

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION C: STUDENTS**

FOOD AND BEVERAGE	PROCEDURE
EFFECTIVE: 2011 09 01 / 2016 11 22	

PREAMBE:

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 breakfast programs, school lunches and special events;
- e) extra-curricular activities, on or off site.

This procedure will not apply to:

- a) student lunches brought from home or foods brought from home for classroom parties (i.e., birthdays and other classroom celebrations);
- b) educational excursions;
- c) staff rooms;
- d) community groups utilizing the school.

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The principal will inform students, teachers, cafeteria staff, breakfast program volunteers and school councils of the Food and Beverage Policy and Procedures.
- 1.2 The principal will inform students, teachers, cafeteria staff, breakfast program volunteers and school councils to the Ministry of Education School Food and Beverage Policy Resource Guide, which can be found at <http://www.edu.gov.on.ca/eng/healthyschools/policy.html>.
- 1.3 The principal may make use of the Ministry of Education website www.ontario.ca/healthyschools.
- 1.4 The principal may invite a Registered Dietitian of the local public health unit to speak at meetings of the school council, student council or staff.

2.0 Expectations

- 2.1 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 obtained from the school principal, or by visiting the Board website, and

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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.

- 2.2 There will be 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. The principal may wish to mark three days as “undetermined” for flexibility. For a listing of what constitutes a Special Event Day, see the definitions in Section 3.0 of these procedures.
- 2.3 Coaches and/or staff are not permitted to give or sell energy drinks or energy bars to student athletes.
- 2.4 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 healthy.
- 2.5 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.
- 2.6 School snack and breakfast programs must fully comply with the permitted foods in the “Sell Most” category of the Ministry of Education Resource Guide.
- 2.7 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.
- 2.8 The implementation of these procedures must be done in full compliance with the procedures of the Board’s *Section C Policy – Health Support*.

3.0 Acceptable and Unacceptable Foods

- 3.1 Permitted Foods – As a general statement, 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.
- 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 Foods that are Not Permitted – As a general statement 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.

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3.4 Beverages that are Not Permitted

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

4.0 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.

5.0 Definitions

5.1 **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.

5.2 **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 healthy food and beverages or non-food options are chosen. Fundraising with non-healthy food items and beverages is a message that is contradictory to the intention of this policy and is not permitted (i.e., chocolate sales, cake sales, etc.)

5.3 **Food as Reinforcement** – Students need to eat when they are hungry and stop when they are comfortable, if they are to have a healthy relationship with their bodies and learn healthy eating behaviours. Using food as positive reinforcement teaches students to eat when they are not hungry. 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 healthy.

5.4 **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.

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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 or email the completed Letter of Compliance to the attention of the Registered Dietitian of either Chatham-Kent Public Health or Lambton Public Health, using the contact information below.

Chatham-Kent Public Health
Jennelle Arnew
Registered Dietitian
Phone: 519-352-7270, ext. 2493
Fax: 519-352-2166
Email: jennelle.arnew@chatham-kent.ca

Lambton Public Health
Connie VanBellinghen
Registered Dietitian
Phone: 519-383-8331, ext. 3349
Fax: 519-344-2025
Email: connie.vanbellinghen@county-lambton.on.ca

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 Sec. C Policy – Food and Beverage visit www.st-clair.net and click on Policies and Procedures.