

# Michigan Surgeon General's Healthy School Environment Recognition Program

*Collaboratively supported by Michigan Steps Up and Michigan Action for Healthy Kids*

Michigan's Governor, Surgeon General, and Michigan Action for Healthy Kids want to motivate and empower Michigan schools to "step up" and create healthy school environments.

The Healthy School Environment Recognition Program will recognize schools that are working on making significant improvements in their environment related to healthy eating, physical activity and tobacco free lifestyles.

A healthy school environment provides clear and consistent health messages, accurate health information and ample opportunity for application. In addition, it helps students be fit, healthy and ready to learn.

School communication systems and activities in the classroom, gymnasium and cafeteria can reinforce and educate students, staff, and families on healthy eating, physical activity, and tobacco free lifestyles.

## RECOGNITION PROGRAM APPLICATION DIRECTIONS

The Healthy School Environment Recognition Program application is available for online completion and submission at [www.mihealthtools.org/greatschools/](http://www.mihealthtools.org/greatschools/). To be considered for this recognition program, the application must be completed and submitted online. However, your school can work on the paper version to collect data, which can then be transferred to the online application. The paper version is similar but not identical to the online version. If you choose to work on the paper version, keep in mind the following:

There are two basic types of questions in the six sections of the Recognition Program:

- Questions that provide a check box () for each answer and allow you to select multiple answers. These questions will ask you to “check all that apply” (See example below).

What are your favorite things to do on the weekend? (Check all that apply)

- Walk the dog
- Run with a friend
- Go snowboarding
- Read by the fire

- Questions that provide a circle (○) for each answer and allow you to select only one answer because the possible answers are mutually exclusive (See example below).

In what season were you born?

- Fall
- Winter
- Spring
- Summer

*When you complete the questions on the online version, the computer provides assistance. For example, it only allows you to click on one of the response options for the questions with the “circle” type response options. In the example, if you were to select Spring and then change your mind and click on Fall, the Fall button would fill in and the Spring button would blank out. Similarly, for the check box type answers, the computer allows you to “check” as many as you like by clicking on each box you want to select. If you make a mistake, you simply select again and the check mark disappears.*

All Michigan schools are eligible to apply for this Recognition Program. Any school staff member can take the lead on coordinating their school’s application; but it is recommended that a team representative of your school and community be used to complete the application. The application outlines recommended team members in Section One. At minimum, the school principal must be involved in the application process and give final approval before submission. Applications can be submitted once each calendar year. Check the Recognition Program website for the current year’s application deadline. A recognition ceremony will take place each spring to honor schools receiving recognition.

# Michigan Surgeon General's Healthy School Environment Recognition Program

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## SECTION ONE: Planning & Oversight

Schools that have a dedicated infrastructure that promotes physical activity, healthy eating, and a tobacco-free lifestyle are much more likely to be successful in creating an environment that consistently supports healthy choices for students. National and state recommendations are that schools should establish a team comprised of representative school factions for planning and for overseeing the development of policies and recommendations for positive change. These teams are sometimes called Coordinated School Health Teams (CSHT). In conjunction with the school CSHT, planning tools, such as The Healthy School Action Tools (HSAT), are very important in helping schools to identify changes that make a difference.

**1.1a Our school building has a committee or team (sometimes called a Coordinated School Health Team or CSHT\*) that oversees school health policies and programs regarding physical activity, healthy eating and a tobacco-free lifestyle.** (NOTE: To be considered a CSHT, it must be comprised of representatives of AT LEAST 3 of the groups listed below.)

- No, we do not have a CSHT/committee (0 pts)
- Yes, we have a CSHT/committee but it includes active representative from 2 or FEWER of the groups below (0 pts)
- Yes, we have a CSHT/committee and active representatives from AT LEAST 3 of the groups below (check all that apply)

\*See the [Resource Guide](#) for information about Coordinated School Health Teams, what they are, and how to establish one.

