

Book	Board Policies
Section	8000 BP - Operations
Title	WELLNESS
Code	8510 BP
Status	Active
Adopted	February 15, 2016
Last Revised	June 16, 2025
Prior Revised Dates	08/21/2017; 07/19/2021

## WELLNESS

### Reference:

42 USC §§ 1751, Sec. 204, 42 USC § 1771  
7 CFR Parts 210 and 220

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Academy's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and the student's ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits with respect to eating and exercise.

The Board sets the following goals in an effort to enable students to establish good health, healthy nutrition, and physical activity habits:

A. With regard to nutrition education, the Academy shall:

**(Specific goals need to be inserted here. See Appendix A.)**

B. With regard to physical activity, the Academy shall:

**(Specific goals need to be inserted here. See Appendix B.)**

C. With regard to other school-based activities the Academy shall:

**(Specific goals need to be inserted here. See Appendix C.)**

D. With regard to nutrition promotion, the Academy shall:

**(Specific goals need to be inserted here. See Appendix D.)**

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

**(Specific guidelines need to be inserted here. See Appendix E.)**

The Board designates the Food Service Director as the individual(s) charged with operational responsibility for verifying that the Academy meets the goals established in this policy.

The School Leader shall appoint an Academy wellness committee that includes parents, students, representatives of the Academy food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public and Academy administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually. Academy-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

The Wellness Committee shall be responsible for:

- A. assessment of the current Academy environment;
- B. review of the Academy's wellness policy;
- C. presentation of the wellness policy to the Board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year the Wellness Committee shall recommend to the School Leader any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The School Leader shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The School Leader is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the School Leader shall include information in the student handbook and post the policy on the Academy's website, including the Wellness Committee's assessment of the implementation of the policy.

The Academy shall assess the Wellness Policy at least once every three (3) years on the extent to which Academies are in compliance with the Academy policy, the extent to which the Academy policy compares to model wellness policies, and the progress made in attaining the goals of the Academy Wellness Policy. The assessment shall be made available to the public on the Academy website.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The Academy's nondiscrimination statement below is complementary to the Academy's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

Fax:

(833) 256-1665 or (202) 690-7442; or

E-mail:  
program.intake@usda.gov.

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Book	Board Policies
Section	8000 BP - Operations
Title	SPECIFIC GOALS FOR NUTRITION
Code	8510 BP - APPENDIX A
Status	Active
Adopted	February 15, 2016
Last Revised	June 16, 2025

## **SPECIFIC GOALS FOR NUTRITION**

With regard to nutrition education, the Academy shall:

- A. Nutrition education posters, such as the Food Pyramid Guide and USDA's MyPlate, will be displayed in the cafeteria and other appropriate areas visible to students and others in the Academy community.

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Book	Board Policies
Section	8000 BP - Operations
Title	SPECIFIC GOALS FOR PHYSICAL ACTIVITY
Code	8510 BP - APPENDIX B
Status	Active
Adopted	February 15, 2016

## **SPECIFIC GOALS FOR PHYSICAL ACTIVITY**

### **Physical Education**

The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.

### **Physical Activity**

- A. Physical activity shall not be employed as a form of discipline or punishment.
- B. The Academy shall encourage families and community organizations to institute programs that support physical activity of all sorts.

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Book	Board Policies
Section	8000 BP - Operations
Title	SPECIFIC GOALS FOR OTHER ACADEMY-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS
Code	8510 BP - APPENDIX C
Status	Active
Adopted	February 15, 2016
Last Revised	July 19, 2021

## **SPECIFIC GOALS FOR OTHER ACADEMY-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS**

Free drinking water shall be available to students during designated meal times and may be available throughout the school day.

An organized wellness program shall be available to all staff.

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Book	Board Policies
Section	8000 BP - Operations
Title	SPECIFIC GOALS FOR NUTRITION PROMOTION
Code	8510 BP - APPENDIX D
Status	Active
Adopted	February 15, 2016
Last Revised	August 21, 2017

## **SPECIFIC GOALS FOR NUTRITION PROMOTION**

With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the Academy shall provide opportunities for students to develop the knowledge and skills for consuming healthful foods.

