

Excellence in School Wellness Award

In honor of Megan Charlop

2012 Application and Documentation Guide

Collaborating Partners



NYC Strategic Alliance for Health Excellence in School Wellness Award

Who We Are: Founded in 2008, the NYC Strategic Alliance for Health (SAfH) is a coalition made up of advocates, activists, community based organizations and public health professionals who represent Northern Manhattan, North and Central Brooklyn, the Bronx, and Southeast, Queens. Our focus is to reduce obesity by advocating for improved policies that will create healthy environmental changes which in turn will lead to healthier behaviors within the communities we serve.

2011-2012 Award: The Excellence in School Wellness Award was created to recognize elementary schools for their efforts in creating a healthy school environment as a means to prevent childhood obesity and improve academic achievement. For this year of the award, the NYC SAfH invites all interested NYC elementary schools in **districts 3-14, 16, 19, 23, 24, 28 & 32** to apply for the Excellence in School Wellness Award. Applications will be reviewed by a panel of public health and school advocates that helped create the award. All winners will receive a certificate, plaque or banner, and public recognition from members and organizations of the NYC SAfH, elected officials, and the media.

Submission Process: The award consists of 16 criteria in 3 different categories: physical activity, nutrition, and wellness coordination. Schools are encouraged to work with the entire school community to complete the application, including School Food, physical education/activity staff, administration, and parent representatives. Schools must submit documentation for all criteria checked (✓) as well as be open to an observation visit. Details of required documentation are found on pages 7-9 of this packet.

Your completed application consists of:

1. NYC SAfH Excellence in School Wellness Award Application (pages 3-6 of this packet), signed by the principal.
2. All documentation showing fulfillment of each of the criteria items checked.

Application Submission Timeline:

- **Friday, April 27th 2012:** Deadline for schools to submit hardcopies of the award application with supporting documents.
**Applications are to be submitted ONLY as a hard copy **
- In May 2012, all elementary schools who qualify for an award will be notified indicating the type of award their school has received.
- Included in this communication will be information on the borough specific award ceremonies planned for June 2012.

Award Levels:

Gold: Schools must meet 10 or more of the 16 criteria listed below; ≥ 3 each from Physical Activity and Nutrition plus the 2 criteria under Wellness Coordination

Silver: Schools must meet 8 or more of the 16 criteria listed below; ≥ 3 each from Physical Activity and Nutrition plus 1 of the 2 criteria under Wellness Coordination

Bronze: Schools must meet 6 or more of the 16 criteria listed below; ≥ 2 from Physical Activity and ≥ 2 from Nutrition

Honorable Mention: School submits application meeting any number of criteria

Application Support Materials: Please visit our website for additional resources including a **sample documentation guide** and **school resource guide** updated on a monthly basis.

<http://www.getthehealthyharlem.org/nycsafh/articles/2012-excellence-school-wellness-award>

Excellence in School Wellness Award Spring 2012 Application



Please complete this four-page application and provide supporting documentation.
Feel free to contact us with questions. Be WELL!

School Information Section

School Number (DBN): _____ Principal's Name: _____

School Name: _____

Address: _____

City: _____ Zip: _____

Main Phone: _____ Main Fax: _____

School contact person for Award: _____

Contact phone: _____

Best way to be reached:

Contact email: _____

Phone E-mail

Background information:

Please answer the following questions to the best of your knowledge.

1. How did you hear about the Excellence in School Wellness Award?

- NYC DOE Principal's Weekly
- Via email/ letter in the mail
- CF Network or Cluster
- UFT/ CSA
- School partner organization
- Other _____

1a. Is this the first year that you heard about the Excellence in School Wellness Award?

- Yes
- No

2. Has your school made any changes related to nutrition, physical activity and overall wellness since learning about the award or applying last year?

