



WELCOME PACKET

New Student Welcome Packet

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Contact Info



Address - A

Hawthorn Academy South
1437 West 11400 South
South Jordan, Utah 84095

Address - B

Hawthorn Academy West
9062 South 2200 West
West Jordan, Utah 84088

Website

www.hawthornacademy.org

Email

info@hawthornacademy.org

Phone

(801) 260-3040

Fax

(801) 254-6677

Grades

K-6 South Jordan; K-9 West Jordan

School Hours

Morning Kindergarten

Monday – Thursday: 8:30 AM – 11:20 AM

Friday: 8:30 AM – 10:30 AM

Afternoon Kindergarten

Monday – Thursday: 12:25 PM – 3:15 PM

Friday: 11:15 AM – 1:15 PM

Grades 1 – 6

Monday – Thursday: 8:30 AM – 3:15 PM

Friday: 8:30 AM – 1:15 PM

Office

Monday – Thursday: 8:00 AM – 4:00 PM

Friday: 8:00 AM – 2:30 PM



Lead Director's Message

Welcome to Hawthorn Academy! We are thrilled you have decided to attend Hawthorn Academy for this school year and be a part of only three Utah schools who have earned the prestigious authorization as Primary Grade International Baccalaureate schools.

Our faculty and staff are preparing classrooms and materials in order to provide your students with the highest quality education. We have a great year planned with many exciting learning opportunities for our student body. Students can participate in after school activities of sports, choir, guitar, ballroom dance, band, orchestra and art. I encourage you to stay informed of all the school activities by visiting our website at www.hawthornacademy.org or liking our Facebook page.

This year, as in previous years, your student will be a part of one of our small classes. Also, we have an incredibly strong staff composed of talented teachers who are excited to meet with you and discuss any concerns you may have regarding your child. I encourage you to communicate with your teachers in order to get any questions you may have answered.

Our focus is to provide an exciting environment where students develop and desire to explore and understand the world around them; be inspired to set and reach personal goals, and become lifelong seekers of knowledge. We provide challenging academics that teach students that learning goes between subject areas. For example math is a part of science and writing happens in all content areas. Our teachers collaborate to provide engaging, inquiry based programs. Students develop self-respect and self-discipline in a safe and supportive environment.

I would like to extend our sincere gratitude to the Parent Teacher Organization (PTO) called HOPE, for their continued dedication to improving our school. Through the volunteer efforts of our parents and HOPE we have been able to provide an outstanding level of support to our teachers and activities raising monies to enable us to increase our computers and other technology in the school and help fund field trips. Hawthorn Academy asks each family to give 30 hours of service. I would encourage all families to participate in the PTO and take advantage of school volunteer opportunities.

We thank you for trusting us with your students' educational needs and we look forward to serving you and your family to set your students on the path to academic success.

Sincerely,

Dr. Deborah L. Swensen, Lead Director
dswensen@hawthornacademy.org

Parent Teacher Organization

The Parent Teacher Organization (HOPE) for Hawthorn Academy supports the school and families who attend Hawthorn Academy. Our purpose is to coordinate volunteers, fund raise for the school and to provide support in communication, extracurricular activities and other needs that may arise.

Volunteer

Our HOPE organization cannot function without your help. We encourage each family to volunteer thirty (30) hours per school year. Volunteer opportunities include working with students, assisting teachers, participating in school-wide activities and serving on committees. In addition, the hours volunteered by families provide crucial documentation in applying for grants which, in turn, enhances the education of our children. We are grateful for all of the parents and community members' efforts to support Hawthorn Academy.

For volunteer opportunities, please contact your student's teacher and/or the HOPE Board at hope.sajo.hawthorn@gmail.com.

Events

The PTO runs amazing community events for our school. Events include fundraisers, Back to School Night, the Fall Carnival, and Book Fairs.

Website

The PTO maintains a website in order to keep families current with the most important school information. You can visit the website at: www.hopehappenings.org.

