

Parental Procedure for Request of Meal Accommodation

Per request by USDA, City High has adopted a procedure for all families to make requests for meal accommodations for dietary needs of the student. City High strives to find reasonable solutions to allow all students to participate in our meal program. We will collaborate on a case-by-case basis to establish a meal plan that satisfies both requests and USDA regulation.

1. Specification of Needs

Please let us know if your child experiences intolerances or sensitivities to certain allergens. We will advise which foods to avoid, however the student will still be responsible for fulfilling the amount of components necessary to qualify as a meal. The NSLP (National School Lunch Program) does not recognize dietary choices or religious restrictions as cause for meal accommodation. City High always offers at least one vegetarian option and components that can be interchanged to qualify as a reimbursable meal. If your child has an acute allergy, condition or disability supported by submitted medical statements, meal patterns may be altered to accommodate the condition.

2. Submission of Statements

The medical statement must be written by a licensed physician, certified RN practitioner, physician's assistant, or dentist and submitted to school wellness staff. The medical statement must include information about the child's physical or mental impairment that is sufficient to allow the school to understand the child's diet; an explanation of what must be done to accommodate the child and the foods to be omitted and recommended alternatives, if applicable. Medical statements concerning food allergies must contain the allergen to be avoided, a brief explanation of how exposure to the allergen affects the child, and any recommended substitutes. A case by case emergency plan of care must be agreed upon between school officials and parents/guardians and kept on file for allergies and disabilities. The medical plan of care (located next to the wellness policy link) must be completed and submitted to the school nurse (pindell@cityhigh.org).

3. Solutions with Chef

School officials will work with and follow up with families who request meal accommodation to negotiate logistical solutions and agreement for meal options and document communication. If the dietary needs are not supported by submitted medical statements, Chef will advise what meal components or selections to avoid, though the student may need to select additional undesired components to satisfy full meal requirements.

If submission of statements is complete, please submit any suggested options, brand names, or recommended meal preparations to Chef Dyer (dyer@cityhigh.org). Requested ingredients must be able to be sourced through City High purveyors without store shopping, the overall meal cost must not exceed \$4 and the items must be sustainable. For example, fresh unfrozen chicken breast are not sustainable in an available 20# case at \$35, the remains would perish before usage for one student. Items may be provided by parents/guardians and prepared by City High staff. If

parents/guardians are not satisfied with the solutions provided, they may file a grievance in writing for a hearing with school officials and parental participation with legal representation if desired. A serving procedure will be agreed upon to best meet the needs of the student, whether self-governed selection through the service lines, or tray to table accessibility.

Once per new school year, City High kitchen staff will review with parents of accommodated students for developments concerning the student's requirements and preferences.