- Yes
- No
- Don't know

2a. If yes, please list the changes below:

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3. Record any school partnerships with outside organizations related to nutrition, physical activity, or health:

No.	Program Name/ Partner Organization	Type of Program/Activity	When is the program offered (days of the week, before/after school, etc.)	Approximate date when partnership started
Ex.	Example: Mighty Milers/ NYRRF	Running program	Before School/After School	November 2008
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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Award Criteria:

Please check off the specific criteria (1-16) your school has met, and indicate the documentation being submitted for the criteria. Remember to attach all necessary documentation.

Physical Activity

1. All students receive 120 minutes of Physical Education (PE) a week (*this does NOT include Recess*)
 - NYC FITNESSGRAM screen capture of "Class PE Information", **or**
 - Weekly schedule of all classes
2. Full time PE teacher on staff
 - Staff roster showing that the school has a PE teacher and cluster/program schedule
3. NYC FITNESSGRAM completed on $\geq 90\%$ of students
 - NYC FITNESSGRAM screen capture of "Completion Report"
4. $\geq 50\%$ of classroom teachers have regular/scheduled physical activity breaks during the day in the classroom
 - NYC FITNESSGRAM screen capture of "Class PE Information", **or**
 - Classroom schedules, **or**
 - Daily tracking sheets or physical activity logs, **or**
 - Other format that indicates regular daily schedule of classroom physical activity
5. Active or free play recess occurs daily
 - Copy of master school schedule showing recess time for each class/grade, **or**
 - Copy of staff schedule showing recess coverage duty
6. School-specific written policy that prohibits the use or loss of physical activity as punishment
 - Copy of written policy, published in school, parent, and/or faculty handbook, **or**
 - Other format of written policy that has been signed by the principal and distributed to staff/parents
7. On-site fitness class/ classes offered to parents and/or staff sometime during the 2011-2012 school-year
 - Flyer advertising the class/classes and sign-in sheets when available

Nutrition

8. $\geq 50\%$ of students participate in school breakfast: _____% = school breakfast participation rate
 - School 'Report of Meals Served' (MIE-1 form) for one school week (5 consecutive days)

Calculate breakfast participation rate:

Average number of breakfasts served daily:	
	÷
Average number of students in attendance daily:	
	x 100 =

Breakfast participation rate (for week of _____) _____

9. Provides juice ≤ 3 out of 10 meals per week (breakfast and lunch only)
 - School Food Manager letter
10. Salad or salad bar with at least 4 different vegetables of different colors (excluding mayonnaise based salads) is offered daily
 - Photos in color of school's salad or salad bar on three different days
11. Provides chocolate milk ≤ 3 out of 10 meals per week (breakfast and lunch only)
 - School Food Manager letter
12. Hold 2 or more healthy fundraisers during the 2011-2012 school year, excluding photo, book, and cap and gown sales. **Healthy fundraisers include non-food and fresh produce events only.**
 - Promotional flyers, letters to parents, event announcements, or financial reports
13. One or more written school-specific nutrition policies, such as guidelines for healthy snacks, celebrations, fundraising, and/or rewards
 - Copy of written policy(s), published in school, parent, and/or faculty handbook(s), **or**

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- Other format of written policy that has been signed by the principal and distributed to staff/parents
- 14. On-site nutrition or healthy cooking class/classes offered to parents and/or staff sometime during the 2011-2012 school-year
 - Flyer advertising the class/classes and sign-in sheets when available

Wellness Coordination

- 15. Active Wellness Council/Committee or designated Wellness Coordinator, and/or School Food Partnership
 - Wellness Council/Committee or School Food Partnership minutes or attendance sheets, **or**
 - Staff roster identifying Wellness Coordinator
- 16. School's Special Accomplishments on Wellness
 - A document or set of documents describing something special your school does to promote Wellness

Please select the award level you would like to apply for:

Gold Silver Bronze Honorable Mention

Name of Physical Education Teacher: _____

N/A – none

Name of School Food Manager: _____

Principal Signature: _____

Award Application Contact Signature: _____

Signature Date: _____

Complete this four-page application, sign, include all required documentation and send to:

**NYC Strategic Alliance for Health
Attn: Emily Buchanan
Re: Excellence in School Wellness Award
161-169 East 110th Street
New York, NY 10029**

Please send any questions to Emily@nycsafh.org or call 212-996-8679

****Please submit hard copy applications only***

*****DEADLINE- 5:00pm on April 27th, 2012. No Exceptions!!!***Award recipients will be notified by email/mail
in May 2012 and will be publicly recognized at a ceremony in June!**

Documentation Guide

Explanation of Required Documentation - Physical Activity Section

1. **All students receive 120 minutes of Physical Education (PE) a week** (*this does NOT include Recess*).