Facebook is also a resource available for those wanting to follow the PTO through social media. You can like the page online at:
<https://www.facebook.com/HawthornsOrganizationofParentsInEducation>.

2021-2022 Calendar

Hawthorn Academy - South Jordan Campus

School Year 2021-2022
hawthornacademy.org

AUGUST 2021							SEPTEMBER 2021							OCTOBER 2021							YEAR AT A GLANCE			
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Aug. 4-16	Teacher Workdays	Professional Development (new teachers Aug. 4-9)	
1	2	3	4	5	6	7					1	2	3	4						1	2	Aug. 17	School Begins	First Day of School Grades 1-6 (1st Quarter 45 Days)
8	9	10	11	12	13	14	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Aug. 17-23	Assessment	Kindergarten Assessments
15	16	17	18	19	20	21	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	Aug. 24	School Begins	First Day of Kindergarten
22	23	24	25	26	27	28	19	20	21	22	23	24	25	26	27	28	29	30				Sept. 6	No School	Labor Day
29	30	31					26	27	28	29	30											Oct. 6-7	Conferences	Student-Led Conferences
NOVEMBER 2021							DECEMBER 2021							JANUARY 2022							Oct. 7	Early Release	Student-Led Conferences	
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Oct. 8	No School	Teacher Compensation Day	
1	2	3	4	5	6	7				1	2	3	4	5	6	7	8	9	10	11	12	Oct. 19	Quarter Ends	Last Day of 1st Quarter
7	8	9	10	11	12	13	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Oct. 20	No School	Teacher Legislative Day
14	15	16	17	18	19	20	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	Oct. 21-22	No School	Fall Recess
21	22	23	24	25	26	27	19	20	21	22	23	24	25	26	27	28	29	30	31			Oct. 25	Quarter Begins	First Day of 2nd Quarter (42 Days)
28	29	30					26	27	28	29	30	31										Nov. 24-26	No School	Thanksgiving Recess
																						Dec. 20-31	No School	Winter Recess
FEBRUARY 2022							MARCH 2022							APRIL 2022							Jan. 7	Quarter Ends	Last Day of 2nd Quarter	
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Jan. 10	No School	Teacher Legislative Day	
			1	2	3	4	5			1	2	3	4	5	6	7	8	9	10	11	12	Jan. 11	Quarter Begins	First Day of 3rd Quarter (41 Days)
6	7	8	9	10	11	12	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Jan. 17	No School	Martin Luther King, Jr. Day
13	14	15	16	17	18	19	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	Feb. 21	No School	Lincoln and Washington Day
20	21	22	23	24	25	26	20	21	22	23	24	25	26	27	28	29	30	31				Mar. 2-3	Conferences	Student-Led Conferences
27	28						27	28	29	30	31											Mar. 3	Early Release	Student-Led Conferences
MAY 2022							JUNE 2022							JULY 2022							Mar. 4	No School	Teacher Compensation Day	
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Mar. 10	Quarter Ends	Last Day of 3rd Quarter	
1	2	3	4	5	6	7				1	2	3	4	5	6	7	8	9	10	11	12	Mar. 11	No School	Teacher Legislative Day
8	9	10	11	12	13	14	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Mar. 14	Quarter Begins	First Day of 4th Quarter (49 Days)
15	16	17	18	19	20	21	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	Apr. 15-22	No School	Spring Recess
22	23	24	25	26	27	28	19	20	21	22	23	24	25	26	27	28	29	30				Apr. 25-26	Assessment	End of Year State Testing (Kinder Testing May 20-27)
29	30	31					26	27	28	29	30											May 27	Early Release	Last Day of School
																						May 30	No School	Memorial Day
																						May 31- Jun. 2	No School	Teacher Work Days
																						Jun. 2	No School	Teacher Check Out
DAILY SCHOOL SCHEDULE							EARLY OUT SCHEDULE																	
AM Kindergarten: Mon.-Thurs. 8:30 a.m. - 11:20 a.m.							Friday: 8:30 a.m. - 10:30 a.m.																	
PM Kindergarten: Mon.-Thurs. 12:25 p.m. - 3:15 p.m.							Friday: 11:15 a.m. - 1:15 p.m.																	
Grades 1-6: Mon.-Thurs. 8:30 a.m. - 3:15 p.m.							Friday: 8:30 a.m. - 1:15 p.m.																	

