Mission Meadows Elementary School

~A school with an inclusive heart, where every student, without exception and without excuse, is capable of academic achievement!

Family Handbook

2019/2020

Mission Meadows Elementary
5657 Spur Avenue
Oceanside, CA, 92057
Phone: (760) 630-7884
Fax: (760) 630-8598

Website: http://mm.vistausd.org/
Follow us on Twitter: @mmmustangs
Welcome to Mission Meadows Elementary School:
Office hours are 7:00 a.m. to 4:00 p.m. Please call or stop by the office with any questions or comments you may have. We encourage your involvement as a Mission Meadows Mustang! We are always looking for classroom volunteers, field trip chaperones, volunteering during special events, or offering a special skill or talent to help us improve our school community. Please contact your child’s teacher regarding how you would like to support our school.

Mission Meadows Pledge:
Every student, without exception and without excuse, is capable of academic proficiency, in addition to developing exceptional character and leadership skills, to prepare them for college, career, and life.

Mission Meadows Mission Statement:
To operate as an inclusive professional learning community dedicated to inspiring every student to persevere as a critical thinker to solve real-world problems through collaboration and innovation.

Mission Meadows Vision:
Our vision at Mission Meadows Elementary School is to support the Vista Unified School District in its efforts to be the model of educational excellence and innovation.

Mission Meadows Values:
Respect for self, others, and school
Collaboration between educators, students, and families
Enthusiasm for teaching and learning
Responsibility for thoughts, actions, and learning
Perseverance in facing challenges
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Welcome to Mission Meadows:

Dear Parents and Guardians:

Welcome to the 2019/2020 school year at Mission Meadows Elementary School – a Leader in Me school! I feel honored and privileged to have the opportunity to work with our highly qualified and dedicated Mission Meadows’ staff, the amazing students, and our supportive parent population. This will be my seventh year as the proud principal of Mission Meadows, and I am excited to have the opportunity to work with all of you as we engage in the educational process together.

As a Leader in Me school, teachers and staff are committed to providing high quality instruction using a supportive “whole-child” approach to learning to create well-rounded learners who will be prepared to be “life-ready” 21st century leaders. Using the Leader in Me philosophy, students learn how to incorporate the “Seven Habits of Happy Kids” into their daily experiences both at school and at home. For more information on the Leader in Me program, please visit: https://www.leaderinme.org/family-development/

Our vision at Mission Meadows is to support the Vista Unified School District in its efforts to be the model of educational excellence and innovation. Teachers at Mission Meadows are implementing Common Core State Standards (CCSS) using multiple modalities of learning including the effective integration of technology. In addition, teachers plan curriculum focused on integrated learning opportunities in the areas of Collaboration, Communication, Creativity, and Critical Thinking (4Cs) - all of which are essential components of 21st century learning skills. While learning the 4Cs, students begin to understand how to apply what they learn in class to real-world problems with an emphasis on building capacity in order for them to become academically prepared for “college and career” after high school.

School safety is a top priority at Mission Meadows. By providing a safe and inclusive learning environment, each student has an opportunity to learn and successfully grow academically, emotionally, and socially. School safety is ensured through staff/student trainings in the areas of social and emotional curriculum, in addition to safety drills which occur monthly. Parent participation is highly encouraged at Mission Meadows. Research shows that parental involvement in a child’s education benefits the child including higher levels of academic achievement, positive attitudes, and greater maturity and responsibility. Because of these benefits to students, I highly encourage you to volunteer in some capacity at Mission Meadows. Please consider volunteering in your child’s classroom and/or becoming involved in the PTA, School Site Council, or ELAC committee. For more information on becoming a volunteer, please see page 12 in this handbook.

We are excited you are a member of the Mission Meadows Elementary School learning community. Please do not hesitate to call our office if you have any questions or concerns. I look forward to an amazing 2019/2020 school year! Go Mustangs!

Sincerely,

Dr. Bill Porter

Bill Porter, Ed.D.      Email:       billporter@vistausd.org
Principal, Mission Meadows Elementary      Twitter:       @mmmmustangs
Educational Partnership Pledge:
It is important for families and schools to work together to help students achieve high academic standards. Through a process that included teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Responsibilities/Standards:
- Provide high-quality curriculum and instruction
- Endeavor to motivate our students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments or monitor independent reading to reinforce and extend learning (30 min. for grades TK-2 and 60 min. for grades 3-5).
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make our school an accessible and welcoming place for families, which helps each student achieve the school’s highest academic standards.
- Respect the school, students, staff, and families.

Student Responsibilities/Standards:
- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and class rules to ensure school-wide safety.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences, so that they can help me to be successful in school.
- Limit my TV watching and/or other digital activities and instead, study or read every day after school.
- Try to go to bed by 8 p.m., or a time that allows me enough proper rest for school.
- Respect the school, classmates, staff, and families.

Parent Responsibilities/Standards:
- Provide a quiet time and place for homework, monitor TV viewing and all other digital activities.
- I will ensure that my child rests about 8-10 hours per night
- Read to my child or encourage my child to read every day (20 min. for TK-2, and 30 min. for grades 3-5).
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day and on-time, gets adequate sleep (8-10 hours per night), regular medical attention, and proper nutrition.
- Regularly monitor my child’s progress in school.
- Participate at school in activities, volunteering as appropriate, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.
MISSION MEADOWS
Bell Schedule
2019/2020

Every Monday and Minimum Days:
8:00 a.m. - 12:51 p.m.

Tuesday - Friday:
8:00 a.m. - 2:18 p.m.

