

Directive to Administrators (Specify which administrators)		WAD (Wednesday) Publication Date	WAD Notice #	No. of Pages
ELEMENTARY SCHOOL SITE ADMINISTRATORS		August 17, 2011		1 of 3
WAD Title (Limit to 4-6 Words) Harvest of the Month Elementary Application		Date Due (if applicable) September 2, 2011	Not Applicable After this Date: September 2, 2011	
From: Kim Coates (Cabinet member or approved by one below)	Title: Supervisor, School Health Programs	Signature:	Telephone: 242-2615	
Inform: (X) Certificated Staff () Classified Staff () Parents () Post on Bulletin Board Other _____				

Administrative Directive

School Application for *Harvest of the Month* Program

- Currently the Nutrition Education Project* (School Health Programs) is at eighteen elementary schools, addressing nutrition education and physical activity promotion.
- In school year 2011 – 2012 the project **will be adding 5 schools to the Harvest of the Month Program.**

*The project is funded by the United States Department of Agriculture Food Stamp Program, through the *Network for a Healthy California.*

WHO: Elementary Schools with at least 50% free & reduced School Lunch Program participation (who are not part of the Nutrition Education Project)

WHAT: Harvest of the Month Program Application

WHEN: Attached application will be due September 2, 2011.

**WHERE: Student Support Services Department
1515 Quintara St. @ 24th Ave.**

HOW:

- Review attached fact sheet
- Complete attached school application
- Fax completed application **by Friday, September 2, 2011** to:
Donna Gurr, School Health Programs
FAX 242-2618

Questions?? Contact Mark Elkin at elkinm@sfusd.edu or 242-2615 x3217.

<i>Approved</i>	Cabinet Member:	Title:	Signature:
	Kevin Truitt	Associate Superintendent of Student Support Services	



Harvest of the Month (HOTM) Program Fact Sheet Nutrition Education Project

Program Description:

Harvest of the Month provides materials and resources to support healthy food choices through increased access and consumption of fruits and vegetables. It uniquely supports core curricular areas through exploration and study. Harvest of the Month presents a strategic opportunity to bring together the classroom, cafeteria, home and community to promote a common goal and healthier habits for students, especially those in low resource schools.

Target schools will receive:

- **Stipend support** for a teacher position (*Harvest of the Month Teacher Leader-HMTL*) to coordinate the HOTM program, organize a family event and to provide professional development and resources for classroom teachers
- **Monthly deliveries** of a highlighted fruit or vegetable* for classroom lessons
- **Educator Newsletters** with nutrition information, hands-on activities, grade level workbooks and links to curricular areas
- **Family Newsletters**—educational materials in English, Chinese and Spanish
- **Grade level student workbooks**

*Harvest of the Month 2011 – 2012 Calendar (tentative)	
October	Apples
November	Green Beans
December	Kiwi
January	Grapefruit
February	Broccoli
March	Spinach
April/May	Dried Fruit

Program Objectives:

Students, families and staff will increase their:

- preference for selected produce items through classroom activities, such as taste testing, cooking in class and school garden activities
- knowledge of and familiarity with California grown fruits and vegetables and the rich agricultural bounty of the State
- access to fruits and vegetables through school meal programs, classrooms, school gardens, etc.



For further information contact:

Mark Elkin

School Health Programs, www.healthiersf.org
1515 Quintara Street, San Francisco, CA 94116
(415) 242-2615 FAX (415) 242-2618



Harvest of the Month (HOTM) Program Application 2011 – 2012

Elementary School	Principal
Phone	Fax
Address	Email Address
Number of students:	Number of classroom teachers:
Administrator Signature:	Date:

- YES, at least 50% of our students qualify as **free or reduced** in the Federal School Lunch program (Student Nutrition Services data for 2010-2011)

- YES, I have reviewed the HOTM program fact sheet.

- Application packet due to **Donna Gurr, SSSD/1515 Quintara St.** by school mail or fax @ 242-2618 **by Friday, September 2, 2011.**

- For additional information please contact **Mark Elkin at SSSD @ 242-2615 x3217; email: elkinm@sfusd.edu**

Application packet includes:

- Application cover sheet with Administrator signature
- Application pages 2 - 3

Please check off to confirm commitment to the following:

Staff meeting time requirement:

<input type="checkbox"/>	Provide 5 – 10 minutes monthly at staff and parent meetings for Harvest of the Month announcements and updates
<input type="checkbox"/>	One half hour presentation at a September Staff Meeting to facilitate Harvest of the Month
<input type="checkbox"/>	Staff Survey , implemented at staff meeting (20 minute time commitment in March/April meeting)

School Meal Applications

<input type="checkbox"/>	100% return of School Meal Applications
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SFUSD Wellness Policy:

<input type="checkbox"/>	Schools will fundraise with non-food items, such as wrapping paper, school supplies, walk-a-thons, read-a-thons... instead of with candy, popsicles, nacho sales, etc...
<input type="checkbox"/>	Healthier food options, such as smoothies, fresh fruit, cut-up vegetables... will be served at classroom parties and staff meetings
<input type="checkbox"/>	Students will be rewarded with non-food items such as stickers, field trips, extra PE time, instead of food items: such as popsicles, candy, ice cream or pizza parties.

Staff Commitment:

<input type="checkbox"/>	Identify classroom teacher as <i>Harvest of the Month</i> Teacher Leader (HMTL)
<input type="checkbox"/>	Identify classroom teacher for Health Advocate position
<input type="checkbox"/>	Teaching 20 mandated Health Education lessons , including a minimum of 4 nutrition/physical activity promotion lessons per year
<input type="checkbox"/>	Teaching 200 minutes of physical education every 10 days according to District & State Education Code

Please describe ways that your school, during the past year, promoted the health and wellness of students, families and staff members: