



Al-Mamoor School

EST. 2001

Dietary and Nutrition Policy

For school meals, food service operations, and the school food environment

Policy owner	Effective date	Review cycle	Approval
School Administration and Food Service Director	September 2026	At least annually and whenever requirements change	-

Al-Mamoor School

Established 2001

Purpose and Scope

Al-Mamoor School is committed to providing meals and a food environment that support student health, learning, safety, dignity, and participation. This policy establishes the standards the school will use to plan, purchase, prepare, serve, document, and review food and beverages offered to students.

The policy applies to school breakfast and lunch, snacks and celebrations sponsored by the school, cafeteria and kitchen staff, administrators, teachers, volunteers, vendors, and any person who prepares or serves food on school property. It operates alongside current USDA, NYSED, local health, and applicable food-safety requirements. Where a current legal or regulatory requirement is more restrictive than this policy, the more restrictive requirement will control.

Policy Commitments

- Offer meals that are balanced, appealing, culturally respectful, and age appropriate.
- Maintain a halal school food program with documented sourcing and no pork products.
- Protect students with food allergies, intolerances, disabilities, and medically documented dietary needs.
- Reduce food waste while preserving student choice and access to a complete meal.
- Maintain accurate records tracing each menu item to ingredients, crediting documentation, production quantities, and food-safety controls.

Definitions

Term	Meaning
Crediting	Determining how a food contributes to a required meal component using ounce equivalents or cup equivalents.
CN Label	A USDA-authorized Child Nutrition label or statement documenting a product contribution to a reimbursable meal.
PFS	A manufacturer Product Formulation Statement documenting crediting and, when applicable, WGR status.
WGR	Whole-Grain-Rich: a grain product meeting whole-grain and enrichment criteria, supported by documentation.
OVS	Offer versus Serve: students may decline allowable items while still selecting a reimbursable meal.
FSD	Food Service Director or the staff member assigned that responsibility by the school.

1. Governance and Responsibilities

The school will implement this policy through clear accountability, annual review, staff training, and documented corrective action. No menu, product, or food-service practice may bypass the documentation and safety controls in this policy.

Role	Primary responsibilities
School Administration	Approve the policy; provide resources; appoint a Food Service Director; support accommodations; review annual reports.

Role	Primary responsibilities
Food Service Director	Own menu planning; verify meal-pattern compliance; maintain PFS/CN-label, halal, recipe, allergen, and production records; train staff; review vendors; submit menus for approval.
Kitchen and cafeteria staff	Follow standardized recipes, portions, sanitation, allergen controls, halal controls, temperature limits, and production-record procedures. Report deviations immediately.
Teachers and activity leaders	Follow school food rules for classroom events; do not distribute unapproved food; protect confidentiality regarding dietary needs.
School nurse or designated health professional	Maintain medical dietary documentation; communicate necessary accommodations to authorized staff while protecting student privacy.
Families and students	Provide accurate dietary and medical information; follow school food-safety expectations; notify the school of changes.

2. Meal Service Standards

Al-Mamoor School will plan and serve meals using the targets below. The Food Service Director will use the current applicable NYSED and USDA charts when calculating compliance and will document the final reimbursable count at the end of each meal service.

Daily service assumptions

- Planning yield: approximately 200 servings per day for K-8 and 110 servings per day for grades 9-12, for a combined planning yield of 310 servings. Actual production will be adjusted using participation history and documented school needs.
- Milk will be offered to every student at every breakfast and lunch service, with both approved milk options available.
- The production record will show the final reimbursable count for each grade band and the combined total at the end of service.

Breakfast targets

Component	Daily minimum	Weekly range or limit
Grain and/or meat/meat alternate	1 oz eq	7-10 oz eq
Fruit or vegetable substitute	1 cup	5 cups
Milk	1 cup	5 cups
Calories	450-500 kcal	-
Sodium	-	Weekly average no more than 540 mg
Saturated fat	-	Less than 10% of calories
Trans fat	0 g per portion	0 g per portion

Lunch targets

Component	K-8 daily	K-8 weekly	9-12 daily	9-12 weekly
Meat/meat alternate	1 oz eq	8 oz eq	2 oz eq	10 oz eq
Grain	1 oz eq	8 oz eq	2 oz eq	10 oz eq
Vegetables	3/4 cup	3 3/4 cups	1 cup	5 cups
Fruit	1/2 cup	2 1/2 cups	1 cup	5 cups
Milk	1 cup	5 cups	1 cup	5 cups
Calories	600-650 kcal	-	750-850 kcal	-
Sodium	-	Weekly avg <= 1,110 mg	-	Weekly avg <= 1,280 mg
Saturated fat / trans fat	<10% weekly calories; 0 g trans fat	-	<10% weekly calories; 0 g trans fat	-

When Offer versus Serve is used, the menu and service line will identify the components and the minimum selection needed for a reimbursable meal. Students may decline allowable items under the applicable meal-service rules, but staff may not remove required components from the planned menu.

