



King George County Schools
Health: Food Allergies and Classroom Food Procedures

Dear KGCS Families and Staff,

The purpose of this letter is to communicate steps KGCS is taking to ensure food related activities **other than school lunch** (i.e. cupcakes for birthdays, classroom activities, bake sales, etc.) are conducted appropriately and with regard for students and staff with food related allergies. Our school division recognizes that the risk of accidental exposure to food allergens can be minimized best by working cooperatively and proactively with our families and students to provide a safe educational environment for everyone.

Accordingly, food related events such as those referenced above will need to be **preapproved** by your school’s principal no later than one week prior to the event. The approval process will allow the school an opportunity to personally communicate upcoming food related events with families of students with food allergies. We believe the preapproval process will help us balance the need to safeguard students with the want to continue traditional and special events such as bake sales and birthday celebrations at the elementary level.

If approved, no food products (other than packed school lunches) are to be brought on the school bus. Foods for preapproved activities must be transported to the school by an adult family member or staff. For more information on our response to food allergies in KGCS, please see policy JJAD: Allergy Management.

Thank you in advance for your understanding,

Jesse Boyd, Superintendent

School administrators establish parameters for classroom events, including time and location and procedures for visitors and special treats. KGCS recommends looking for non-food ways to celebrate whenever possible. Administrators may permit only non-food items, or may require items to be commercially prepared, individually wrapped, or free of certain ingredients. **Approval is at the sole discretion of the school administrator** and may be based on confidential medical needs.

Complete the following and submit to your school administrator at least one week prior to the planned event.

Student Celebrations		School Sponsored Event (PTA, SCA, etc)	
Student:		Organization:	
Homeroom:		Point of Contact:	
Event Information			
Date and Time:			
Location:			
Reason for event:			
Requested food item (be specific):			
Check one: <input type="checkbox"/> Commercially Prepared <input type="checkbox"/> Home Prepared			

Parent or Point of Contact Signature _____ Date _____ Phone _____ Email _____

OFFICE USE	
Date received by the school: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
<input type="checkbox"/> Approved with modifications: _____	
Signatures: _____	_____
Administrator	Classroom Teacher (for location of event)