Recess Schedule:

<table>
<thead>
<tr>
<th>Grade:</th>
<th>Recess:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK &amp; Kindergarten</td>
<td>9:50 – 10:05</td>
</tr>
<tr>
<td>1st &amp; 2nd</td>
<td>10:10 – 10:25</td>
</tr>
<tr>
<td>3rd - 5th</td>
<td>10:30 – 10:45</td>
</tr>
</tbody>
</table>

Lunch Schedule:

<table>
<thead>
<tr>
<th>Grade:</th>
<th>Lunch:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK &amp; Kindergarten</td>
<td>11:00 a.m. - 11:45 a.m.</td>
</tr>
<tr>
<td>1st</td>
<td>11:25 a.m. - 12:10 p.m.</td>
</tr>
<tr>
<td>2nd</td>
<td>11:35 a.m. - 12:20 p.m.</td>
</tr>
<tr>
<td>4th</td>
<td>11:45 a.m. – 12:30 p.m.</td>
</tr>
<tr>
<td>3rd</td>
<td>11:55 a.m. – 12:40 p.m.</td>
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<tr>
<td>5th</td>
<td>12:05 p.m. – 12:50 p.m.</td>
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</tbody>
</table>

See VUSD calendar for non-school days
(7) Minimum days 12:51 dismissal: Sept 11, Nov 12, 13, 14, 15, Feb 5, Jun 3
2019-2020 Important School Dates to Remember:

To help us reach our attendance goals, it is important that you schedule your vacations and appointments outside of the regular school year calendar. Here is a look at important dates to remember when planning. You can review the complete 2017/2018 Vista Unified School District calendar on the district website at: [www.vistausd.org](http://www.vistausd.org)

Here is a look at the scheduled non-school days and minimum days. Please note that **every Monday** is an early release day where **dismissal is at 12:51 p.m.**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>12</td>
<td>TK/Kinder Welcome Event – 5:00-6:00 p.m.</td>
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<tr>
<td></td>
<td>15</td>
<td>First Day of School</td>
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<td></td>
<td>22</td>
<td>Back-to-School Night</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td>Labor Day Holiday (no school)</td>
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<tr>
<td></td>
<td>11</td>
<td>Minimum Day – release time 12:51 p.m.</td>
</tr>
<tr>
<td>October</td>
<td>19</td>
<td>VUSD Festival of the Arts</td>
</tr>
<tr>
<td>November</td>
<td>11</td>
<td>Veteran’s Day Observed (no school)</td>
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<tr>
<td></td>
<td>12-15</td>
<td>Parent/Teacher Conference Week</td>
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<tr>
<td></td>
<td></td>
<td>– minimum days release time 12:51 p.m.</td>
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<tr>
<td></td>
<td>25-29</td>
<td>Thanksgiving Week (no school)</td>
</tr>
<tr>
<td>December</td>
<td>23-31</td>
<td>Winter Break (no school)</td>
</tr>
<tr>
<td>January</td>
<td>1-6</td>
<td>Winter Break (no school)</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Martin Luther King Jr. Day (no school)</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>Staff Development Day (no school)</td>
</tr>
<tr>
<td>February</td>
<td>5</td>
<td>Minimum Day – release time 12:51 p.m.</td>
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<tr>
<td></td>
<td>14</td>
<td>Lincoln’s Birthday (no school)</td>
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<td></td>
<td>17</td>
<td>President’s Day (no school)</td>
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<td>March</td>
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<td>VUSD STEM Fest</td>
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<td></td>
<td>30-31</td>
<td>Spring Break (no school)</td>
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<td>April</td>
<td>1-3</td>
<td>Spring Break (no school)</td>
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<td>Open House</td>
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<td>May</td>
<td>25</td>
<td>Memorial Day (no school)</td>
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<tr>
<td>June</td>
<td>3</td>
<td>Last Day of School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- release time 12:51 p.m.</td>
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Please see our Mission Meadows Website at [http://mm.vistausd.org/](http://mm.vistausd.org/) for our complete school site calendar.
Mission Meadows Behavior Policy and Expectations:
The Mission Meadows Discipline Policy is based on the Student Code of Conduct and providing students with a safe, healthy, and happy learning environment. Students, staff, and parents all play an important role in developing and sustaining a positive and productive school-wide atmosphere. The implementation of this Discipline Policy will focus on educating students about making good choices in order to mitigate inappropriate behavior. A restorative approach to discipline will be implemented, which is fair, firm, and consistent in the application of the behavior expected, including informing students of the consequences of their misbehavior. However, it is equally important that each situation be carefully evaluated. In dealing with each incident, staff members will keep in mind that the purpose of discipline is to strengthen positive behaviors and relationships that will enable the child to grow and appropriately apply their learning when faced with similar situations in the future.

Expected School Behaviors:

- Come to school every day on-time with materials, and be ready to learn.
- Cooperate with others.
- Do your school work responsibly, and with pride.
- Do your share of the work when working with others.
- Treat the property of the school and the property of others responsibly.
- Show respect and kindness to adults and children.
- Speak and work honestly.
- Show self-control and take responsibility for your actions.

Student Behavior Reminders:

- Students will keep all non-school items at home (i.e. toys, fidget spinners, games, tape recorders, trading cards/games, Heelys, skateboards, make-up, etc.) Realistic-looking weapons (replicas/toys) **are prohibited.** These items will be confiscated and a call will be placed to parents to pick-up the item(s) from the office.
- No candy, chewing gum, or soda should be brought to school.
- Students may use personal cell phones off campus before and after school only! Cell phones must be silenced and stored away during the day. Cell phones may NOT be used on school buses.
- School is not responsible for lost or stolen property.
- Girl/Boy relationships: Students are responsible for mutual respect in their interactions with each other. Inappropriate behavior will be handled individually by staff, so that respect and maturity govern such behavior.

School-Wide Student Expectations:
The staff at Mission Meadows believes that all students have the right to receive an education in a safe and nurturing environment. We are confident that students can make good choices to ensure that optimal learning occur. It is expected that students will be honest, courteous, and cooperative, as well as understand and obey the rules of the school. We also believe that it is important the students be provided opportunities to self-manage their behavior, and we will support them while they learn how to manage themselves effectively. Students will be taught and reminded about school expectations throughout the year. The Mission Meadows staff strives for positive communication between home and school. Therefore, we have included student academic and behavioral expectations below.
Academic Performance:

- Be on time to school every day, ready to learn.
- Be prepared with completed classwork, homework, and supplies.
- Follow school rules and directions the first time you are asked.
- Be a good listener, and…
- ALWAYS DO YOUR BEST!

