Mountain Trail Academy

Student Handbook 2026-2027

Mountain Trail Academy

5626 S Mountain Rd, Mesa, AZ 85212

480-474-6980

Queen Creek Unified School District

Our Vision: Queen Creek Unified School District supports the development of the whole child by modeling positive academic, social and emotional learning through an innovative and challenging curriculum. Learning is maximized by empowering the community, and its members, to partner with us to create safe and secure learning environments for all students. Queen Creek Unified School District expects their students to be successful, compassionate and productive in their learning so that the next generation of ethical citizens can lead our community both locally and globally.

Our Mission: Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity.

Our Priority Areas and Goals:

Student Success	Safe and Healthy Environment	Exceptional Personnel	Effective Partnerships	Effective Operations and Systems
· Inspire all students to meet or exceed annual, individual, and academic goals. · Prepare all students for post-graduation opportunities, responsible citizenship, and competition in a global economy. · Empower each student with skills and tools that support being a confident, resilient, and healthy individual.	· Ensure a safe and secure environment. · Teach kindness, respect, and integrity. · Provide opportunities that result in meaningful connections, resiliency, and coping skills. · Raise awareness of mental health. · Enhance diversity related educational opportunities.	· Value and support all personnel. · Recruit and retain highly qualified, diverse personnel. · Maximize purposeful professional development to empower personnel. · Encourage new and innovative ideas that foster collaboration, efficiency, and growth within the work environment.	· Increase partnerships as a way to build mentoring opportunities, internships, and community business involvement. · Communicate effectively to promote involvement and maximize opportunities for collaboration with all stakeholders. · Ensure transparency by providing information used in the decision-making process.	· Optimize use of funds through fiscal responsibility. · Strategize use of resources through balanced planning. · Manage district systems efficiently through key performance indicators. · Continuously improve facilities and technology.

Dear Mountain Trail Academy Families,

Welcome to Mountain Trail Academy! I am honored to serve the Skyhawk community. Our teachers are dedicated to instilling a love of learning in students and meeting the needs of those students so that they can thrive and achieve in academics and social/emotional learning. It is a priority to make sure students feel safe. Safe to take risks, challenge themselves, and step out of their comfort zones. Safe to inspire others and be a positive member of our community.

Myself, and the MTA staff, want to make sure you are informed of the policies, procedures, rules, and routines. This handbook is designed to provide you with information about our school. To ensure that your child has a successful year, we encourage you to read and discuss the information provided in this handbook together.

We are all looking forward to a great school year!

Sincerely,

Mrs. Erin Pillsbury
Principal
And the Mountain Trail Academy Faculty & Staff

<u>The last page of the handbook needs to be read, completed, and returned to school as soon as possible.</u>

Mountain Trail Academy's

Mission Statement

Skyhawks learn, lead and soar

Vision Statement

Our vision at Mountain Trail Academy is to ignite a passion for learning that prepares students for success in post-secondary pathways. We commit to prioritizing student growth through innovative, hands-on learning experiences that cultivate creativity, critical thinking, and collaboration. By embracing strong family and community partnerships, we create a supportive environment where students thrive academically, socially, and emotionally, building a foundation for future achievement and responsible citizenship.

DISTRICT ADMINISTRATION

Board President
Samantha Davis

Board Vice President
Jennifer Revolt

Board Member
Patty Campbell

Board Member
Matthew Riffey

Board Member
Kelli Anderson

Superintendent
Dr. Perry Berry

Assistant Superintendent
Dr. Korry Brenner

Assistant Superintendent
Dr. Adam Wolfe

MTA SCHOOL ADMINISTRATION

Principal	Erin Pillsbury	480-474-6980
Administrative Assistant to the Principal	Brianna Broersma	480-474-6980

OFFICE HOURS AND GENERAL INFORMATION

Office Hours 7:45 - 4:00

Office Phone	(480) 474-6980
Attendance/Registrar Phone	(480) 474-6980
Counselor	(480) 474-6980
Health Assistant	(480) 474-6980
Media Aide	(480) 474-6980
Transportation	(480) 987-5982
Cafeteria	(480) 474-6980
District Office	(480) 987-5935
Preschool	(480) 987-5958

District Website: www.qcusd.org
School Website: https://mountaintrailacademy.com
Facebook: MTA Skyhawks
Instagram: @MTA_Skyhawks

PHYSICAL ADDRESS

5626 S Mountain Rd, Mesa, AZ 85212

SCHOOL HOURS

Teacher Work Day	7:30-3:30
Full-Day Kinder - 6th Grade	8:10-2:55
Full-Day K -6th Grade Early Release	8:10-12:55

Students are not allowed on campus prior to 7:45 am

ATTENDANCE AND TARDY POLICY

Arizona Law (ARS 15-803) states that EVERY person who has custody of a child between the ages of 6 and 16 years shall send the child to school for the full-time school is in session within the school district in which the student resides.

