



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

709 – Nutrition

DIRECTIONAL POLICY

Healthy Schools and Workplaces

Title of Administrative Procedure:

Nutrition

Date Approved:

April 2025

Projected Review Date:

April 2030

Directional Policy Alignment:

This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy – 700 by ensuring, through our collective responsibility, the creation of healthy learning and work environments that contribute to lifelong learning and enable every individual at the Catholic District School Board of Eastern Ontario to reach their God-given potential.

Alignment with Multi-Year Strategic Plan:

The Nutrition Administrative Procedure supports the CDSBEO mission of cultivating the heart, mind, body and soul of students and staff. The Board recognizes the relationship between healthy nutrition and the growth and well-being of students. “Well-nourished children and adolescents are more likely to be better prepared to learn, be active, and maintain their health as adults.” The Board is committed to the health and well-being of staff and students and will ensure that Board employees are aware of the CDSBEO Administrative Procedures connected to Healthy Schools and workplaces. This mission calls the Board to these Strategic Priorities:

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

Supporting students, staff, parents/guardians, and community organizations/agencies in the creation of healthy environments that have a positive effect on health, growth, and intellectual development. Through critical thinking, creativity, collaboration, and communication, our educational communities will foster environments that positively influence student attitudes, preferences, and behaviours related to healthy lifestyle choices.

Action Required

Background

- The Catholic District School Board of Eastern Ontario will ensure healthy food choices are in our Catholic schools. The Board upholds nutrition practices which honour the physical body as a temple of the Holy Spirit. This Administrative Procedure sets out guidelines when offering or selling food and/or beverages in our schools and meets the Ministry of Education Policy/Program Memorandum 150: School Food and Beverage Policy and Nutrition Standards for Ontario Schools.
- Research shows that “health and educational success are intertwined: schools cannot achieve their primary mission of education if students are not healthy. Healthy eating patterns in childhood and adolescence promote optimal childhood growth and intellectual development.”

Guidelines

- School communities recognize that children often have little direct control over foods provided from home.
- The Board will communicate and encourage the following consistent healthy eating messages in schools in order to promote a positive effect on health, growth, and intellectual development.
- Healthy food choices help to support learning and performance.
- Healthy eating enhances physical, emotional, social, and intellectual development.
- The provision of food in Catholic schools follows pertinent Catholic Church teachings regarding fasting and abstinence.
- All schools will provide adequate time (ideally a 15-20 minute nutritional break) for all students during lunchtimes. Also, schools will encourage all students to wash their hands before and after eating, or use hand sanitizer, if necessary.
- Food and beverages offered or sold in schools will reinforce the nutrition guidelines emphasized in the Ontario Curriculum, Canada’s Food Guide, and in educational programs offered in our schools. This includes cafeterias, vending machines, lunch, breakfast, and snack programs, fundraising events, meetings, workshops, Catholic School Council events, and any other school-related functions.

- Foods served and sold in schools and the Catholic Education Centre will be handled and prepared safely to prevent the spread of food-borne illness and disease. The Board and Principals will work with Public Health Units and other local partners to ensure that nutrition and food safety training for food service staff, including volunteers, is available. Hand washing shall be promoted as a simple and effective way to reduce the spread of food-borne illnesses.
- Food and beverages “not permitted” for sale will not be offered or sold in schools, and “sell less” items will make up no more than 20 percent of all food choices offered or sold in schools as per PPM 150.
- Foods and beverages sold or made available at school for lunch and snack programs will emphasize vegetables and fruit; lower fat white and/or chocolate milk; whole grain products; lean meats; food prepared with little or no fat; and foods low in salt, sugar, and caffeine.
- Food and beverages served in schools will meet or exceed the provincial nutrition standards and will be sold primarily for the purpose of providing healthy food choices rather than for revenue generation.
- The Principal may designate up to ten days during the school year as special event days on which food and beverages sold in schools would be exempt from the nutrition standards as per PPM 150. The school Principal must consult with the Catholic School Council prior to designating a day as a special event day. School Principals are encouraged to sell food and beverages that meet the nutrition standards set out in PPM 150.
- School staff will use a comprehensive approach to healthy eating involving the whole school community - staff, families, individuals, and organizations. Each school will recognize, value, support, and encourage parental and student involvement in planning school food choices and in making changes to reflect a healthy school nutrition environment.
- School staff will encourage parents/guardians to send nutritious meals and snacks to schools and events by role modeling healthy eating behaviours and by providing information in school communications, in collaboration with local Public Health Units. Foods in a student’s lunch should never be critiqued. Offering or selling healthy foods in the school environment helps to educate students (and their caregivers) about healthy eating.
- Staff and volunteers will limit the use of food as a reward to promote positive classroom behaviours. Finding alternatives to food to reinforce behaviours is an important part of providing a healthy school environment.
- Staff members will adhere to the Board’s Anaphylaxis Administrative Procedure regarding allergy-safe foods and safe food environments when foods are sold, served, or brought into the school.
- Fundraising with healthy food and beverages or non-food items will be considered to provide another opportunity to support healthy food choices taught in the

