

## Nutrition Procedure

### RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) believes that schools are ideal settings to establish, promote and model healthy eating and lifestyle habits that will contribute to enhanced student learning and success.

Board personnel and school communities will develop healthy school environments that support student learning and success and in which students, staff and parents/guardians/caregivers are encouraged to make nutritious food and beverage choices.

### TERMINOLOGY:

*Food:* Includes both foods and beverages. *Food Service Provider:* Private, for-profit company that contracts to sell food and/or beverages.

*Fundraising:* Any voluntary contribution, sale of goods or services, or event, which is organized and conducted to generate funds. Fundraising may occur within the school or outside of the school.

*Healthy Eating:* Eating the recommended types and amounts of food as per Canada's Food Guide, which includes choosing foods from the Sell Most and Sell Less categories, as defined below, more often.

*Healthier Food Preparation:* Cooking methods that require little or no added fat or sodium, such as baking, barbequing, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying.

*Not Permitted for Sale:* Products in this category contain few or no essential nutrients and/or contain high amounts of fat, sugar, and/or sodium (e.g., deep-fried and other fried foods, confectionery). Food and beverages in this category may not be sold in schools. See [PPM 150 Appendix Nutrition Standards for Ontario Schools](#).

*Nutrition Standards for Foods:* Food is divided into *Vegetables and Fruit, Whole Grains, Protein Foods*, following Canada's Food Guide. There are also "Mixed Dishes" for products that contain more than one major ingredient (e.g., pizza, pasta, soup, salads, and sandwiches), and "Miscellaneous Items," for items that are to be used in limited amounts (e.g., condiments, sauces, dips, oils, and dressings) and for confectionary, which is not permitted for sale (e.g., candy, chocolate). To determine whether a specific product may be sold in schools, it is necessary to read the information on the food label – particularly the Nutrition Facts table and the ingredient list – and compare this information with the nutrition criteria.

*Nutrition Education:* As outlined in the Ontario Curriculum (e.g., Health and Physical Education: Healthy Eating, Family Studies: Food and Nutrition).

*School Generated Funds:* Funds that are raised and collected in the school or broader community in the name of the school or by a school or parent-administered group, including school councils.

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*School Tuck Shops and Canteens:* Small retail operations within a school that sell food, beverages and other items, usually for fundraising purposes.

*Sell Less (< 20%):* Products in this category may have slightly higher amounts of fat, sugar, and/or sodium than foods and beverages in the “Sell Most” category. They must make up no more than 20 percent 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 [PPM 150 Appendix Nutrition Standards for Ontario Schools](#).

*Sell Most (> 80%):* Products in this category are the healthiest options and have higher levels of essential nutrients and lower amounts of fat, sugar and/or sodium. They must make up at least 80 percent of all food choices that are available for sale in all venues, through all programs, at all events. The same requirement applies to beverage choices. See [PPM 150 Appendix Nutrition Standards for Ontario Schools](#).

*Special Event Days:* A day designated by the principal of the school on which food and beverages sold in schools are exempt from the nutrition standards outlined in PPM 150 and this policy.

*Student Nutrition Programs:* A breakfast, early morning meal, snack or lunch program offered by the school for all students which are funded by a combination of financial resources, including parent/guardian contributions, local community fundraising, and provincial funding. These programs attempt to increase food availability, while also aiming to promote healthy eating and provide a positive social atmosphere for all students and staff. Schools with student nutrition programs will follow the Student Nutrition Program Nutrition Guidelines developed by the Ministry of Children, Community and Social Services.

### PROCEDURES:

All foods sold in schools and at school events will comply with the standards as outlined in PPM 150 and HWDSB’s Nutrition Policy and Procedure. There may be up to ten (10) special event days during the school year where foods and beverages sold in schools are exempt from the standards.

