The New York City Department of Health and Mental Hygiene’s Excellence in School Wellness Award (ESWA) recognizes New York City (NYC) elementary schools for their efforts to create healthy school environments and school policies and practices that promote children’s health and academic achievement.
### New York City Excellence in School Wellness Award (ESWA) Process:

#### Step 1

**Review the application.**
- Read the application process, award levels and award criteria.
  - All NYC elementary schools (grades K through 5) are encouraged to apply.
  - The award has six criteria focusing on wellness initiatives and policies, as well as an additional Innovative School Wellness Initiative component.

#### Step 2

**Complete the application and provide supporting documentation.**
*Important:* You cannot save and resume your application prior to submission. Please be ready to upload all documentation when you begin your application. You can prepare all documentation before starting your application by following the award criteria guide.
- Complete the application online at [https://nyceswa.wufoo.com/forms/x1ftuya1urmwyp/](https://nyceswa.wufoo.com/forms/x1ftuya1urmwyp/).
  - Fill in your school’s information on the first page of the online application.
  - Upload supporting documentation for each award criteria.
    - All supporting documentation must be uploaded when ready for submission.

#### Step 3

**Submit the completed application by** **Friday, March 1, 2019.**
- Applications are submitted online only.
  - Once you submit the application, you cannot add or change its content.
  - Once you submit the application, you cannot email any missing or additional documentation.
- Once you have submitted your application, you will receive an email confirmation with a copy of all the information and documents you have submitted. Please keep this for your records.

### Excellence in School Wellness Award Levels

<table>
<thead>
<tr>
<th>Award</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum</td>
<td>Meets all six award criteria plus Innovative School Wellness Initiative</td>
</tr>
<tr>
<td>Gold</td>
<td>Meets all six award criteria</td>
</tr>
<tr>
<td>Silver</td>
<td>Meets five award criteria</td>
</tr>
<tr>
<td>Bronze</td>
<td>Meets four award criteria</td>
</tr>
<tr>
<td>Honorable Mention</td>
<td>Meets at least two award criteria</td>
</tr>
</tbody>
</table>

### Award Recognition

Winners will be invited to attend a citywide celebration in **June 2019** where they will be recognized and presented with their awards. High-level officials from the New York City Department of Health and the New York City Department of Education will also attend. Details will be announced after the application due date.

### Additional Support

- Email [healthyschools@health.nyc.gov](mailto:healthyschools@health.nyc.gov) with any questions.
- Access the New York City DOE’s School Wellness Portal, an online system with wellness resources for NYC public schools, at [nycenet.edu/wellness/wellnessportal/Login.aspx](http://nycenet.edu/wellness/wellnessportal/Login.aspx)
  - For more information about the portal and/or starting a wellness council, email [wellnesscouncil@schools.nyc.gov](mailto:wellnesscouncil@schools.nyc.gov)
- Subscribe to the School Wellness Weekly newsletter to stay up to date on school-related grants, resources and news: [https://infohub.nyced.org/partners-and-providers/health-and-wellness/connect-with-school-wellness-programs](https://infohub.nyced.org/partners-and-providers/health-and-wellness/connect-with-school-wellness-programs).
<table>
<thead>
<tr>
<th>Award Criteria</th>
<th>Goals of Criteria and Evidence of Success</th>
<th>Documentation</th>
</tr>
</thead>
</table>
| **1. Active School Wellness Council** | The Department of Education’s (DOE) Wellness Policy recommends that each school establish a School Wellness Council made up of key stakeholders who represent the diverse needs of the school. This council should promote physical and health education and seek to create more opportunities for physical activity, nutrition promotion, community wellness and health-related improvements. | Demonstrate that the school has an active school wellness council for the 2018-19 school year. **Include ALL of the following:**  
- Meeting minutes or attendance sheets from at least three wellness council meetings  
- A copy of the submitted My Wellness Council page from the DOE School Wellness Portal with council members listed*  
- A copy of the completed scorecard from the DOE School Wellness Portal*  
(*Excluding charter schools)  
**Note:** Documentation from previous years will not be accepted. |
| **2. Written School-Level Wellness Policy** | A school-level wellness policy promotes health and wellness, healthy eating and physical activity through changes in the school environment. It guides and sustains the school’s efforts to support healthy eating and active living for all students, staff members and families. | Demonstrate that the school has a written school-level wellness policy that indicates how the policy is implemented and communicated to the entire school community for the 2018-19 school year. **Include ALL of the following:**  
- School-specific wellness policy approved and signed by the principal and/or the school leadership team  
  - **Examples** of school-specific wellness policy topics such as:  
    - Healthy snacks and beverages  
    - Physical activity in classrooms  
- Written communication about the policy such as:  
  - Student/staff/parent handbook  
  - School website posting  
**Note:** The school-level wellness policy is in addition to the DOE’s citywide School Wellness Policy. |
| **3. Removal of chocolate milk from every school meal for all students** | Children who drink chocolate milk twice a day consume about 80 grams of added sugar each week, or 6 lbs. of sugar each school year. Consuming too many calories from added sugars increases the risk of childhood obesity. Obesity can increase children’s risk for heart disease, diabetes and certain types of cancer, and may also lead to chronic overeating. | Demonstrate that chocolate milk has been discontinued in the school before the application due date. **Include ONE of the following:**  
- Letter from the Office of School Food  
- Letter from the Director of Operations (for charter schools)  
**Note:** The citywide school menu or letters from previous years will not be accepted. Please submit a renewed letter from the 2018-19 school year. |
### 4. All students receive at least 30 minutes of physical activity during each school day *(in addition to PE class)*

