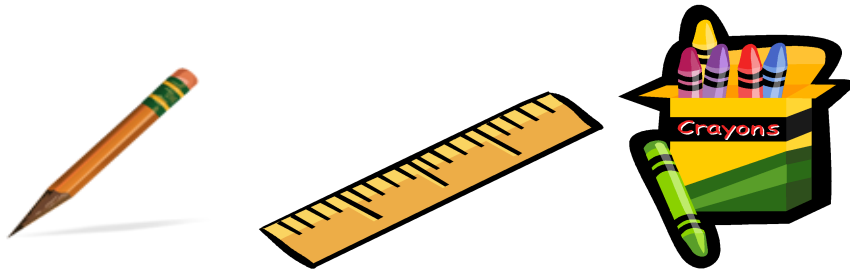


Cash Valley Elementary School Handbook 2018 - 2019

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This handbook is being provided as a means of communication between the school and home. There are many guidelines, policies, and regulations discussed in these pages. Hopefully, the handbook will be helpful to you and will promote understanding of procedures at Cash Valley. Please read through the handbook and keep it readily available throughout the year.

Important Dates

Report Card Distribution

November 16, January 31, April 9, June 19

Scheduled Parent Conference Days

October 2nd (9:00-3:30) / March 4th (11:00-5:30)

Cash Valley Vision

All students will reach their full potential, achieve success, and become productive citizens.

Cash Valley Mission

The Cash Valley Elementary School ***Team***, in partnership with families and the community, will ensure the success of all students by:

- Providing a safe, positive learning environment
- Challenging students to grow emotionally, socially, and academically
- Implementing differentiated instruction to meet diverse needs of all children
- Instilling high expectations
- Fostering independent learners who actively participate, work collaboratively, and think critically

Challenging
Opportunities,
Ultimate
Goals,...
Achieving
Real
Success!

Contact Information

It is very important that parents complete and return the contact / emergency information forms provided by the school. Often during the school year, a student or school personnel has the need to contact the parent. ***It is imperative that the school have updated telephone numbers, addresses, and emergency contact information.*** If you change addresses or phone numbers, please call, email, or send the new information into the school office.

School Improvement Goals

Our staff is committed to providing your child with a quality instructional program. Each year we establish goals designed to make our school a better place for students, staff, parents, and the community. Members of the Leadership Team work diligently to examine school performance data, identify areas to target for improvement, and develop strategies for meeting the determined school improvement goals. The result of this work is the School Improvement Plan. Cash Valley's plan is submitted to the Central Office directors and supervisors to be reviewed and approved at the beginning of the school year. Upon approval, this plan serves to focus all facets of strategy implementation throughout the year, with the end goal being increased student achievement. You will receive updates on our School Improvement Plan goals and strategies as the year progresses. Copies of the plan in its entirety will be available in the school office and on the school website.

Procedures to Promote School Safety

Learning at Cash Valley Elementary School requires a safe and orderly environment. All Allegany County Public Schools have developed a *Critical Incident Plan*. Our staff is working to proactively help protect our school community from any and all factors that might jeopardize school safety and to be prepared to respond quickly and appropriately in the event of a crisis. We have implemented measures to increase school security. All doors are kept locked and video surveillance is set up and running. All visitors must use the intercom system at the main door to gain access and after visitors gain access they are to report to the main office. The Board of Education has employed school safety officers to enhance day to day safety and security of our school facilities, faculty, staff, and students. We are fortunate to live in a community of good kids and supportive parents, but we must remain alert to anyone or anything that may threaten the safety of our students and staff. We encourage you to cooperate and support our efforts to maximize school safety.

Please talk with your child about the following:

- **Never threaten to hurt someone**
- **Never physically hurt someone (Never hit-kick-push-etc.)**
- **Never act or play like you are going to hurt someone, even on the playground**

Students are responsible for their words and actions. We will take all threats seriously. Upon referral to the main office, a parent conference will be held to discuss the incident and to consider the most appropriate consequences. Depending upon the circumstances (age of child, intent, history, etc.), the administrator will use his / her discretion to determine the best course of action toward promoting a safe and orderly environment. Toy guns and/or pantomime shootings will not be tolerated.

