



School Food and Nutrition Administrative Procedure 1.B.155

1.0 School Administration
1.B. Students

Board Governance Policy Cross Reference:

Legal Reference: *Public Schools Act*

Date Adopted: April 2007

Date Amended: September 2009, March 2017

All publicly funded Manitoba schools are required to have a written school food and nutrition policy as part of their school plan. The principal of each school must, in consultation with the school's advisory committee, review the school's School Food & Nutrition procedures at least annually.

Why is this Important?

- Eating well helps children grow, develop and do well in school.
- A healthy diet makes children more settled, attentive and ready to learn.
- Eating breakfast improves children's memories, concentration levels, problem solving abilities and creative thinking.
- Poor nutrition is associated with poorer learning.
- Healthy eating helps prevent child and adolescent health problems such as obesity, diabetes and tooth decay.

Mission:

Evergreen School Division, in partnership with its community, seeks to provide students with the knowledge, skills, and environment required to make healthy food choices throughout their life.

Guidelines

1. Evergreen School Division adopts *"The Foods available in K- 12 schools in Manitoba Guidelines"* (see Appendix A), for food to be served, sold and or made available in Division schools by school groups or at school events.
2. Staff, students, and parents will be encouraged to send/ bring foods from the "Serve Most Often/Sometimes list in *"The Foods available in K- 12 schools in Manitoba Guidelines"* for special events (i.e. class parties).
3. Foods from the "Serve Most Often" list will be priced as close to cost as practical, and will be appropriately promoted and advertised in Division schools, their canteens or cafeterias.
4. Schools will choose alternatives to food for incentive programs and rewards. (This does not preclude a class/group from having food at a celebration, reception, etc.).

5. Evergreen School Division adopts the *“Beverage Guidelines for Schools”* (see Appendix B). No Energy drinks will be sold or made available in Evergreen School Division Schools, by school groups or at school events (eg. Red Bull).
6. Schools will allow a minimum of 20 minutes for students to eat lunch and encourage students to eat after outside play, whenever possible.
7. School administrators will ensure that school staff and, if necessary, parent volunteers are familiar with *“Safe Food Handling Guidelines”* (see Appendix C).
8. Personnel employed by Evergreen School Division, and responsible for preparing and serving food, should have successfully completed a Food Handlers Certificate Program.
9. School administrators will ensure that staff/volunteers are made aware of food allergens and/or Individual Health Care Plans for supporting students with food related health concerns. It is, however, the responsibility of the child and his/her family to inform the school and make informed food choices from the food available.
10. Schools will ban artificial trans fat as per the *Public Schools Act 47.2* (Appendix D).
11. Schools will fully implement the Nutrition guidelines according to the following timeline:
 - Early / Middle Years Schools – Beginning of the 2007/08 school year
 - High Schools – Beginning of the 2008-09 school year
 - Artificial Trans Fat Ban – Upon proclamation
12. These guidelines represent the minimum standards for food and beverages to be served, sold, or made available in schools. Schools may decide to implement more stringent guidelines through the development of school based nutrition policies.

For more information call the Manitoba School Nutrition support line at 1-888-547-0535 or visit the Food in Schools website: www.manitoba.ca/healthyschools/foodinschools

QUICK GUIDE

Foods Available in K to 12 Schools in Manitoba

These guidelines apply to foods that may be sold in, or provided by, schools in Manitoba. They are not intended to evaluate the food students bring into schools, although the nutrition information may be helpful to parents and communities.

