



Annapolis Valley Regional School Board

Administrative Procedure – AP 402.8

School Food

Department: Programs & Services
Section: Health Promoting Schools

When food is provided in school, the procedures to be followed are laid out in the *Food and Nutrition Policy for Nova Scotia Public Schools* which includes: *Policy Directives and Guidelines*, the *Food and Beverage Standards for Nova Scotia Public Schools*, *Provincial Breakfast Program Standards*, and *Fundraising with Healthy Food and Beverages*. Details are provided below, but for more information refer directly to the policy documents.

Directives:

1.0 Food and Beverages Served and Sold in School:

- 1.1 During the school day when students are present, food and beverages served and sold in schools will be consistent with the *Food and Beverage Standards for Nova Scotia Public Schools*. This includes cafeterias, canteens, vending machines, and lunch, breakfast, and snack programs.
- 1.2 The policy and food and beverage standards are also in effect during evening programs for students provided by the school. (Refer to Directives 5 and 6 for consideration for Fundraising and Special Functions.)
- 1.3 Schools will ensure that the majority of choices available are from food and beverages of Maximum Nutrition, recognizing that they are more nutritious than those of Moderate Nutrition.
- 1.4 Schools will serve or sell only milk (white, chocolate, flavoured, and nutritional alternatives to milk, e.g., soy), 100% juice, and water as beverages as per the *Food and Beverage Standards for Nova Scotia Public Schools*.
- 1.5 Schools will not use deep fat fryers to prepare food.

2.0 Clean Drinking Water:

- 2.1 Schools will ensure that students and staff have access to clean drinking water during the school day.
- 2.2 Teachers and administrators will encourage students to drink water, especially during periods of hot weather or increased physical activity. This may be facilitated by allowing water bottles into the classroom.

3.0 Programming:

3.1 It is expected that all schools will participate in the Nova Scotia Department of Agriculture's School Milk Program.

4.0 Pricing:

4.1 To ensure that healthy food and beverage choices are accessible to the majority of students, schools will make affordability the primary consideration when setting prices or profit margins. Meal programs, in particular, will be priced with this in mind.

5.0 Fundraising:

5.1 Fundraising with food and beverages organized by and through schools will centre only on items of Maximum or Moderate Nutrition (refer to *Fundraising with Healthy Food and Beverages*).

6.0 Special Functions:

6.1 Food and beverages of Maximum and Moderate Nutrition will be offered during special functions. However, special functions may include items from the Minimum Nutrition list. Special functions are events that may occur once or twice a month and include special occasions and in-school celebrations (e.g., parent-teacher night, Remembrance Day, school bazaar, Spring Fling, Halloween, holiday bake sales).

7.0 Promotion and Advertising:

Schools will work to develop a culture that promotes health by:

7.1 Promoting healthy food and beverage choices that emphasize and are consistent with the Maximum Nutrition and Moderate Nutrition lists.

7.2 Giving priority space to healthy food and beverages as defined by the Maximum Nutrition list (e.g., counter-top refrigerators, placement of fruits and vegetables at student eye level).

8.0 Food as a Reinforcer:

8.1 School staff and volunteers will not offer food as a reinforcer or withhold food from students as a consequence, except in cases where a Program Planning Team is using applied behavioural analysis to implement an individual program plan for a student.

9.0 Students Who May be Vulnerable:

9.1 Schools will ensure that students and parents are aware of breakfast, lunch, and snack programs that are offered in or through the school at minimal or no cost and are accessible to all students.

9.2 Schools must ensure that any food programs are made available to students in a non-stigmatizing manner.

9.3 Schools will work with parents to ensure that staff/volunteers are aware of food allergies and guidelines for supporting children with food-related chronic diseases (e.g., diabetes, Celiac disease).

9.4 Schools will ensure that any food and beverages served and sold from those listed in the *Food and Beverage Standards for Nova Scotia Public Schools* are in alignment with school board anaphylaxis policy, Canadian School Boards Association Anaphylaxis Guidelines, or Peanut Aware policies and guidelines.

10.0 Portion Sizes:

10.1 Schools will serve and sell appropriate portions of food and beverages. Super-sized portions are not appropriate to serve or sell in schools. Refer to *Canada's Food Guide to Healthy Eating* for information related to portion sizes.

11.0 Food Safety:

11.1 Schools are required to prepare and serve foods in accordance with food safety standards and training guidelines as outlined by the *Health Protection Act* of the Nova Scotia Department of Agriculture. This may require the need for a Food Establishment Permit, food safety training, and Workplace Hazardous Materials Information System (WHMIS) training.