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Book	Board Policies
Section	8000 BP - Operations
Title	NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS DURING THE SCHOOL DAY
Code	8510 BP - APPENDIX E
Status	Active
Adopted	February 15, 2016
Last Revised	July 19, 2021
Prior Revised Dates	08/21/2017

## **NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS DURING THE SCHOOL DAY**

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus, defined as the Academy's physical plant as delineated in the Academy's charter during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day (the "School day"), as defined in the Academy's charter contract shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entrée items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered from vending machines, from school stores, or as authorized fundraisers including those operated by student clubs and organizations, parent groups, or boosters clubs.
- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.
- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the food and beverage standards approved by the School Leader.
- G. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.





Book	Board Policies
Section	8000 BP - Operations
Title	BOARD RESOLUTION
Code	8510 BP - APPENDIX F
Status	Active
Adopted	February 15, 2016

## BOARD RESOLUTION

**WHEREAS** children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive; and

**WHEREAS** good health fosters student attendance and education; and

**WHEREAS** obesity is increasing rapidly in the United States, affecting adults and children of all races, ethnicities, and income levels; and

**WHEREAS** the prevalence of overweight children aged 6-11 has more than doubled in the last 20 years and the number of overweight adolescents aged 12-19 has more than tripled in that same time; and

**WHEREAS** overweight children and adolescents are more likely than not to remain overweight, become obese adults, and develop related chronic illnesses; and

**WHEREAS** reversing the obesity epidemic among children will require a long term, well-coordinated approach to reach young people where they live, learn, and play; and

**WHEREAS** schools can effectively partner with other public, non-profit, and private sector organizations in an effort to re-shape social and physical environments and provide information and practical strategies to help children and adults adopt more healthy lifestyles; and

**WHEREAS** the Child Nutrition and WIC Reauthorization Act of 2004 established a new requirement that all Academies with a Federally-funded school meals program develop and implement wellness policies that address nutrition and physical activity no later than the beginning of the 2006 – 2007 school year;

**THEREFORE BE IT RESOLVED** that it is the intent of the Board of the William C. Abney Academy to comply fully with 42 USC 1751 Section 204, which requires that any local educational agency participating in the National School Lunch Program establish a local school wellness policy; and

**BE IT FURTHER RESOLVED** that the School Leader shall seek the involvement of parents, students, representatives of the school food service program, the Academy board, Academy administrators, and the public as the Academy's wellness policy is developed, and shall recommend a policy to the Board not later than the organizational Board meeting; and

**BE IT FURTHER RESOLVED** that the Board reserves the right to modify the recommended policy as it deems necessary; and

**BE IT FURTHER RESOLVED** that said policy shall be adopted no later than the organizational Board meeting and shall be effective on the first day of the school year beginning after July 1, 2006.

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Book	Board Policies
Section	2000 BP - Program
Title	PHYSICAL EDUCATION
Code	2280 BP
Status	Active
Adopted	February 15, 2016

## PHYSICAL EDUCATION

### Reference:

Michigan State Board of Education Policy on Quality Physical Education

The Board recognizes the value of physical education to the maintenance of the health and vitality of all students, as well as to the development of life-long habits that will enhance personal fitness and wellness. Quality physical education programs positively impact students' physical, social, and mental health. It is the unique role of quality physical education programs to provide opportunities for children to understand the importance of physical activity and to acquire skills to combat a sedentary lifestyle.

### **Curriculum:** The Academy's physical education program shall:

- A. have a curriculum aligned with the Michigan K-12 Physical Education Content Standards and Benchmarks;
- B. equip students with the knowledge, skills, and attitudes necessary for lifelong physical activity; and
- C. influence personal and social skill development.

### **Instruction and Assessment:** The Academy's physical education program shall:

- A. be taught by a certified physical education teacher trained in best practice physical education methods;
- B. align curriculum, instruction, and assessment;
- C. engage students in curriculum choices that prepare them for a wide variety of lifetime activities;
- D. involve all students in purposeful activity for a majority of the class period;
- E. build students' confidence and competence in physical abilities; and
- F. include students of all abilities.

### **Opportunity to Learn:** The Academy's physical education program shall:

- A. offer instructional periods totaling 150 minutes per week (elementary) and 225 minutes per week (middle and high school);
- B. maintain a teacher to student ratio consistent with those of other subject areas and/or classrooms;
- C. provide facilities to implement the curriculum for the number of students served;
- D. provide sufficient functional equipment for each student to actively participate;
- E. build students' confidence and competence in physical abilities; and
- F. include students of all abilities.

