



<b>ADMINISTRATIVE PROCEDURE</b>	
Administrative Procedure Section	Administrative Procedure Number
Nutrition	AP – 813 (new) AP – 410 (old)
Directional Policy	
Healthy Schools and Workplaces - 800	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Nutrition

**DATE APPROVED:**

March 25, 2019

**PROJECTED REVIEW DATE:**

**DIRECTIONAL POLICY ALIGNMENT:**

This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy – 800 by ensuring, through our collective responsibility, the creation of healthy learning and work environments that contribute to lifelong learning and that enable every individual at PVNC to reach their God-given potential.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Nutrition Administrative Procedure supports our Vision of Achieving Excellence in Catholic Education by supporting students, staff, parents/guardians and community organizations/agencies in the creation of healthy nutrition environments that have a positive effect on health, growth and intellectual development. Through critical thinking, creativity, collaboration, and communication, our educational communities will foster environments that positively influence student attitudes, preferences and behaviours relating to healthy lifestyle choices.



# Strategic Priorities 2017-2020

## Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

## Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## ACTION REQUIRED:

### 1.0 Background

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will ensure healthy food choices are in our Catholic schools and at the Catholic Education Centre. The Board upholds nutrition practices which honour the physical body as a temple of the Holy Spirit. This Administrative Procedure sets out guidelines when offering or selling food and/or beverages in our schools and at the Catholic Education Centre and meets the Ministry of Education Policy/Program Memorandum 150: School Food and Beverage Policy and Nutrition Standards for Ontario Schools.

Research shows that “health and education success are intertwined: schools cannot achieve their primary mission of education if students are not healthy. Healthy eating patterns in childhood and adolescence promote optimal childhood, growth, and intellectual development”.

### 2.0 Guidelines:

- 2.1 School communities shall recognize that children often have little direct control over foods provided from the home.

- 2.2 The Board will communicate and encourage the following consistent healthy eating messages in schools and at the Catholic Education Centre in order to promote a positive effect on health, growth, and intellectual development:
- healthy food choices help to support learning and performance; and
  - healthy eating enhances physical, emotional, social, and intellectual development.
- 2.3 The provision of food in Catholic schools follows pertinent Catholic Church teachings regarding fasting and abstinence.
- 2.4 All schools will provide adequate time (ideally a 15-20 minute nutritional break) for all students during lunch times. As well, schools will encourage all students to wash their hands before and after eating, or use hand sanitizer, if necessary.
- 2.5 Food and beverages offered or sold in schools and at the Catholic Education Centre will reinforce the nutrition guidelines emphasized in the Ontario Curriculum, Canada’s Food Guide, and in educational programs offered in our schools and at the Catholic Education Centre. This includes cafeterias, vending machines, lunch, breakfast and snack programs, fundraising events, meetings, workshops, Catholic School Council events, and any other school-related functions.
- 2.6 Foods served and sold in schools and the Catholic Education Centre will be handled and prepared safely to prevent the spread of food-borne illness and disease. The Board and principals will work with Public Health Department/Units and other local partners to ensure that nutrition and food safety training for food service staff, including volunteers, is available. Hand washing shall be promoted as a simple and effective way to reduce the spread of food-borne illnesses. There will be at least one food handler or supervisor on the premise who has completed food handler training.
- 2.7 Foods and beverages “not permitted” for sale will not be offered or sold in schools, and “sell less” items will make up no more than 20 percent of all food choices offered or sold in schools as per PPM 150.
- 2.8 Foods and beverages sold or made available at school for lunch, and snack programs will emphasize vegetables and fruit; lower fat white and/or chocolate milk; whole grain products; lean meats; food prepared with little or no fat; and foods low in salt, sugar, and caffeine.
- 2.9 Food and beverages served in schools and at the Catholic Education Centre will meet or exceed the provincial nutrition standards and will be sold primarily for the purposes of providing healthy food choices rather than for revenue generation.

- 2.10 The school principal may designate up to ten days during the school year as special event days on which food and beverages sold in schools would be exempt from the nutrition standards as per PPM 150. The school principal must consult with the Catholic School Council prior to designating a day as a special event day. School principals are encouraged to sell food and beverages that meet the nutrition standards set out in PPM 150.
- 2.11 School staff will use a comprehensive approach to healthy eating involving the whole school community - staff, families, individuals, and organizations. Each school will recognize, value, support, and encourage parental and student involvement in planning school food choices and in making changes to reflect a healthy school nutrition environment.
- 2.12 School staff will encourage parents/guardians to send nutritious meals and snacks to schools and events by role modeling healthy eating behaviours and by providing information in school communications, in collaboration with local Public Health Department/Units. Foods in a student's lunch should never be critiqued. Offering or selling healthy foods in the school environment helps to educate students (and their caregivers) about healthy eating.
- 2.13 Staff and volunteers will limit the use of food as a reward to promote positive classroom behaviours. Finding alternatives to food to reinforce behaviours is an important part of providing a healthy school environment.
- 2.14 Staff members will adhere to the Board's Anaphylaxis Administrative Procedure regarding allergy-safe foods and safe food environments when foods are sold, served, or brought into the school or the Catholic Education Centre.
- 2.15 Fundraising with healthy food and beverages or non-food items will be considered to provide another opportunity to support healthy food choices taught in the classroom, home, and broader community. School-sponsored fundraising activities will promote either nutritious foods or non-food items. When food is chosen as the fundraiser item, only foods with maximum nutritional value (as set out in PPM 150) will be used.
- 2.16 The Board will work with partners to provide healthy food choices for students and staff, and to ensure that these healthy choices are competitively priced and sourced locally, where possible.
- 2.17 The School Board, through the Purchasing Department, will work towards providing healthy options in school vending machines that are competitively priced.

