

Food Safety Procedures

This bulletin will serve to clarify common questions pertaining to the preparation, handling, and dispensing of food in Denver Public Schools.

1. Food Prepared at School

- By the Denver Public Schools Food and Nutrition Services (FNS) Department – The Food and Nutrition Services Department provides food safety training for all food service employees involved in food preparation, transportation and/or service of foods. The FNS department has implemented a food safety plan based on HAACP principles in each building where school meals are served. USDA guidelines for developing and implementing the food safety program are followed by FNS employees.
 - Groups that use the school kitchen must a) receive approval from the Kitchen Supervisor and b) do so under the supervision of a school district food service employee who is certified in food safety. Foods prepared in the school kitchen must be purchased from an approved source. In the event external caterers are used, the safety of food is the responsibility of the caterer and those serve the food.
 - Access to school district food production and storage areas is restricted to school food serve employees and others as approved by the Kitchen Supervisor.
- In other classes or from the school garden—
 - Food prepared in a class for a food-related lesson that is monitored by the instructor may be eaten in the class. Food prepared for the food-related lesson shall not be served or sold to other students or staff. Food preparation includes storing washing, cutting, mixing, separating, cooking and packaging.
 - Food prepared in school gardens or classrooms may be eaten in school cafeterias or classrooms where food safety procedures are followed. The food safety procedures that should be followed include:
 - Proper hand washing techniques must be followed by anyone preparing the food from the garden. Proper handwashing steps should also be followed for other food activities in the classroom, as follows: 1) Turn on water and wet hands 2) Apply soap to wet hands 3) Lather hands with soap; get under finger nails, scrub between fingers, and lather wrists for 20 seconds 4) Rinse all soap off of hands 5) Dry hands with paper towel and turn off the sink with the paper towel. Wash hands before food preparation, after any interruption of food preparation (touching face/nose/mouth, eating, drinking, etc.)

- Rinse the produce from the garden or other reputable source (i.e. grocery store) under cool, running water before preparing and consuming. Dirt from the produce should be removed completely.
- Wash, rinse, and sanitize all cutting boards, food surfaces, and utensils (including knives) before and after preparation. Avoid cross-contamination by using separate cutting boards for vegetables and meats, keeping ready to eat foods away from raw foods, and by washing hands frequently.
- Keep garden produce or other produce that has not been prepared in the refrigerator at 41°F or less.

2. Food Prepared in Private Homes

Guidelines for food brought to school for consumption in the classroom and/or by other students in a school, ***are at the discretion of school leaders and school guidelines and policies***. However, given food allergies and the risk to student health the following guidelines are strongly encouraged:

- Foods brought from home must be purchased ready-to-eat and wrapped in the original packaging.
- No items prepared in whole or in part in someone's home shall be served to students at any time during the school day.
- Food or beverages, that are provided to, but not sold to students, must meet the districts nutrition guidelines (see Policy ADF-R). No caffeinated or soda drinks shall be served at any time. Therefore, students, parents, teachers and others who bring food for distribution to other students, such as for birthdays, holiday, and other occasions, must bring food items that have been commercially packaged.

3. Food Sales to Students

- Items available for sale to students may not be sold 30 minutes before to 30 minutes after the school meal service for breakfast and lunch on any area of campus that is accessible to students.
- Federal guidelines require any food or beverage service available to students on the school campus during the school day, operated by school approved organizations or by school-approved outside vendors must meet one of the following general standards:
 - Be a whole grain-rich grain product
 - Be a combination food that contains at least ¼ cup fruit or vegetable
 - Contains 10% DV for calcium, potassium, vitamin D, or dietary fiber
 - Calorie limits: snack items <200, entrée items < 350
 - Sodium limits: snack items < 230mg; entrée items <480 mg
 - Fat limits: total fat <35% of calories; saturated fat < 10% of calories; trans fat < zero grams
 - Must be 100% fruit juice
 - No added sweeteners

- <120 calories per 8 ounces
- Diet soda is prohibited
- Flavored and/or carbonated beverages that are < 20 ounces must contain < 5 calories per 8 ounces or < 10 calories per 20 ounces
- Flavored and/or carbonated beverages that are < 12 ounces must contain < 40 calories per 8 ounces or < 60 calories per 12 ounces
- Schools may have up to three exempt fundraisers per school building per year
 - Food and beverage fundraisers *meeting* the standards and exempt fundraisers may be sold on the school campus during the school day except during the meal services and for a period beginning 30 minutes prior to and until 30 minutes after the school breakfast and lunch meal serving times.
 - Many fundraising opportunities exist that do not involve food. There are no limits imposed by this policy on non-food fundraising activities.
- The following areas are not affected by federal or state regulations, but may be restricted by the school:
 - Items sold during non-school hours, weekends or off-campus fundraising events
 - Foods brought from home for personal consumption by an individual student
 - Fundraiser foods not intended for consumption at school.

NOTE: The guidelines above apply to food sold in school stores, snack bars, vending machines and for fundraising. They do NOT apply to foods brought from home for individual student consumption, family evening events, fundraisers that occur outside of school property or hours, or food sold in areas in which students have restricted access, e.g. staff/faculty lounge.