

FORCEY CHRISTIAN SCHOOL

PreK
Parent/Student Handbook
2018 - 2019



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HISTORY OF FORCEY CHRISTIAN SCHOOL

Forcey Christian School first opened its doors in September 1977 with three classes: three-year-old preschool (17 students), four-year-old preschool (16 students), and kindergarten (8 students). Over the next several years, FCS expanded into a complete elementary school, adding one grade per year. After reaching sixth grade, the enthusiasm for the school was such that the school began adding classes to the existing grades. A much-needed, three-story education wing was built and occupied in January 1987.

Forcey Christian Middle School was founded in 1995. The school began with a seventh grade program, meeting in an adjacent modular building. The following year eighth grade was added and the school moved to Calverton Baptist Church in Silver Spring, Maryland. The sixth grade was transferred to the middle school campus in 2004.

In July 2008 Forcey Christian School and Forcey Christian Middle School merged into one entity. An additional education wing was built so that all grades could be housed on one campus.

Forcey Christian School operates under the auspices of the Forcey Education Association, a non-profit corporation affiliated with Forcey Bible Church. As a church ministry, the school operates independently of state regulation and control but adheres to state and county health and safety standards. The preschool maintains a Letter of Compliance from the Maryland Department of Education Office of Child Care. Kindergarten and grades one through eight are licensed by the Montgomery County Department of Health and Human Services.

Please uphold Forcey Christian School, its staff and students, in your daily prayers.

PHILOSOPHY AND PURPOSE OF FORCEY CHRISTIAN SCHOOL

THE FCS MISSION: The mission of Forcey Christian School is to provide sound, excellent, biblically-based education to the children of our church and community in a Christ-centered school environment where they learn under born-again, professional teachers in rigorous academic programs that will develop them into highly capable students, imbued with the disciplines of Christian life and Christ-like character for the benefit of society. (Rom. 12:1-2, Matt 28: 18-20, Eph. 4: 1-16)

THE FCS VISION: FCS seeks to educate students to reach their full potential spiritually, academically, cognitively, physically, socially and emotionally; who pursue an enduring intimacy with Jesus Christ, and engage believers and non-believers in their lifelong journey for His glory.

Forcey Christian School operates under the auspices of the Forcey Educational Association, a non-profit corporation affiliated with Forcey Bible Church. The school functions as a ministry of Forcey Bible Church (FBC) to the community. It is governed by a school board that is a committee sanctioned by FBC to oversee the school. This Christian school was founded on the conviction that the Bible is the Word of God and should be taught in the home, school, and church. The foundations of education are laid at home, and the school serves to extend these foundations.

The purpose and goal of the school is to help each child grow and develop in all areas of his life—physical, emotional, social, intellectual, and spiritual—as an individual and as a group member. It provides an environment that invites learning under the leadership of professional teachers.

Learning skills emphasized include reading readiness and reading, language, listening skills, proper and creative use of art media, science, social studies, and numerical concepts. The program also includes library, music, and physical education and fosters the continuing development of a healthy self-concept and of satisfying relationships with adults.

The child is made aware, through the daily program, of God as Creator and of His special love for the child as an individual. Bible lessons revealing God's care, protection, and leadership are presented daily to insure a firm

foundation of trust in a caring, loving, and holy God. The Bible is presented as one's sourcebook for life, and Jesus Christ is introduced as the Son of God, the Savior.

As a ministry of Forcey Bible Church, the school operates independently of state regulation and control but adheres to state and county health and safety standards. The PreK maintains a Letter of Compliance from the Maryland Department of Education Office of Child Care. Kindergarten and grades 1 – 8 are licensed by the Montgomery County Department of Health and Human Services.

Forcey Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its admission policies, educational policies, scholarships, athletics, and other school administration programs.