Hallway Expectations:

- Hallways are QUIET zones. There should be NO TALKING.
- Walk single-file with your hands by your sides.
- Keep your hands and feet to yourself.

Lunch Area Expectations:

- Take only the food you intend to eat from the cafeteria.
- Do not share food.
- Do not throw or play with your food or other items.
- Use good table manners.
- Stay seated at the table until the noon duty dismisses you.
- No food may be taken to the playground.
- Keep your voice level low; keep your hands and feet to yourself.
- Clean up trash on the table and underneath the seat after you finish eating.

Playground Expectations:

- Students must follow the Student Code of Conduct at all times.
- Everyone is included at Mission Meadows. We make room for everyone.
- When the before school and recess bell rings, freeze and wait for the noon duty to blow the whistle. Then walk to your line.
- Play in a safe and courteous manner.
- No running on the blacktop.
- Keep your hands and feet to yourself.
- Use kind words. No “bad” words.
- Do not jump off the monkey bars, swings, slides, or other playground equipment.
- No food on the playground.
- One person only on the swing.
- When using the slide, always go down feet first, one at a time.
- Play in sight of the noon duties, not in bushes, behind buildings, or on the hill.
- Walk around, not through other people’s games.
- Wait for your turn on the equipment and games.
- Report any broken or unsafe equipment to a noon duty.
- Remember the Golden Rule: Treat others the way you want to be treated!

Bathroom Expectations:

- Use the bathroom before school, during recess, and at lunch.
- Ask your teacher permission to use the bathroom during class time.
- Walk to the bathroom and do not play in the bathroom.
- Do not look under stalls or through door openings to “spy” on other students.
- Please be thoughtful and remember to flush the toilet after using it.
- Leave the bathroom cleaner than how you found it.
Behavior Consequences:
An adult staff member will address the misbehavior with the student and use problem-solving methods to match consequences to the misbehavior. Possible consequences may include, but are not limited to, the following:

- Discussion of misbehavior and violation of the Code of Conduct.
- Time out/loss of privileges.
- Pink Slip or Classroom Communication Note sent home for parent signature.
- White Slip: Reserved for severe behavior circumstances sent home for parent signature.
- Call home to parents.
- Behavior Contract.
- Restitution.
- Behavior note sent home (Rethinking Letter, Character Violation).
- Notification of teacher and/or parent.
- Conflict resolution.
- Restorative practices.
- Meeting with principal, parent, teacher and student.
- Parent attending school to help monitor student behavior.
- Possible suspension.

Behavior Actions Which Are Considered Major Violations:

- Ignoring the direction of school personnel.
- Continued violation of school/classroom rules.
- Throwing rocks and/or other objects.
- Use of inappropriate language.
- Lying/cheating.
- Being unkind to others through words or actions.

Behavior Actions Which Are Absolutely Prohibited (Board Policies 5030, 5032, and 5034):

- Defiance of authority and deliberate classroom disruptions.
- Assault - verbal or physical threat or action against other persons.
- Fighting.
- The use or possession of any alcohol, tobacco, or drug paraphernalia.
- Theft of school or personal property.
- Vandalism - deliberate destruction of, or damage to, school property or the property of others.
- The use or possession of any item which could cause injury to self or others.
- Sexual/racial harassment of any kind.

Sexual Harassment (VUSD Board Policy 5001):
Any type of sexual harassment between students, or between staff and students, will not be tolerated. Forms of harassment include, but are not limited to, verbal comments, offensive touching, visual harassment, or sexual advances. Any student wishing to make a complaint should report it to the principal, teacher, or any other school personnel. District policy calls for a thorough investigation and appropriate action to be taken against the harasser.

Bullying Policy (VUSD Board Policy 5036):
Students are prohibited from engaging in the discrimination or harassment of another student or employees of the District. Students who engage in discrimination or harassment of other students or District employees may be subject to disciplinary action. Bullying of any kind will not be tolerated and serious consequences will occur for such behavior.
Celebrating Our Success:
At Mission Meadows we expect that all students will make good choices and follow school rules. Those who do will be successful in reaching their full academic, social, and emotional potential. We celebrate students in many ways including but not limited to:

- Accelerated Reader charms.
- Blue slips may be given to a student by any staff member who observes the student displaying positive behavior.
- Positive note cards may be sent home by teachers.
- Yellow Character Cards may be given out to students by teachers when students are observed exhibiting one of the positive Character Traits.
- Reading Round Up slips and Morning Announcement “Shout Outs”.
- Student of the Month.
- Perfect attendance awards recognized each trimester and at the end of the school year.
- Student goals: Students are recognized for setting and achieving personal learning and/or behavior goals.

Mission Meadows Elementary School Electronic Device Policy:
(Including, but not limited to: Cell Phones, iPads, Tablets, Laser Pointers, etc.)

- Cell phones must be turned off and kept in the student’s backpack during school hours.
- Phone calls from personal cell phones are not to be made during school hours or on the school busses.
- Cell phones will be confiscated by an adult if the student is misusing their phone; parents may be asked to pick up the phone from the office.
- Children are not allowed to take pictures of other students with any device unless it is part of a lesson or school activity. If necessary it will only be used for school academic purposes and not publically made available.
- If an electronic device is brought to school, the responsibility of this device is solely on the student who brought the device. The school is not responsible for any personal devices that are brought to school. Please make sure that whatever your child brings to school is something that they know they are responsible for.
- Students are not allowed to bring their personal devices on the playground.
- Students are encouraged to let an adult staff member know if or when they need assistance in contacting a family member for emergency purposes only. School land-line phones are available for these purposes, and adult supervision is required.
- Parents requesting further information regarding student cell phone use needs to call the office and ask to speak with the site administrator.

Legal Reference: Ed. Code Section 48901.5 VUSD Board Policy 5131
**Dress Code Policy:**
Mission Meadows, like all places of business, has a dress code. Its purpose is to promote our values and vision of creating a safe and appropriate learning community. Students are to come to school dressed in clothes that are in good taste, modest, and not distracting to the educational climate or process. Students will participate in many activities during the school day. Students may get their clothes dirty, so be sure to send them to school with durable and washable clothing. Students often leave their jackets or sweaters on the playground; **please label** your child’s belongings with their name so that it can be returned. A good general rule to follow is that all clothing should be comfortable and appropriate for a school setting.

