



Student / Parent Guide for Processes & Procedures 2026-2027

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 2026-2027 school year! Our theme for this year is **ONE**: school, community, goal to achieve EXCELLENCE. Our hashtag this year will be **#ONEgreatschool**. At Sand Hill, we know *Greatness Requires Effort Attitude and Toughness*. By being **ONE** school and community with **ONE** goal to achieve EXCELLENCE, we will live up to our reputation of being a GREAT school. You've heard the saying, "It takes a village to raise a child." That statement resonates inside the school building as well. Sand Hill will only be as GREAT as the partnership that we have with families and our community. As we move into this new and exciting school year, the Sand Hill community is prepared to be **ONE** as we strive for excellence! Thank you for entrusting us with your child's education.

Sand Hill 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, curiosity filled lessons 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, Academic Team, Tech Team, Science Olympiad, Chorus, Pridettes Dance Team, SHES Cheer Club, Farm to Table 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.

As most of you heard at awards day ceremonies, we were selected to open Sand Hill Elementary Early Learning Academy this year. Our youngest learners will have a designated space to *Wonder, Explore, and Create*. We are committed to prepare our students for the world we live in while providing an education that is developmentally appropriate. This is just one step toward our **ONE** goal of EXCELLENCE.

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 CONNECT with you, we want to engage with you, and we want to support you. During the 2026-2027 school year, let's be **ONE** school, **ONE** community, with **ONE** goal to achieve **EXCELLENCE**, 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.

2026-2027 Theme

ONE
school, community, goal
EXCELLENCE

#ONE #oneGREATschool
Greatness **R**equires **E**ffort **A**ttitude and **T**oughness

Administration

Troyanne Parham-Stephens – Principal
Erika Krebs – Assistant Principal
Suzanne Palagano – Instructional Lead Specialist
Kasheena Hudson-MTSS Coordinator

Office & Support Staff***Erin Beasley - Secretary, Support Staff of the Year***

Shelley Griffin - Bookkeeper
Sonja McNeil - Registrar
Olivia Porterfield - School Nurse
Jennifer Earnest - Media Specialist
Cheryl Henderson - Counselor
Mallory Ingram - Social Worker
Andrew Huggins-School Psychologist
Charles Fleming - Technology Support

PreK Team

Ansley Watkins-Teacher
Chelsea Warren - Paraprofessional
Brooklyn Gregory - Team Leader
Kara Sudduth - Paraprofessional
Kim McKinley - Teacher
Mary Jenkins - Paraprofessional

Kindergarten Team

Hillary Bailey - Math Team Co-Leader
Amy Hall - Paraprofessional
Anita Nix - Teacher
Heather Rawson - Paraprofessional
Hannah Bridwell - Teacher
Jennifer Reynolds - Teacher
Caitlin Miller - Paraprofessional
Madison Bookheimer- Teacher
Janice Buford- Paraprofessional

First Grade

Monica Young - Co Team Leader
Tiffany Elliott - Co Team Leader
Maggie Thomas- Teacher
Cindy Ibbettson -Teacher
Amya Hill - Teacher

Second Grade

Shannon Shadix- Co Team Leader
Heather Sanspree - Co Team Leader
Kelly Head - Teacher
Phoebe Liebl- Teacher
Ashley Hassler - Teacher
Amanda Curtis-Teacher

Third Grade

Dana Cole - ELA Co Team Leader
Alyssa Cook - Math Co Team Leader
Heather Duffey - Teacher
Tabitha Schillinger - 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

Cindy Fell- ELA Co team Leader
Lara McNeirney-Riggs -Math Co Team Leader
Raigan Ray- Teacher
Breanna Wyatt - Science/Social Studies
Angela McMichael- Teacher

Exploratory Education

Kaitlyn Jackson - Art Education & Team Leader
Samantha Shadrix- Music Education
Ericka Terrell - Physical Education
Leeann Doyle- STEM Lab

Educational Support Services

Christina Gilham - QUEST & Gifted Coordinator
Joy Newman - In-School Coordinator, Teacher of the Year
Chelsea Garmon-SE Teacher
Ashley Booker-SE Teacher
Charisma Jackson- SE Teacher
Annette Preston - SE Teacher-
Teresa Tipton - SE Teacher-
Marissa McGrew - SE Teacher
Leighanna Moore - K-2 AIM Teacher
LJ Pace - 3-5 AIM Teacher
Toony Lincoln- ESOL and ELL Support
Niki Nunez - Speech Language Pathologist
Kiley Covey - Paraprofessional
Lyvonda Jacks- Paraprofessional
Ashley Bright- Paraprofessional
Brittany Schock- Paraprofessional
Alethea James - Paraprofessional
Felicia Henderson - Paraprofessional
Atora Strickland- Paraprofessional
Beca Cole-Paraprofessional
Kelli Robinson- 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.

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. See **Appendix A** for more information.

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 Club- Jackson
Road Runners- Terrell
Yearbook- Doyle
FCA- Cole

Science Olympiad- Cook
Patriot Cheer- Miller
WSHE Broadcast Crew- Earnest
House Leaders- 5th grade
Farm to Table Club- Tipton
American Sign Language- Pace
Pridettes- White
Tech Team- Earnest

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 – 12:40, 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.**

****ALL cupcakes and food brought in to be distributed to students other than your child MUST contain the food label to ensure no students are exposed to allergens.**

****Parents may start eating lunch with their children on September 1. EXCEPTION: Students with an **AUGUST birthday** may have a parent eat lunch with them. This will be verified in the front office. Students may choose ONE friend to sit with them when a parent comes to have lunch with them. NO outside food or drinks are allowed to be given to other students from parents. If this violation occurs, parents may lose privileges to join students for lunch.**

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 2026-2027 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:

Angie Lester
Carlos Montoya
Teresa Zapata

Christine Fabre
Mark Mandelke
Courtney 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.

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 in the 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 2026 - 27 Calendar

Approved February 13, 2025

July 29 - 31	Preplanning/Professional Learning for Staff
August 6	First Day of School
September 4	Mid-Term Reports for First Nine Weeks Available
September 7	Labor Day Holiday
October 2	End First Nine Weeks Grading Period
October 8	Report Cards for First Nine Weeks Available
October 12-16	Fall Holiday
November 2	Professional Learning Day
November 12	Mid-Term Reports for Second Nine Weeks Available
November 23 -27	Thanksgiving Holiday
December 18	End Second Nine Weeks Grading Period/End of Semester
December 21-31	Christmas Holiday
January 1	New Year's Holiday
January 4	Teacher Work Day
January 5	First Day of Second Semester
January 7	Report Cards for First Semester Available
January 18	Martin Luther King Holiday
February 4	Mid-Term Reports for Third Nine Weeks Available
February 15-19	Winter Break (Possible Inclement Weather Day)
March 12	End Third Nine Weeks Grading Period
March 18	Report Cards for Third Nine Weeks Available
March 19	Professional Learning Day (Possible Inclement Weather Day)
April 5-9	Spring Break
April 21	Mid-Term Reports for Fourth Nine Weeks Available
May 25	Last Day of School - End Fourth Nine Weeks Period/End of Semester
May 25	Elementary and Middle School Report Cards Available
May 26-27	Post planning
May 26	High School Report Cards Available
May 31	Memorial Day Holiday
May 26	High School Report Cards Available
May 28	Possible Staff Inclement Weather Make-up Days



**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 7, 2026.

Appendix A

Elementary School Electronic Device Guidelines

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.