#### **1.0 Key Leadership Roles and Responsibilities**

##### **1.1 Principal Roles/Responsibilities**

- 1.1.1 Ensure that only foods and beverages that comply with the standards as outlined in PPM 150 and HWDSB’s Nutrition Policy and Procedure are sold to students in their schools;
- 1.1.2 Communicate HWDSB’s Nutrition Policy, Procedure and PPM 150 to parents/guardians/caregivers, staff, students, volunteers, community partners and food service providers as needed;
- 1.1.3 Provide suggestions and/or resources to both parents/guardians/caregivers and staff for foods and beverages that comply with the standards to be served to students for

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- school celebrations;
- 1.1.4 Provide training for staff about HWDSB's Nutrition Policy and Procedure, implementation and healthy eating practices;
- 1.1.5 Ensure that Student Nutrition Programs follow the Student Nutrition Program Nutrition Guidelines developed by the Ministry of Children and Youth Services;
- 1.1.6 Coordinate resources to support staff, parent/guardians/caregivers and students in the implementation of HWDSB Nutrition Policy and Procedure
- 1.1.7 Designate, approve and monitor special event days and fundraisers in consultation with their school council, Home and School Association, and where appropriate, students;
- 1.1.8 Communicate special event days to parents/guardians/caregivers, staff and students.
- 1.1.9 Fundraising:
  - i. Annually assess all fundraising initiatives and current contracts and alert clients and businesses of upcoming changes; ensure that all in-school fundraising involving the sale of foods and beverages complies with the standards outlined in PPM 150 and HWDSB's Nutrition Policy and Procedure.
  - ii. Ensure that food and beverages purchased with school generated funds for distribution to students within the school comply with the standards in PPM 150 and HWDSB Nutrition Policy and Procedure.
- 1.2 Teacher and School Staff Roles/Responsibilities:
  - 1.2.1 Ensure that only foods that comply with the standards outlined in PPM 150 and HWDSB's Nutrition Policy and Procedure are sold to students in their classrooms and worksites including curricular based Food labs, hospitality programs, projects and activities, lunchrooms and cafeterias, school tuck Shops, canteens and sporting events;
  - 1.2.2 Consult with and get approval from school administration about fundraising initiatives, sporting events and celebrations where food will be sold;
  - 1.2.3 Reinforce HWDSB's Nutrition Policy and Procedure to students, parents/guardians/caregivers, volunteers and community partners;
  - 1.2.4 Provide suggestions to parents/guardians/caregivers and students for foods to be served to students at classroom celebrations;
  - 1.2.5 Teach healthy eating and safe food practices as required by the Ontario Curriculum.
- 1.3 Central Office Managers and Staff Roles/Responsibilities:
  - 1.3.1 The Procurement and Risk Services Department will provide a copy of HWDSB's Nutrition Policy and Procedure, PPM 150 and support documents to food service providers and review them with them to ensure understanding;
  - 1.3.2 The Procurement and Risk Services Department will ensure that all vendors and food service providers commit to compliance with PPM 150 and HWDSB's Nutrition Policy and Procedure;
  - 1.3.3 Managers of departments will ensure that their staff is aware of the policy and procedure

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### 1.4 Student Roles/Responsibilities:

- 1.4.1 Offer input into the designation of special event days, fundraisers and celebrations involving food and beverages where appropriate.

### 1.5 Parent/Guardian/Caregiver Roles/Responsibilities:

- 1.5.1 Be informed about HWDSB's Nutrition Policy and Procedure;
- 1.5.2 Provide advice and feedback to the school administration through the School Council, Home and School Association about Nutrition Policy/Procedure implementation in their school;
- 1.5.3 Provide input to the school administrations about special events, celebrations, and fundraising initiatives involving food and beverages.

### 1.6 Trustee and Executive Council Roles/Responsibilities:

- 1.6.1 Budget and plan for mandatory training and education of school administrators, managers and other staff about HWDSB's Nutrition Policy and Procedure;
- 1.6.2 Monitor implementation in schools;

### **2.0 Food Service Providers and Vending Machine Operators Roles/Responsibilities**

- 2.1 Food service providers and vending machine operators must ensure that all foods and beverages to be sold or served to students, and sold or provided to staff through board funds, must comply with the standards outlined in PPM 150 and HWDSB's Nutrition Policy and Procedure.