



Policy: Nutrition – Creating a Healthy Environment

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Adopted:	May 24, 2011	Former Policy Number:	n/a
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Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that as a Catholic learning community, healthy school nutrition based environments for students and staff need to be developed and maintained. The Board shall provide food services that feature nutritious foods and nutrition education programs and activities.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- Healthy school eating environments that encourage and model healthy living behaviours are created in all schools. These healthy school environments will support all members of the school community to develop and maintain healthy eating practices while consistently providing healthy food choices and healthy eating messages throughout the school and at school-related events and activities.
- Food and beverages served and sold in schools to students and at work sites reinforce the good nutritional practices emphasized in the Ontario Curriculum, the Canada Food Guide, and in educational programs offered in our schools and at work sites. This includes cafeterias, canteens, vending machines, lunch, breakfast and snack programs, and fundraising events. The food choices available are from food and beverages of maximum nutrition and comply with provincial legislation relating to nutrition, such as the Healthy Food for Healthy Schools Act and any other pertinent legislation.
- Fundraising that contributes to educational programs and opportunities for students are complementary to the health of students and the community that supports them (with one allowable exemption per school year).
- Partnerships between schools and businesses are designed with an emphasis on identified health and educational needs before considering commercial motives.
- Hand washing is promoted as a simple and effective way to reduce the spread of food-borne illnesses, as well as colds and flu.
- Foods served and sold in schools adhere to Board policies regarding allergy-safe foods and safe food environments. The Anaphylaxis Policy of the Board will be adhered to when considering foods sold, served, or brought into the school or work sites.
- Food and beverages must be prepared, served, and stored in accordance with Regulation 562, “Food Premises,” as amended under the Health Protection and Promotion Act.
- School councils, community sponsors, etc., will be provided with information to make them aware of Policy and Program Memorandum 150 (P/PM 150) and will be provided with training opportunities to continue to build healthy school environments.

Glossary of Key Policy Terms:

Healthy School Nutrition Environment (from the *Call to Action: Creating a Healthy School Nutrition Environment 2004*)
 “A healthy school nutrition environment is made up of nine essential elements. These elements are:

1. Food and nutrition policies to support healthy eating;
2. Nutrition education for students;
3. Nutrition education for staff provided by registered dietitians;
4. Healthy, reasonably priced and culturally appropriate food choices available in schools;



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5. Positive role modeling of healthy eating by school staff;
6. Student, parent and community education about healthy eating;
7. School nourishment programs;
8. Safe food practices and allergy-safe environment; and,
9. Appropriate scheduling of nutrition breaks.”

Nutrition Education

Nutrition education is the process of teaching current nutrition knowledge in ways that promote the development and maintenance of positive attitudes and habits of eating nutritious food.

Healthy Food Choices

A healthy food choice is the process of selecting foods of maximum nutritional value. These foods are:

- § Good or excellent sources of important nutrients (i.e., vitamins, minerals, protein and fibre);
- § Generally low in added fat, sugar and/or salt;
- § Found within one of the four food groups in Eating Well with Canada’s Food Guide;
- § Generally whole grains, vegetables and fruit, low fat milk products, and lean meats and alternatives.

Serve/Sell Most (≥80%)

Products in this category are the healthiest options and generally have higher levels of essential nutrients and lower amounts of fat, sugar, and/or sodium. They must make up at least 80% of all food choices that are available for sale or served in all venues, through all programs, and at all events. See P/PM 150 Appendix Nutrition Standards for Ontario Schools. The same applies to beverage choices.

Serve/Sell Less (≤20%)

Products in this category may have slightly higher amounts of fat, sugar and/or sodium than foods and beverages in the “Serve/Sell Most” category. They must make up no more than 20% of all food choices that are available for sale or served in all venues, through all programs, and at all events. See P/PM 150 Appendix Nutrition Standards for Ontario Schools. The same applies to beverage choices.

Foods Not Permitted to be Served or Sold

Products in this category generally contain few or no essential nutrients and/or contain high amounts of fat, sugar, and/or sodium. Foods and beverages in this category may not be served or sold in schools. See P/PM 150 Appendix Nutrition Standards for Ontario Schools.

Food Borne Illness

Food borne illness (also food borne disease) is any illness resulting from the consumption of food. Food borne illness is commonly called food poisoning, even though most cases are caused by a variety of pathogenic bacteria, viruses, prions or parasites that contaminate food, rather than chemical or natural toxins.

Special Event Days

A day designated by the principal of the school on which food and/or beverages served or sold in schools are exempt from the nutrition standards as outlined in P/PM 150 and this policy.