PRACTICAL APPLICATION OF THE SCHOOL PHILOSOPHY

PHYSICAL GROWTH

- to foster good health habits
- to foster good grooming habits

EMOTIONAL AND SOCIAL GROWTH

- to encourage children to accept themselves as God has created them and to reach toward the full potential God has for them
- to encourage good personal relationships—both peer and adult—by teaching social skills based on the concept of Christian love
- to show the Biblical teaching on God's use of an individual's life and to provide skills for that occupation to which God calls
- to impart the Biblical teaching on material things and use of God's gifts for His glory

ACADEMIC GROWTH

- to promote high academic standards and help the students gain a thorough comprehension and command of the fundamental processes used in communicating with others
- to teach and encourage the formation of good study/work habits, to teach the student how to do research and to use the scientific method, and to develop creative and critical thinking and proper use of Biblical criteria for evaluation
- to promote good citizenship through developing an understanding and appreciation of our Christian and American heritage of freedom and human dignity
- to impart knowledge of the world and current affairs in all fields and relate them to God's plan

SPIRITUAL GROWTH

- to present clearly the Good News of salvation to all the children
- to lead children as the Spirit of God directs to a personal acceptance of Christ as Savior
- to present to children a positive love of Scripture as God's Word
 - through systematic Bible teaching, making use of a variety of methods
 - through systematic Bible memorization
 - through encouragement toward personal Bible reading
 - through application of the Bible lesson to the child's life

The school desires to cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program, and to aid the families in making their homes God-centered.

CORE VALUES

- We recognize that parents bear the primary responsibility for their child's education, and we are committed to working with them and their church to disciple each student.
- We make a commitment to maintain academic excellence and to maximize every student's potential.
- We are committed to staff members who are passionate, devoted followers of Christ who love students.
- Students will learn how to process information and to think critically in the context of a biblical worldview.
- All students matter to God and have a right to learn in a safe and secure environment.
- We will ensure that discipline will be purposeful, directed toward the goal of self-discipline.
- Students are taught to love God with all their heart, soul, mind, and strength and to love their neighbor as themselves.
- We are committed to creating an environment where the pursuit of full devotion to Christ is expected and includes developing the habits of personal responsibility and servanthood.

INTRODUCTION TO FORCEY BIBLE CHURCH

FOCUS OF FORCEY BIBLE CHURCH

Forcey Bible Church is an independent, Bible-teaching ministry. The emphasis throughout our program is on the teaching and application of the Word of God to all members of the family. We believe that...

- The Bible is an essential, inerrant text for faith and life.
- Jesus died to free us from sin and eternal death; He rose to impart life to humanity; He is coming again to receive the redeemed into Heaven.
- All people are lost in sin and need to be saved by faith in the Savior.
- A rich and meaningful life is possible on earth through Jesus Christ.

MESSAGE OF FORCEY BIBLE CHURCH

1. All men and women are sinners. *"For all have sinned and fall short of the glory of God."* Romans 3:23
2. The penalty for sin is death. *"For the wages of sin is death."* Romans 6:23
3. The penalty was paid when Jesus Christ took our sin upon Himself and died in our place. *"But God demonstrates his own love for us in this: While we were still sinners, Christ died for us."* Romans 5:8
4. We must personally accept by faith Jesus Christ's payment for our sin. (Faith means simply to trust Jesus Christ who died for us and rose again.) *"For it is by grace you have been saved, through faith—and this not from yourselves; it is the gift of God—not by works, so that no one can boast."* Ephesians 2:8-9
5. When we trust Jesus Christ as our Savior, we receive the free gift of eternal life. *"Whoever believes in the Son has eternal life..."* John 3:36

SCHOOL POLICIES AND PROCEDURES

Address and Phone Number Changes

The school must have current information on each child in case of an emergency. It is essential that parents notify the school office if they move to a new residence or change their home or work telephone number. At least one parent must speak English proficiently to be available to communicate with the school in case there is an emergency, a need to discuss an academic or behavioral problem, etc.

Admission

Every child entering three-year-old PreK must be three years old before September 1st and must be toilet trained before the first day of school. Every child entering four-year-old PreK must be four years old before September 1st and must be toilet trained before the first day of school. A change of clothing must be brought to school each day in the child's backpack.

