
		<b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>
<b>POLICY:</b>	<b>INNER CITY NUTRITIONAL SUPPORT PROGRAMS – HIGH SCHOOLS</b>	<b>CODE: CS-7</b>
<b>Origin:</b>	Community Services Department - Cafeteria Services and Nutrition Education Division	
<b>Authority:</b>	Resolution #88-04-27-7.1	
<b>Reference(s):</b>		

## POLICY STATEMENT

1. Based on the Island Council's\* poverty map and on the recommendations of the Board's inner city school consultant, a specific budget for the school year shall be allocated to each of the inner city high schools, on a pro-rata basis, in order to purchase emergency snacks or buy meals for needy students.
2. The aforementioned budgets shall be administered by the schools concerned.

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\* Please note the following change subsequent to the adoption of this policy:  
 - the Island Council has been replaced by the *Comité de gestion de la taxe scolaire de l'île de Montréal*.

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<b>PROCEDURE:</b>	<b>INNER CITY NUTRITIONAL SUPPORT PROGRAMS – HIGH SCHOOLS</b>	<b>CODE: CS-7.P</b>
<b>Origin:</b>	Community Services Department – Cafeteria Services and Nutrition Education Division	
<b>Reference(s):</b>		

## PURPOSE

To provide the procedures to be followed in requesting nutritional supplements for inner city high school students.

## PROCEDURE

The school representatives for the program shall establish standards as to which category of student should benefit from these measures.

These programs are:

1. Cafeteria Subsidy
2. Emergency Snacks

### Cafeteria Subsidy

1. Meal tickets for the cafeteria shall be given to needy students by the person responsible in each school.
2. The ticket will allow the student to receive:
  - a. one hot meal
  - b. vegetable or salad
  - c. fruit or cookie
  - d. milk or juice

No substitution or addition shall be permitted at any time.

3. The person responsible for the program in the school shall order meal tickets through the inner city meal ticket order sheet. This order sheet must be sent to the Regional Director for approval. Once it has been approved, it shall be forwarded to Cafeteria Services. The meal tickets shall be sent to the person responsible by the Cafeteria Services Department.
4. The tickets shall be *numbered, dated and stamped* with the school stamp and *signed* by the person responsible before they are handed to the students.
5. Tickets shall be distributed *daily*, and only those tickets dated as of that day will be honoured by the cashier.
6. Students shall be required to show identification in order to have their ticket honoured. Students not complying with these requirements shall be refused on that day.
7. The cafeteria manager shall collect the passes and send them every day to the Cafeteria Services Department.
8. Under no circumstances should the school photocopy meal tickets.
9. Only *needy* students shall participate in this program. It shall not be used for students who forget their money or lunch.

### **Emergency Snacks**

1. The person responsible for the program in the school shall order the emergency snacks on the inner city snack order sheet. Once the order form is completed, it shall be sent to the Regional Director for approval. Once it has been approved, it shall be forwarded to the Cafeteria Services Department. The order shall then be placed.
2. All original invoices shall be forwarded to the Cafeteria Services Department.
3. Snacks shall be kept in a locked place (such as the nurse's office) where only the person responsible for the programs will have access.

### **Monthly Form**

A form shall be completed on a monthly basis by the person responsible, to ensure proper control. This form shall have the names of students participating in *both* programs. It shall then be sent to the Regional Director to be signed. Once it has been approved, it shall be sent to the Cafeteria Services Department.