Regular attendance is essential for success in school. A student not only misses work on the day of absence but also is not prepared for the next day because of missed instruction. Tardiness is disruptive to the learning process. Instructional time is from 8:10-2:55; please do not take your child out of school early as this disrupts the learning of our students and could result in a half day absence. A picture ID (driver's license) will be required when signing your child out.

A written note or call to the attendance line explaining the absence or lateness must account for every absence or tardiness. Your call to us will save time and help protect your child. *It is vital that we have one or more telephone numbers to contact you during the school day.* ***If your contact numbers change, let us know right away.*** A student arriving after the late bell rings (**8:10 AM**) must report to the office to obtain a late pass which is then given to the teacher. This allows the office to correct the attendance report.

After a student has incurred 18 absences (for any reason), every absence thereafter will be reported as unexcused. Arizona Law (A.R.S. §15-901(A)(1)) defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions. The Department of Education delegates the decision of family vacations as an excused absence to individual school districts and charter holders. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported as unexcused

To report an absence or a tardy please call the attendance line: at
(480) 474-6980

WHEN A STUDENT IS ABSENT OR TARDY

1. A parent/guardian should call the attendance office as early as possible. Siblings may not excuse absences.
2. Call *before* 8:00 am. Please specify the student's name, homeroom teacher and reason for absence. *Please do not email teachers regarding absences, as the teacher may have a substitute, who does not receive the message.*
3. If the parent/guardian cannot call the attendance line, a note must be sent in upon the student's return to school, explaining the absence. Illness absences lasting three (3) days or longer may require a doctor's excuses

BEFORE- AND AFTER-SCHOOL CARE

MTA is proud to offer Discovery Kids, an on-site, before- and after-school care program. This licensed program provides quality, caring, enriching and engaging activities for children both before and after school. Please refer to the QCUSD Family Handbook for more details.

BULLYING

Bullying of any kind is not tolerated at Mountain Trail Academy. Bullying is defined as repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical (pushing, hitting, kicking, spitting, stealing); verbal (threats, taunting, teasing, name-calling); or psychological (social exclusion, spreading rumors, manipulating social relationships). Students are encouraged to tell an adult if they see any questionable behaviors. Our school counselor presents lessons to each class at the beginning of the year, where age-appropriate strategies are shared with students to use if they are a witness or a victim of bullying. To help give our families a better understanding of what is and isn't bullying see appendix A in the back of the handbook.

CAFETERIA AND LUNCH HOUR

Cafeteria Phone (480) 474-6982

The MTA cafeteria offers breakfast and lunch to our students.

2026-2027 Meal Prices:

	Breakfast	Lunch
Full Pay	$1.75	$3.00
Free/Reduced	$0	$0.40

We provide meals at a reduced rate or free depending on eligibility. Meal applications are available at your school, Queen Creek USD Administrative Office, or online at Queen Creek School District. Applications will also be available to fill out online at https://linqconnect.com/main for the 2025-2026 school year. The site will provide you with your approval status once it is processed.

All meals are provided under the National School Breakfast and Lunch Program Federal guidelines. This means all meals are planned according to the requirements provided by USDA. All school meals must meet specific calorie targets, fat percentages, fiber, vitamin, and mineral targets.

Catering for parents. In an attempt to keep money in the district, the Child Nutrition Department provides parents with birthday packages that can be delivered to their child's classrooms to celebrate their birthdays. Packages range from $0.55 to $2.50. All items offered are lower in calories and sugar but full of fun and celebration. They also come with a Happy Birthday flyer, or a flyer that can be customized for any occasion. The cafeteria is also available to provide a sack

lunch for field trips at the same cost as a normal school meal and includes (sandwich, fresh fruit, fresh vegetable, 100% juice box and milk). Save time at the grocery store and let the Child Nutrition Department package and deliver snacks to your child's class.

You are welcome to eat with your child at any time. Please check with your child's teacher to find out what time he or she eats lunch. When you arrive at school, please sign in at the school office, and get a visitor's badge before heading to the cafeteria. For more information on our Food and Nutrition Department, please refer to the QCUSD Family Handbook.

CAFETERIA RULES

Eating in the cafeteria can be a different type of experience for many children. Without parents there to remind them of polite manners, children easily forget. Cafeteria rules are consistent with rules across our school: be kind, be respectful, and show integrity. Please take time to review the expectations with your child.

- Be Kind by using quiet voices, saying please and thank you, waiting your turn in line, and staying in your space
- Be Respectful by keeping hands, feet and objects to yourself, listening and following adult directions, using polite language, and keeping your area clean.
- Show Integrity by eating your own lunch, cleaning up after yourself, and reporting all accidents/incidents to an adult.