Arrival and dismissal

Classes begin at 8:35 a.m. Three-year-old PreK and four-year-old PreK half day classes dismiss at 11:30 a.m. Full day classes dismiss at 3:00 p.m. Be sure that your child arrives on time, since late arrivals disrupt class instruction. PreK parents should not linger while dropping off their child after the first day of school. This could hinder their child's adjustment.

Be prompt in picking up children at dismissal time. If there is an emergency, a parent or car pool driver should contact the school office to confirm when the child will be picked up. Notify the school in writing if your child should not leave with a particular parent because of a divorce, legal separation, etc. Inform the teacher in writing if your child will not be going home with the regular driver.

Guidelines for Parking

1. Never park in the spaces reserved for the handicapped.
2. Park only in areas that are lined for parking.
3. Never permit PreK or elementary children to cross the lot alone.
4. Do not park in the lot adjacent to the playground.

Dropping-Off Procedures

Park in the outer parking lot and walk your child to the classroom.

Picking-Up Procedures

Park in the outer parking lot and pick up your child in the classroom.

Late Pick-Ups

If a half day PreK child is not picked up by 11:35 a.m., he/she will be brought to the office and will need to be signed out by a parent/car pool driver. If this child is not picked up by 11:45 a.m., the parents will be charged a fee of \$5 for each 10 minute increment of time (or portion thereof) that the child remains at the school after 11:45 a.m. If a full day PreK 3 child is not picked up by 3:10 p.m., he/she will be brought to the office and will need to be signed out by a parent/car pool driver. If the child is not picked up by 3:15 p.m., the parents will be charged a fee of \$5 for each 10 minute increment of time (or portion thereof) that the child remains at the school after 3:15 p.m. If a full day PreK 4 is not picked up by 3:10 p.m. he/she will be signed into Forcey 360.

Bad Weather Days

Please listen to WTOG radio for Forcey Christian School announcements. School delays and closings will also be posted on our FCS Website, www.fcs.school, and parents will usually receive notification via email or text. Announcements regarding delayed openings will typically be made by 6:30 a.m. Half day classes do not meet if there is a two hour delay. Announcements regarding early dismissals will normally be made by noon. FCS follows Montgomery County Public Schools.

Bathroom Habits

Children entering PreK 3 and PreK 4 classes must be able to function independently with bathroom skills. The first month of school will be considered a trial period. If during that time a child demonstrates that he/she is unable to perform toileting alone, entry into the program at a later time when the child is ready may be necessary.

Birthday Celebrations

PreK children who have birthdays will be recognized in the classroom. Due to the Forcey Christian School Food Allergy policy **parents may not bring treats in for the class.**

If a limited number of classmates will be invited to a party outside of school, mail the invitations to the children or give them directly to their parents. They may not be distributed in the classroom.

Carpools

To ease congestion at dismissal time, some students in the elementary grades may join others in their car pools at a common location if a request form (available in the school office) is filled out and submitted to the school office by one parent representing the car pool. Students in the car pool will be assigned to a teacher at one location. The following guidelines should be observed:

1. Turn in one request form per car pool (not per student), listing all the children in the car pool.
2. PreK children must be picked up in their classrooms. Kindergarten, first grade, and second grade children may not move to a different pick-up location. Students in grades 3-5 may walk by themselves to a different pick-up area.
3. Children must be picked up at the same exit every school day—they may not alternate on different days.
4. If car pool arrangements change, another form must be filled out and submitted to the school office.

Communication: Parent/School

PreK teachers will send home newsletters to inform parents of school activities. When necessary they will notify parents by phone, in writing or email of particular problems (academic, behavioral, etc.) A school-wide newsletter will also be sent home. Parents should speak to the teacher about any concerns before communicating with an administrator.

Conferences

Parent-teacher conferences will be held in November and March/April for preschool. Parents will need to sign up for a specific time to meet with the teacher. Please do not bring children to the conference.

Contributions

Financial gifts help support and enhance the school's program. If you make a contribution to the school, please contact the school office for a receipt.