The following items of clothing/accessories are considered inappropriate and/or disruptive to the educational process and are therefore not allowed.

- Footwear must cover the toes and heel to help provide protection as the students move about campus. Sandals with socks do not provide the appropriate protection. No flip-flops are allowed.
- Heels on shoes should not exceed one inch.
- Pants must be secure at the waist and undergarments should not be visible.
- Clothing, jewelry, and personal items must be free of writing, pictures, or any other insignia that contains vulgar, profane, gang-related symbols, weapons, or sexually suggestive words. It may not advertise drugs, alcohol, or advocate racial, ethnic, or religious prejudice.
- Looped or dangling earrings or chains attached to clothing are prohibited.
- Beach attire including halter tops, spaghetti straps, low necklines, tube tops, off-the-shoulder, or any attire which exposes the midriff when arms are raised, are prohibited.
- Gloves may not be worn.
- Hats and hoods may not be worn inside school buildings.
- Skirts, shorts, or dresses must be no shorter than mid-thigh.
- Makeup and false nails are prohibited.

Since clothing fashion and fads change frequently, it is not possible to address every specific type of inappropriate clothing choices. If a student’s attire distracts from or interferes with the educational process, it will be considered inappropriate even if it does not appear on the above list. Students who violate the dress code repeatedly will require additional consequences.

**VUSD School Safety Policy:**
Before and after school, only students and staff will be allowed inside of the campus perimeter. Parents can access staff as they normally would via the sign in/sign out procedures in the office for meetings, volunteer work, and other routine needs. While in session, the school perimeters will be secured and locked. During arrival and dismissal, one front gate will be open and supervised. Employees and registered visitors will wear badges at all times.

**Emergency Preparedness Procedures:**
The safety and welfare of students are our primary concerns at Mission Meadows Elementary School. Our school has a disaster preparedness plan that conforms to the District’s procedure for emergencies. Our program involves more than just preparing a response plan. We have an ongoing process that includes:

- Identifying hazards at our school.
- Involving teachers, parents, and students in our plan.
- Training staff, students, and volunteers in proper response.
- Conducting monthly emergency drills.
- Assessment of supplies available for emergencies.
** It is important that you provide the school with complete and accurate contact information concerning your child, including updating your Parent Portal emergency card.

Parking Lot Drop-Off and Safety Rules:
Student safety is the number one concern for everyone at Mission Meadows. The parking lot can be very crowded and potentially very dangerous. If you drive on campus to drop off or pick up your child, you must follow all safety rules in place.

- When picking up your child, do not leave your car unattended in the lane next to the pedestrian cage. This lane is for loading and unloading only in order for vehicles to continue moving forward.
- DO NOT LEAVE children unattended in your car.
- DO NOT LEAVE your car running.
- There is only one lane you can wait in to drop off or pickup students via vehicles. The “through lane” is on the left side of the fenced-in student car pickup waiting area (the cage).
- The lane closest to the school buildings is for buses and emergency vehicles only. DO NOT use this lane for pick-up or drop off. You will be asked to move your car by the office staff.
- If dropping off from your vehicle, do not allow your child to exit until you have reached the first available opening in the drop off lane to the left of the “cage.”
- You must move forward with the flow of traffic, do not create gaps in the traffic line.
- Speed limit is 5 miles per hour, drive slowly, and continually watch for children who may be in harm’s way.
- Be an example of civil conduct if you are asked to move forward or are reminded of the parking lot rules.
- No student may exit the left side of the vehicle. They must exit from the right side of the vehicle.
- No student is to be dropped off or picked up in the parking lot lane closest to the public street.
- If your child walks to school, please remind them to always use visible crosswalks.

Bus Transportation:
District buses may provide transportation for students in grades TK-5 living outside of a two-mile radius of school. District busing is provided at no charge. Students must obtain a bus pass for this service. Applications for bus services will be sent home the first week of school. They must be turned in to school in order for your child to receive their bus pass. If you decide at a later time you would like to obtain a bus pass, you will need to fill out an application with the front office, and then bring the application and your child to the transportation office in order to receive a bus pass. Information concerning bus passes, routes, stops, and times are available from the Transportation Department at (760) 726-6656.

School Visitor and Volunteer Policy:
In order to ensure student safety, confidentiality, and to minimize interruptions to the instructional program, we appreciate your cooperation with the following policy. ALL Visitors and Volunteers must bring a valid ID to gain access onto the campus during school hours. Please allow extra time to process your check-in.

Policy:
- All visitors/volunteers must scan in and out at the office. You may be requested to show identification if you are not familiar to the office staff.
- Classroom visitations/volunteer time must be prearranged with the teacher or principal in advance.
We protect learning time for every student and we request classrooms not be interrupted during instructional time. We will be happy to ensure your child receives lunches, books, or other materials that you drop off in the office. We will not though interrupt learning to make these deliveries.

Visitations should not be parent-teacher conferences. Parent conferences need to be schedule at a time other than classroom visits.

Scheduled and pre-arranged visitations are typically limited to 30 minutes.

Visitors, other than the parent, must have written parent permission to observe a student.

ALL adults on campus must use the adult bathrooms located in the front office.

Confidentiality of other students must be observed at all times - on and off campus.

Classroom tours for new or prospective students are scheduled through the office after school hours.

During recess and lunch, the staff workroom/lounge is designated for our staff only. Please observe this courtesy.

The staff workroom is off limits to children. This is an adult only area at Mission Meadows due to safety regulations and privacy issues.

No visitors or volunteers may eat lunch with their student at lunchtime. Our space is limited and we must reserve that space for students.

