

# ***Oak Hill Elementary School***

**6243 Highway 212**

**Covington, GA 30016**

**770-385-6906**

**FAX 770-385-6909**

**Web address: <https://ohes.newtoncountyschools.org/>**

## **Student Handbook**

**2021-2022**

**This Student Agenda Belongs to:**

**Name :** \_\_\_\_\_

**Grade :** \_\_\_\_\_ **Homeroom Teacher:** \_\_\_\_\_

**Address :** \_\_\_\_\_

\_\_\_\_\_

**Phone Numbers :** \_\_\_\_\_

**Student ID Number :** \_\_\_\_\_

**Program Log-in Numbers**

\_\_\_\_\_

\_\_\_\_\_

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**Dr. Brenda Gammans,  
Principal**

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Dear Parents/Guardians,

It is my pleasure to welcome you to Oak Hill Elementary School, home of the red and black bulldogs. The faculty and staff join me in saying we're happy to have you as part of the Oak Hill family. We hope that this will be a successful and satisfying year for you.

The pages of the agenda handbook, both the local school section and Newton County School System section, are filled with important information regarding school policy and procedures. Please take time to review the administrative and county policies that are outlined in this student agenda. If you have questions that remain unanswered after reading the handbook sections, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

Take time to review your child's agenda each day. It will contain their homework assignments and other comments from your child's teacher. Sign your child's agenda each day to show that you are aware of your child's assignments and comments that were made by your child's teacher.

Each Wednesday your child's teacher will send home the "Wednesday folder." This folder will contain announcements, newsletters, and work completed by your child.

I would like to encourage you to visit and use our school's website. It contains information about PTO, a calendar of events, and many other important links. The address is: <https://ohes.newtoncountyschools.org/>

As the school year begins, the PTO will begin new fundraising efforts to help enhance our instructional program. I would like to urge you to become an active member of our PTO. Your cooperation and support only helps to strengthen our school.

I encourage you to make a commitment for your children to attend school each day. Please make sure that your child arrives to school on time. Tardiness and absenteeism affect a child's ability to obtain the full benefit from the instructional day.

Our motto at Oak Hill Elementary continues to be a simple one; "Knowledge grows here." Our faculty and staff look forward to serving you and your child.

Sincerely,

Brenda Gammans, Ph.D.  
Principal

## ***Mission Statement for Oak Hill Elementary School***

To provide educational excellence for ALL students

### ***Vision Statement***

All students will be well-rounded and prepared for the future.

### ***Oak Hill Elementary School Pledge***

Today I will do my best  
to be my best.

I will listen, follow directions,  
and accomplish all that is expected.

I will be honest.

I will respect the rights of others.

I can learn. I will learn.

Today I will do my best  
to be my best.

### **School History**

Oak Hill Elementary School opened in Fall 2001. The Newton County Board of Education named the school for the community where it resides. In Fall 2003, Oak Hill opened with 10 additional classrooms.

### **School Motto**

*"Knowledge grows here."*

### **School Mascot and School Colors**

The school mascot is the bulldog and the school colors are red and black. The Oak Hill Elementary students chose their mascot the first year that the school was opened.

## Belief Statements

- We believe all children will grow to be successful, motivated lifelong learners.
- We believe success grows from the roots of our families and communities.
- We believe discipline, accountability, and self-control are essential to ensure a safe learning environment.
- We are dedicated to providing a positive, nurturing environment for academic excellence

## PTO (Parent-Teacher Organization)

The Oak Hill Elementary School PTO is a vital part of our school program. By being a parent of a child at Oak Hill, you are a member of the PTO. Meetings are scheduled several times during the year. The PTO sponsors fund-raising activities, and provides materials and supplies to teachers and the school. You are encouraged to be active in PTO activities.

## Safety

A sincere effort has been put forth to make our school as safe as possible. Protective measures and procedures have been established with the safety of each child in mind. In order to enhance safety everyone must abide by the following.

