

**Oak Hill Elementary School**  
**6243 Highway 212**  
**Covington, GA 30016**  
**770-385-6906**  
**FAX: 770-385-6909**

Dr. Brenda Gammans, Principal

Mrs. Tara Lynn, Asst. Principal

November 3, 2020

Dear Parents and Guardians,

Happy fall! Our staff is looking forward to working with you and your child. The purpose of this letter is to give you some information and reminders.

1. **Children should not be dropped off before 7:05 a.m.** The door for student/parent entry to the school does not open until 7:05. For safety reasons, **student check-outs after 1:45 p.m. are not permitted.** To check out a student, the person must report to the office, have ID, and be listed on the child's information card as having permission to check out the child.
2. **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.
3. 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/>.
4. We have another way to send out information. This year you can follow Oak Hill on Twitter - @OHES\_Covington or on Facebook.
5. Here are some dates of importance. Please add those to your calendar.

Nov. 4	School Council – Virtual 8 am.
Nov. 11	Report Cards issued
Nov. 12	Title I Family Literacy Night Virtual – more information will be coming
Nov. 25-27	Thanksgiving Break – schools closed
Dec. 18	Early release day for students
Dec. 21-Jan. 1	Winter Holidays – schools closed
Jan. 4	Teacher Work Day – no school for students
Jan. 5	Students Report
Jan. 18	MLK Holiday – schools closed
Feb. 3	Report Cards Issued
Feb. 15	Mid-Winter Break – schools closed (Bad weather make-up if needed)
Feb. 26	Early Release – parent conferences

6. **Has your email or phone number changed?** Please contact the front office at 770-385-6906 to give us the correct information. It is very important that we are able to contact you.
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 students miss school or classes on zoom, please send an excuse to your child's teacher.
9. If your child is virtual, please make sure that they are completing their assignments.

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