classroom, home, and broader community. School-sponsored fundraising activities will promote either nutritious foods or non-food items. When food is chosen as the fundraiser item, only foods with maximum nutritional value (as set out in PPM 150) will be used.

- The Board will work with partners to provide healthy food choices for students and staff, and to ensure that these healthy choices are competitively priced and sourced locally, where possible.
- The Board, through the Purchasing Department, will work towards providing healthy options in school vending machines that are competitively priced.
- The Board shall work with community partners, such as local health units, to promote the further development and enhancement of a current, relevant nutrition education curriculum and enhance the resources available to teachers to support nutrition education activities.
- The Board will support opportunities for staff development and training for effective delivery of nutrition curriculum.
- Classroom teaching tools should not display or promote corporate logos or brand names. The use of actual packaged foods to teach label reading, for example, is permissible.
- Board staff will collaborate with the local Public Health Unit to assist in efforts to educate and encourage students, parents/guardians, and the community about nourishment programs and nutrition education.
- Partnerships between schools, the Board, and businesses shall be designed with an emphasis on healthy food choices and educational needs before considering commercial gains.
- School staff and volunteers should consider implementing universal Student Nutrition Programs (healthy breakfast and snack programs) in schools to ensure that children have access to nutritious foods. These programs will be developed in consultation with regional Student Nutrition Program Coordinators and the Ministry of Children and Youth Services Student Nutrition Program Guidelines.
- When working with parent(s)/guardian(s), staff, and students, Principals will access appropriate resources and nutrition education opportunities such as:
 - Ontario Curriculum Health and Physical Education
 - Health Unit Staff
 - Ministry of Education: School Food and Beverage Policy Guides
 - Ministry of Education: Foundations for a Healthy School: A Companion Resource to the K-12 School Effectiveness Framework
 - Ministry of Education: Helping to Create Healthy Schools
 - Ontario Physical and Health Education Association (Phea) Health and Physical Education Curriculum Resources, Grades 1 to 8, and curriculum support documents Grades 9 and 10.

- Canada's Food Guide
- Curriculum Based Workshops

Responsibilities

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Healthy Schools and Workplaces Directional Policy.
- Reviewing the Nutrition Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring Principals are aware and consistent with the application of this Administrative Procedure.
- Ensuring that all contracts with vendors for food provided to students in schools follow this Administrative Procedure.

Principals and Vice-Principals are responsible for:

- Providing leadership, management, and support for the members of their school communities in their knowledge, understanding, and the implementation of the Nutrition Administrative Procedure.
- Consulting with regional Student Nutrition Program Coordinators and Ministry of Children and Youth Services Student Nutrition Program Guidelines to develop Student Nutrition Programs.
- Ensuring that all food preparation follows good food safety practices.
- Ensuring staff members adhere to the Board's Anaphylaxis Administrative Procedure regarding allergy-safe foods and safe food environments.
- Designating special event days during the school year on which food and beverages sold in schools would be exempt from the nutritional standards.

Staff are responsible for:

- Ensuring that they are knowledgeable about this Administrative Procedure.
- Promoting healthy food choices that support student learning and well-being.

Progress Indicators

School administrators are aware of and can access the “Foundations for a Healthy School: a Companion Resource to the K-12 School Effectiveness Framework”, “Helping to Create Healthy Schools” resources through the Ministry of Education.

