

Section II

Staff & Parent Communication Samples

Excerpt from Summer Letter to Parent/Guardians:

NEW WELLNESS PROCEDURES

Good nutrition and physical fitness go hand in hand with achievement. In keeping with the district's Wellness Policy, Bielefield School will be guided by nutritional standards in planning classroom celebrations. Before any celebration where food is served, parents/guardians will receive a form from the classroom teacher requesting specific items, if they volunteer to contribute. The requests will take into account fat, sugar, calories, and portions served to students. For student birthdays, the classroom teacher may offer a special activity or recognition for students on the actual birthday and/or designate one day a month to celebrate all the month's birthdays at the same time. Again, we emphasize that parents/guardians not send food to school on their child's birthday.

Thank you for your cooperation with Bielefield School procedures. I know that we share a mutual interest in having a safe and orderly school environment for our children.

Excerpt from Parent/Student Handbook (form enclosed):

Wellness

Good nutrition and physical fitness go hand in hand with achievement. A new district Wellness Policy was adopted in June 2006 and requires us to consider the nutritional content of foods for lunch, snacks, or celebrations. In addition to nutrition, it is equally important to provide opportunities for physical fitness. Please encourage your children to wear clothing that is comfortable, safe, and does not inhibit physical activity during the school day (e.g., children should not wear flip flops). Our school-based Wellness Team will guide and support Bielefield School's implementation of the district policy. The district Wellness Committee will oversee the implementation of the district policy at the district level.

The Board of Education also approved our district's participation in the healthy food certification process, effective July 1, 2007. This extends the requirement that all food items sold to students will meet the Connecticut Nutritional Standards to include food offered for sale to students at all times in all schools and from all sources including, but not limited to school stores, vending machines, school cafeterias and any fundraising activity on the school premises. A board exemption will now be required to sell items not meeting Connecticut Nutritional Standards at school events after the school day as long as the sale is at the location of the event and the food is not sold from a vending machine or school store.

In keeping with the Wellness Policy, Bielefield School will be guided by nutritional standards in planning classroom celebrations. Before any celebration where food is served, parents/guardians will receive a form from the classroom teacher requesting specific items, if they volunteer to contribute. The requests will take into account fat, sugar, calories, and portions served to students. For student birthdays, the classroom teacher may offer a special activity or recognition for students on the actual birthday and/or designate one day a month to celebrate all the month's birthdays at the same time. Again, we emphasize that parents/guardians not send food to school on their child's birthday.

Excerpt from Staff Handbook (form in appendix):

Wellness Policy

Good nutrition and physical fitness go hand in hand with achievement. Middletown's Board of Education adopted a Wellness Policy in June 2006, which requires us to consider nutritional standards for foods and beverages served to students. In addition, it is equally important to consider opportunities for physical activity for students as part of wellness. Giving or withholding of food and/or physical activity for disciplinary purposes, as a reward or punishment is discouraged. In June 2007, the Board of Education took action to approve the district's participation in Healthy Food Certification. Healthy Food Certification extends nutrition requirements to all food and beverages sold for fundraising and at school sponsored after school events. All items for sale to students at all times, in all schools, and from all sources must meet Connecticut Nutritional Standards. Over the previous two years, the Wellness Committee revised our district's breakfast menus, lunch menus, and snack items sold during lunches to meet the standards.

The policy requires that staff actively promote healthy eating and physical activity. Please share this information with parents at Open House, Parent-Teacher-Student Conference days, in newsletters, your website, and during other communication opportunities. See the appendix for handouts to assist your planning and parent communication about implementing nutrition and fitness practices in your classroom.

Below is a summary of what has been recommended by the Bielefield Wellness Team and discussed at staff meetings for implementing the Student Wellness Policy requirements at Bielefield School:

- During Open House discuss the district's nutrition policy and Healthy Food Certification. Describe the new procedures for classroom celebrations. Follow up in your newsletters. Share suggestions with parents about and healthful choices, such as fruit, cheese and crackers, low-fat tortilla chips & salsa, etc. and portion control.
- In keeping with the recommendations of Bielefield School's Wellness Team, all classrooms celebrations this year will be guided by nutritional standards in planning classroom celebrations. Before any celebration where food is served, teachers will send the *Classroom Celebration Form* requesting specific items to parents/guardians, if they volunteer to contribute. The requests will take into account fat, sugar, calories, and portions served to students. For student birthdays, the classroom teacher may offer a special activity or recognition for students on their actual birthday and/or designate one day a month to celebrate all the month's birthdays. Items sent any other time will not be served. [See handout]
- Substituting non-edibles like extra recess, read aloud, or a game when rewarding students is beneficial and avoids reinforcing unhealthy attitudes about food. [See handout]
- Providing an extra recess or exercise break if students have been sitting at their desks for a long stretch will improve concentration, as well as fitness. Children should be encouraged to wear clothing that is comfortable, safe, and does not inhibit physical activity during the school day. Erin McCann has provided classroom energizer ideas.

