



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>February 2017</b>	<i>Replacing</i> <b>All previous procedures</b>
<i>Review Date</i> <b>2022</b>	<i>Page</i> <b>1 of 10</b>
<i>Contact Person/Department</i> <b>Director of Education</b>	<i>Identification</i> <b>ES-5051</b>

## **NUTRITION – CREATING A HEALTHY NUTRITION ENVIRONMENT**

### **1.0 PURPOSE**

Trillium Lakelands District School Board believes consistent healthy eating messages and healthy food choices are important in order to promote a positive effect on health, growth, intellectual development, and well-being.

1.1 Trillium Lakelands District School Board recognizes:

- 1.1.1 the direct relationship between healthy eating habits of our students and their academic achievement and well-being;
- 1.1.2 that healthy eating enhances physical, emotional, social, and intellectual development;
- 1.1.3 that well-nourished students are able to concentrate better, retain and apply information more effectively, and are more likely to demonstrate positive behaviours and relationships with peers; that students from all backgrounds and circumstances may not consistently receive adequate nutrition and sometimes struggle with their learning and developmental needs.

1.2 Trillium Lakelands District School Board is committed to ensuring that consistent healthy eating messages and healthy food choices are promoted and encouraged in all schools and worksites.

1.3 The Board is therefore committed to ensuring that students and staff have equitable access to healthy food choices, and that they have opportunities to develop an appreciation for the value of proper nutrition as an integral part of their present and future lives.

### **2.0 REFERENCES AND RELATED DOCUMENTS**

2.1. Related TLDSB Policies and Procedures:

2.1.1. [ES-5005/5006 Fundraising Policy and Procedure](#)

2.1.2. [OP-6510 Response to Anaphylactic Reactions Procedure](#)

- 2.2. Related Ministry of Education Documents:
  - 2.2.1. [Ministry of Education Policy/Program Memorandum No. 150 School Food and Beverage Policy \(PPM 150\)](#)
  - 2.2.2. [Ministry of Education Food and Beverage Policy Resources:](#)
  - 2.2.3. [The Ontario Curriculum, Grades 1-8: Health and Physical Education, 2015](#)
  - 2.2.4. [The Ontario Curriculum, Grades 9-12: Health and Physical Education, 2015](#)
- 2.3. Relevant sections of the Education Statutes and Regulations of Ontario:
  - 2.3.1. [Education Act: S.265 Duties of Principals: Care of Pupils](#)
  - 2.3.2. [Health Protection and Promotion Act: R.R.O. 1990, Reg. 562 Food Premises](#)
- 2.4. Other Resources:
  - 2.4.1 [OPHEA Healthy Eating](#)
  - 2.4.2 [Canada's Food Guide](#)
  - 2.4.3 [Ministry of Child and Youth Services: Student Nutrition Program](#)
  - 2.4.4 [Bright Bites website by the Ontario Society of Nutrition Professionals in Public Health \(OSNPPH\)](#)

### **3.0 TERMS AND DEFINITIONS**

- 3.1. [FOOD AND BEVERAGES SOLD TO STUDENTS – must comply with PPM 150 nutrition standards](#)
- 3.2. [FOOD AND BEVERAGES PROVIDED TO STUDENTS – must comply with Ministry of Child and Youth Services Student Nutrition Program guidelines](#)

### **4.0 ADMINISTRATIVE PROCEDURE**

#### **4.1 NUTRITION EDUCATION**

- 4.1.1 A sequential, comprehensive nutrition education curriculum shall begin in kindergarten and continue through secondary school. This education shall include the curriculum expectations as outlined in the Ontario Curriculum as well as opportunities presented by planned events and incidents in the classroom.

- 4.1.2 Staff are encouraged to model healthy eating practices, especially when students are present.
- 4.1.3 The principal will form partnerships with the local health unit dietitians in an ongoing effort to educate staff, parents, and the school community about:
  - a) School Food and Beverage policy (PPM 150);
  - b) healthy fundraising;
  - c) student nutrition programs;
  - d) any other nutrition related questions.
- 4.1.4 The principal will encourage teaching staff to involve the health unit dietitians to support and provide resources and consultation for the delivery of curriculum related to nutrition.
- 4.1.5 Each school will encourage student and parent engagement in making changes to reflect a healthy school nutrition environment.