Revision Date

STAY INFORMED

We invite you and your family to “get social” with Hawthorn Academy! We can be found on Facebook. We also invite you to use and explore the hashtag #hawthornacademy and read our reviews on Facebook. We look forward to connecting with you!

Pick Up and Drop Off

We want students to be safe as they arrive and depart from the school. Please review the following information to make sure that as students are transported to campus they follow guidelines necessary to promote safety and efficient traffic flow.

Walking or Biking

For general safe routes to school, you can review our student neighborhood access program here:

https://hawthornacademy.org/dynamic/content/1025/40/safewalkroutes_mdvJG.pdf

Hawthorn South Jordan Campus

Student Drop-off & Pick-up Procedures 2021-2022

Drop-off - Doors will open at 8:00 am every morning. Please do not drop off students any earlier. However, please get your students here early enough to allow them to get to their class and not be tardy. Front Doors will open and students will go to their classrooms starting at 8:20 am. PM Kindergarten will enter through the Kindergarten doors, all others will enter through the front doors.

- School starts at 8:30 am (Monday – Friday) School ends at 3:15 pm Monday-Thursday, 1:15 pm Friday
- Cars will enter the school parking lot from 11400 south through the east entrance to the parking lot. The west entrance will be closed to all during drop off and pickup time with the exception of Fast Pass holders. (Commercial Day care busses and vans can apply for a Fast Pass at the office. Also a limited number of Fast Passes will be auctioned off in the Fall.) All parents will enter the east entrance to the parking lot and will enter into one of 3 “stacking” or “queue” lanes and take turns pulling forward into a single file line as space permits. Each stacking lane will accommodate approximately 18 cars (54 total) and approximately 18 along the drop-off pick-up curb in front of the school. Please do not allow your student(s) to exit the vehicle unless they are in the pick-up drop-off lane along the curb of the school.
- **No pick-up or drop-off in the by-pass lane, stacking lanes, along the street curb of 11400 South between the west and east entrance of the school, or in any parking stall except the ones to the far south.**

- Make sure that your students are ready to exit your car once within the pickup drop-off lane so as to not holdup the cars behind you. If you need to park during pickup and drop-off times, pull into a parking stall along the far south of the parking lot. Then walk to the crosswalk to be crossed. Any students meeting you should also cross only at the crosswalk.
- Please note that the exit onto 11400 south will be a **RIGHT TURN ONLY** at all times of the day. All walking students are to use the designated crosswalks while on school property and are only to cross 11400 south and 1300 west with the aid of the city crossing guards.
- Students and parents should not cross 11400 south unless in a designated crosswalk. No one should be walking on the sidewalk between the west and east entrances during drop-off pick-up times.
- MAP OF PICK-UP can be found at:
https://www.hawthornacademy.org/dynamic/content/1056/457/pm_carpool_map.pdf
- MAP OF DROP-OFF can be found at:
https://www.hawthornacademy.org/dynamic/content/1056/457/carpool_map.pdf

Pick-up - From 2:30- 3:00pm (Friday 12:30-1:00pm) the far North stacking lane along the curb will be for filling the West parking lot stalls only. It will go back to being the 3rd stacking lane at 3:00pm or when the West parking lot fills, whichever comes first. There are 40 stalls that will fill and then parents in these stalls will exit out the far west exit of the parking lot. The 3rd stacking lane will return to a lane that goes to the school's front curb once it is 3:00pm (1:00pm Friday).

