

# Oak Hill Elementary School

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Covington, GA 30016  
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Dr. Brenda Gammans, Principal

Mrs. Tara Lynn, Asst. Principal

August 25, 2021

Dear Parents and Guardians,

The purpose of this letter is to give you some information and reminders.

1. Masks are required. Please make sure that your child wears a mask before entering the building or getting on a bus. You may want to put an extra mask in their book bag.
2. In order to speed up the car rider line in the morning, please have your door unlocked and your child ready to exit the car. Drop your child off at the sidewalk. Do not wait until you get to the front door to drop off your child. Staff members will be present to supervise students as they enter the building. Car riders should not be dropped off at the side doors or the rear doors.
3. **If you have a child that is sick, coughing, has a runny nose, upset stomach, etc. do not send them to school.**
4. It is very important that the school has your correct email and phone number. If you are not receiving school emails or phone calls, please contact the office so that we have your most current information.
5. For safety reasons, **student check-outs after 1:45 p.m. are not permitted.** To check out a student, the person must ring the buzzer system, have ID, and be listed on the child's information yellow card as having permission to check out the child.
6. Please visit our school website often. It contains links to e-learn, e-books, a school calendar, and various other information. Our address is <https://ohes.newtoncountyschools.org/>.
7. The Newton County Fire Marshall has asked us to remind you not to park in the fire lane. (It is the entire length of the front of the building.)
8. **If you need to change the way your child goes home, please send a signed and dated note with a phone number for verification.** Transportation changes can be made by email using [ohifax@newton.k12.ga.us](mailto:ohifax@newton.k12.ga.us). Please do not email teachers or staff for transportation changes. All transportation changes must be made before 1:30. We are unable to make transportation changes over the phone.

## Dates of Interest

Sept. 1	Individual Pictures (more information will be coming)
6	Labor Day holiday – schools closed
10	Early Release – parent conferences

9. We have parent openings for school council. If you are interested in running for it, please contact me by September 1. School council will meet at 7:30 virtually four times a year.

If I can assist you in any way, please contact me. On behalf of the faculty and staff of Oak Hill Elementary School, thank you for the opportunity to educate your child.

Sincerely,

Brenda Gammans, Ph.D.  
Principal