Required documentation:

- A. NYC FITNESSGRAM screen capture of "Class PE Information".
The NYC FITNESSGRAM designee (usually the PE teacher) can generate this Class PE Information document from the Class Set Up section, which lists total number of minutes per week of both Physical Education class as well as classroom physical activity minutes for each class.

OR

- B. Weekly schedule of all classes – Copy of master school schedule of all grades and all classes. Be sure that the master schedule includes times of each period so that number of minutes of PE for each class can be calculated. Must also include documentation as in requirement # 4 (see below) if classroom physical activity is included to reach 120 minutes.

2. **Full time PE teacher on staff.**

Required documentation: Staff roster showing that the school has a PE teacher working full-time at the school and cluster/program schedule for that staff.

3. **NYC FITNESSGRAM completed on ≥ 90% of students.**

Required documentation: NYC FITNESSGRAM screen capture of "Completion Report". The NYC FITNESSGRAM designee (usually the PE teacher) can generate this Completion Report which lists the percent of children in the school who have completed the NYC FITNESSGRAM Assessment.

4. **≥ 50% of classroom teachers have regular/scheduled physical activity breaks during the day in the classroom.** (*Examples of classroom physical activity may include: Move to Improve, SPARK, Transitional Exercises, Movin' Smart, Take Ten, Brain Gym, Mighty Milers, etc.*)

Required documentation:

- A. NYC FITNESSGRAM screen capture of "Class PE Information".
The NYC FITNESSGRAM designee (usually the PE teacher) can generate this Class PE Information document from the Class Set Up section which lists minutes per week of classroom physical activity minutes (in addition to Physical Education class and total minutes) for each class. Same report as for criteria # 1 above.

OR

- B. Classroom schedules – copies of weekly classroom schedules from at least 50% of classroom teachers showing that activity breaks are explicitly written in as part of the regular, daily classroom routine.

OR

- C. Daily tracking sheets or physical activity logs from at least 50% of classroom teachers showing regular, daily classroom activity breaks.

OR

- D. Other format that indicates regular daily schedule of classroom physical activity by at least 50% of classroom teachers.

Documentation Guide

5. Active or free play recess occurs daily.

Required documentation:

A. Copy of master school schedule showing scheduled recess time for each class/grade.

OR

B. Copy of staff (e.g. school-aides, teacher, etc) schedule showing recess coverage duty.

6. School-specific written policy that prohibits use or loss of physical activity as punishment.

Required documentation: Copy of written policy(s), published in school, parent, and/or faculty handbook(s); **or** other format of written policy signed by the principal (e.g. letter to parents), that prohibits teachers and school staff from using physical activity (e.g., pushups, running laps), or withholding physical activity opportunities (recess, physical education) as punishment. The policy should be specific to the school -- the general DOE Wellness Policy or Chancellor Regulations alone are not sufficient.

7. On-site fitness class/classes offered to parents and/or staff sometime during the 2011-2012 school year.

Required documentation: Flyer(s) advertising the fitness class/classes and sign-in sheets when available. The number of people that attend/participate in the fitness class/classes doesn't affect the school's wellness award score.

Explanation of Required Documentation - Nutrition Section¹

8. $\geq 50\%$ of students participate in school breakfast.

Required documentation:

Ask the School Food Manager for a copy of the school's 'Report of Meals Served' (weekly School Food MIE-1 form).

9. Provides juice ≤ 3 out of 10 meals per week per month (*breakfast and lunch only*).

Required documentation:

Ask the School Food Manager to write a letter specifying the number of meals per week students were offered juice for one month.

