

**Orange Elementary School  
230 Montevista Ave.  
Orange, VA 22960  
540.661.4450  
540.661.4449(fax)**

Office of the Principal

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October 6, 2009

Dear OES Families,

In order to ensure academic success for all students, we would like to take a moment to remind everyone of the importance of regular school attendance.

Our school day begins at 8:25 a.m., but students may arrive at Orange Elementary as early as 8:05 a.m. When a student arrives after 8:25 a.m., he/she is considered tardy and misses valuable instructional time.

Our school day ends at 2:55 p.m. and dismissals begin at 2:57 p.m. If students are picked up early, they miss instruction, create distractions in the classroom, as well as miss preparation for homework assignments and important announcements.

Unless your child is ill, please be sure that he or she comes to school every day on time and stays through dismissal. Should your child have an afternoon appointment which will require an early dismissal, please send in a note in the morning detailing exactly what time your child will need to be dismissed. If your child is absent, please send in a note the following morning stating the reason. When possible, a physician's note is helpful.

We appreciate your support in helping to create a positive learning environment for every child. Should you have any questions or concerns, please feel free to contact me.

Thank you,

Daniel M. Phillips