1. According to the NCSS Plan to Return to In-Person for 2021-22, Schools are to limit any nonessential visitors, volunteers, and activities. Visitors will be required to follow mitigation protocols as established by the school district.
2. All parents/guardians checking-in late students must come to the front door, hit the buzzer, and sign-in their child into school.
3. When parents/guardians want to check-out a student early they must bring picture identification and buzz the front office. The office staff will verify the ID and check the student information card completed by the parent/guardian to see if the person may check-out the student. Once this is verified the office then calls for student via the intercom. **Check-outs after 1:45 p.m. are not permitted.**
4. Parents should not phone the school to change a child's afternoon method of transportation home. Instead, the school will need a signed and dated note with phone number for verification. A faxed or emailed note with phone number for the Oak Hill office to verify will be accepted. Notes can be sent to this email only to this address: [ohifax@newton.k12.ga.us](mailto:ohifax@newton.k12.ga.us). **Transportation changes sent to teachers and staff members will not be accepted.**
5. For safety reasons, **parents should not drop off students prior to 7:05 a.m.** The building does not open until 7:05.
6. Tornado drills, fire drills and other safety activities will be conducted to enhance safety.
7. Please inform the office and your child's teacher if your phone numbers change or if your email changes. It is very important that parents can be reached.

## Discipline

All students will conduct themselves as respectful, well-disciplined individuals. The students at Oak Hill Elementary observe these simple school rules:

1. Keep hands, feet, and objects to yourself.
2. Use an appropriate tone of voice.
3. Follow directions given by school personnel.
4. Respect others and their property.

A system-wide code of conduct/discipline section, which is applicable to all students in all elementary schools, is in the Newton County Schools Elementary Handbook. This can be found in a subsequent part of this agenda.

Parents should review the discipline sections carefully with their child. Teachers and bus drivers may take items from students that distract from the learning process or cause safety problems.

### **Morning/Afternoon Car Riders**

Parents may begin dropping their children off in the front of the school at 7:05. **Students should not be dropped off before 7:05.** **The school begins the supervision of students at 7:05.** It is very important that children are not dropped off on the side of the building or in the rear of the building. These areas are reserved for buses and daycare. Usually, there is very little traffic in the front of the building from 7:05-7:20. However, from 7:20-7:40 the front area becomes extremely busy. Please follow the flow of traffic through the parking lot and across the front of the school. For safety purposes, it is extremely important for you not to stop your vehicle in the front parking lot and let your children out. There are staff members stationed on the sidewalk in front of the school to assist the smaller students. In the afternoon, please follow the flow of traffic to the back of the building. You will pick up your child at a cone near the gym. Parents without current car rider tags will be sent to the office. **Cars may not go behind the main building until after 2:10**

### **Students Tardy to School**

School starts at 7:40. Children who are tardy for school lose valuable instructional time. For safety reasons, if your child arrives after 7:40, an adult must accompany the child in to sign the child into school.

### **Bringing Friends/Siblings to School**

Oak Hill students may not bring siblings to school as their guests. Also, students may not bring friends from other schools or school systems to school as their guests.

### **Wednesday Folder**

Each child in grades K-5 receive an Oak Hill Folder which is sent home each Wednesday. The purpose of the folder is to help students organize communication papers that go home from the school regarding school activities, PTO communication, and work completed by your child. Please check the folder each Wednesday and return it to school the next morning. Lost folders will be replaced for a fee of \$2.00.

### **Student Agendas**

Student agendas are an integral part of the process of communication between teachers and parents. Teachers and parents are expected to review the agenda daily. Teachers may make comments daily about a student's performance or behavior in their agenda. Students will copy down the homework assignments. Parents are expected to sign the agenda each day and check their child's homework. Lost agendas cost \$5 to replace.

### **Lunch and Breakfast**

Parents/guardians will be unable to eat lunch or breakfast with their child. Daily meal prices are listed in the county part of the NCSS handbook. If you have any questions about your child's meal account, please contact the school cafeteria manager.

