



King George County Schools
Food Allergy and Classroom Food Letter

Dear KGCS Families and Staff,

The purpose of this letter is to communicate steps the district 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.

One of the criteria for approval of a food related activity is that no 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,

Robert Benson, Superintendent

Approval is at the sole discretion of the school administrator and may be based on confidential medical needs and recommend looking for non-food ways to celebrate when possible. We appreciate your understanding.

Complete the following and submit at least one week prior to the planned event:

Name of student or Organization: _____

Date of event: _____ Homeroom teacher: _____

Location of event (include teacher's name if specific class): _____

Reason for the event (i.e. birthday, holiday, class project, etc.): _____

Food to be brought to school or used in the classroom: _____

Is the food commercially prepared _____ or home prepared _____?

Parent/guardian signature _____ Date: _____

Phone number: _____

OFFICE USE

Date received by the school: _____

Approved Not Approved

Administrator: _____