



# ***Student / Parent Guide for Processes & Procedures 2025-2026***

**Troyanne Parham-Stephens**  
*PRINCIPAL*

**Erika Krebs**  
*ASSISTANT PRINCIPAL*

**Suzanne Palagano**  
*INSTRUCTIONAL LEADER*

***Please refer to the Carroll County Schools Student Handbook for information on the Attendance Protocol, Dress Code, Discipline, Code of Conduct, and other important information.***

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\*Additional Attachment: Carroll County Schools Student Code of Conduct, Acknowledgement of Code of Conduct

## 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 2025-2026 school year! As we move into this new and exciting school year, the Sand Hill community is prepared to ELEVATE GREAT! I challenged families after our awards ceremonies, and I challenge all new families to join us in our efforts to spread the word about our incredible school and what it means to be a part of PATS Nation. We know to Elevate GREAT, Greatness Requires Effort Attitude and Toughness. Thank you for entrusting us with your child's education.

Our school serves Pre-K through fifth grade and enrolls over 730 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, Pridettes Dance Team, Cooking Club, FCA, Purple Pearls, American Sign Language, and the always popular WSHE Broadcast Crew. I encourage you to visit 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 need to have a GREAT experience at our school.

For returning parents, welcome back to PATS Nation where we Persevere, Act with Compassion, Take the High Road of Integrity, and Serve Others! For new parents, welcome to our family! 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 2025-2026 school year is when we Elevate GREAT, and from our family to yours: We are VR!!

Respectfully,

*Troyanne Parham-Stephens*

Troyanne Parham-Stephens  
Principal  
Sand Hill Elementary School



## **Vision**

We will provide premier experiences that support our students academically, socially, and emotionally on their journey to become successful global citizens.

## **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.

## **2025-2026 Theme**

Elevate GREAT!

**G**reatness **R**equires **E**ffort **A**ttitude and **T**oughness  
#ElevateGREAT #soaringintogreatness

**Administration**

Troyanne Parham-Stephens – Principal  
Erika Krebs – Assistant Principal  
Suzanne Palagano – Instructional Lead Specialist

**Office & Support Staff**

Erin Beasley - Secretary  
Shelley Griffin - Bookkeeper  
Sonja McNeil - Registrar  
Olivia Porterfield - School Nurse  
Jennifer Earnest - Media Specialist  
Cheryl Henderson - Counselor

***Mallory Ingram - Social Worker, Support Staff of the Year***

Kenia Johnson - School Psychologist  
Charles Fleming - Technology Support

**PreK Team**

Amanda Curtis - Team Leader  
Chelsea Warren - Paraprofessional  
Brooklyn Gregory - Teacher  
Kara Sudduth - Paraprofessional  
Shannon Shadix - Teacher  
Mary Jenkins - Paraprofessional

**Kindergarten Team**

Hillary Bailey - Math Team Co-Leader  
Amy Hall - Paraprofessional  
Kasheena Hudson - ELA Team Co-Leader  
Leeann Doyle - Paraprofessional  
Anita Nix - Teacher  
Heather Rawson - Paraprofessional  
Teresa Williams - Teacher  
Lyvonda Jacks - Paraprofessional  
Monica Young - Teacher  
Caitlin Miller - Paraprofessional  
Madison Bookheimer- Teacher  
Janice Buford- Paraprofessional

**First Grade**

Ashley Hassler - ELA Co Team Leader  
Hannah Bridwell - Math Co Team Leader  
Tiffany Elliott - Teacher  
McKinnon Hale- Teacher  
Jackee Reeves - Teacher  
Lexi Young - Teacher

**Second Grade**

Missy Trippe - Math Co Team Leader  
Heather Sanspree - ELA Co Team Leader  
Kelly Head - Teacher  
Pheobe Liebl- Teacher  
Tracy Eaves - Teacher

**Third Grade**

Dana Cole - ELA Co Team Leader  
Alyssa Cook - Math Co Team Leader  
Heather Duffey - Teacher  
Kim McKinley - Teacher  
Megan White - Teacher

**Fourth Grade**

Jill Rooks - ELA Co Team Leader  
Kati Brown - Math Co Team Leader  
Jenna Blair - Teacher  
Anna Cheatwood- Teacher  
Lindsey Richardson- Teacher

**Fifth Grade**

Alyssa Chandler -Math Co Team Leader  
Raigan Van Pelt- Teacher  
Lara McNeirney-Riggs - Science/Social Studies Co Team Leader  
Cindy Fell- Teacher  
Angela McMichael- Teacher

**Exploratory Education**

Elizabeth Gassaway - Art Education & Team Leader  
Samantha Rollins - Music Education  
Ericka Terrell - Physical Education  
Deborah Steele- Lit Lab

