



TREASURE VALLEY CLASSICAL ACADEMY

TREASURE VALLEY CLASSICAL ACADEMY HONOR CODE

Treasure Valley Classical Academy students strive to be virtuous in conduct, seek to grow in scholarship and learning, and pursue a commitment toward civic responsibility. Treasure Valley Classical Academy students will not lie, cheat, or steal, and will discourage others from such actions.

Understanding the Code

Treasure Valley Classical Academy was founded to develop students in both mind and character. The School's virtues are the guiding principles used to cultivate and nurture character: courage, courtesy, honesty, perseverance, self-government, and service. Students are expected to conduct themselves honorably in word and deed, to strive to live by the virtues, and to encourage others to do so as well.

Courage is the state of mind that enables one to face danger or fear with confidence. Aristotle tells us that a courageous person will fear things but will endure them for the sake of the noble. In the face of danger or challenge, courage is a firm conviction—with appropriate levels of fear and confidence—that compels one to accomplish and pursue that which is noble and worthy.

— *Be Brave* —

Courtesy is both demonstrating good manners and displaying a willingness or generosity to show kindness and respect toward others. Courtesy contributes to a culture of civility on campus. George Washington famously kept a copy of 110 "Rules of Civility in Conversations Amongst Men." Many of the rules served as practical guidelines for courteous living. Washington emphasized that our actions ought to portray a sign of respect for others around us, regardless of their standing, rank, or position.

— *Be Kind and Respectful* —

Honesty is derived from the Latin formulation *integritas*. *Integritas* literally means "intact"—or the state of being whole and undivided—in other words, the truth and nothing but the *whole* truth. Aristotle wrote that an ethical person should not only be honest, but should be a lover of truth. Such a person would be truthful in situations in which being honest would make no immediate difference. In other words, as C.S. Lewis once said, "Integrity is doing the right thing, even if nobody is watching."

— *Always Tell the Truth* —

Perseverance means to steadfastly pursue a course of action or a purpose, often in the face of obstacles or discouragement. As the well-known poem reminds us, *if at first you don't succeed, try, try again...if you will persevere, you will conquer, never fear...try, try again!* In 1771, Samuel Adams exhorted his

fellow patriots: “Instead of sitting down satisfied with the efforts we have already made...the necessity of the times, more than ever, calls for our utmost circumspection, deliberation, fortitude, and perseverance.”

— *Never Give Up* —

Self-government is the ability to “rule over oneself.” As Socrates states in the Platonic dialogues, a man should be temperate and a master of himself, and ruler of his own pleasures and passions. Aristotle described a self-restrained person as someone who, on account of reason, does not follow their base desires. It takes education and practice to develop the characteristics of self-government—self-control, moderation, prudence, and restraint. Effective self-governance promotes a civil and orderly culture and leads to an increase in liberty for both individuals and societies alike.

— *Practice Self-Control* —

Service is an active disposition toward assisting in the needs of, or promoting the welfare of others. It is a willingness to stand with others in their need and to provide help to the point of self-sacrifice. One of the most enduring examples of service is that of the good Samaritan, who not only rendered first aid to a wounded stranger, but also paid for his restorative care. The good Samaritan represents a model of selfless and sacrificial generosity to a person in need.

— *Help Others* —

Treasure Valley Classical Academy students are expected to act honorably. This means they will not lie, cheat, or steal—and will discourage others from doing so. Honesty is the foundation of one’s character. To lie, cheat, or steal is to seriously breach one’s integrity. While it is only human to make mistakes or to show lapses in judgment, students are expected to own up to their actions. Lying, cheating, or stealing to cover things up is far worse than making the original mistake, and undermines trust in both peer-to-peer and student-to-teacher relationships.

In academics and scholarship, students must always do their own work, represent themselves truthfully, and only claim what is their own. Plagiarism is a serious violation of the honor code—and is defined as the use of someone else’s words or ideas without proper acknowledgment. Plagiarism is deceptive and is cheating in that it is an attempt to gain an unfair advantage by appropriating someone else’s work or ideas.

Guided by faculty, staff, and parents or guardians, students should seek to exhibit the School’s virtues and live by the School pledge: I will learn the true, I will do the good, I will love the beautiful.



