

## **MURRAY MANOR CAMPUS ATTENDANCE PROCEDURE**

If your child is absent from school for **ANY** reason,  
PLEASE CALL:

668-5865 (Press 2 when directed)

Calls may be placed 24 hours a day.

Please leave the following information:

- Date of the absence
- Full name of your child
- Reason for absence
- Tardies are excused with a note from a Doctor or Dentist only

Students are tardy promptly at 8:00 am ... Scholars not at Peace Corral or in class are marked tardy. On Peace Corral mornings, they must be lined up with their teachers at 8:00 am. If walking up late, students will be sent to the front office to retrieve a tardy slip. If coming on campus after school start time, please stop by the front office first to get a tardy slip.

All students are to report to the lower field for Run 4 Fun or the cafeteria for breakfast from 7:30 am to 7:55 am, there is no supervision before 7:30 am (for your child's safety, please make proper arrangements or access ESS). There is no loitering in the hallways, playing on playground apparatuses, or waiting around on the upper blacktop area prior to school start time.

### **MEDICATION AT SCHOOL**

- Must be brought to school by an adult
- Must be accompanied by a Medical Authorization Form
- This includes all over the counter meds

QUESTIONS: Please call Dawn Folkesson, Health Technician  
619-668-5865, ext. 1489.

## BE ON TIME!

Please review with your child(ren) the following suggestions to assist with getting to school on time:

- To establish routine and develop responsibility, get your child(ren) used to waking up with their own alarm clock.
- Set an alarm clock to go off five minutes before you have to be out the door and use this as a "five minute warning" bell so that everyone is ready to go.
- Allow child(ren) plenty of time to get dressed and doing their morning routine without feeling rushed.
- The School Breakfast Program will be provided before school at 7:30 am and a 2<sup>nd</sup> Chance Breakfast during 1<sup>st</sup> recess.
- Prepare recess snacks and lunches the night before.
- Set clothes out the night before.
- Make sure all homework and papers that need to be signed are in backpacks the night before.
- Eliminate video games and/or television from your morning routine.
- Keep in mind that habits developed early in life continue into adulthood. A great morning helps create a better day for the entire family.
- Be a positive role model for your child(ren) by making a commitment to get them to school on time and model practicing patience.