



3.3.1 504 Medical Plan Accommodation

Purpose

This policy governs 504 Medical Plan accommodations for meals.

Duration

This policy is permanent.

Policy

504 Medical Plan accommodations are handled on a case-by-case basis. The ANCS Nutrition Program team~~Food Service program~~ will attend 504 meetings with the Student Success Team (SST) Coordinator as needed to ensure appropriate accommodations are put in place.

Approval

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3.3.2 Federal Programs (Free and Reduced)

Purpose

This policy governs ANCS' responsibilities under the Federal Free and Reduced Price Meal program.

Duration

This policy is permanent.

Policy

The ANCS ~~Nutrition Food Service P~~rogram will comply with all applicable laws and regulations governing school food service programs as adopted by the Georgia Department of Education. The Nutrition Director, who reports to the ~~Executive~~ Director ~~of Finance and Operations~~, must follow all state and federal guidelines.

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3.3.3 Food Safety Standards Compliance

Purpose

This policy governs food labeling, HACCP Standards, certifications, and logs.

Duration

This policy is permanent, but it is subject to changes in standards, state and federal laws and local codes.

Policy

SECTION 1. Cleaning Chemicals

- a. Cleaning chemicals must be maintained for the dish machine and compartment sinks.
- b. A vendor must be in place to maintain chemicals and ensure machines are working properly on a regular basis.

SECTION 2. Food Labeling

- a. ANCS follows a system of food labeling that records the day of the week, the date, and the specific item description for every stored food item.
- b. Food labeling will be in compliance with local health codes and HACCP standards.

SECTION 3. FIFO

The ANCS Food Service program follows the “First In, First Out” (FIFO) rule, meaning that foods should be used in the order they are delivered. For instance, do not use the newest milk first if you still have two gallons that are good from your last delivery. Food should be properly dated and stored with the new food behind the old on storage shelves.

SECTION 4. HACCP and State Compliance Audits

- a. ANCS is required to follow a HACCP plan, which is a written document that describes all of the ways in which the procedures that you follow will eliminate any potential problems from a food safety standpoint. For more information, please see HACCP.
- b. ANCS follows the required Georgia Department of Education guidelines for state audits. This audit review ensures ANCS is following the meal plan hazard analysis and is compliant in its procedures.
- c. HACCP standards focus on time and temperature, as most foodborne pathogens are introduced via time or temperature abuse.
- d. Findings from the daily HACCP readings and the state audit must be reported to the Executive Director~~Director of Finance and Operations~~.



SECTION 5. ServSafe Certification

- a. In order to issue a food service permit, Fulton County requires a ServSafe-certified person on premises at all times that meals are being prepared or served. **ANGS complies with this requirement.**
- b. Staff should have ServSafe certification upon or within three months of date of hire.
- c. ServSafe certification is not a prerequisite for hire.

Resources

[Georgia Department of Public Health Rules for Food Service](#)

[Georgia Department of Education Nutrition Program](#)

[HACCP](#)

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3.3.4 Food Service Vendor Management

Purpose

This policy governs vendor management for the ANCS ~~Nutrition Food Service~~ Program.

Duration

This policy is permanent.

Policy

~~The Purchasing and Receiving Policy defines the procurement process for ANCS. Due to the small size of the food service operation at ANCS, ANCS follows a variation of the procurement standards (called "informal procurement") in place throughout APS.~~

- ~~a. ANCS does not require formalized bids or Requests for Proposals (RFPs) for any service or contracts with a value less than \$25,000.~~
- ~~b. For bids over \$25,000, ANCS issues an RFP. Expenditures exceeding \$25,000 shall be made only after receiving written quotations from at least three (3) vendors.~~
- ~~c. Regardless of dollar amount, ANCS reviews, at minimum, three (3) potential vendors/suppliers for all food service procurements.~~
- d. An exception to the policies contained in the to three vendor the Purchasing and Receiving Policy is for procurement of farm-to-table food items. For these vendors, ANCS uses the "Local Preference in Procurement" (DJEA-R(1)) from Atlanta Public Schools (APS) "Geographic Exception" clause from APS, which allows the school to purchase items that are available only within close geographical proximity to ANCS.