TREASURE VALLEY
CLASSICAL ACADEMY

**TREASURE VALLEY CLASSICAL ACADEMY
PARENT COMPACT**

(To be Signed by all Parents/Guardians)

I have read and understand the policies, guidelines, and expectations in the Treasure Valley Classical Family Handbook. I have carefully discussed the Treasure Valley Classical Academy Honor Code with my child and he/she understands what it means. I pledge to encourage my child to be virtuous in conduct, to help him/her grow in scholarship and learning, and to foster in him/her a commitment to civic responsibility. I will hold my child to the highest standards of integrity and will discourage him/her from lying, cheating, or stealing.

Name(s)

Signature(s)

Date

**TREASURE VALLEY CLASSICAL ACADEMY
STUDENT COMPACT**

(To be Signed by 2nd – 12th Grade Students)

I understand the Treasure Valley Classical Academy Honor Code and have discussed it with my parent(s). I pledge to be virtuous in conduct, to grow in scholarship and learning, and to pursue a commitment toward civic responsibility. I will not lie, cheat, or steal, and I will discourage others from doing so.

Name

Signature

Date



TREASURE VALLEY
CLASSICAL ACADEMY

REQUEST TO EXAMINE/COPY PUBLIC RECORDS

TO: Records Custodian

DATE _____

I hereby request, pursuant to Idaho Code § 74-102, to examine and/or copy the following public records:

- These records specifically pertain to myself.
- I wish to merely examine these records.
- I wish to obtain copies of these records.

Print Name: _____

Mailing Address: _____

Telephone Number: () _____

Signature/Date: _____
I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone list as set forth in Idaho Code § 74-120.



TREASURE VALLEY CLASSICAL ACADEMY

When should I keep my child home from school?

Your child should stay home from school for any of the following:

- Fever of 100° F or higher (taken by mouth)
- Contagious illness (including pink eye)
- Inability to comfortably take part in regular school activities

How long should my child stay home?

A child kept home or sent home with a fever may not return to school until he/she is fever free for 24 hours without the use of fever reducing medications like Tylenol or Motrin.

Children with vomiting or diarrhea should be kept home for 24 hours after symptoms have stopped.

Does my child need a note after staying home sick?

Yes, school policy requires a note in order for an absence to be counted as excused. If your child goes to the doctor for an illness, please obtain a note with a return-to-school date.

Does the School supply medications, like Benadryl or Tylenol?

For emergency use, the School has a supply of over-the-counter-medications. However, we encourage that medications be provided and, when possible, administered by a parent/guardian. All provided medications must be in a sealed, original container and an authorization must be signed and on file at the School.

Can my child carry medications in his/her backpack or lunchbox?

No, if your child needs medication during school (whether prescription or over-the-counter), it must be kept at the front office. The only exception to this is pre-coordinated life-saving, emergency medications (like Epi Pens or rescue inhalers).

Do I need to fill out a form so my child can take medicine to school?

Yes, parents or guardians/guardians must complete the *Administration of Medication/Medical Procedures* form. A separate, fully completed form must be on file for each medication. Please note that for prescription medications, the form must be signed by a parent/guardian and a physician. For over-the-counter medications, the form only needs to be signed by a parent/guardian.

Do medications need to be in a special container?

Medications must be in their original, sealed container labeled with your child's name and the dose/frequency of administration (e.g. 400mg by mouth every 4-6 hours). Inhalers should also be similarly labeled.

What about controlled medications?

These include medications for ADD/ADHD, anxiety, depression, and various behavioral and developmental conditions. These must be dropped off by the parent/guardian in person and counted in the presence of a school staff member. If you are unsure, please contact your attending physician or the

School front office. Parents or guardians/guardians must complete the *Administration of Medication/Medical Procedures* form.

What are emergency medications?

Emergency medications are used in case of a life-threatening event and include Epi Pens, rescue inhalers, and GlucaGon. These are for severe, diagnosed medical conditions such as allergies with anaphylaxis or diabetes. Parents or guardians/guardians must complete an *Administration of Medication/Medical Procedures* form and an *Emergency Action Plan*.

Students who are responsible and able to self-administer may keep those medications in their backpacks or in an emergency bag with them. For students who are unable to self-administer without supervision, these medications may be stored in the front office or with the child's teacher.

If my child carries his/her emergency medication, should an extra dose be kept in the front office?

The School strongly recommends sending a back-up to be kept in the front office as well, in the event that the student forgets to bring the medication or misplaces it.

Are there any special considerations for children with emergency medication?

Parents or guardians must fill out an *Administration of Medication/Medical Procedures* form and an *Emergency Action Plan*. The School recommends filling out these forms with the help of the physician who prescribed the emergency medication.

How do I know if my child needs an Emergency Action Plan?

