



Nutrition

Introduction and Purpose

Park West School Division (PWSD) recognizes that equitable access to nutritious food is foundational to student well-being, learning, and success.

This Administrative Procedure (AP 149) is established in accordance with *The Public Schools Act*, as amended by *Bill 17 — The Public Schools Amendment Act (Nutrition Equality for Lasting Learning Outcomes)*.

The purpose of this procedure is to ensure that every school within the division provides a free, inclusive, and high-quality nutrition program for all students, in alignment with provincial legislation and the principles of accessibility, equality, dignity, and community responsiveness.

Definitions

- **Nutrition Program:** A school-based program that provides meals and/or snacks to students each school day, consistent with provincial nutrition standards and the requirements of this Administrative Procedure.
- **Accessibility:** The principle that all students shall have access to nutritious food at school, without barriers, stigma, or discrimination.
- **Accommodation:** The requirement to respect dietary needs and restrictions arising from allergies, health conditions, religious beliefs, or cultural practices.

Guiding Principles

In developing and implementing a nutrition program, each school shall uphold the following principles:

1. **Accessibility** – All students shall have equal opportunity to participate without fees, registration barriers, or social stigma.
2. **Accommodation** – The program shall accommodate dietary restrictions, allergies, and cultural or religious food preferences.
3. **Equality** – The program shall support every student regardless of socio-economic status or background.
4. **Local Adaptation** – Schools are encouraged to use locally sourced or community-partnered food options where feasible.
5. **Quality** – Meals and snacks must meet or exceed Manitoba's school nutrition guidelines and promote balanced, healthy eating.



Division Responsibilities

The Division shall:

- Ensure that a free nutrition program operates in every PWSD school.
- Establish and maintain administrative oversight, budgeting, and reporting systems for program delivery.
- Support school administrators in securing partnerships with local suppliers, community organizations, or provincial funding initiatives.
- Provide guidance and training to schools on safe food handling, allergy awareness, and inclusive practices.
- Ensure compliance with Manitoba Health food safety regulations.
- Collect, monitor, and report annual data on program implementation to Manitoba Education, as required by legislation.

School Responsibilities

Each school principal shall:

- Develop a local plan for the school's nutrition program that outlines:
 - The types of food to be provided (meals and/or snacks)
 - Serving schedule and delivery model
 - Food sourcing and storage methods
 - Accommodation measures
 - Supervision and food safety procedures
- Consult with staff, students, and parent councils to support program design and responsiveness to local needs.
- Ensure that participation is discreet and stigma-free for all students.
- Maintain records of program participation, expenses, and compliance with Division and provincial requirements.
- Submit an annual report to the Superintendent's Department summarizing program operations, outcomes, and recommendations for improvement.

Partnerships and Community Involvement

- Schools may collaborate with community partners, local producers, non-profit organizations, or municipal agencies to support sustainability and local food sourcing.
- Partnerships must comply with all health and safety regulations and be approved by the Superintendent.
- Donations and sponsorships must not compromise program equality or the Division's values of inclusivity and dignity.



Funding and Resources

- The Division shall allocate funding to support the operation of nutrition programs and may seek additional resources from provincial grants, community contributions, or federal programs.
- Schools shall maintain accurate records of all financial transactions related to the program.
- Funding shall not be conditional on student participation or identification of need.

Monitoring, Evaluation, and Reporting

- Schools must evaluate their nutrition program annually based on participation, nutritional quality, accessibility, and student well-being outcomes.
- The Division shall submit an annual division-wide report to Manitoba Education in accordance with provincial reporting requirements.
- Continuous improvement practices shall guide revisions to menus, service models, and partnerships.

References

- *The Public Schools Act* (as amended by *Bill 17 – The Public Schools Amendment Act [Nutrition Equality for Lasting Learning Outcomes]*)
- *Manitoba School Nutrition Handbook* (Manitoba Health & Manitoba Education)
- *Food and Food Handling Regulation*, Manitoba Health