GRAIN PRODUCTS	VEGETABLES AND FRUIT	MILK PRODUCTS	MEAT AND ALTERNATIVES
<ul style="list-style-type: none"> Choose whole grain and enriched products 50 per cent of the time. Whole grains including whole wheat flour, oats, oatmeal, oat bran, barley, rye, multigrains and pumpkinseed are the best choices. Sugar, fat and salt should be closer to the end of the ingredient list. Choose grain products without trans fat. <p>SERVE MOST</p> <ul style="list-style-type: none"> bread roll roti bun papoose panino English muffin bagel flat bread baked bannock (made with vegetable oil) corn bread pizza crust bread stick  <p>COULD BE SERVED SOMETIMES (8-12 TIMES PER MONTH)</p> <ul style="list-style-type: none"> granola granola bar, cereal bar (not dipped) cookie made with oatmeal panino, toaster or fruit grain cracker flat square banana bread sweetened cereal sweetened instant oatmeal cream of wheat 	<ul style="list-style-type: none"> Choose dark green vegetables and orange fruit more often. Vegetable or fruit should be listed as the first ingredient on the ingredient list. <p>SERVE MOST</p> <ul style="list-style-type: none"> vegetables – fresh, frozen, canned baked fries – fresh potato wedges or slices, may be tossed in oil vegetable and tomato soup tomato sauce salsa 100 per cent vegetable and tomato juices fruit – fresh, frozen, canned, dried frozen fruit juice bar apple sauce, other fruit sauce 100 per cent fruit/vegetable bar 100 per cent fruit juice – 100 – 125 ml  <p>COULD BE SERVED SOMETIMES (8-12 TIMES PER MONTH)</p> <ul style="list-style-type: none"> vegetables with sauce fruit crisp fruit in syrup sweetened fruit juice fruit/potato filled boiled perogies jams, jellies or marmalade 	<ul style="list-style-type: none"> Choose low-fat milk products more often. Milk, evaporated milk, skim milk powder, milk solids or modified milk solids should be listed as one of the first ingredients. <p>SERVE MOST</p> <ul style="list-style-type: none"> white, strawberry, vanilla, banana, chocolate milk hot chocolate made with milk long-life (LHT) milk instant breakfast powder fortified soy, rice beverages yogurt yogurt tubes yogurt beverages milk yogurt smoothies hard cheese cheese slices soft cheese padding made with milk custard milk based soup  <p>COULD BE SERVED SOMETIMES (8-12 TIMES PER MONTH)</p> <ul style="list-style-type: none"> reduced-fat processed cheese spread plain ice cream reduced-fat sour cream whole milk reduced-fat egg nog fruit shakes milkshakes yogurt and yogurt drinks over 5 per cent milk fat cheese and cracker packages high fat cheese 	<ul style="list-style-type: none"> Choose leaner meat, poultry and fish, as well as dried peas, beans and lentils more often. <p>SERVE MOST</p> <ul style="list-style-type: none"> meat, poultry – baked, grilled, roasted, stir fried fish, seafood – baked, grilled, canned in water deli meats – lean turkey, chicken, roast beef, pork eggs – boiled, scrambled, poached legumes – peas, beans, lentils tofu, vegetarian meat alternatives nuts, seeds, nut butter (peanut butter)  <p>COULD BE SERVED SOMETIMES (8-12 TIMES PER MONTH)</p> <ul style="list-style-type: none"> ham canned turkey, ham, chicken fish canned in oil jerky pizza fried eggs 
<p>OTHER FOODS – COULD BE SERVED RARELY (1-2 TIMES PER MONTH OR LESS)</p> <p>These choices offer little nutrition for growing minds and bodies. If small portions of these foods are offered, pair them up with healthier foods when possible!</p> <ul style="list-style-type: none"> pastry donut cake, cupcake, cake muffin stacy bun cookie with sweet filling or icing dipped granola bar flavored popcorn rice crispy cake puffed wheat cake 	<p>OTHER FOODS – COULD BE SERVED RARELY (1-2 TIMES PER MONTH OR LESS)</p> <p>These choices offer little nutrition for growing minds and bodies. If small portions of these foods are offered, pair them up with healthier foods when possible!</p> <ul style="list-style-type: none"> deep fried vegetables fired perogies hash brown potato fruit flavored drink crystals, fruit beverages, cocktails, nectars, drinks, punches, blends, slushes fruit pies, pastries pickles candy or chocolate coated fruit fruit gummies, fruit flavored snacks gelatin fruit cup fruit leather fruit chips potato chips pickles 	<p>OTHER FOODS – COULD BE SERVED RARELY (1-2 TIMES PER MONTH OR LESS)</p> <p>These choices offer little nutrition for growing minds and bodies. If small portions of these foods are offered, pair them up with healthier foods when possible!</p> <ul style="list-style-type: none"> candy flavored, malted milk milk with coffee or tea hot chocolate made with water ice cream with candy sherbet cream sour cream whipped cream whipped topping cream cheese frozen ice cream treats non-dairy creamer coffee whitener 	<p>OTHER FOODS – COULD BE SERVED RARELY (1-2 TIMES PER MONTH OR LESS)</p> <p>These choices offer little nutrition for growing minds and bodies. If small portions of these foods are offered, pair them up with healthier foods when possible!</p> <ul style="list-style-type: none"> sausages smokes hot dogs bacon bacon bits pepperoni sticks pizza pops refined beans canned meats chicken wings deep fried meat, fish, poultry pop stick processed meat pie turkey roll gravy refined beans chocolate, yogurt coated nuts sesame snaps dessert loaf



Appendix B - Beverages Guidelines for Schools

Only the following beverages will be sold or distributed in schools by school groups or at school events. There will be no restrictions on container size.

Early / Middle Schools	High Schools
Bottled Water	Bottled water
100% Juice	No-calorie and low calorie beverages
Milk	100% Juice
	Juice Drinks
	Sports Drinks
	Milk

Appendix C - Safe Food Handling Guidelines

Clean: Wash hands and surfaces often

Bacteria can spread throughout the kitchen and get onto cutting boards, utensils, sponges and counter tops. Here's how to *Fight BAC*:

- Wash your hands with hot soapy water before handling food and after using the bathroom, changing diapers and handling pets.
- Wash your cutting boards, dishes, utensils and counter tops with hot soapy water after preparing each food item and before you go on to the next food.
- Use plastic or other non-porous cutting boards. These boards should be run through the dishwasher—or washed in hot soapy water—after use.
- Consider using paper towels to clean up kitchen surfaces. If you use cloth towels, wash them often in the hot cycle of your washing machine.