Students are NOT allowed into classroom areas during lunch or recess without a teacher.

We will have a nut-free table available for students with allergies. Please contact the school health office and your child's teacher to inform them of your child's food allergies.

COMPUTERS

All Mountain Trail Academy pupils are provided with the opportunity to learn and use computer technology. MTA has Chromebooks available in all classrooms. Technology instruction is provided by the classroom teacher. Use of technology agreement is included in the packet of sign-off sheets. The use of technology agreement must be reviewed and signed by both the parent and the student.

EMERGENCY EVACUATION PLAN

Mountain Trail Academy has an Emergency Evacuation plan in effect. Fire drills occur on a monthly basis, and two lockdown practices occur annually. Bus evacuation drills are held twice a year for all students. Queen Creek Unified School District has adopted a proactive strategy for lockdown procedures known as ALICE: Alert, Lockdown, Inform, Counter, and Evacuate. The ALICE plan offers a different philosophy in response to school violence. ALICE encourages the use of technology and information so that staff and students can make life saving decisions during a time of crisis.

FIELD TRIPS/ADDITIONAL ACTIVITIES

Field trips are an earned educational privilege and are aligned with Arizona State Standards. Students attending a school related field trip must turn in a signed permission slip by the required due date, pay nonrefundable entrance fees, and follow school appropriate dress code and school policies. In addition, the schools may provide additional non-educational field trips for students who have met specific requirements for various programs/clubs.

Field trip chaperones should fill out the appropriate paperwork on-line (below), must undergo a fingerprinting and criminal background check, sign off on the responsibilities of chaperones, and be approved by Human Resources before the field trip.

https://queencreek.tedk12.com/hire/ViewJob.aspx?JobID=4663
https://docs.google.com/document/d/1IEACoos1wzK6CQ1LONnnJxTCnFuvRhd_DdKr81Fi6Co/edit

Note: Due to liability, younger siblings and other adults not related to students will not be permitted to attend field trips. FOR SAFETY REASONS, ALL STUDENTS MUST RIDE THE BUS TO AND FROM THE FIELD TRIP WITH THEIR CLASS.

Tax Credit Donations for Field Trips: Did you know you can make a tax credit donation to help cover field trip costs? Arizona State Law (A.R.S. 43-1089.01) allows you to get a dollar- to-dollar reduction when you give up to $400 (joint returns) or $200 (individual returns) to a public school for extracurricular activities. The earned funds from the tax credit program come directly to Mountain Trail Academy and can be used to help cover the cost of busing and admission for field trips. It's easy to participate! Just complete a tax credit form and return it to the school or district office with your check and you will receive a receipt for the amount you donate. Then when tax time rolls around you claim the credit on your state taxes.

"End-of-the-Year" ACTIVITIES

It is a privilege for students to attend end-of-the-year activities. Students must meet the criteria as outlined in the fourth quarter distributed materials. Your classroom teacher will let you know about any end of the year activities that they have planned.

SEASONAL FESTIVITIES/CELEBRATIONS

At MTA and QCUSD, our primary focus is teaching and learning. With that being said, we do participate in a variety of fun celebrations at our school. We have spirit days, seasonal activities and festivities to celebrate these special times of the year. These days do not include student costumes during the school day. These types of events generally take place for a short period of time at the end of the school day and/or include educational activities so that we can continue to focus on our mission of teaching and learning.

FOOD/DRINKS POLICY

1. Students are encouraged to bring water bottles to school
2. Water is the only acceptable beverage in the classrooms, hallways, and other learning areas
3. Gum is not allowed to be chewed on campus or on buses
4. All food items brought in to be shared with the whole class need to come from the list of compliant snacks that are available for purchase from our food and nutrition department.

Student Food Restrictions – Foods Served, Sold, or Distributed at School

Beginning with the 2026–2027 school year, Arizona law (A.R.S. §15-242.01) requires public schools that participate in federally funded meal programs to limit certain foods and beverages that may be served, sold, or distributed on campus during the regular school day.

The law specifically restricts foods and beverages that meet the statutory definition of *ultra-processed foods*, including products that contain certain additives and artificial dyes identified in the legislation. Schools are required to follow the state's definition and guidelines when determining which foods may be provided on campus during the school day. To make planning easier for families and staff, a selection of compliant snacks and treats for classroom celebrations will also be available for purchase through the Child Nutrition Department.

Food or beverages provided by a parent or guardian directly to their own child are <u>not</u> restricted by this law. We appreciate your partnership and support as we work together to meet these state requirements and promote a healthy school environment for all students.

GRADING AND REPORT CARDS

QCUSD uses a Synergy grading program for grades and reports cards. Grades are taken on a weekly basis for assigned lessons, homework, quizzes, and tests. Parents can check grades at any time using their parent ID and login (see information below for Parent and StudentVue).