Furthermore, **please do not send your child to school wearing clothes that have *images and/or words that might be interpreted as symbols of violence***, (i.e. professional wrestlers, blood, and guns, etc). Your support is appreciated.

We need to work together as a school community to keep our schools safe. You are encouraged to contact the office or use the anonymous 1-800-TIP-US-Off (Ext. 222) line to discuss issues of threats or violence.

School Rules and Policies

The following rules and policies are implemented with the intent to:

1) promote the safety of our school community, 2) maintain an orderly environment conducive to learning, and 3) encourage all members of our school community to *feel welcome* to visit our school while they contribute to the security of the school. Our staff considers these measures necessary to insure a safe and orderly environment and will work to implement them in a fair and equitable manner, i.e. everyone who visits the building will be expected to comply. Your cooperation is appreciated and your compliance is required. Thank you!

Visitors

Visitors and volunteers are welcome at Cash Valley. For the safety of our students and by law, **all** persons who enter school **must first register in the main office**. Visits to classroom areas must be pre-approved by staff members. School staff will help make all necessary arrangements and/or schedule any requested conferences.

- **Parents** who are either 1) bringing a child who is **late to school**, or 2) picking up a child who is **leaving early** will report to the main office to complete the *late arrival* or *early dismissal* procedure.

- **School volunteers** will complete the visitor sign-in/sign-out procedure to obtain a visitor sticker to be worn while on the school premises and returned upon sign-out.

- **School visitors** will complete the visitor sign-in/sign-out procedure to obtain a visitor sticker to be worn while on the school premises and returned upon sign-out. Anyone who is not a full-time student or a staff member must wear a visitor sticker to visit any area of the school other than the main office. Anyone without a sticker will be asked to report to the main office to register and obtain one from the secretary. Staff members are trained to look for visitor stickers, request the person go to the office, and follow up by reporting anyone without a sticker to the main office.

Behavior Expectations

Students are expected to follow school rules and conduct themselves in a manner that is respectful and orderly. Causing disruptions on school property, damaging school property, speaking in a disrespectful manner, and physical aggression are against school rules and will result in disciplinary action. According to Board of Education policy, *good discipline in the school is extremely important. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth.* Depending upon the frequency and nature of the discipline problem, consequences range from minimum to moderate to maximum. The administrator has the ultimate responsibility for

implementing the discipline policy based upon his/her knowledge of the facts of the incident and the needs of the student. Depending on the severity of the violation, the principal has the authority to make the punishment more severe.

Positive Behavioral Interventions and Support (PBIS): Cash Valley has three main behavioral expectations for students to know and follow in all classroom and non-classroom settings. The following expectations will be focused on daily: BE RESPECTFUL, BE RESPONSIBLE, BE AN EXPERT LEARNER. Rewards for good behavior, as well as consequences for inappropriate behavior, are included in the plan. You will receive a pamphlet explaining our positive behavior intervention and support plan.

Student Arrival Procedures

The instructional school day begins at 8:45 a.m. for students. Students who arrive between 8:25 and 8:30 will be supervised in the gymnasium and then dismissed to homerooms. Breakfast will be provided in classrooms at 8:30 a.m. Students coming after 8:45 will not have time to eat breakfast. Any student who is not in his / her homeroom by 8:50 will be considered tardy.

