Parent / Student Guide for Processes & Procedures

Robert Tolbert
PRINCIPAL

Amanda Eskew
ASSISTANT PRINCIPAL

Lynda Bingham
INSTRUCTIONAL LEAD TEACHER

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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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A Message from the Principal

Parents and Community Partners,

On behalf of the faculty and staff at Sharp Creek Elementary School, we are prepared to welcome you to the 2026-2027 school year! As we move forward, the Sharp Creek community has never been stronger, and together I know we will work even harder to support the physical, emotional, and intellectual well-being of our students.

First, thank you for choosing Sharp Creek Elementary School—you have truly made the best decision for your child! Our school serves PreK through fifth grade and enrolls between 550 and 600 students annually. Our vision at Sharp Creek is to create a premier culture where all stakeholders can thrive–our campus is staffed by talented, committed individuals who will make it their mission and purpose to empower every student to achieve academic success and personal growth. Sharp Creek supports tremendous alignment between the elementary and middle school experience, offering a well-balanced assortment of clubs and organizations that are fully aligned with middle and high school opportunities. I encourage you to come to our campus August 20, 2025 from 5:00-6:00 and explore even more opportunities for your child.

This brief guide is designed to create a common understanding for all of our stakeholders–teachers, parents and students. It is intended to guide you through our most relevant processes and procedures–it is not designed to be a comprehensive list of all rules and processes. In addition to this handbook, families will be provided with digital copies of our comprehensive Carroll County Schools Student Handbook. This handbook can be found both on our school website and our district website.

At Sharp Creek we are going to go above and beyond to provide you with second-mile service! For returning students, welcome back to the Creek! For our new families, you are fully and faithfully invited to participate in your child's educational experience. Please join our community, volunteer to assist your child's teacher in their classroom, and attend every event you can–together we can do more, and I'm excited about supporting you this year!

With great appreciation for all of our stakeholders,

Robert Tolbert
Principal
Sharp Creek Elementary School

Vision

To create a premier culture where all stakeholders can thrive.

Mission

To empower every student to achieve academic success and personal growth.

Purpose

To positively change lives.

Administration
Robert Tolbert – Principal
Amanda Eskew – Assistant Principal
Lynda Bingham – Instructional Lead Teacher

Office & Support Staff
Betty Jo Rann – Office Clerk
Angi Andrews – Bookkeeper
Angela Hood – School Nurse
Julie Kelly – Media Specialist
Jeremy Shain – Counselor
Caroline Pettijohn – Social Worker
Jamie Miller – School Psychologist
Cady Powell– Speech Language Pathologist
Courtney Lindsey – Speech Language Pathologist
Scott Sumner – Technology Support
Ronda Lee – Registrar
Michael Rothschadl- SRO
Tracey Ricks – Nutrition Manager
Felisa Collins – Nutrition
Kelley Risner – Nutrition
Mirna Borchers-Nutrition

PreK Team
Kristan Nichols – Teacher
Tanja Cochran– Teacher
Jamie Bush – Assistant Teacher
Felicity Wingo – Assistant Teacher

Kindergarten Team
Jennifer Booth – Teacher
Jessie Robinson – Teacher
Shannon Jackson – Teacher
Mari Grace Ayers – Teacher
Paula Sanders – Assistant Teacher
Lakenia Dorsey – Assistant Teacher
Michelle Smith – Assistant Teacher
Bethany Hickom – Assistant Teacher

First Grade
Brittany Evans – Teacher
Matthew Adams– Teacher
Madison Shadrix – Teacher
Lauren Stephens – Teacher

Second Grade
Miranda Shadix– Teacher
Teri Ragsdale – Team Leader
Hannah Geldmeier – Teacher
Hailey Wilkerson – Teacher

Third Grade
Tiffany Casswell – Teacher
Jennifer Vaught– Teacher
Leslie Warren – Team Leader
Alexis Braddy- Teacher

Fourth Grade
Maggie Brown – Teacher
Bryanna Leatherwood – Teacher
Tara Ferguson – Teacher
Emilee Kelley- Teacher
Michelle Holt- Teacher

Fifth Grade
Lindsey Cobb – Teacher
Mark Haney – Teacher
James Kirk – Teacher
Kaci Todd- Teacher

Exploratory Education
Jessica Carter – Art
Anna Ellis – STEM
Parker Smith – PE
Danille Lanier – Music

