

ANDRADA POLYTECHNIC HIGH SCHOOL



Student Handbook

Principal – Julia Kaiser
Assistant Principal – Analizbeth Fiore
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Vail Unified School District no. 20
Where education is a community effort

VAIL SCHOOL DISTRICT MISSION STATEMENT

It is the mission of the Vail School District to provide parents with safe and nurturing school communities where their children can obtain quality education.

DISTRICT ADMINISTRATION

Calvin Baker, Superintendent
 John Carruth, Associate Superintendent
 Debbie Hedgepeth, Deputy Superintendent

VAIL SCHOOL DISTRICT GOVERNING BOARD

President Margaret Burkholder, Jon Aitken, Debbie King, Claudia Anderson, Allison Pratt

VAIL'S GUIDING PRINCIPLES:

- Our schools are communities of learners.
 - We care about students.
- One of our highest priorities is keeping class sizes small.
 - We are committed to fiscal responsibility.
 - We are responsible to our local community.
 - We respect parents and their values.
- Small schools are the best places to develop caring communities of learners.
 - We believe learning extends well beyond the classroom.
- We uphold traditional values such as respect, personal and social responsibility, honesty and hard work.
 - We are continually improving.
 - We value our employees.

Notice of Nondiscrimination

Vail Unified School District #20 does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans With Disabilities Act may be referred to the Superintendent, Calvin Baker, Assistant Superintendent, John Carruth, 13801 E. Benson Hwy. Vail, AZ 85641, 520.879.2000.

Andrada Polytechnic High School
Bell Schedule & Office Hours
2016-2017

Regular Schedule

Zero Hour (M-Th) 7:25-8:25
Period 1 8:30-9:25
Period 2 9:30-10:20
Period 3 10:25-11:15
Period 4 11:20-12:10
Period 5 12:15-1:05
Lunch 1:05-1:40
Period 6 1:45-2:35
Period 7 2:40-3:30

Half Day

Zero Hour (M-Th) 7:25-8:25
Period 1 8:30-9:00
Period 2 9:05-9:35
Period 3 9:40-10:10
Period 4 10:15-10:45
Period 5 10:50-11:20
Period 6 11:25-11:55
Period 7 12:00-12:30

Office Hours

Monday through Friday
8:00 a.m. -4:00 p.m.

Students will not be allowed on
campus before 7:00 a.m.

ANDRADA CODE OF CONDUCT

Minimum Consequences

Level 1: 1 Point

Dress code infractions
Excessive tardies
Inappropriate behavior
Using profane or vulgar language (1st offense)
Inappropriate use of technology (1st offense)
Excessive PDA (public display of affection)
Ditching (1st offense)
Possession of matches/lighter
Unsafe driving
Leaving class without permission

**3 days of Advisory Base
3 hours of community service
or after-school detention**

Level 2: 2 Points

Disrupting the educational environment
False reporting (1st offense)
Inappropriate use of technology (2nd offense)
Possessing obscene materials
Gambling
Intimidation towards students
Bullying
Vandalism
Defiance/uncooperative behavior
Offensive language with reference to race or religion (1st offense)
Ditching (repeated)

**5 days of Advisory Base
5 days of community service
of after-school detention**

Level 3: 3 Points

Cheating/plagiarism/dishonesty
False reporting
Leaving school without permission
Sexual harassment (1st offense)
Sexual misconduct
Inappropriate or vulgar language directed at a staff member
Creating a physically hazardous condition
Destruction of property

2 days of out-of-school suspension

Level 4: 4 Points

Cyber bullying and computer misuse
Criminal intent
Stealing
Gang activity/gang affiliation (Gang unit may be notified)
Hazing/Intimidation
Bullying (Documented/repeated)
Fighting or provoking/instigating a fight
Selling, using, possessing or distributing tobacco or nicotine (e-cigarettes, hookah, patches, smoking or chewing of any kind) and mimicking substitutions
Offensive language with reference to race or religion (documented and repeated)
Sexting (inappropriate words or pictures sent electronically)

