



**Commission scolaire English-Montréal**  
**English Montreal School Board**

<b>POLICY:</b>	<b>NUTRITION</b>	<b>CODE: CS -15</b>
<b>Origin:</b>	Community Services Department – Cafeteria and Nutrition Education Division	
<b>Authority:</b>	Resolution #09-01-28-7	
<b>Reference(s):</b>	<i>Framework Policy on Healthy Eating and Active Living          Health Canada's Eating Well with Canada's Food Guide          MAPAQ's Loi sur les aliments (L.R.Q., c. p-29)          Education Act, Section 94</i>	

## POLICY STATEMENT

The English Montreal School Board Nutrition Policy aims at promoting health-enhancing attitudes and behaviours among all students (elementary, high school and adult students) by teaching the essential knowledge and skills they need to make nutritious food choices and by providing an environment encouraging healthy eating habits.

## RATIONALE

The Nutrition Policy is an essential component in the prevention of childhood nutrition-related problems such as obesity, dental diseases and type II diabetes. It addresses very specific nutritional deficiencies among children such as calcium, vitamin D, iron, vitamin C and folic acid deficiencies. Furthermore, healthy eating patterns are essential for students to achieve their full academic potential.

## APPLICATION

1. This policy regulates all food distribution (sold or donated) to students in all EMSB schools and centres during regular school activities (cafeteria, daycare service, nutritional support program, lunch service, vending machines\*, reward program, regular fundraising and extracurricular activities).
2. All administrators, teachers, staff, donors, volunteers and parents have a responsibility to respect the Nutrition Policy by promoting/modeling healthy eating habits and distributing nutritious foods to students during regular school activities.
3. The sale of food to students or reward programs based on food for promotional or commercial solicitation is prohibited in accordance with Section 94 of the *Education Act*.

\* Phase-out period for vending machines contracted to outside suppliers.

*Note: Excluded from this Nutrition Policy are school fundraising campaigns occurring off school grounds, occasional celebrations and school trips.*

## **GENERAL OBJECTIVES**

1. To increase the nutritional knowledge of all students through different nutrition education/food service\* programs and projects.
2. To improve the nutritional intake of all students and encourage them to adopt healthy eating habits by offering nutritious foods through various nutrition education/food service programs.
3. To ensure the safety of all students by monitoring the quality of the foods offered through various programs, activities and projects.
4. To define qualitative and quantitative requirements for all foods offered to students.
5. To define sanitation rules to be applied at any point of food production or distribution.
6. To define the procedures on the use of services from food suppliers\*.
7. To define the responsibilities of those concerned in the application of this policy.

\*see definition p.4

## **SPECIFIC OBJECTIVES**

### **Nutrition Education**

The nutrition education programs shall focus on students' eating behaviours and be designed to help them:

1. increase their nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, healthy weight management and dietary supplements;
2. acquire nutrition-related skills including the planning of a healthy meal, understanding and using food labels, using the proper sanitation rules in preparing and handling food;
3. assess one's personal eating habits, set goals for improvement, and achieve those goals.

### **Food Service**

All food service programs shall focus on promoting the consumption of nutritious foods by:

1. offering students balanced meals providing one-third of their nutritional requirements;
2. offering students nutritious and appealing foods;
3. decreasing the availability of high sugar content foods;
4. decreasing the availability of high fat content foods (higher than 30% of total energy value);

5. increasing the availability of high fibre content foods;
6. offering students snacks providing essential nutrients as part of a nutritional support program;
7. ensuring that all food served to students complies with the qualitative and quantitative requirements and is prepared and distributed according to the established sanitation rules.

**In the application of the policy, the Board shall provide dietitians and food technicians to:**

1. ensure the organization, the control and evaluation of the application of this Nutrition Policy in all EMSB schools and centres;
2. plan, implement and evaluate nutrition education programs;
3. plan, implement and evaluate nutritional support programs;
4. perform professional supervision and financial management of school cafeterias based upon the criteria of quality, quantity, safety and nutritional value;
5. ensure that the food suppliers comply with this nutrition policy;
6. annually review the cafeteria price structure so that the cost to the students using these services is the lowest possible, while encouraging them to purchase nutritious items;
7. annually review the cafeteria menu and recipes based on the tastes of the multicultural diverse clientele and the nutritional needs of growing children and adolescents;
8. assist schools with any food related programs;
9. tender the various categories of food;
10. ensure that all food service permits are valid.