School Administration (Principal, Assistant Principal or Superintendent)	<input type="checkbox"/>	(3 pts)
Nutrition Services (Food Service Director or Manager)	<input type="checkbox"/>	(2 pts)
Physical Education (PE Teacher)	<input type="checkbox"/>	(2 pts)
Health Education (Health Teacher/Health Educator/Classroom Teacher who teaches health)	<input type="checkbox"/>	(2 pts)
Family Involvement (Parent/Guardian)	<input type="checkbox"/>	(1 pt)
Health Services Provider or School Nurse	<input type="checkbox"/>	(1 pt)
School Counselor, Psychologist or Social Worker	<input type="checkbox"/>	(1 pt)
Students (on the team for middle/high school; input from elementary schools)	<input type="checkbox"/>	(1 pt)
Classroom Teacher (other than PE or Health)	<input type="checkbox"/>	(1 pt)
Community Involvement (Examples: Health Dept., MSU Extension, Heart Assoc., Cancer Society)	<input type="checkbox"/>	(1 pt)
Other (Examples: Member of the PTA/PTO, Coordinated School Health Regional Coordinator, Director of Before/After School Care Program, Athletic Director, Coach, Playground/Recess Supervisor, Pediatrician, Dentist, Registered Dietitian)	<input type="checkbox"/>	(1pt)

**Show 1.1b ONLY if 1.1a is “Yes, we have a CHST/committee and active representatives from AT LEAST 3 of the groups below”**

**1.1b In the past 12 months, our CSHT/committee has met:**

- Did not meet/none (0 pts)
- 1 time (2 pts)
- 2-3 times (5 pts)
- 4 or more times (10 pts)
- Not applicable/do not have a CSHT/committee or one with 2 OR FEWER representative groups (0 pts)

**1.2a Within the last three years, our school has completed or updated the following assessments about our school’s health environment. (Check all that your school has completed or updated in the past three years)**

- Healthy School Action Tools Assessment (Online version only)\* (15 pts)
- School Health Index (5 pts)
- Healthy School Report Card: An Association for Supervision and Curriculum Development Action Tool\*\* (5 pts)
- No assessment completed (0 pts)

*\*The Healthy School Action Tools Assessment is Michigan’s preferred assessment tool; it helps schools identify, plan and make needed changes. It is a combination of the School Health Index and Changing The Scene. To learn about the Healthy School Action Tools Assessment, go to <http://www.mihealthtools.org/hsat>*

*\*\*See the [Resource Guide](#) for more information about the Healthy School Report Card*

**Show 1.2 b only if one or more assessments were completed**

**1.2b As a result of completing an assessment (Healthy School Action Tools Assessment, School Health Index, or Healthy School Report Card), we have developed and are implementing an action plan\* that is reviewed and revised at least once annually.**

- Yes (15 pts)
- No (0 pts)
- Not applicable/no assessment completed (0 pts)

*\*Schools that have completed the Healthy School Action Tools (HSAT) Assessment have access to the HSAT Action Plan, an online planning tool. This tool assists schools in taking the ideas for change identified during the HSAT Assessment and moving them to actions that make a meaningful difference in the school’s health environment. To learn about the Healthy School Action Tools Action Plan go to <http://www.mihealthtools.org/hsat>*

## SECTION TWO: Policies

Along with the infrastructure that plans and supports policy development and adherence, school policies that promote physical activity, healthy eating, and a tobacco-free lifestyle are at the heart of a school environment that supports healthy choices for students.

2.1 **Our school or district has a *written* policy related to the following which is *adhered to* in our school:** (Answer for each policy; answer yes only if the policy is both in writing and adhered to)

	Yes (1 pt)	No (0 pts)
Prohibits using physical activity as punishment	<input type="radio"/>	<input type="radio"/>
Prohibits staff from withholding physical education as punishment	<input type="radio"/>	<input type="radio"/>
Prohibits staff from withholding physical education to make up for missed instructional time, class work or tests in other subjects	<input type="radio"/>	<input type="radio"/>
Ensures that unstructured physical activity time is offered to all students at least once a day. (Unstructured physical activity in grades K-6 is defined as “recess” and in grades 7-12 it is known as “break time” excluding class passing time. Both are supervised.) Physical education class does not count.	<input type="radio"/>	<input type="radio"/>
Ensures that unstructured physical activity is not withheld from any student for any reason, such as for punishment or make-up work	<input type="radio"/>	<input type="radio"/>
Prohibits replacement of physical education class with other activities	<input type="radio"/>	<input type="radio"/>
Ensures that healthy food and beverages predominate in all school venues and at school sponsored events	<input type="radio"/>	<input type="radio"/>

See the [Resource Guide](#) for more information on unstructured physical activity, recess, healthy food and beverages, school parties, alternative to using food as a reward, and how to write school policies.

