

OAK HILL ELEMENTARY SCHOOL

**6243 HIGHWAY 212
COVINGTON, GA 30016**

770-385-6906

FAX 770-385-6909

WEB ADDRESS: WWW.NEWTONCOUNTYSCHOOLS.ORG/OAKHILL/

STUDENT HANDBOOK

2009-2010

THIS PLANNER BELONGS TO:

Name : _____

Grade : _____ **Homeroom :** _____

Address : _____

Phone : _____

Student Number : _____

Oak Hill Elementary School

6243 Highway 212

Covington, GA 30016

770-385-6906

FAX: 770-385-6909

Web address: www.newtoncountyschools.org/oakhill/

**Dr. Brenda Gammans,
Principal**

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, AR, a calendar of events, and many other important links. The address is: www.newtoncountyschools.org/oakhill/.

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***

Our mission at Oak Hill Elementary School, in cooperation with parents and the community, is to facilitate a passion for knowledge and a desire for excellence in our students.

***Oak Hill Elementary School*
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.

DAILY SCHEDULE

7:15 a.m.	This is the earliest allowable arrival time for students. (Students should not to be dropped off earlier than 7:15 a.m.)
7:15 a.m. – 7:50 a.m.	Breakfast served in the cafeteria
7:15 a.m.	Students are released to classrooms or to the cafeteria
8:00 a.m.	Morning Show/Announcements
8:00 a.m.	Instructional day begins (Students arriving after 8:00 a.m. are tardy and a parent must accompany the child to the main office and sign the child into school. The child will receive a tardy pass to take with them to class.)
10:30 a.m. – 1:15 p.m.	Lunch served daily (Please check with your child’s homeroom teacher for his/her lunch schedule)
2:30 p.m.	School day ends and buses depart
7:30 a.m. – 3:30 p.m.	School Office Hours

Registration and Withdrawals

The requirements for registration of new students are found in the NCSS Elementary Handbook section of this agenda. If you move and need to withdraw your child from Oak Hill, please call the school office, 770-385-6906. Withdrawal papers will be completed for you within 24 hours of notification. Any money owed to the school is due at time of withdrawal.

Transportation Changes

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 and signed note with phone number for the Oak Hill office to verify will also be accepted. **All transportation changes must be made before 2:00 p.m.**

Change of Address and/or Phone Numbers

In the event of an illness, injury, or emergency, the school must have on file current information on each child, which includes current address and telephone numbers. Each child’s record must have an emergency contact person and an emergency phone number. In the event that you move, change employment, or change telephone numbers or contact people, you must notify the office and your child’s teacher in writing immediately.

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. Only the front door to the school lobby will remain unlocked during the school day. All parents/visitors must enter via this door and report to the office.
2. When parents check students in or out of school they must come to the office and bring a picture identification. The office will verify the ID and then call for student via the intercom. Check-outs after 2:00 p.m. are not permitted.
3. 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 and signed note with phone number for the Oak Hill office to verify will also be accepted.
4. Parents should not drop off students prior to 7:15 a.m.
5. Tornado drills, fire drills and other safety activities will be conducted to enhance safety.

Tardies/Check-Outs

Students are tardy if they are not seated in their classroom when the 8:00 a.m. bell rings. Parents should accompany students arriving after 8:00 a.m. to the office to sign their child into school. The child will receive a tardy pass to give to their teacher. Parents/guardians or designated persons checking students out of school must come to the office and bring picture identification. The office will verify the identification with the parent permission to pick-up form and then call for student via the intercom to come to the office. The person checking the student out must sign the check-out register. The person checking out the student may not go to the classroom to get the student. Students checked out after 11:30 are not considered absent. In order for your child to be counted present for the entire school day, he/she must remain at school until 11:30 a.m. or the equivalent of 3 hours and 30 minutes.

For safety reasons, **check-outs after 2:00 p.m. are not permitted.** Please refer to the Newton County Elementary School Handbook section in this agenda for detailed information concerning the attendance policy and penalties for tardies and check-outs.

Assignment of Students to Classes

Students are assigned to classes based on federal, state and local requirements, which include age, sex, race and academic needs. Recent school reform has mandated certain students to move in and out of classrooms set up to meet a specific need in reading or math. Teachers have been assigned to teach grade levels based on projected class size. In cases where a class size exceeds or does not meet projections, students may be reassigned to another teacher for the remainder of the school year. A combination of instructional models is used to provide a quality learning environment. **For these reasons we are unable to accept requests for a specific teacher.** Students may be moved to another teacher for an academic need at the discretion of the professional staff. During the school year the administration may change the placement of students to serve students in programs that meet local, state, and federal program requirements.