**5 days out-of-school suspension
Law Enforcement may be notified**

Level 5: 5 Points

Selling, using, possessing, or distributing alcohol, drugs, prescription drugs, other controlled substances or any mimicking substitutions or paraphernalia

**10 days out-of-school suspension
pending long-term hearing
Law Enforcement will be notified**

Threats/intimidation towards staff members

Selling, using or possessing weapons, simulated weapons, fireworks
or other dangerous instruments

Committing a crime

Creating a danger to the educational environment

- Each infraction will result in a point value based upon the category.
- If a student accumulates more than a total of 6 points during any one year, the student may be suspended for 10 days pending a long-term hearing.
- The administration may recommend a long-term suspension.

Unsafe driving may result in loss of parking privileges at the discretion of the administration.

About Andrada Polytechnic High School

Andrada offers a unique high school experience. We are committed to your success, not only over the next four years, but also beyond high school as you move into college and a career.

Pathways

All Andrada students choose a Pathway to study beginning in 10th grade. The Pathway choices are Medical Assisting, Sports Medicine, Veterinary Assisting, BioScience, Transportation Technologies, Engineering, and Digital Communications. Over the next three years while they take their core classes and elective classes, students also take one to two Pathway classes. When they graduate, they will have a certification and the knowledge and skills necessary to continue their education and/or begin a career in the field they chose. All students who attend Andrada are expected to complete a Pathway.

Freedom with Responsibility

As part of our commitment to getting students college and career ready, we create intentional opportunities for students to practice skills they will need in their future. As long as students are being responsible, they can participate in these freedoms.

Free Period

Andrada has seven periods in the school day. One of the seven periods is a Free Period. This Free Period is part of our Freedom with Responsibility philosophy. The purpose of this Free Period is to allow students to practice making responsible time management choices as part of our college and career readiness preparation. Free periods will only be assigned periods two through six. Students who take a zero hour class on another campus will have their Free Period scheduled 1st period to allow for late bus arrival. *Students may NOT leave campus during their Free Period.*

Advisor Base

Freshmen will be assigned to an Advisor Base class during 1st semester. During this time they will learn about the culture of Andrada and the Pathway programs they will choose from sophomore year. They will also practice skills needed to be successful in high school such as time management, note taking, organization, etc. Freshmen who have not earned discipline referrals and maintained all passing grades will earn a Free Period 2nd semester in place of their Advisor Base.

Students at all grade levels may be assigned to an Advisor Base in place of their Free Period based on behavior and failing grades. Grade checks will be done at the middle and end of each quarter to determine Advisor Base placement.

Snack Bar

Students may choose to purchase food or drinks during their free period and at lunch at the snack bar.

Dress Code

Student attire should be appropriate for the school environment and should not disrupt the educational process. Symbols and words depicting sex, drugs, alcohol and/or weapons are not allowed at school. Additionally, clothing must not expose stomach, chest, or buttocks.

We rely upon parents' good judgment and discretion as to what your student should wear to school. However, faculty and administration of Andrada Poly High School reserve the right to

make the final decision to the suitability of any attire and to decide when attire violates school code.

Student Attendance Policy

It is unlawful for a child who is at least six but not yet sixteen years of age to fail to attend school during the hours that school is in session, unless such child is excused pursuant to:

- A.R.S 15-802 verifiable records are kept of the reasons for the excuse from the duties prescribed.
- A.R.S. 15-901 for children with disabilities.
- The child being provided instruction at home.
- The child being accompanied by a parent or a person authorized by a parent.

Attendance Records

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class. The name of any absent student shall be entered on the attendance report and be submitted to the office.

