students annually. As a National Certified STEM school, our facilities are equipped to provide students with engaging, cutting-edge technology at all levels. Additionally, Sand Hill supports the Villa Rica cluster of schools by offering a well-balanced assortment of clubs and organizations that are fully aligned with middle and high school opportunities, including Road Runners, Reading Bowl, Science Olympiad, Robotics, FCA, Purple Pearls, and the always popular WSHE Broadcast Crew. I encourage you to come to our campus and explore even more opportunities for your child. A full list of these opportunities is included in this guide.

This Parent/Student Guide was prepared to acquaint you with the rules, procedures, district guidelines and policies that govern Sand Hill Elementary School. We hope this guide will answer your questions and give you the information you will need to have a GREAT experience at our school.

For returning parents, welcome back! For new parents, welcome to our family! And for parents exploring their options, come visit us—we want to meet you, we want to engage with you, and we want to support you. The 2023-2024 school year is going to be GREAT and from our family to yours: We are VR!!

Respectfully,

Troyanne Parham

Troyanne Parham
Principal
Sand Hill Elementary School



Vision

We will inspire students to be the best version of themselves through premier educational opportunities.

Mission

We will develop students who are fully prepared to thrive and be successful in middle school.

Purpose

We are committed to positively changing lives.

Administration

Troyanne Parham– Principal
Robert Tolbert– Assistant Principal
Suzanne Palagano – Instructional Lead Specialist

Office & Support Staff

Erin Beasley – Office Secretary
Shelley Griffin – Bookkeeper
Dawn Grizzard – School Nurse
Duane Harris – Media Specialist (Teacher of the Year)
Cheryl Henderson – Counselor
Mallory Ingram – Social Worker
Kenia Johnson – School Psychologist
Olivia Porterfield – Certified Nurse Assistant
Niki Nunez – Speech Language Pathologist
Charles Fleming – Technology Support
Sonja McNeil – Registrar

PreK Team

Jackee Reeves – Team Leader
Heather Lambert – Teacher
Kara Sudduth – Assistant Teacher
Mary Jenkins – Assistant Teacher

Kindergarten Team

Hillary Bailey – Team Leader
Katelyn Dezzi- Paraprofessional
Brooklyn Gregory – Teacher
Leeann Doyle- Support Person of the Year
Anita Nix – Teacher
Heather Rawson- Paraprofessional
Teresa Williams – Teacher
Lyvonda Jacks- Paraprofessional
Monica Young – Teacher
Kathy Sibley- Paraprofessional

First Grade

Missy Trippe– Team Leader
Tiffany Elliott – Teacher
Ashley Hassler – Teacher
Savannah Davis – Teacher
Lexi Young – Teacher

Second Grade

KaSheena Hudson – Team Leader
Sadie Prince– Teacher
Tracy Eaves – Teacher
Kelly Head – Teacher
Kim McKinley – Teacher

Third Grade

Dana Cole – Team Leader
Alyssa Cook – Teacher
Hannah Wilson– Teacher
Hannah Alexander- Teacher
Angela McMichael – Teacher

Fourth Grade

Lara McNeirney – Team Leader
Bekah Wells– Teacher
Kati Brown- Teacher
Jill Rooks – Teacher
Megan White – Teacher

Fifth Grade

Heather Duffey – Team Leader
Amie Blaskowski- Teacher
Alyssa Chandler- Teacher
Pam Cooper- Teacher
Heather Sanspree – Teacher

Exploratory Education

Ericka Terrell – PE & Team Leader
Elizabeth Murphy – Art Education
Marcella Correa – Music Education
Jennifer Earnest – STEM Education
OPEN – World Wide Lab

Educational Support Services

Christina Gilham – QUEST & Gifted Coordinator
Joy Newman – In School Coordinator
Shelley Palmer – SE Teacher
Taylor Prance – SE Teacher
Annette Preston – SE Teacher
Teresa Tipton – SE Teacher
Kelly Watson– ESOL and ELL Support
Ashley Booker – Paraprofessional
Shannon Shadix– Paraprofessional
Kiley Covey – Paraprofessional
Charisma Jackson – Paraprofessional
Alethea James – Paraprofessional
OPEN – School Resource Officer

Nutrition Staff

Kathy Brown – Cafeteria Manager
Jessica Morris – Nutrition
Debbie Cantrell – Nutrition
OPEN– Nutrition
Maria Mosqueda – Nutrition

Arrival & Departure

The doors open at **7:00 am** on instructional days—students are not permitted to enter the facility or be dropped off before this time. This is critical to ensure student safety both inside and outside the building. Car riders should remain in their vehicle until 7:00 am.