Report card grades are as follows:

Kinder- 2nd Grades	3rd - 6th grades
E = Exceeds Expectations	A = 90-100%
M = Meets Expectations	B = 80-89%
P = Progressing	C = 70-79%
N = Needs Improvement	D = 60-69%
	F = below 59%

<u>PARENT/STUDENTVUE:</u> ParentVUE, allows 1st-6th grade parents and students to check current grades, homework and attendance online, anytime. Everyone is assigned their own password, so grades are always private. You may access ParentVUE from any computer with internet access. A letter will be sent home during the first week of school with your personal activation code and instructions.

<u>IMPORTANT INFORMATION:</u>

- Midterm/progress reports are sent home at mid-quarter of each nine week grading period.
- Report cards are sent home or emailed through Synergy at the end of each quarter.
- Students who have 6 or more missing homework assignments will receive an N for Homework Effort.

HOMEWORK: Homework is not simply busy work assigned to children to keep them occupied at home. Homework assignments and studying serve several educational needs that are essential to receiving a complete education. Homework provides children with the opportunity to develop self-discipline, study habits, and time management skills. By completing homework, children learn how to be independent and responsible. In addition, homework helps to close the gap between school and home; learning should happen at home as well as in school.

Homework for students at MTA is designed to:

- reinforce the importance of schoolwork
- improve study skills
- supplement regular class work
- help broaden the scope of student knowledge

Each student will have a certain amount of homework during the school week and may have some on the weekends. A student with an excused absence will have two days for each day absent to make up all of the missing work. A student with an unexcused absence will be expected to do all the work and may (at teacher discretion) receive credit. Suspended students must take the responsibility of doing all assignments during their absence and turn in the work the first day back in school.

Each teacher/grade level sets their own homework policy, which will be sent home the first week of school, please take time to review the policy with your child. If your child tells you that he/she does not have homework, it is suggested that you contact your child's teacher.

Parents requesting homework for students who are absent may call the office before noon, and pick up any assignments between 2:30 and 4:00 p.m. If requested, assignments may be given to a sibling to take home. Classes will not be interrupted by a request for homework. Please allow the teachers appropriate time to ready the assignments for your child.

HEALTH OFFICE

The school has a full time health aide to administer our health program. The health office is an emergency station and is not equipped to take care of any serious illness. Students who become ill or injured at school should report to the health office or other office personnel immediately. The health aide is not a doctor, so she cannot make a diagnosis regarding an illness. In instances where students are sick and need to go home it will be the parents' responsibility to make arrangements for their child.

Students with any of these symptoms must be kept home from school until they are symptom free for at least 24 hours.

- A Fever greater than 100.4 degrees
- Vomiting

- Diarrhea

PARENTS MUST KEEP EMERGENCY CARDS UPDATED WITH CURRENT CONTACT NUMBERS AT ALL TIMES. PLEASE INFORM THE OFFICE IMMEDIATELY SHOULD YOUR CONTACT INFORMATION CHANGE

IMMUNIZATIONS:

House Bill 2295 – Chapter 208, 1990 Law requires that the pupil be suspended from school upon enrollment if documentary proof of immunization is not submitted unless the student is exempt due to certification that immunization is detrimental to the student's health. This requires exclusion of students who lack documentary proof of immunization during outbreaks of communicable immunization and/or preventable diseases. Contact the school health office for more information.

For additional Information: http://azdhs.gov/documents/preparedness/epidemiology-disease-control/immunization/school-childcare/school-childcare-immunization-guide

MEDICATION:

If it becomes necessary for a student to take ANY form of medication at school, a consent form must be completed and signed by a parent or guardian. The form can be obtained from the Health Office.

The medication must be in its original pharmacy container and should state the student's name, the dosage, and the times to be administered. Expired medication will not be given. Only medication that needs to be given during school hours is permitted, including cough drops and Tylenol.

An adult must bring medication in person directly to the health aide's office. No child may transport medication to or from school.

All medication is kept in a locked cabinet and is dispensed through the health aide by responsible staff. Refer to the QCUSD Family Handbook for more information.

Medical Insurance:

Medical insurance is NOT provided by the school district.

Health Screenings:

Student health screenings are conducted through the school health office. These include hearing and vision as recommended/required by the State of Arizona. Other screenings may include height and

weight, blood pressure, scoliosis, and lice. You may exempt your student from any screenings by giving written notice to the school health office. This notice must be given yearly. Important health and medical information may be shared with school personnel, on a need to know basis, related to the health and safety of the student.

HONOR ROLL

Mountain Trail Academy will recognize those pupils who qualify for Principal's List and Honor Roll on a quarterly basis in grades 3-6. Students will be recognized monthly for academics and leadership during assemblies.