#### 4.2 NUTRITION PRACTICES IN TLDSB

- 4.2.1 When food is provided at meetings, workshops, school council, etc., healthy food and beverage choices must be available.
- 4.2.2 If food is used as part of a classroom celebration, staff members are expected to emphasize healthy food and beverage choices.
- 4.2.3 Food should not be used as a reward or incentive for positive classroom behaviour, achievement or participation.
- 4.2.4 When food is provided at school/board sponsored special events, healthy food and beverage choices will be encouraged. Please see Appendix 5.1.
- 4.2.5 When food is sold at school/board sponsored special events, food and beverage choices must comply with School Food and Beverage Policy (PPM 150).
- 4.2.6 Principals are required to limit the number of special events which do not comply with Ministry and school board standards to a maximum of 10 days in the school year. See Appendix 5.1.

#### 4.3 MONITORING COMPLIANCE

- 4.3.1 The principal shall ensure that existing school policies/guidelines related to the sale of food and beverages in schools meet the requirements of the School Food and Beverage Policy (PPM 150).
- 4.3.2 The principal shall communicate the status of compliance to the School Food and Beverage Policy (PPM 150). Please see Appendices 5.1 and 5.2.
- 4.3.3 Principals, at schools where cafeteria services are provided under contract by the board, will receive an annual compliance report from the food service provider.

- 4.3.4 All other food service providers contracted by the school must report compliance to the Board. Please see Appendix 5.3.

#### 4.4 STUDENT NUTRITION PROGRAMS

- 4.4.1 The principal will encourage the development of a student nutrition program (healthy snacks, breakfast program) at school. These programs will be developed in consultation with the school council and a public health dietician, Ministry of Children and Youth Services nutrition guidelines.

#### 4.5 FUNDRAISING

- 4.5.1 School sponsored fundraising activities should promote non-food or nutritious items. Healthy funding raising resources are available at <http://brightbites.ca/badge/show-me-the-money/>
- 4.5.2 School principals will ensure that food and beverages sold to students in order to raise funds complies with the School and Beverage Policy (PPM 150) through all venues (e.g. vending machines, tuck shops), programs (e.g. cafeterias, catered lunch programs), and at all events (e.g. bake sales, sports events, etc.).
- 4.5.3 Schools which have their own contract for vending machines must report compliance with PPM 150 annually. Please see Appendix 5.2.
- 4.5.4 Principals are to refer to ES-5006 Fundraising Procedure when selecting items to be sold during fund raising activities.

#### 4.6 FOOD SAFETY

- 4.6.1 Trillium Lakelands District School Board recognizes that food allergies exist in our schools and work sites.
- 4.6.2 School principals must ensure that all food preparation complies with the food safety standards outlined in the Ontario Food Premise Regulation <https://www.ontario.ca/laws/regulation/900562>. Principals are encouraged to work with a health inspector through their local health unit to access food safety training and complete any necessary documentation to ensure the special event meets food safety standards.

### 5.0 APPENDICES

- 5.1 Monitoring Compliance – Special Events
- 5.2 Monitoring Compliance – Vending Machines
- 5.3 Vendor Compliance Form

This chart to be removed until updated by SMDHU and HKPRDHU.

# Healthy Food Items for Special School Events

## Soft T...

### Pita Sandwiches, Burgers (beef, chicken or fish)



- Choose whole grain items
- Two vegetable choices should be included
- Lean meats make for ideal Meat and Alternatives choices (eg. roast beef, grilled chicken, lean ground beef\*, ham, turkey, tuna canned in water\*, back bacon, refried beans or hummus)
- Modest amounts of mustard and pickles are acceptable. Serve no more than 5 mL / 1 tsp of the following: sauce, dressing, mayonnaise or non-hydrogenated margarine

## Wraps, Bagels or

### Pita Sandwiches



- Choose whole wheat items
- Sandwiches should include at least two vegetable choices (eg. lettuce, tomatoes, cucumbers, etc.)
- Recommended Meat and Alternatives choices are: lean ham, turkey, chicken, tuna, roast beef and hummus. Pepperoni, bologna and other higher-fat processed meats are not recommended
- Modest amounts of mustard and pickles are acceptable. Serve no more than 5 mL / 1 tsp of the following: sauce, dressing, mayonnaise or non-hydrogenated margarine

## Salads / Cold Plate



- Serve with whole grain or whole wheat items such as bread or pita
- Include at least two Vegetable choices. If serving cold plate, it is acceptable to offer a serving of fresh fruit or canned fruit (packed in juice or light syrup)
- Choose leaner Meat and Alternatives (eg. black beans, chick peas, eggs, lean ham, turkey, tuna canned in water\*, chicken or roast beef) to go with salad
- Limit salad dressing to no more than 15 mL / 1tbsp

## SNACKS

Try these healthy items at the next dance, classroom celebration, school open house, etc.