Attendance Procedures

1. Students shall be in physical attendance in the classrooms in which they have been assigned. Students will be counted absent on a period-by-period basis whenever they are not physically in attendance.
2. Students will be considered absent from a class if they miss more than ten minutes of a 50 minute class.
3. Students may not leave during the school day without first checking out through the attendance office. It is the responsibility of the parents/guardians to give permission by note or phone call, prior to a student leaving campus.
4. Students who leave campus cannot return without a doctor's note or note/phone call from a parent.

Absences

Parents/guardians need to contact the school attendance clerk in the event the student is going to miss class. When a student returns to school after an absence, a note of explanation from the parent must be submitted or a phone call received within two days following an absence. A doctor's statement regarding student illness will be accepted in place of a parent/guardian note. If verification is not received within the two-day period, the absence is recorded as unexcused. Student absences must be reported to the attendance office by a parent. The attendance office number is (520) 879-3303. Students are responsible to see teachers for work missed during any absence. Students may be in danger of losing credit on assignments if they do not make up the missed work. A teacher may not accept work missed during an unexcused absence.

Eighteen-Year-Old Student Policy

Students who are eighteen years old or older may sign themselves into and out of school. Attendance and tardy policies will apply. An absence or tardy is excused only when a parent calls to excuse the student.

Tardy Policy

Tardiness to class is unacceptable and will result in a consequence. If you have been detained in the office or by a teacher, it is your responsibility to ask for a pass to your next class. Three tardies in a one-week period will result in an after-school detention.

Andrada is a closed campus. Students are not able to sign themselves out to leave for lunch.

Loss of Credit

Students who are absent 12 or more times from one class (excused or unexcused) will not receive credit for that class. Students/parents can appeal loss of credit at the end of each semester through the appeal committee.

Appeal Process

A student/parent may appeal loss of credit. If there are extenuating circumstances beyond the control of the student, an appeal committee composed of one administrator and two staff members will hear the appeal. If the committee has verified that extenuating circumstances exist, the absence will be waived. Appeals will be scheduled at the end of each semester.

Andrada Polytechnic High School Academic Policies

Andrada seniors must be enrolled in at least 5 courses. All other students must be enrolled in 6 courses. In order to be best prepared for college, we strongly recommend that all students take a full course load of 6 classes each year including their senior year.

Seniors taking a reduced schedule must meet the requirements to be considered a full-time student. These students must enroll in at least 5 Andrada courses. No more than 1 of the 5 can be a JTED course. Parent or guardian permission is required for a reduced schedule. **Students are not permitted to remain on campus during the school day when they are not enrolled in a class.**

Schedule Changes

Schedule changes will be kept to a minimum. *Schedule changes are limited to the first six school days of each semester* and are approved for the following reasons:

1. You need to change the level of the class in which you are currently registered.
2. You already have that particular course credit.
3. You do not have the prerequisite for the class.
4. Your special education classification has changed.

After 6 days, if a student must withdraw from a class, a grade of W/F (Withdrawal/Failing) will be posted to the official transcripts and may result in athletic/activities ineligibility for the remainder of the semester.

Grade Point Average and Weighted Grades

Grade point average will be calculated on a 4.0 scale. Students in Honors and Advanced courses will receive weighted grades. Andrada High School will use the following grade scale to determine the grade point average of students:

Standard Classes: A=4.00, B=3.00, C=2.00, D=1.00, F=0

Honors Classes: A=4.03, B=3.03, C=2.03, D=1.03, F=0

Advanced Placement and Dual Enrollment Classes: A=4.05, B=3.05, C=2.05, D=1.05, F=0

Class Rank

Class rank will be determined based on weighted grades. Students who transfer from another school to Andrada will have their GPA calculated using Andrada rules. Valedictorian and Salutatorian along with all other graduating honors will be determined after the 1st semester. To be considered for Valedictorian or Salutatorian, a student must have attended at least 4 full semesters (junior and senior year) at Andrada.