Grading ranges are as follows:

90-100 = A 80-89 = B 70-79 = C 60-69 = D

Qualifications for Principal's List are all A's in the content areas of English Language Arts, Math, Social Studies, and Science. Honor Roll qualifications are all A's and B's in the content areas of English Language Arts, Math, Social Studies, and Science.

LIBRARY SERVICES

The library is open during school hours and will be used as a special for all grade levels. Students must pay for lost or damaged books and materials.

LOST AND FOUND

Please put your child's name on clothing, backpacks, lunch boxes, and personal items brought to school. Taking some time to do so may save the cost of buying replacements. Found items are stored at school and eventually donated to charity if not claimed. Please visit the school office or the "lost and found" bin if something is lost at school. Students are asked to turn in any items they find on the school campus.

Morning Drop Off Policy

Kindergarten thru 6th grade students are to be dropped on the south side of the school; please drive forward before letting your students out of the car.

DO NOT, AT ANY TIME, PARK in the queue. Parents wishing to park should do so in the front parking lot and escort their child(ren) to the southside drop off gate. Don't forget to set a good example for our students by using the crosswalk.

Please avoid prolonged goodbyes (for example: getting out of your car to let your child out; fixing your child's hair; or tying his or her shoelaces) as traffic backs up and other parents are waiting to drop off their child too.

The bus loading and drop off area is in front of the school. This area cannot be used by parents to drop off or pick up their children for any reason during pick up and drop off times; 7:45-8:15 and 2:55-3:15. For the safety of your child and all our students at MTA, please drop off and pick up in designated areas only. If students are dropped off after 8:10 they will be asked to sign in through the front office.

Students who ride bikes to school will enter through the north gate in the front of the school outside the media center. At dismissal, bike riders will exit through this gate. They will walk their bikes until they get to the sidewalk on Mountain road and are crossed by the crosswalk person.

Parents who wish to not go through the queue may pick up their student at the north gate outside of the media center. This is a parent walk up. Students will not be released to walk through the parking lot without a parent. Parents need to park and walk up to the gate.

Please DO NOT drop off students before 7:45 a.m., as we do not have adult supervision before this time.

PARENT TEACHER ORGANIZATION

The PTO is made up of parents, staff, and community members who take an active role in the school. Contact the school for further information at **mountaintrailacademypto@gmail.com**

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

PBIS (Positive Behavior Intervention and Support) is going to be our new way of providing a safe and positive learning environment at our schools in our district. PBIS has been shown to increase academic achievement and student performance, decrease classroom disruptions and office discipline referrals and improve school climate and safety. Our QCUSD expectations for behavior are:

Be Kind

Be Respectful

Show Integrity

The teachers will explain both the class and school rules to your child. We encourage you to review these again with your child. We believe it is important for parents and teachers to work together to help children be successful.

EXPECTED SCHOOL BEHAVIOR

Expectations	Be Kind	Be Respectful	Show Integrity
Classroom	• Greet Teacher • Positive Collaboration • Be courteous	• Keep hands/feet to self • Listen and follow directions • Use appropriate language • Pay attention to who is speaking	• Do your won work • Stay on task and use time wisely • Participate in class activities
Bathroom	• Take turns • Wait in line	• Keep hands and feet to yourself • Use appropriate language • Respect the privacy of others • Clean up after yourself • Flush and wash hands	• Report if something is broken • Report behavior problems • Wash hands • Use water and paper appropriately
Cafeteria	• Use good manners • Say please and thank you • Wait in line • Pick up trash • Raise hand for assistance	• Keep hands and feet to self • Use appropriate language • Keep area clean	• Eat your own food • Stay on task and use time wisely • Stay seated when eating
Hallway	• Silent Wave • Walking facing forward	• Keep hands and feet to self • Use appropriate language • Give personal space to others	• Go straight to your destination • Keep hands off walls and bulletin boards • Use walking feet and inside voices
Playground	• Take turns • Include everyone when possible • Pick up trash • Only go down the slide • Play by the rules	• Keep hands and feet to self • Use appropriate language • Use equipment as it is intended to be used • Give personal space	• Communicate with who you are playing with about the rules of the game • Accept responsibility for your actions • Be honest • Clean up after yourself • Report behavior to a teacher or staff right away
Bus	• Make room for others • Walk facing forward	• Keep hands and feet to self • Use appropriate language	• Go straight to your destination • Accept responsibility for your actions • Stay Seated