The end of the instructional day is **2:20 pm**. Buses are scheduled to leave Sand Hill at approximately 2:25pm. NOTE: It is **very common** for bus departures to run late during the first week of school.

After School Program

Sand Hill Elementary School has a very successful after school program, known as ACE—the program operates from 2:30 pm to **6:00 pm**. This program is designed to support the flexible needs of working parents.

Fee: \$7.00 per child / per day (first two children)
Fee: \$4.00 per child / per day (third child or more)
Late Fee: \$1.00 per minute past **6:00 pm**
****Fee is charged at check in – 2:30 pm

Registration information pertaining to ACE will be given to all parents during open house appointments, and is available in our front offices. For more information about our ACE after school program, please contact our Director of After School Programs, Ms. Kasheena Hudson at Kasheena.hudson@carrollcountyschools.com.

School Day Hours of Operation

Doors Open: 7:00 am
Car Rider Drop off Ends: 7:35 amNew!**
Dismissal: 2:20 pm
Car Rider Pick-up Begins: 2:30 pm
Car Rider Pick-up Ends: **2:55 pm**
Main Offices Close: 3:45 pm
After School Program Ends: 6:00 pm

** All facility doors will automatically lock at **7:35 am**, and teachers will leave their car rider posts. Please see the Check-in procedures below for instructions on arrival at or after 7:35 am.

**Announcements begin at 7:35

**Instruction begins at 7:40

Check-in Procedures

Students who arrive at or after **7:35 am** must be escorted into the building by an adult for check-in. The check-in kiosk is located in the main office. **ALL check-in procedures will stop during the Pledge of Allegiance and moment of silent reflection.** The student's name and a reason for late arrival will be entered into the system, and a tardy pass will be issued which confirms a record of the check-in. This

procedure is for the safety of our students and must be followed without exception. A student check-in that occurs at or after 11:30 am will be counted as absent for the day.

Check-out Procedures

An eligible adult* must report to the main office and use our attendance kiosk to check a student out from school. NOTE: Students who check-out before 11:30 am will be counted as absent. SAFETY NOTE: We do not permit check-out after **1:45 pm**. During this crucial time, teachers and support staff are making preparations for dismissal and transportation—check-out procedures can disrupt this process, and possibly lead to transportation mistakes or oversights. If you have an **emergency** after 1:45 pm and are unable to wait until 2:25 pm, please contact Mrs. Erin Beasley in our main office at (770) 832-8541. **One-time exceptions may be made on a case-by-case basis.**

Only parents, guardians, and emergency contacts who are properly documented in our registration system (Infinite Campus) will be allowed to check students out from the building. Information about how to properly add eligible adults to your child's registration account will be provided at Open House, and can be obtained in the main office by request. **We will not accept changes to a child's registration profile over the phone—parents and guardians must come to our office in-person—this helps ensure the safety of our students.*

Cell Phones, Electronic Devices, Toys & Other Student Belongings

Cell phones, electronic devices, toys and items not approved on a teacher supply list, are **not permitted** at Sand Hill Elementary School. Unapproved items may be confiscated by teachers or administrators, with a request that the items be retrieved by a parent or guardian.

Clubs & Extracurricular Activities

At Sand Hill, it is our goal to have perfect alignment between the extracurricular opportunities available at the elementary, middle and high school level. Below you will see all of the confirmed clubs and organizations we support at the Hill. More information about how to become part of these clubs will be provided during Open House, or upon request at our main office.

*Perrenial Math Team - Palagano
Academic Team - Gilham
Yearbook- Blaskowski
FCA - Cole
Girls Who Code - Earnest
Junior Beta - White
K-Kids - Henderson
Purple Pearls - Blaskowski
Chorus- Correa*

*Art Club - Murphy
Road Runners - Terrell
Robotics - Blaskowski
Science Olympiad - Cook/McMichael
SHES Broadcast Crew - Harris
Reading bowl - TBA
House Leaders - Duffey
Tech Team - Earnest*

Field Trips

Students will have the opportunity to go on a variety of field trips designed to enhance your child's educational opportunities here at Sand Hill. Field Trips are a privilege, and participation may be denied due to any combination of behavioral, academic or attendance concerns. Students will need to have parental permission to attend field trips—these forms will be sent home in blue folders on Tuesdays. Some field trips have associated costs, and these costs will vary depending on grade level and the scope of the field trip.