NOTE: *Many students participate in morning math / reading tutoring activities that begin at 8:30. Tutoring is only effective if students are present to participate. It is very important for these students to be here by 8:30. Please ask your child's teacher if you have questions regarding morning activities.*

***Do not drop children off at school prior to 8:25 a.m. as there will be no supervision until 8:25.**

Dismissal Procedures

These procedures have been established to help insure that all children are safe from the time they are dismissed from their classroom until they arrive home:

- Afternoon announcements begin at 3:10 p.m.
- Immediately following announcements, students whose parents pick them up from school will be dismissed to the cafeteria. Parents who want to pick up directly after 3:10 **must park in the upper lot**, enter the cafeteria directly from the outside door (door is unlocked at 3:00 p.m.), and sign out their child(ren). To ensure the safety of all students, cars may not come down past the top parking lot until after 3:20 p.m., unless they have a handicap sticker. After busses pull away @ 3:20, parents may drive down to the roundabout to pick up their child. Staff will bring students out to the roundabout at 3:20 p.m. **All car riders must be picked up prior to 3:30 p.m.**
- Bus students will be dismissed to their appropriate line and will board buses as they arrive.
- **A note or phone call** is required for a student to be dismissed in a manner other than their normal departure / destination. For example: If a student normally rides Bus #110, then that student is to always ride Bus #110, unless the parent sends a note or calls the school (notes are preferred). **Without a note or phone call from the custodial parent, the child will be sent home in the usual and customary manner as indicated on the child's information form.**
- Parents wishing to pick-up their child prior to 3:10 p.m. should report to the main office upon arrival at school. Parents must sign the "early dismissal log". Your child will be sent to the office to meet you. Parents may not enter classroom areas to pick up children.
- **Some students have different dismissal instructions depending upon the day of the week. Parents must write a note specifying the child's dismissal procedure for each day of the week. This weekly schedule will be considered the child's usual and customary dismissal procedure; and**

each day he/she is to be dismissed in another manner, the parent must write a note. A note will help insure that the child is safe and he or she reaches the proper destination after school.

- No student will be dismissed to anyone other than a parent or legal guardian without prior notification from the parent. Please ask the person picking your child up to bring their picture ID into the office with them.

***In the case of one student accompanying another child home, we must have a note from the parents of both children so that we are sure the parent receiving the extra child is in agreement.**

Attendance (Below are highlights from the Attendance Policy. The policy can be found on the ACPS website)

Policy Statement: Regular school attendance is expected of all students in the Allegany County Public Schools. School attendance is directly related to school achievement. In order to maximize academic achievement, there must be a unified effort by all school staff, parents, students, and the community to improve overall school attendance. School administrators, teachers, and support staff are expected to make all reasonable attempts to assist students and parents in addressing those factors which cause students to be absent from school.

Tardiness: Students not in school/classroom by the start of announcements at 8:50 a.m. will be marked as tardy. An adult must accompany students arriving tardy to school into the main office. If a child accumulates 2 or more tardies in a nine week period, he/she will not be eligible for the Outstanding Attendance Award. Habitual tardiness will be monitored by the Pupil Service Team.

Lawful Absence: Students presently enrolled in public schools are considered lawfully absent from school, including absence for a portion of the day, under the following conditions:

- **Death:** in the immediate family.
- **Illness of the Student:** The principal shall require a physician's certificate from the parent or guardians if a student is absent for more than 12 days.
- **Court Summons.**
- **College Visit**
- **Vacation approved by school administration**
- **Hazardous Weather Conditions:** Shall be interpreted to mean weather conditions that would endanger the health or safety of the student when in transit to and from school.
- **Work:** Approved or sponsored by the school, the local school system, or the State Department of Education, and accepted by the local superintendent of schools or the school principal or their designees as reason for excusing students.
- **Observance of religious holiday**
- **State emergency**
- **Other emergency** or set of circumstances which, in the judgment of the superintendent or designee constitutes a good and sufficient cause for absence from school.
- **Suspension.**
- **Health Exclusion**
- **Lack of authorized transportation:** This shall not include students denied authorized transportation for disciplinary reasons.

Unlawful Absence: An absence for any reason other than those cited as lawful are presumed as unlawful and may constitute truancy.

A. **Truancy:** A truant is a student who is absent without lawful cause as defined in COMAR 13A.08.01.03 from such attendance for a school day or portion thereof.