Educational Support Services
Karen Bragg – QUEST & Gifted Coordinator
Crystal Jackson – Teacher
Samantha Duemig – Teacher
Kayleigh Kraus – Teacher
Shanna Diekmann – Teacher
Carrie Cochran – Teacher
Alaina Dorrough – Teacher
Jorja Gable-Teacher
Bertie Wilbanks, ISC
Donna Horstkamp – Teacher
Tandy Smith – Teacher
Emily Sanders- Teacher
Lisa Jackson – Teacher
Laquita Rogers – Teacher
Zelia Ramirez – K-3 Behavior Para
Melissa White – Para (SE)
Kassi Massey – Para (SE)
Christy Gunnels– PALS
Ann Brooks- PALS
Krista West – PALS
Ashley Hodges – Para (AdSE)
Melinda Longoria – (AdSE)
Ashley Hembree – (AIM)
Becca Powers – Para (AdSE)
Michael Butler – Para (AdSE)
Jennifer Huff – Para (AdSE)
?- Para(AdSE)
Andrea Gable-Tutor

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.

The end of the instructional day is **2:20 pm**. Buses are scheduled to leave Sharp Creek at approximately 2:30pm. NOTE: It is very common for bus departures to run late during the first week of school.

After School Program

Sharp Creek Elementary School has a very successful after school program, known as ASP—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**
****ASP Fees are charged at check in – 2:30 pm

Registration information pertaining to ASP will be given to all parents during open house, and is available in our front offices.

School Day Hours of Operation

Doors Open: 7:00 am
Tardy Bell: **7:35 am****
Dismissal: 2:20 pm
Car Rider Pick-up Begins: 2:30 pm
Car Rider Pick-up Ends: **2:45 pm**
Main Offices Close: 3:00 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.

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. 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. Rann in our main office at (770) 214-8848. 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

Georgia State Law HB340, the "Distraction-Free Education Act" requires schools to prohibit students from accessing personal electronic devices while on school premises during school hours. This includes cell phones, smartwatches, ear phones, and other electronic devices. If an electronic device comes to campus with a student, it will be expected that it is turned off and remains in their bag, or in the area designated by the school, for the duration of the school day. Parents should contact the front office if they need to speak with their student. Please see **Board Policy JCDAF: Use of Electronic Devices by Students** and the **Carroll County Schools Student Handbook** for more information.

Violations of the Electronic Device Guidelines will be handled as follows:

1st Offense:

The student will receive a documented warning, and the Parent/Guardian will be notified. The device will be confiscated and released to the student at the end of the day by the front office.

2nd Offense:

The student will receive a documented warning, and the Parent/Guardian will be notified. The device will be confiscated, documented, and released only to a parent or guardian by the front office.

3rd Offense:

The student will receive a behavior referral and will be given 1 day of In-School Suspension. The device will be confiscated, documented, and released only to a parent or guardian by the front office.

4th Offense:
The student will receive a behavior referral and will be given 2 days of In-School Suspension. The device will be confiscated, documented, and released only to a parent or guardian by the front office.

5th Offense:
The student will receive a behavior referral and will be given 3 days of In-School Suspension. The device will be confiscated, documented, and released only to a parent or guardian by the front office.

6th Offense:
The student will receive a behavior referral and will be given 3 days of In-School Suspension. The device will be confiscated, documented, and released only to a parent or guardian by the front office.
*Any offense after the sixth disciplinary consequence will be at the discretion of the school administration. Habitual offenders of the Electronic Device Guidelines will be subject to behavior management plans/contracts that may include turning the device into the front office staff upon arrival.

*In the event a student refuses to hand over a device to a staff member, disciplinary consequences will be issued for failure to comply with school personnel.

Field Trip Electronic Device Guidelines

Students may bring personal electronic devices on both day and overnight field trips; however, use will be limited and closely monitored.

- During all trips: Electronic Devices should remain stored away during instruction, activities, and group times.

- Appropriate use: Teachers or chaperones will determine when Electronic Device use is allowed (for example, quick check-ins with parents or taking photos when permitted).

- Misuse: Excessive use, inappropriate content, or disruptions may result in the Electronic Devices being collected and returned at the end of the trip. Taking videos or photos of peers or adults to post on social media or to harass, embarrass, or cyberbully others is strictly forbidden.

- Communication: Teachers and chaperones will have phones available for emergencies or communication with the school or families as needed. The school will provide updates to families; parents should not expect constant communication from students.

Clubs & Extracurricular Activities

At Sharp Creek, 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 Creek. More information about how to become part of these clubs will be provided during Open House, or upon request at our main office.

