

## MURRAY MANOR SCHOOL POLICIES - QUICK REFERENCE GUIDE 2024-2025

<b>Attendance</b>	The best gift you can give your child is a good education. The best place to get that education is in school. Parents are required to monitor student health conditions. Students who are sick or display symptoms should remain home. It is essential that you call the office each day your child is absent. <b>Call the school office at (619) 668-5865 or email each day your child is absent.</b> Study Contracts (ISC) are available for students who will be out 3+ consecutive days.
<b>After/Before School Care</b>	<b>Extended School Services (ESS)</b> is available for students. Our site lead can be reached at (619) 668-5865 ext. 1481. More information is available on the district website, or by calling ESS directly at (619) 644-3800.
<b>Announcements</b>	<b>School-Wide</b> information from the principal is <b>emailed</b> most Friday evenings. Please plan to check your email for a message from “Murray Manor Campus” every Sunday evening to remain well informed. Event info is also posted on our social media accounts: Instagram, Twitter, and Facebook <b>Classroom</b> announcements from your child’s teacher will be communicated using Jupiter or via email.
<b>Bikes/Scooters</b>	Students must wear a helmet to and from school by law. Students must walk their bikes/scooters while on campus to and from the bike rack. Helmets and bike locks are required if your child chooses to ride his/her bike/scooter to school. Skates and wheelie shoes are not allowed on campus.
<b>Birthdays</b>	We know birthdays are special and would like to celebrate with you. <b>Food Treats are NOT ALLOWED. No exceptions.</b> Thank you for helping us to ensure the safety of our students with food allergies and to promote healthy eating habits for all. In lieu of cupcakes or food treats, please consider stickers, pencils, donating a book to the classroom or other non-food options for celebrating your child’s birthday at school.
<b>Clothing</b>	<p>Your child’s appearance is a direct reflection of pride in herself/himself and in her/his school.</p> <div data-bbox="609 989 1255 1472" data-label="Image"> </div> <ul style="list-style-type: none"> <li>✓ The diagram above (AR5132a) shows LMSVs dress code.</li> <li>✓ <b>Unacceptable Clothing:</b> Do not wear clothing that shows skin in the areas that are covered in the diagram above, clothing with words or pictures about alcohol, drugs, tobacco, gangs, state or imply hate speech/imagery or profanity, and sandals (<b>close-toed shoes</b> required per California State Law).</li> </ul> <p>If your child is not dressed appropriately, you may be called to bring your child a change of clothes. *TK/kindergarten students should keep a fresh set of underwear/pants in their backpack in case of a wet accident. We keep a very limited supply of replacement clothing in the office. Children will need to be picked up for other bathroom accidents.</p>
<b>Cell Phone/ Smart Watch</b>	Students may not use personal cell phones on campus. Phones must be <b>turned off and kept out of sight.</b> Calls will be generated from the office or directly from the classroom phone. Murray Manor is not responsible for lost, stolen, or damaged electronic devices that are brought on campus.

<b>Contact Us</b>	Write a note, send an email, or give us a call. Email addresses and phone numbers are listed on the school website: <a href="http://www.lmsvschools.org/murraymanor/staff-directory">www.lmsvschools.org/murraymanor/staff-directory</a> Please do not give a verbal message to your child to deliver to the teacher.
<b>Car Drop Off and Pick Up</b>	The school frontage road is for drop off/pick up <b>only</b> . When dropping off or picking up students, please use the right "Drop Off Lane" marked in the drive through and pull forward as far as you can. Do not drop off or pick up children from the "Keep Moving" left lane. Students should not be dropped off or picked up from the staff parking lot at any time. <b>Please do not leave your car unattended in the "drop off" lane.</b> We appreciate your assistance, use of good judgment, respectful consideration of others, and patience in keeping our students safe. Safety is our priority.
<b>Early Check-Outs</b>	A note from home is required when a student leaves school early. Be prepared to present your ID. You will be <b>required to sign your student out at the front office; your child will be called to the office after you have arrived at school.</b> Please plan accordingly as this can take a few minutes. If someone other than a parent or guardian is picking up your child, the parent/guardian must deliver a signed, dated letter notifying the office as to which emergency contact will be picking up the student with the date and time of that pick up. That person must show their ID upon pick up. If your child has an appointment during the day, please be sure your child is at school before and after the appointment.
<b>Food</b>	<b>FREE breakfast</b> is available to students beginning at 7:45 a.m. <b>FREE lunch</b> is available to all students daily. Children have 20 min. to eat & 20 min. to play. If your child brings food to school, please label your child's lunch box with his/her name and classroom. <b>Snacks</b> Per the La Mesa-Spring Valley School District Wellness Policy, children may bring healthy, nutritious snacks to school to eat during their morning recess time. <b>Healthy Snacks Include:</b> Fruits, vegetables, crackers, trail mix, pretzels, 100% juice <b>NOT Allowed at School:</b> Gum, candy, soda, energy drinks, caffeine, LARGE bags of chips or cookies. ***Snacks must be snack size – large/family-size bags/containers of food will be sent home***  <b>Students may <u>NOT</u> share snacks with other children due to allergies.</b>
<b>Medication</b>	All students taking medication (of any kind) must have a doctor authorization (on our specific form) on file in our health office. An adult must bring properly labeled medication to the health office.
<b>Parking</b>	Parking is limited and available on nearby streets (El Paso, Jackson, etc.) Please be mindful when considering parking in the business lots near our school for drop off/pick up. Please never park in loading zones, reserved parking spaces for business staff, or behind business buildings. Also, be considerate of surrounding businesses, save parking spots for customers. <b>Vehicles parked in business areas could be towed at the owner's expense.</b>
<b>Personal Items</b>	<b>Label Everything.</b> Please put your child's name on all clothing, lunch boxes, backpacks, etc. to avoid loss. Found items are placed in our school Lost & Found, located in the lunch area. <b>Personal items such as toys, jewelry, novelty items, should not be brought to school.</b>
<b>PTA</b>	We invite you to be actively involved in our PTA. Information can be found on our school webpage <a href="http://www.lmsvschools.org/murraymanor">www.lmsvschools.org/murraymanor</a> and via MUM PTA Facebook (Murray Manor Campus PTA).
<b>School Hours</b>	School begins everyday at 8:00a.m. Dismissal is at 1:05pm on Tuesdays and 2:20p.m. on Monday, Wednesday, Thursday, and Friday. Campus opens at 7:45a.m. Students may eat breakfast in the lunch area or go directly to the classroom (procedures will change when gathering for Peace Corral). If your child arrives after 8:00 he/she must enter through the front office (main gate) to check in. Please ensure your child is picked up within 10 minutes of dismissal.
<b>Volunteers and Visitors</b>	Volunteers are permitted on campus in a limited capacity. We are grateful for the support of our volunteers. Individuals who are scheduled to volunteer on campus are required to sign in at the front office, follow all health and safety protocols, provide ID, and wear a visitor sticker any time they are on campus. Other adult visitors must make arrangements with the front office to visit our campus. Student visitors are not permitted.