

# Oak Hill Elementary School

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Dr. Brenda Gammans, Principal

Mrs. Tara Lynn, Asst. Principal

November 3, 2021

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. Masks are required. Please make sure that your child wears a mask before entering the building or getting on a bus. Please put an extra mask in their book bag.
2. **If you have a child that is sick, coughing, has a runny nose, upset stomach, fever, etc. do not send them to school.**
3. 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.
4. 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.
5. Please visit our school website often. It contains links to e-books, a school calendar, and various other information. Our address is <https://ohes.newtoncountyschools.org/>.
6. 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.)
7. **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

Nov. 18	Individual pictures retakes
18	School Council Meeting – Virtual at 7:45 a.m.
22-26	Thanksgiving Break – schools closed
Dec. 17	Early Release Day for students/last day before winter holidays
Dec. 20-31	Winter Holidays – schools closed
Jan. 4	Students report to school
6	Report Cards issued to Students
17	MLK Holiday

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