Promotes the use of non-food items and physical activity as classroom rewards and prohibits the use of food as a reward in classrooms, on school buses, or anywhere on school property	<input type="radio"/>	<input type="radio"/>
Requires all vending machines be turned off during the school day	<input type="radio"/>	<input type="radio"/>
Ensures that healthful food and beverage choices are offered in vending machines (Check <b>YES</b> if your school does not have vending machines)	<input type="radio"/>	<input type="radio"/>
Ensures that healthful food and beverage choices are offered in a la carte sales (Check <b>YES</b> if your school does not have a la carte sales)	<input type="radio"/>	<input type="radio"/>
Ensures that healthful food and beverage choices are offered at school parties, activities, and meetings (Check <b>YES</b> if your school does not offer food/beverages at these events)	<input type="radio"/>	<input type="radio"/>
Ensures that healthful food and beverage choices are offered at school stores (Check <b>YES</b> if your school does not offer food/beverages at school stores)	<input type="radio"/>	<input type="radio"/>
Ensures that healthful food and beverage choices are offered at concessions (Check <b>YES</b> if your school does not currently offer concessions)	<input type="radio"/>	<input type="radio"/>
Ensures that non-food items or only healthy food and beverages are used in school fundraising (Check <b>YES</b> if your school does not conduct fundraising)	<input type="radio"/>	<input type="radio"/>

**2.2 Our school communicates the policies checked above in 2.1 to school staff, students, parents, and the community:** (If various policies are communicated on different schedules, for example some once and others twice a year, please select the **least** frequent option below.)

- Once a year to all groups (1 pt)
- Twice a year to all groups (2 pts)
- More than twice a year to all groups (3 pts)
- Not communicated to all groups at least once per year (0 pts)
- None of the policies listed in 2.1 are in place at our school (0 pts)

## SECTION THREE: Physical Activity and Physical Education

School-based physical education and physical activity programs help children learn and practice skills that can lead to healthy, active lifestyles. Physical activity and physical education are, however, distinctly different. Physical activity is behavior, while physical education is a curriculum area that helps students develop skills and knowledge to be physically active. Providing time for physical activity should not replace instructional time for meeting the goals of a quality physical education program. Both are important, therefore, teaching students to be more active, and giving them the opportunity to do so, is consistent with a healthy school environment.

### 3.1 Our school's physical education program\* is required and taken by the following percents of students:

	< 60%	60 to 79%	80 to 99%	100%
% of grade levels for which PE is required each year	0 pts <input type="radio"/>	0 pts <input type="radio"/>	1 pt <input type="radio"/>	2 pts <input type="radio"/>
% of all students that took PE year-round	0 pts <input type="radio"/>	0 pts <input type="radio"/>	1 pt <input type="radio"/>	2 pts <input type="radio"/>
% of school days per week students taking PE had PE class	0 pts <input type="radio"/>	1 pt <input type="radio"/>	1 pt <input type="radio"/>	2 pts <input type="radio"/>

\* **NOTE:** National standards/best practices for physical education stipulate that PE should be provided to all students, in all grade levels, for the entire school year. These standards also indicate that PE should be provided for at least 150 minutes per week in elementary school (grades K through 5) and at least 225 minutes per week for middle/high school (grades 6-12). Although this question reflects the important basic elements of these national standards, we strongly recommend that you refer to the [Resource Guide](#) to obtain information about best practices.

### 3.2 Physical education is taught by a certified physical education teacher(s) trained in best practice physical education methods.

- Yes ( 3 pts)
- No (0 pts)

See the [Resource Guide](#) for information about certification and best practice methods.

### 3.3 Our school has a written, sequential\* physical education curriculum aligned with the Michigan K-12 Physical Education Content Standards and Benchmarks.

- Yes, and we use the Exemplary Physical Education Curriculum (EPEC) (3 pts)
- Yes, but we don't use EPEC (2 pts)
- No (0 pts)

\*Sequential means the curriculum builds on concepts taught in previous grades.

See the [Resource Guide](#) for information about EPEC and Michigan Standards and Benchmarks

### 3.4 Our physical education teacher(s) uses written lesson plans with objectives that guide instruction at all grade levels.

- Yes (3 pts)
- No (0 pts)

**3.5 Physical education classes have a teacher to student ratio that is comparable to (or better than)\* other classroom ratios.**

- Yes (3 pts)
- No (0 pts)

*\*Comparable (or better) means approximately the same number of students (or fewer) per teacher as in other classes.*

**3.6 Our school offers ALL students an opportunity for unstructured physical activity such as recess, outdoor time, or supervised open gym time, for at least 20 minutes per school day:**

- Every school day (3 pts)
- 3 to 4 days a week (2 pts)
- 1 to 2 days a week (1 pt)
- Unstructured physical activity opportunities are not offered routinely or are not offered to all students (0 pts)

