WA HE LUT INDIAN SCHOOL
Special Dietary Needs and Meal Accommodation Procedure

Purpose

WHLIS is committed to ensuring that students with disabilities and special dietary needs have equal access to school meal programs. WHLIS will provide reasonable meal modifications, at no additional cost to the student, in accordance with federal and state requirements and guidance from the USDA and Washington State Office of Superintendent of Public Instruction (OSPI).

Definition

A disability is a physical or mental impairment that substantially limits one or more major life activities or bodily functions. This may include, but is not limited to, food allergies, digestive disorders, metabolic diseases, and other medical conditions requiring dietary modifications. Personal food preferences, religious preferences, lifestyle diets, or elective dietary choices are not considered disabilities requiring meal accommodations under USDA regulations.

Requesting a Meal Accommodation

To request a meal modification, a parent/guardian or eligible student must submit written documentation to the Nutrition Services Department.

The request must include:

1. The food(s) to be omitted or avoided.
2. How ingestion of the food impacts the student.
3. The food(s) to be substituted or modified.
4. Signature of a State-recognized medical authority or licensed health care professional authorized to write medical prescriptions in Washington State.

Authorized medical professionals include:

- Medical Doctor (MD)
- Doctor of Osteopathy (DO)
- Advanced Registered Nurse Practitioner (ARNP)
- Physician Assistant (PA) with prescriptive authority
- Naturopathic Physician

- Registered Dietitian (where permitted under applicable Child Nutrition Program requirements)

WHLIS uses the OSPI Request for Special Dietary Accommodations Form Attached.

Submission Process

Completed accommodation requests may be submitted to:

Contact person
Barbara Zimmerman
360-456-1311

Requests may also be submitted through the student's school office or school nurse.

Review and Determination

Upon receipt of the request:

1. Nutrition Services will review the documentation for completeness.
2. If additional information is needed, the parent/guardian will be contacted.
3. When necessary, Nutrition Services will consult with the school nurse, Section 504 Coordinator, administrator, and other appropriate staff.
4. A written determination will be provided to the parent/guardian.
5. Approved accommodations will be implemented as soon as reasonably possible.

Implementation

Once approved:

- Nutrition Services staff will develop and provide the required meal modification.
- Appropriate staff will be informed of the accommodation.
- Measures will be taken to reduce risks associated with the student's documented dietary needs.
- Accommodation records will be maintained in accordance with District record retention requirements

Changes to Accommodations

Parents/guardians should notify the School whenever:

- Dietary restrictions change.

- New medical information becomes available.
- An accommodation is no longer needed.

Updated medical documentation may be required.

Grievance and Appeal Process

If a parent/guardian disagrees with the School's determination regarding a meal accommodation request:

1. A written appeal may be submitted to the Director of Nutrition Services within ten (10) school days of the decision.
2. The School will conduct an impartial review of the request.
3. Parents/guardians may provide additional documentation and participate in the review process.
4. The School will issue a written final decision.
5. Information regarding further complaint procedures, including Section 504 and USDA civil rights complaint processes, will be provided upon request.

Staff Training

Nutrition Services staff and other appropriate personnel will receive training regarding:

- Special dietary accommodation requirements.
- Food allergy awareness.
- Meal modification procedures.
- Documentation and recordkeeping requirements. Please submit a completed Request for Special Dietary Accommodations form or equivalent written documentation that includes:
- Foods to avoid
- How the food affects the student
- Foods to substitute
- Signature of a licensed medical professional authorized to write medical prescriptions in Washington State