



**ADMINISTRATIVE POLICY**

**CODE: EFAB-AR**

**TITLE: FOOD PRODUCTS FROM HOME & KITCHEN FACILITY USAGE**

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The guidelines will apply to all schools or school-sponsored activities and facility usage involving students. This position is based on the recommendation of Deschutes County health officials.

1. Home prepared foods brought into district locations may be used only for the following purposes:
  - a. Individual student lunches.
  - b. Individual staff lunches.
  - c. Consumption by staff members on a voluntary basis.
2. Pre-packaged food items that are made by licensed commercial facilities may be distributed in district locations provided:
  - a. A supervised hand washing must precede distribution
  - b. Handling is minimized using such things as tongs and gloves to prevent contamination and guarantee individual servings.
3. School kitchen facilities may be used to assemble food products purchased from commercially licensed distributors if supervised by an employee certified as a food handler. If any kitchen equipment or utensils are to be used, a Nutrition Services staff member must be present. There is a charge for Nutrition Services labor and the use of the facility.

All kitchen facility use must be pre-approved by the Nutrition Services Supervisor to ensure proper sanitation and clean up.

Please refer to the [www.bend.k12.or.us/district/parents/school-meals](http://www.bend.k12.or.us/district/parents/school-meals).

END OF ADMINISTRATIVE REGULATION

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REVIEWED: 12/13/19, 12/10/24\*

APPROVED: 12/13/19, 12/10/24\*

*\*reviewed/no updates necessary*