References

- Bill 8 – “Healthy Foods for Healthy Schools Act, 2008” – An Act to amend the Education Act
(www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e02_2.htm#BK572)
- Foundations for a Healthy School document (Ministry of Health/Ministry of Education)
(www.edu.gov.on.ca/eng/healthyschools/foundations.pdf)
- Education Act, Section 265, Duties of Principals: Care of Pupil
- Call to Action: Creating a Healthy School Nutrition Environment, Ontario Society of Nutrition Professionals in Public Health
School Nutrition Workgroup Steering Committee, 2004
(www.osnpph.on.ca/pdfs/call_to_action.pdf)
- Ontario Physical and Health Education Association (OPHEA) – Healthy and Physical Education Curriculum Support binders, Grade 1 to 8



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Eating Well with Canada's Food Guide, Health Canada, 2007

(www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php)

Nutrition Tools for Schools resource (contact local health unit) – Classification of foods with maximum, moderate, and minimum nutritional value

Brant Haldimand Norfolk Catholic District School Board Policy #700.05, Fundraising

Brant Haldimand Norfolk Catholic District School Board Policy #200.19, Administration of Medication to Students

Administrative Procedures or Health Support Services and Emergency Response

Brant Haldimand Norfolk Catholic District School Board Policy #200.18, Protection of Anaphylactic Pupils

Regulation 562 "Food Premises", as amended under the Health Protection and Promotion Act



Nutrition – Creating a Healthy Environment AP 200.01

Procedure for:	Principals & Vice-Principals	Adopted:	May 24, 2011
Submitted by:	Superintendent of Education	Revised:	January 29, 2013
Category:	Students		

Purpose

The purpose of this procedure is to guide Board personnel and school communities in the development of healthy school environments that support student learning and success by encouraging students, staff and parents/guardians to make nutritious food and beverage choices.

Responsibilities

All Board staff shall follow this administrative procedure. Specific directions are provided for senior administration and principals.

Information

It is the responsibility of all schools and worksites in the Brant Haldimand Norfolk Catholic District School Board to comply with provincial legislation relating to nutrition including the Healthy Food for Healthy Schools Act (Bill 8), the School Food and Beverage Policy (P/PM 150) and other pertinent legislation. This administrative procedure covers food and beverages sold or served to students and staff during the school day, at school or board sponsored special events, at meetings or in-services, at sporting events and at all board sites, including non-instructional sites.

The procedure does not apply to food and beverages that are:

- § For personal consumption, brought from home or purchased off school premises and are not for resale in schools;
- § Available for purchase during field trips off school premises;
- § Sold in schools for non-school purposes after school hours (e.g. sold by an outside organization that is using the gymnasium for a non-school-related event);
- § Sold for fundraising activities that occur off school premises provided these activities occur no more than one (1) time per year in both elementary and secondary schools;
- § Provided to nutrition programs that follow the Student Nutrition Program (Nutrition Guidelines 2000) developed by the Ministry of Children and Youth Services.

Notwithstanding the above, the guidelines for food sold, served and brought to school as detailed in the Brant Haldimand Norfolk Catholic District School Board Anaphylaxis Policy apply to all schools and board sites, including non-instructional sites.

Procedures

The following procedures shall be followed:

1.0 Senior Administration

The Senior Administration will encourage and communicate the following consistent healthy eating messages in school and work site environments in order to promote a positive effect on health, growth, and intellectual development.



The Senior Administration will:

- § work with partners to ensure that nutrition and food safety training for food service staff, including volunteers, is available.
- § ensure when food service and beverage contracts are renewed that the contracts are in compliance with the nutrition standards of P/PM 150 and the Brant Haldimand Norfolk Catholic District School Board Nutrition Policy.
- § collaborate with service providers to provide healthy options, following the Board's nutrition policy guidelines, in school cafeteria and vending machines that are favourably priced, (i.e. Foods in the "Sell Most" category will be offered at an equal or lesser cost than those in the "Sell Less" category).
- § ensure all food and beverages served/sold at Board-sponsored meetings, workshops, special events, Catholic School Council events, will comply with the standards as outlined in P/PM 150 and the Brant Haldimand Norfolk Catholic District School Board Nutrition Policy.
- § establish a Nutrition Steering Committee that will provide direction to co-ordinate, review, and evaluate the implementation and effectiveness of nutrition programs in the system, and to make changes where necessary. An annual analysis of healthy eating environments will be conducted by the Nutrition Steering Committee and reported to the Director of Education.

