



Administrative Procedure 1220

SALE OF FOOD AND BEVERAGES IN SCHOOLS

Responsibility:	<i>Superintendent, Student Achievement & Well-Being</i>
Legal References:	<i>Policy Program Memorandum 150 School Food and Beverage Policy Ontario Regulation 200/08, Trans Fat Standards, Sabrina's Law, Regulation 562, "Food Premises", as amended, made under the Health Protection and Promotion Act</i>
Related References:	<i>Board Policy 6007 – School Nutrition Administrative Procedure 4980 – Single Use Commercially Bottled Water. Administrative Procedure 1470 - Anaphylactic Management Plan</i>
Revisions:	<i>March 2016</i>
Reviewed:	<i>March 2016</i>

1. Preamble

- 1.1 The purpose of this procedure is to ensure that all food and beverages sold in elementary and secondary schools within the Waterloo Region District School Board meet the requirements of Policy Program Memorandum 150.
- 1.2 The purpose of this procedure is to set out nutrition standards for food and beverages sold in elementary and secondary schools within the Waterloo Region District School Board.

2. Application

- 2.1 School Principals are required to ensure that all food and beverages sold on school premises meet the requirements of this procedure. The nutrition standards apply to all food and beverages sold in all venues (e.g., cafeterias, vending machines, tuck shops) through all programs (e.g., catered lunch programs), and at all events (e.g., bake sales, sports events).
- 2.2 The standards do not apply to food and beverages that are:
 - Offered in schools to students at no cost;
 - Brought from home or purchased off school premises and are not for resale in schools;
 - Available for purchase during field trips off school premises;
 - Sold in schools for non-school purposes (e.g., sold by an organization that is using the gymnasium after school hours for a non-related event);
 - Sold for fundraising activities that occur off school premises;
 - Sold in staff rooms.

3. Nutrition Standards

- 3.1 The nutrition standards embody the principles of healthy eating outlined in Canada's Food Guide, and are intended to ensure that food and beverages sold in schools

contribute to students' healthy growth and development. The nutrition standards for food and beverages are set out within Appendix A.

- 3.2 All food and beverages must meet the nutrition criteria in order to be sold in schools. There are three categories: "sell most", "sell less" and "not permitted for sale".
 - 3.2.1 Products in the "sell most" category must make up at least 80 percent of all food choices that are available for sale in all venues, through all programs, and at all events. The same requirement applies to beverage choices.
 - 3.2.2 Products in the "sell less" category may have slightly higher amounts of fat, sugar, and/or sodium than food and beverages in the "sell most" category. They must make up no more than 20 percent of all food choices that are available for sale in all venues, through all programs, and at all events.
 - 3.2.3 Products in the "not permitted for sale" category generally contain few or no essential nutrients and/or contain high amounts of fat, sugar and/or sodium. Food and beverages in these categories are not permitted for sale in schools.
 - 3.2.4 Some foods will fit into all three categories depending on nutritional value. To determine whether a specific product may be sold in schools, it is necessary to read the information on the food label and compare this information with the nutrition criteria.

4. Exemption For Special-Event Days

- 4.1 The school 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 outlined in this procedure. It is important to consult with the School Council regarding the scheduling of these days. School principals are encouraged to consult with their students in making these decisions.
- 4.2 In order to facilitate the tracking of special event days, a school-tracking sheet (Appendix B) has been provided.

5. Additional Requirements

- 5.1 Schools must comply with Trans Fat Standards and any other applicable regulations made under the Education Act.
- 5.2 Principals must take into consideration strategies developed under Administrative Procedure 1470 - Anaphylactic Management Plan, to reduce the risk of exposure to anaphylactic causative agents.
- 5.3 Food and beverages must be prepared, served, and stored in accordance with Regulation 562, "Food Premises", as amended, made under the Health Protection and Promotion Act.
- 5.4 Schools must ensure that students have access to drinking water during the school day.
- 5.5 The diversity of students and staff must be taken into consideration in order to accommodate religious and/or cultural needs.
- 5.6 Principals must take into consideration Administrative Procedure 4980 - Single Use Commercially Bottled Water, when making beverage selections for their school.

6. Practices for Consideration

- 6.1 Schools should take into consideration the following when food or beverages are sold or provided in schools:
 - Offer, when available and when possible, food and beverages that are produced in Ontario;

- Be environmentally aware (e.g., reduce food waste, reuse containers, and recycle food scraps);
- Avoid offering food or beverages as a reward or an incentive for good behaviour, achievement, or participation.

7. Implementation and Monitoring

- 7.1 In order to assist with the implementation of this procedure, principals may choose to complete an in-school survey (Appendix C) that identifies where and when food is purchased within the school.
- 7.2 When dealing with a new food vendor, principals will contact the vendor and advise them of the requirement to comply with the nutrition standards and criteria. Providers will complete a form (Appendix D) that attests that they are in compliance with the nutrition standards and criteria as outlined in this procedure. Completed compliance forms will be kept at the school.