B. **Habitual Truancy:** A student is a habitual truant if he or she has been in membership in a school for 91 or more days in a school year and is unlawfully absent from school for a number of days or portion of days in excess of 20% of the school days within any marking period, semester, or year. An LSS has the prerogative of defining a habitual truancy in a more but not less stringent manner.

Absences

All students are required to have a note signed by the parent or guardian explaining any absence. A doctor's certificate is required for students who have been absent more than 12 days. Parent/Guardian notes and doctor certificates must be received by the school within two days following the student's return to school. Otherwise, the absence is coded as unlawful. **Absence due to vacation must receive prior approval from the principal in accordance with county policy** to be considered excused.

Monitoring Procedures

The school system will be responsible for notifying parents/students of accumulated absences and possible actions as specified below. However, when the principal or his/her designee has knowledge of the student's illness, principals are advised to forward the communication to the parent with an appropriate addendum referencing the principal's knowledge of the circumstances. No part of this section shall be applicable to students who are participating in the Home and Hospital Instruction.

- a. When a student accumulates **five (5)** days of absences regardless of the reason, parents/students will be notified by written communication from the school system. The case will be referred to the school attendance/discipline committee which shall be composed of the principal or his/her designee, the school's pupil personnel worker and other staff members assigned by the principal. The committee may invite the student's parents to come to the school for a conference and to determine available courses of action to improve attendance.
- b. Should absences continue, the parent will be notified by written communication from the school system no later than the **ninth (9)** day of absence. Within this written communication, the parent will be asked to schedule a conference with the school administration and or the school pupil services team.
- c. Should absences continue, the parent will be notified again by the school system in writing, no later than immediately after the **twelfth (12th)** day of absence. The school system will send written communication, by mail. A conference with the parent and/or the student will be held.

At the conference, the principal or designee may indicate one or more of the following outcomes as a result of the conference:

- i. Establishing a probationary period with verbal agreement
 - ii. Developing a written contract **(to be signed by the parent)**
 - iii. Assigning to after school detention
 - iv. Assigning additional days of attendance
 - v. Removing school privileges
 - vi. Restricting extracurricular activities
 - vii. Explanation given to the parent of the criteria for, and the services provided to a student who may qualify for Home and Hospital Services, if appropriate, given the situation surrounding the student's absences.
 - viii. Written notification to the parent will be immediately mailed to the parent, confirming the above action(s) taken
- d. When a student accumulates a total of **twenty absences**, with at least five (5) of those absences being unlawful, or **ten (10) consecutive unlawful absences**, the school's PPW will file charges with the State's Attorney's Office against the parent/guardian and/or the student for non-attendance. This action will be confirmed in a letter written by the PPW to the parent/guardian. The letter will also indicate additional consequences issued by the school which may include:
 - i. Retention in the grade (grades K through 8).

- ii. For students in grades 9-12 who have accumulated a total of 15 unlawful absences, denial of high school credit for the courses in which the student is currently enrolled. Denial of credit will normally occur in June; however, a student and parent shall receive written notice of the possibility of credit loss at the time the attendance/discipline committee makes this determination. High school credits may be denied for individual courses if there are excessive absences. (An example of this may be excessive tardiness and absences to disrupt the student's first period class.)
 - iii. Referral to an appropriate agency for assistance.
 - iv. Assignment to additional days of attendance (not included in regular school year).
 - v. Referral to GED services for those students beyond the compulsory attendance age.
 - vi. Withdrawal, as a student whose whereabouts are unknown (**Only to be used for a student who has been absent for ten (10) consecutive days, as per the 2011 Maryland Student Records Manual**)
 - vii. Assignment to an alternative educational program.
- f. The student's rights to due process will not be abridged in administering these regulations (refer to III APPEALS PROCESS.)