2.0 Principals

Principals will ensure:

- § that food and beverages provided to students and staff will be in compliance with the nutrition standards of P/PM 150 and the Brant Haldimand Norfolk Catholic District School Board Nutrition Policy [refer to the Monitoring Compliance Reports (Appendix A), and the *At-A-Glance Guide to Ontario's School Food and Beverage Policy* (see related link under *References*)].
- § staff do not use food as a reward to promote positive classroom behaviour.
- § school-sponsored fundraising activities will promote either nutritious foods or non-food items. When food is chosen as the fundraiser item, the principal will ensure that food in the "Sell Most" category value be used. Each school is allowed one exemption per school year.
- § the healthy choices are favourably priced, (i.e. Foods in the "Sell Most" category will be offered at an equal or lesser cost than those in the "Sell Less" category).
- § staff members will adhere to policies regarding allergy-safe foods and safe food environments. The Anaphylaxis Policy of the Board will be implemented when considering foods sold, served, or brought into the school or work site.
- § that all food preparation follows provincial food safety practices and applicable regulations. Principals are encouraged to work with their local public health unit to access food safety training [i.e., *How to Have a Safe School Event* (see related link under *References*)].
- § that classroom teaching tools should not display or promote corporate logos or brand names. The use of actual packaged foods to teach label reading, for example, is permissible.
- § that teaching staff continue to consult with the local public health unit on healthy eating.
- § that school staff encourage parents and/or guardians to send nutritious meals and snacks to schools and events for their child(ren). Practical suggestions for school lunches and snacks will be included in school newsletters, through collaboration with the local public health unit [refer to *Packing Healthy School Lunches and Snacks FAQs* (see related link under *References*)].
- § along with Sports Co-ordinators, that sporting events, such as tournaments or meets must serve and sell food and beverages that comply with the standards of P/PM 150 and the Brant Haldimand Norfolk Catholic District School Board Nutrition Policy.
- § that they work with parents, staff and students to access appropriate resources and nutrition education opportunities such as:
 - § Ontario Curriculum Health and Physical Education, 2008
 - § Health Unit
 - § Ontario Physical and Health Education Association (OPHEA) Healthy Physical Education (HPE) Binders
 - § Eating Well with Canada's Food Guide
 - § Curriculum-based Workshops
 - § School Food and Beverage Policy (www.ontario.ca/healthyschools)



- § work with the local public health unit in their ongoing efforts to educate and encourage students, parents, and the community about Student Nutrition Programs and nutrition education.
- § Communicate the Ministry Policy (P/PM 150), the Brant Haldimand Norfolk Catholic District School Board Nutrition Policy and Policy Directive annually to parents/guardians, students and the community and provide guidelines and suggestions for foods to be served to students for lunches, snacks and school celebrations.
- § solicit the views of the school council and, where appropriate, students with respect to the designation of special event days for the school. The maximum number of days in the school year that may be designated as special event days for a school is ten (10). School administrators will communicate the dates of special event days to the school community. On such a designated special event day, schools are encouraged to follow the nutrition policy, but may, if they so choose, serve or sell foods or beverages that do not comply with the standards in P/PM 150 and the Brant Haldimand Norfolk Catholic District School Board Nutrition Policy, e.g. an ice cream sandwich day or birthday treat day.
- § along with school councils, recommend that the sale of non-food items be selected for fundraising purposes.

3.0 Cafeterias

Cafeterias in all schools and Board sites, including non-instructional sites, sell or serve foods that comply with the nutrition standards contained in P/PM 150 and the Brant Haldimand Norfolk Catholic District School Board Nutrition Policy. When negotiating food service contracts with food service providers for cafeterias or for schools (e.g. hot lunch providers), the Brant Haldimand Norfolk Catholic District School Board will use the Request for Proposal (RFP) process and will include the following:

- § use of locally grown and produced foods wherever possible; given the choice between local and imported, choose local,
- § healthy foods that reflect cultural diversity and provide options for vegetarians and vegans on a regular basis; and,
- § provide access to nutritional information of all foods sold or served.

In addition, the Purchasing Department will provide a copy of the Brant Haldimand Norfolk Catholic District School Board Nutrition Policy to food service providers and review it with them to ensure compliance.

Definitions

Food

Includes both foods and beverages.

School Tuck Shop and Canteens

Small retail operations within a school that sell food, beverages and other items, usually for fundraising purposes.

Food Service Provider

Private, for-profit company or community volunteer group that serves or sells food and/or beverages to students and staff within a school or worksite.

Fundraising

Any voluntary contribution, sale of goods or services, or event, which is organized and conducted for the purpose of generating funds. Fundraising may occur within the school or outside of the school.

School Nutrition Steering Committee

The Board will establish a central Nutrition Steering Committee with membership from employee groups, students, parents/guardians and community members.