10. Salad or salad bar with at least 4 different vegetables of different colors (*excluding mayonnaise based salads*) is offered daily.

Required documentation: Photos **in color** of school's salad or salad bar on three different days. Photos **must be** printed and sent with the complete application.

11. Provides chocolate milk ≤ 3 out of 10 meals per week per month (*breakfast and lunch only*).

Required documentation:

Ask the School Food Manager at your school to write a letter specifying the number of meals per week that students were offered chocolate milk every week for one month.

12. Hold 2 or more healthy fundraisers during the 2011-2012 school year, excluding photo, book, and cap and gown sales. *Healthy fundraisers include non-food and fresh produce events only.*

Required documentation: Promotional flyers, letters to parents, event announcements, or financial reports indicating any fundraiser event that does not sell food to raise money (with the exception of fresh produce). Examples may include physical activity based fundraisers such as walkathons/danceathons, or healthy food events such as seasonal fruit and vegetable sales.

¹ A complete listing of NYC Department of Education School Food Managers can be found at <http://www.getthehealthyharlem.org/nycsafh/files/school-food-manager-field-office-directory>

Documentation Guide

- 13. One or more written and adopted school-specific nutrition policies, such as guidelines for healthy snacks, celebrations, fundraising, and/or rewards.**

Required documentation: Copy of written policy(s), published in school, parent, and/or faculty handbook(s); **or** other format of written policy signed by the principal (e.g. letter to parents), that provides guidelines for foods available. Examples may include policies that: require only healthy classroom snacks be sent from home; require birthday party celebrations to include healthy treats; prohibit unhealthy foods (e.g., pizza, ice cream, candy, etc) to be used as rewards for achievement or behavior. The policy(s) should be specific to the school -- the general DOE Wellness Policy or Chancellor Regulations alone are not sufficient.

- 14. On-site nutrition or healthy cooking class/classes offered to parents and/or staff sometime during the 2011-2012 school year.**

Required documentation: Flyer(s) advertising the nutrition or healthy cooking class/classes and sign-in sheets when available. The number of people that attend/participate in the class/classes does not affect the school's wellness award score.

Explanation of Required Documentation – Wellness Coordination Section

- 15. Active Wellness Council/Committee or designated Wellness Coordinator, and/or School Food Partnership.**

Required documentation: Council/Committee/Partnership meeting minutes or attendance sheets for ≥ 3 meetings, or Staff Roster identifying Wellness Coordinator.

- 16. School's Special Accomplishments on Wellness.**

Required documentation: Description (through report, flyers, pictures, etc) of something special your school does to promote Wellness that is not captured in the above criteria. Examples may include: daily public address system with a nutrition tip or healthy message; regular "Fitness Fridays"; school gardens; School Health Index or other wellness assessments; walking club or walking school bus; etc. This is your chance to show off your school's creativity!

View a sample documentation guide for award criteria here:

<http://www.gethealthyharlem.org/nycsafh/articles/2012-excellence-school-wellness-award>

Megan Felice Charlop[†]

May 13th, 1952- March 17th, 2010



Megan Felice Charlop was proud of the career she had built for herself at Montefiore Medical Center. She started off working part time at the Lead Poisoning Prevention Project and eventually became the 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, leading her to spearhead the development of the Hunts Point Asthma Initiative school component, Greening for Breathing and the Norwood Nursery. She also served on the boards of the NYC Coalition to End Lead Poisoning and on the Public Health Association of New York from 2007-2009.

For the last 12 years, Megan worked at the Montefiore Hospital School Based Health Program and founded the community health component to educate students, parents, school staff and the overall community to advocate for healthier food and fitness options for the 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's position at Montefiore allowed her to use all her skills and passion gained from being a community organizer.

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 NYC Strategic Alliance for Health dedicates the 'Excellence in School Wellness Award' in memory of our friend, partner and colleague, Megan Charlop.

[†] The NYC Strategic Alliance for Health is thankful to the Charlop-Powers Family for their contribution to this biography.