



Academy of Tucson Schools

10720 East 22nd Street

Tucson, AZ 85748

Phone: (520) 733-0096

Fax: (520) 733-0097

www.academyoftucson.com

October 20, 2023

Academy of Tucson Schools Breakfast & Lunch Program & Unpaid Meal Charge Policies

Prices for school meals are set by Academy of Tucson Schools in accordance with federal and state regulations.

Families may obtain information about Academy of Tucson Schools' breakfast and lunch program and apply for free or reduced price meals by visiting our website at www.academyoftucson.com or contacting Karen Hancock by email at khancock@aoths.net. You may also pick up an application from the office manager at your child's campus.

It is the responsibility of parents or guardians to track their child's meal account, and to pay for meals provided by the school breakfast and lunch program. Parents or guardians can track their child's meal account on the Parent Portal link on our website. Making payments is easy through the Academy of Tucson website as well. The expectation is that students have funds on their meal account before meals are ordered. As a courtesy, parents may receive an email when their child's meal account funds run low, or if they have a negative balance. Please make sure your email address is up to date in our records.

A student with a zero or negative balance may be allowed to charge up to 3 meals before having meal privileges suspended. If a negative balance cannot be corrected immediately, contact the office manager at your child's campus to discuss payment options. Until the balance is paid in full, your child will need to bring a lunch from home. ***No child will go hungry!*** Students who need a lunch, and/or those who have a negative balance on their meal account, will still receive a meal, but arrangements must be made to bring a lunch from home.

Students who do not pick up their pre-ordered items are still responsible to pay for them. Cancellations must be submitted by noon of the previous school day to receive account credit. Students who are absent are not be responsible to pay for the items. **WE MUST PAY THE CATERER FOR ALL PRE-ORDERED ITEMS!** Please notify the office manager at your child's campus at least 24 hours in advance to cancel any orders due to a planned absence!

Students who qualify for FREE or REDUCED meals must submit a menu order form monthly for breakfast and lunch to the office manager at their child's campus. The free and reduced meals program covers one meal only.

Requesting a Refund

If a student is graduating or leaving Academy of Tucson Schools, parents/guardians may submit a written request for a refund of any money remaining in their child's meal account to the office manager at their child's campus.

Parents/Guardians may also request that any unused meal account balance be transferred or donated to another student.



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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>,

from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.