**How to become a Volunteer:**
Mission Meadows is deeply committed to the use of volunteers to help students and teachers in the classroom, help supervise on field trips, and to perform many other services. We encourage parent volunteers in the classroom and at school events. This helps to promote a collaborative school culture. Volunteers can enrich the educational process by sharing their special hobbies, skills, vocation, or special knowledge with students. Please contact your child’s teacher and/or the office if you would like to share your unique specialty. A volunteer is defined as an individual who, with school district authorization, voluntarily assists on a regular and ongoing basis.

**Steps to become a volunteer (including policies above):**
- Pre-arrange time(s)/day(s) directly with your child’s teacher or the front office, and volunteering must occur before 2:00 p.m.
- Register yourself as a volunteer with the front office **PRIOR to volunteering** in the classroom.
- You will need to bring your valid current ID.
- Complete a volunteer form and sign a volunteer Code of Conduct.
- Pass a Megan’s Law background check.
- Have current TB clearance (which can be administered in our school nurse’s office).

Once proper paperwork is processed and approved you will be issued a school ID badge that you will wear on campus at all times while volunteering. You will check in and out, and your ID badge will be filed at school. Thank you for valuing the safety rules in place to benefit the long-term safety of our students.
**Homework Policy:**

At Mission Meadows, we consider homework an opportunity to reinforce concepts introduced in the classroom, as well as an opportunity to help students develop independent organizational skills, time management techniques, effective study habits, and responsibility. Homework can also serve as one form of communication between the teacher and parents. We firmly believe that students should love reading and we expect them to read each day as part of their homework. As a shared family/school endeavor, we encourage parents to discuss books with their children and to read aloud to them at all grade levels. Staff members understand students at Mission Meadows are involved in a wide range of extracurricular activities. Therefore, we understand the importance of creating a balance between these extracurricular activities, quality family time, and homework.

*It is up to the student, family, and teacher to share the responsibilities of homework*

**Student’s Responsibilities:**
- To understand all homework assignments by listening to directions, asking a question when something is unclear, and reading all directions.
- To gather all materials necessary to complete assignments before leaving the classroom.
- To complete all assignments to the best of his/her ability.
- To return assignments on time.
- To make up any missed homework that the teacher requires.

**Family’s Responsibilities:**
- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.).
- To offer assistance to the student, but not do the actual homework.
- To check that your child has edited his/her homework for spelling (TK and Kindergarten may use phonetic spelling as appropriate), punctuation, neatness, etc.
- To notify the teacher when homework presents a problem.
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student’s homework folder. Regular backpack clean-outs can be useful in helping students to organize their materials.

**Teacher’s Responsibilities:**
- To provide purposeful homework.
- To provide clear directions and instructions.
- To implement a system for routinely checking homework.
- To communicate to the student and family what is expected for completing homework successfully.
- To communicate in a timely manner with families when students are not consistently completing assignments.
**Recommended Time for Homework:**
At Mission Meadows Elementary School, we know that the amount of time it takes each student to complete homework assignments will vary. The following chart indicates what we believe is approximately the appropriate amount of time for students in each grade to spend on homework. If your child diligently does their homework for the maximum allotted time and does not complete it, you should write a note to the teacher explaining the situation. If this is an ongoing problem, please make arrangements to talk to the teacher. If your child thoroughly and neatly completes the homework very quickly and you believe that your child needs additional homework, we suggest *Extension Activities* listed below and/or extra reading and writing activities which you may provide.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Reading Time</th>
<th>Other Activities</th>
<th>Other Activities Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>10-20 minutes (Parents read to students)</td>
<td>● Menu Activities which will change throughout the year</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>
| 1st   | 10-20 minutes | ● Writing response based on reading  
         ● Individual math practice/review | 15 minutes |
| 2nd   | 20-30 minutes | ● Writing response based on reading  
         ● Reading Log  
         ● Individualized math practice/review | 20 minutes |
| 3rd   | 20-30 minutes | ● Writing response based on reading  
         ● Individualized math practice/revision | 30 minutes |
| 4th   | 20-30 minutes | ● Writing response based on reading  
         ● Individualized math practice/revision | 40 minutes |
| 5th   | 30 minutes | ● Writing response based on reading  
         ● Individualized math practice/revision | 50 minutes |
VUSD Enrollment:

Age Requirements:
State law provides the following requirements for students entering public schools. To enter TK, a child must be born between September 2, 2014 and December 2, 2014. To enter Kindergarten, a child must be born on or before September 1, 2014. To enter First Grade, a child must be 6 years old on or before September 1, 2020. Proof of the child’s age must be submitted at the time of enrollment (i.e. Birth Certificate, valid Passport).

Residency Requirements:
Proof of residence in the Mission Meadows and/or Vista Unified School District attendance area is required.

Physical Examination Requirements:
Kindergarten students must have a physical examination sometime in the six months prior to entering kindergarten. First graders must have a physical examination sometime in the 18 months prior to entering first grade. This is a Child Health and Disability Prevention (CHDP) requirement. A dental examination is required for all kindergarten students by May 30th of their kindergarten year.

Preschool Information:
Mission Meadows offers Educational Enrichment Systems (EES) Preschool to students between the ages of three and five. Benefits include:
- 8:1 Student to Teacher ratio.
- Two sessions available: 8:15 a.m. to 11:15 a.m. & 12:15 p.m. to 3:15 p.m.
- Healthy meals and snacks included.
- Free for families who qualify.
- CalWorks accepted.
- Tuition Assistance available.

For more information, please call (760) 631-0827 or visit the EES website at www.educ-enrichment.org

Health Requirements (VUSD Board Policy 5004):
The California School Immunization Law requires that children be up to date on their immunizations (shots) to attend school. To attend school, your child’s Immunization Record must show the date given for each required shot and be signed or stamped by the doctor or other authorized medical personnel. If you do not have an Immunization Record, or your child has not received all required shots, they will not be enrolled in school. California schools are required to check all student immunization records. Required immunizations are as follows:
- **Polio (OPV and/or IPV):** Four doses or three doses if the third dose was administered on or after the 4th birthday.
- **DPT:** Five doses or four doses if the fourth dose was administered on or after the 4th birthday.
- **Measles/Mumps/Rubella (MMR):** Two doses of measles-containing vaccine are required. All vaccines must have been given on or after the first birthday.
- **Hepatitis B:** Three doses.
- **Varicella (Chicken Pox):** Two doses.