**3.7 In the past 12 months, our school sponsored physical activity events such as Walk to School Day, Jump Rope for Heart, Fun Run, Family Fitness Night, All Children Exercising Simultaneously, or Walking Challenges.**

- Sponsored 4 or more events (3 pts)
- Sponsored 2 or 3 events (2 pts)
- Sponsored 1 event (1 pt)
- No events sponsored (0 pts)

*See the [Resource Guide](#) for information on these events.*

**3.8 Our school implements skills-based health education lessons to teach students ways to participate in daily physical activity.**

- Yes, and we use the Michigan Model for Comprehensive Health Education or a MI-Model-based curriculum (3 pts)
- Yes, but we do not use the Michigan Model materials (2 pts)
- No (0 pts)

*See the [Resource Guide](#) for information on the MI Model.*

**3.9 Our school offers before and/or after school physical activity programs for students such as sports and walking or exercise clubs.**

- Yes (3 pts)
- No (0 pts)

*See the [Resource Guide](#) for information on physical activity programs.*

**3.10 In the past 12 months, our school promoted physical activity by providing educational messages outside of the classroom such as displaying informational posters in prominent places, providing signage for healthy activities by the gymnasium, or having routine articles about healthy eating in the school newsletter.**

- Provided 4 or more messages (3 pts)
- Provided 2 or 3 messages (2 pts)
- Provided 1 message (1 pt)
- No messages provided (0 pts)

*See the [Resource Guide](#) for information on educational messages about physical activity.*

**3.11 Our school or district has a staff wellness program that provides physical activity programs for our staff such as classes, workshops, facilities, pedometer/walking programs, special events, or health club memberships.**

- Yes (3 pts)
- No (0 pts)

*See the [Resource Guide](#) for information on staff wellness physical activity programs.*

## SECTION FOUR: Healthy Eating and Nutrition Education

What we eat affects the health and academic/job performance of the entire school community. Healthy food options offered to students at school provide an example of healthy eating and support nutrition information learned in class.

**4.1. During meal periods, our school does not sell or serve any food or beverage of minimal nutritional value.**

- Yes (3 pts)
- No (0 pts)

See the [Resource Guide](#) for information on food and beverages of minimal nutritional value.

**4.2. Our menu for reimbursable school lunch offers at least one serving of fruit, vegetable, and/or whole grain food at each school, every day.**

- Yes (3 pts)
- No (0 pts)

See the [Resource Guide](#) for information on reimbursable school lunch.

**4.3 Throughout the school day and throughout the school campus, at least 50% of the food and beverages our school sells or serves meet Michigan State Board of Education Policy on Healthy Food and Beverages.**

- Yes (3 pts)
- No (0 pts)

See the [Resource Guide](#) for information on the Healthy Food and Beverages Policy Guidelines.

**4.4 In the past 12 months, our school promoted healthy eating by sponsoring events such as Fruit and Vegetable Tasting, Nutrition Health Fair, School Milk Promotion, Breakfast Campaign, Fruits & Veggies More Matters Month, or a National Nutrition Month Activity.**

- Sponsored 4 or more events (3 pts)
- Sponsored 2 or 3 events (2 pts)
- Sponsored 1 event (1 pt)
- Did not sponsor any events (0 pts)

See the [Resource Guide](#) for information on these events.

**4.5 In the past 12 months, our school promoted healthy eating by providing educational messages outside of the classroom such as displaying informational posters in prominent places, providing signage for healthy options at the point where food selections are made, or having routine articles about healthy eating in the school newsletter.**

- Provided 4 or more messages (3 pts)
- Provided 2 or 3 messages (2 pts)
- Provided 1 message (1 pt)
- No messages provided (0 pts)

See the [Resource Guide](#) for information on educational messages about healthy eating.

#### 4.6 In our school:

At least 50% of the food and beverage choices served at classroom parties and celebrations are healthy foods and beverages\*

Yes  
(3 pts)

No  
(0 pts)

Not applicable  
(3 pts)

Do not serve foods or beverages

At least 50% of food and beverage choices served at social events, gatherings or meetings with staff, parents, etc. are healthy foods and beverages

Do not offer foods or beverages

At least 50% of beverage choices from vending machines offer healthy drink options, such as water, low-fat milk or 100% fruit/vegetable juice

There are no beverage vending machines

At least 50% of the food choices from food/snack vending machines offer healthy options, such as raisins or other dried fruit, salad, yogurt, fresh fruit or vegetables

There are no food/snack vending machines

\*See the [Resource Guide](#) for information on suggestions for healthy food and beverages.

