



## **ADMINISTRATIVE PROCEDURE**

CATEGORY: **Support Services, Safety Program**

SUBJECT: **School Special Events, Including Festivals, Potlucks and Carnivals**

### **A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing the handling of food at school events by people who are not Food and Nutrition Services 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 and Nutrition Services personnel for services at carnivals, other special events, homecomings, and school potluck dinners.
2. **Related Procedures:**

District Safety and Security .....	5000
Overtime Authorization and Compensation for Classified Employees .....	7426
Civic Center Use of Buildings, Grounds and Equipment .....	9205

### **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policies D-4010, G-2000, G-3000, H-7700 and H-8650.

### **C. GENERAL**

1. **Originating Offices.** Suggestions or questions concerning this procedure should be directed to Food and Nutrition Services, Safety Management, Risk Management, Legal Services, and School Police Services as appropriate.
2. Carnivals and other special events are held at elementary schools and are generally sponsored by the school and the Parent Teacher Association (PTA) or Parent Teacher Student Association (PTSA). Activities for secondary school students are usually sponsored by the PTA, PTSA, or other community groups. Special events include festivals, grad nights, farmers' markets and other similar activities.
3. Schools providing foods for celebrations and fundraisers are encouraged to provide healthy and nutritious options. The district's Wellness Policy and Framework provides guidelines regarding the nutrition requirements of foods offered and should be referenced when planning special events.
4. **Responsibility.** All special events must be approved by the site principal/administrator, who is responsible for obtaining the appropriate proof of insurance from non-district businesses assisting with the activities. Certificates of insurance and required endorsements from such businesses must include the San Diego Unified School District as an additional insured, and meet the district's required limits. Contact the Risk Management Department for additional information.
5. Payment for services to School Police Services, custodial and cafeteria employees.
  - a. Fundraising events: Compensation is paid by the district when district security and/or custodial employees are involved; the fundraising organization reimburses the district for such expenses.

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- b. Other events: Prior approval must be obtained from Physical Plant Operations (PPO) for payment of custodians by the district.
  - c. Food and Nutrition Services employees should be paid by the sponsoring group on the date of the event, 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.
6. **Health regulations.**
- a. San Diego County Department of Health Services does not require that parents working on fundraising 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 Office, if requested by the site principal/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.
7. Bonfires and fireworks are not permitted on the school grounds. As an exception, civic organizations that have historically held celebrations on district fields which include fireworks may continue to do so, provided district safety and insurance requirements are satisfied. (Administrative Procedure 9205)
8. **Regulations governing electrical facilities.**
- a. Care must be exercised not to overload electrical circuits; only district standard three-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 site principal/administrator.
  - d. Only equipment carrying an Underwriters' Laboratory (UL) label shall be used.
  - e. Appropriate district Physical Plant Operations (PPO) personnel may be requested to inspect installations before use.
9. **Safety precautions.** Contact Risk Management with any questions regarding the items below.
- a. The use of astro jumps, large inflatable slides, bounce houses, trampolines, Velcro jumps, or any other rebounding or inflatable devices including sumo wrestling outfits, jousting poles, etc.) is prohibited on district property or for school-sponsored events. The ONLY exceptions are mini-trampolines or similar devices that are used for special education or adaptive physical education programs.

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- b. The use of “dunk tanks” is prohibited on district property or for school-sponsored activities without exception.
  - c. All other recreational equipment such as climbing walls **MUST** be approved by Safety Management or Risk Management on a case-by-case basis. Additional insurance requirements will be enforced for all items approved.
  - d. The use of mechanical rides **MUST** be approved by Risk Management prior to the scheduling or allowance, and will be subject to additional insurance requirements. Mechanical or motion “thrill” rides are prohibited.
10. **Safe fire practices.**
- a. Use of flammable materials in booth decoration must be held to a minimum; flame-retardant cloth or paper must be used wherever possible.
  - b. To reduce the transmission of fire, decorations along fences or separations of booths should be divided by plywood sheets at least ¼” thick.
  - c. 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 auditoriums and cafeterias.
  - f. Organization in charge of the special event must be aware of the location(s) of the nearest fire extinguisher(s) and fire blanket(s) and must be trained in the use of fire extinguishers.
11. **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, contamination, and handling by the public.
  - c. Temperature control.
    - (1) Do not thaw frozen foods at room temperature. Thaw under refrigeration or as part of the cooking process.
    - (2) Cold foods must be maintained below 41° F at all times.
    - (3) Hot foods must be maintained above 135° F at all times.
    - (4) Rapidly heat foods to 165° F or hotter before transferring them to warming units.

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Note: An adequate number of properly functioning food holding units (e.g. adequate capacity stoves, roasting ovens, barbecues, steam tables, 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.
12. Associated Student Body (ASB) float specifications and regulations. All design concepts must be reviewed by the site principal/administrator, and approved by Safety Management and Risk Management. All floats must comply with city and state fire, construction and motor vehicle codes and regulations.
13. **School security.**
- a. Site principal/administrator should review Administrative Procedure 5000, Section C.10., relating to school events.
  - b. Site principal/administrator must make arrangements with School Police Services to hire School Police personnel or private security guards.
  - c. Prior to approval for similar events not sponsored by the district, the site principal/administrator should require that security be hired to protect district property in accordance with Administrative Procedure 5000.
  - d. Site principal/administrator should have adequate supervision assistance regardless of security assistance levels.

**D. IMPLEMENTATION** is outlined in Section C.

**E. FORMS AND AUXILIARY REFERENCES**

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



Chief of Staff