



## CARL SANDBURG MIDDLE SCHOOL

Old Bridge Township Public Schools  
3439 Highway 516  
Old Bridge, New Jersey 08857  
732-360-4400  
Fax (732) 360-9676

Timothy J. Dolan  
Principal  
(732) 360-0505

Angela Ziemba  
Vice Principal  
(732) 360-4400

School Counseling Office  
Kathleen Corsentino  
Sandra Griffin, Ed.D.  
Cerryann Silvestri, DSW, LSW  
(732) 360-4400

Stacy Ritz  
School Nurse  
(732) 360-4400

Attendance Office  
(732) 360-4400



July 2023

Hello,

Our names are Stacy Ritz and Courtney Zapanta, and we will be your child's school nurses for the 23/24 school year at Sandburg school. We wanted to reach out with some health office housekeeping prior to the school year.

**Guidelines for Keeping Children at Home:** If your child has a fever (100 degrees or higher), they should be kept home until 24 hours fever free without the use of Tylenol/Motrin.

- If your child experiences diarrhea or vomiting, they should be kept at home until they have been able to keep down full meals and have no diarrhea or vomiting for 24 hours.
- Students with Strep Throat must be on medication for 12 hours before returning to school and must provide a doctor's note to return.
- If your child is exhibiting COVID symptoms, please keep them at home and call the school nurse for further directions. A child should not come to school if ill and pending covid test results.

### **Attendance**

In middle school, we have an attendance officer. Mrs. Patel. Her email address is, NPatel@obps.org and she receives all attendance-related correspondence. She will collect any doctor's notes you have for attendance. If your child is going to be absent, please call her and leave a message on 732-360-4400.

### **Medication:**

Per the district medication policy, all prescription, and over-the-counter medications, including cough drops, need a doctor's order. In addition, medication must be brought into school by a parent. Children are not allowed to bring any medications to school. We must have both the medication and the doctor's order to be valid. All orders must be dated after 7/1/23 to be valid for the 23/24 school year. Medications will not be accepted without an order, and an order will not be accepted without the medication. Please make sure all forms are filled out entirely. If your child has an inhaler, a spacer will be needed to use the inhaler in school.

Any necessary medication paperwork can be found on the district health office website located at <https://www.oldbridgeadmin.org/o/obhs/documents/health-office/general-documents/163635>. Please copy and paste the link into your browser.

Medication drop off will be announced later in the summer. The main office is not permitted to accept medications, and the health office is not open in the summer.

### **Crutches**

If your child is injured and needs crutches, we need a doctor's note. Your child cannot use crutches or any mobility devices in school without a doctor's order.

### **Emergency Contacts:**

Emergency contacts should be entered via the parent portal. Please be sure the phone numbers listed are accurate. If there are any changes through the school year, please update the parent portal. If you have any questions regarding this, please contact the main office. In addition, please plan for someone local to pick up your child if your child needs an alternate pick up or you cannot be reached. These other designees must be on the portal as well. Sick students must be picked up in a timely fashion. Children will not be released to anyone not listed on the parent portal. It is highly encouraged you have more contacts than just the parents.



**Allergies:**

If you have not already, please let the health office know of any allergies your child has. Peanut allergies do exist in our school. As a precaution, we have an allergy friendly table during each lunch period for any child who does not feel comfortable sitting at the general tables. If your child has an allergy and needs to sit at the designated table, they are welcome to. They are free to bring a friend with them who also has an allergy friendly lunch. Keep in mind that this is for the safety of the children. Our café does not serve peanut products.

**Physical Education Class:**

Physical education class is an important part of your child's education. If your child is injured and cannot participate in gym for more than two (2) consecutive days, a doctor's note is required. Less than two (2) days, we can take a parent note that is provided to the gym teacher. If a child is excused from gym, they will not be participating in sports. NO gym ALWAYS means no sport, and no exceptions to the rule. Your child is allowed 3 parent notes, given to the PE teacher, per marking period before it affects their grade. If you have any questions, please reach out to our physical education teachers.

**Sports Physicals**

Sports Physicals are valid for 365 days only. Please submit sports physicals to the main campus of the high school. The address is 4209 county rd. 516 Matawan, NJ. Per NJ state law, our school physician needs to review each physical. The school physician is not in daily, please allow 2 weeks for review. You can watch pass/fail on the parent portal under the physicals tab located on the left-hand side. Make sure the physicals are filled out entirely and stamped by the physician office to avoid delay.

**Clothing:**

Please provide your child with an extra change of clothes and undergarments that can be left in their locker.

**Water**

Please ensure your child has a full water bottle each day and extra water for warm days.

**Breakfast**

Please make sure your child is eating a healthy breakfast each morning before school. If your child needs to eat breakfast at school, please review our breakfast offerings provided by the cafeteria for a fee. Breakfast is the most important meal of the day and if they are feeling unwell, due to not eating, they miss class time.

**Females:**

Please be sure to pack your child's feminine hygiene products so that they can leave a supply in their locker. It is advisable to have a change of undergarments and pants as well.

**Your Child's Health:**

If at any time there is a change in your child's health or you feel something needs to be updated in their medical record, please inform us. Feel free to contact us at any time with questions or concerns.

*Thank you for your anticipated cooperation and assistance in keeping our children healthy and safe!*

We look forward to a great 2023-2024 school year!

Thank you,

Stacy Ritz RN, MSN, CSN

Courtney Zapanta RN, BSN, CSN

We can both be reached at [Csmsnurses@obps.org](mailto:Csmsnurses@obps.org) with any questions or concerns.

*Stacy Ritz, MSN, RN, CSN*

Certified School Nurse at Carl Sandburg Middle School

3439 Highway 516

Old Bridge, NJ 08857

(Phone)732-360-4444

(Fax)732-607-6371



follow us on twitter- @Sandburgnurse

visit our health office website at <https://www.oldbridgeadmin.org/o/obhs/page/health-office>

CLICK THIS LINK FOR COVID RESOURCES:

<https://www.oldbridgeadmin.org/o/obhs/page/covid-19-resources>



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