

Nutrition Policy Directive

Date Approved: May 2010

Date to be Reviewed: May 2013

1.0 Rationale

Healthy eating patterns in childhood and adolescence promote optimal childhood health, growth, and intellectual development. The Hamilton-Wentworth District School Board 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.

Diet related diseases represent a major public health threat and impact on the economy. Poor nutrition is a key preventable risk factor for major chronic diseases. Obesity is also a major risk factor for these diseases, and Canada has one of the highest childhood obesity rates in the world.

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

2.0 Implementation Schedule

By September 2010: All foods served and sold in schools and at school events or provided for staff through board funding will comply with the standards as outlined in PPM 150 and the HWDSB Nutrition Policy. There may be up to ten (10) special event days during the school year where foods and beverages served and sold in schools are exempt from the standards.

By September 2011: There will be a maximum of two (2) fundraisers per semester that sell foods or beverages outside the school to the community that do not comply with the standards in PPM 150 and the HWDSB Nutrition Policy for a total of four (4) per school year.

3.0 Key Leadership Roles/Responsibilities

Principal Roles/ Responsibilities:

- (i) Ensure that only foods and beverages that comply with the standards as outlined in PPM 150 and the HWDSB Nutrition Policy are served or sold to students in their school or sold or provided to staff through board funds, including in classrooms, lunchrooms and cafeterias, school tuck shops and canteens, sporting events and at celebrations, meetings and other events;
- (ii) Communicate the HWDSB Nutrition Policy and PPM 150 to parents/guardians, staff, students, volunteers, community partners and food service providers annually;
- (iii) Provide suggestions and/or resources to both parents/guardians and staff for foods and beverages that comply with the standards to be served to students for school celebrations;
- (iv) Establish a School Nutrition Action Committee comprising of the principal, a parent/guardian representative, at least one staff member and an intermediate or senior student where appropriate;
- (v) Submit a School Nutrition Policy, if developed by the School Nutrition Action Committee, to their Superintendent of Education;
- (vi) Provide training for staff about the HWDSB Nutrition Policy, implementation and healthy eating practices;
- (vii) Ensure that food is not used as an individual reward or an incentive for good behaviour, achievement, or participation in classrooms;
- (viii) Ensure that Student Nutrition programs follow the Student Nutrition Program Nutrition Guidelines developed by the Ministry of Children and Youth services;

- (ix) Coordinate resources to support staff, parent/guardians and students in the implementation of the HWDSB Nutrition Policy;
- (x) Designate, approve and monitor special event days and fundraisers in consultation with their school council, Home and School Association, other parent/guardian organization if one exists, students and School Nutrition Action Committee;
- (xi) Communicate special event days to parents/guardians, staff and students.
- (xii) **Fundraising:**
 - a) School year 2010-11: Assess all fundraising initiatives and current contracts and alert clients and businesses of upcoming changes; ensure that all in-school fundraising involving the sale or serving of foods and beverages complies with the standards outlined in PPM 150 and the HWDSB Nutrition Policy.
 - b) After September 2011: Approve up to a maximum of two (2) fundraisers per semester that sell foods or beverages that do not comply with the standards in PPM 150 and the HWDSB Nutrition Policy outside the school to the community for a total of four (4) per school year.
 - c) Encourage the use of non-food items or events for fundraising.
- (xiii) Monitor implementation in their school;
- (xiv) Provide an annual analysis of healthy eating environments as required by the HWDSB Nutrition Policy to their school superintendent in cooperation with the School Nutrition Action Committee.

Teacher and School Staff Roles/Responsibilities:

- (i) Ensure that only foods that comply with the standards outlined in PPM 150 and the HWDSB Nutrition Policy are served or sold to students in their classrooms and worksites, including curriculum based food labs, hospitality programs, projects and activities, lunchrooms and cafeterias, school tuck shops and canteens, sporting events and celebrations, meetings and other events;
- (ii) Ensure that food is not used as an individual reward or an incentive for good behaviour, achievement, or participation in classrooms;
- (iii) Consult with and get approval from school administration about fundraising initiatives, sporting events and celebrations where food will be sold or served;
- (iv) Reinforce the HWDSB Nutrition Policy to students, parents/guardians, volunteers and community partners;
- (v) Provide suggestions to parents/guardians and students for foods to be served to students at classroom celebrations;
- (vi) Teach healthy eating and safe food practices as required by the Ontario Curriculum;
- (vii) If planning professional development or meetings for school staff using board funds, ensure that the foods and beverages served or sold meet the requirements of the standards outlined in PPM 150 and the HWDSB Nutrition Policy.