Final Exam Policy

Students are expected to take a final exam in each class at the end of each semester. In cases of emergency, students may request to take a final exam early. Any final exam missed due to an "excused" absence may be completed by coordinating with the teacher. For final exams missed during the first semester, students must make them up within the first ten school days of the second semester. For exams missed second semester, students must make them up within two weeks of the end of the semester. Students who miss a final exam due to an "unexcused" absence will receive a zero for that exam. Final exams will not exceed 20% of final grade.

Homework Policy

Students should expect to receive homework in each class regularly. In all classes, homework may be assigned during fall and spring breaks, on holidays, and on weekends. Advanced Placement teachers may assign homework over the summer. Students are responsible for collecting homework after an absence.

Late Work Policy

In an effort to prepare our students for college and career, all assignments should be turned in on time. Students may not receive full credit for late assignments. Please refer to each teacher's syllabus for how they will handle late or missing work.

Reteach Policy

Students who did not demonstrate mastery on formative assessments in Algebra, Geometry, Algebra 2, English 9, English 10, and English 11 will be assigned zero hour reteach class. The purpose of zero hour reteach is to provide a structured time for students to relearn the material. Students and parents will be notified if they need to attend reteach for the week. Students who skip zero hour reteach will be assigned a two hour after school detention.

Honor Roll

The honor roll is calculated at the end of each semester and will be based on a student's weighted GPA as follows:

High Honors 4.0 and above GPA

Honors 3.500-3.999 GPA

Academic Honesty Rules

Academic dishonesty in any form is unacceptable behavior for all students. Any type of academic dishonesty will not be tolerated, including but not limited to the following:

- **Cheating:** Sharing answers, looking at another student's work, sharing test information, use of unauthorized aides or copying another student's work/ test. The student who shares his/her work with another to copy without teacher permission is also cheating.
- **Fabrication:** Falsifying, inventing, or misrepresenting the actual source from which work is cited.
- **Unauthorized Collaboration:** While working with others is often encouraged, unauthorized collaboration is not permitted.
- **Plagiarism:** Any intentional representation of another's ideas, words or work as one's own. Plagiarism includes the misuse of published material, electronic material and/or the work of other students. It includes direct quotations and paraphrasing without adequate citation.
- **Alteration of Materials/Forgery:** Any intentional and unauthorized alteration of student/ teacher material or unauthorized signing of another person's name to school related documents.

Due to the serious nature of academic dishonesty, any act deemed in violation of the rules listed above will result in an automatic zero for the work involved. The teacher will report the incident to the administration. The student may be subject to further disciplinary action. A student in an Advanced Placement class who is found cheating may be dropped into the regular class.

AP, Honors, and Dual Enrollment Classes

Students enrolled in AP and/or Honors classes have to maintain a C or higher to remain in the class for both semesters. Students not maintaining a C or higher will have a conference with the counselor 4 weeks into the semester. If the student has not improved their grade they may be moved to a regular class at the quarter, rather than at the semester. Students can also be transferred into a regular class at the quarter by parent request.

Foreign Language Equivalencies

Two semesters of a Pima foreign language course (4.0 credits each semester) equals 1.0 high school credits and two years of foreign language for college admissions. Four semesters of a Pima foreign language course (4.0 credits each semester) is equivalent to two years foreign language for college graduation.

TA Policy

A student may only be enrolled as a teaching assistant with a current weighted 3.0 GPA minimum.

On-Line Classes

Before enrolling in any on-line courses, you must have administrative approval.

Andrada Polytechnic High School Athletic/Extra Curricular Policies

Andrada athletes compete for Empire High School.

Participation Fees

\$120 per activity
\$300 per student cap
\$500 per family cap

Academic Eligibility

To be eligible for AIA competition, students must be passing all of their classes and have a minimum of 2.0 GPA. Grades will be checked every Friday afternoon. Starting on Monday, if a student is eligible, he/she will remain eligible for the week and the student's grades will not be checked in the interim. Starting on Monday, if a student is not eligible, he/she will remain ineligible until he/she has met the criteria for eligibility.