Any child with a serious, diagnosed medical condition that may be life threatening (such as seizure disorder, diabetes, food/insect venom allergy or asthma) must have an Emergency Action Plan filed in the School front office. If you are unsure if your child needs one, please contact the front office.

What if my child has no documented allergies but has an anaphylactic reaction at school?

The School has an extra Epi Pen and Epi Pen Jr. in the event a child with no known allergies has a severe allergic reaction with anaphylaxis. Any time an Epi Pen is used, the School will call 9-1-1 and the child's parent/guardian will be immediately notified. Anaphylaxis is an acute or severe allergic reaction with life-threatening symptoms (such as restricted breathing or shock).



TREASURE VALLEY CLASSICAL ACADEMY

Administration of Medication/Medical Procedures

(Please complete a separate form for each type of medication or procedure)

Student's Name: _____

Date of Birth: _____ Home/Emergency Phone Number: _____

Address: _____

Drug/Food Allergies: _____

Medication Name/Medical Procedure: _____ Diagnosis: _____

Starting Date: _____ Termination Date: _____

Physician's requirements of dosage or approved reasons for administration: _____

Time medication/medical procedure is to be provided daily: _____

Student is capable and recommended to possess and self-administer this medication/medical procedure:

No ___ Yes (unsupervised) ___

Precautions, possible side effects, interventions: _____

Physician Name: _____

Physician's Address: _____

Telephone Number: _____

Physician's Signature: _____

Note: Physician's signature only required for prescription medications.

Parent(s)/guardian(s) by signature below acknowledge that the School is providing for the administration of medication/medical procedure as a courtesy to the parent(s)/guardian(s) and agrees to hold the School and School System harmless in its doing so.

Additionally, authorization is granted to obtain pertinent medical and/or copies of records pertaining to the student's medication and for this information to be shared with pertinent staff as needed.

I understand that effective April 14, 2003, under the Health Insurance Portability and Accountability Act (HIPPA), disclosure of certain medical information is limited. However, I hereby authorize disclosure of pertinent medical information for the provision of services for my child while enrolled at Treasure Valley Classical Academy. This authorization expires as of the last day of this school year, including the summer/extended year session.

Parent/Guardian Signature: _____



Emergency Action Plan
Student with Special Health Care Needs

Student Name: _____

Birthdate: _____ Preferred Hospital: _____

Medical Condition/Diagnosis:

Note: In case of serious illness/injury, the school will render first aid while first contacting the emergency response line (9-1-1) and the parent/guardian. If transport to a medical facility is required, the School will attempt to follow the parent/guardian's preferred hospital choice.

Parent/Guardian Name: _____

Parent/Guardian Phone Number: _____

Healthcare Provider Name: _____

Healthcare Provider Phone Number: _____

If You See This	Do This

If An Emergency Occurs:

1. If the emergency is life-threatening, immediately call 9-1-1.
2. Stay with student or designate another adult to do so.
3. Call or designate someone to call the Front Office and/or Principal.

When Calling 9-1-1:

1. State who you are.
2. State where you are (500 SW 3rd ST, Fruitland)
3. State problems.

Physician Signature: _____ Date: _____

APPENDIX 5: TREASURE VALLEY CLASSICAL ACADEMY WELLNESS POLICY

PREAMBLE

Treasure Valley Classical Academy, School Food Authority (hereto referred to as the SFA) is committed to the optimal development of every student. The SFA believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create virtuous, safe, and health-promoting learning environments at every level, in every setting, throughout the school year. This policy outlines the SFA's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students have access to healthy foods throughout the school day in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the SFA in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The SFA establishes and maintains an infrastructure for management, oversight, implementation, communication, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the SFA.

SCHOOL WELLNESS COMMITTEE

COMMITTEE ROLE AND MEMBERSHIP

The SFA will convene a representative school wellness committee (hereto referred to as the SWC) that meets at least twice per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this SFA-level wellness policy (heretofore referred to as "wellness policy").

The SWC membership will represent all school levels and should include, but not be limited to: parents or guardians, students, representatives of the School nutrition program, faculty members, school leadership, school board members; and available health professionals (e.g. dietitians, doctors, nurses, dentists).

LEADERSHIP

The principal or designee(s) will convene the SWC and facilitate development of and updates to the wellness policy, and will ensure the School's compliance with the policy.

Wellness Coordinator: School Nurse

Food Service Director: Director of Operations

IMPLEMENTATION PLAN

The SFA will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the School campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

This wellness policy and the progress reports can be found on the School's website.