Damage to Church/School Property

Students must respect church and school property. Parents may be asked to pay the cost of repairing or replacing damaged equipment, parts of the facility, etc. If students damage tables or desks (chiseling holes, carving grooves, etc.), parents will be charged appropriate fees.

Dress Guidelines

PreK children should dress in simple, neat play clothes that they can easily manipulate for independent toileting. They should wear appropriate shoes for recess activities and dress warmly for winter outdoor play. Be sure to print your child's name on all jackets, sweaters, etc.

Emergency Cards

To ensure that the health services team can reach you during an emergency please make sure to complete your student's information in CareDox. Individuals who are to be contacted when there is a problem at school and a parent cannot be reached must be able to speak English.

Field Trips

Field trips are part of the instructional program. Parents will be told when and where these trips will take place. Fees will be charged to cover expenses. Parents may be asked to drive and chaperone. PreK trips are taken by car, and all PreK children must be in car seats.

Financial Information

Each payment to the school should be made through Smart Tuition Management from a bank savings or checking account or via credit card (with an extra fee). The registration fee is due at the time of enrollment and is non-refundable. Tuition fees are determined annually by the School Committee.

Tuition Payment - FCS has partnered with Smart Tuition Management to collect tuition. Parents who pay tuition monthly must authorize their bank to automatically transfer funds to Smart Tuition each month. Those who pay

half-yearly or yearly have the option of writing a check to Smart Tuition. Tuitions must be paid using one of the following options:

1. Pay 100% of your tuition by August 5.
2. Pay full first semester tuition by August 5 and pay full second semester tuition by Jan. 5. ***The early-payment discounts for plans 1 and 2 will be forfeited if not paid on time.***
3. Make 10 equal monthly payments (starting in July/Aug and ending in April/May) via Smart Tuition. There is a one-time \$50 fee to Smart Tuition for setting up and administering this option. Please refer to the current year's Financial Agreement for more specific details.

A Student's early withdrawal from school is subject to one month's penalty payment.

Guidance Policy

The goal of the guidance policy in PreK is to help students follow Christ and develop academically, emotionally, socially, and spiritually. The child guidance policy reflects the Christian philosophy of the school.

Teachers use redirection, reflective listening, positive reinforcement, modeling and role-playing to encourage appropriate behavior that is consistent with Christ's teachings. Students are to follow the teacher's directions, use good language, respect and be kind to others, and take care of school/church property. They are to tell the truth, share, and be safe. Staff members seek to engage children in discussion about conflicts and help them find appropriate ways to solve problems. Teachers will communicate promptly with parents if any behavioral issues arise.

When needed, natural consequences are used. The child may lose privileges when not co-operating or not following the class rules. The child may be separated from others for a short period of time or the principal may be involved to discuss ways to solve the problem wisely. If oppositional behavior patterns continue, the child may be removed from school for a day or part of a day or no longer allowed to attend school. Staff members implement the guidance policies and procedures with gentleness, consistency, and firmness. Children are continually reminded to show gentleness, kindness, and self-control, and to seek to please God.

Health Information

Health forms:

One health form is required for new PreK and kindergarten enrollments: Maryland Office of Child Care "Health Inventory." The Lead Screening portion of this form should be completed even if blood testing is not required.

Required immunizations:

1. Children enrolled in PreK and kindergarten must have the following immunizations: 4 DPT, 3 Polio, 1 MMR, 3 Hepatitis B, 1 PCV7 3 (PrevnarTM), Hib (at least one dose after 12 months of age), and 1 Varicella (chicken pox), or documented medical diagnosis by a physician or health care provider, including month and date of occurrence.
2. All students ages 4 and older require a second MMR and a second Varicella.

Please bring records of additional immunizations during the school year to the office.

All forms must be signed and dated in the appropriate spaces.

Medication:

In order to comply with Senate Bill 445, Medication Technician Training (passed in the Maryland General Assembly in 1998) and also policies of The Montgomery County Department of Health, our school will adhere to the following guidelines and regulation.