Central Office Managers and Staff Roles/Responsibilities:

- (i) The Purchasing Department will provide a copy of the HWDSB Nutrition Policy, PPM 150 and support documents to food service providers and review them with them to ensure understanding.
- (ii) The Purchasing Department will ensure that all vendors and food service providers commit to compliance with PPM 150 and the HWDSB Nutrition Policy.
- (iii) Managers of departments will ensure that their staff is aware of the policy and that any planning for meetings, professional development and other assemblies for staff involving food and beverages provided through board funding comply with the standards in PPM 150 and the HWDSB Nutrition Policy.

Student Roles/Responsibilities:

- (i) Become more aware of and participate in healthy eating practices;
- (ii) Offer input into the designation of special event days, fundraisers and celebrations involving food and beverages where appropriate;

- (iii) Sit as a member of the School Nutrition Action Committee where appropriate;
- (iv) Participate in Healthy Eating Action Teams at the secondary level;
- (v) Follow established guidelines for nutrition and take responsibility for their own actions.

Parent/Guardian Roles/Responsibilities:

- (i) Be informed about the HWDSB Nutrition Policy;
- (ii) Provide advice and feedback to the principal through the School Council, Home and School Association, other parent/guardian organization if one exists, and/or the School Nutrition Action Committee about Nutrition Policy implementation in their school;
- (iii) Provide input to the principal about special events, celebrations, and fundraising initiatives involving food and beverages;
- (iv) Sit as a member of the School Nutrition Action Committee.

Trustee and Executive Council Roles/Responsibilities:

- (i) Establish a central Nutrition Action Steering Committee with membership from employee groups, students, parent/guardians and community members;
- (ii) Budget and plan for mandatory training and education of principals, vice-principals, managers and other staff about the HWDSB Nutrition Policy;
- (iii) Monitor any School Nutrition Policies developed;
- (iv) Monitor implementation in schools;
- (v) Receive an annual report from the Director of Education about healthy eating environments in schools.

4.0 Food Service Providers and Vending Machine Operators Roles/Responsibilities

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 the HWDSB Nutrition Policy.

5.0 Central Nutrition Action Steering Committee

The Central Nutrition Action Steering Committee is formed by Executive Council. Membership should include but is not limited to:

- Superintendent of Education
- Elementary teacher representative
- Secondary teacher representative
- Elementary principal representative
- Secondary principal representative
- Manager representative
- Support staff representative
- Purchasing Department representative
- Parent/guardian representative
- Secondary student representative(s)
- Community group representative(s) e.g. Public Health, Local Food initiatives

The Central Nutrition Action Steering Committee will meet a minimum of three times a year to:

- (i) Plan for training and in servicing staff;
- (ii) Provide Nutrition Policy support documents and guidelines to staff and schools;
- (iii) Create and/or review a Nutrition Policy Annual Analysis Report template to be completed by schools;
- (iv) Receive Nutrition Policy Annual Analysis Reports from schools and prepare an annual report about healthy eating environments to submit to the Director of Education.

6.0 School Nutrition Action Committees

The School Nutrition Action Committee is formed by the principal. Membership includes but is not limited to:

- Principal
- Parent/guardian representative(s)
- Staff representative(s)
- Intermediate or Senior student representative where appropriate

The School Nutrition Action Committee will meet a minimum of three times a year to:

- (i) Plan for implementation of the Nutrition Policy;
- (ii) Advise on special event days;
- (iii) Consider whether a School Nutrition Policy is necessary;
- (iv) If deemed necessary, create a School Nutrition Policy that is based on the HWDSB Nutrition Policy;
- (v) Complete the Nutrition Policy Annual Analysis Report template and submit to their school superintendent who will forward it to the Central Nutrition Action Steering Committee.