



Orange Public Schools
637 Orange Center Road ■ Orange, CT 06477

Dr. Vince Scarpetti
Superintendent of Schools
vscarpetti@orange-ed.org
Phone: (203) 891-8020 ext. 200
FAX: (203) 891-8025

Dear Parent or Guardian;

In order for the school nurse to administer any medication (including topical and over the counter) to your child, the nurse must have **both** a physician's or dentist's **signed written order**, and **a written authorization** from you, prior to the administration of such medication.

Connecticut General Statutes **do not** allow the nurse to accept a verbal or telephone order from either a physician or parent. The medication must also be handed to the nurse by a parent/guardian or responsible adult and must be in a container properly labeled with the name and strength of the medication, the child's name, the physician's name, date of the original prescription, and the directions for administration.

Any administration of medications or products without authorization of your child's physician is in violation of Sec. 10-212a-7 of the Connecticut State Department of Health regulations, as well as the Orange Board of Education's Policy 5141.21.

Please remember that these regulations exist for the safety and protection of your child, and that **no** exceptions can be made.

Sincerely,



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Dear Parent or Guardian:

The Connecticut immunization laws require that each child be immunized against diphtheria, pertussis, polio, tetanus, mumps, measles, rubella, haemophilus influenza type B, varicella, hepatitis A, hepatitis B, and pneumococcal diseases prior to entering school.

All children entering public school must have a physical exam within one year of the entry date. All completed physical examination forms must be in the nurse's office prior to the first day of school. If you child's physical is scheduled after the last day of the current school year, you may mail the completed form to the Mary L. Tracy School nurse during the summer. Any child lacking proof of immunizations and/or physical examination will be excluded from school! until such proof is furnished.

A physician or director of health must certify the dates when each immunization was received. Please have your physician complete the health form or bring the health form into school with a copy of your child's immunization record to enable the school nurse to transfer the information.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Vince Scarpetti", written over a circular stamp or seal.

Dr. Vince Scarpetti
Superintendent of Schools



Orange Board of Education

637 Orange Center Road
Orange, Connecticut 06477-2432

www.oess.org

TELEPHONE: (203) 891-8020
FAX: (203) 891-8025
SPECIAL EDUCATION: (203) 891-8023
SCHOOL OF THE 21ST CENTURY: (203) 891-8033

The following is some information, regulations, and policies that have been adopted for the better education, health, and safety of your child. Your observance of these regulations will help assure the teachers' time will be spent on the improvement of instruction and curriculum.

Please do not hesitate to call if questions should arise.

Please keep this letter where you can refer to the instructions as the need arises.

Thank you.

1. **VISITING** – Parents visiting the school for any reason must report to the Main Office and register before visiting any other room in the school.
2. **SCHOOL HOURS** – The regular school day begins at 8:25 AM and ends with dismissal at 3:00 PM. When following the Minimum Day Schedule, classes will begin at 8:25 AM and end with dismissal at 12:55 PM.
3. **ATTENDANCE AT SCHOOL** – Children should be in school unless they are sick. Extra vacations or irregular attendance cause children to miss important work and lose interest in their studies.
4. **HEALTH** – Children who are ill should not be sent to school. There is no provision in school to care for recuperating students. For their own health and the health of others, they should remain at home until they are able to participate in the entire school program. We cannot honor requests for their remaining indoors at recess. The teachers are doing supervisory work in the play field at this time.
 - a. **Absence From School** – Children absent from school should bring the teacher written excuses on their return to class. Contagious and infectious diseases should be reported to the nurse. Children returning to school after having infectious illnesses are required to report to the nurse with a doctor's permission slip before going to their classroom. Children wearing casts must have written permission from their doctor before returning to school or riding the bus. Such precautions protect your children.
 - b. **Notification Of Absence Policy** – When children are going to be absent from school, parents should call and notify the school between 7:45 and 8:30 AM. The school nurse will contact parents of children who are absent and have not called in.
 - c. **Medicine** – Patient medicines are not allowed to be taken in school. Prescribed medicine may be kept in the nurse's office after your physician has completed the appropriate forms. Parents **must** bring the medicine to school.



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- d. **Accidents** – Children should report accidents immediately to the teacher on duty in the classroom or on the playground for safety reasons and also for insurance coverage.
- e. **Allergies** – The nurse should be notified if a child suffers from asthma or is allergic to insect bites.
5. **DISMISSAL FROM SCHOOL** – We appreciate your cooperation in not asking us to dismiss your children from class except for necessities. Your request should be made in writing, telephone call, or in person to the office where a permission slip is obtained to be given to the teacher.
6. **TRANSPORTATION** – For the safety of all, parents picking up their children at the close of school are requested to do so five minutes before the buses are loaded. The school cannot give neighbors permission to take home children, other than their own, unless the parent submits the request in writing. **Children should not ride on buses other than the one to which they are assigned.**

Our school is close but safe. Please cooperate by having your children ready on time.

7. **NO SCHOOL SIGNAL** – Power Announcement will be set up to notify you if there is a school delay or closure to do inclement weather, or if there is an emergency situation. Notification will also be announced over the local radio and television stations beginning at 7:00 AM. **Please do not call the school.**
8. **CAFETERIA** – A hot lunch program is provided for all of the students. Well-balanced meals are served. Information on lunch accounts will be sent home on the first day of school due to constant changes in providing the healthiest meals for our students.
9. **PUNCTUALITY** – Punctuality is a good habit. Children should plan on Sunday evenings to remember to put their necessary belongings into their bags to get ready for the school week ahead. Reminder notices will be sent home to those who have forgotten.
10. **REPORTS TO PARENTS** – Check daily papers that the children take home. This work gives an indication of the progress of your child's work. If you don't receive corrected papers regularly, contact the teacher.
11. **CONFERENCES** – School will close at the regularly scheduled minimum day dismissal time of 12:55 PM on the dates earmarked on the school calendar as Parent Afternoon Conference dates. Please check your school calendar for these dates.
12. **MINIMUM DAY HOURS** – These hours are from 8:25 AM – 12:55 PM. Please refer to your school calendar for these dates.



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13. **CLOTHING** – To help save our school time for instruction, please print names on all your children’s removable clothing. As far as appropriate clothing goes, please refer to the Student Handbook for a list of what is deemed as acceptable and unacceptable dressing behavior.
14. **TELEPHONE** – The office is happy to cooperate with important telephone messages to children, but unnecessary calls should be avoided.
15. **BUSES** – Animals, bugs, large projects, etc. cannot be transported on the school bus.
16. **HOMEWORK** – In case of absence, please call the school by 10:00 AM to request work to be sent home on that day. Otherwise, the student will make up the work during another time.

We have a “WELCOME” mat out for you. Please feel free to visit us, and get to know the school better. Every parent should visit his or her child’s classroom for a short time each year.

*** Please note: Other school system procedures and regulations are listed in the Student Handbook and found on the Orange Elementary School System’s website (www.oess.org).**