- The other two stacking lanes will not be affected by this change. School personnel will be out there to direct the process. Please follow their directions.
- Once the West lot is full or it is 3:00pm there will be no driving into the West Lot.
- When parking in the West parking lot cars should back into the stalls.
- Anyone parking in the West lot will need to come pick their student(s) up outside the school and walk them to their car. This is necessary for your student(s) safety and so they know you are in the West lot and will not be picking them up somewhere else.
- When exiting the West lot it is right turn only as is the East exit per UDOT.
- Fast Pass and commercial busses will be moved to the back of the school.

Reminders

- Students will not be permitted to exit into the parking lot to get into cars waiting or parked in the stacking lanes during pick-up and drop-off times.
- Please refrain from using and talking on cell phones during morning drop-off and afternoon pick-up.
- Parents are asked not to schedule appointments with teachers or the office until after 3:35 PM (Monday – Thursdays) and 1:35 PM on Fridays as it is difficult to find parking in the front parking lot while the stacking lanes are in operation. Parents should also try

to avoid picking any students up within 15 minutes of school ending due to parking lot congestion.

- When entering and exiting the parking lot, please do so at a slow and safe speed.
- Please follow the direction of the staff/volunteers in the morning and afternoon.
- Please do not drop-off students before 8:00 AM, as teachers and staff are preparing for the day, there is no supervision in front of the school until that time.
- Students who are more than five minutes tardy must check in at the office. Students who have three or fewer tardies have the opportunity to earn a dress down day each quarter.
- All students must be picked up from school by 3:40 PM unless they are participating in a school sanctioned after school program or tutoring session.

Dress Code

The purpose of this policy is to enhance the learning environment and cultivate an atmosphere of discipline, equality, and respect at Hawthorn Academy (HA).

COLORS



Students may wear the items listed below. Anything not listed may *not* be worn. All clothing must...

- Be in good condition
- Fit properly

All students are required to wear uniforms. Parents are responsible for ensuring that their children wear the designated school uniform clothing as outlined below.

Clothing that is clean and in good repair is expected

Tops

- Shirts must be of a collared style and of a solid color, white, navy, red or light blue (not turquoise) with buttons that are clear, same color as the shirt, or tortoise shell type. Appropriate collared style shirts are for example: blouse, polo, oxford, turtleneck, or dress shirt. All shirts look best when tucked in with the exception of polo-style shirts. Tucking in polo-style shirts is optional. Shirts that are to be tucked in must be long enough to remain tucked in.
- Shirts must be free from all logos and names, except the school's logo and name when they become available for purchase. No screen printing on the uniform items is allowed.
- Sweaters or vests may be worn in solid navy, red, light blue or white with corresponding navy, red, light blue or white buttons (clear & tortoise shell-type buttons are also acceptable). The sweater or vest is to be worn over the uniform shirt. Hooded sweaters are allowed in navy, red, light blue or white, but hoods cannot be worn during school hours.
- Plain white, navy, red, light blue or black undershirts may be worn under school approved shirt. Undershirts must be free of logos or designs.
- Hooded sweatshirts may not be worn during class time.

Bottoms

- Girls may wear skirts, jumpers, skorts, shorts, capris or pants. When skirts are worn inconspicuous shorts, underneath and not seen, are recommended.
- Girls may wear bottoms that are solid navy, tan or black. No red, white, or light blue jumpers or red, white, or light blue polo style dresses.
- Boys may wear pants or shorts in solid navy, tan or black.
- Length: Shorts, skorts, skirts and dresses must be to the top of the knee cap in length. Skirts that are rolled up will be considered a dress violation. No denim, nylon, sweat, leather or vinyl material will be used for uniform bottoms. **NO** pants that have the five pockets and the topstitching on the inside or outside seam will be allowed as these are defined as jeans style.
- No tight fitting pants or tight fitting shorts are allowed.
- The waistband of the bottom uniform garment must be worn above the hips at all times.

Masks

- Students will be required to wear face coverings, per state order. Masks do not need to be in uniform colors, as long as they are not distracting in color or print.