Emergency Closings

- Occasionally, weather conditions or other emergencies (temperature, ice, broken water lines, etc.) require delayed opening or early closing of school. You will receive a phone call from the **School Messenger** automated calling system, notifying you of a change in school opening or closing. **Do not call the school or the Board of Education offices as this will tie up telephone communications which are vital to the cancellation procedure.**

- In case of an emergency dismissal, the school needs to be aware of a plan for where your child will go if you are not home (to a neighbor, relative or friend's house). If this plan is not the typical dismissal route, please make sure the alternate plan is included on your child's *emergency information sheet that all students turn in at the beginning of each school year*. Please discuss the plan with your child. Should the arrangements you determine appropriate at the start of the year change during the year, please call the school to notify us of the change. It will be documented on the form.

- When the opening of school has been delayed, students should not arrive at school earlier than the announced opening time, (10:15 on a 2-hour delay; 11:15 on a 3-hour delay) since school staff members will also arrive at a later time.

*****Breakfast will not be served on delayed opening days.**

Viewing Online Grades

1. Open the Board of Education website at www.acpsmd.org
2. Click on the "ASPEN" (leaf icon) in the upper right hand corner of the screen.
3. Enter your student's information: (If you need this info, please contact the school)
Username: first.last
Password: ****
4. Click on the "ACADEMICS" tab on the tool bar at the top of the screen.
*** This will list all of your student's classes with a grade summary.

5. For more detailed academic information, click the small box to the left of the desired course name. Then, click of the “ASSIGNMENT” tab listed on the left side of the screen.

*** This will give you the teacher’s grade book for your student. This is where you can find individual assignment grades and missing work.

Please call if you have any questions or need additional information.

Homework Policy

At Cash Valley, we believe homework can be an important way to extend our students’ learning. Research has shown that when used wisely, homework can...

- Increase students’ memory and understanding of material taught in school
- Improve students’ study habits and self-discipline
- Improve students’ attitude about the importance of learning in settings outside of school
- Involve parents in students’ school progress

At the same time, we respect families’ busy schedules and realize that family activities, music lessons, sports practices, dance and karate lessons, etc. are important to the overall development of a child.

After researching ways to use homework effectively, the following guidelines have been established.

- 1.) Homework may include **practice assignments** to reinforce taught skills, **preparation assignments** to obtain or organize information prior to a lesson, or **extension assignments** to apply previous learning. Occasionally, students may be assigned long-range projects intended to be completed over a period of time. These will require careful planning to avoid an overload of homework on a single evening.
- 2.) Homework assignments each evening should be expected to require the time shown below:
 - Up to 20 minutes for Pre-K and Kindergarten
 - Up to 30 minutes for grades 1-2
 - Up to 40 minutes for grades 3-4
 - Up to 50 minutes for grade 5
- 3.) In addition to assignments included in the time limits above, students at each grade level have an assigned amount of required reading each evening.
- 4.) Unless otherwise stated, students are responsible for completing homework assignments on their own. We do, of course, understand that students may need parents’ help at times. However, it is important that parents let teachers know (using the assignment notebook) if a student finds the work too easy, difficult, time consuming, or confusing.

Assignment Books: In Grades 1-5, assignment folders or books are used. They need to be signed every night by the parent or guardian. All teachers will check daily for signatures. Your interest in your child’s day at school can encourage him/her to do his/her best. Please check the notebook. Please do not sign the book ahead. It is important for your child that you check the work each evening and sign the assignment notebook each evening. Those few moments of your time are very important to your child. The assignment book is an excellent tool for parent / teacher communication.

Lunch/Breakfast Program

Your child(ren) may qualify for free or reduced lunch. Please make sure that you complete and return a *Free and Reduced Meal Application* to the school office. REMEMBER: Parents MUST complete a new *Free and Reduced Meal Application* every year. **As of October 11, 2018, students without 2018-2019 applications will be taken off the free and reduced list and charged each day for meals.** Please call the school office to obtain forms.

Breakfast

This program provides a meal to all students free of charge, thanks to the grant obtained by our school (Breakfast in the Classroom). Breakfast will include milk, juice or fruit and an entrée such as a muffin or cereal and graham crackers.

