



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN
Unit 5072 APO AP 96328-5072

SOP #16

PACIFIC

October 18, 2005

MEMORANDUM FOR JAPAN DISTRICT SCHOOL ADMINISTRATORS

SUBJECT: Vending Machines on Middle and High School Campuses

The District Superintendent Office offers the following guidance for administrators throughout DoDDS Japan on the use of commercial vending machines within the school or on campuses.

The use of vending machines on school campuses will be at the discretion of the school administration. For the purpose of monitoring the value of the service to the student population, faculty, and community, the administration should assess the need, use, and benefit that the machines will offer. Behaviors of vandalism, abuse, and excessive litter may result in the administration requesting the removal of the vending machines.

Location of the vending machines should be appropriate to serve the greatest number of students or faculty. They should be in an area that can be secured within reason. The vendor should have easy access to the machines without causing a disturbance in the general educational routine of the students' day. Vending machines should have specific rules governing their use pertaining to when items can be purchased and the areas to which drinks and snacks can be carried. More strict criteria may be required if the machines are located within cafeterias. If vending machines are located within areas that are off limits to students, the rules that apply should be posted in appropriate areas and published in student handbooks and newsletters.

The vending machines should be stocked with items that have some nutritional value to supplement or compliment lunch items and/or provide refreshments such as juices, sports drinks, or water. Other items may be sold at the discretion of the administration.

The vendors are completely responsible for the machines. They will provide all items being stocked and will receive all proceeds. The use of vending machines on campus is a service to the students, visiting community members, and school staff. It is not a method of fund raising.

The administration of the school utilizing the vending machines must establish an understanding with the vendors that meet the above described criteria. If the administration feels that the vending machines are negatively effecting the operation of the school in any way the vendor should remove the machines from the school campus.

Bruce Derr
Superintendent, Japan