#### 4.7 Our school or district has a staff wellness program that encourages healthy eating/healthy weight programs such as hosting a weight management/loss program, guest speaker, walking club, etc.

- Yes (3 pts)
- No (0 pts)

See the [Resource Guide](#) for information on staff wellness programs.

#### 4.8 Our school is enrolled in Michigan Team Nutrition.

- Yes (3 pts)
- No (0 pts)

See the [Resource Guide](#) for information on Team Nutrition or to find out if your school is enrolled.

#### 4.9 Our school recommends hand washing before eating and allows an adequate amount of time for all students to wash for a minimum of 20 seconds.

- Yes (3 pts)
- No (0 pts)

See the [Resource Guide](#) for information on hand washing promotions.

#### 4.10 Our school has a written, sequential\* nutrition education curriculum aligned with the Michigan K-12 Health Education Content Standards and Benchmarks to teach students how to select and eat healthy foods.

- Yes, and we use the Michigan Model for Comprehensive Health Education or a MI-Model-based curriculum (3 pts)
- Yes, but we do not use the Michigan Model materials (2 pts)
- No (0 pts)

\*Sequential means the curriculum builds on concepts taught in previous grades.

See the [Resource Guide](#) for information about MI Model and Michigan Standards and Benchmarks.

**4.11 Our school offers students a USDA reimbursable school breakfast.**

- Yes (Proceed to 4.11.a and b)
- No (0 pts)

**Show 4.11a and 4.11b only if answer to 4.11 is “Yes.”**

**4.11.a Our school is working on the Michigan School Breakfast Challenge\* in the following ways (Please provide an answer for each line.):**

*This question is unscored and is for informational purposes only.*

By providing...	Yes (0 pts)	No (0 pts)
Breakfast in the School Cafeteria (before school)	<input type="radio"/>	<input type="radio"/>
Breakfast in the Classroom	<input type="radio"/>	<input type="radio"/>
Mid-Morning Nutrition Break after first period (either in the cafeteria, hallway, or classroom)	<input type="radio"/>	<input type="radio"/>
Grab 'n' Go /Breakfast in a Bag	<input type="radio"/>	<input type="radio"/>
Breakfast Cart(s) or other method of serving breakfast from a site other than the cafeteria	<input type="radio"/>	<input type="radio"/>
Breakfast on the Bus	<input type="radio"/>	<input type="radio"/>
Other (Describe) _____	<input type="radio"/>	<input type="radio"/>
By promoting or marketing the School Breakfast Program to...	Yes (0 pts)	No (0 pts)
Parents/caregivers	<input type="radio"/>	<input type="radio"/>
Students	<input type="radio"/>	<input type="radio"/>
School staff members	<input type="radio"/>	<input type="radio"/>
The community	<input type="radio"/>	<input type="radio"/>

*See the [Resource Guide](#) for more information about implementing the Michigan School Breakfast Challenge.*

*See the [Resource Guide](#) for more information on implementing these breakfast promotions*

Other method of promotion (Describe) _____	○	○
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*\*The Michigan School Breakfast Challenge was issued in May 2008 to all Local and Intermediate School Superintendents, Public School Academy Directors, Nonpublic School Administrators, and Residential Child Care Institutions. Superintendents were challenged to increase school breakfast participation in their districts by 50%. Research shows that students who eat breakfast exhibit improved learning, health, and classroom behavior. For more information about the school breakfast challenge go to: [http://www.michigan.gov/mde/0,1607,7-140-43092\\_50144-194516--,00.html](http://www.michigan.gov/mde/0,1607,7-140-43092_50144-194516--,00.html)*

**4.11b Our school’s total number of reimbursable breakfasts and lunches served for the following months are:**  
 (NOTE: **Reimbursable means paid, free and reduced** breakfasts and lunches that meet the School Breakfast Program and National School Lunch Program guidelines. These are the same numbers your school reports to the Michigan Department of Education (MDE). HSERP staff will be verifying the numbers entered with MDE as needed.)

**2008**

May 2008 --Total number of reimbursable breakfasts served

School enrollment on May 1, 2008

Number of school days for your school in May 2008

**2009**

May 2009\*\* -- Total number of reimbursable **breakfasts** served

May 2009\*\* -- Total number of reimbursable **lunches** served

School enrollment on May 1, 2009

Number of school days for your school in May 2009

*\*\*If you are filling out this application before your school’s May 2009 numbers are available, please be sure to return and fill in those numbers before going on to “Section 7: Submit Your Application.”*

From May 2008 to May 2009, your school’s student breakfast participation increase or decrease is **Calculated %**. This is the percent change in the total number of breakfasts served divided by both the school enrollment and the days of school.