Accessories

- Belts are recommended and must be solid brown or black.

Dress Uniforms

- To be worn for all field trips and other specifically designated occasions.
- Includes a solid white top (with or without the school logo) and solid navy or black bottoms (of any authorized style as discussed above).

School Spirit Shirts and Free Dress Days

- Students are allowed to wear a designated “School Spirit Shirt” on select days.
- The school spirit shirt specifications include team shirts/sweats if a student has been on a Hawthorn Athletic team, administrative decided shirt sold through HOPE or the school athletics.
- Certain days may be designated as “Free Dress” days. These days will be with the permission and at the discretion of the Director and/or Board of Trustees. “Free Dress” simply means that the dress for that day will be attire acceptable for school activity. The dress and grooming standards will remain intact as listed below except for the requirement of a uniform on these select days.

Dress & Grooming

- Uniforms at Hawthorn Academy are mandatory. Dress and grooming standards are part of the Uniform Regulations.
- Uniforms must be worn during school hours, except under specially designated circumstances. • Uniforms must also be worn for all before and after school programs, except where activities require alternate attire (i.e. sports, dance, etc.).
- Students must present a modest, clean, and neat appearance at all times. All clothing must be clean, appropriately sized, and worn correctly. Pants/shorts/skirts must be worn at the waist, shirts must be buttoned (one –two buttons down may be unbuttoned), shoes must be tied or fastened, clothing must be worn right-side-out, appropriate underwear must be worn, but not visible, etc. Clothing shall not be excessively worn or have holes.
- Uniforms will be worn Monday through Friday and for programs.
- Students may wear jewelry or hair accessories that are appropriate for school and are not a distraction or danger.
- Hair must be kept neat and have a combed appearance and appropriate for school. No extreme hair color or styles (i.e. mohawks), only “natural” hair colors are permitted (fuchsia or “hot pink” hair is not “natural”).
- Any makeup worn should be appropriate for school.
- Body piercing is limited to the ears only and is limited to one earring per ear. Earrings must be appropriate for school.
- Tattoos, if any, must be covered at all times.
- No hats of any kind, including baseball caps, or sunglasses, may be worn in the building except for medical or religious purposes.

- Outer wear that is worn for warmth to and from school and at outside recess is not considered a uniform item.

Socks and Shoes

- Socks for boys and girls should be in coordinating colors; socks may be ankle, crew or knee length in white, navy, red or black. No-show socks are not allowed.
- Girls may also wear appropriate smooth opaque and/or cable knit tights in the accepted school colors (white, navy, red and black). Socks or tights must be worn at all times. No nylon stockings may be worn.
- Leggings and/or “jeggings” are not to be worn as pants only.
- Shoes may be of student choice. They must be closed toed and closed heeled. No wheelies or lighted shoes.
- Snow boots must be changed into school-approved shoes while inside the building.
- Dress Boots are allowed but must not pass the knee, no thigh-high boots allowed. Dress boots must be conservative in color and no designs as previously stated.

Consequences for Dress Code violations:

- Call be made to parents rent to bring dress code appropriate clothing to the school.
- Subsequent violations (2 – 3) will result in a written notice sent home.
- If parents cannot bring clothes, students will be given clothes from the school’s supply of back up clothes and a \$5 fee for the maintenance of the clothing provided by the school will be assessed.
- If there is a 4th violation, a meeting with the student, parent and administration will occur.
- For each additional violation, a 1 day “in school suspension” will occur.

Wellness Policy

Hawthorn Academy
Policy: Wellness Policy
Adopted Revision: April 2, 2014

Purpose

The purpose of this school Wellness Policy (the “Policy”) is to ensure the best possible mental and physical health environment for the students of Hawthorn Academy (the “School”). The School’s Board of Trustees (the “Board”) and Administration (the “Administration”) recognize that there is a well-documented link between nutrition, physical activity and learning. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students’ overall health as well as their behavior and academic achievement in school. Schools have a responsibility to

help students learn, establish and maintain lifelong healthy eating and activity habits and to promote healthy living in families and in the community. Faculty and staff wellness is an integral part of a healthy school environment as well, since school faculty and staff can be daily role models for healthy behaviors.