Club	Sponsor	Purpose
FCA	Bethany Hickom/Crystal Jackson	Empower students to lead their peers in growing spiritually, building strong character, and fostering fellowship through faith-centered activities and sports.
Academic Team	Margaret Brown	Promote academic excellence, critical thinking, teamwork, and a love for learning through friendly competition and collaborative problem-solving.
Honor Chorus	Danielle Lanier	Recognize and celebrate musical excellence by providing talented student vocalists the opportunity to perform at a higher level, collaborate with peers across schools, and grow as musicians and performers.
Sharp Creek Chorus	Danielle Lanier	The purpose of the Sharp Creek Chorus is to inspire a love of music, build confidence through performance, and foster teamwork and creativity in a supportive, joyful environment.
Junior FFA	Kaci Todd/Bryanna Leatherwood	Introduce younger students to the values of leadership, agriculture, and community service while developing responsibility, teamwork, and foundational knowledge of the FFA organization.
Junior Beta Club	Lindsey Cobb/Kaci Todd	Promote academic achievement, leadership, character, and service among elementary and middle school students.
Art Club	Jessica Carter/Emilee Kelley	Provide students with a creative space to explore artistic expression, develop their skills, and connect with others who share a passion for the visual arts.
Kilometer Kids	Terri Ragsdale	Promote healthy habits, goal setting, and a love for running in a fun, supportive, and non-competitive environment for children.
Sharp Creek Sharpettes	Lauren Stephens/Madison Shadrix/Bryanna Leatherwood/Brittany Evans	Promote school spirit, teamwork, and confidence through performance, leadership, and positive representation of Sharp Creek Elementary.
News Crew	Julie Kelly	Engage students in developing communication, teamwork, and leadership skills by producing and delivering school news and announcements.
Drama Club	Angi Crowder	Provide students with opportunities to explore creativity, build confidence, and develop teamwork through theatrical performance and production.
Golden Pearls	Melissa White/Angi Andrews	Celebrate and cultivate qualities of kindness, respect, responsibility, and leadership among students, encouraging them to be positive role models within the school community.

PBIS Student Ambassadors	Leslie Warren	Support and promote a positive school climate by modeling respectful behavior, encouraging peers, and helping implement Positive Behavioral Interventions and Supports (PBIS) initiatives.
Science Olympiad	Matthew Adams	Engage students in hands-on STEM learning through fun, challenging competitions that promote teamwork, critical thinking, and a deeper understanding of science and engineering concepts.
Tome Society	James Kirk	Foster a love of reading and literature by bringing students together to explore diverse books, share ideas, and build a community of curious, thoughtful readers.
STEM Squad	Anna Ellis	Inspire curiosity and innovation by engaging students in hands-on activities that explore science, technology, engineering, and mathematics in fun and meaningful ways.

Code of Conduct

The School is a community, and the rules and regulations of a school are the laws of that community. All of those enjoying the right of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of every citizen is to respect the laws of the community. ***Please see the CCS Student Handbook for additional information.***

Fees

Fees can be paid through Campus Pay, accessible via the school website. Additionally, any unpaid fees will be added to the student's Infinite Campus portal and must be cleared prior to high school graduation.

Field Trips & Student Celebrations

Students will have the opportunity to participate in a variety of field trips and student celebrations designed to enhance your child's educational opportunities here at Sharp Creek. These experiences 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 off-campus field trips—these forms will be sent home in take home 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. **Field trips & Performance Celebrations are considered privileges**, and students may lose this privilege if they fail to maintain the behavior expectations outlined by our teachers and staff here at Sharp Creek.

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 free for all students.****

Student Breakfast: 7:00 am – 7:35 am
$ 2.00 Adult / Visitor Breakfast
Student Lunch: 25 minutes – scheduled between 10:15 – 12:45, depending on grade level

$ 4.00 Adult / Visitor Lunch
$ 0.60 Extra Milk / Drink
** Students are not permitted to bring soda or energy drinks (caffeinated) to school. Questions about permitted beverages may be directed toward administration.*
*** ala' carte purchases vary based on item*

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)
PBIS Celebrations
School Club and County Competitions
STAR Reading Growth
STAR Math Growth
Student of the Month

School Advisory Council

Sharp Creek will establish a school advisory council for the 2025-26 school year, in an effort to engage all of our community stakeholders and provide quality input into our school improvement initiatives. To request information on how you or your child may be a part of this process, please email Kaci Todd at **kaci.todd@carrollcountyschools.com**

Student Advisement

At Sharp Creek, Jeremy Shain 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 Jeremy Shain at **jeremy.shain@carrollcountyschools.com**

Transportation

BUSES: For students that are zoned and districted to attend Sharp Creek 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 **2:45 pm****. After 2:45 pm, students will be sent to our after school program.

*****It is critical that all vehicles have the correct car rider signage prominently displayed in their front window (must have the correct school year). Without the signage, 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 2:45 pm.

Visitors

At Sharp Creek, 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.