To help students achieve the nationally-recommended 60 minutes of physical activity per day, schools should integrate physical activity into both classroom settings and/or active recess programming, *in addition to* physical education (PE) classes. Daily physical activity improves academic achievement, attention span, classroom behavior and attendance. Students with higher scores on New York City fitness assessments had higher New York State Math and English test scores, across all racial and ethnic groups.

Demonstrate that every student receives at least 30 minutes of daily physical activity during the school day *in addition to physical education class with a PE teacher.*

**Complete and submit the Physical Activity Chart provided.**

In addition to the chart, provide supporting documentation, such as:
- Classroom physical activity implementation plan, school fitness break policy and official program logs
- Physical activity policy with school leadership team’s approval, including details of its schoolwide use
- Active recess policy, and/or master schedule demonstrating daily active recess logs and/or program logs and documents

*Note: Documentation must include the amount of time dedicated to physical activity (at least 30 minutes per day) outside of PE time for the 2018-19 school year.*

### 5. Written plan and policy for active indoor recess during inclement weather

Recess is an opportunity for physical activity, which improves academic achievement, attention span, classroom behavior and attendance. A written policy for active indoor recess establishes where recess will take place and what activities students will participate in during inclement weather.

Demonstrate a written plan and policy for *indoor* physical activity during inclement weather for the 2018-19 school year.

**Include ALL of the following:**
- Policy and plan that includes:
  - Locations of active indoor recess
  - Activities for indoor recess
- Written communication about the policy and plan such as:
  - Student/staff/parent handbook
  - School website posting
  - Announcements made to the school community

### 6. Activity or policy promoting mental, emotional and social health for all students

Mental, emotional and social health is essential to students’ well-being and a healthy school environment. Positive social and emotional skills improve how children function at home, at school and in the community, and can also improve their chances for academic success.

Demonstrate how your school promotes mental and social health through activities or school policies for all students in the 2018-19 school year.

**Provide supporting documentation, such as:**
- Any referral agreements with mental health providers
- Description of a school-based mental health program
- Description of implementation of proactive mental health promotion or activities (e.g., anti-stigma or anti-bullying campaign)

*Note: Exclusive clubs that are geared towards a specific group will not count; activity or policy must be inclusive of all students.*
**For Schools Applying for the Platinum Award ONLY:**
*(Schools must meet all six criteria in order to qualify for the Platinum Award)*

<table>
<thead>
<tr>
<th><strong>Innovative School Wellness Initiative</strong></th>
<th>Demonstrate how your school promotes wellness in a creative, sustainable and impactful way. This can include policies, programs, practices and/or activities that instill a culture of wellness throughout the school and can have a lasting impact on the entire school community. Please provide photos, videos and/or student projects as well as a summary of your physical wellness and educational efforts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tell us how your Innovative School Wellness Initiative demonstrates:</td>
<td></td>
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<tr>
<td>☑ Creativity — What is fun and interesting about how your school promotes wellness?</td>
<td></td>
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<td>☑ Sustainability — Are your school’s efforts long-lasting?</td>
<td></td>
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<tr>
<td>☑ Impact — Do your school’s efforts reach as many students, staff and parents/guardians as possible? How?</td>
<td></td>
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</tbody>
</table>
Criterion 4: All students receive at least 30 minutes of physical activity during each school day.  
(This is in addition to physical education class; PE does not count!)  

Instructions: Please complete the following chart for total amount of daily physical activity (in minutes) for each class of each grade. Please print as many copies as necessary. This form MUST be completed and submitted with your application

<table>
<thead>
<tr>
<th>Class</th>
<th>Type</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classroom Physical Activity Program</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Fitness Break</td>
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<td></td>
</tr>
<tr>
<td>Example: Class 101</td>
<td>Active Recess</td>
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<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
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<tr>
<td></td>
<td>Other, Specify: ___________</td>
<td>45</td>
<td></td>
<td></td>
<td></td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>25</td>
<td>70</td>
<td>25</td>
<td>25</td>
<td>70</td>
</tr>
</tbody>
</table>

Class:  
Grade:  
Example: Class 101