Wellness Committee

Under the direction of the Board and Administration, the School will establish a Wellness Committee to oversee wellness efforts, review the School's progress towards accomplishment of the School's wellness objectives and, as necessary, recommend changes to the Policy. The Wellness Committee may consist of, but is not limited to, parents, students, food service staff, members of the Board and Administration, teachers, health professionals and members of the community.

Objectives

All students in the School shall possess the knowledge and skills necessary to make healthy food and physical activity choices throughout their lifetime. Parents and families shall be provided with tools and resources to promote and encourage healthy living. All staff in the School shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

To meet these objectives, the School adopts this Policy, which addresses physical activity, nutrition education, and healthy school environment and food guidelines. This Policy is designed to effectively utilize School and community resources to equitably serve the needs and interest of all students, families, faculty and staff, taking into consideration differences in culture.

Physical Activity

The Board and Administration recognize the importance of physical activity for student health and academic achievement. To promote physical activity, the School will:

- a. Ensure that every student from Kindergarten through ninth grade receives regular, age-appropriate, quality physical education.
- b. Use a variety of subjects and innovative lesson plans to increase physical movement in the classroom.
- c. Provide a wide variety of physical activities and introduce students to many different sports and ways of getting physically active. This may be done in the classroom as well as through physical education, assemblies and after-school activities.
- d. Encourage parent volunteers to form before- and/or after-school sports teams or clubs for students.

Furthermore, the School will:

- e. Provide physical activities that teach all students, regardless of ability, cooperation and teamwork, good sportsmanship, positive self-image and personal achievement.
- f. Ensure that alternative activities are provided for students with physical disabilities.
- g. Provide exemptions from physical activities where appropriate for ill or injured students.

Nutrition Education

The primary purpose of nutrition education is to build knowledge and skills that will help students make healthy eating and physical activity choices now and throughout their lives. In order to do so:

- a. The classroom, cafeteria and other School venues will provide clear and consistent messages that explain and reinforce healthy eating and physical activity habits.
- b. Faculty and staff will be encouraged to teach healthy eating habits in the classroom by incorporating healthy nutrition facts not only in health but also subjects such as math, science, language arts, social sciences and elective subjects.
- c. Nutrition education will be provided and nutrition incentive programs will be encouraged.
- d. An increase of healthier meal choices, including fruits, vegetables, whole grains and low-fat dairy products, will be provided to students to encourage improvement of nutrition behaviors on the School campus.
- e. Students will be encouraged to test healthy food items with which they are not familiar to promote behavior change and healthy school meal consumption.
- f. Nutritional and physical awareness and healthy lifestyles will be promoted to students, families, faculty and staff through activities that may include but are not limited to assemblies, fairs, newsletters and physical activities.

Healthy School Environment

The Board and Administration understand the need to create a school environment that is conducive to promoting and sustaining the nutritional, physical and emotional health of its students, faculty and staff. In order to create such an environment:

- a. Students will be educated on the importance of proper hand washing and will be provided access to restrooms for washing hands. In addition, hand sanitizer will be available at the entrance and exit of the lunchroom.
- b. The School will make drinking fountains available so that students can get water at meals and throughout the day.
- c. The School will ensure there is adequate time, as determined by the Board and Administration, for students to enjoy eating healthy foods with friends.

- d. The School will make efforts to keep School-owned physical activity facilities open for use by students outside school hours.
- e. The Wellness Committee will encourage the School's Fundraising Committee to pursue fundraising activities that promote healthy eating and physical activity.