Lunch

A well-balanced meal is provided each day at the prices listed below. The main responsibility of this program is to meet the child's nutritional needs. The recess and lunch schedule is as follows:

	<u>Recess</u>	<u>Lunch</u>
Kindergarten and Grade 1	11:45-12:15	11:15-11:45
Grades 2 and 3	11:15-11:45	11:45-12:15
Grades 4 and 5	12:15-12:45	12:45-1:15
PM Pre-K		12:35-1:05

Elementary Student Prices

	<u>Breakfast</u>	<u>Lunch</u>
Full Price	FREE	\$2.65
Reduced	FREE	\$.40
Milk	FREE	\$.50

**Menus can be found on the acpsmd.org website.*

Packed Lunches: All students may participate in our breakfast and lunch programs. If you pack your child's lunch, we ask parents to provide a balanced lunch. Good nutrition is an essential component of a growing mind and body. Glass containers should not be sent. This request is made as a safety precaution.

****Bringing outside lunches (McDonald's etc.) to your child is not permitted in the cafeteria.**

Lunch Accounts: As a benefit to parents and students, our cafeteria automatically opens a "Debit" account for each student at the beginning of the school year. Parents are highly encouraged to make use of this account by periodically depositing money in the account for their children to use to purchase lunches, milk, and/or snacks in the cafeteria. Each student is given a Personal Identification Number (PIN) that is used by the student each time he/she purchases something in the cafeteria. This eliminates the loss of lunch money by the student. If depositing money into the account by a check, please include the child's PIN # on the check. All checks must be paid to the cafeteria manager in the morning to ensure deposit into the child's account by lunchtime.

Please make all checks payable to Cash Valley Elementary Cafeteria. The cafeteria phone number is 301-759-2730.

***Reminders for overdue accounts will be sent home with your child. Failure to pay cafeteria debt will be cause for being served an alternate meal and denial of participation in end of year activities.**

PAYPAMS is provided to our parents as an alternative for depositing money in your child(ren)'s account with the use of credit or debit cards. Information is sent home on the first day of school, can be obtained from the school office at any time, or by website at www.paypams.com.

Medication Policy

Medicine for minor illnesses should be taken at home; i.e. non-prescriptive medicines (aspirin, cough drops, cough syrup etc.). If this is not possible, it is permissible for a parent to come to the school health room to administer it. **However, the school nurse may not administer any medication, even over the counter medicines, without the appropriate form being signed by a doctor.**

If it is deemed necessary by a physician that a child receive medication during the school day, either on a daily basis or in case of an emergency, the school must have complete written instructions from the prescribing physician on the form provided for this purpose (forms available upon request from school health nurse) and a procedure established by the principal. If instructions received from the physician are incomplete, he/she will be called to obtain clarification.

Medicines will be safeguarded by keeping them in a locked space within a designated area of the school and made available only to authorized school personnel. All medicine containers brought to school must be labeled with the student's name, kind of medicine, amount to be given, and schedule to be followed as directed by the physician and pharmacy. **Students may not transport the medication to school.** The parent or the guardian must bring the medicine to school or arrange for the pharmacy to deliver the prescription to school.

Dress Code

Children should come to school dressed appropriately for the numerous activities which take place throughout the school day. This includes physical education and recess. Slippery soled shoes, high heels, and flip flops are not appropriate for most school activities, including daily recess and gym class. Any manner of dress, hairstyle, or degree of cleanliness that presents danger to the student's health and safety, interferes with others' right to learn, or creates classroom or school disturbance will be considered as unsuitable for school.

Non-School Items

- Please do not allow children to bring toys, jewelry, or other valuables to school. The school will not be responsible for the theft or loss of any such items. Non-school items that create a disturbance in the classroom may be taken by school staff and left in the office where parents can make arrangements to retrieve them.

- Please put your child's name on the inside of coats, sweaters, umbrellas, lunch boxes, and book bags.

***Cell phones should not be brought to elementary school.**

Party Invitations/ Treats

- Please do not send party invitations to be distributed unless you intend to invite your child's entire class. This policy is established to keep children from feeling hurt and left out. Teachers will return all private party invitations that do not include the total class.