Field Trips

Field trips are planned to enhance the instructional program of the school. A permission slip signed by a parent/guardian is required. Parents are invited to serve as chaperones as long as space on the field trip permits. Only chaperones pre-registered with the school are allowed to attend the field trip. In the event that a trip is scheduled during the lunch hour, a sack lunch will can be purchased from the cafeteria. For the safety of all, children must use school transportation to and from the field trip destination. Check-outs after field trips are over are not permitted. For more information see the NCSS Elementary handbook in this agenda.

Parties

Oak Hill Elementary has limited parties to twice each year which includes one at the end of 1st Semester (winter holiday party) and one at the end of the year. Individual student birthdays may be recognized with unopened store-bought cupcakes provided by parents during lunch if so desired. Birthday parties are not to be held in the classrooms in order to protect instructional time. Invitations to birthday parties are not given out at school. (Note: Food brought for special events must be unopened in store-bought containers. Homemade food, cake, etc. is not permitted.)

Parent Conferences

To promote positive effective communication between home and school, parent conferences are encouraged. Fall and winter conference days are set up each year to accommodate everyone's work schedule. You may also schedule a conference with your child's teacher in advance before or after school. Drop-in conferences are discouraged. Conferences during the school day at instructional times are prohibited. Teachers are unable to schedule conferences between 7:30 a.m. and 8:00 a.m. because they are supervising students and preparing for the instructional day.

Media Center

The media center provides each child at Oak Hill the opportunity to select books they enjoy, learn new information, and practice skills learned in the classroom. Students are responsible for taking care of books checked out from the media center so that books can be enjoyed by everyone.

Lost or Damaged Textbooks and Library Books

Students are responsible for the care and possession of the textbooks that are issued to them. They are expected to keep the books in good condition. If a textbook or library book is lost or damaged, the student is held responsible and is expected to assume replacement cost.

Lost or Damaged Student IDs and Bar Codes

All student IDs are property of the school. Students who lose their student IDs or damage them so that the ID code can not be scanned will be charged \$2.50 to make a new ID. Students losing their media center bar code will be charged \$0.50.

Kroger, Publix, Ingles, Target, Box Tops, Campbell Soup Labels, Etc.

Several local businesses support the school with customer incentive programs. Please check with where you shop and if possible support Oak Hill by participating in these programs.

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. These will be held for parents to pick up. STOP, In-School Suspension, is a practiced procedure and will be staffed by a paid Board of Education employee.

Pets

Students are not allowed to bring pets to school. Parents with advanced permission may bring pets for special events, etc. and then take them home immediately after the event.

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.

Report Cards/Honor Roll

Newton County grading periods are nine week sessions. Please carefully review your child's progress and contact the teacher if you have any questions.

Students at Oak Hill are recognized for "A" Honor Roll and "A/B" Honor Roll in grades 3-5, in accordance with the guidelines found in the Elementary Handbook for Newton County Schools. Honor Roll students are recognized each semester.

Protecting Instructional Time

Research indicates that one of the factors affecting student achievement is uninterrupted instructional time. OHE teachers have prepared a full day of instruction for your child. If your child arrives late or leaves early he/she will miss part of the instructional day. If a parent interrupts a class during the instructional day, the entire class loses instructional time. For this reason, all conferences must be scheduled before or after school or during the teacher's planning time. Also, all parents must check in at the office before going to a classroom. The office staff can check to see if it is an appropriate time to interrupt the teacher. If parents wish to observe in a classroom, simply contact an administrator, (as required by NCSS policy), and they will schedule a time and provide the teacher notice. Siblings or other small children are not allowed in the classroom while a parent observes or volunteers. (For more information see the VISITORS section of the NCSS Elementary Handbook in this agenda.)

Clinic/Medicine

Children who become ill at school will be cared for in the clinic. If necessary, simple first aid procedures will be administered. Please refer to the Elementary Handbook for Newton County Schools found in a later section of this agenda for complete information concerning the administration of both prescription and non-prescription medication.

Lunch and Breakfast

Parents are welcome to have lunch with their child. Parents must sign-in and out in the office. Daily meal prices are listed in the county part of this handbook. If you have any questions about your child's meal account, please contact the school cafeteria manager.

Student Recognition Program

The administration of Oak Hill Elementary School believes that making students feel good about themselves is key to instilling self motivation. The OHES Student Recognition Program has been developed to accomplish this goal. There are two components to this program listed below.

Student of the Month

The classroom teacher will select a "Student of the Month" in each class. Students are chosen for their efforts in the one or more of following categories: citizenship, effort and achievement in the classroom, character, and/or improvement in academics.