A personal beliefs exemption is **no longer an option** for entry into California schools; however, a valid personal beliefs exemption filed with a school before January 1, 2016, is valid until entry into the next grade span (5th to 6th). Valid personal beliefs exemptions may be transferred between schools in California. For complete details visit: www.ShotsforSchool.org
Health Program:
A health technician is available in case of sickness or accident during regular school hours. Health technicians do not diagnose illnesses. Please refer such cases to your own doctor. A district nurse is assigned to our site two days a week. Please notify the school if your child is on some type of continuing medication, even if taken only at home. This information may be important in an emergency situation.

Health Concerns:
You should notify the school if your child has a specific health or physical condition that might require special accommodations during the school day.

Medication at School (VUSD Board Policy 5023):
If medication is to be taken during the school hours, the following guidelines of the California Education Code and VUSD policy must be followed.
1. The parent/guardian’s written request on the VUSD medication authorization form is required.
2. A physician’s authorization detailing the amount of medication, the method and time schedules by which the medication is to be taken.
3. This includes ALL medications (prescriptions, over-the-counter, and vitamin/herbal preparations).
4. All prescriptions must be from a California pharmacy. No prescriptions from out-of-state pharmacies can be given by school personnel.
5. Physician and parent/guardian authorizations must be updated annually or more frequently if there are any changes to the medication, dosage, or time schedule.
6. The medicine must be in its original container.
7. A designated adult is to bring the medication to school and/or take home.

School staff is not able to administer any medication without the written authorization of both the physician and parent/guardian. Please do not bring in any medication until these authorizations have been completed. At the end of the school year, parents are asked to pick up all medications. Medications left more than week after the school year ends will be discarded.

Routine Health Check-Ups:
Routine health check-ups including vision, hearing, etc. are conducted periodically. You will be notified if your child is in need of medical attention.

Accidents or Emergencies (VUSD Board Policy 5012):
If your child has an accident or becomes ill at school, you will be contacted by use of the Parent Portal Emergency Contact Information (Emergency Card). It is important that you keep this updated with accurate information so that there will be no difficulty in reaching you, or an adult specified by you, in case of an emergency. This Emergency Card information is important! No child will be released to an adult unless their name is on the Emergency Card. Identification will be verified by a picture I.D. Please be sure that the information on your Parent Portal Emergency Information (Emergency Card) is accurate and up-to-date.

Communicable Diseases:
If your child contracts a communicable disease, you are asked to notify the school immediately. The school nurse has helpful information on communicable diseases.

Child Abuse:
State law requires school officials to report injuries that apparently are not accidental. School officials are charged by law to report possible unjustifiable physical pain and/or mental suffering. Failure by parents to furnish necessary clothing, food, shelter, and medical attention must be reported to the proper authorities.
Attendance Policy:
School begins promptly at 8:00 a.m. for all students. Please call (760) 630-7884 to verify each day’s absence.

Academic success and school attendance are directly related. California law requires students to attend school regularly and on time. The state of California considers four or more absences to be excessive. The Vista Unified School District (VUSD) School Board Goal is 98% attendance (98% attendance is three absences per school year per child). To comply with this goal, a letter is sent home when a child has a combination of three unexcused absences or tardies (30 min. or more). Letters are also sent when a pattern of poor attendance and/or tardiness develops. Parents and students may be required to meet with the principal and/or school counselor to fill out a Student Attendance Review Team (SART) contract. Continued defiance of the California Compulsory Attendance Laws will result in a referral to the District’s School Attendance Review Board (SARB).

Parents/Guardians are responsible for notifying the office whenever their child is absent from school. If your child is absent, please call the office by 9:00 a.m. on the morning of the absence to verify the absence. You may also send your child with a note when they return to school stating specifically the reason for each day’s absence, your child’s first and last name, and his or her teacher’s name. Please sign the note and state your relationship to the student. Absence verification should be provided to the school within 72 hours (3 school days) to notify the school’s attendance office with the reason for the absence (VUSD Board Policy 5005). Absences remaining unverified for 72 hours after the student’s return to school will be considered unexcused. A student who has been excused from school 10 days by phone or notes, will be required to provide a written verification on a medical, legal, or bereavement professional letterhead for all future absences.

Acceptable reasons for excused absences are illness, funeral services (limited to one day in the state and three days out of state), doctor’s appointment, or dental appointment. All other absences are considered unexcused. (Legal References: Education Code Sections 482015, 48260, 48260.5, 48261, 48340)

Tardiness/Late Arrivals:
In order to ensure student safety and in efforts to instill life-long positive behaviors and habits, students are expected to be in class and in their assigned seat by 8:00 a.m. Students arriving late to school will now need to be signed in by their parent/guardian. Please come to the office after 8:00 a.m. to sign in, and your child will then receive a pass to give to their teacher. Students attending Mission Meadows on an Inter/Intra District Transfer must be at school on time each day. Transfers can be revoked for excessive tardiness/absences.

Early Student Pick-Up:
Mission Meadows has a closed campus. Once a student arrives on campus, he or she must remain on campus for the remainder of the school day unless checked out at the office by a parent or guardian. Students shall be released during the school day only to the custody of an adult (18 years and older) in possession of a valid government issued photo identification card and IF the adult is the student’s custodial parent/guardian. If the adult has been authorized on the student’s emergency card as someone to whom the student may be released to, the office staff will need to verify permission with parent/guardian. If we are unable to contact and verify with the parent/guardian with the telephone number we have on file, we will not release the student. Parents please make sure that all telephone numbers are updated in your Parent Portal account. It is the sole responsibility of the
Parent(s)/Guardian(s) to update their emergency card including who is authorized to pick up their student if needed. Students will be called out of class for early pick up once the authorized person has been confirmed with a valid ID by the front office. **Students may not be picked up within 20 minutes of dismissal time.**

Please schedule doctor/dentist appointments after school or during vacation days. This will enable your child to be present for our entire instructional program. The office keeps track of early pickups. Early pickups count towards your child’s attendance record. **Beginning in the 2017-2018 school year, students who are picked up early will have the early checkouts counted as tardies.**

**Independent Study Contracts:**
Parents are encouraged to plan family vacations when their child is not in school. If it is unavoidable that your child will be out of school for five to ten days, please ask about an Independent Study Contract. **PLEASE notify front office 10 schools days in advance if an Independent Study is needed.** To qualify for an Independent Study Contract, **students must demonstrate proficiency in all academic areas and have good school attendance.** Prior administrative approval is required for an Independent Study Contract.