- School communities are implementing this Administrative Procedure.
- Food and beverages offered or sold in schools reinforce the nutrition guidelines.
- Food served and sold in schools will be handled and prepared safely to prevent the spread of food-borne illness and disease.
- Food and beverages “not permitted” for sale will not be offered or sold in schools, and “sell less” items will make up no more than 20 percent of all food choices offered or sold in schools.
- All schools will have a student nutrition program (healthy breakfast and/or snack programs).
- The Board is working with community partners, such as local health units, to promote the further development and enhancement of a current, relevant nutrition education curriculum.
- Food and beverages served in schools meet or exceed the Provincial nutrition standards.

Definitions

Anaphylaxis – Anaphylaxis is an acute systemic (multi-system) and severe Type I Hypersensitivity allergic reaction in humans and other mammals. Minute amounts of allergens may cause a life-threatening anaphylactic reaction. Anaphylaxis may occur after ingestion, skin contact, injection of an allergen or, in rare cases, inhalation.

Abstinence – Abstinence encourages the tradition of abstaining from eating meat on Ash Wednesday, Good Friday, and all Fridays during Lent.

Fasting – Fasting is defined as one meal a day and two smaller meals, which, if added together, would not exceed a main meal in quantity. Catholics between the ages of 18 and 59 are encouraged to fast on Ash Wednesday and Good Friday. Individuals must always consider their personal health.

Food-borne illness – Food-borne illness (also food-borne disease) is any illness resulting from the consumption of food. Food-borne illness is commonly called food poisoning, even though most cases are caused by a variety of pathogenic bacteria, viruses, prions, or parasites that

contaminate food, rather than chemical or natural toxins. Foods served and sold in schools will be handled and prepared safely to prevent the spread of food-borne illness and disease.

Healthy Schools – Healthy Schools is an approach to school-based health promotion involving a broad spectrum of programs, activities, and services that take place in schools and their surrounding communities. The foundation for this would be based in the Ontario Health and Physical Education Curriculum. Components include high quality instruction and programs, healthy physical and supportive social environments, and school and community partners.

Healthy Food Choices – Healthy food choices are food and beverages with maximum nutritional value.

Foods and Beverages with Maximum Nutritional Value

Healthy food choices are foods and beverages with maximum nutritional value. PPM 150 identifies nutrition standards for “sell most” foods and beverages. CDSBEO supports this as the minimum standard but encourages schools to make even healthier choices in consultation with local health units. Generally, foods of maximum nutritional value:

- Are part of the food groups in Canada’s Food Guide.
- Are higher in nutrients needed for optimal growth and development (e.g., iron, vitamin D, calcium, vitamin C, vitamin A, protein).
- Are higher in fibre (for grain products and whole fruit and vegetables).
- Usually contain little or no added fat, salt, and sugar.

Foods and Beverages with Minimum Nutritional Value

PPM 150 also identifies “sell less” and “not permitted” for sale food items. At CDSBEO, “not permitted” for sale items will not be offered, and “sell less” items will make up no more than 20 percent of all food and beverage choices. Foods* and beverages with minimum nutritional value:

- Contain low amounts of essential nutrients and fibre.
- Are too high in unhealthy fats.
- Are high in added sugars or added salt.
- Are usually not part of any of the four food groups; Canada’s Food Guide recommends limiting foods and beverages high in calories, fat, sugar, or salt.

*Exceptions are sauces, condiments, toppings, and spreads that can be used in modest amounts as part of a meal or snack.

Nutrition Education – Nutrition education is the process of teaching validated, current nutrition knowledge in ways that promote the development and maintenance of positive attitudes and habits of making healthy food choices.

References

- [Canada's Food Guide](#)
- [Ministry of Education: Helping to Create Healthy Schools](#)
- [Ministry of Education: Foundations for a Healthy School: A Companion Resource to the K-12 School Effectiveness Framework](#)
- [Ministry of Education: School Food and Beverage Policy Guides](#)
- [Ontario Curriculum Health and Physical Education](#)
- [Ontario Physical and Health Education Association \(Ophea\)](#)
- [Ontario Physical and Health Education Association \(Ophea\): Building Healthy Eating Habits and Food Literacy Skills with the H&PE Curriculum](#)
- [Ontario Public Health Association](#)
- [The Education Act: Section 265, Duties of Principals: Care of Pupil, 1990](#)

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