The Academy shall provide daily opportunities for unstructured physical activity, commonly referred to as recess, for all students in Pre-K through grade six. Recess should be in addition to physical education class time and not be a substitute for physical education. Each school shall provide proper equipment and a safe area designated for supervised recess in the

elementary setting. School staff should not withhold participation in recess from students or cancel recess to make up for missed instructional time. Schools should provide opportunities for some type of physical activity for students in grades seven through twelve apart from physical education class and organized sports.

Provision shall be made at all levels to excuse individual students from specific activities if direction to do so is received, in writing, from the student's physician.

Students may be excused from specific activities if those activities are contrary to their religious beliefs. A request to excuse a student from such activities must be received in writing from the student's parent/guardian or from the eligible student.

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Book	Board Policies
Section	8000 BP - Operations
Title	FOOD SERVICES
Code	8500 BP
Status	Active
Adopted	February 15, 2016
Last Revised	June 16, 2025
Prior Revised Dates	9/1/16; 8/21/17; 06/17/2019

## FOOD SERVICES

### Reference:

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 USC 1751 et seq.  
 Child Nutrition Act of 1966, 42 USC 1771 et seq.  
 M.C.L. 380.1272, 1272a, 1272d et seq.  
 7 CFR Parts 15b, 210, 215, 220, 225, 226, 240, 245, 3015  
 42 U.S.C. 1758, 1760  
 OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)  
 SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

The Board of Directors may provide food service for the purchase and consumption of lunch for all students.

The Board of Directors may also provide a breakfast program in accordance with procedures established by the State Department of Education.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages including, but not limited to, the current United States Department of Agriculture's ("USDA") school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

Further, the food service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point ("HACCP") system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the Commission on Dietetic Registration, or a school nutrition specialist certified or credentialed by the School Nutrition Association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the USDA and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

The Academy's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines.

The School Leader will require that the food service program serve foods in the Academy that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The School Leader is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the Academy's compliance with the standards.

No food or beverage may be sold on any Academy premises except in accordance with the standards approved by the Board.

## **Dietary Modifications**

### **Modifications Based on Compliant Medical Documentation**

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Michigan to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted; and
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the Special Dietary Accommodation Coordinator or Food Service Director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator.

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The Academy will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

### **Disability Accommodation Grievance Procedure**

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the School Leader and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response

provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed, the decision is final.

- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the School Leader for review. The administrator's determination shall be final.

## **IMPLEMENTATION AND DISCONTINUATION**

### **Review**

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and Academy policy and if not, shall request additional or clarifying information from the student or parent making the request.

### **Implementation**

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State-authorized medical authority, the Academy will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the Academy may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the Academy shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

### **Student Absence**

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator by 9:00 a.m. the same day.

### **Renewing A Special Dietary Request**

An authorized Medical Statement does not need to be updated annually. However, the Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

### **Discontinuation of a Special Dietary Request**

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities' recommendation provided with the Medical Statement for Special Dietary Needs.

The operation and supervision of the food-service program shall be the responsibility of the School Leader. Food services shall be operated on a self-supporting, nonprofit basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

A periodic review of the food-service accounts shall be made by the School Leader and such accounts shall be audited as part of the Academy's annual audit.

### **Bad Debt**

Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. Academy efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the Academy general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

Students who have qualified for Free lunches are still responsible for paying off any debt that was incurred prior to qualifying for free lunches. This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the Academy during the year. The policy and implementing guidelines will also be provided to all Academy staff with responsibility for enforcing the policies.

With regard to the operation of the Academy food service program, the School Leader shall ensure:

- A. The maintenance of sanitary, neat premises, free from fire and health hazards;
- B. The preparation of food that complies with Federal food safety regulations;
- C. The purchase of foods and supplies, in accordance with State and Federal law, USDA regulations and Board policy;
- D. Complying with food holds and recalls in accordance with USDA regulations;
- E. The management (accounting and disposition) of food-service funds pursuant to Federal and State law and USDA regulations;
- F. The safety and safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- G. The planning and execution of menus in compliance with USDA requirements; and
- H. The regular maintenance and replacement of equipment.

The Academy shall serve only nutritious food as determined by the Food Service Program in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines, and may be vended, subject to Board Policy 8540.

The School Leader is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the Academy's compliance with the standards at one of the Board's regular meetings annually.

### **Nondiscrimination Statement**

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To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

Fax:(833) 256-1665 or (202) 690-7442; or

E-mail:[program.intake@usda.gov](mailto:program.intake@usda.gov).

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