- Points are awarded as follows:
- 50% or greater (5 pts)
  - 40% to 49% (4pts)
  - 30% to 39% (3pts)
  - 20% to 29% (2pts)
  - 10% to 19% (1 pt)
  - 0% to 9% (0 pts)

[Calculation: Divide the May 2008 breakfasts served by the May 1, 2008 school enrollment figure and then by the number of school days in May 2008. Divide the May 2009 breakfasts served by the May 1, 2009 school enrollment figure and then by the number of school days in May 2009. Autocalculate percent increase or decrease in breakfasts served per day per student. ]

In May 2009, your school's student breakfast participation reached Calculated % of your school's student lunch participation.

[Calculation: Total Breakfasts Served/ Total Lunches Served]

Points are awarded as follows:

80% or greater (10 pts)

70% to 79% (9 pts)

60% to 69% (8 pts)

50% to 59% (7 pts)

40% to 49% (6 pts)

30% to 39% (3 pts)

< 30% (0 pts)

## SECTION FIVE: Tobacco-Free Lifestyles

Every year, 29,900 Michigan youth start smoking and one third of these children will die prematurely from a tobacco-related illness. It is important that Michigan schools provide students with tobacco-free environments 24 hours a day, 7 days per week as well as providing them with the knowledge and skills to refuse tobacco use. Tobacco-free schools ensure children do not see tobacco-use modeled by adults and they ensure children are protected from the dangers of secondhand smoke at school-sponsored events.

**5.1 Our school or district has a 24-hours a day, 7-days a week (24/7) tobacco-free policy that is enforced.** A 24/7 tobacco-free policy prohibits tobacco use in all school buildings, in school transportation, and on all school grounds, at all times. Tobacco use is also prohibited at all on and off campus school-related events, including sporting events.

- Yes (10 pts)
- No (0 pts)

*NOTE: Although this is a policy question, it is included here, rather than in Section 1 because research shows that policies related to tobacco have a major impact on behavior. It also counts for the most points as a result. See the [Resource Guide](#) for examples of school tobacco policies.*

**5.2 Our school implements skills-based health education lessons to teach students how to avoid secondhand smoke, refuse tobacco use, and quit smoking.** (Lessons must include all three topics and must be skill-based to answer “yes” to this question.)

- Yes, and we use the *Michigan Model for Comprehensive Health Education* or a *MI-Model*-based curriculum (3 pts)
- Yes, but we do not use the *Michigan Model* materials (2 pts)
- No (0 pts)

*See the [Resource Guide](#) for information on the MI Model.*

**5.3 In the past 12 months, our school promoted tobacco-free lifestyles by providing educational messages on the school campus, inside the school building, and in classrooms by displaying informational posters in prominent places and by providing signage for the school campus about no smoking, or having routine articles about staying tobacco-free in the school newsletter.**

- Provided 4 or more messages (3 pts)
- Provided 2 or 3 messages (2 pts)
- Provided 1 message (1 pt)
- No messages provided (0 pts)

*Note: Research shows that tobacco-free messaging for elementary-age students is key to keeping them tobacco-free later in life.*

*See the [Resource Guide](#) for examples of tobacco-free messaging.*

**5.4 Our school has procedures and resources in place for referring and/or counseling students who are known tobacco users to help them with cessation efforts and such procedures are implemented whenever necessary.**

- Yes (5 pts)
- No (0 pts)

*Note: Onset of tobacco use can be as early as elementary school. Research shows that the earlier children begin using tobacco, the more heavily they are likely to use it as adults.*

*See the [Resource Guide](#) for smoking cessation opportunities.*

**5.5 In the past 12 months, our school or district offered tobacco cessation services to our staff such as group support programs, counseling, self-help educational materials, or referrals.**

- Yes (3 pts)
- No (0 pts)

See the [Resource Guide](#) for smoking cessation opportunities.

## SECTION SIX: Additional Accomplishments

In addition to the elements scored in the previous sections, schools may take many steps when working toward a healthy school environment. All positive steps/actions are accomplishments that help Michigan students to be fit, healthy, and ready to learn. This section aims to capture those additional steps and will help us learn more about the actions schools are taking to improve the health of their students. Although this section is not scored, it is a required section of the application.

