

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT
HEIGHT & WEIGHT SURVEILLANCE PROJECT
GUIDELINES AND CONTACT INFORMATION**

1. PRIVACY AND CONFIDENTIALITY –

- We have promised parents/guardians complete confidentiality of their child’s H&W information. This means we are sharing it with NO ONE – not the school nurse, not student, teachers, principals, parents, volunteers, - NO ONE! (and they will ask.....) if you have a problem- just have them contact me.
- ***Do not at any time comment or discuss a student’s measurement information.*** Your job is to take measurements for data analysis.

2. PROFESSIONAL BEHAVIOR –

- You will be working in many different schools, with many different staff, students, and even parents – please know that you must be mindful at all times that how you conduct yourself will be monitored and observed. If there is an issue, I will hear about it; if you have ***any issues/problems –please contact _____ immediately.***
- You are required to sign-in/out in the office at each school. Please make sure you plan time to do this upon arriving and departing each school day. On the first day at a school, please find out from the school secretary where you will be setting up- make sure the measurement equipment is in that location.
- ***Please make sure you are on time! It takes two people to measure effectively and teachers are time sensitive-***

3. MEASUREMENT TEAMS –

- There may be days in the first few weeks where teams will be finishing early - make sure if a school’s measurements have been completed, that you call _____ AND OTHER TEAM MEMBERS so that they do not come to the school to work.

4. ORGANIZING MEASUREMENTS AT SCHOOL SITES

- A Parent volunteer will hopefully be provided to run and get classes as you finish measurements.....OR teachers have been assigned a time – if they are late, go to the office and have the secretary call for them – if they are really late, have them schedule another time to come back so that the next class is not short-changed.
- You may have some down time due to recess or other events – let me know if they are more than 30 minutes.
- You will be in various locations at schools – i.e. empty classrooms, stage, auditorium, etc. Make sure you have space to organize and instruct classes and a place away from large group to measure individual students. Classroom teachers should assist you with classroom behavior and identifying names of students to call out.
- If a student’s name is crossed out on your class list it means that they are **“OPTED OUT” and will not be measured.** Ask teachers if they have any concerns about any other student, so that we can make sure parents have been informed. If teacher is unsure, and thinks it could be a problem-don’t measure. ***If a student seriously doesn’t want to be measured for some reason, don’t measure (we aren’t asking them, this only applies to students that are really reluctant- or if they don’t want to take off their shoes-make a note that they had shoes on.....) NOTE: Please reassure younger children like preschoolers that you are not a doctor, and “no shots” will be given – some think this is like going to the doctors...***
- You and your team member need to work out a system for who measures height, and who measures weight. The person measuring weight is also recording measurements – so be close enough to share height discreetly.
- **DO NOT SHARE MEASUREMENTS WITH STUDENTS!**

IMPORTANT TIPS FOR MEASURING HEIGHT AND WEIGHT

Height Measurements –

- Measures will be reported in whole or half inch increments- for example if a student is –
- Students back to bar, (see protocol) watch out for head-bands, (scrunch high-hair)
- 48” that’s how it is recorded,
- if between 48 and $\frac{1}{4}$ in- report as 48”,
- if above 48 $\frac{1}{4}$ report as 48.5”
- if between 48.5” and $\frac{3}{4}$ ” record as 48.5”
- and if between 48 $\frac{3}{4}$ ” and 49, record as 49”.

Weight Measurements –

- Make sure the scale is on lbs.
- Make sure you have batteries or the scale is plugged in.
- Have students stand on scale without shoes or heavy jacket- wait for digital read-out to stop – record score

RECORDING Measurements –

- **MAKE SURE YOU ARE RECORDING #'S IN CORRECT COLUMN!**
- **Use pencil in case you need to erase**