Social Circle City Schools (SCCS)
Procedure for Accommodating Disabilities
In School Meals Programs

1. Public Notification

- Families will be notified that accommodations are available for students with disabilities that impact their dietary needs.
- Information will be included in:
    - SCCS webpage under the Nutrition page
    - Information will be posted in the cafeteria
- SCCS will ensure information is provided in multiple languages and accessible formats as needed.
- Contact for questions: Dir of Nutrition, Melinda Marshall, melinda.marshall@socialcircleschools.org

2. Receiving Requests for Accommodations

- Requests may be made in writing or verbally. Written confirmation will be documented by the Director of Nutrition or a Nutrition Manager.
- Accessible Forms: SCCS will utilize the GaDOE Medical Statement Form.
- Medical Statement Forms:
    - Available on the SCCS webpage under the Nutrition page
    - Provided in multiple languages, if necessary
- Submission Options:
    - In person at SCCS Central Office
    - By email to melinda.marshall@socialcircleschools.org
- A medical statement is not required if the accommodation can be made within USDA meal pattern requirements.

3. Coordination with IEP/504 Plans

- When a student's disability is addressed through an IEP or 504 Plan, the School Nutrition Director and Nurse will collaborate with the IEP/504 team to ensure that dietary accommodations are implemented as required.
- The School Nutrition Director will maintain documentation of communication with the special education department and verify that accommodations are reflected in meal service practices.

4. Processing Requests

- Requests will be reviewed by the School Nutrition Director and Nutrition Manager within (3) three business days.
- Each request will be evaluated individually to determine if accommodations can be made within the meal pattern.
- OVS (Offer vs. Serve) will not be used to make an accommodation.
- If specialty items are required, ordering will begin immediately after documentation is reviewed.
- The School Nutrition Director or designee will notify staff with a need-to-know (nurse, cafeteria manager, teachers) to ensure proper implementation.
- Parents/guardians will receive written notification of the decision, including the hearing procedure for appeals.

5. Implementation in the Cafeteria

- The School Nutrition Program will accommodate disabilities by:
    - Training cafeteria staff on specific dietary needs
    - Modifying recipes, menus, or food preparation processes
    - Documenting accommodations in production records or POS systems
    - Using software or manual alerts to flag special dietary needs
- Daily Implementation Responsibility: Cafeteria Nutrition Manager
- Parent Communication:
    - Parents/guardians will be notified in writing of the accommodation plan.

- Parents will be contacted annually to confirm that the accommodation remains valid.
- Written documentation from the parent or medical authority will be required to discontinue a special diet.

6. Procedural Safeguards for Disputes

- Written Notice of Denial: Parents/guardians will receive written notice, including the reason for denial and appeal information.
- Hearing Process:
  - Conducted by an impartial official
  - Parents may present evidence and bring representation
  - Disputes will be resolved promptly
- Contact for appeals: Dir of Student Services, Crystal Sanford, crystal.stanford@socialcircleschools.org

7. Confidentiality and "Need-to-Know" Communication

- Information about a student's dietary needs will only be shared with staff who need to know (e.g., nurse, cafeteria manager, teachers).
- Confidentiality will be maintained in accordance with district policy and FERPA regulations.

8. Training and Oversight

- Annual Training: All food service staff will receive training on:
  - Recognizing and accommodating dietary disabilities
  - Cross-contamination prevention
  - Allergen awareness
- Training will also include procedures for collaboration with school nurses, teachers, and special education staff.
- Oversight: The Director of Nutrition will monitor compliance and maintain documentation (medical statements, training logs, and accommodation records).

9. Recordkeeping

- Records will be maintained for five years plus the current year, including:
  - Accommodation requests and medical statements
  - Documentation of implemented accommodations
  - Written communication with parents/guardians
- Location of records: Paper files or a secure digital system will be kept with the Director of Nutrition and Lead Nurse.

10. Continuous Review

- Each accommodation will be reviewed annually or when a student's condition changes.
- Updated documentation will be obtained if changes are requested.
- Responsible Staff: Dir of Nutrition, Lead Nurse

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