

St. Francis Food Service - SPECIAL DIETARY NEEDS POLICY – Parent Notification 2018/2019

Students with special dietary needs will be accommodated according to USDA Regulation 7 CFR Part 15b, which states that schools are required to make food substitutions or modifications for children whose disabilities restrict their diets. These substitutions and/or modifications shall be accommodated by the Food Service staff on a case-by-case basis. Requests must be made directly to the Food Service Manager, and the Food Service Manager has the final authority in determining whether or not the request will be accommodated. Any request that would require alterations resulting in a non-reimbursable meal (according to the State Meal Plan) **MUST BE SUPPORTED BY A WRITTEN STATEMENT FROM A STATE LICENSED MEDICAL PRACTITIONER***. This statement must include: 1) an explanation of how the child's physical or mental impairment restricts the child's diet; 2) the food(s) to be avoided; and 3) the food or choice of foods that must be substituted.

*Practitioner, for the purposes of this policy, is defined by Wisconsin State Statute 118.29(1)(e) as: any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state. (i.e. practitioners who have the authorization to write prescriptions. Note: chiropractors are not included in this definition.)

It is the policy of St. Francis School to accommodate parental requests for **medical** dietary adjustments whenever possible and within reason. Requests must be submitted in writing and once approved and implemented by the Food Service Manager, will remain in effect until revocation or adjustment is received in writing from parents. **Under no circumstances will student requests or cancellations be accommodated.** Individual Education Plans (IEPs) indicating the need for diet alterations or adjustments will be followed and will not require additional medical direction.

St. Francis Food Service participates in "Offer vs. Serve," which assures that students will have at least five choices from which to choose the three required meal components. Therefore, special accommodation for food preferences (non-medical) will not be accommodated.

For more information or for clarification on this topic, see Wisconsin Department of Public Instruction's publication: Children with Disabilities and Special Dietary Restrictions, which is included in the Food Service Policies Manual, and a copy of which is available on the WI DPI website or from the Food Service manager upon request.

All requests and records pertaining to a student's special dietary needs and restrictions will be kept confidential.

The parent or guardian retains specific procedural rights, which include the right to:

- File a grievance if they believe a violation has occurred regarding the request for a reasonable modification;
- Receive a prompt and equitable resolution of the grievance;
- Request and participate in an impartial hearing to resolve their grievances;
- Be represented by counsel at the hearing;
- Examine the record; and
- Receive notice of the final decision and a procedure for review, i.e., right to appeal the hearing's decision.