

K-5 Birthday Treat/Class Party Procedures

As per Board Policy 209.1 and Board Policy 246, all foods brought into school by parents/guardians/students during school hours which are to be shared among students i.e. birthdays/class parties must follow district guidelines, be purchased in stores, prepacked/sealed and contain a complete list of the ingredients on the package. Students are not permitted to bring in shared items unless discussed with a teacher/staff member prior to doing so.

Ingredients are to be checked by a staff member prior to being passed out due to potential allergens. Homemade goods are prohibited to be shared amongst the class. Foods from outside sources, such as homemade items, and fast food items will not be made available to anyone other than the student from whose home it was sent.

1. When planning to send in birthday treats or party treats, the parent/guardian should provide communication to the teacher at least 24 hours in advance, prior to purchasing the snacks. This will ensure that snacks/treats purchased are free of any prohibited allergens/ingredients for that classroom.
2. On the day of distribution, the birthday treats (following the district guidelines above), will be provided to the classroom teacher for inspection of ingredients. In reviewing the ingredient listing, teachers will check for allergens.
 - a. Students who have allergies will be permitted to eat their own snack in the event that they are not able to eat the provided treat due to an allergen. If a food allergy is severe and requires additional precautions, medical documentation must be provided to a school nurse outlining the necessary precautions that the school must take. *Please see Policy 209.1 for detailed information.*
 - b. Certain classrooms have been deemed "allergen free classrooms." Communication is sent home to these classrooms, specifically outlining which types of allergens are prohibited from entering the classroom as well as procedures for snack time and snack distribution. For example, a room may be designated as "peanut free" if there is a student in the room with a documented, life threatening allergy to peanuts. In these situations, only birthday treats in compliance with allergen guidelines will be permitted.
3. Teachers will have the autonomy to distribute the birthday treats at a time in the day when it is most convenient. Treats will be distributed in the classroom for close monitoring, not in the cafeteria. Prior to distribution, the teachers must check the ingredient label. Students are prohibited from passing out birthday treats or any other food products without teacher permission.