### 6.1 Documents developed for use by Michigan Schools.

**One or more members of our team have reviewed the following documents.**

*See the [Resource Guide](#) for information on how to access these publications.*

	Yes	No
Michigan State Board of Education Policy on Coordinated School Health Programs to Support Academic Achievement and Healthy Schools	<input type="radio"/>	<input type="radio"/>
Michigan State Board of Education Policy on Quality Physical Education	<input type="radio"/>	<input type="radio"/>
Michigan State Board of Education Policy on Healthy Foods and Beverages	<input type="radio"/>	<input type="radio"/>
Michigan State Board of Education Policy on 24/7 Tobacco-Free Schools	<input type="radio"/>	<input type="radio"/>
Michigan State Board of Education Policy on Comprehensive School Health Education	<input type="radio"/>	<input type="radio"/>
Michigan State Board of Education Policy on the Management of Asthma in Schools	<input type="radio"/>	<input type="radio"/>
The Role of Michigan Schools in Promoting Healthy Weight Consensus Paper	<input type="radio"/>	<input type="radio"/>
Tobacco-Free Schools for Michigan Youth - A Planning Guide	<input type="radio"/>	<input type="radio"/>
Michigan Action for Healthy Kids Tips and Tools Kit for the Healthy Food and Beverage Policy	<input type="radio"/>	<input type="radio"/>

## 6.2 Governor’s Council Exemplary Physical Education Award.\*

\* See the [Resource Guide](#) for information about this award.

6.2a Our school completed the Award in the past two years:	6.2b Most recent award year: (Must be within the last two years)	6.2c Award level for year selected in 6.2b:
<input type="radio"/> Yes (answer 6.2 b & c)		<input type="radio"/> Level 1 <input type="radio"/> Level 4 <input type="radio"/> Level 2 <input type="radio"/> Level 5 or above <input type="radio"/> Level 3 <input type="radio"/> Not applicable; no award <span style="margin-left: 150px;">In past two years</span>
<input type="radio"/> No ( go to 6.3 a)		

## 6.3 Healthier US School Challenge\* (available only to elementary schools).

\* See the [Resource Guide](#) for information about this program.

6.3a Our school completed the Challenge in the past two years:	6.3b Most recent award year: (Must be within the last two years)	6.3c Award level for year selected in 6.3b
<input type="radio"/> Yes (answer 6.3 b & c)		<input type="radio"/> Silver Team Nutrition School <input type="radio"/> Gold Team Nutrition School <input type="radio"/> Not applicable; no award in past two years
<input type="radio"/> No ( go to 6.4)		

## 6.4 Conferences & Trainings (Please provide an answer for each line.):

In the past two years, at least one staff member in our school building has participated in the following conferences or trainings:

See the [Resource Guide](#) for information about these conferences and trainings.

	Yes	No
Michigan Action for Healthy Kids	<input type="radio"/>	<input type="radio"/>

Eat Healthy + Play Hard = Smart Students Conference	<input type="radio"/>	<input type="radio"/>
Michigan Association of Health, Physical Education, Recreation and Dance Conference	<input type="radio"/>	<input type="radio"/>
School Nutrition Association of Michigan (SNAM) Conference	<input type="radio"/>	<input type="radio"/>
Michigan Education Special Services Association Wellness Conference	<input type="radio"/>	<input type="radio"/>
Michigan Team Nutrition Training or Workshop	<input type="radio"/>	<input type="radio"/>
Michigan Model for Comprehensive School Health Education Training	<input type="radio"/>	<input type="radio"/>
Healthy School Action Tools Training	<input type="radio"/>	<input type="radio"/>
Other (DESCRIBE) _____	<input type="radio"/>	<input type="radio"/>

### 6.5 Activities, Events & Programs (Please provide an answer for each line.):

In the past two years, our school has participated in the following activities, events or programs:

*See the [Resource Guide](#) for information about these activities, events or programs.*

	Yes	No
Walk to School Day	<input type="radio"/>	<input type="radio"/>
All Children Exercising Simultaneously	<input type="radio"/>	<input type="radio"/>
Jump Rope for Heart/Hoops for Heart	<input type="radio"/>	<input type="radio"/>
Breakfast Campaign	<input type="radio"/>	<input type="radio"/>
USDA Fruit and Vegetable Program	<input type="radio"/>	<input type="radio"/>
Farm to School Initiatives	<input type="radio"/>	<input type="radio"/>
Teens Against Tobacco Use	<input type="radio"/>	<input type="radio"/>
Freedom From Smoking Online	<input type="radio"/>	<input type="radio"/>
Generation Fit	<input type="radio"/>	<input type="radio"/>
Other (DESCRIBE) _____	<input type="radio"/>	<input type="radio"/>

### 6.6 Share your success!

Before going to “Section 7: Submit Your Application,” take a moment to tell us one story about how your school has improved the school environment. Follow the instructions and complete the online success story form located on the School Success Stories website (<http://mihealthtools.org/schoolsuccess> ). You can also access the Success Stories website from the [Success Stories](#) section of this website.

