

Robert K. Libby  
Superintendent of Schools  
518.237.0100  
Fax: 518.233.1878  
rlibby@cohoes.org



October 11, 2013

Dear Elementary School Families:

I would like to extend my sincere gratitude to all of the families, students and staff who attended our open meeting on October 2 regarding the district's plan to increase awareness of food allergies and expand food allergy prevention and response measures. At this time, I would like to inform you of our new, revised practices regarding shared baked goods and other treats during classroom celebrations which take effect today.

**ALL baked goods and treats that are shared during classroom celebrations must come from the enclosed safe snack list, published by the Safe Snack Guide®.** This guide is updated regularly, and is available on the Snack Safely website: [www.snacksafely.com](http://www.snacksafely.com). This list also includes candy for all upcoming Halloween parties. We are also working with Price Chopper, Hannaford, Sam's Club and Wal-Mart, to identify a list of baked goods that are free of peanuts and tree nuts and suitable for sharing in classrooms.

**Going forward, homemade baked goods will continue to be banned from being shared in the classroom or during school-wide events.** All food that is shared must be on the Safe Snack Guide, regardless of whether a student with a food allergy is in the classroom. This guide is also available in your child's classroom, in the main office of your child's school, and on the district website.

I continue to encourage healthy snacks such as fruit, vegetables, juice boxes and non-food alternatives such as pencils, pens, stickers, erasers, and classroom supplies to be shared during classroom celebrations.

In the coming week, we will be sending an additional update regarding our implementation of new practices and protocols with regard to food allergy awareness and safety. This includes information on food service, emergency response vehicles, professional development, emergency response training, and emergency care plans.

I appreciate your understanding and support of these changes as we work as a community to eliminate these potentially hazardous conditions for our students with severe allergies. Please feel free to contact me at 237-0100 or [rlibby@cohoes.org](mailto:rlibby@cohoes.org) if you have any questions.

Sincerely,

*Robert K. Libby*

Robert K. Libby  
Superintendent