3. Menu Planning Requirements**Whole-Grain-Rich planning**

At least 80% of the weekly grain ounce equivalents offered across breakfast and lunch combined must be Whole-Grain-Rich. A product may count toward this target only when its documentation confirms that the first grain ingredient is whole grain or that at least 50% of the grain by weight is whole grain, any non-whole grain ingredient is enriched, and the manufacturer documentation identifies the product as WGR.

- The Food Service Director will calculate the WGR percentage before publishing each menu cycle.
- A claim such as “made with whole grain” is not sufficient by itself; the product PFS or other accepted documentation must be reviewed.
- Enriched-only items may be used only when the overall weekly WGR target remains at or above 80%.

Vegetable subgroups

Lunch menus will include all five vegetable subgroups each week, and the subgroup will be identified on every vegetable row of the production record.

Subgroup	K-8 weekly	9-12 weekly	Examples
Dark green	1/2 cup	1/2 cup	Romaine, spinach, kale, broccoli
Red/orange	3/4 cup	1 1/4 cups	Carrot, sweet potato, tomato, red pepper
Beans/peas/lentils	1/2 cup	1/2 cup	Black bean, chickpea, lentil, pinto bean

Subgroup	K-8 weekly	9-12 weekly	Examples
Starchy	1/2 cup	1/2 cup	Potato, corn, green peas, plantain
Other	1/2 cup	3/4 cup	Cucumber, celery, green beans, cauliflower, cabbage, zucchini

The Food Buying Guide crediting rules will be used where applicable, including the crediting treatment for raw leafy greens and concentrated tomato products. No vegetable may be recorded simply as “vegetable” without its subgroup.

Fruit and juice

- Fruit may be fresh, frozen, canned in water or 100% fruit juice, dried, or served as pasteurized 100% juice.
- No more than 50% of weekly fruit servings may come from 100% juice, calculated separately for breakfast and lunch.
- Whole fruit, canned fruit in 100% juice, or another approved fruit option will be used on the remaining service days.

Added sugar, sodium, fat, and beverages

Item	School standard	Verification
Yogurt	No more than 12 g added sugar per 6 oz	Nutrition Facts label and serving size
Breakfast cereal	No more than 12 g added sugar per 6 oz dry weight	Nutrition Facts label and serving size
Flavored milk	No more than 10 g added sugar per 8 fl oz	Nutrition Facts label or vendor specification
Sodium and saturated fat	Meet weekly averages and limits in the meal-pattern tables	Menu analysis and production documentation
Trans fat	0 g per portion	Nutrition Facts label and product review

The school will prepare for the phased requirement that, beginning July 1, 2027, total weekly added sugars across meals served remain below 10% of weekly calories, using current applicable USDA and NYSED implementation guidance.

Milk

- Both fat-free unflavored milk and an approved fat-free flavored milk will be offered at every meal.
- Lactose-free milk will be offered upon request when a student has a documented medical need.
- Milk products must meet applicable added-sugar, labeling, and procurement requirements.

4. Halal Food and Ingredient Controls

Al-Mamoor School will maintain a halal food program. Pork and pork-derived products are prohibited. Animal-derived proteins and ingredients may be served only after the Food Service Director verifies acceptable documentation and records it in the product file.

- Beef, chicken, turkey, seafood, and other animal-derived proteins must have a current halal certification letter on file.

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- Cheese must use microbial rennet unless an accepted halal source has been documented.
- Butter and ghee must be obtained from halal-certified sources.
- Gelatin, mono- and diglycerides, natural flavors, and other potentially animal-derived ingredients require source verification.
- Accepted certifiers may include IFANCA, HFC-USA, ISWA, AHF, and Halal Transactions of Omaha, subject to current verification by the Food Service Director.
- Pork is off-menu with no exceptions.

A vendor claim alone is not sufficient when certification or source documentation is required. If documentation expires, is missing, or conflicts with the ingredient label, the item will be removed from the menu until the issue is resolved.

5. Allergens and Dietary Accommodations

The school will take reasonable, documented steps to prevent allergen exposure and provide required dietary accommodations. Dietary information will be handled respectfully and shared only with staff who need it to protect the student and deliver the accommodation.

Major allergens

Recipes, menus, labels, and product records will identify milk, egg, wheat, soy, peanut, tree nut, fish, shellfish, and sesame.

