**Sample Memo**

To: All school staff

From: (Administrator)

Subject: Wellness Policy Implementation

I’m very pleased to announce the formation of our school Wellness Policy Team, chaired by (name/title). The team is charged with leading the implementation of our school wellness policy, which addresses school meals, nutrition education, physical activity and all foods available at school. The team will be recommending ways to provide nutritious yet tasty food options so that students and staff can choose healthier foods for their meals and snacks. We are also looking at ways to increase opportunities for physical activity. Studies have demonstrated that a program of regular physical activity results in a reduction in disruptive behaviors in the classroom and an increase in students’ time on task.

Congress passed legislation in 2004 requiring all schools that participate in federal child nutrition programs to develop local wellness policies and have them in place by the beginning of the 2006-07 school year. With the release of the Healthy Hunger-Free Kids Act (HHFKA) of 2010, new regulations require schools to implement the policies they set, monitor and evaluate the policies, and periodically update the community on the status on the policy.

The policy encompasses nutrition education, nutrition promotion, physical education, physical activity, healthy fundraising, and competitive foods. Our school board adopted the district wellness policy on (date), and now it’s time to implement it.

Our wellness policy is a very positive and exciting step for our school. Studies show a direct connection between a child’s health status and academic achievement. The fact is, many children in our society have poor eating habits and don’t get enough exercise. Obesity rates have skyrocketed in recent years, along with increases in Type 2 diabetes and other chronic diseases. By improving our school’s health environment and practices, we will be improving our students’ health and achievement.

Wellness is a team effort involving everyone in our school community. I encourage you to support and get involved in the implementation activities of our wellness policy.

Other members of the Wellness Policy Team include: (names and titles). The team meets monthly and you are invited to attend. The next meeting will be held (date/time) at (location).For more information, call (name) (phone).

We will have regular reports from the Wellness Policy Team at staff meetings. If you have any questions, please feel free to contact me.