End of Semester Awards Program

At the end of each semester, students in grades 1-5 will be recognized for accomplishments. These may include perfect attendance, Honor Roll, etc.

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.

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.

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 \$1.00.

Cancellation of School

In the event of severe weather, school may have to be canceled or open at a different time. The superintendent notifies major radio and TV stations as early as possible. Please tune in to any major TV or radio station for information. In the event of school closing during the day, the same procedure will be followed. Parents are required to complete a form telling how their child will go home in case of early closing. See the Elementary Handbook for Newton County Schools for more information.

Parent Volunteers

Oak Hill Elementary values parent volunteers. Parents are encouraged to help in classrooms, assist with special programs, and chaperone field trips. If you are interested in becoming one of our parent volunteers, please contact your child's teacher. All parents/guardians who volunteer are to sign-in through the office and obtain an appropriate badge for the day. Siblings or other small children are not allowed in the classroom while a parent volunteers.

Selling/Trading

Students are not allowed to sell, swap, or buy anything from other students while at school or on the school bus.

Physical Education

Physical Education classes are offered to students in grades 1-5, two times a week. Physical Education focuses on skill development with special emphasis on fitness. If your child is unable to participate in physical education activities on a particular day, please send a note to school. Students should wear tennis shoes on days that they have P.E. Students will not be allowed to call home if they forget their shoes.

Deliveries of Flowers, Balloons, Etc.

Due to the disruption of instruction, it is not possible for students to receive gifts of flowers, balloons, etc. at school from parents, relatives, friends, or florists. This includes items hand-delivered or sent. If these items are sent to the school, they will be returned to the sender at the individual's expense.

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 \$2.00 each.

Morning/Afternoon Car Riders

Parents may begin dropping their children off in the front of the school at 7:15. Students should not be dropped off before 7:15. The school begins the supervision of students at 7:15. 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 7:15-7:40. However, from 7:45-8:00 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 2:00.

Items That Should Not Be Brought to School

Students should not bring the following items to school: radios, tape players, DVD/MP3/iPODs, etc, recorders, cameras, yo-yos, computer games, tapes, CDs, Play Stations, Game Boys, collectible cards (baseball, Pokeman, etc.), gum, candy, Kool-Aid, water guns, toys, or any nuisance devices. Any item that may create a disturbance in school is prohibited and such items will be confiscated. See the System Elementary Handbook Section in this agenda for more details.

Cell Phones or Other Electronic Communication Devices

No student may possess any cell phone or electronic communication device in the on position at school or on a school bus. Please refer to the Newton County Elementary School Handbook section in this agenda for more detailed information. Visitors and/or volunteers are not permitted to use cell phones in the classroom or on field trips.

Checks/Returned Checks

Checks written to the school must include the child's name, ID number, and teacher. There is a minimum service charge of \$35 on all returned checks. The school reserves the right to place parents with multiple returned checks on a "cash only" basis. Counter checks can not be accepted.

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.

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.

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: ***Junior Beta Club*** Purpose: The Jr. BETA Club is a leadership-service club for selected 5th grade students. The purpose of BETA Club is to encourage effort, reward merit, and to promote the qualities of character that make for good citizenship.

Description of Past / Planned Activities: The following service activities have been done in previous years and similar activities are are planned to be done again this year: Helped with a canned food drive, conducted a used book drive, and helped with Jump Rope for Heart.

Sponsors: Mrs. Steele and Mrs. Behnke

Name of Club: ***Book Club*** Purpose: The Book Club is opened to 5th 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. A movie version of a book was watched and compared to the book. Future activities will be like the past activities.

Sponsors: Ms. Ramsey and Ms. Behnke

Name of Club: ***Chorus*** Purpose: The 4th and 5th grade chorus purpose is to promote the love of choral music.

Description of Past / Planned Activities: 4th and 5th grade students selected by audition are eligible to join chorus. Chorus meets each Tuesday and Thursday from 7:30-8:00 a.m. The chorus has performed at school, on PTO programs, and on the Square in Covington. The chorus plans on doing similar activities

Sponsor: Ms. Shytle

Name of Club: ***Safety Patrol*** Purpose: The purpose of the safety patrols is to help monitor the hallways between 7:30-8:00 a.m.

Description of Past/Planned Activities: Selected 4th and 5th grade students rotate quarterly and serve as hall monitors.

Sponsors: Ms. Key and Mr. Card

Falsifying Reports

Falsifying reports regarding instances of alleged inappropriate behavior by a teacher or other school personnel is prohibited (08 House Bill 1321). An investigation will be held with the penalty at the discretion of the administrator which may include ISS, suspension or suspension to a formal hearing.