
School Nutrition Program Food Allergy Accommodation Policy & Procedures

1. When a student is accepted to Hapeville Charter Career Academy (HCCA), the family will receive a registration packet that will include Known Allergy form for the family to complete and return to the school Registrar.
2. The Registrar will notify the School Nutrition Director when a student with food allergies is enrolled at HCCA.
3. The School Nutrition Director will notify the family regarding the procedure to request accommodations for food allergies, and the School Nutrition Director will discuss any food allergies with parents.
4. All food allergy information will be kept confidential except for notifying those who need to be aware of the student's allergy. Those notified will be the school cluster nurse, school nutrition employees and the Food Service Management Company's (FSMC) chef, and other necessary school personnel.
5. The parents of students with food allergies must provide a medical statement from a licensed medical professional about the allergy. This statement must include the child's disability, the food or foods to be omitted from the child's diet, and the food or food choices that must be substituted.
 - a. Without a medical statement, the School Nutrition Director will make reasonable accommodation to provide an allergy-safe meal to the student when it can be made within the meal pattern.
 - b. Any accommodation that is made outside of the meal pattern will require the medical statement discussed above.
6. The School Nutrition Director will inform SNP staff of students with food allergies, so when that student comes through the serving line so that an appropriate allergy-free meal can be given to the child.
7. All food labels will be evaluated by FSMC chef and the School Nutrition Director and to determine if the allergen is present in any of the foods served in the cafeteria. All food labels will be maintained in the FSMC's office and be kept on file for the entire school year.
8. The School Nutrition Director will provide the SNP Staff information to make all appropriate substitutions for students with food allergies.
9. The SNP Staff will ensure that all students with food allergies will be served an allergy-free meal.
10. Food allergy information will be given to parents upon request.
11. Food, drinks or utensils will not be shared among any students.
12. Students will be suggested to wash their hands before and after eating.
13. The FSMC will follow all appropriate cross-contamination procedures will be followed in food preparation.
14. The School Nutrition Director and the FSMC will be registered to receive all official USDA food recall alerts.
15. If a food allergy emergency occurs, the school's cluster nurse will be notified immediately.
16. Parents may appeal any allergy accommodation decision by calling or writing to the School Nutrition Director of Hapeville Charter Career Academy.

This institution is an equal opportunity provider