MTA Reinforcement Matrix

Mountain Trail Academy Reinforcement Matrix

Reinforcement	When	What
Frequent	When student is observed demonstrating a PBIS expectation: • Student will receive a reward point in PBIS Rewards from the staff member • Reward will list expectation reinforced, student name and staff name • Teachers submit names baked on PBIS rewards points for raffle	• Rewards app on phone or staff will carry tickets, pass them out & the teacher will enter it • class prizes can be done
Intermediate	Principal draws tickets: • 1 student from each grade level will be featured on the announcements every Friday • These students will receive a prize from the office. Prizes will be pencils, erasers, etc.	Prizes: • 2 students from each class will take class bin to the office and put in their grade levels on Friday. • Students will be drawn daily for prizes and be featured on the announcements.
Long Term	Principal draws tickets: • principal draws one name at the end of the month per grade level for student of the month • Student will be recognized at the quarterly awards assembly.	Prizes: • student will receive a certificate • Lunch with principal
Staff	• staff member will be recognized on the announcements with student names drawn Monthly: staff member will be drawn Quarterly: staff member will be drawn	Prizes: Monthly prizes • Duty covered • 15 min recess extension Semester • gift card

Positive reinforcement for appropriate behavior is the norm at Mountain Trail Academy. It is acknowledged by, but not limited to, the following:

1. Individual and group recognition by teachers, principals, and other staff (i.e. PBIS Leadership Tickets, verbal compliments, stickers, etc.)
2. Student of the Month
3. Special class activities
4. Opportunity to attend recess
5. Attendance at classroom celebrations
6. Recognition awards and/or treats.
7. A visit to the Principal

QCUSD Discipline Matrix

The complete matrix can be found on the QCUSD website. Go to the parent tab,https://www.qcusd.org/Parents, then click on the QCUSD Family Handbook.

SOCIAL MEDIA

It is becoming increasingly popular for students to post material on social media websites such as Facebook, Snapchat, Instagram, and Tiktok. Please be aware that material posted, either at home or at school, could be viewed as harassment or disruptive to the educational environment. This is not limited to the above-named sites alone. Material sent via email, text messaging, voicemail or any other electronic means could be viewed as harassment or disruptive to the educational environment. Conduct off-campus during non-school hours could lead to the disruption of the educational environment. In cases where it is harassment, or leads to the disruption of the educational environment, students will be subject to disciplinary action.

SITE COUNCIL

The Site Council is made up of parents, community members, staff, and the principal. It is designed to take an active role in advising the principal on decisions concerning the school. We have openings on a yearly basis. If you are interested in serving on the Site Council, please contact the office.

SPECIAL EDUCATION

Queen Creek Unified School District provides a variety of special education programs and services to our students. In keeping with state and federal mandates, the type of special education program that best meets each student's individual educational needs is determined at a meeting attended by district personnel and the student's parents or guardians. Our main goal is to serve our students in the least restrictive setting possible. Services are provided for all identified students ages 3-22. Parents/students who desire further information on these programs and services should refer to the QCUSD Family Handbook.

STUDENT APPEARANCE

Policy 5-302 Student Attire

Student attire may be regulated as necessary and appropriate to maintain order and decorum within the educational system and to avoid material and substantial interference with schoolwork or discipline.

Prohibited Attire

Attire may be prohibited when it:

- Significantly interferes with the District's ability to maintain order; such as disrupting schoolwork, school programs and activities, creates disorder, or prevents any student(s) from achieving educational objectives.
- Affects the health or safety of students, personnel or visitors.
- Conveys affiliation with a criminal street gang.
- Exposes the undergarments, or undergarment areas.
- Contains or conveys obscene language, symbols or messages.
- Promotes or depicts the unlawful use of alcohol, tobacco, or drugs.
- Is inconsistent with or prohibited by the course, program, or activity.

Student Check-out

A student being excused before the end of the school day (2:55pm) should bring a request on the morning of the dismissal; the time and reason for leaving should be included on the request. The student will remain in the classroom until the teacher is notified by the main office. The parent/authorized person MUST report to the office and sign the child out; **proper identification will be required.**

When a student misses instruction it cannot be replaced, so whenever possible try to schedule medical and dental appointments outside of school hours.

Any transportation changes require a written note or phone call from the parent/guardian. Please do not email your child's teacher as there may be a substitute and therefore the message may not be received. Since the end of the day can be a bit hectic, please call with transportation changes prior to 1:30pm; requests made after this time may not reach the student in time for dismissal.

STUDENT TRANSPORTATION

BUS RIDERS Your child's transportation information can be found by visiting the QCUSD website and clicking on the "Bus Route Information" link. Simply type in your address and you will receive pick-up and drop off times, bus stop location, route number, and bus number. If you have any questions, please contact the Transportation Department at 480-987-5982 between 7:00am and 3:30pm.

