**Template Letter to School Staff**

Dear [*Insert School Name Here*] staff:

Hunger in the classroom is very real. According to a survey by the anti-hunger organization Share Our

Strength, over half of teachers in urban and rural districts report buying food for students at least a few times each month, meaning that many students are not getting the nutrition they need to learn throughout the day. Why is this important? Research shows that hungry children do not perform as well academically, are more likely to have behavioral and attention problems, and are more likely to be absent and tardy from school.

[*Insert School Name Here*] is committed to helping hungry kids 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 and moving breakfast from the cafeteria into the classroom and serving it after the opening bell is the single best way to increase participation in the School Breakfast Program.

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 responsibility as part of this new program and a sample daily timeline. A Breakfast in the Classroom training will also be offered on [*Insert Date Here*].

*Teacher/Paraeducator Responsibility*

* Complete the daily accountability roster by checking off the names of those students who take a complete breakfast (entrée, fruit/fruit juice and milk).
* While students eat breakfast, teachers are encouraged to complete administrative functions (check in library books, take attendance) discuss plans for the day, or lead an educational activity [*enclose “Ideas for educators: Student Activities for Breakfast Time” booklet*].
* Supervise students as they dispose of breakfast trash in the trash bag (provided to your classroom each morning) and place the trash bag and breakfast delivery equipment in the hallway outside the classroom when breakfast is finished.
* Enjoy a FREE breakfast each morning, complements of [*Insert School Name Here*]

**Recommended Timeline for Breakfast in the Classroom**

**7:45 am** Student helpers or cafeteria staff pick up pre-packed insulated bags from cafeteria and deliver to assigned classrooms

**8:00 am** Teachers pick-up students from their designated waiting locations and walk to classroom

**8:05 am** Students enter classroom, put away book bags/jackets and proceed to a designated classroom area to take the days breakfast offerings (entrée, fruit/fruit juice and milk); students return to their desks and eat breakfast

Teachers or paraprofessionals complete the accountability roster as students are taking meals

**8:15** **am** Students dispose of trash in provided double-lined trash bags and place trash bag in the hallway for pickup by custodial staff. Students return unopened leftover food to the insulated bags. Insulated bags and accountability rosters are placed in the hallway for pickup by food service staff or returned to the cafeteria by student helpers.

**8:20** **am** Regular classroom activities commence!

As this is a new program at [*Insert School Name Here*], we ask that all teachers try Breakfast in the Classroom for one month, at which point we will consider discontinuation of the program on a case by case basis if you are dissatisfied. If you have any questions, please feel free to contact me at [*Insert E-mail, Phone Number Here*].