Food Guidelines

The primary purpose of the food guidelines contained herein is to ensure that the use of food in the School promotes and protects health and wellness. The following guidelines are hereby set forth:

- a. Food that supports the School's wellness philosophy and objectives will be allowed in the classroom at the teacher's discretion where it is part of a lesson plan or demonstration. For example, a teacher may use an orange to teach fractions.
- b. Gum will not be provided to students at any time during school and will not be allowed within the School or on School property.
- c. Distribution of carbonated beverages to students will be limited to select activities approved by the Administration.
- d. Teachers will be encouraged to identify their students' allergies and dietary restrictions and work with parents to address individual needs.
- e. Students will be discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other dietary restrictions.
- f. Distribution of birthday treats in the classroom will not be allowed.
- g. Classroom celebrations that involve food will be allowed at the Administration's discretion. Such celebrations shall comply with the following:
 - i. All foods made available will comply with state and local food safety and sanitation regulations.
 - ii. Some healthy snack choices must be offered to students, faculty and staff as part of the celebration.
 - iii. Faculty, staff and parents will be encouraged to make healthy and fun activities the focus of the celebration rather than food.
 - iv. The Administration and Board may create and provide a "Healthy and Affordable Snack" list to parents for celebrations.
- h. Vending machines of water and 100% fruit juice may be provided for the use of students in grades six through nine as well as faculty and staff. Machines accessible to

the abovementioned students will contain healthy food choices that support the School's wellness philosophy and objectives.

- i. Food provided as part of after school or extracurricular activities will be under the direction of the Administration.
- j. Guidelines for meals served as part of the School's school lunch program will not be less restrictive than the regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. § 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. § 1758(f)(1), (1766(a))).

School Lunch Program

Guidelines for meals served as part of the School's school lunch program will not be less restrictive than the regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act 42 U.S.C. § 1779) and sections 9(f) (1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. § 1758(f) (1), (1766(a))).

Meal Charge and Alternate Meal Procedures

Purpose

Hawthorn Academy ("the School") participates in the National School Lunch Program ("NSLP"). The School provides meals to its students pursuant to these programs and offers free or reduced price meals to eligible students. Participating students who are not eligible for free or reduced price meals may receive meals at the School at the normal paid rate.

These procedures address how the School will handle situations where students eligible to receive reduced price or paid rate meals at school do not have money in their account or in hand to pay for the cost of a meal at the time of meal service. These procedures also address, among other things, where families can find assistance with applying for free or reduced price school meals, alternate meals, notification and collection of unpaid meal charges, and how the School will communicate these procedures to families and School personnel.

Information about Free or Reduced Price Meals

A. Prior to or at the beginning of each school year, the School will provide to the parent or guardian of each student:

- (i) Information about school meals, including prices for the meals and acceptable methods of paying for the meals;

- (ii) Information about the NSLP, including how students qualify for free or reduced priced meals under the programs; and
- (iii) An application for free or reduced priced meals under the NSLP.

B. The School will provide the information and application as follows:

- (i) The information and applications will be provided electronically (i.e. distributed via email, via emailing a link to the information and applications online, student registration material and/or upon a request hard copies will be provided.
- (ii) The School will not provide the information and application at the end of the school year for the next school year, but will provide the information and application on or after July 1 of each year.

C. Completed applications should be returned to the School as soon as possible, but completed applications will be accepted by the School throughout the year. Parents or guardians should contact Kirsten Dalpiaz, Kitchen Lunch Director at kdalpiaz@hawthornacademy.org and/or 801-282-9066 for questions about or assistance with applying for free or reduced priced school meals.

Students Unable to Pay for Meals

A. Students who are unable to pay for a meal at the time of meal service, either because they don't have sufficient money in their meal account or on their person, will be allowed to charge the meal to their meal account unless their meal account balance is negative in the amount of -\$10.00 or more.

B. Students allowed to charge a meal to their meal account under the terms described above will receive a regular reimbursable meal as opposed to an alternate meal.

C. This Section does not apply to students who have qualified for free meals under the NSBP and NSLP, as such students are not required to pay for reimbursable meals at the School.

Alternate Meals

A. Students whose meal accounts have a negative balance of -\$10.00 or more will not be allowed to charge a regular reimbursable meal to their account. Under those circumstances the School will offer such students an alternate meal. The School will not charge such students for an alternate meal. This paragraph does not apply to students who have qualified for free meals under the NSLP, as such students are not required to pay for reimbursable meals at the School and will never be denied a regular reimbursable meal by the School.

B. Alternate meals may consist of Lunch – students may choose anything off the salad bar which includes fresh and canned fruits and veggies as well as some whole grain rich items. Students may also choose a milk.

C. Alternate meals will be presented. Students will go through the lunch line as normal but will only have the option of salad bar items and a milk.

Notifications Regarding Balances; Collection Efforts

A. The School will notify parents or guardians of low meal account balances. When a student's meal account reaches a balance of \$-5.00 or lower, the School will notify the student's parent or guardian of the low balance by sending email to all email addresses listed on file for the student as well as a small reminder note sent home with the student and request that payment on the account be made prior to the account reaching a negative balance.

B. The School will notify parents or guardians of negative meal account balances. When a student's meal account has a negative balance, the School will notify the student's parent or guardian of the negative account balance by daily email reminders and notes sent home with students. Telephone calls will be made when no response to emails is received from parent and request payment on the account be made as soon as possible.

C. When a student's meal account reaches a negative balance of at least -\$10.00, the School will continue to notify parents or guardians as described above and may also turn the account over to collections.

D. The School may contact parents or guardians of students with delinquent meal accounts to inquire if the household might be eligible for free or reduced price meal benefits under NSBP and NSLP.

E. Lunch Secretary/Clerical and Lunch Director at the School is generally responsible for managing meal account balances and balance notifications and can be reached at Director – Kirsten Dalpiaz, kdalpiaz@hawthornacademy.org or by phone West, 801-282-9066; South, 801-260-3040 for questions or concerns related to such matters.

F. Lunch Secretary/Clerical and Lunch Director at the School is generally responsible for managing the School's collection efforts and can be reached at Director – Kirsten Dalpiaz, kdalpiaz@hawthornacademy.org or by phone West, 801-282-9066; South, 801-260-3040 for questions or concerns related to such matters.

G. The School will maintain documentation of the balance notifications and collection efforts described above, as this may be requested as part of federal or state audits.

Communication of Procedures

A. Prior to or at the beginning of each school year, and upon a student transferring to the School during the school year, the School will provide to the parent or guardian of each student a written copy of these procedures by electronic means thru the registration packet and/or hard copy if requested by parent.

B. In order to ensure that these procedures are applied consistently and correctly, the School will also annually provide a copy of these procedures to all School personnel who are responsible for or involved in:

- (i) Collecting payment for meals at the time of meal service;
- (ii) Notifying parents or guardians of low or negative meal account balances;
- (iii) Collection efforts for delinquent meal accounts;
- (iv) Distributing these procedures and the information described in Section II;
- and
- (v) Enforcing any aspect of these procedures.

C. The School will post these procedures on its website and may also choose to provide additional copies to parents or guardians of students whose meal accounts reach a negative balance.

D. The School will maintain documentation of the communication methods described above, as this may be requested as part of federal or state audits.

E. Students, parents, and the School community were involved in developing these communication procedures.

Review of Procedures

The School will review these procedures annually and revise them as it deems necessary.

The First Day of School
Author Unknown

The tables are clean,
The chairs are, too.
Everything's ready and waiting for you!

Please don't worry,
There's nothing to fear,
When friends all gather from far and near.

We'll greet you each morning at the door,
Then you'll find out what's in store.

Working and growing, some playing too!
We'll learn from each other daily,
That's certainly true.

You'll meet new friends and old ones, too.
The teachers and staff anxiously wait to meet you!

Take a deep breath, relax, and smile,
School will start soon and we'll be learning in style!