Accommodation process

- Families should submit medical dietary documentation to the school nurse or designated health professional as soon as a need is identified or changes.
- The designated health professional and Food Service Director will determine the operational accommodation, including acceptable substitutions, cross-contact controls, and staff notification.
- Substitutions must be documented on the menu or production record and preserve the student's dignity and access to a safe meal.
- Kitchen staff will not make substitutions based solely on informal verbal requests when medical documentation is required.
- Staff will follow emergency response procedures for suspected allergic reactions and will not attempt to diagnose or treat an allergy.

Food brought from home and classroom events

Food brought for classroom events, clubs, celebrations, or student sharing must follow school procedures. Staff may restrict or prohibit food when ingredients cannot be verified, an allergen risk cannot be controlled, or the food conflicts with halal requirements or a student accommodation.

6. Product Approval and Required Documentation

No new menu item may be served until the Food Service Director has reviewed the product, recipe, or vendor documentation and confirmed that the item can be credited, sourced safely, and accommodated within the school's food standards.

Required record	What it must establish	Maintained by
CN Label	USDA-authorized contribution to the meal component	Food Service Director
Product Formulation Statement	Manufacturer-confirmed crediting and, when applicable, WGR status	Food Service Director

Required record	What it must establish	Maintained by
Standardized recipe	Ingredients, yields, portions, crediting, and food-buying references for scratch items	Food Service Director / kitchen
Halal certification letter	Halal status of applicable ingredients and products	Food Service Director
Allergen record	Major allergens and required handling controls	Food Service Director / nurse
Vendor specification	Product identity, code, serving size, nutrition data, and current ingredients	Food Service Director

The Food Service Director will maintain a current binder or electronic file organized by vendor and menu item. Expired, superseded, or incomplete documents will be removed from active use and replaced before the product is served again.

7. Production Records and Recordkeeping

A production record will be completed for each breakfast and lunch meal block. Records must be legible, complete, and available for internal review and any required program review.

Production record field	Required information
Menu item and product identity	Item name, vendor, product code, and recipe or product reference
Crediting	Ounce equivalent or cup equivalent for each applicable component; vegetable subgroup for every lunch vegetable
Portion	As-served portion for K-8 and grades 9-12 when portions differ
Counts	Planned count by grade band, prepared quantity, reimbursable count, and leftovers
Safety	Internal temperature at critical control points, holding temperatures, and corrective action notes
Documentation	PFS, CN label, standardized recipe, halal certification, and allergen status
Final service count	Total reimbursable served at end of service: K-8, grades 9-12, and combined total

Records will be retained according to applicable USDA, NYSED, health, and school record-retention requirements. Corrections must preserve the original entry and identify the person making the correction and date when appropriate.

8. Food Safety and HACCP Controls

Kitchen staff will use calibrated thermometers and follow the school's sanitation and HACCP procedures. Temperatures will be recorded at required points, not estimated from appearance or touch.

Process	Critical limit	Verification
Cook poultry	At least 165 F for 15 seconds at the thickest part	Calibrated digital thermometer
Cook ground beef	At least 160 F for 15 seconds	Calibrated digital thermometer
Reheat leftovers	At least 165 F within 2 hours	Thermometer and time record
Hot hold	At least 135 F throughout service	Steam-table thermometer and hourly log
Cold hold	41 F or below throughout service	Cooler thermometer and hourly log
Cooling for reuse	135 F to 70 F within 2 hours; 70 F to 41 F within next 4 hours	Time-temperature log and shallow pans

If a critical limit is not met, staff will stop service or isolate the affected food as appropriate, notify the Food Service Director, document the deviation, and follow corrective action. Food may not be served when safety cannot be established.

9. Menu Approval Workflow

Menus will be developed on a five-day cycle or other approved cycle using this sequence:

1. Use only vendor products and recipes with required documentation on file.
2. Plan a halal protein rotation appropriate for the school population and available equipment.
3. Confirm all five lunch vegetable subgroups for both grade bands.
4. Calculate the weekly WGR percentage across breakfast and lunch combined.
5. Keep juice within the 50% weekly fruit limit for breakfast and lunch separately.
6. Add both approved milk options to every meal.
7. Run calories, sodium, saturated fat, added-sugar, and trans-fat checks for each grade band.
8. Cross-check products against non-creditable food rules and allergen requirements.
9. Complete production records and standardized recipes as needed.
10. Submit the menu to the Food Service Director for internal review before publication.

10. Non-Creditable or Prohibited Items

The following items may not be counted toward the meat/meat alternate requirement, even if offered as an extra or condiment: cream cheese, egg whites alone, imitation bacon products, bacon bits or liquid bacon flavor, pork products, scrapple, salt pork, and yogurt-covered breakfast bars. Staff must not list these items as meat/meat alternates on a production record.

This list does not replace product review. Any item with unclear ingredient, crediting, halal, allergen, or documentation status must be held for Food Service Director review before service.