Students who are ineligible for competition remain eligible for practice at the discretion of the coach.

- Students may continue to practice as usual.
- Students may attend games, but will not be permitted to wear a uniform.
- Students will not be permitted to travel with the team.

AIA/Victory with Honor

All Andrada athletes are expected to model the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. It is expected that the Andrada faculty, staff, students, and their parents will demonstrate the six pillars as part of their daily lives. This will create an environment conducive to the development of upstanding citizenship. Students and parents are asked to support and endorse these pillars in a school-wide effort to improve and promote good character traits.

Extracurricular Activities

School activities are an integral part of the total educational program. They provide the individual participant with experiences, which may broaden the perspective that regular classroom instruction may not adequately address. It is important to understand that any participation in these activities is considered a privilege and may be withheld by the school. It is the responsibility of school personnel to provide experiences in a wholesome and caring way to as many young people as resources and interest can reach. Co-curriculum, extracurricular, and related activities are defined as those endeavors, which are organized, planned, sponsored, and/or recognized by the school. This includes activities that are an extension of the classroom, sanctioned school clubs that compete, performing groups and all AIA sanctioned activities.

Classroom Attendance Policy for Extracurricular Activities

Extracurricular activity participation requires that students attend classes daily in order to maintain eligibility. The following guidelines shall be enforced:

1. Classroom attendance on the day of a performance contest or game is required except in the case of a valid excuse and at the discretion of the school administrator. This will be interpreted to mean a student will attend all classes unless excused by an administrator (illness, staying home to rest or "sleeping in" are examples of UNEXCUSED absences).

Excused medical appointments DO NOT excuse students for interscholastic activities. Prior approval through the Athletics Office and written verification are required.

2. As soon as the participant has been determined to be in violation of this rule, the participant will be declared ineligible for the next performance, contest, or game.
3. Students not attending class on Friday prior to a Saturday activity or a holiday period are ineligible to participate in the next performance, contest, or game.
4. Students are expected to attend classes the day following an activity.

Attendance at Practices

1. Unless there is a satisfactory reason, all participants shall report for practice the day the first call is made for that activity.
2. Being excused from practice will be granted by the coach/sponsor of the team.
3. A student who is not in attendance for a minimum of 2/3 of the school day may not practice that day.

Eligibility for Activities

1. If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year.
2. A student is privileged with eligibility for only four seasons in each sport and/or activity, and for no more than eight semesters after he/she first enrolls in the ninth grade. The 7th and 8th semesters must be consecutive. The other semesters need not be consecutive.
3. Students cannot compete or practice on an outside athletic team during their school team's competition season. A student may compete as an individual sport or event (not team or relay) in his/her name but shall not be coached by, transported by, financed by, chaperoned by the school or school personnel.
4. Students are to use District provided transportation to and from the site of all away contests. Exception: Parents may transport only their son/daughter by signing a Transportation Waiver Form. Waiver forms are in the Athletic Office and must be received one day prior to the contest.

Interscholastic Activities

Clearance Slips

Empire's Interscholastic Activities program is a competitive program for all boys and girls. Students interested in participating in an interscholastic activity must receive a "Clearance Slip" from the Ravens Athletics Office. The Clearance Slip is to be turned into the coach or sponsor. To receive a Clearance Slip, the student must submit to the Ravens Athletic Office, prior to the student's first practice, and must complete the following items:

- A current physical examination form, dated on or after March 1st (of the previous school year), which is good for one school year.
- Emergency form completed and signed by parent/guardian.
- Parent/guardian permission card completed and signed by a parent/guardian.
- Birth Certificate or photocopy of the original birth certificate.
- Participation Fee Receipt.

Physicals

All athletes must have a new physical each year dated after March 1st and turned into the Athletic Office.