### **Student Birthdays**

Parents may bring store bought cupcakes/muffins, etc. to the office. The office staff will send this to the child's teacher. Students will have the item after lunch. No other items may be brought for birthdays.

### **Personal Property/Lost and Found**

Please mark all book bags, lunch boxes, sweaters, coats, gloves, hats, coats, and jackets with your child's name. "Lost" items are stored in a plastic box near the cafeteria. The school is not responsible for lost items. Items that are not claimed at the end of each semester are sent to Goodwill or the Salvation Army.

### **Phone Calls to Students/Students Calling Home**

In order to avoid the disruption of instruction, students will not be called to the office to answer phone calls. A message will be taken and placed in the teacher's mailbox. Students will not be allowed to call a parent to change the way they go home, get missing assignments, or projects.

### **Car Rider Tags and Numbers**

Parents that pick up their children from school daily must have a car rider tag and number. Each year parents must sign up for a new car rider tag. When signing up, each family is issued 2 car rider tags. Additional or replacement car rider tags may be purchased for \$1.00 each.

### **Homework**

The faculty at Oak Hill believes a well-balanced education must involve a partnership between home and school. Homework is a very important part of this partnership. Homework can improve academic achievement, promote student responsibility, and strengthen independent study skills in children

### **School Sponsored Clubs**

Our school has clubs (excluding clubs involved in competitive interscholastic activities) under the direction and control of the school which are organized and meet based on common goals, objectives, and activities. The school sponsored clubs that are or have been in operation at our school are listed below and provide you pertinent club information. State law requires that the parent/guardian has the right to withhold permission for their student to join or participate in any school sponsored club or organization with which they object. For your convenience, a form is included in the system portion of this student

handbook for your completion. If, in the future a club is added, you will be sent information on the club and will be required to complete a form giving your permission for your student's participation in the new club.

The school sponsored clubs at our school are:

Name of Club: ***The Art Club***      Purpose: The Art Club's purpose is to promote the love of art.  
Description of Past / Planned Activities: The Club meets once or twice a month in the mornings. Activities include make art projects.  
Sponsors: Ms. Jordan

Name of Club: ***Bulldog Book Club***      Purpose: The Book Club is opened to 4th and 5<sup>th</sup> grade students to promote reading for enjoyment.  
Description of Past / Planned Activities: Past meetings were held after school to discuss books that club members had read. Snacks were served. Students will compete in the Newton County Reading Bowl and the Media Festival.  
Sponsors: Ms. Dowdy

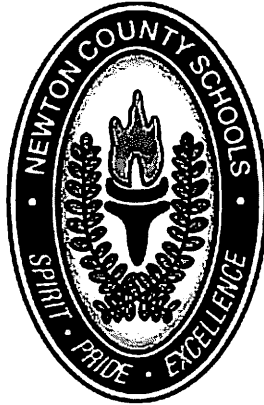
Name of Club: ***Music Club***      Purpose: The purpose is to promote the love of singing, playing, and composing music. The club is comprised of 5<sup>th</sup> grade Honor Chorus..  
Description of Past / Planned Activities: Students are selected by audition and application. Students have various activities before school.  
Sponsor: Mr. Jeff Johnson

Name of Club: ***Safety Patrol***      Purpose: The purpose of the safety patrols is to help monitor the hallways between 7:10-7:40 a.m.  
Description of Past/Planned Activities: Selected 4<sup>th</sup> and 5<sup>th</sup> grade students rotate quarterly and serve as hall monitors.  
Sponsors: fifth grade teachers

Name of Club: ***Junior Beta Club***      Purpose: The purpose is to recognize fourth and fifth grade students who have demonstrated excellence in the areas of academics, commendable character, and leadership.  
Description of Past/Planned Activities: Club members carry out a service project to benefit the school or community.  
Sponsor: Ms. Dunagan

### **Disclaimer**

By no means is the Oak Hill Student Handbook all-inclusive. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included but by no means does it cover every situation.



## **NEWTON COUNTY SCHOOL SYSTEM**

**2109 Newton Drive, NE  
Covington, GA 30014  
Phone (770)787-1330**

We would like to welcome you back for the 2021-22 school year!

