



This memo is to clarify some common questions pertaining to the preparation, handling, and dispensing of food in various ways in our district's schools. The following guidelines have been approved by Risk Management as well as Boulder and Weld County Health Departments.

## **FOOD PREPARED AT SCHOOL**

### **By the Department of Nutrition Services:**

Only food prepared and obtained through the Department of Nutrition Services shall be sold in the kitchens/cafeterias. Nutrition Services personnel are the authorized staff to prepare and serve food. Food shall be served only in the kitchen/cafeteria area of the school, unless an exception is made by the principal.

**In Foods/Nutrition Classes:** Food prepared in Foods/Nutrition classes may be served to those students who are participating in such classes. It is not advised to serve food prepared in students' homes for "extra credit" projects or homework assignments.

**In Other Classes:** Food prepared as part of an educational unit, with the approval of the principal, may be eaten in class or served to others. However, the service of potentially hazardous foods are prohibited. Such potentially hazardous foods include, but are not limited to, meat and meat products, cheese, eggs, milk, (including cream fillings, custards, or whipped cream) sandwiches and sandwich fillings. NO home canned food items are to be served.

## **FOOD PREPARED IN PRIVATE HOMES**

**Sack lunches:** Home-packed lunches and meals are permissible and are to be consumed by the person bringing the food.

**Food prepared in quantity in private homes** is not approved to be served at school to students or staff because knowledge of ingredients, sanitation of preparation, and temperature of food in storage or transit is not available. In addition, quality and sanitation standards cannot be controlled.

**Bake Sales:** (as a fund raiser) If items such as cookies, cakes, pies, tarts, or turnovers are sold, they must be wrapped in plastic film and a record of the donors should be kept. A list of ingredients should be provided. NO home-canned foods or foods that contain cream fillings, custards, or whipped cream may be used in any of the above products.

**Track or Field Days; Field Trips** Home packed lunches are permitted for school events and trips but care should be taken as to the types of foods packed and that food temperatures are maintained (below 40 degrees). A frozen drink (such as juice) can help maintain that temperature inside a lunch sack or lunch box. Kitchen staff members are also available to prepare sack lunches for field days/ field trips for any student or staff member.

**Pot Lucks or Meals (staff lounge buffets for conference nights, etc.)** Such meals are not permitted for students; adults who prepare the food MAY BE held personally liable for any food borne illness.

## **COMPETITIVE FOOD SALES**

All schools participating in the federal school meals programs must adhere to the Colorado and Federal Rules and Regulations governing competitive food sales.  
1 CCR-301-3, section 2202-R-203.2 (see copy attached).

**Refer to BOE policies KF, KF-R and KF-E, regarding community use of facilities and required staffing by school food personnel for the following school events:**

**EVENTS SUCH AS CHILI SUPPERS, SPAGHETTI SUPPERS, EASTER EGG HUNTS** Such events must have food prepared on site under the supervision of a Nutrition Services employee and or a commercially licensed vendor (see next section).

## **COMMERCIALLY PREPARED FOOD FROM A LICENSED VENDOR OR CATERER**

Foods purchased or donated from a commercial establishment are permitted providing the vendor supplies a copy of their license from the health department: "License to Operate a Retail Food Establishment"

Caterers (with commercial licenses) may prepare and/or serve meals or refreshments in school kitchens, under the supervision of a Nutrition Services employee.

All other rules also apply (i.e. foods cannot be sold "competitively", see above)

## **SPECIAL WARNING**

Extreme care for general cleanliness and proper food handling is essential at all times, as many diseases may be transmitted by foods.

All perishable foods need careful temperature controls, either less than 40 degrees Fahrenheit or more than 135 degrees Fahrenheit. Holding foods at room temperature is strictly forbidden.

If you suspect a food borne illness outbreak from ANY source, please notify the Department of Nutrition Services immediately.

## **THE CODE OF COLORADO REGULATIONS**

## **1 CCR-301-3**

### **2202-R-203.00 Competitive Food Service**

203.2 Such competitive food service shall not operate in competition with the district's food service program, and shall be closed for a period beginning 1/2 hour prior to and remain closed until 1/2 hour after the last regular scheduled school lunch and/or school breakfast period on the campus where the school lunch and/or school breakfast is served.