Suspensions

Students who are suspended out-of-school shall receive the following discipline:

1. They are not allowed to participate or attend any practices during the term of the disciplinary action.
2. They are not allowed to participate in or attend any performance, contest, game or school function during the term of the disciplinary action. The length of time of disciplinary action shall be measured from the time a student is discharged from school until the morning of the day the student is permitted to return to the classroom.

After School Detention

1. Students who have earned an after school detention are required to serve detention prior to other after school activities.
2. After school detentions will not be scheduled around after school activities and or sporting events.

Doctor's Release

When participant is treated by a physician, a written release from that doctor must be received by the school's athletic trainer prior to participation in any practices or games.

Eligibility of Transfer Students

All transfers must be processed and approved through the Empire Athletic office. If a student transfers schools without moving, they are not eligible to participate in an athletic activity in which they participated at their previous school for one calendar year. A 530 Form must be filled out by every student who has not changed their domicile and who is transferring into Andrada planning on playing a sport at Empire.

Completion of Sport

Successful completion of a sport season, with the exception of an injury, which limits participation, is required to be eligible for a letter or other team awards. A student who has quit, been dismissed, or dropped from a team, may transfer to another sport only with the permission of both coaches and the Athletic Director. Students who are members of a squad are committed to remain in that sport until the end of the season unless they quit for legitimate reason, i.e., health, disciplinary action, etc.

Andrada Polytechnic High School Miscellaneous Policies

Health Office

According to Vail School District Board policy, the health service office may not administer any medications, including over-the-counter medications (Tylenol, Advil, cold medication, etc.) unless there is written prescription from a health care provider. The prescription must include the following information: Student's name, Doctor's name, Name of medication, Reason for administration, dose and time to be given. A parent or guardian must also sign a consent form. The medication is required to be in the original store sealed packaging.

When an accident occurs on campus or a student becomes ill they should report to the health office with permission from their teacher. A student should not leave campus without reporting their illness or accident to the health office. It is the health aide's responsibility to notify the parents or guardians.

I.D. Cards and Lanyards

Students are required to carry their Andrada I.D. card at all times while on campus. Andrada will provide one I.D. card free of charge. All replacement cards are \$5.00. Students will also be given a colored lanyard depending on the period their Free Period is assigned. Students are required to visibly wear their lanyard during their Free Period. Replacement lanyards can be purchased at the bookstore for \$5.00.

Theft/Vandalism

The Vail School District is not responsible for the loss or theft of any property belonging to a student or any other person when such property is brought onto or left on the Andrada campus. Theft and vandalism should be reported immediately to a staff member.

Parking Policy

To drive and park at Andrada High School, you must be a **junior** or **senior** licensed driver and be able to show proof of insurance upon request. Vehicles must be registered and legal for street use. You are expected to drive on campus with courtesy and good sense. Driving privileges may be revoked for speeding or for reckless or inconsiderate driving. A Vehicle Parking permit (\$20) must be purchased from the bookstore within the first week of school. Reserved / customized spaces are available for seniors only and sold at the end of their junior year. Reserved covered spaces are \$30 and uncovered are \$25. Each student must show his or her license, registration, and proof of insurance to receive the parking permit. Students are to park in the student parking lot only. The school will not be responsible for any damages incurred to vehicles while parked in the school lot. If a car is booted for breaking the parking policy, a student will be charged \$15 to have the boot removed.

Cell Phone Use

Cell phones may be used before and after school, during lunch, and during passing time between classes. Cell phone use during class time is not allowed unless expressly permitted by the teacher. Cell phones should be secured, not left out on desks or otherwise unattended.

Bus Rules

To ensure safe and orderly transportation for all students these rules must be consistently followed:

- Students will comply with directions from the driver or any adult assisting the driver.
- Students will conduct themselves in a manner which will not distract the driver's

concentration or endanger the safety of anyone riding the bus.

Prohibited Items on the Bus

- large or glass objects
- knives, sharp objects
- animals (dead or alive)
- rubber bands / paper clips
- drugs, alcohol, tobacco products, e-cigs

Prohibited Behavior on the Bus

- obscene language and gestures
- loud talking / yelling
- switching seats
- gum chewing
- hitting / fighting

Should you have any concerns regarding transportation, please call the Transportation Department at 879-2475.

School Meal Account Information

- Prices for school meals are set by the Vail School District in accordance with federal and state regulations.
- Families may obtain information about the district's school lunch and breakfast program and apply for free or reduced price meals at www.vailschooldistrict.org or by contacting the student's school or the district's school food service office at vailfoodservice@vailschooldistrict.org or call Cynthia Griego at 520-879-2015 or Linda Millman at 520-879-2072
- It is the parent's/ guardian's responsibility to ensure the student has money in his or her student meal account. A student meal account is delinquent if the account balance has a negative balance.
- Because the district cares about the well-being of our students, students in grades K-8 will not be refused a meal, even if their student meal account has a negative balance. K-8 students with a negative balance student meal account will receive an alternate healthy meal. The alternative healthy meal will be charged to the student's meal account that will affect the negative balance.
- Students in high school will not be permitted to charge a meal if the student meal account has a negative balance.
- Families may apply for free or reduced price meals at any time during the school year. Families are responsible for student meal account charges made before the free or reduced price meal application is approved – the approval is not retroactive to the beginning of the school year.

Reimbursable Meals and Other Meal Purchases

For students with free lunch status

- A qualifying student will receive one free school lunch every day that meets the USDA Healthy, Hunger-Free Kids Act (HHFKA) guidelines.

- Second meals, a la carte and snack bar items are available to be purchased only if the student's meal account has a positive account balance.
- Families are responsible for student meal account balance and charges that were incurred prior to approval of free school meal status.

For students with reduced price lunch status

- A qualifying student, with a positive student meal account balance, will receive one reduced price lunch every day that meets the USDA HRFKA guidelines.
- If a K-8 student's meal account has a negative balance, they will receive an alternate reimbursable meal and the student's meal account will be charged.
- A high school student will only receive a meal if their meal account has a positive balance or if the student pays with cash.
- Second meals, a la carte and snack bar items are available to be purchased only if the student's meal account has a positive account balance.
- Families are responsible for student meal account balances and charges that were incurred prior to approval of reduced price meal status.

For students with full price lunch status

- If a K-8 student's meal account has a negative balance, they will receive an alternate reimbursable meal and the student meal account will be charged.
- A high school student will only receive a meal if their student meal account has a positive balance or if they pay with cash.
- Second meals, a la carte and snack bar items are available to be purchased only if the student's meal account has a positive account balance.

Student Meal Account Payments

- We encourage families to make payments for school meals through MealTime Online or at the school with cash or check. There is a nominal fee for using the MealTime Online payment option. This fee is a processing fee and does not benefit the District. Payments through MealTime Online may take 1-2 business days to reflect the credit.
- By using MealTime Online, you can review the student's purchase history and school meal account balance and make payments. You can also apply for free or reduced price meal status.
- The District will send out low balance and negative account balance reminders using an automated telephone call through School Messenger and by email.
- Parents/guardians can request a restriction on the student's meal account by emailing Vailfoodservice@vailschooldistrict.org. You can restrict or deny the purchase of a la carte items, limit the daily transactions, or set a dollar cap on the student's daily school meal purchases.
- Payments for elementary and middle school students will be accepted at school. Payments for high school students will be accepted either by the kitchen manager or at

the point of sale. Payments should clearly indicate the account to which the funds should be credited, e.g., if a parent/guardian has multiple children at one school the payment must indicate which student's account should be credited and the amount to be credited to that student's account.