- 2.18 The Board shall work with community partners, such as local health units, to promote the further development and enhancement of a current, relevant nutrition education curriculum and enhance the resources available to teachers to support nutrition education activities.
- 2.19 The Board will support opportunities for staff development and training for effective delivery of nutrition curriculum.
- 2.20 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.
- 2.21 Board staff will collaborate with the local Public Health Department/Unit to assist in efforts to educate and encourage students, parents/guardians, and the community about nourishment programs and nutrition education.
- 2.22 Partnerships between schools, School Board, and businesses shall be designed with an emphasis on healthy food choices and educational needs before considering commercial gains.
- 2.23 School staff and volunteers should consider implementing universal Student Nutrition Programs (healthy breakfast and snack programs) in schools in order to ensure that children have access to nutritious foods. These programs will be developed in consultation with regional Student Nutrition Program Coordinators and the Ministry of Children and Youth Services Student Nutrition Program Guidelines.
- 2.24 Principals will make use of the Call to Action: Creating a Healthy School Nutrition Environment Handbook in working with parents/guardians, staff, and students. Staff will access appropriate resources and nutrition education opportunities such as:
- Ontario Curriculum Health and Physical Education
  - Health Unit Staff
  - Ontario School Food and Beverage Policy - Elementary Teacher Resource Guide 2011
  - Ontario School Food and Beverage Policy - Secondary Teacher Resource Guide 2012
  - Ontario Physical and Health Education Association (Ophea) Health and Physical Education Curriculum Resources, Grades 1 to 8, and curriculum support documents Grades 9 and 10
  - Canada's Food Guide
  - Curriculum Based Workshops
  - Ministry of Education Healthy School website

**RESPONSIBILITIES:****The Board of Trustees is responsible for:**

- ensuring alignment with the Healthy Schools and Workplaces Directional Policy; and
- reviewing this Administrative Procedure as part of its regular policy and procedures review cycle.

**The Director of Education is responsible for:**

- designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

**The Family of Schools Superintendent is responsible for:**

- ensuring Principals are aware and consistent with the application of this Administrative Procedure

**The Manager of Purchasing, Planning and Facility Administration is responsible for:**

- ensuring that all contracts with vendors for food for students in schools is in compliance with this Administrative Procedure.

**Principals are responsible for:**

- providing leadership, management, and support for the members of their school communities in their knowledge, understanding, and the implementation of the Nutrition Administrative Procedure;
- consulting with regional Student Nutrition Program Coordinators and Ministry of Children and Youth Services Student Nutrition Program Guidelines to develop Student Nutrition Programs;
- ensuring that all food preparation follows good food safety practices;
- ensuring staff members adhere to the Board's Anaphylaxis Administrative Procedure regarding allergy-safe foods and safe food environments; and
- designating special event days during the school year on which food and beverages sold in schools would be exempt from the nutrition standards.
- ensuring that there is at least one food handler or supervisor on the premise who has completed food handler training during every hour in which the premise is operating.

**Staff members are responsible for:**

- ensuring that they are knowledgeable about this Administrative Procedure; and
- promoting healthy food choices that support student learning and well-being.

**PROGRESS INDICATORS:**

- School communities are implementing this Administrative Procedure;
- Food and beverages offered or sold in schools and at the Catholic Education Centre reinforce the nutrition guidelines;
- Foods served and sold in schools and the Catholic Education Centre will be handled and prepared safely to prevent the spread of food-borne illness and disease;
- Foods and beverages “not permitted” for sale will not be offered or sold in schools, and “sell less” items will make up no more than 20 percent of all food choices offered or sold in schools;
- All schools will have a student nutrition program (healthy breakfast and/or snack programs);
- The Board is working with community partners, such as local health units, to promote the further development and enhancement of a current, relevant nutrition education curriculum; and
- Food and beverages served in schools and at the Catholic Education Centre meet or exceed the provincial nutrition standards.

