

Purpose

This administrative procedure is designed to guide all of those responsible for the sale of food products in the schools of the Board. The administrative procedure will assist the Board and its schools to implement the School Food and Beverage Policy in keeping with the mandate given in **School Food and Beverage Policy/Program Memorandum No. 150**.

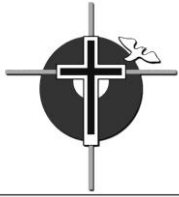
General

- All staff, volunteers and parents are encouraged to model healthy nutrition and beverage choices, helping students to make the right choices themselves.
- All persons involved in the sale or provision of food and beverages to students will engage in surveying the current state of affairs and the development of a plan to move to compliance with the Nutrition and Beverage policy by September 1, 2011.
- The School Assessment Survey in the Ministry of Education Resource Guide shall be used to determine whether any and all foods available to students, for sale, are appropriate. In secondary schools, this also applies to vending machines.

Administrative Procedure

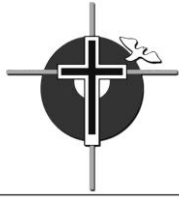
Catholic District School Board of Eastern Ontario:

- will support school staff, students, parents and the community at large in the implementation of the School Food and Beverage Policy.
- will comply with Ontario Regulation 200/08, “Trans Fat Standards” and any other applicable regulations made under the Act.
- will ensure that food and beverages are prepared, served, and stored in accordance with Regulation 562, “Food Premises, as amended, made under the Health Protection and Promotion Act.
- will ensure that students have access to drinking water during the school day.
- will ensure that the diversity of students and staff must be taken into consideration in order to accommodate religious and/or cultural needs. (See Equity and Inclusive Education Policy and Administrative Procedure B13)



The principal:

- will orient students, teachers, cafeteria staff and Catholic School Councils to the Board School Food and Beverage Policy.
- will orient students, teachers, cafeteria staff, and Catholic School Councils to the Ministry of Education School Food and Beverage Policy Resource Guide.
- will communicate the changes required by the Ministry and Board policy to parents and seek their cooperation and support.
- will make parents, students, teachers and support staff aware of the Ministry of Education website www.ontario.ca/healthyschools .
- may designate up to ten days as special-events days.
- will identify three of the ten special-events days as “undetermined” so that the school has built in flexibility when planning these days.
- will consult with Catholic School Councils prior to designating a day as a special-event day.
- will, in consultation with school council and staff, seek alternatives to selling confections as fundraisers.
- will make coaches of sports teams aware that energy/sports drinks and energy bars are not to be given or sold to athletes.
- will take into consideration strategies developed under the Board’s policy on anaphylaxis to reduce the risk of exposure to anaphylactic causative agents. (See Administrative Procedure B1-2)
- will provide local businesses (e.g. pizzerias and sub shops) with the Ministry of Education nutrition and ingredient guidelines, to ensure that foods purchased off-site and re-sold in schools will meet Ministry guidelines and Board policy requirements.



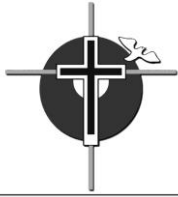
- may invite a health unit nutritionist to speak at meetings of the Catholic School Council, student council or staff

Acceptable and Unacceptable Foods

- **Permitted foods – Sell Most Category >80%.** The most desirable food choices are those that are found in the Ministry guidelines in the **“Sell Most”** category. Foods in this category are generally low in fat and sodium, are fortified and high in fibre and calcium. It is not possible to name particular foods, since virtually every food, prepared in the right way with the right ingredients could be nutritious and healthy. They must make up 80 per cent of all food choices that are available for sale in all venues, through all programs and at all events. The same requirement applies to beverage choices. **See Appendix A: Nutrition Standards for Ontario Schools**
- **Permitted Foods – Sell Less Category < 20% .** Products in this category may have slightly higher amounts of fat, sugar and/or sodium than food and beverages in the **“Sell Most”** category. They must make up no more than 20 per cent of all food choices that are available for sale in all venues, through all programs and at all events. The same requirement applies to beverage choices. **See Appendix A: Nutrition Standards for Ontario Schools**
- **Foods that are not permitted** – the least desirable food choices are those that are found in the Ministry guidelines in the **“Not Permitted”** category. Foods in this category are generally high in fat and sodium, low in fibre and calcium and are not fortified. Categorical statements about all foods cannot be made since ingredients and preparation are key to determining whether the food is beneficial to health. **See Appendix A: Nutrition Standards for Ontario Schools**

Application

The Nutrition Standards apply to all food and beverages that are:



- sold in all venues (e.g. cafeterias, vending machines, tuck shops), through all programs (e.g. catered lunch programs), and at all events (e.g. bake sales, sports events).

The standards do not apply to food and beverages that are:

- Offered in schools to students at no cost; (e.g. breakfast programs)
- Brought from home or purchased off school premises and are not for resale in school;
- Available for purchase during field trips off school premises;
- Sold in schools for non-school purposes (e.g. sold by an outside organization that is using the gymnasium after school hours for a non-school-related event);
- Sold for fundraising activities that occur off school premises;
- Sold in staff rooms