**Educational Support Services**

Christina Gilham - QUEST & Gifted Coordinator  
***Joy Newman - In-School Coordinator, ECS Professional of the Year***

Ariana Powell - SE Teacher  
Charisma Jackson- SE Teacher  
Annette Preston - SE Teacher-

***Teresa Tipton - SE Teacher- SHES Teacher of the Year, ECS Educator of the Year***

Almary Rodriquez - SE Teacher  
LJ Pace - AIM Teacher  
Toony Lincoln- ESOL and ELL Support  
Niki Nunez - Speech Language Pathologist  
Ashley Booker - Paraprofessional  
Kiley Covey - Paraprofessional  
Marissa McGrew- Paraprofessional  
Alethea James - Paraprofessional  
Felicia Henderson - Paraprofessional  
Atora Strickland- Paraprofessional

**Nutrition Staff**

Kathy Brown - Cafeteria Manager  
Debbie Cantrell - Nutrition  
Maria Mosqueda - Nutrition  
Shauna Fleming - 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: \$9.00 per child / per day (first two children)  
Fee: \$5.00 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, Mrs. Ashley Hassler, at [ashley.hassler@carrollcountyschools.com](mailto:ashley.hassler@carrollcountyschools.com).

## School Day Hours of Operation

Doors Open: 7:00 am  
Car Rider Drop off Ends: **7:35 am**  
Dismissal: 2:20 pm  
Car Rider Pick-up Begins: 2:25 pm  
Car Rider Pick-up Ends: **2:55 pm**  
Main Offices Close: 3:30 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 a 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. Cell phones may be left in backpacks. Sand Hill Elementary School is not responsible for lost, stolen, or damaged cell phones, electronic devices, or toys. Any cell phone that is taken out of the backpack will be confiscated, and a parent or guardian may retrieve the device from the front office. If a cell phone is confiscated three times, a disciplinary write up will occur. 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 levels. 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.

Academic Team- Gilham  
Jr BETA- Richardson

K-Kids- Henderson  
TOMES Reading Bowl- Earnest

*Purple Pearls- Shadix*  
*Chorus- Rollins*  
*Art- Gassaway*  
*Road Runners- Terrell*  
*Yearbook- Doyle*  
*FCA- Cole*  
*Science Olympiad- Cook*

*Tech Team- Earnest*  
*Patriot Cheer- Miller*  
*SHES Broadcast Crew- Earnest*  
*House Leaders- 5th grade*  
*Cooking Club- Shadix*  
*American Sign Language- Pace*

## **Dress Code**

Students should adhere to the following dress code:

Shorts and skirts should be fingertip-length  
Shorts should be worn under skirts  
No spaghetti straps  
No holes in pants above the knee  
No midriff tops (stomach should be covered)  
Tennis shoes should be worn on physical education days (teachers will inform parents and students of exploratory rotation)  
Hood on hoodie or jacket should be removed from head while indoors

**\*\*Violation of dress code will result in a call home for a change of clothes or clothes from our clothes closet will be given.**

## **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. If the cost of the field trip is not met, the field trip will be cancelled. Additionally, donations are welcomed to cover unmet costs.

## **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.

Breakfast: 7:00 am – 7:30 am (Breakfast ends promptly at 7:30- ONLY exception: late bus)

Lunch: 25 minutes – 10:30 – 12:30, depending on grade level

\$4.00 Adult/Visit Lunch Meal



**\*\*No restaurant food packaging or containers are permitted in the cafeteria in accordance with state food service. NO soda is allowed in the cafeteria.**

## 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)  
All As & Bs-Honor Roll (grades 3-5)  
AR-Goal Award  
AR-100 Point Club  
AR-Millionaire Club  
Math Masters  
Pride of the Patriot (Student of the Month)

Positive Office Referrals  
School Club and County Competitions  
Athletic Awards (grades 3-5)  
STAR Reading Growth  
STAR Math Growth  
House Awards

## Parent Advisory Council

Sand Hill will establish a school advisory council for the 2025-2026 school year, in an effort to engage all of our community stakeholders and provide quality input into our school improvement initiatives. Parent Advisory Council will consist of:

*Lisa Brown*  
*Nathan Camp*  
*Mary Frances Gregg*

*Derek Bailey*  
*Charles Walker*  
*Christie Smith*

## 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](mailto:Cheryl.Henderson@carrollcountyschools.com).

## Transportation

**BUSES:** For students who 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. **\*\*ANNUAL UPDATE MUST BE COMPLETE for bus pick up and drop off.**

**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 or Infinite Campus Parent Portal.

\*\*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.