Lunch, Food & Drink

During open house, your child's teacher will communicate food, drink and snack policies—these vary depending on grade level. Breakfast and Lunch will be available for all students.

- \$ 1.50 Breakfast: 7:00 am – 7:30 am New!
- \$ 2.50 Lunch: 25 minutes – 10:30 – 12:30, depending on grade level
- \$ 0.60 Extra Milk
- \$4.00 Adult/Visit Lunch Meal

The costs associated with breakfast and lunch will conform to the Carroll County breakfast and Lunch fees, published in the Carroll County Student Handbook. NOTE: We HIGHLY encourage all Sand Hill families to complete a **Free & Reduced Lunch Application**—regardless of your family's financial circumstances. These applications may result in more than just free or reduced lunch fees! Your family will have access to a wide range of benefits that will move with your child through middle school, high school, and even into college! Information about how to fill out a very quick application will be provided at Open House, and is available upon request.

Honor, Recognition and Achievement

For more information about the opportunities for your child to be recognized, please contact any of your child's teachers during the school year!

- | | |
|---|-------------------------------------|
| All As-Honor Roll (grades 3-5) | Positive Office Referrals |
| All As & Bs-Honor Roll (grades 3-5) | School Club and County Competitions |
| AR-Goal Award | Athletic Awards (grades 3-5) |
| AR-100 Point Club | STAR Reading Growth |
| AR-Millionaire Club | STAR Math Growth |
| Sight Word Masters | House Awards |
| Math Masters | Achievement Badges** |
| Pride of the Patriot (Student of the Month) | |

***Please refer to the 2023-2024 Achievement Badge flier for information on badges for the upcoming school year. This flier will be provided at Open House and will be emailed to all parents before the school year begins. Encourage your child to unlock all possible achievements for the 23-24 school year!*

School Advisory Council

Sand Hill will establish a school advisory council for the 2023-2024 school year, in an effort to engage all of our community stakeholders and provide quality input into our school improvement initiatives. More information about the School Advisory Council will be available on our school website.

Student Advisement

At Sand Hill, Cheryl Henderson supports our students and teachers with a wide range of advisement opportunities for our students, ranging from character educational opportunities to career day in an effort to support a strong, future-focused mindset! For more information about these opportunities, please email Cheryl Henderson at Cheryl.Henderson@carrollcountyschools.com.

Transportation

BUSES: For students that are zoned and districted to attend Sand Hill Elementary School, bus transportation is provided. Information about bus routes can be obtained upon request, but will also be provided to all families during our Open House appointments. Families may also elect to drive their children to school—information about car riders is provided during Open House appointments and is available upon request.

CAR RIDERS: Car riders will begin to be called to their vehicles after buses exit the facility. All parents / guardians will be issued a requested number of car rider signs* at Open House, and are available upon request. This procedure begins at approximately 2:25 pm, and ends promptly at **2:55 pm****. After 2:55 pm, students will be sent to our after school program.

*It is critical that all vehicles have the correct car rider sign prominently displayed in their front window (must have the correct school year). Without the sign, there will be a significant delay in getting our students to their correct vehicles, as picture IDs will need to be checked before students are released.

NO CHILD WILL BE RELEASED to an adult that does not have a car rider sign **AND** does not appear as an eligible contact on a child's registration profile—we will not accept phone calls to add eligible adults to a child's registration profile—for the safety of our students, this change must be made in-person.

Car rider procedures typically take **significantly longer during the first days of school (5 to 10 days). Students report to our after school program when car rider vehicles are no longer visible after 2:55 pm.

Visitors

At Sand Hill, we welcome visitors! We highly encourage parents to take a proactive role in their child's education, and welcome you to be part of the school day too! For guidelines and visitor procedures and expectations, please refer to the Carroll County Schools Student Handbook. This handbook is available upon request and is accessible in digital form on our school website.