- Pre-K and kindergarten are the only classes in which snacks are permitted to be brought in to celebrate birthdays. If you would like to bring a treat to share with your child's pre-k or kindergarten class, you must **first check with the teacher**. For nutritional and health purposes, the school system now has a strict policy on the types of foods which should be given to children during the school day. In addition, **all items must be store bought**.

Field Trips

Field trips are an extension of classroom learning. If a teacher plans a field trip, he/she will select a field trip that relates best to the curriculum. The opportunity for parents to accompany their children will be determined by need for supervision, as well as the availability of funds for transportation.

Reminder: According to the county policy regarding field trips, siblings may not attend school field trips.

Financial Obligations

It is the parent's responsibility to make sure that all elementary school children's financial obligations are met. This includes lunches, lost books or other school items, field trips, pictures, money collected from fundraisers, etc. In cases where parents' checks have been returned for insufficient funds, it is the parent's responsibility to immediately pay the outstanding bill and bank charges, in cash. No further checks will be accepted by the school.

Library / Barcode Policy

All schools have an automated check out system using bar codes to track circulation of library materials. In order to use this system, bar codes were placed on the back of each book in the upper right hand corner. These bar codes must remain on the books for the circulation system to benefit all students! If students remove or deface the bar codes in any way, they will be charged a fee for repairs.

Allergies-

Food Allergies/Disability - Parent/Guardian Responsibilities 1. If a student has a food allergy or a disability that requires restrictions, food substitutions or meal modifications, the parent/guardian must provide written authorization to act to make the necessary dietary modifications and to treat a reaction to the allergy. In addition the parent/guardian must provide documentation from a health care provider to the student's principal, school nurse and to food service personnel. The documentation must clearly and specifically state the nature of the student's food allergy or disability and how this restricts the student's diet or exposure to allergens. The documentation must also authorize the appropriate dissemination of this information to persons who may be in a position to assist the student. The Food and Allergy Sensitivity Form (JLCEB-E) may be used for this purpose. 2. The administration of epinephrine is governed by policy JLCEA. 3. If the student requires an antihistamine and/or an EpiPen, the parent/guardian must provide these medications in a properly labeled container and in the correct doses. The antihistamine must be in an unopened package. 4. The parent/guardian will work with the

school nurse to develop individualized health care and/or emergency care plans to minimize the risk of exposure and provide detailed procedures to follow in the event of an allergic reaction.

B. Food Allergies/Disability - Food Services Responsibilities

1. Following receipt of a completed special dietary restriction notification, in compliance with Part A of this policy, each school will develop a list of students with food allergies or who require meal modifications in their school. This information will be distributed to:
 - a. The school health staff in the building
 - b. The school food services manager
 - c. Food services central office
 - d. Principal or designee
2. Food service personnel will properly input special dietary restriction information into the food service management system.
3. ACPS will also follow the guidance for school food service staff described by the United States Department of Agriculture Food and Nutrition Service entitled Accommodating Children with Special Dietary Needs in the School Nutrition Program.

C. Food Allergies/Disability – School Health Responsibilities

1. Upon receipt of required documentation, the school nurse will work with the parent/guardian and other appropriate school staff to develop individualized health care and/or emergency care plans to minimize the risk of exposure and provide detailed procedures to follow in the event of an allergic reaction.
2. The school health nurse will inform the cafeteria manager of the individual student's dietary restrictions.

FOOD ALLERGY FILE: JLCEB-R2

3. If a student is suspected of or found to have an allergic reaction, the parent will be contacted and staff will follow appropriate emergency procedures.

D. Food Allergies/Disability – School Responsibilities

The principal/designee:

1. The principal/designee will collaborate with parents/guardians, staff and school health services to ensure that reasonable steps are taken to protect the safety of all students with food allergies/disabilities that have been identified.
2. After notification of the food allergy, the principal/designee will disseminate this information to appropriate school staff.