11.2 Schools will emphasize and promote cleanliness. Placemats or disinfectant wipes are encouraged if students are to eat at their desks.

11.3 Schools will ensure that students are aware of the importance of hand washing and will provide students with the opportunity to wash their hands before consuming meals.

12.0 Nutrition Education:

12.1 Schools are encouraged to integrate nutrition education into activities within and beyond the classroom.

13.0 Guidelines:

The following guidelines are recommendations that suggest a preferred course of action.

13.1 Time to Eat:

It is recommended that the school day be scheduled to allow students and staff a minimum of 20 minutes to eat lunch. NOTE: This does not include the time it takes to stand in line, travel to lunch areas, or prepare foods.

13.2 School schedules should recognize that students need nourishment every three/four hours, based upon the time they would have last had an opportunity to eat. For example, students may benefit from a 10-minute break to eat a snack scheduled separately from recess, if possible.

13.3 It is recommended that students be given time to eat lunch, as well as to participate in activities (e.g. intramurals). Lunch and activities should be scheduled so they complement each other, rather than compete.

14.0 Nova Scotia Produce and Products:

14.1 Whenever possible, schools and food service providers should use food and beverages that are grown, produced, or manufactured in Nova Scotia and Atlantic Canada.

15.0 Food Packaging and Environmental Consciousness:

15.1 Schools are encouraged to continue, as well as find new ways, to reduce consumer and food waste and to support recycling and composting options.

15.2 Schools are encouraged to support energy-saving practices for food programs (e.g., energy-saving equipment such as fridges and stoves that meet the EnerGuide standard), *Nova Scotia Department of Agriculture guidelines*.

16.0 Role Models:

16.1 School staff, administrators, volunteers, and guests are encouraged to model healthy eating practices consistent with the policy and the *Food and Beverage Standards for Nova Scotia Public Schools*.

16.2 Community partners who have use of schools for community events are encouraged to follow the policy and the *Food and Beverage Standards for Nova Scotia Public Schools* for consistency and role-modelling purposes.

17.0 School Partnerships and Commitment:

17.1 Students should be involved in the planning of school food menus and choices offered by canteens, cafeterias, lunch and breakfast programs, vending machines, and at special functions.

17.2 Schools are encouraged to address food and nutrition issues within a unique or existing committee that includes administration, teachers, other staff, students, parents, food service staff, and community representatives (e.g., Health Promoting Schools Committee).

17.3 Schools are encouraged to have healthy foods that meet the *Food and Beverage Standards for Nova Scotia Public Schools* on hand for students who may require food.

17.4 Parent and community groups who participate in fundraising off the school site or outside of the school day are encouraged to focus on non-food or food and beverage items that are of Maximum or Moderate Nutrition.

17.5 Schools are encouraged to apply the policy and the *Food and Beverage Standards for Nova Scotia Public Schools* during school-based programs for students taking place on weekends in the school.

17.6 Schools are encouraged to consider the policy and the *Food and Beverage Standards for Nova Scotia Public Schools* when choosing venues and on student school trips.

Each school should have a copy of the Food and Nutrition Policy for Nova Scotia Public Schools which includes: *Policy Directives and Guidelines*, the *Food and Beverage Standards for Nova*

Scotia Public Schools, Provincial Breakfast Program Standards and Fundraising with Healthy Food and Beverages. This is available from the Nova Scotia Department of Education.

The AVRSB Director of Programs and Services, or designate, will work with the Health Promoting Schools Program Implementation Team, the Food Services Manager and individual School Health Promoting Teams to implement and monitor this school food policy. Additional participants may be invited to work with this group on matters related to the policy to ensure that the following groups are represented:

- parents/guardians
- school administrator(s)
- AVRSB representative(s)
- public health nutritionist
- community dietitians
- food service workers/volunteers
- student(s)
- community representation

Monitoring & Evaluation :

- 1.0 The Director of Programs and Services (or his/her designate) shall be responsible for the implementation, monitoring and revision of the administrative procedures.
- 2.0 The Board's Education Committee, principals, students, parents and parental organizations and other appropriate groups/individuals, will be consulted when revisions of major significance are made to the policy and administrative procedure.
- 3.0 Sufficient time will be provided to ensure groups and/or individuals have appropriate opportunity to react to any report which recommends significant revisions as a result of the monitoring of policy and procedure.
- 4.0 The Director of Programs and Services will ensure the results of the monitoring of the policy and administrative procedures are recorded in writing and forwarded to the Superintendent of Schools for review.
- 5.0 This Administrative Procedure will be monitored on an annual basis.

Superintendent Approved: August 21/02

Ref: BP402.8

Monitoring Date: Annually

Revised: November 20/08