For a safe and enjoyable ride to and from school children should be reminded frequently about the rules for good behavior on the bus. The following rules apply when riding a bus to and/or from school:

- Be Kind by using quiet voices, respecting others property, keeping hands, feet and unkind words to self, and waiting in line to load/unload the bus
- Be Respectful by walking to and from the bus, sitting with backs and bottoms on seats, following adult directions, and remaining seated while the bus is in motion
- Show Integrity by keeping the bus clean, keeping the aisle clear, and report incidents to an adult

Students are NOT allowed to ride a bus other than their assigned bus route, or get on or off at a different stop unless a written request or phone call is received from the parent/guardian and is signed by the office. All requests should be received by the front office by 1:30pm. *In the absence of a written request or a phone call, the student will be put on his or her regular bus.*

Kindergarten through second grade students must have a guardian at the bus stop after school. *If no one is at the stop, the student will be returned to school and parents will be responsible for promptly picking them up.*

SCHOOL TRANSPORTATION DISCIPLINE PLAN:

It is essential for all students to exhibit good manners and behavior while in a school vehicle. Any infraction which jeopardizes the safe transportation of any passengers will be reported directly to the transportation and/or school administration for disciplinary action. Consequences may range from assigned seat to loss of bus privileges.

The Transportation Department will administer all infractions and disciplinary measures that occur on the bus and/or at bus stops.

TELEPHONE

Students are NOT permitted to use the office or classroom telephones for any personal calls except in an emergency and with staff permission. If a student receives a call, s/he will be called out of class only in the case of an emergency. Generally, telephone calls for students will be handled between classes, during lunchtime, or after school.

Cell phones and smart watches are not to be used during the school day. Students with cell phones or smart watches will be asked to turn them off once they arrive at school. If a student is caught using a cell phone or smart watch during the school day, the device will be taken away and a parent may be required to come and pick it up at the school.

If you'd like to talk with your child's teacher, please call either before classes begin or after the students are dismissed. If you call during class hours and leave a message with the office (480) 474-6980, the teacher will return your call within 24-48 hours.

TOYS, TRADING CARDS, TABLETS, SMART WATCHES, ELECTRONIC GAMES, RADIOS, AND CELL PHONES

Toys, trading cards, radios, cell phones, and any type of electronic game/ devices are not allowed on campus. Students will be given a reminder to put the items away and to leave them at home. If these items are still a distraction, they may be taken from students and kept in the classroom/office until a parent comes to pick up the item. The school is not responsible for theft or damage of items brought to school by students. Repeat offenses may result in further consequences.

VISITORS

Parents are always encouraged to visit our campus, see programs in action, and visit with teachers. For the protection of our students, all visitors are required to check in at the office and wear a visitor's badge/sticker while in the building. Prior to being admitted to the building the office will check with the teacher to announce your arrival.

Unplanned visits before or after school are disruptive to the teachers' prep time. In addition, the unplanned visits during instructional time are disruptive to the classroom learning environment. Children from other schools and younger siblings are not allowed to visit in the classroom; please do not ask for an exception to this restriction.

We ask that you have teacher approval prior to entering a classroom. Classroom observations should be scheduled with the teacher and principal, and should not exceed one hour. The visit should be scheduled 24 hours in advance and the purpose should be shared with the teacher and principal. The teacher will not be able to conference with a parent while students are in class. Conferences must be scheduled for another time. The parent must report back to the office and sign out and return the visitor's pass prior to exiting the school.

VOLUNTEERS

Queen Creek Unified School District welcomes and needs parent and community volunteers. During the day, we need classroom assistants, small group leaders, one-on-one tutors, and playground supervisors. If you are interested in volunteering in your child's classroom, please contact your child's teacher. There are also many ways to help on your own time if you are not able to come to school during the day. In addition, teachers have many tasks that can be completed at home for those parents who don't have childcare for younger siblings and would like to volunteer.

Chaperones are also needed for field trips. In order to do this in a safe manner, all field trip chaperones should fill out the appropriate paperwork on-line and must undergo fingerprinting and a criminal background check before being approved by Human Resources.

https://docs.google.com/document/d/1IEACoos1wzK6CQ1LONnnJxTCnFuvRhd_DdKr81Fi6Co/edit
https://queencreek.tedk12.com/hire/ViewJob.aspx?JobID=4663

Mountain Trail Academy
Student-Family Handbook Acknowledgement

Please read, sign, and return the following acknowledgement to your teacher.

I, _____, acknowledge that the
(student's name)
Mountain Trail Academy Student-Family Handbook found on our school's webpage has been read and discussed with me, and that I understand and will adhere to its contents.

