



PLEDGE THE PRACTICE!

PASS THE POLICY!

STAFF WELLNESS GUIDELINES

Mission Education Center
San Francisco Unified School District

ADAPTED FROM:

MCCLURE NELSON & ASSOCIATES: WELLNESS CULTURE TOOLKIT

BOSTON PUBLIC HEALTH COMMISSION: HEALTHY BEVERAGE TOOLKIT

“PLEDGE THE PRACTICE! PASS THE POLICY” AND THIS TOOLKIT FUNDED BY A GENEROUS GRANT FROM KAISER PERMANENTE.



PREPARED BY:

THE BANPAC LEADERSHIP COUNCIL

(BAY AREA NUTRITION AND PHYSICAL ACTIVITY COLLABORATIVE)

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*Santa Clara County Public Health Department is the lead agency for BANPAC,
the Bay Area Nutrition and Physical Activity Collaborative.*



**MCCLURE NELSON
& ASSOCIATES**
CREATING A CULTURE OF WELLNESS





Healthy Beverages Guidelines:

Position Statement:

Mission Education Center Employees strive to promote health and wellness by being a role model for promoting healthy beverages.

As an organization that employs staff, has volunteers, serves children and families, and hosts community events, we are committed to promoting health and wellness by providing healthy beverage choices.

Therefore Mission Education Center will:

Provide access to free, safe drinking water

Require that there is access to free, safe drinking water wherever beverages are offered and/or sold. At meetings, for example, it is recommended that safe tap water, rather than individual bottles of water, be offered. If safe tap water is not available, then it is recommended that large jugs of water are utilized.

Comply with Beverage Guidelines

All beverages served (e.g., meetings) and sold (e.g., vending machines and fundraisers) at Mission Education Center, will strive to increase the availability of healthy beverage options by promoting the following:

- Water with no added sweeteners;
- Unflavored nondairy milk alternatives with no added sweeteners.
 - No more than 2.5 grams of fat per 8 fluid ounces
- Fruit or vegetable based juice drinks that have a maximum of 160 calories and 230 mg of sodium per container and no added sweeteners.
- 100% fruit or vegetable juices with a maximum of 160 calories, 230 mg of sodium per container and no added sweeteners.
- Diet beverages with non-caloric sweeteners.

Ensure that Mission Education Center employees do not consume sugar sweetened beverages in front of students.

Healthy Food Guidelines

Position Statement:

Mission Education Center Employees strive to promote health and wellness by being a role model for promoting healthy food choices. Mission Education Center sponsored and/or coordinated meetings and events, both in the community and work site, for staff, children and families where foods will be provided, the selection must be in accordance with the School Healthy Food Guidelines.

As an organization that employs staff, has volunteers, serves children and families, and hosts community events, we are committed to promoting health and wellness by encouraging and incorporating healthy food choices.

Therefore Mission Education Center will:

- Increase the range and availability of healthy food options on our premises, including break areas, at meetings, and events. Food selection should emphasize fruit, vegetables, whole grains and nonfat or low fat dairy products.
 - Aim to make half the plate fruits and vegetables. Provide red, orange, and dark green vegetables whenever possible.
 - Encourage lean meats, poultry and fish.
 - Significantly limit high calorie/low nutrient foods such as donuts, pastries, cookies, candy, chips and fried foods at any school events, activities and celebrations.
 - Aim to select food with no trans fats and low in saturated fats, sodium, and added sugar.
 - Encourage cooking with healthier ingredients and providing snack ideas through the following: employee newsletter, recipe board in break room, and healthy foods at meetings.
- Ensure that only healthy food and beverage options are provided as vouchers, prizes, or giveaways to staff and students.
- Promote healthy food environments by not displaying “treat foods” in public view.
- Ensure that “treat foods” are shared in the appropriate serving sizes and that healthier options are included.

Physical Activity Guidelines

Position Statement:

Mission Education Center Employees strive to promote health and wellness by being a role model for promoting physical activity.

As an organization that employs staff, has volunteers, serves children and families, and hosts community events, we are committed to promoting health and wellness by encouraging and incorporating physical activity.

Therefore Mission Education Center will:

- Encourage physical activity throughout the employee's workday.
- Encourage active transportation (e.g. public transportation, bike, walk) as a commute option.
- Include a 5 minute physical activity break at all meetings that are 90 minutes or longer.
- Include a physical activity break between academic subjects.
- Start the day with school-wide physical activity at least once per week.
- Agree to not take away opportunities for physical activity as a behavior consequence.
- Encourage active transportation (e.g. public transportation, bike, walk) as a commute option.

Parent Organization Guidelines

Position Statement:

Mission Education Center's Parent Organization will strive to promote health and wellness by being a role model for promoting healthy beverage choices.

As an organization that employs staff, has volunteers, serves children and families, and hosts community events, we are committed to promoting health and wellness by encouraging and incorporating healthy beverage choices.

Therefore Mission Education Center will:

- Ensure that all school related parent organizations will follow the Healthy Beverage Guidelines.

Candy-Free Guidelines

Position Statement:

Mission Education Center Employees strive to promote health and wellness by being a role model for promoting a candy free environment.

As an organization that employs staff, has volunteers, serves children and families, and hosts community events, we are committed to promoting health and wellness by encouraging and incorporating candy free guidelines.

Therefore Mission Education Center will:

- Refrain from using candy as a means of fundraising.
- Refrain from having candy at staff meetings, staff celebrations, potlucks, or in common spaces.
- Refrain from using candy as a reward or snack for students.



Mission Education Center San Francisco Unified School District Implementation Plan 2014

- Mission Education Center has agreed to implement the attached Staff Wellness Guidelines beginning September 15, 2014. To implement these guidelines, Mission Education Center will:
 - Review Wellness Guidelines with staff at hire and at least annually at a staff meeting
 - Post the Wellness Guidelines in a parent newsletter to let parents know that staff and teachers are working to be healthy role-models for their children
 - Will announce new Beverage, Food and Parent Organization Guidelines at Back to School night
 - Provide appealing containers of water at all staff meetings
 - Post signs saying “Healthy Beverage Environment to Support Community Health”

- Mission Education Center school Staff Wellness Champion, Deborah Molof, has joined the Bay Area Nutrition and Physical Activity Collaborative at www.BANPAC.org

- Deborah Molof has completed the pre survey at <https://www.surveymonkey.com/s/RNJNQ86>, and will complete the post survey at <https://www.surveymonkey.com/s/FXKQXNL> by December 15, 2014

Deborah Molof	Principal, 9/16/14
School Official	Title, Date
Tuline Baykal	Senior Associate, 9/16/14
MNA/BANPAC Representative	Title, Date