Attached, you will find two signature pages from the Newton County School System's Student Handbook. Please read, sign, and return these pages to your child's school. The first is the "Parent and Student Acknowledgement of Understanding and Receipt" and the second is the "Notice of Understanding, Computer Resource Usage, Publicity Release and School Sponsored Club Opt-Out Statement". You can review the Newton County School System's Student Handbook on the desktop of every NCSS student device, as well as our district website, [newtoncountyschools.org](http://newtoncountyschools.org).

¡Nos gustaría darle la bienvenida nuevamente para el año escolar 2021-22!

Adjunto, usted encontrará dos páginas de la firma del manual del estudiante del sistema escolar del condado de Newton. Por favor, lea, firme y devuelva estas páginas a la escuela de su hijo. El primero es el "Reconocimiento de comprensión y recepción de padres y estudiantes" y el segundo es el "Aviso de comprensión, uso de recursos informáticos, liberación de publicidad y declaración de exclusión del club patrocinado por la escuela". Puede revisar el Manual del Estudiante del Sistema Escolar del Condado de Newton en el escritorio de cada dispositivo estudiantil de NCSS, así como nuestro sitio web del distrito, [newtoncountyschools.org](http://newtoncountyschools.org).



**Parent and Student Acknowledgement of Understanding and Receipt**

As the parent/guardian of, \_\_\_\_\_,  
(Print Student's Name on the Line Above)

I have read and understand the 2021-22 school rules and attendance requirements and accompanying possible consequences and penalties of the Newton County Schools as they pertain to students. I have read page 56 and give my child permission for computer usage, publicity release and club membership. (If permission is denied for any of these, page 56 must be returned along with this page.) Additionally, I have read the information on page 20 regarding "Notification of Professional Qualifications" and page 26 "School Messenger & The Telephone Consumer Protection Act (TCPA)." I understand that it is my responsibility to notify the school of address and phone number changes and to provide updated proofs of residence.

Parent/Guardian Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
E-mail: \_\_\_\_\_

**STUDENT: I have read and understand the 2021-22 school rules and attendance requirements and accompanying possible consequences and penalties of the Newton County Schools as they pertain to students.**

**Student (Grades 4-12): SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**STUDENT: I understand and will abide by the terms of the Acceptable Use Policy included under the DISCIPLINE DEFINITIONS, RULES AND DISPOSITIONS, entitled Use of Computers/Communication Resources (pages 35-38) in the System Elementary Handbook. I further understand that usage of the computer resources is a privilege. I understand that any violation of the policy is unethical and may constitute a criminal offense. Should I choose to commit any violation, my access privileges may be revoked and school disciplinary/legal action may be taken.**

**Student: SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**  
**(System Operator Use Only)**  
User Name: \_\_\_\_\_ Active [ ] Inactive [ ]  
Student #: \_\_\_\_\_ Grade \_\_\_\_\_

**Recibo de Reconocimiento y Comprensión de Padres y Estudiantes**

Como padre/tutor de, \_\_\_\_\_,  
(Imprime el nombre del estudiante en la línea arriba)

*He leído y entiendo las reglas de la escuela 2021-22 y los requisitos de asistencia y consecuencias y penalidades acompañadas posibles de las Escuelas del Condado de Newton como relaciona a los estudiantes. He leído la página 56 y doy mi permiso para el uso del computador, una autorización para publicidad y socios de club. (Si el permiso es negado por cualquiera de estos, página 56 debe ser devuelto junto con esta página.) Además, he leído la información en la página 20 sobre "Notificaciones de Cualificaciones Profesionales" y pagina 26 sobre "La Ley De Protección para el Uso de Mensajero Escolar y Teléfono (TCPA)." Entiendo que es mi responsabilidad notificar a la escuela de cambios de direcciones y números de teléfono y proporcionar pruebas actualizadas de domicilio.*

Nombre de padre/guardián: \_\_\_\_\_

Firma: \_\_\_\_\_

Fecha: \_\_\_\_\_ Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Teléfono de casa: \_\_\_\_\_ Teléfono de cedular: \_\_\_\_\_

Correo electrónico: \_\_\_\_\_

**ESTUDIANTE:** He leído y entiendo las reglas de la escuela 2021-22 y los requisitos de asistencia y consecuencias y penalidades acompañadas posibles de las Escuelas del Condado de Newton como relaciona a los estudiantes.

**FIRMA DE ESTUDIANTE (Grados 4-12):** \_\_\_\_\_

**FECHA:** \_\_\_\_\_

**ESTUDIANTE:** Entiendo y cumpliré con los términos del Política de Uso Aceptable incluido bajo las definiciones de **DICIPLINA, REGLAS Y DISPOSICIONES**, titulado como *Uso de Computadores/Recursos de Comunicaciones* (pagina 35-38) en el manual primaria del sistema. Además, entiendo que el uso de los recursos es un privilegio. Yo entiendo que cualquier violación de esta política es contraria a las normas establecidas para la conducta y puede constituir una ofensa criminal. Si elijo cometer cualquier violación, mis privilegios de acceso pueden ser revocados y acción disciplinaria/legal de la escuela puede ser tomado.

**FIRMA DE ESTUDIANTE:** \_\_\_\_\_

**FECHA:** \_\_\_\_\_

(System Operator Use Only)

User Name: \_\_\_\_\_ Active [ ] Inactive [ ]

Student #: \_\_\_\_\_ Grade \_\_\_\_\_

**NOTICE OF UNDERSTANDING, COMPUTER RESOURCE USAGE, PUBLICITY RELEASE and SCHOOL SPONSORED CLUB OPT-OUT STATEMENT**

*(\*note – If anything is written on this page, it must be returned along with page 54 to the school.)*

The Board of Education believes that the ultimate responsibility for a student’s behavior rests with the student and his/her parents. The Board believes that students shall be responsible for their behavior, shall participate fully in the learning process, and shall recognize and respect the rights of other students and adults.

Students are to respect constituted authority which includes obedience to school rules, regulations and procedures. Additionally, discipline is a partnership between the home and the school. The Board anticipates that parents will be concerned and cooperative in dealing with any behavior problem which may arise.

**COMPUTER RESOURCE USAGE: PARENT AGREEMENT OF ACCEPTABLE USE**

I have read the section regarding Use of Computers/ Communication Resources on pages 35-38 of the System Elementary Handbook. I understand that computer access is designed for educational purposes and that student access will be monitored. However, I also recognize it is impossible for agencies to restrict all controversial materials and I will not hold Newton County Schools responsible for materials acquired on the network. Further, certain aspects of the school system’s computer network are accessible to students from any Internet connected computer. I accept full responsibility for supervision if and when my child’s use of the network is extended beyond the school day and/or school building. I hereby give permission for The Newton County Schools to issue a computer user account to my student.

\_\_\_\_\_ *No, I do not give permission for the Newton County Schools to issue a computer user account to my child,* \_\_\_\_\_.

**PUBLICITY RELEASE FOR PUBLICATION OF STUDENT WORK, PHOTOGRAPHS**

I have read the Student Publicity Release Section on page 26 in the System Elementary Handbook regarding publication of my student’s work and image (photograph) in newsletters, yearbooks, local radio/TV broadcasts, newspapers, periodicals and websites. I hereby give my permission for the Newton County Schools to publish my student’s work and image in newsletter, yearbooks, local radio/TV broadcasts, newspapers, periodicals and websites.