## *SHES Volunteer Awareness Form*

Thank you for your interest in volunteering your time to help serve the students at Sand Hill Elementary School and partnering to pursue excellence throughout our building. Statistics state that students perform better in school when their parents are involved with their education. At Sand Hill Elementary School, we strive to provide premier experiences with an intentional focus on setting high expectations for our teachers, students, and parent volunteers. These expectations help ensure that everyone is treated consistently.

In reading and reviewing this document, my intent in signing this form serves as documentation of my understanding of my responsibilities for adhering to the following expectations while volunteering in our school:

- Volunteers are welcome guests in our building. This means that you can relax and know that our teachers have been trained to handle behavior. If you see something that concerns you, please communicate these concerns to the teacher and/or an administrator, rather than speaking directly to a student.
- Volunteers are to dress appropriately for school. The school dress code applies to volunteers as well as students and staff.
- Volunteers are to remain in your designated area.
- Volunteers are scheduled through the parent coordinator or PTO board. If you are finished with a task or find yourself having additional free time, there will be a list of tasks that need to be completed in our Parent Resource room.
- Volunteers can assist teachers in a variety of ways. However, they cannot grade papers.
- Volunteers are to respect instructional time. Stopping by to see your child disrupts the learning environment. Please help your child understand your role when volunteering at the school.

By signing below, I understand that the purpose of these expectations is to ensure that our school remains an environment that is productive for all. I have read and understand the school student handbook and will abide by all rules and regulations associated with school activities.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



**Carroll County Schools 2024 - 25 Calendar**  
**Approved February 15, 2024**

July 25-31	Preplanning/Professional Learning for Staff
August 1	Preplanning/Professional Learning for Staff
August 2	First Day of School
September 2	Labor Day Holiday
September 6	Mid-Term Reports for First Nine Weeks Available
October 4	End First Nine Weeks Grading Period
October 10	Report Cards for First Nine Weeks Available
October 14-18	Fall Holiday
November 4	Professional Learning Day
November 14	Mid-Term Reports for Second Nine Weeks Available
November 25-29	Thanksgiving Holiday
December 20	End Second Nine Weeks Grading Period/End of Semester
December 23-31	Christmas Holiday
January 1-3	New Year's Holiday
January 6	Teacher Work Day
January 7	First Day of Second Semester
January 9	Report Cards for First Semester Available
January 20	Martin Luther King Holiday
February 6	Mid-Term Reports for Third Nine Weeks Available
February 17-21	Winter Break (Possible Inclement Weather Day)
March 13	End Third Nine Weeks Grading Period
March 14	Professional Learning Day (Possible Inclement Weather Day)
March 19	Report Cards for Third Nine Weeks Available
April 7-11	Spring Break
April 22	Mid-Terms Reports for Fourth Nine Weeks Available
May 21	Last Day of School - End Fourth Nine Weeks Period/End of Semester
May 21	Elementary and Middle School Report Cards Available
May 22-23	Post Planning
May 26	Memorial Day Holiday
May 27	High School Report Cards Available
May 27-28	Possible Staff Inclement Weather Make-up Days

## MEDIA RELEASE

The following information is concerning the media/photography of students at Sand Hill Elementary School. Sand Hill Elementary School reserves the right for any student's image to be used in differing media outlets. These include, but are not limited to, photography, television coverage, newspaper articles, audio taping or videotaping. Teachers and student teachers may video students during lessons.

If you **DO NOT** give permission for your student's image to be used, with the exception of yearly school photographs by Bill Miller Photography and the yearbook, please **SIGN** and turn in this form to your student's teacher. If we do not receive this form signed and dated, it is assumed that you grant permission for your student's image to be used as stated above.

**\*\* I DO NOT** give permission for the image of my student,  
(name)\_\_\_\_\_ to be used for any purpose listed  
above, with the exception of the yearly school photographs and the yearbook.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*MUST** be returned to homeroom teacher by August 8.



**Sand Hill Elementary School**  
**Parent/Student Guide Acknowledgement Page**

I, [Parent/Guardian Name], have carefully read and understood the guidelines outlined in Sand Hill Elementary School's Parent Guide, as well as the district guidelines. By signing below, I acknowledge my responsibility to adhere to these guidelines and support the school's efforts to provide a safe and conducive learning environment for all students.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, [Student Name], acknowledge that I have received and read the Student Guide for Sand Hill Elementary School. I understand that it is my responsibility to know the rules, policies, and procedures outlined in the handbook. By signing below, I agree to adhere to the expectations set forth by Sand Hill Elementary School and the Carroll County School District to conduct myself in a manner that upholds the values of the school community.

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***\*Remove signed Acknowledgement Page and return to homeroom teacher by August 8, 2025.\****