



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5153

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CATEGORY: Support Services, Safety Program

EFFECTIVE: 1-29-62

SUBJECT: School Special Events including Festivals, Potlucks & Carnivals

REVISED: 10-27-06

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the handling of food at school events by people who are not food service employees; to provide guidance for the operational and security arrangements for school carnivals (K-6) and other school special events, including safety provisions, prohibition of bonfires, special electrical service and installations; and to outline procedures regarding payment to school police services, custodial, and food service personnel for services at carnivals, other special events and school potluck dinners.
2. **Related Procedures:**  
Overtime authorization and compensation for classified employees ..... 7426  
Security, General ..... 5000

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-4010, G-2000, G-3000, H-8650.

## C. GENERAL

1. **Originating Office:** Suggestions or questions concerning this procedure should be directed to the Food Services Department, Risk Management Department, Business Operations Division, and to the School Police Services Department, Office of the Chief Administrative Officer (on matters pertaining to security).
2. Carnivals and other special events are held at elementary schools and are generally sponsored by the school and the PTA or PTSA. Activities for secondary school students usually are sponsored by the PTA or PTSA and other community groups. Special events include festivals, “grad” nights, farmers’ markets and other similar activities.
3. **Responsibility:** All special events must be approved by the principal. Additionally, the principal is responsible for obtaining appropriate proof of insurance from nondistrict businesses assisting with the activities. Certificates of insurance from such businesses must include the San Diego Unified School District as an additional insured, and meet the district’s required limits. Contact Risk Management Department for further information.

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4. **Payment for Services to School Police Services, Custodial and Cafeteria Employees**

- a. **Fund-raising events:** Salary payment is made by the district when district security and/or custodial employees are involved; the fund-raising organization reimburses the district for such expense.
- b. **Other events:** Prior approval must be obtained from the Custodial Supervisor, Maintenance & Operations for payment of custodians by the district.
- c. **Food Service employees** should be paid by the sponsoring group on date of use, according to approved rates indicated on the contract for use of kitchen facilities.
- d. **Prior arrangements** must be made for extra trash dumpsters through custodial services.

5. **Health Regulations**

- a. **San Diego County Department of Health Services** does not require that parents working on fund-raising activities in school cafeterias have food handling certificates. It requires that a safety-certified cafeteria manager be in charge of and supervise handling of food products.
- b. **The school nurse or Nursing and Wellness Program Office**, if requested by the site administrator, may assist in recommending appropriate training materials for food handlers/sellers regarding proper hand washing, food borne illness prevention, the importance of not working around food when ill and wearing proper food-handler plastic gloves when serving food that is not prepackaged.

6. **Bonfires** and fireworks are not permitted on the school grounds.

7. **Regulations Governing Electrical Facilities**

- a. Care must be exercised not to overload electrical circuits; only district standard *3-wire grounded* electrical cords shall be used to supply power.
- b. The district does not provide floodlights or install special wiring.

- c. Electrical equipment provided by parents/volunteers should be inspected by a qualified electrician prior to use. Volunteer work should be supervised by a district employee designated by the principal.
- d. Only equipment carrying an Underwriters' label shall be used.
- e. Appropriate district maintenance personnel may be requested to inspect installations before use.

#### **8. Safety Precautions**

- a. The use of astrojumps, large inflatable slides, trampolines or any other rebounding or inflatable devices is prohibited on district property. The **ONLY** exceptions are mini-trampolines or similar devices that are used for special education or adaptive physical education programs.
- b. The use of “dunk tanks” is prohibited on district property with no exceptions.
- c. All other recreational equipment, such as climbing walls **MUST** be approved by Risk Management Department on a case-by-case basis. Stringent insurance requirements will apply for all items approved.

Please contact Risk Management Department with any questions you may have regarding these prohibitions.

Additional items concerning poor/unsafe fire practices also include:

- a. Use of flammable materials in booth decoration must be held to a minimum; flame-retardant cloth or paper must be used where possible.
- b. Decorations along faces or separations of booths that would facilitate transmission of fire should be divided by plywood sheets at least 1/4" thick.
- c. A separation of at least *25 feet* must be maintained between booths and school-building walls.
- d. Open flames are prohibited for cooking or warming food in booths; electric hot plates with proper shielding and electrical grounding must be used.
- e. Booths or other obstructions must not block required fire lanes or exits from auditorium and cafeteria.

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- f. Employees in charge of the special event must be aware of location(s) of nearest fire extinguishers and fire blankets.
9. **School Security**
- a. Principals should review Procedure 5000, Section C.10., relating to school events.
  - b. Principals must make arrangements with the School Police Services Department to hire school police personnel or private security guards.
  - c. Prior to approval for similar events *not* sponsored by the district, principal should require that security be hired to protect district property pursuant to Procedure 5000.
  - d. Principals should have adequate supervision assistance regardless of security assistance levels.
10. **Food Handling to Prevent Contamination**
- a. All food sales must be confined to the premises.
  - b. All foods must be reasonably protected from dust, dirt, other contamination and from handling by the public.
  - c. Temperature Control
    - 1. Safe temperature controls must be provided for all perishable and potentially hazardous foods. Provide thermometers for each refrigeration unit and a metal probe thermometer to check food temperatures. Clean probe thermometers before and after each food temperature check.
    - 2. DO NOT THAW FROZEN FOODS AT ROOM TEMPERATURE. Thaw under refrigeration or as part of the cooking process.
    - 3. COLD FOODS MUST BE MAINTAINED BELOW 41°F at all times.
    - 4. HOT FOODS MUST BE MAINTAINED ABOVE 140°F at all times.
    - 5. RAPIDLY HEAT FOODS TO 140°F OR HOTTER before transferring them to warming units (e.g. steam tables, chafing dishes).

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6. Food in transit must be protected from contamination and must meet the temperature requirements specified above.

NOTE: An adequate number of properly functioning food holding units (e.g. adequate capacity stoves, roasting ovens, barbecues, steam tables, chafing dishes, refrigerators, coolers) are required to cook and to maintain safe temperatures for all potentially hazardous foods.

- d. Plates, cups, containers, and utensils used for eating shall be disposable; straws must be individually wrapped.

**D. IMPLEMENTATION** (Section C.)

**E. FORMS AND AUXILIARY REFERENCES**

1. Personnel/Payroll Handbook

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff

For the Superintendent of Schools