1. Medications may not be sent to school with a child for self-administration unless they have a signed Physician's Order stating that the student may carry on his/her person and self-administer their medication. This order may **only** be used for inhalant medication and/or Epipens. At FCS, 6-8 graders are only allowed to self-administer medication.

2. All prescriptions and over-the-counter drugs must be administered by school personnel who have been certified by the Maryland Board of Nursing as a Medication Technician or by a licensed nurse. Epipens, Benadryl, and inhalers may be administered by teachers in life-threatening situations.
3. Before any medication may be dispensed, the school office must receive a completed Physician's Order Form (available in the school office). The medication must be in an original, labeled bottle/container that comes directly from the pharmacy. The label and Physician's Order must match.
4. Asthma and Epi-Pen Action Plans must be completed.
5. The first full day's dosage of any new prescription must be administered at home with the exception of **emergency medications**.

Illness:

Symptoms that may suggest that a student needs to remain at home: Pale or flushed face, rash or infection of the skin, headache, temperature over 99 degrees, nausea, stomachache, earache, and bad cold, yellow or green mucus, crusty red or runny eyes.

Do not send your child to school if he/she has had the following symptoms within the past 24 hours: sore throat, vomiting, diarrhea, flu like symptoms or a temperature of 99.6 degrees or more. A student must be fever free without taking fever reduction medications such as Tylenol, Motrin, Advil, aspirin etc. for 24 hours. A student taking antibiotics is considered contagious until he/she has been on antibiotics for 24 hours. When a student has a fever of 100 degrees or more, vomiting, diarrhea or a communicable disease, or serious injury, a parent will be contacted and asked to take their child home. **Students should be picked up within one-half hour.** Arrangements should be made in advance for someone other than a parent to be available to pick up a student if the parent is not able to pick up their child promptly. We do not have facilities to let students rest until the end of a school day.

Communicable Diseases:

Let the school know of any contagious illnesses so that other parents can be alerted to watch for symptoms.

STUDENT EXCLUDED FROM SCHOOL

Chickenpox	For 6 days from onset of rash (all pox should have dry scabs)
Conjunctivitis (pinkeye)	Until active inflammation subsides
Croup	Until typical cough subsides
Flu	Until fever free for at least 24 hours
German Measles	Until rash and fever are gone
Impetigo	Until treated with antibiotics for at least 24 hours
Measles	Until 5 days after rash appears
MRSA	24 hours after beginning treatment. The infected site must be covered with a dressing while at school
Mumps	Until swelling of gland(s) subsides, not exceeding 9 days from onset
Whooping Cough (Pertussis)	Until 3 weeks from onset of typical cough
Ringworm	24 hours after beginning treatment. It is advisable to cover the area with a dressing while at school.
Swine Flu (H1N1)	7 days after onset of illness or at least 24 hours after symptoms have resolved

Guidelines for Head Lice

If you discover that your child has head lice, contact the school so that precautions may be taken to prevent the spread of infestation. If your child is found to have head lice at school, he/she will be sent home at the end of their school day. In either instance, please treat them with prescription shampoo and **keep him/her home until such treatment has been completed and there are no signs of active infestation!** The child should be sent to the school office for inspection prior to returning to the classroom. If head lice become a problem in our school, we may need to do classroom inspections.

Holiday Celebrations

Fall Party – The purpose of the fall celebration is to have fun in appreciation of the beauty of God’s fall creation. Parents may not select costumes, decorations, napkins, etc., that pertain to the spirit world (ghosts, witches, demons) or monsters.

Christmas - In order to emphasize the birth of Jesus Christ, the true message of Christmas, our school avoids the use of pictures and decorations that depict Santa Claus.

Easter- In order to emphasize the resurrection of Jesus Christ, our school avoids the use of pictures and decorations that depict the Easter Bunny.

Insurance

Parents are required to provide medical/dental insurance coverage on their children for accidents and injuries that may occur at school and during school related activities. Be sure that your insurance provides this kind of coverage. The school does not carry special insurance on individual students.

Parent Orientation Night

Parent Orientation Night is held before classes begin. These evenings are designed for parents, not students. Students will have an opportunity to visit their classroom at another time, usually the following day.