References

Bill 8 – “Healthy Foods for Healthy Schools Act, 2008” – An Act to amend the Education Act
(www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e02_2.htm#BK572)

Foundations for a Healthy School document (Ministry of Health/Ministry of Education)
(www.edu.gov.on.ca/eng/healthyschools/foundations.pdf)

Education Act, Section 265, Duties of Principals: Care of Pupil

Ontario Physical and Health Education Association (OPHEA) – Healthy and Physical Education Curriculum Support binders, Graded 1 to 8

Eating Well with Canada’s Food Guide, Health Canada, 2007
(www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php)

At-A-Glance Guide to Ontario’s School Food and Beverage Policy
(http://www.nutritionrc.ca/resources/pdfs/nrc_at-a-glance.pdf)

How to Have a Safe School Event (http://www.bchu.org/pdf/School_Function.pdf)

Packing Healthy School Lunches and Snacks FAQs (<http://www.eatrightontario.ca/en/viewdocument.aspx?id=41>)

Brant Haldimand Norfolk Catholic District School Board Policy #700.5, Fundraising
Brant Haldimand Norfolk Catholic District School Board Policy #200.19, Administration of Medication to Students
Administrative Procedures or Health Support Services and Emergency Response
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Appendix

Appendix A Monitoring Compliance



Appendix A – Monitoring Compliance

Nutrition – Creating a Healthy Environment

To the Principal:

1. The School Food and Beverage Policy (PPM 150) requires the principal to communicate the status of compliance with the School Food and Beverage Policy to the school board.
2. Please record all special events in which the food provided to students does not comply with the regulations and standards outlined in the School Food and Beverage Policy and the Board Nutrition Policy – Creating a Healthy Environment (200.01).
3. Principals are required to limit the number of special events which do not comply with Ministry and Board standards to a maximum of 10 days. Special event days will be reviewed annually by the Board Nutrition Committee in an effort to reduce the number of days used.
4. **Please forward one completed copy of this form to the school superintendent's office by June 30th and retain one copy at the school.**

Name of School: _____

- This school is in compliance with the standards and regulations outlined in the School Food and Beverage Policy (PPM 150).
- This school is in compliance with the standards outlined in the Board 200.01 Nutrition policy.

Date of Report

Principal Signature

Special events which do not comply with Ministry and Board standards must be reported on the accompanying chart.



Special Events which do not comply with Ministry and Board standards were held at this school on the following dates:

Special Event (include date and purpose)	Food and Beverage Served



Vending Machine Assessment Tool

Assessment Date: _____

Vending Machine Type/ID: _____

School: _____

Contact person: _____

Please complete this assessment tool for each vending machine found in your school. These forms must be submitted by June 30th of each year to the school superintendent. A copy should be retained for your records at the school.

Part A

Fill out the information regarding each product sold and then categorize each product as sell most, sell less or not permitted using the standards outlined in the Ministry of Education's School Food and Beverage Policy.

Product Name and Company	Flavour/Description	Package Size	Number of Slots Used	Sell Most	Sell Less
Total Choices					

Total of Choices:

Total Number of Food Choices Available _____

Total Number of Beverage Choices Available _____



Vending Machine Assessment Tool

Part B

Assessment

Compare the Total Number of Choices available to the Number of Choices in the **Sell Most** category.

***The total number of *Sell Most* choices must equal or exceed 80% of the total number of choices available.**

***There must be a balance between the number of slots used and the choices available. Each choice should have equal representation in the slots available in the vending machine.**

Food

Total Number of Choices Available _____
Total Number of Sell Most Choices _____
% of Sell Most Choices _____

Beverage

Total Number of Choices Available _____
Total Number of Sell Most Choices _____
% of Sell Most Choices _____

This vending machine is in compliance with the 80/20 rule outlined in the School Food and Beverage Policy (PPM 150).

Date of Report

Principal Signature



Monitoring Compliance Nutrition – Creating a Healthy Environment

Name of Food Service Supplier: _____

Address: _____

Contact Name: _____

Contact Number and email: _____

We/I, the above named Food Service Supplier, have read and understand the requirements of the Ministry of Education's School Food and Beverage Policy.

We/I have assessed the products that we are selling (or providing) in your school against the requirements of the School Food and Beverage Policy and confirm that:

- r At least 80% of the food choices and beverage choices offered for sale in many venues, programs, or events are from the Sell Most category and these foods are of maximum nutritional value.
- r No more than 20% of the food choices and beverage choices offered for sale in any venues, programs, or events are from the Sell Less category.
- r No food or beverages will be sold from the Not Permitted for Sale category.

Signature

Date

For the full text copy of the Ministry of Education's School Food and Beverage Policy, please visit www.ontario.ca/healthyschools.