An accepted Success Story submitted after February 1, 2008 is required to complete the Healthy School Environment Recognition Program (HSERP) application. If your school submitted a Success Story after February 1, 2008 and it is currently posted on the School Success Stories website, you have fulfilled this HSERP requirement and you can proceed to Section 7.

**BUT DON'T FORGET:** If you leave this website now to submit a Success Story, return to this site and complete Section 7 to submit your HSERP Application.

## HEALTHY SCHOOL ENVIRONMENT RECOGNITION PROGRAM SCORECARD

Section	Your School's Points	Maximum Possible Points	Your School's % of Possible
1. Planning & Oversight		66	
2. Policies		18	
3. Physical Activity		36	
4. Healthy Eating		54	
5. Tobacco-Free Lifestyle		24	
<b>TOTAL</b>		<b>198</b>	

**Based on the answers you've provided to date, your school is eligible for the following recognition level:**

- No recognition level yet
- Honorable Mention\*
- 3<sup>rd</sup> Place: School of Distinction\*
- 2<sup>nd</sup> Place: School of Excellence\*
- 1<sup>st</sup> Place: Outstanding Achievement\*
- 1<sup>st</sup> Place: Outstanding Achievement with Special Honors \*

**Descriptions of the requirements for each recognition level appear below.**

\* Your school must also have submitted an accepted success story **since February 1, 2008** to be eligible for any of these recognition levels. See the [Success Story](#) section of the Recognition Program website for more information and instructions.

Content of application and success story is subject to verification by the recognition program committee. If selected for recognition, additional documentation may be requested.

**1st Place: Outstanding Achievement  
Special Honors for the Michigan School Breakfast Challenge**

To achieve this level, your school must meet the following requirements:

- A Coordinated School Health Team (CSHT) or similar team, comprised of representatives from three factions that meets at least twice a year (Section 1)
- Completion of an online Healthy School Action Tools (HSAT) Assessment within the last three years (Section 1)
- An up-to-date action plan (Section 1)
- A score of at least 8 points for school breakfast participation (question 4.11)
- At least 1 point in each of the remaining sections 2, 3 and 5
- Total score of 163 or more
- Submission of an accepted success story along with the Recognition Program application.

**1st Place: Outstanding Achievement**

To achieve this level, your school must meet the following requirements:

- A Coordinated School Health Team (CSHT) or similar team, comprised of representatives from three factions that meets at least twice a year (Section 1)
- Completion of an online Healthy School Action Tools (HSAT) Assessment within the last three years (Section 1)
- An up-to-date action plan (Section 1)
- At least 1 point in each of the remaining sections 2 through 5
- Total score of 155 or more
- Submission of an accepted success story along with the Recognition Program application.

**2<sup>nd</sup> Place: School of Excellence**

To achieve this level, your school must meet the following requirements:

- A CSHT or similar team, comprised of representatives from three factions that meets at least twice a year (Section 1)
- Completion of an online Healthy School Action Tools (HSAT) Assessment within the last three years (Section 1)
- At least 1 point in each of the remaining sections 2 through 5
- Total score of 125 to 154
- Submission of an accepted success story along with the Recognition Program application.

**3<sup>rd</sup> Place: School of Distinction**

To achieve this level, your school must meet the following requirements:

- At least 1 point in all sections 1 through 5
- Total score of at least 100 points
- Submission of an accepted success story along with the Recognition Program application.

**Honorable Mention**

To achieve this level, your school must meet the following requirements:

- Completed and submitted the online Recognition Program application
- Submission of an accepted success story along with the Recognition Program application

To get an approximate score, total the points for each section and enter them in the first column (Your School's Points). Total them to obtain the total in the last row. Divide the numbers in the Your School's Points column by the Maximum Possible Points to get Your School's % of Possible. The online

form automatically calculates your score each time you save your information and ensures that there is no incomplete or inconsistent data. Therefore, manual scoring using this print version should be regarded as approximate. Please use the online form to obtain an accurate score.

We welcome your feedback on the Healthy School Environment Recognition Program application, the online application form and the website. Please send your comments and feedback to Jaime Malnar at [MalnarJ@michigan.gov](mailto:MalnarJ@michigan.gov).