Recess

Students will normally go outside for recess. We do not have the facilities to keep students in the office due to recent illness, cold or hot weather, high pollen count or allergies. If you feel your child needs to stay inside for any of these reasons you must provide a physician’s order stating this requirement and include the approximate period of time this is needed.

Re-enrollment and Registration

Re-enrollment for the following school year is not automatic. Students may register for the next school year in accord with the following guidelines. Please do not request a specific teacher. All of our teachers are hired after careful deliberation, and we cannot honor specific requests. All family accounts must be current to re-enroll.

First Registration - Forcey Bible Church members may do the following:

1. Register/re-register children for three and four year-old PreK.
2. Re-register children for kindergarten and grades 1-8.
3. Place children who have not previously attended FCS on a Waiting List for kindergarten and grades 1-8. If spaces are available after currently enrolled children are given an opportunity to re-register, these children will be given the next priority for these spaces.
4. This enrollment period ends the Tuesday following the first Wednesday of the month.

Second Registration - FCS parents who are not eligible for the first registration may do the following:

1. Re-register children for kindergarten and grades 1 - 8.
2. If spaces are available (normally there will be), register siblings for three-year-old prekindergarten and re-register children for four-year-old prekindergarten. If spaces are not available, place these children on a waiting list. Spaces for morning four year-old prekindergarten will be granted on a first-come, first-served basis.
3. Place siblings of current students on waiting lists for all classes. If spaces are available after FBC and current students are given the opportunity to register/re-register, these children will be given the next priority for these openings.
4. Siblings of non-returning students (with the exception of 8th graders) will need to be placed on the waiting list.
5. This is also the priority registration deadline for middle school students not currently enrolled in FCS.

Third Registration

1. The names of those seeking enrollment in our school can be placed on a Waiting List at anytime.
2. Parents on the Waiting List will be contacted in January to see if they want their children to remain on the list for the following school year.

3. As places become available after the first and second registrations take place, parents on the Waiting List in accord with the order in which they signed up will be given the opportunity to meet with the elementary principal or administrator to determine their child's eligibility for enrollment in the school.

Safety Patrol

Those who serve on the Safety Patrol are fifth graders. AM patrol members are on their posts from 8:15 a.m. - 8:40 a.m. and PM Patrol members are on their posts from 3:00 p.m. - 3:10 p.m. Patrols are trained to ensure the safety of everyone on school property at arrival and dismissal. Your full cooperation with them and the supervising teacher is expected.

Security

The safety and welfare of students, parents, and staff is very important. We also want to prevent theft and vandalism from occurring in our facility and on the parking lot. Please adhere to these guidelines:

1. Never leave small children alone in the car.
2. Never leave valuables (including purses) in the car.
3. Let the school office know promptly if you see a suspicious individual in or near the school.
4. Do not visit classrooms or walk in the hallways without clearance from the security person on duty in the lobby.
5. Comply with school policies and procedures; accept direction from the administration, staff, members of the safety patrol, and security personnel in a gracious manner.

Screen Time Policy

Limited use of appropriate interactive technology may support, but may not replace, creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities for children in our Pre-K classes.

Statement of Changes to Handbook

Forcey Christian School reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to constituents.

Toys from Home

Toys may not be brought to school without special permission from the teacher.

Tuition Assistance

Barnabas Fund

This is a tuition assistance fund for qualified families that is being administered by Smart Tuition Management Company. The fund provides financial help to be distributed at the beginning of each school year, as we are able. Applications should be submitted in January or February. Families may qualify for aid totaling up to 25% of their total tuition cost. More details will be available during the winter. As God has enabled you, please prayerfully consider making a gift to this fund. Possibly your business could also make a donation in order to make Christian education more affordable for others. For more information or to make a tax-deductible donation, contact the office.

Andrea Wrightson Memorial Fund

Some families might encounter unexpected financial burdens during the school year that might jeopardize their continued enrollment. This fund is available to assist families in keeping their children in our school. For more information or to make a tax-deductible donation, contact John Wrightson at 301-622-9535. Checks may be written to *FCS/A. Wrightson Memorial Fund*. If God has given you a surplus, this is a fund worthy of your gifts.

