



Food and Beverage

Date: 2011 09 01 / 2016 11 22 / 2023 02 28

Administrative Procedures

1. Responsibilities

- 1.1 The principal will inform the school community of the expectations of the Food and Beverage Policy and Procedures. The following Ministry resources are available:
[Policy/Program Memorandum 150 - School food and beverage policy](#)
[Helping to Create Healthy Schools](#)

2. Expectations

- 2.1 This procedure will apply to:
- a) all events that involve students at school, regardless of the time of day or night;
 - b) students only;
 - c) fundraising activities;
 - d) food that is sold or given to students. This includes student nutrition programs, school lunches and special events;
 - e) extra curricular activities on site.
- 2.2 This procedure will not apply to:
- a) student lunches brought from home or foods brought from home for classroom parties (i.e., birthdays or other classroom celebrations);
 - b) educational excursions;
 - c) staff;
 - d) community groups utilizing the school.
- 2.3 All off-site food service suppliers involved in the sale or provision of food and beverages to students will be required to follow a process of prior approval of menu choices, including nutrition facts and serving sizes. Food service suppliers must complete an Off-Site Food Service Supplier Letter of Compliance (Appendix A), which can be from the Board website at:

[Off-Site Food Service Supplier Letter of Compliance](#)



The Letter of Compliance must be submitted for approval by a Registered Dietitian of the local public health unit. Foods offered for approval will be from the "Sell Most" category of the Ministry Resource Guide.

A list of approved food vendors and their products can be found on the Staff Room of the Board website at: [Food and Beverage Approved Vendors](#)

- 2.4 There will be up to 10 Special Event Days, during which the school will be exempted from the provisions of the Food and Beverage Policy. The principal will determine the 10 Special Event Days, in consultation with staff and school council. For a list of what constitutes a Special Event Day, see the definitions section of these procedures.
- 2.5 Coaches and/or staff are not permitted to give or sell energy drinks or energy bars to student athletes.
- 2.6 School staff will not use food items to reinforce good behaviour, or to withhold it as a consequence of poor behaviour. The exception is if such usage is a function of applied behavioural analysis and is documented as necessary in the Individual Education Plan (IEP). The food items used in such instances must be from the "Sell Most" category.
- 2.7 Principals, in consultation with school council and staff, will seek alternatives to selling confections as fundraisers. All foods sold in school fundraisers must fully comply with the permitted foods in the "Sell Most" category of the Ministry of Education Resource Guide. A list of vendors who provide alternate fundraising products can be found on the Staff Room page of the Board website at: [Food and Beverage Approved Vendors](#)
- 2.8 Vending machines are not permitted in elementary schools. In secondary schools, food and beverages sold in vending machines will come from the "Sell Most" category of the Ministry Resource Guide.
- 2.9 The implementation of these procedures must not supersede the procedures of *Section C Policy – Health Support*.

3. Acceptable and Unacceptable Foods

- 3.1 Permitted Foods – For the purposes of this policy, only foods found in the "Sell Most" category are permitted. Foods in this category are generally low in fat and sodium, are fortified and high in fibre and calcium.
- 3.2 Permitted Beverages
 - a) Water
 - b) 100% fruit juice/blend (< or = 250ml)
 - c) 100% vegetable juice/blend (< or = 250ml)
 - d) 2%, 1% or skim white milk
 - e) Soy milk
 - f) Yogurt drinks (< or = 250ml)
 - g) Low fat hot chocolate
 - h) Chocolate milk (< or = 250ml)



3.3 Beverages that are Not Permitted

- a) Coffee
- b) Tea
- c) Energy drinks
- d) Sports drinks
- e) "Fruit flavoured" drinks
- f) Soft drinks

4. Additional Information

4.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

Definitions

Special Events – Such events, where food is either sold or given away free of charge, may include, but are not limited to: bake sales; school council events; "Meet the Teacher Bar-b-ques; parties related to holidays and observances such as Halloween, Christmas and Easter; pizza lunches; hot dog days; cake auctions; play days; graduation; etc.

Fundraising – Fundraising contributes to education programs and opportunities for students. Fundraising can be complementary to the health of students and the community that supports them, when nutritional food and beverages or non-food options are chosen. Fundraising with food items and beverages that offer minimal nutrition conveys a message that is contradictory to the intention of this policy and is not permitted (i.e., chocolate sales, cake sales, etc.)

Food as Reinforcement –Using food as positive reinforcement disconnects students from their natural hunger cues. School staff will not use food items to reinforce good behaviour, or to withhold it as a consequence. The exception to this is if such usage is a function of applied behavioural analysis and is documented as necessary in the Individual Education Plan. The food items used in such instances must be from the "Sell Most" category.

Confections – Candy, cake, cupcakes, chocolate, freezies, popsicles, gum, licorice, gummies and energy bars form part of the confectionary group. They are high in sugar and fat and are not permitted for sale or distribution. Most potato chips, cheesies, etc. would also fall into this category, as they are high in fat and high in sodium.

Appendix A

OFF-SITE FOOD SERVICE SUPPLIER LETTER OF COMPLIANCE

Name of Food Service Supplier: _____

Address: _____

Contact Name: _____

Contact Email: _____ Phone #: _____

We/I, the above-named Food Service Supplier, have read and understand the requirements of the St. Clair Catholic District School Board's *Sec. C Policy – Food and Beverage*; and *Sec. C Procedures – Food and Beverage*, and affirm that they meet with the following requirements:

- All of the food choices and all of the beverage choices offered for sale to the school are from the *Sell Most* category of the Ministry Resource Guide.
- The attached product list, which includes nutrition facts and serving size, has been reviewed by a Registered Dietitian of the local health unit.

Signature – Registered Dietitian

Date

Signature – Food Service Supplier

Date

Off-Site Food Service Suppliers must fax the completed Letter of Compliance to the Attention of the Registered Dietitian of either Chatham-Kent Public Health or Lambton Public Health.

Chatham-Kent Public Health Attention: Jennelle Arnew, RD, BSc, MSc Phone: 519-352-7270 ext. 2493 Fax: 519-352-2166 Email: jenellea@chatham-kent.ca	Lambton Public Health Attention: Ashley Williams, Registered Dietitian 1 Phone: 519-383-8331 ext. 3351 Fax: 519-383-7092 Email: ashley.williams@county-lambton.on.ca
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It is understood that the St. Clair Catholic District School Board and its schools are under no obligation to utilize the services of off-site Food Service Suppliers, who meet the regulations and are granted approved Letters of Compliance.

Off-site food items must be prepared in approved facilities, which are inspected by a Public Health Inspector, in accordance with the Food Premises Regulations 562-90.

For the full text copy of *Policy Sec. C – Food and Beverage* visit www.st-clair.net and click on Policies and Procedures.