



## **Meal Modification Policy**

Albany Leadership Charter School for Girls will make substitutions in school meals for students who are considered to have a disability under 7 CFR 15b.3 and whose disability restricts their diet. School staff will be trained and involved in the procedures of meal modifications.

Families will be notified of the availability of meal modifications and be provided the process to make requests, understand their rights to examine the record, and to file a grievance in situations where a requested modification is not granted and to receive notice of the final decision and the procedure for review.

Families need to be as thorough as possible with their student's special diet. For example, if a student can't have eggs but can eat a baked product with eggs in it, this must be stated in the Meal Modification request. This will allow for more choices for the student at mealtime and avoid restrictions.

If a student only requires a substitution for cow's milk due to lactose intolerance or allergy, or changing a fruit or vegetable to another, families need not provide a doctor's note. However, if a student requires more restrictions, a letter including guidance on the food to be avoided, how exposure affects the student, and recommended substitutes must be obtained from a doctor or a medical authority.