\_\_\_\_\_ *No, I do not give permission for the Newton County Schools to publish the work of my child,* \_\_\_\_\_, *or my child’s photograph as an individual or in a class picture.*

**SCHOOL SPONSORED CLUB MEMBERSHIP OPT-OUT STATEMENT**

Georgia state law requires that a parent/guardian has the right to withhold permission for their student to join or participate in a school sponsored club or organization with which they object. The law excludes clubs involved in competitive interscholastic activities. In the School’s section of this Handbook is a listing of school sponsored clubs that meet this requirement. Below is a club membership opt-out statement for which I have chosen, if completed, to name any club in which I do not want my student to participate. If listed below, I withhold permission for my student to participate in the club(s) I have designated:

\_\_\_\_\_  
\_\_\_\_\_

**AVISO DE ENTENDIMIENTO, USO DE COMPUTADORAS, PERMISO DE PUBLICIDAD Y DECLARACION DE NO PARTICIPAR EN CLUBES DE LA ESCUELA**

*(\*nota – Si algo está escrito en esta página, debe ser devuelto con la página 54 a la escuela.)*

La Junta de Educación cree que la responsabilidad última de la conducta de un estudiante está en las manos del estudiante y sus padres. La Junta cree que los estudiantes serán responsables por su comportamiento, participaran completamente en el proceso de aprendizaje, y deben reconocer y respetar los derechos de otros estudiantes y adultos. Los estudiantes deben respetar la autoridad constituida que incluye la obediencia a las reglas escolares, reglamentos y procedimientos. Además, la disciplina es una asociación entre el hogar y la escuela. La Junta prevé que los padres serán atentos y cooperativos en la confrontación de los problemas de comportamiento que pueden suceder.

**USO DE COMPUTADORAS: ACUERDO DE LOS PADRES DE USO ACEPTABLE**

He leído la sección sobre Uso de Computadoras/Recursos de Comunicación en páginas 35-38 del Manual de sistema. Entiendo que el acceso de la computadora está diseñado para propósitos educativos y que el acceso del estudiante será monitoreado. Sin embargo, también reconozco que es imposible para agencias restringir todo el material controversial y no voy a culpar a las Escuelas del Condado de Newton para materiales adquiridos en la red. Además, ciertos aspectos de la red de computadoras del sistema escolar son accesibles a los estudiantes desde cualquier computadora conectada al Internet. Acepto la plena responsabilidad de la supervisión si y cuando el uso de mi hijo se extiende más allá del día escolar y/o el edificio escolar. Por la presente autorizo a las Escuelas del Condado de Newton a dar una cuenta de uso de computadoras a mi estudiante.

\_\_\_\_\_ *No, no doy permiso a la Escuelas del Condado de Newton a dar una cuenta de uso de computadoras a mi hijo,* \_\_\_\_\_.

**AUTORIZACION DE PUBLICIDAD PARA LA PUBLICACION DE TRABAJO DE ESTUDIANTE, FOTOGRAFIAS**

He leído la Sección de Autorización de Publicidad para Estudiantes en página 26 del Manual del Sistema sobre la publicación de trabajos de mi hijo y fotografías en boletines, anuarios, programas de radio/televisión, periódicos, publicaciones, periódicos y sitios web. Yo doy mi permiso a las Escuelas del Condado de Newton a publicar el trabajo de mi hijo y de fotografías en boletines, anuarios, programas de radio/televisión, periódicos, publicaciones, periódicos y sitios web.

\_\_\_\_\_ *No, no doy permiso a la Escuelas del Condado de Newton a publicar trabajo de mi hijo,* \_\_\_\_\_, *o fotografías de mi hijo como individuo o en fotografía de su clase.*

**DECLARACION DE NO PARTICIPAR EN CLUBES DE LA ESCUELA**

La ley escolar del estado de Georgia requiere que un padre/tutor tiene el derecho de negar permiso a su hijo unirse o participar en un club u organización patrocinado por la escuela con la que se opone. La ley excluye a los clubes que participan en las actividades entre escuelas competitivos. En la sección de la escuela de este Manual hay una lista de los clubes patrocinados por la escuela que cumplen con este requisito. A continuación hay una declaración no participar en clubes lo cual he elegido, si completado, a nombrar cualquier club en el que no quiero que mi hijo participe.

Si apuntado a continuación, retengo mi permiso para mi estudiante participar en el/los club(es) que he designado:

\_\_\_\_\_

\_\_\_\_\_