

NYC Excellence in School Wellness Award 2015-16 School Year

Award Criteria Guide
School year 2015-2016

The New York City Department of Health and Mental Hygiene's Excellence in School Wellness Award recognizes schools for their efforts in creating healthy school environments that promote child health and improve academic achievement.

The award highlights school policies and practices that encourage healthy behaviors in our communities.



Center for Health Equity

NYC Excellence in School Wellness Award Application, 2015-16

Please complete this application and provide supporting documentation. Please label each file.

School District, Borough and Number:

Student Enrollment:

School Name:

School Address:

City:

Zip:

Main Phone:

Fax:

Principal's Name:

Principal's Email:

School Contact Person for Award Application:

Contact Phone:

Preferred Method of Contact:

Contact Email:

Phone

Email

Tips for Implementing Wellness Policies and Programs:

- Start early! Get a three-ring binder and add documentation as events occur.
- Involve staff, school partners and parents in planning for wellness initiatives.
- Register your school on the [NYC DOE School Wellness Works Portal](http://www.nycenet.edu/wellness/wellnessportal) to manage a wellness council, review components of school wellness, and plan school initiatives using reliable wellness resources and supports, especially for physical and health education. Visit the portal at www.nycenet.edu/wellness/wellnessportal or email the Office of School Wellness Programs at wellness@schools.nyc.gov for help getting started.
- Email eswa@health.nyc.gov for resources and examples of policies or documentation that other schools have submitted to assist in your own planning.

**NYC Excellence in School Wellness Award:
Guide to Award Criteria for the 2015-16 School Year**

| Award Criteria | Acceptable documents for the award | Why this is a criteria |
|--|---|--|
| 30 minutes a day of physical activity for all students | Master schedule of physical activity, including PE, active recess, and in-school activity programs for all grades. Can include: <ul style="list-style-type: none"> - Bell schedule and/or PE schedule report from STARS - In class movement/fitness schedule (like MTI) - Program documents, like active recess logs <i>Note:</i> Get creative on how you can show the many activities your school provides for all students | Schools can promote daily physical activity. |
| Written plan for active indoor recess during inclement weather | Copy of written plan/policy that indicates how students will be active for recess when it is moved indoors because of inclement weather. <i>Note:</i> Board games are not considered active recess. | Recess is an opportunity for physical activity, even during inclement weather. Having a written policy for indoor recess ensures that there is a plan for where recess takes place and what activities will be organized and facilitated. |
| Removal of chocolate milk from every school meal, for all students | Letter from school food manager <i>Note:</i> The citywide school menu is not acceptable, as it states that chocolate milk is offered daily. Email dpho@health.nyc.gov for a letter template. | Removing chocolate milk from your school's menu reduces added sugar intake and is simple to do. |
| Written school-level wellness policy | Copy of written policy, including approval date from School Leadership Team, and description of how you disseminate it to the school community. | School wellness policies promote healthy eating and physical activity through changes in school environments. |
| Active Wellness Council | <ol style="list-style-type: none"> 1. Minutes or sign-in sheets from at least three Wellness Council meetings 2. Print out of council registration page and completed Wellness Scorecard from the DOE School Wellness Works Portal | The Department of Education's Wellness Policy recommends that each school develop a School Wellness Council to create an environment in which schools can holistically and systematically prioritize physical and health education while creating more opportunities for physical activity, nutrition and health-related improvements. |
| Activity or policy promoting mental, emotional and social health | Provide documentation or a letter for referral policy with mental health provider, or a description of a school-based program. In addition, show your work by submitting student projects, photos, or other relevant documentation. | Mental, emotional and social health are essential to students' wellbeing and a healthy school environment. |

New Innovation in School Wellness Award

Share your story!

This year, we'd like to highlight schools that have found creative ways to build healthy school environments for all members of the school community. We are looking for ongoing policies, practices and activities that instill a culture of wellness throughout the school and can have a lasting impact on the whole school community.

Submit documentation and a description of how your school promotes wellness creatively.

Innovation Award Submissions will be judged on:

- **Creativity** What's fun and interesting about how your school promotes wellness?
- **Sustainability** Are your projects and programming long-lasting
- **Impact** How do your projects reach as many students, staff, parents/guardians as possible?

| Excellence in School Wellness Award Levels | |
|--|---|
| Platinum | Meets all 6 award criteria and receives <i>Innovation in Wellness</i> award |
| Gold | Meets all 6 award criteria |
| Silver | Meets 5 award criteria |
| Bronze | Meets 4 award criteria |
| Honorable Mention | Meets 3 award criteria |

| Application Timeline and Instructions | | | | |
|--|---|--|---|--|
| Deadline | April 1, 2016 | | | |
| Submission Details | <p>You can submit your application and supporting documentation by mail or email.</p> <p>By Mail: Send to your local DPHO.</p> <table> <tr> <td>Brooklyn DPHO 485 Throop Avenue Brooklyn, NY 11221 718-637-5302</td> <td>Bronx DPHO 1826 Arthur Avenue Bronx, NY 10457 718-466-9178</td> <td>Harlem DPHO 161-169 East 110th Street New York, NY 10029 212-996-8513</td> </tr> </table> <p>By Email: Email eswa@health.nyc.gov. Subject line: "ESWA" and your school district, borough and number (i.e. Subject: ESWA 12K123).</p> | Brooklyn DPHO 485 Throop Avenue Brooklyn, NY 11221 718-637-5302 | Bronx DPHO 1826 Arthur Avenue Bronx, NY 10457 718-466-9178 | Harlem DPHO 161-169 East 110 th Street New York, NY 10029 212-996-8513 |
| Brooklyn DPHO 485 Throop Avenue Brooklyn, NY 11221 718-637-5302 | Bronx DPHO 1826 Arthur Avenue Bronx, NY 10457 718-466-9178 | Harlem DPHO 161-169 East 110 th Street New York, NY 10029 212-996-8513 | | |
| Award Distribution | All award winners will be invited to attend a celebration and series of workshops at an Award Ceremony. Date, time and location will be announced after applications have been received. | | | |

Megan Felice Charlop

May 13, 1952 - March 17, 2010



Megan Felice Charlop was proud of the career she built for herself at Montefiore Medical Center. She started off working part time at the Lead Poisoning Prevention Project and eventually became its Director. She was also instrumental in obtaining funding to establish the Montefiore Hospital Lead Safe House, located on Mosholu Parkway. Megan was very involved in local and state-wide efforts to combat childhood lead poisoning. She also spearheaded the development of the school component of the Hunts Point Asthma Initiative, Greening for Breathing and the Norwood Nursery. Megan served on the boards of the New York City Coalition to End Lead Poisoning and on the Public Health Association of New York City from 2007 to 2009.

For 12 years, Megan worked at the Montefiore Hospital School-Based Health Program and developed a community health component to encourage students, parents, school staff and the overall community to advocate for healthier food and fitness options for youth living in the Bronx. As the Director, Megan was critical in expanding the program to school-based health clinics in 18 school campuses covering over 40 schools. Megan loved her job and respected and admired all of her work colleagues.

Megan was a passionate community activist and her unwavering dedication to her community will long be remembered.

As one of the enthusiastic developers of this award, the Excellence in School Wellness Award is dedicated in memory of our friend, partner and colleague, Megan Charlop.

We are thankful to the Charlop-Powers family for their contribution to this biography.