RECORD KEEPING

The SFA will retain records to document compliance with the requirements of the wellness policy at the School office. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) efforts to actively solicit SWC membership from the required stakeholder groups; and (2) these groups' participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of the triennial assessment of the policy;
- Documentation demonstrating compliance with public notification requirements, including: (1) methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and (2) efforts to actively notify families about the availability of wellness policy.

TRIENNIAL PROGRESS ASSESSMENTS

At least once every three years, the SFA will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the School is in compliance with the wellness policy;
- A description of the progress made in attaining the goals of the SFA's wellness policy.

The SWC will monitor compliance with this wellness policy.

REVISIONS AND UPDATING THE POLICY

The SWC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as SFA priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

COMMUNITY INVOLVEMENT, OUTREACH, AND COMMUNICATIONS

The SFA is committed to being responsive to community input, which begins with awareness of the wellness policy. The SFA will actively communicate ways in which representatives of SWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that SFA. The SFA will also inform parents or guardians of the improvements that have been made to school meals and compliance with school meal standards,

availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The SFA will use electronic mechanisms, such as email or displaying notices on the SFA's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents or guardians, or sending information home to parents or guardians, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy.

NUTRITION

SCHOOL MEALS

The School is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The School meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating special dietary needs. The SFA participates in the National School Lunch Program (NSLP) and is committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The SFA offers reimbursable school meals that meet [USDA nutrition standards](#).)

STAFF QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

WATER

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The SFA will make drinking water available where school meals are served during mealtimes.

COMPETITIVE FOODS AND BEVERAGES

The SFA is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the School meal programs (i.e., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>.

FUNDRAISING

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the School campus during the school day. The SFA will make available to parents or guardians and teachers a list of healthy fundraising ideas.

NUTRITION PROMOTION

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents or guardians, students, and the community.

The SFA will promote healthy food and beverage choices for all students throughout the School campus, as well as encourage participation in school meal programs.

NUTRITION EDUCATION

The SFA aims to teach, model, encourage, and support healthy eating by students. The School will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Include enjoyable, developmentally-appropriate and participatory activities;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Include nutrition education training for teachers and other staff.

FOOD AND BEVERAGE MARKETING

The SFA is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The SFA strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on SFA property that contains messages inconsistent with the health information the SFA is imparting through nutrition education and health promotion efforts. It is the intent of the SFA to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the School campus, consistent with the SFA's wellness policy.

PHYSICAL ACTIVITY

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) will not be normally withheld as punishment.

To the extent practicable, the SFA will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The SFA will conduct necessary inspections and repairs.

PHYSICAL EDUCATION

The SFA will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education.

All students will be provided an opportunity to participate in physical education classes. The school will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the School or SFA must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Recess will complement physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

The SFA will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The SFA will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and physical fitness.

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. fax: (202) 690-7442
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX 6: SCHOOL LUNCH FISCAL POLICY AND PROCEDURES

The following federal and state regulations, guidance, and laws govern alternate meals and unpaid meal charges:

Treasure Valley Classical Academy shall provide a nutritionally adequate lunch that qualifies for reimbursement under the federal child nutrition program regulations. Children eligible to receive free or reduced-priced meals and milk shall not be treated differently from other children. These plans shall ensure each of the following:

- Unless otherwise specified, the names of the children shall not be published, posted, or announced in any manner, or used for any other purpose other than the National School Lunch Program.
- There shall be no overt identification of any of the children by the use of special tokens or tickets or by any other means.
- The children shall not be required to work for their meals or milk.
- The children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time.

When more than one lunch or type of milk is offered pursuant to this article, the free and reduced-price eligible children shall have the same choice of meal.

RECOVERING UNRECOVERED OR DELINQUENT DEBT

Title 2, *Code of Federal Regulations (2 CFR)*, Section 200.426: Bad debts are an unallowable cost to federal programs. According to federal guidance, unpaid meal charges are designated as unrecovered or delinquent debt until deemed uncollectable, at which time it becomes bad debt. The difference between unrecovered or delinquent debt and bad debt is described below:

- **Unrecovered or delinquent debt** refers to meal charges that have not been paid by the student(s) or parent(s) during the fiscal year.
- **Bad debt** is considered unrecovered or delinquent debt that, after all reasonable steps have been taken, has not been recovered by, or before, the end of the fiscal year in which the debt was incurred.