**School Attendance Review Board (SARB):**
If your child is excessively absent from school for whatever reason, including truancy, illness, or tardiness, he/she will be referred to the Vista Unified School District (VUSD) School Attendance Review Board.

**Arrival and Departure Times:**
Students desiring to eat breakfast may arrive no earlier than 7:30 a.m. Students not eating breakfast should arrive no earlier than 7:40 a.m. Gates are locked by 8:00 a.m. sharp. Learning begins and attendance is taken starting at 8:00 a.m. At the end of the day, students must be picked up within 15 minutes after school ends when staff supervision in the dismissal area concludes. As you pick-up or drop-off your child, use only the lane to the left of the student pick-up/drop-off area (the cage). **Please pull all the way forward before you load or unload your child.** While in this area, please avoid talking on your cell phone or texting to ensure the safety of all students. If your child is not waiting for you in the cage ready to get in your car, please circulate out of the parking lot and back in the car line. This will reduce congestion by allowing parents with children to leave. If you arrive after staff supervision has ended, you may pick-up your child in the school office.

**Home/School Communication:**

**School Messenger Calls and Emails:**
This is a web-based telephone communication system that serves as another means of communication with our families. It is imperative that you maintain a current phone number on your Parent Portal in order to be able to receive these automated messages. Email messages are also sent out; please make sure that your most current email address is on your Parent Portal.

**Mission Meadows Website:**
We encourage you to visit the Mission Meadows’ website to read about our faculty and school events. Current school newsletters, the school calendar, lunch menu, and the school Family Handbook can be found on our website. Please visit us at [mm.vistausd.org](http://mm.vistausd.org) this website is updated regularly and will provide the most current information regarding our school, programs, and policies.
Twitter:
Follow us on Twitter for updates on what is happening on campus! @mmm Mustangs

Facebook:
Like us on Facebook: Mission Meadows Elementary PTA

Classroom Newsletters, Emails, Phone Calls, Texts, Class Dojo, Remind.com, etc.:
Teachers at Mission Meadows use a variety of communication methods to keep parents informed regarding classroom news and information.

Messages to Students:
Please help us by giving your child instructions before they leave for school in the morning, including any changes in after school arrangements (i.e. bus, walk, pick-up). Messages to students during school hours should be reserved for emergencies only. Uninterrupted instructional time begins at 8:00 a.m. until lunch time for all grade levels.

Please note:
Calls regarding a change in pick-up after school must be made prior to 1:30 p.m., in order to allow enough time to deliver the message to your child. **TK/Kindergarten/First Grade Parents:** Keeping a consistent pick-up method is crucial for student safety. **Therefore, please do not continually change your child’s method of pick-up after school.** The students in these grades are organized into pick-up groups (walkers, cars, bus, etc.) in order to ensure that they are in fact going home in the correct

**Student Support Services:**
Mission Meadows’ Student Study Team (SST) can include an administrator, counselor, psychologist, speech therapist, resource specialist, and classroom teachers. Students, who are having challenges in the areas of academics, attendance, or behavior, are referred to an SST. Working with the parents, an action plan is developed to support the student’s school success.

**Special Education:**
Special Education services are available to all qualifying students. Services include the Resource Specialist Learning Center Program, Speech and Language therapy, plus other related services as specified in a student’s Individualized Education Plan (IEP).

**Learning Center Resource Program:**
The Learning Center Resource Program is a special education program designed for students who have a specific learning disability and require a written IEP (Individualized Educational Plan). Credentialed Education Specialists and Instructional Assistants work with students.

**Speech Therapist:**
A speech and language pathologist is available to work with students who qualify for support in the areas of language and speech development.

**Psychologist:**
A school psychologist administers assessments required by Individual Education Plans and Student Study Team (SST) referrals, and offers small group/individual counseling support.
School Counselor:
A school counselor educates, collaborates, advocates, and nurtures the whole child through academic support, building social/emotional skills, and promoting awareness of college and career pathways.

Community Liaison:
A community liaison works to build home to school partnerships and relationships in order to connect families with school and community resources.

English Language Development:
ELD instruction is provided to limited and non-English speaking students to increase their competence in using the English language. Students receive daily, targeted instruction on the various skills necessary to become proficient in the English language.

Media Center/Library:
Every student will have an opportunity to visit the school library each week. We encourage parents to read and discuss books with their child every day. Parents are also welcome to come to the library and register to check out books. Parents are responsible for lost or damaged books. Should your child fail to return books within a two-week check out period, you will be sent a reminder along with the book’s replacement cost. Students, parents, and staff are encouraged to use the Library’s book collection, and our Accelerated Reader program to promote literacy.

Makers Lab:
Mission Meadows is proud to offer our students a personalized learning hands-on experience in our Makers Lab. This lab offers hands-on, creative ways to design, experiment, build, and invent. It combines elements of science, technology, engineering, art, and mathematics (STEAM).

Student Access to Technology:
All classrooms have a 1-to-1 student access ratio to technology. Students in TK-1st grade have access to iPads, and students in grades 2nd - 5th have access to Chromebooks.

AM-PM Program:
The AM-PM program is open from 6:30 a.m. until 6:00 p.m. to provide childcare before and after school. There is also AM-PM available during the summer at selected VUSD school sites. A homework time is provided. The children have a choice of inside and outside time, in addition to individual and group activities. The AM-PM program has its own office. If you would like additional information, please call (760) 726-7467.