11. Training, Monitoring, and Corrective Action

Before working independently with food service, relevant staff will receive training on this policy, meal-pattern basics, halal and allergen controls, portioning, production records, thermometer use, HACCP limits, and emergency procedures. Refresher training will occur at least annually and whenever a material requirement changes.

The Food Service Director will periodically review menus, labels, PFS/CN documentation, halal letters, temperature logs, production records, leftovers, and corrective actions. Repeated or material noncompliance will be reported to School Administration with a written corrective-action plan, responsible person, and completion date.

12. Communication and Review

Menus and relevant food information will be communicated in a manner accessible to students and families. The school will make reasonable efforts to identify major allergens and explain how families can request dietary accommodations or raise a food-service concern.

This policy will be reviewed at least annually and whenever USDA, NYSED, local health, or school requirements change. The review will consider participation, student feedback, food waste, menu compliance, safety incidents, accommodation effectiveness, vendor documentation, and staff training needs.

Appendix A Quick Compliance Checklist

Before publishing a menu	At each meal service	After service
Every item has a CN label, PFS, standardized recipe, or other required record.	Both milk options are available.	Final reimbursable counts are recorded for K-8, grades 9-12, and combined.
Halal certification and ingredient verification are current.	Portions match grade-band requirements.	Temperatures and holding logs are complete.
Allergen information is identified.	Vegetable subgroup is identified on the record.	Prepared quantity, usage, leftovers, and deviations are recorded.
WGR percentage is at least 80%.	Staff follow OVS and accommodation procedures.	Corrective actions are documented and reviewed.
Juice, added sugar, calories, sodium, saturated fat, and trans fat checks are complete.	Food is held at required temperatures.	Records are filed for review.

Appendix B Reference Materials

This policy was developed using the school reference materials provided for adoption: the Dietary and Nutrition Policy model and the Meal Pattern and Menu Planning Requirements reference. The Food Service Director will maintain current working copies of applicable USDA Team Nutrition guidance, the USDA Food Buying Guide, current NYSED meal-pattern and vegetable-subgroup charts, applicable federal child-nutrition regulations, and local health requirements.

Questions about menu crediting or food-service compliance should first be directed to the Food Service Director. Questions that cannot be resolved internally should be referred to the appropriate NYSED, USDA, or local health authority using current contact information.

IMPLEMENTATION AMENDMENT

Al-Mamoor School Dietary and Nutrition Policy

Operational controls and assessment evidence | Effective September 30, 2026

This amendment supplements the approved policy and is intended to make implementation, monitoring, and assessment evidence clear and repeatable. If any prior wording is inconsistent with this amendment, this implementation language controls.

Assigned Responsibilities

Responsible party	Required responsibility
School Administration	Provide oversight, approve procedures, review corrective actions, and confirm annual policy review.
Food Service Director	Maintain menus, production records, vendor documentation, halal and allergen controls, meal-pattern reviews, and staff training.
Kitchen and service staff	Follow approved recipes, portions, food-safety procedures, accommodation instructions, and point-of-service requirements.
Teachers and support staff	Support student access, avoid nutrition or meal shaming, communicate dietary concerns privately, and refer accommodation requests.

Daily and Monthly Compliance Procedure

- Before service: verify the menu, meal components, portion sizes, milk options, halal status, allergen information, and required vendor or product records.
- During service: verify meal counts, Offer Versus Serve procedures, portions, substitutions, accommodations, temperatures, and equitable student access.
- After service: record prepared quantities, meals served, leftovers, deviations, corrective action, and required documentation.
- Monthly: complete a documented review of menus, production records, point-of-service counts, vendor deliveries, food-safety logs, halal and allergen records, and corrective actions.
- Quarterly: review trends in participation, waste, substitutions, accommodations, vendor performance, and student or family feedback with School Administration.
- Within five school days of identifying a gap: assign the corrective action, document the responsible person and due date, and verify completion.

Measurable Goals and Next Steps

Area	Goal and evidence target
Meal-pattern compliance	Maintain a completed menu and meal-pattern review for 100% of operating months, including required components, portions, grain, fruit, vegetable, milk, calorie, sodium, and other applicable standards.
Halal and allergen protection	Maintain current ingredient, product, halal, allergen, and accommodation records before an item is served or substituted.
Point-of-service accuracy	Reconcile daily meal counts and retain monthly verification of counts, attendance or enrollment comparisons, and explanations for unusual variances.
Vendor accountability	Review each delivery against the approved menu and product specifications and document any deviation and resolution.

Training	Train food-service staff before assignment and at least annually; retain attendance, topics, and follow-up documentation.
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Assessment Readiness Statement

For assessment purposes, each nutrition and meal-standard area may be recorded as Fully Met when the monthly review file demonstrates complete records, timely corrective actions, and no unresolved access, halal, allergen, or meal-pattern deficiency.