APPENDIX 1: FCS FOOD ALLERGY POLICY

Students with severe, sometimes life threatening, food allergies attend Forcey Christian School (FCS). Foods that most commonly cause anaphylaxis, a **life threatening** allergic reaction, are peanuts, tree nuts, shellfish, milk, wheat, soy, and eggs. These severe allergic reactions can occur within minutes of ingestion or a reaction can be delayed for up to two hours. Some reactions are “biphasic” in nature with an initial period of symptoms, a symptom free period of 2-3 hours followed by severe shock-like symptoms. At present there is no cure for food allergies and strict avoidance is the key to preventing reactions. Once accidental exposure occurs, prompt administration of emergency epinephrine (EpiPen) is critical in the management of the reaction. Accidental exposure may occur by eating the food, inhalation of food vapors, or contact with the skin, mouth or eyes.

The goal of FCS is to provide a safe and nurturing school environment for students. It is important that staff and parents work in collaboration to address the nurturing and safety needs of students with a severe food allergy. Food products containing allergens are prevalent in the school setting, in the classroom as well as in the cafeteria. Some individuals are highly sensitive to contact with even trace amounts of the offending food. Peanuts, in particular, are a common allergen and are often a hidden ingredient in foods.

POSSIBLE SIGNS AND SYMPTOMS OF ANAPHYLAXIS

- Hives
- Swelling of lips, face, throat
- Abdominal pain
- Sense of impending doom
- Wheezing
- Coughing
- Vomiting
- Shortness of breath
- Collapse

GOALS

- To assure staff awareness of students with severe food allergy in the school
- To assure staff awareness of the seriousness of food allergy
- To minimize the potential for exposure of food allergic students to the food allergen
- To assure staff awareness of the signs and symptoms of a severe allergic reaction
- To provide prompt and effective intervention in the event of an allergic reaction
- To minimize the adverse educational effects of food allergy on the affected students and their classmates

FCS RESPONSIBILITIES

- FCS will support the efforts of teachers, administration, and parents to provide a safe and nurturing educational environment for the student with a severe food allergy.

- Eating in the classroom should be avoided. However, FCS must recognize the rights of students with diabetes and certain other health conditions. These students may need to eat during class and should not be required to leave the classroom. In addition, students may bring a healthy mid-morning snack to school to eat in the classroom during breaks. Parents of students are encouraged by school staff to provide foods that do not pose a potential risk for food allergic students in the same classroom. Additionally, FCS recognizes scheduling concerns including numerous lunch shifts and the possible need to provide snack in the classroom for students on late lunch shifts, returning from field trips, and other school sponsored trips.
- FCS will allow the storage of an EpiPen in a safe location in the classroom or other student areas, as appropriate, to facilitate prompt access if needed. At least one EpiPen must be stored in the health room.
- FCS will provide training for teachers, assistants, or others in the school building in the recognition of a severe allergic reaction, the use of the EpiPen, and proper follow-up emergency procedures when a student with a recognized life-threatening allergy is enrolled in the school.
- School staff should avoid the use of foods in curricular activities if possible. Where it is necessary to use food items in the curricular program, parents will be made aware in advance and student participation will be optional.
- FCS teachers and staff will consider student allergies when planning incentive and promotional activities.
- FCS will develop alternatives to the use of food for celebrations or as rewards.
- **Maryland Law, Education Article § 7-426, requires schools to designate a table in the cafeteria as peanut and tree-nut free. For a student with a physician-documented anaphylactic allergy (e.g., physician’s order for EpiPen) to peanuts or tree nuts, or a physician-documented anaphylactic allergy to another food, provisions for an allergen-free table will be made on a case-by-case basis, based on student need, physician-input, and parent request.**
- **For the student with a physician-documented anaphylactic allergy and the parent has not provided auto-injector epinephrine at school, at the first report of ingestion/or first experience of symptom(s), 911 will be called.**