Resources

[Vendor and Supplier Conflict of Interest](#)

[Purchasing and Receiving Vendor Contracts and Purchasing Limits](#)

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3.3.5 Health Inspections

Purpose

This policy governs the frequency of and expectations for health inspections.

Duration

This policy is permanent, but it is subject to revision based on changes in the food service code.

Policy

- a. ANCS is required to comply with Fulton County laws regarding health inspections.
- a. Health inspections occur annually and are unannounced.
- a. The Elementary Campus and Middle Campus are inspected separately.
- a. An “A” grade is required on all health inspections.
- a. Failure to receive an “A” is reported to the Executive Director ~~of Finance and Operations~~, and immediate corrections are required.
- a. If an “A” is not received on the follow-up health inspection, the report is delivered to the Governing Board for further action.
- a. The inspection certificate shall be posted and available for review.

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3.3.6 Kitchen Hygiene

Purpose

This policy governs expected hygiene in the kitchens of ANCS. This includes glove use, handwashing, kitchen staff personal hygiene, and illness reporting.

Policy

SECTION 1. Glove Use

- a. ANCS will supply food-service-quality gloves for use by all food service staff.
- a. The use of cutting gloves is optional but highly recommended.
- a. Glove use protocols will be in place at all times. Protocols will govern the frequency of glove changes and the use of gloves during food service.

SECTION 2. Handwashing

- a. ANCS will supply handwashing stations as mandated by law.
- a. Food service staff will wash hands following standard protocols.
- a. At no time is hand sanitizer to be used as a substitute for correct handwashing.

SECTION 3. Personal Hygiene

- a. Food service staff are required to follow the highest standards of personal hygiene.
- a. Any cuts or abrasions are to be covered with brightly colored/high-contrast band-aids.
- a. No jewelry other than simple wedding bands is allowed during prep or service in order to eliminate sources of bacteria and pathogens.

SECTION 4. Illness Reporting

- a. Food service staff are required to report any illness to the Nutrition Director.
- a. The Nutrition Director will determine whether the staff member is cleared to continue food service work for the duration of the illness.
- a. ANCS reserves the right to ask ill staff to supply a doctor's clearance before returning to work.



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Field Trips

Please see [Field Trips](#) for information about field trips, including transportation requirements.



3.4.1 Transportation Rentals

Purpose

This policy governs renting buses for student transportation.

Duration

This policy is permanent.

Policy

APS has contracts with multiple vendors to provide charter bus service.

1. To request transportation, fill out the Atlanta Public Schools Field Trip Request Form and provide it to the Campus Principal, along with the Field Trip Approval Form. See [Field Trips](#).
1. The APS Transportation Department must receive the paperwork at least two weeks before the date of the trip.
1. The day before the field trip, call the APS Transportation Department at (404) 802-5500 or (404) 802-5512 to confirm.
1. Parents/guardians are prohibited from riding on buses with students unless a special exemption has been requested by a member of ANCS leadership and submitted for approval to APS.

Resources

[Field Trips](#)

Approval

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3.4.2 Use of Personal Vehicles to Transport Students

Purpose

To provide guidance for when parents/guardians drive small groups of students to/from sports games or field trips.

Duration

This policy is permanent.

Policy

- a. Any parent/guardian who wants to transport students to/from sports games or field trips must complete the Adult Transportation of Students by Personal Vehicle to ANCS-Sponsored Activities form.
- a. As part of this form, applicants must provide a copy of their driver's license and a copy of their proof of insurance.
- a. Forms are to be returned to the ANCS staff member organizing the activity, who will review the paperwork and provide it to the ~~Director of Finance and Operations~~appropriate school Principal to keep on file for the duration of the school year.
- a. No one may transport students in their personal vehicles without submitting the required paperwork and documentation before the start of the event.

Resources

For the Adult Transportation of Students by Personal Vehicle form, ~~see _____.~~
Policy Forms.

Approval

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