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MEMORANDUM

TO: District School Superintendents

FROM: Jim Warford

DATE: June 14, 2004

SUBJECT: INVITATION TO "HEALTH PROMOTING SCHOOLS" ORIENTATION

Florida's Coordinated School Health Program, HIV/AIDS Project, in cooperation with Comprehensive Health Education Foundation (C.H.E.F) and National Middle School Association, will be offering ***Health Promoting Schools***, a two-day conference workshop during the fall of 2004. This workshop will help middle school educators develop or improve coordinated school health programs that address the prevention of health risks for young adolescents, with emphasis on preventing HIV infection and substance abuse.

In preparation for the fall *Health Promoting Schools* workshop, an orientation meeting will be held on Thursday, July 22, 2004, from 9:30 a.m. to 2:00 p.m., at the Radisson Hotel, 415 North Monroe Street, Tallahassee, Florida. Lunch is complimentary, provided by the foundation.

The purpose of this orientation meeting is to provide a thorough overview of the *Health Promoting Schools* concept, provide information on the scope and sequence of the project, and address questions concerning the fall training. Districts interested in having teams participate in the fall workshop are asked to send a representative such as the district superintendent, health coordinator, HIV/AIDS coordinator, school principal, or other administrative personnel to this orientation meeting**.** Financial assistance of up to $1,000 per team is available for a limited number of teams. Details related to applying for financial assistance and its purposes will be covered during the orientation meeting.

Participation in the orientation meeting is supported through a collaborative project of Florida's Department of Education (DOE) and Florida's Department of Health (DOH), Coordinated School Health Program. The DOE, through a cooperative agreement with Florida Atlantic University, will reimburse lodging and meal costs for participants who travel more than 50 miles to the orientation meeting. Reimbursement will be made after the meeting. Travel costs to and from Tallahassee will be the responsibility of each participating agency.

Hotel reservations should be made directly with the Radisson Hotel by calling (850) 224-6000, at the conference rate of $75. Reservations must be made by **July 8, 2004**. Please reference the meeting as "Health Promoting Schools Orientation."

Please find enclosed a tentative agenda, registration form for the orientation meeting, and additional information concerning the fall training. **The registration form for the orientation meeting should be submitted by July 8, 2004, via fax to (850) 245-5116 or email to mailto:CSHPRegistration@fldoe.org.**

Should you have any questions, please contact Faye Johnson, Program Director, Coordinated School Health Program, or Ksena Zipperer, Program Specialist, Coordinated School Health Program, by telephone at (850) 245-0480 or via email at faye.johnson@fldoe.org or zsena.zipperer@fldoe.org.

JW/kzb

Attachments

cc: District Health Education Coordinators
District Health Services Coordinators
District Student Services Directors
County Health Department School Health Coordinators
Coordinated School Health Program's Pilot Schools
Florida Department of Education HIV/AIDS Education Advisory Council Members