- The school will credit meal payments to student's accounts before the meal period. Schools will apply payments to the purchase of the current day's meal first, and payment to the negative or delinquent account balance second.
- Personal checks will not be accepted from parents/guardians who have previously provided a check that was returned from their bank for any reason, including insufficient funds. If the parent/guardian with a returned check does not provide reimbursement in cash or by money order within seven (7) business days from the date of notice, the matter will be referred to District Administration.
- The district's school meal program is subject to federally mandated cost principles which state that bad debts, including losses arising from uncollectable accounts and related collection and legal costs are unallowed, meaning the school district is prohibited from extending a line of credit for a negative student meal account.
- Accordingly, the district must use all reasonable collection efforts, including the use of a collection agency, in order to ensure that parents/guardians pay for their students' school meals.

Identification and Notification of Delinquent Student Meal Accounts

- Schools will identify student meal accounts that do not have adequate balances to pay for student meals. Before the end of each school day, the school's kitchen manager will run a negative account balance report and provide a copy to the school principal.
- Parents/guardians will be notified with the District's in-house email notification system, School Messenger, when their students' meal account has a low balance and/or when the student meal account has a negative balance.
- The district will also personally call the parent(s) or guardian(s) and/or send letters when the student's meal account becomes delinquent (has a negative balance), the parent/guardian must respond to the phone call and/or letter within seven (7) business days.
- Accounts that are delinquent by \$35.00 or more and/or the parent(s) or guardian(s) have not responded to the district's phone calls and/or letters, will be sent a final written notice to bring the student's meal account current. The final notice will inform the parent/guardian that if the student's meal account balance is not brought current, the account will be sent to a collection agency.
- If the student's meal account is sent to a collection agency, the parent(s) or guardian(s) will be responsible for the collection costs, including but not limited to, the delinquent student's meal account amount, collection agency fees, attorney fees, and court costs.
- If an account is delinquent at the end of the school year the delinquent amount will be rolled over to the next school year. The district may withhold a student's grade or report card, at the principal's discretion, until a negative student meal account balance is brought current.
- If a student repeatedly does not have money in his or her student meal account, and no meals are sent from home for the student, school administration will consider

circumstances in the home and may contact the district's student services staff and/or the Arizona Department of Child Safety (DCS).

- For any questions concerning negative balances, delinquent student meal accounts, or for assistance with the free or reduced price meal application please contact Vail School District Food Services at Vailfoodservice@vailschooldistrict.org or call Cynthia Griego at 520-879-2015 or Linda Millman at 520-879-2072.

School Procedures for Students with Insufficient or Negative Account Balances

- Kitchen staff and school employees will exercise sensitivity and confidentiality in serving students who have low or negative balance student meal accounts. No district employee will subject a student to embarrassment or humiliation based on the balance of his or her student meal account.
- If a student's meal account balance is inadequate to pay for the entire meal, the school will provide K-8 students with a healthy alternative to the menued school lunch and the meal account will be charged. High school students will not be permitted to charge any part of a student meal if the charge will result in a negative balance.

Requesting a Refund

- If a student has withdrawn from school, parents/guardians may submit a written request to the district's food service department for a refund of any money remaining in their child's meal account. Please email [Vail foodservice@vailschooldistrict.org](mailto:Vailfoodservice@vailschooldistrict.org).
- If a student is graduating or leaving the district, parents/guardians may contact the district's food service department for meal account balances, and to request a refund. Any unused balance can also be transferred to a sibling's meal account upon request.

Statement of Non-Discrimination

- No person shall, on the basis of race, color national origin, age, gender, disability, sex, religion, reprisal, or income, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any child nutrition program or activity.
- There will be no physical segregation of, nor any discrimination against, any student because of his or her inability to pay the full price of the student meal, or due to his or her eligibility for free or reduced price meals.
- The names of students eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such students by any means.
- No district employee may deny a meal benefit to any child as a disciplinary action.