**In the application of the policy, the school administration shall:**

1. ensure the application of the Nutrition Policy at any point of food distribution to students in their school during regular school activities;
2. ensure the supervision of students using the school cafeterias;
3. designate and maintain the sanitation and comfort of the eating areas;
4. encourage students to bring healthy choices of food for their lunches and snacks by informing students and parents of the EMSB Nutrition Policy;
5. ensure that regular fundraising activities on school grounds or the operation of vending machines are not held during school cafeteria opening hours;
6. ensure that foods sold/offered through regular fundraising and extracurricular activities on

school grounds conform with this Nutrition Policy;

7. ensure that needy families are aware of and benefit from nutritional support programs;
8. ensure allergen awareness by identifying allergic students, sensitizing students and parents to food allergies in the school, providing a safe eating environment for allergic students, establishing a protocol in case of anaphylactic reactions and ensuring the availability of auto-injectors;
9. ensure that all foods offered/sold to students at any point of food distribution (daycare service, nutritional support program, lunch service ...) come from a Board approved supplier;
10. ensure that all food supplied to students by outside suppliers complies with this Nutrition Policy;
11. ensure that food suppliers do not conduct any promotional or commercial solicitation targeted towards children.

The application of the present policy requires the adoption of the following resolutions:

1. the Nutrition Policy as defined by the School Board;
2. the Price List, annually.

## DEFINITIONS

1. **Food Service:** any point of distribution of food (sold or donated) to students on school grounds, whether it be through the daycare service, school cafeteria, nutritional support program, lunch program/service, vending machine, regular fundraising and extracurricular activities.
2. **School Cafeteria:** a food service under the jurisdiction of the Cafeteria and Nutrition Education Division of Community Services supplying food to students at a cost.
3. **(Outside) Food Supplier:** any organization (e.g. food distributors, restaurants/caterers, Home and School Associations, community groups, parent volunteers, student councils) providing foods or drinks intended for student consumption at a cost or free of charge as part of any food service program.

**The following addenda may be modified in the event that nutritional or food safety standards are updated by Canadian authorities.**

## **ADDENDUM A**

### **(OUTSIDE) FOOD SUPPLIERS**

#### **DEFINITION**

A (outside) food supplier is any organization (commercial, community, volunteer) providing food (sold or donated) to EMSB schools intended for student consumption (sold or donated) as part of any food service program.

#### **GENERAL PROCEDURES**

1. Foods served to students (as part of any food service program) must come exclusively from a Board-approved food supplier.
2. All outside food suppliers must apply the Nutrition Policy.
3. Non-approved suppliers or private homes shall not be authorized to conduct any activities in EMSB schools.

#### **RESPONSIBILITIES OF THE BOARD:**

##### **The Cafeteria and Nutrition Education Division of Community Services:**

1. will tender the required categories of food.
2. will undertake an evaluation of (outside) food suppliers for the other categories of food and issue recommendations, if necessary, before approving them as EMSB suppliers.
3. shall supply to the schools a list of Board-approved food suppliers by August 15th of every school year.
4. will monitor and evaluate the activities (menu, portion control, quality of food, sanitation...) of the food suppliers and ensure that the Nutrition Policy is respected.
5. shall conduct inspections of the production/distribution centres to ensure the quality of the food and services provided.
6. shall ensure that the food is transported under the most hygienic conditions using insulated containers to maintain an internal temperature of greater than 60°C for hot foods and lower than 4°C for cold foods.

7. shall ensure that the outside food supplier operates under a valid MAPAQ Food Permit and will ensure access to any violation reports from the City of Montreal - Food Inspection Division.
8. shall notify the outside food supplier of any infraction to the EMSB Nutrition Policy and request immediate modification or rectification of the situation.
9. will advise schools of any modification of status of outside food suppliers.

**RESPONSIBILITIES OF SCHOOLS (PRINCIPALS AND GOVERNING BOARDS):**

1. The principal will ensure that any food offered/sold to students regardless of the food service program (daycare service, nutritional support program, lunch service, vending machine, regular fundraising and extracurricular activities) comes from an EMSB approved food suppliers.
2. The principal will ensure that the outside food suppliers respect the Nutrition Policy;
3. The principal will designate a person to monitor the overall quality of food/meals (menu, taste, presentation, portion sizes, temperature) on a daily basis. For a (outside) lunch program supplier, the “Quality Monitoring Forms” must be completed and submitted monthly to Cafeteria and Nutrition Education;
4. The school shall inform Cafeteria and Nutrition Education of any irregularities.

## ADDENDUM B

### SANITATION RULES

#### DEFINITION

The preparation, storage and distribution of all food intended for student consumption in EMSB schools must be done under the following sanitation rules as required by the MAPAQ's *Loi sur les aliments* (L.R.Q., c. p-29).