**DEFINITIONS:**

**Anaphylaxis** – Anaphylaxis is an acute systemic (multi-system) and severe Type I Hypersensitivity allergic reaction in humans and other mammals. Minute amounts of allergens may cause a life-threatening anaphylactic reaction. Anaphylaxis may occur after ingestion, skin contact, injection of an allergen or, in rare cases, inhalation.

**Abstinence** – Abstinence encourages the tradition of abstaining from eating meat on Ash Wednesday, Good Friday, and all Fridays during Lent.

**Fasting** – Fasting is defined as one meal a day and two smaller meals, which, if added together, would not exceed a main meal in quantity. Catholics between the ages of 18 and 59 are encouraged to fast on Ash Wednesday and Good Friday. Individuals must always consider their personal health.

**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.

Foods served and sold in schools and the Catholic Education Centre will be handled and prepared safely to prevent the spread of food-borne illness and disease.

**Healthy Schools** – Healthy Schools is an approach to school-based health promotion involving a broad spectrum of programs, activities, and services that take place in schools and their surrounding communities. The foundation for this would be based in the Ontario Health and Physical Education Curriculum and the Ministry of Education Ontario: Foundations for a Healthy School. Components include high quality instruction and programs, healthy physical and supportive social environments, and school and community partners.

**Healthy Food Choices** – Healthy food choices are foods and beverages with maximum nutritional value.

#### Foods and Beverages with Maximum Nutritional Value

Healthy food choices are foods and beverages with maximum nutritional value. PPM 150 identifies nutrition standards for “sell most” foods and beverages. PVNCCDSB supports this as the minimum standard but encourages schools to make even healthier choices in consultation with local health units. Generally, foods of maximum nutritional value:

- are part of the food groups in Canada’s Food Guide;
- are higher in nutrients needed for optimal growth and development
- (eg. iron, vitamin D, calcium, vitamin C, vitamin A, protein);
- are higher in fibre (for grain products and whole fruit and vegetables); and
- usually contain little or no added fat, salt, and sugars.

#### Foods and Beverages with Minimum Nutritional Value

PPM 150 also identifies “sell less” and “not permitted” for sale food items. At PVNCCDSB, “not permitted” for sale items will not be offered, and “sell less” items will make up no more than 20 percent of all food and beverage choices. Foods\* and beverages with minimum nutritional value:

- contain low amounts of essential nutrients and fibre; and/or
- are too high in unhealthy fats; and/or
- are high in added sugars or added salt; and/or
- are usually not part of any of the four food groups; Canada’s Food Guide recommends limiting foods and beverages high in calories, fat, sugar, or salt.

\* Exceptions are sauces, condiments, toppings, and spreads that can be used in modest amounts as part of a meal or snack.

**Nutrition Education** – Nutrition education is the process of teaching validated, current nutrition knowledge in ways that promote the development and maintenance of positive attitudes and habits of making healthy food choices.



**REFERENCES:**

[Education Act](#), Section 265, Duties of Principals: Care of Pupil, 1990

Ministry of Education and Ministry of Health – [Foundations for a Healthy School](#)

Ministry of Children, Community and Social Services – [Student Nutrition Program and Nutrition Guidelines, 2016](#)

Ministry of Education

- [Policy/Program Memorandum No. 150, School Food and Beverage Policy](#)
- [Ontario School Food and Beverage Policy - Elementary Teacher Resource Guide 2011](#)
- [Ontario School Food and Beverage Policy - Secondary Teacher Resource Guide 2012](#)
- [Healthy Schools](#)
- [Policy/Program Memorandum No. 161, Supporting Children And Students With Prevalent Medical Conditions \(Anaphylaxis, Asthma, Diabetes, and/or Epilepsy\) in Schools](#)

Canada's Food Guide - Health Canada: [Canada's Dietary Guidelines for Health Professionals and Policy Makers, 2019](#)

[Healthy Food for Healthy Schools Act](#), 2008, S.O. 2008, c. 2 - Bill 8

Ontario Physical and Health Education Association (Ophea) - [Health and Physical Education Curriculum Resources, Grades 1 to 8](#), and [Secondary Students](#)

[Ontario Physical and Health Education Association \(Ophea\) – Elementary healthy eating lesson plans and Secondary healthy eating lesson plans](#)

[Student Nutrition Program Central East Ontario](#)

[Ontario Dieticians in Public Health](#)

[BrightBites](#) – replaces *Nutrition Tools for Schools - A Toolkit for Ontario Public Health Units to Support Elementary Schools in Creating a Healthy Nutrition Environment*, *Creating a Healthy School Nutrition Environment (CHSNE) Health Unit Collaboration*, 2007

[Call to Action: Creating a Healthy School Nutrition Environment Handbook](#)

[Ontario Public Health Association](#)

[Dieticians of Canada](#)

Ontario Curriculum Health and Physical Education

- [Grades 1-8](#) - 2010, Interim Edition, re-issued 2018
- [Grades 9-12](#) - 2015