**Template Letter to School Staff -**



**Template Letter to School Staff – Breakfast in the Classroom**



**It is important to inform school staff about a new Breakfast in the Classroom program before it launches and engage them in the process. This template letter is designed to provide detailed information about how the program will operate and what school staff can expect.** Instructions:

* Step 1: Replace any text highlighted in yellow with personalized information about your school. Additionally, you can add details where applicable and/or remove any content that is not relevant to your school.
* Step 2: Delete this text box.
* Step 3: Share this letter with school staff.

Dear [*Name Insert School Here*] staff:

Research shows that young people who are well nourished perform better academically, are less likely to have behavioral and attention problems, and are more likely to attend school and ultimately graduate.

[*Insert School Name Here*] is committed to helping our students be better prepared to learn at school. As part of this effort, beginning on [*Insert Date Here*], [*Insert School Name Here*] will begin serving Breakfast in the Classroom to all students. Eating breakfast at school is proven to help improve students’ academic performance, behavior and health. Moving breakfast from the cafeteria into the classroom and serving it as part of the school day, like lunch, allows more students to eat breakfast at school. It removes common barriers like students missing breakfast because they arrive late or the stigma of eating in the cafeteria.

Teachers and paraeducators are important partners of the Breakfast in the Classroom program, and we want to make this transition as seamless as possible for you. Below is information about your role in this new program. You will have the opportunity to learn more in a Breakfast in the Classroom training that will be offered on [*Insert Date Here*].

**Teacher/Paraeducator Role**

* *If teachers/paraeducators will have a role in Breakfast in the Classroom before breakfast is served in the classroom (e.g., picking up rolling bags from the cafeteria), be sure to add those details here.*
* Support students in selecting their meal components and complete the daily roster by checking off the names of students who take a complete breakfast. The training will go over the components of a complete breakfast, which is also known as a “reimbursable meal”. *If you do not plan to offer a training—although we highly recommend that you do—adjust the text to reference how teachers will receive additional information.*
* While students eat breakfast, complete your usual morning routine (e.g., take attendance, collect homework, lead an activity). *If there are any morning routines that are specific to your school and familiar to teachers/paraeducators, note those here.*
* Supervise students as they dispose of breakfast trash in the receptacles provided. Additional details will be offered in the training. *If you’re ready to offer details about clean up in this letter, add those details here (e.g., a separate trash bag will be provided for breakfast waste and a custodian will stop by your classroom to pick it up).*

*If the teachers/paraeducators supporting Breakfast in the Classroom will be allowed to eat breakfast at no cost to them, note that in this letter.*

If you have questions, please contact the *[insert department name]* at XXX-XXX-XXXX. We appreciate your support in helping to make our new Breakfast in the Classroom program a success!

Sincerely,

Name

Title