#### SANITATION RULES

1. The people assigned to the preparation of food must:
  - a. wear a hair net;
  - b. wear clean work clothes used exclusively for work;
  - c. refrain from wearing jewellery or nail polish.
2. Potentially hazardous cold food must be maintained at a temperature of 4°C or lower and hot food at 60°C or higher.
3. Poultry, pork, fish and beef should be well cooked to an internal temperature of 85°C, 80°C, 65°C and 60°C, respectively.
4. Refuse should be kept in closed and clean containers and discarded on a daily basis.
5. Premises shall be free of insects, rodents or contaminants.
6. The food handlers must have at their disposal a sink provided with hot water, soap in a dispenser and individual paper towels.
7. The food handlers must wash their hands:
  - a. after using the bathroom;
  - b. after smoking, eating, drinking or blowing one's nose;
  - c. before handling exposed food or clean equipment, dishes and utensils;
  - d. each time there is a change from working with raw foods to working with cooked or ready-to-eat foods;
  - e. at any time during the operation when contamination may have occurred.
8. All equipment, appliances, utensils and work surfaces must be cleaned and disinfected after use or after coming into contact with raw food.
9. The manipulators must refrain from handling food when they present an injury or an infected wound not adequately covered, suffer from vomiting, diarrhea, fever, jaundice or sore throat with fever, or are afflicted with a disease transmissible through food.

10. All food shall be kept covered in the refrigerators, freezers or dry storage areas.
11. Only authorized personnel shall be allowed in the kitchen area.
12. All cafeterias shall be provided with a sink and a ventilation system, and all windows shall have screens.
13. Refrigerators used to store milk or snacks intended for student consumption must be washed with hot water and baking soda once per week and the internal temperature must be maintained between 1°C and 4°C.
14. The dietitian or food technicians of the Cafeteria and Nutrition Education Division shall complete a sanitation report while visiting the food production or distribution centres. If the report is unsatisfactory, recommendations shall be made to the school/supplier/cafeteria personnel.



## ADDENDUM C

## QUALITATIVE AND QUANTITATIVE FOOD REQUIREMENTS

## DEFINITION

Food served in English Montreal School Board schools must meet the following requirements.

Food Items	Specifications	Portion Size
Main Course*	Meat, poultry, fish, legumes, tofu or cheese casserole/combination	75g cooked lean meat, poultry, fish 175 ml legumes or tofu 75g cheese
* Must be served with a vegetable	Vegetable, cooked or salad	125 – 175 ml
Cooked Vegetable	Frozen, fresh, canned	125 ml
Salad	Raw vegetables	175 ml
Gourmet Salad	Raw vegetables	350 ml
Meal Deal	Comprised of: <ul style="list-style-type: none"> <li>• Main Course</li> <li>• Vegetable</li> <li>• Dessert</li> <li>• Juice or Milk or Water</li> </ul>	As per specifications in this table
Super Sandwich	Specialty bread, pita, tortilla, roll with lean meat, poultry, fish, eggs, cheese	1 roll, pita, tortilla or 2 slices 60g lean meat, poultry, fish 1 egg, 60g cheese or combination
Sandwich	Sliced bread with lean meat, poultry, fish, eggs, cheese	2 slices 45g lean meat, poultry, fish 1 egg, 45g cheese or combination
Salad Plate	Meat, poultry, fish, eggs, cheese or combination	75g lean meat, fish, poultry, 175 ml legumes 2 eggs, 75g cheese
	2 Vegetables and/or fruit	250-350 ml
Fruit	Fresh, whole, in pieces	1 fruit or 125 ml
Canned Fruit	Pieces	125 ml solid
Juice	100% pure, vitamin enriched, individual portion, no sugar added.	200 ml, 300 ml
Milk	White skim, 1% or 2% chocolate	200 ml, 500 ml
Yogourt	Plain or with fruit Drink	100g. or 125 ml 200 ml
Potato or Substitute	Canned, mashed pasta, rice, whole grain and brown, if available Whole, baked	125 ml 125 ml 1 small
Bread	Whole grain, sliced Whole wheat roll, bun Promote products with more than 2g of fibre per portion	1 slice, 35g

Food Items	Specifications	Portion Size
Bagel, English Muffin, Pita, Tortilla	Plain, sesame or poppy seeds Promote products with more than 2g of fibre per portion	50g to 70g
Butter	individual portion	5g
Margarine	Non-hydrogenated, bulk or individual portion	5g
Soup	Canned or home-made beef, chicken or vegetable broth including noodles, rice and/or vegetables cream soups	170 ml
Filled Patties*  * sale limited to recess 3 times/week	Beef, chicken, vegetable Commercial, maximum 30% caloric energy from fats, no trans fats	100g, 45g of cooked meat
Cake*  * occasionally	Baked type from dry mix. Containing a minimum of icing, syrup or other concentrated sweets	(6x8x5)cm
Fruit Jelly	With fresh or canned fruit	60 ml of fruit total volume: 125 ml
Milk Pudding	Instant or ready to eat made with milk	125g or 125 ml
Cheese	Cheddar or equivalent, Individual portion	20-25g
Cream Cheese	Individual portion	18g
Ice Cream, Iced Milk or Frozen Yogourt	Individual portion, commercial	100 ml
Cookie*  * sale of chocolate chip cookies limited to lunch	Oatmeal, raisin, chocolate chips or other similar types from dry mix or frozen Promote cookies with <10g sugar, <7g fat, <2g saturated/trans fat and >2g fibre per 30g cookie	30g , 75g
Muffin	Bran, oatmeal, wheat, fruit From dry or frozen mix Promote muffins with <5-7g sugar, <2.5-3.5g fat, <1-1.5g sat./trans fat and >1-1.5g fibre per 50-70g muffin	50g to 70g
Cereal	Breakfast cereal <8g sugar and >2g fibre per portion	30g or 185ml
Croissant* * sale limited to combination item	Commercial, no trans fat	63g. raw dough
Cracker	Whole wheat or soda <250mg of sodium per 30g portion	2 per package
Granola/Cereal Bar	Oatmeal, almond, raisins, not coated Promote bars with <10g sugar, <5g fat, <1g saturated/trans fat and >2g fibre per portion	30g

Food Items	Specifications	Portion Size
Cereal Square	Baked type	50g. – (9 x6x2.5)cm
Snacks	Promote snacks with <10g sugar, <7g fat, <2g saturated/trans fat and >2g fibre per serving	
Water	Spring water (non carbonated) Maximum 1,000 p.p.m. mineral salts Individual portion	355 ml, 500ml

The following items do not conform with the *Framework Policy on Healthy Eating and Active Living* and may not be offered or sold to the students:

1. Foods with a high fat content (more than 30% of total energy value) such as:
  - a. Deep fried potatoes
  - b. Commercially fried foods (nuggets, burgers, egg rolls, potatoes...)
  - c. High fat content luncheon meats (bacon, salami, pepperoni, bologna, mock chicken, mortadella...)
  - d. Hot dogs/pogos
  - e. Donuts
  - f. Pastries
  - g. Sweet buns, turnovers

*\*The use of a deep fryer is forbidden.*

*N.B. Products containing trans fats in the form of shortening and hydrogenated oil must be eliminated. Products containing added saturated fats such as lard, tallow or palm oil must be avoided.*

2. Foods with a high sugar content such as:
  - a. All variety of candies and medicated lozenges
  - b. Sweet pastries (sugar pie, cream filled pastries, etc.)
  - c. Wrapped commercial type cakes
  - d. All varieties of chocolate bars
  - e. Commercial type cookies coated or cream filled
  - f. Slush, and sugar/artificially sweetened beverages
  - g. Carbonated beverages
  - h. Cereals with more than 8g of sugar per serving
  - i. Coated peanuts and nuts
  - j. Sweetened popcorn
  - k. Chewing gum
  - l. hot chocolate made from powder and water

*N.B. Products containing sugar as the first solid ingredient must be eliminated.*

3. Foods with a high salt content such as:
  - a. Salted peanuts, nuts and pretzels
  - b. Chips, Nachos
  - c. Buttered popcorn
  - d. etc.

Foods not mentioned or not corresponding to the specifications may not be offered to students.

**ADDENDUM D**

**REMITTANCE OF CAFETERIA MONIES BY SCHOOLS**

**PROCEDURE**

1. All school Principals shall be responsible for sending on a weekly basis the monies from the cafeteria sales to the Financial Services Department, utilizing Form C-182.
2. A copy of the C-182 shall be sent to the Cafeteria and Nutrition Education Division.
3. Cafeteria funds are not transferable to other accounts or projects.

**LIST OF SCHOOL CAFETERIAS**

Coronation	LaurenHill Jr. Campus	Royal Vale
Dalkeith	Laurier Macdonald High	Royal West Academy
James Lyng High	Lester B. Pearson High	St. Pius X High
John F. Kennedy High	Marymount Academy	Vincent Massey Collegiate
John Paul I High	Nesbitt	Westmount High
LaurenHill Academy	Rosemount High	