Treasure Valley Classical Academy will take all reasonable steps to recover the unrecovered or delinquent debt, and if unsuccessful in collecting the debt by the end of the fiscal year, the School will use non-federal funding sources to repay the NSFSFA for the total amount.

MEAL CHARGE POLICY CONSIDERATIONS

As noted above, unrecovered or delinquent debt becomes bad debt at the end of the fiscal year it is incurred in, unless such debt falls into one of two exceptions:

- **Date of Debt:** The debt is incurred less than 90 days prior to the end of the fiscal year. Under this exception, the SFA will be afforded an opportunity to have a maximum of 90 days to collect the debt and receive payment for the unpaid meal charges. The 90 days will begin at the end of the claiming period for the debt incurred. At the end of the 90 days, the unpaid meal charges will be deemed as bad debt and a non-federal funding source must repay the NSFSFA within 30 days.

If a student incurs unpaid meal charges in the last month of school, Treasure Valley Classical Academy will have a maximum of 90 days to collect the debt. If Treasure Valley Classical Academy is unsuccessful in collecting the unrecovered or delinquent debt at the end of the 90 days, then the debt becomes bad debt.

- **Repayment Plan:** This refers to the situation where Treasure Valley Classical Academy enters into a repayment plan with the family prior to the end of the fiscal year and this process continues into the next fiscal year. For example, a family notifies the district that they are willing to make monthly payments and agrees to set up a six-month payment plan in an effort to pay off the student's unpaid meal charge balance. Under this exception, the School can establish a payment plan for the family that allows the unrecovered or delinquent debt to carry forward into the next fiscal year.

BAD DEBT RECORD KEEPING REQUIREMENTS

Once unrecovered or delinquent debt becomes bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 *CFR*, sections 210.9(b)(17) and 210.15(b). The following records will be maintained to document the appropriate establishment and handling of bad debt:

- Evidence of efforts to collect unpaid meal charges.
- Evidence the collection efforts fell within the timeframe and methods established by the local meal charge policy.
- Financial documentation showing when the unpaid meal charge(s) became an operating loss.
- Documentation showing when the repayment plan was agreed to by all parties (as applicable).
- Evidence any funds written off as bad debt were restored to the NSFSA using non-federal funding sources.

MEAL CHARGE POLICY PREPAYMENT OPTIONS

USDA Policy Memo SP 57-2016 addresses prepayment options for SFAs to consider when establishing meal charge policies. Treasure Valley Classical Academy encourages families to prepay for meals at the reduced-price or paid rate to help ensure that children have consistent access to healthy, reimbursable meals, without accruing unpaid meal charges.

Families may make cash or check payments to their MealTime accounts at the School office. Families may also purchase lunches via credit or debit card at the lunch check out counter on the day of service.

NOTIFYING HOUSEHOLDS OF SFA MEAL CHARGE POLICIES AND PROCEDURES

Treasure Valley Classical Academy will use the following methods to communicate the meal policies:

- Send a letter to households explaining the meal charge policy when providing student registration materials.
- Include the written policy when using existing notification methods to inform families about applying for free or reduced-price meals, such as distributing household applications at the start of the school year.
- Post the policy on the School's web site.
- Set up a parent notification system when a student's meal payment account is low or when the student begins charging for their meals.

TRACKING REVENUE AND EXPENSES

Treasure Valley Classical Academy will track all meal program revenue and expense on a separate line item in the general budget. Each month all revenue and costs will be reconciled and tracked, to be reviewed by the Principal and Director of Operations.

Treasure Valley Classical Academy will track any and all non-program foods separately from program food costs (e.g. adult meals). No food items will be purchased from the food service account (fundraisers, *a la carte* etc. will all be purchased through a general fund account). Program costs consist of all reimbursable lunches, prior approved equipment purchases, and program materials (such as marketing and office supplies).

The Principal, Director of Operations and Business Manager will be trained annually on allowable costs, bad debt procedures and the meal collection policy.



TREASURE VALLEY
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Guardian Authorization

I _____ am the parent/legal guardian of the following students:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

By signing this form, I authorize _____ to act as an approved guardian for my child(ren). This includes volunteering for the school, attending school meetings regarding my child(ren), and any other authority that legal guardianship offers at Treasure Valley Classical Academy.

Signature

Date

Additional Guardian Contact Information and Signature:

Phone

Email Address

Signature

Date

For Office Use Only

Signature Verified

ID of new Guardian Verified



I will learn the true.

I will do the good.

**I will love the
beautiful.**