Separate: Don't cross-contaminate

Cross-contamination is the scientific word for how bacteria can be spread from one food product to another. This is especially true when handling raw meat, poultry and seafood, so keep these foods and their juices away from ready-to-eat foods. Here's how to *Fight BAC*:

- Separate raw meat, poultry and seafood from other foods in your grocery shopping cart and in your refrigerator.
- If possible, use a different cutting board for raw meat products.
- Always wash hands, cutting boards, dishes and utensils with hot soapy water after they come in contact with raw meat, poultry and seafood.
- Never place cooked food on a plate which previously held raw meat, poultry or seafood.

Cook: Cook to proper temperatures

Food safety experts agree that foods are properly cooked when they are heated for a long enough time and at a high enough temperature to kill the harmful bacteria that cause food borne illness. The best way to *Fight BAC* is to:

- Use a clean thermometer, which measures the internal temperature of cooked foods, to make sure meat, poultry, casseroles and other foods are cooked all the way through.
- Cook roasts and steaks to at least 145°F. Whole poultry should be cooked to 180°F for doneness.
- Cook ground beef, where bacteria can spread during processing, to at least 160°F. Information from the Centers for Disease Control and Prevention (CDC) link eating undercooked, pink ground beef with a higher risk of illness. If a thermometer is not available, do not eat ground beef that is still pink inside.
- Cook eggs until the yolk and white are firm. Don't use recipes in which eggs remain raw or only partially cooked.
- Fish should be opaque and flake easily with a fork.

- When cooking in a microwave oven, make sure there are no cold spots in food where bacteria can survive. For best results, cover food, stir and rotate for even cooking. If there is no turntable, rotate the dish by hand once or twice during cooking.
- Bring sauces, soups and gravy to a boil when reheating. Heat other leftovers thoroughly to 165°F.

Chill: Refrigerate promptly

Refrigerate foods quickly because cold temperatures keep harmful bacteria from growing and multiplying. So, set your refrigerator no higher than 40°F and the freezer unit at 0°F. Check these temperatures occasionally with an appliance thermometer. Then, *Fight BAC* by following these steps:

- Refrigerate or freeze perishables, prepared food and leftovers within two hours.
- Never defrost food at room temperature. Thaw food in the refrigerator, under cold running water or in the microwave. Marinate foods in the refrigerator.
- Divide large amounts of leftovers into small, shallow containers for quick cooling in the refrigerator.
- Don't pack the refrigerator. Cool air must circulate to keep food safe.

Cooking food to the proper temperature kills harmful bacteria. For internal temperatures, see: <http://www.foodsafety.gov/~dms/fsebac.html>

Appendix D - Artificial Trans Fat Ban

Artificial trans fat banned in schools

PSA 47.2(1) Every school board must ensure that, for each school within its jurisdiction, no artificial trans fat is contained in:

- a) any vegetable oils and soft, spreadable margarines used in the preparation of foods on site in the school;
- b) any prepackaged product sold in the school; or
- c) any other food product that the school is responsible for selling or distributing to students.

Interpretation

47.2(2) For the purpose of subsection (1),

- a) a vegetable oil or soft, spreadable margarine is deemed not to contain artificial trans fat if its total trans fat content does not exceed 2% of its total fat content;
- b) a prepackaged product is deemed not to contain artificial trans fat if
 - i) the fat in it originates exclusively from ruminant meat or dairy products, or
 - ii) under the *Food and Drug Act* (Canada), the product does not require a label showing a nutrition facts table or, if the product does require such a label, its nutrition facts table lists the trans fat content as 0.2 grams per serving or less; and
- c) any other food product is deemed not to contain artificial trans fat if
 - i) the fat in it originates exclusively from ruminant meat or dairy products, or
 - ii) the total trans fat content of the product does not exceed 5% of the total fat content.

Exception

47.2(3) Subsection (1) does not apply

- a) to a local restaurant product that is sold or distributed in a school if
 - i) the product is not available in the school on a daily basis, and
 - ii) the principal of the school is satisfied that the sale or distribution of the product is not inconsistent with the school's food and nutrition policy; or
- b) to food provided by a pupil or the parent or guardian of a pupil.

Definitions

47.2(4) The following definitions apply in this section:

"artificial trans fat" means non-naturally occurring fats formed by the hydrogenation of vegetable oils.

"food" means any substance intended for use in whole or in part for human consumption.

"prepackaged product" means any food that is contained in a package in the manner in which it is ordinarily sold to, or used or purchased by, a person.