

Nutrition Procedure

RATIONALE:

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

PROCEDURES:

By September 2012: All foods sold in schools and at school events will comply with the standards as outlined in PPM 150 and HWDSB's Nutrition Policy. There may be up to ten (10) special event days during the school year where foods and beverages sold in schools are exempt from the standards.

1.0 Key Leadership Roles and Responsibilities:

1.1 Principal Roles/Responsibilities

- Ensure that only foods and beverages that comply with the standards as outlined in PPM 150 and HWDSB's Nutrition Policy are sold to students in their schools;
- Communicate HWDSB's Nutrition Policy and PPM 150 to parents/guardians, staff, students, volunteers, community partners and food service providers annually;
- 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;
- Provide training for staff about HWDSB's Nutrition Policy, implementation and healthy eating practices;
- Avoid offering food or beverages as a reward or an incentive for good behavior, achievement or participation
- Ensure that Student Nutrition Programs follow the Student Nutrition Program Nutrition Guidelines developed by the Ministry of Children and Youth Services
- Coordinate resources to support staff, parent/guardians and students in the implementation of HWDSB Nutrition Policy;

Nutrition Procedure

- Designate, approve and monitor special event days and fundraisers in consultation with their school council, Home and School Association, and where appropriate, students;
- Communicate special event days to parents/guardians, staff and students.
- Fundraising:
 - Annually assess all fundraising initiatives and current contracts and alert clients and businesses of upcoming changes; ensure that all in-school fundraising involving the sale of foods and beverages complies with the standards outlined in PPM 150 and HWDSB's Nutrition Policy.
 - Encourage the use of non-food items or events for fundraising. (xi) Monitor implementation in their school;
- Provide an annual analysis of healthy eating environments as required by HWDSB's Nutrition Policy to the Nutrition Action Steering Committee.
- Ensure that food and beverages purchased with school generated funds for distribution to students within the school comply with the standards in PPM 150 and HWDSB Nutrition Policy.

1.2 Teacher and School Staff Roles/Responsibilities:

- Ensure that only foods that comply with the standards outlined in PPM 150 and HWDSB's Nutrition Policy are sold to students in their classrooms and worksites including curricular based Food labs, hospitality programs, projects and activities, lunchrooms and cafeterias, school tuck Shops, canteens and sporting events
- Avoid offering food or beverages as a reward or an incentive for good behaviour, achievement, or participation;
- Consult with and get approval from school administration about fundraising initiatives, sporting events and celebrations where food will be sold;
- Reinforce HWDSB's Nutrition Policy to students, parents/guardians, volunteers and community partners;
- Provide suggestions to parents/guardians and students for foods to be served to students at classroom celebrations;
- Teach healthy eating and safe food practices as required by the Ontario Curriculum;

1.3 Central Office Managers and Staff Roles/Responsibilities:

- The Purchasing Department will provide a copy of HWDSB's Nutrition Policy, PPM 150 and support documents to food service providers and review them with them to ensure understanding.
- The Purchasing Department will ensure that all vendors and food service providers commit to compliance with PPM 150 and HWDSB's Nutrition Policy.
- Managers of departments will ensure that their staff is aware of the policy.

Nutrition Procedure

1.4 Student Roles/Responsibilities:

- Become more aware of and participate in healthy eating practices;
- Offer input into the designation of special event days, fundraisers and celebrations involving food and beverages where appropriate;
- Follow established guidelines for nutrition and take responsibility for their own actions.

1.5 Parent/Guardian Roles/Responsibilities:

- Be informed about HWDSB's Nutrition Policy;
- Provide advice and feedback to the principal through the School Council, Home and School Association about Nutrition Policy implementation in their school;
- Provide input to the principal about special events, celebrations, and fundraising initiatives involving food and beverages;

1.6 Trustee and Executive Council Roles/Responsibilities:

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

2.0 Food Service Providers and Vending Machine Operators Roles/Responsibilities

- 2.1 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 HWDSB's Nutrition Policy.

3.0 Central Nutrition Action Steering Committee

- 3.1 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

Nutrition Procedure

- Purchasing Department representative
 - Parent/guardian representative
 - Secondary student representative(s)
 - Community group representative(s) e.g. Public Health, Local Food initiatives
 - Representative of the School Nutrition Program – School and Tendering Supplies Committee
- 3.2 The Central Nutrition Action Steering Committee will meet a minimum of once a year to:
- Create and/or review a Nutrition Policy Annual Analysis Report template to be completed by schools;
 - Receive Nutrition Policy Annual Analysis Reports from schools and prepare an annual report about healthy eating environments to submit to the Director of Education.