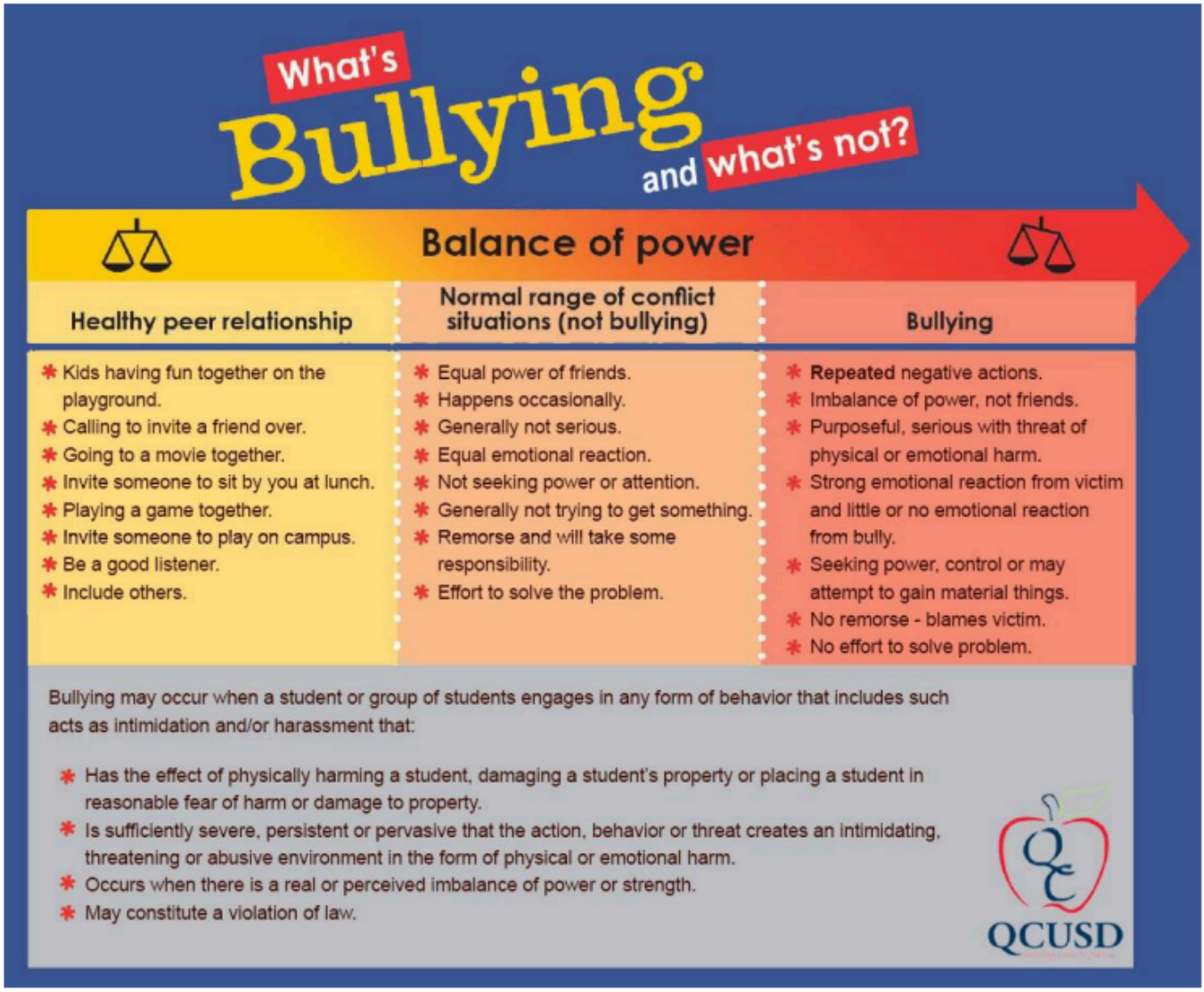
☐ I do not have internet access and would like a copy of the MTA student handbook.

Student Name: _____Teacher:_____

Student Signature: _____Date: _____

Parent Signature: _____Date: _____

Appendix A:


What's
Bullying
and what's not?
Balance of power
Healthy peer relationship
Kids having fun together on the playground.
Calling to invite a friend over.
Going to a movie together.
Invite someone to sit by you at lunch.
Playing a game together.
Invite someone to play on campus.
Be a good listener.
Include others.
Normal range of conflict situations (not bullying)
Equal power of friends.
Happens occasionally.
Generally not serious.
Equal emotional reaction.
Not seeking power or attention.
Generally not trying to get something.
Remorse and will take some responsibility.
Effort to solve the problem.
Bullying
Repeated negative actions.
Imbalance of power, not friends.
Purposeful, serious with threat of physical or emotional harm.
Strong emotional reaction from victim and little or no emotional reaction from bully.
Seeking power, control or may attempt to gain material things.
No remorse - blames victim.
No effort to solve problem.
Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:
Has the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm or damage to property.
Is sufficiently severe, persistent or pervasive that the action, behavior or threat creates an intimidating, threatening or abusive environment in the form of physical or emotional harm.
Occurs when there is a real or perceived imbalance of power or strength.
May constitute a violation of law.
QCUSD