Safety Patrol:
The Safety Patrol consists of fifth grade students who show responsibility and leadership qualities. Safety Patrol members help to maintain a safe crossing environment for students crossing at the bus lane and in the car drop-off lane. Safety Patrol is on duty before and after school. Fourth grade students are recommended and selected by their teachers to train as Safety Patrol members for the following school year. Staff members are responsible for the coordination and monitoring of the Safety Patrol program.
Student Council:
Each year, student classroom representatives are chosen from the upper grades (3-5). Student Council officers are elected by their peers. The Student Council works collaboratively to plan school-wide spirit days to promote school spirit and a strong sense of community.

Child Nutrition Services:
The cafeteria is open before school, recess, and during lunch. Nutritious meals are available. Students needing financial assistance may apply for a free or reduced meal program. Applications are available online and in the school office. You may pay for your student’s meals online at www.wavecrestcafe.com Select Business Services and then select the Child Nutrition Service quick link. You may prepay for meals by selecting the payments option. Children must pick up their own lunch. All CNS purchased items must be consumed on campus.

Breakfast:
Students can purchase breakfast each day from 7:30 a.m. to 7:55 a.m. If students miss breakfast before school, they may also purchase a “Second Chance Breakfast” during their morning recess time. The cost is $1.00, which includes a beverage. Milk or juice may be purchased separately for $.35.

Lunch:
Students may bring a lunch from home or purchase a hot lunch prepared by district CNS personnel. Lunch costs $2.50 including a beverage. Milk or juice may be purchased separately for $.35.

Biometrics:
Mission Meadows uses state of the art identification equipment to ensure that no one other than your child can purchase a meal through their school meal account. This new form of technology uses a finger scan, and its image, to uniquely identify your child. The image of your child’s finger scan is converted into a number, which is then encrypted and stored. The encryption process guarantees that your child’s finger scan cannot be used to identify them in any other way, and is not stored in our system. This form of identification is called Biometrics, which literally means, measurements of human characteristics. Your child is the only person who can purchase a meal using their school meal account. This system protects them from losing an I.D. number, or sharing that I.D. number with other students.

Nutrition:
Nutritious snacks from home are encouraged as morning energizers. The snacks should consist of fruits, vegetables, cheese, crackers, etc. Cookies, chips, sweets, and soda, are not considered nutritious, as they are in the “Extra” food group. Nutrition is very important in both the physical and academic development of students. Our Wellness Policy states that we will only provide and allow health foods before, during, and after school. Making sure your child has healthy meals will support their progress throughout the day. We encourage healthy eating, and discourage soda, candy, or sugary snacks in lunches or as classroom treats.

When celebrating with food inside classrooms (with prior teacher approval), please be creative and avoid the typical cupcakes or cookies. Some suggestions to celebrate birthdays or other occasions include fruit, cheese, apples, graham crackers, applesauce dip, yogurt covered raisins, low-fat pudding cups, or trail mix, popcorn balls, Friendship Fruit Salad, etc.

Remember: All food brought to school must be store bought; not homemade.
Food that has not been prepared by a licensed food vendor is not to be brought for serving during school hours for the students (California Health and Safety Code 28571). Any food prepared in the classroom, i.e., as part of the curriculum is acceptable, under the teacher’s direction. Food for class parties must adhere to this code, and the VUSD Wellness policy (Board Policy 5040), and must be prepared in a commercial kitchen. Students may not be offered homemade food. Please check with your child’s teacher to see if any of your child’s classmates have any food allergies. Your cooperation is greatly appreciated.

Birthdays:
The VUSD Wellness policy (Board Policy 5040) must be followed. Birthday celebrations are at the discretion of the grade level team, and will be decided on by the grade level. Parents wanting to celebrate a child’s birthday should not bring cupcakes or cake to school. Acceptable food items include popcorn, frozen 100% fruit bars, frozen yogurt, animal crackers, graham crackers, Goldfish, and fruit. Parents can also celebrate with party favors such as pencils or a book donated to the class. Please note: All birthday celebrations must be prearranged with the teacher.

Parent Groups:
PTA:
Parents are invited and encouraged to join the PTA and to attend PTA meetings. The atmosphere is informal and provides an excellent opportunity to acquaint parents with the school and to be partners in planning activities for Mission Meadows families. A membership drive is held at the beginning of the school year. Membership in the PTA does not obligate you to attend PTA meetings. For more information contact PTA at missionmeadowspta@gmail.com

English Learner Advisory Committee (ELAC):
The English Learner Advisory Committee at Mission Meadows is comprised of teachers, parents, and administrators. They meet approximately four times per year to review English Language Learner progress, and provide input or suggestions to Mission Meadows’ Single Plan for Student Achievement (SPSA).

School Site Council (SSC):
The School Site Council is comprised of no more than six elected parent/community members, four teachers, one classified staff member, and an administrator. The main purpose of this council is to provide guidance for the Mission Meadows’ SPSA plan. School sites receive categorical money each year to supplement the basic educational program. The SSC helps determine how this money is allocated.

Lost and Found:
Each year a large number of clothing items are donated to local relief organizations because they are left unclaimed at school. Please check out our Lost and Found bin for items that may belong to your child. We encourage you to label jackets, sweatshirts, etc. with your child’s name.
Mission Meadows’ Song (Sung to the Muppets Theme Song):

We’re Mission Meadows Mustangs
and when we gallop in,
We know what time it is,
time for learning to begin!

We know we shouldn’t brag but,
we think our school’s the best.
Our teachers get us ready,
so we all can pass the test.

Our principal is awesome!
The teachers here are cool.
We’re getting so much smarter.
We’ll soon be through with school!

We’re all here bright and early.
We’re ready for the day.
If you love Mission Meadows,
Let me hear you shout HOORAY!

Student Pledge:

We are Mission Meadows Mustangs, glad to do our best!
We are respectful and responsible, up to any quest.
We welcome any challenge, showing that we care.
We always work together, for a future we will share.

WE ARE MISSION MEADOWS MUSTANGS EVERYDAY!

Go Mustangs!