

RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT
REGULATION 8540-R

SANITATION AND SAFETY

Administration of food safety and sanitation

1. All events involving the distribution of food items or the preparation of food items on school property must receive prior approval from the building principal or administrative supervisor.
2. The director of food services will be responsible for:
 - advising the principal or administrative supervisor of all mandated requirements and recommendations
 - notifying the superintendent of schools and the office of student services regarding improper food handling procedures that do not ensure the health and safety of students, staff, and parents/guardians.
3. At the beginning of the school year, principals and administrative supervisors shall distribute information advising all stakeholders of the need for proper food handling. Such distribution may be accomplished by parent/guardian letters, adding information sheets to bulk mailings, or publishing approved procedures in school newsletters, etc.
4. Food vendors involved in school-sponsored activities must provide a copy of current health department certificate and liability insurance as provided for in regulation 1500-R, Public Use of School Facilities.

Non-commercially prepared food items

1. Non-commercially prepared food items, including food items prepared in homes, may not be sold at school fundraisers or other school-sponsored events, nor served within individual classrooms.
2. However, parents/guardians may provide commercially-prepared food items for special occasions within individual classrooms. Such parents/guardians must contact the teacher of such classroom in advance for approval and planning. The director of food services shall offer such parents/guardians an information sheet to ensure the safe handling of such food items.
3. With the exception of approved home and career instructional programs, potentially hazardous food shall not be cooked or prepared either for or in classrooms or at student events except in accordance with #4 and #6 below. Examples of potentially hazardous food includes:
 - cooked or stuffed turkey
 - shell fish
 - poultry of any kind
 - other meats
 - eggs

- mayonnaise
 - ice cream products
 - home canned food
 - peanuts and other nut products.
4. All classroom food projects must receive prior approval from the principal or administrative supervisor except for approved home and career instructional programs.
 5. If there is a question as to whether a particular food is potentially hazardous, the principal or administrative supervisor shall contact the director of food services before approval is given.
 6. Food service employees will assist teachers by cooking or preparing potentially hazardous food items and bringing them to the classroom for distribution, upon request.
 7. Classroom food projects shall include instruction and monitoring of proper food preparation and hand washing procedures. Foodstuffs shall be handled minimally. The director of food services will assist teachers in such matters as requested.

District food services

1. Parents/guardians and staff members may use the food services district price list of à la carte food items as an alternative to non-commercially prepared food items.
2. The principal or director of food services will distribute price lists and menus for food items provided by the food services department. Such price lists and menus will be distributed to student organizations and teachers at the beginning of the school year and shall list the telephone number of the building cafeteria manager.

Sanitation and safety standards for food distribution

1. The adult or child will wash their hands for at least 30 seconds with warm soapy water and then dry them.
2. The adult or child will wear latex or vinyl gloves. If such gloves become contaminated (e.g., pushing hair out of face, touching nose or furniture), the old gloves must be replaced by new gloves before distribution continues.
3. The adult or child must wear gloves and frequently wash hands and change gloves if assisting students in opening food containers, including milk containers. Student may not reach into large containers or packages of food.
4. Table surfaces shall be disinfected with a 10 percent bleach solution.
5. Cafeteria monitors shall be required to follow the same procedures as food service employees.

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