Bielefield's Wellness Team will provide information and support about implementing nutrition and fitness practices at Bielefield School. If you have questions or need more ideas, please contact members of Bielefield's Wellness Team. Bielefield's Wellness Team includes Diane Castagno (teacher), Amy Gagne & June Bishop (Cafeteria), Jill Garrity (RR teacher), Lisa Griswold (nurse), Christine Holley (parent), Renata Lantos (principal), Erin McCann (PE teacher), Marci Swede (parent), Jackie Turner (parent).
Bielefield's Wellness Team.

Summer Letter to Teachers (form enclosed):

RE: **Student Wellness Policy**

Good nutrition and physical fitness go hand in hand with achievement. Middletown's Board of Education adopted a Wellness Policy in June 2006, which requires us to consider nutritional standards for foods and beverages served to students. In addition, it is equally important to consider opportunities for physical activity for students as part of wellness. The policy requires that staff actively promote healthy eating and physical activity. Giving or withholding of food and/or physical activity for disciplinary purposes, as a reward or punishment is discouraged. In June 2007, the Board of Education took action to approve the district's participation in Healthy Food Certification. Healthy Food Certification extends nutrition requirements to all food and beverages sold for fundraising and at school sponsored after school events. All items for sale to students at all times, in all schools, and from all sources must meet Connecticut Nutritional Standards. Over the previous two years, the Wellness Committee revised our district's breakfast menus, lunch menus, and snack items sold during lunches to meet the standards.

Please discuss with your grade level team how classrooms at your grade level will implement the policy; and share this information with parents at Open House, in newsletters, your website, and during other communication opportunities. Attached are some handouts to assist your planning and parent communication about implementing nutrition and fitness practices in your classroom.

Below is a summary of what we discussed at previous meetings for implementing the Student Wellness Policy requirements:

- During Open House discuss the district's nutrition policy and Healthy Food Certification. Describe the new procedures for classroom celebrations. Follow up in your newsletters. Share suggestions with parents about and healthful choices, such as fruit, cheese and crackers, low-fat tortilla chips & salsa, etc. and portion control.
- In keeping with the recommendations of Bielefield School's Wellness Team, all classrooms celebrations this year will be guided by nutritional standards in planning classroom celebrations. Before any celebration where food is served, teachers will send the *Classroom Celebration* Form requesting specific items to parents/guardians, if they volunteer to contribute. The requests will take into account fat, sugar, calories, and portions served to students. For student birthdays, the classroom teacher may offer a special activity or recognition for students on their actual birthday and/or designate one day a month to celebrate all the month's birthdays. Items sent any other time will not be served. [See handout]
- Substituting non-edibles like extra recess, read aloud, or a game when rewarding students is beneficial and avoids reinforcing unhealthy attitudes about food. [See handout]
- Providing an extra recess or exercise break if students have been sitting at their desks for a long stretch will improve concentration, as well as fitness. Children should be encouraged to wear clothing that is comfortable, safe, and does not inhibit physical activity during the school day. Erin McCann has provided classroom energizer ideas.

If you have questions or need more ideas, please contact members of Bielefield's Wellness Team. Bielefield's Wellness Team includes Diane Castagno (teacher), Amy Gagne & June Bishop (Cafeteria), Jill Garrity (RR teacher), Lisa Griswold (nurse), Christine Holley (parent), Renata Lantos (principal), Erin McCann (PE teacher), Marci Swede (parent), Jackie Turner (parent). Bielefield's Wellness Team will continue to provide information and support during the coming year.

We can all take pride in how far our district has come in addressing healthy eating and physical activity. Many of us at Bielefield School are well on our way to meeting the policy requirements. I especially appreciate your effort and commitment to implementing the policy. Thank you in advance for your anticipated support during 2007-2008.

“I have a question about wellness...where do I go?”

TEACHER if...

...your question concerns classroom procedures for healthy celebrations, class snacks, physical activity, or instruction relative to wellness.

PRINCIPAL OF YOUR CHILD’S SCHOOL if...

...your question concerns the implementation of wellness procedures at the school.

NURSE if...

...your question concerns health, dietary needs, or attendance issues of students.

FOOD SERVICE MANAGER if...

...your question concerns breakfast and lunch menus, snacks, special events, and fundraisers in relation to PA 06-63, *An Act Concerning Food and Beverages*.

DIRECTOR OF ATHLETICS, WELLNESS, & STUDENT ACTIVITIES if...

...your question concerns physical education, after school sports events, student activities, and wellness.

WELLNESS COMMITTEE MEMBER if...

...your question concerns the implementation of the district wide wellness policy 6142.101.