- Whole fruit/fruit tray with low-fat yogurt dip
- Fruit kebabs
- Sliced watermelon
- Fruit with yogurt
- Canned fruit (in its own juice)
- Frozen fruit with yogurt
- Fruit and yogurt parfaits (use clear cups, layer vanilla yogurt with fruit chunks, top with low-fat granola)
- Vegetable trays with lower-fat dip
- Hummus with whole grain pita or crackers
- Cheese with whole grain crackers or breadsticks
- Apple sauce and oatmeal cookie
- Oatmeal cranberry cookies with milk or yogurt
- Trail mix made with high fiber cereal and pretzels
- Low-fat and sugar muffins
- Party sandwich trays
- Hot chocolate made with real milk (2% M.F. or less)
- Yogurt cups
- Cheese strings
- Yogurt-based drinks (15% DV of Calcium) and 2% M.F. or less
- Fruit smoothies
- Soy beverage

## Pizza

- Pizza crust should be whole wheat
- Besides tomato sauce, add at least one more Vegetables and Fruit choice
- Meat and Alternatives choices include: ham, grilled chicken and lean ground beef



## Soups, Stews, Chili or Pasta



- Serve with a whole wheat roll, whole wheat crackers or other whole grain product
- Provide a serving of Vegetables and Fruit. This can include a serving of fresh fruit or canned fruit (packed in juice or light syrup)
- Recommended Meat and Alternatives choices include: lean ground beef, turkey, chicken, baked beans, black beans, chick peas, lentils or any other legumes

## Mini-Pizzas, Grilled Cheese Sandwiches, Tuna Melts



- Breads, English muffins or tortilla shells should be whole grain
- Provide a serving of Vegetables and Fruit with the meal. This can include a serving of fresh fruit or canned fruit (packed in juice or light syrup)
- Leaner meat should be used in the meal. Recommended Meat and Alternatives choices include: turkey, chicken, roast beef and tuna canned in water\*

## On the Side

Remember that lower-fat milk (skim, 1% or 2%), lower-fat yogurt (2% MF or less) and lower-fat block cheese (15-20% MF) make great additions to any meal!

\*Choose lean meats (no more than 17% fat) and deli meats (no more than 10% fat and no more than 480 mg sodium). If offered, meat substitutes for vegetarians and tofu must have less than 10% DV for saturated plus trans fat.

\*Use canned flaked, chunk or solid light tuna that contains Skipjack or Tongol varieties that are low in mercury content. Avoid using white or Albacore tuna, which is higher in mercury content.

## MONITORING COMPLIANCE – SPECIAL EVENTS

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 sold to students does not comply with the regulations and standards outlined in the School Food and Beverage Policy (PPM 150).
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 Director's office by June 30th and retain one copy at the school or Board location.

Name of School: \_\_\_\_\_

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

\_\_\_\_\_  
Date of Report

\_\_\_\_\_  
Principal's Signature



## MONITORING COMPLIANCE – VENDING MACHINES

### 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 30<sup>th</sup> of each year. A copy should be retained for your records at the school or Board location.

### 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 (PPM 150).

Product Name and Company	Flavour/Description	Package Size	Number of Slots Used	Sell Most	Sell Less	Not Permitted For Sale
<b>Total Choices</b>						

### 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's Signature

## Vendor Compliance

This form is to be completed annually by lunch caterers in Trillium Lakelands District School Board schools.

Business Name (Please print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_ Email: \_\_\_\_\_

I, the above named caterer(s) have read and understood the requirements of the Ontario School Food and Beverage Policy (P/PM150). I will ensure that any food and beverages provided for sale in schools will meet the following requirements of P/PM 150:

Please check:

- All food and beverages are prepared, served, and stored in accordance with Regulation 562 'Food Premises' as amended under the Health Protection and Promotion Act
- At least 80% of the food is from the Sell Most or Maximum Nutritional Value categories (e.g. fruit, vegetables, whole grain products, yogurt)
- No more than 20% of food is from the Sell Less category (e.g. higher fat and sodium products)
- No food is from the Not Permitted for Sale category
- All beverages are from the Sell Most or Maximum Nutritional Value categories (e.g. water, 100% juice, low-fat milk)

Please ensure and check off the following:

- Peanut/Nut-safe
- Meets the Trans Fat Standard

If a Registered Dietician has assessed your menu, please attach relevant documentation.  
Lunch

Caterer Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

This form must be signed annually and kept on file with the principal prior to providing food and beverages at any TLDSB school or office.