



TSET FY22 Healthy Incentive Grant for School Districts

Guidelines and Application Process

Purpose

TSET Healthy Incentive Grants for School Districts are designed to help districts adopt and implement best and promising practices in tobacco-free environments, nutrition, physical activity, and employee wellness.

Application Period

Applications are accepted during the two open periods of the state fiscal year (July 1 – June 30).

For FY22, application periods are open during the following times:

- September 1, 2021 – October 1, 2021
- January 3, 2022 – February 3, 2022

Applications will not be accepted after 4 p.m. Central Time on the last day of the application window.

Applicants are encouraged to apply early, as applications are considered on a first come, first served basis.

Funding

Funding is determined based upon the following:

1. All required criteria documents are submitted;
2. The number of elements included in the wellness policy;
3. The strength of the wellness policy elements; and
4. District enrollment numbers based on the State Department of Education’s FY19-20 enrollment.

Healthy Incentive Grant District Awards				
District Enrollment	Bronze	Silver	Gold	Maximum Award
0 – 500	\$3,000	\$5,000	\$7,000	\$15,000
501 – 1,000	\$5,000	\$6,500	\$8,500	\$20,000
1,001 – 2,000	\$6,000	\$8,000	\$11,000	\$25,000
2,000 – 5,000	\$7,000	\$8,500	\$14,500	\$30,000
5,001 – 10,000	\$10,000	\$20,000	\$30,000	\$60,000
10,001 – 25,000	\$15,000	\$35,000	\$50,000	\$100,000
25,000 +	\$20,000	\$40,000	\$60,000	\$120,000

Figure 1

The program provides overarching criteria for three award classifications: bronze, silver, or gold. The classification is based upon review of the policy, for inclusion of best practice elements as well as the strength

of the policy language. Both the policy review and student enrollment are used to determine the level of funding for which a district is eligible. Funding amounts are cumulative, so if a district's policy and practice qualify at the gold level, the maximum funding amount is awarded. Districts achieving policy at the gold level in their first attempt will be subject to a review of the policy implementation practices by TSET staff within a year of grant award.

- Funding for this program varies each year and TSET may receive more applications than current funding can support.
- Funding does not require a match, but schools are encouraged to use these funds for match with other funding opportunities.
- Grant funds must be utilized and documentation of project completion must be submitted to TSET within one year of approval by the TSET Board of Directors.
- A district may only receive funding one time during the fiscal year.

General Eligibility

Any Oklahoma public school district may apply.

Previous Incentive Grantee Eligibility

A district that has received prior TSET incentive grant funding is welcome to apply and could be eligible to receive the difference of the previous award up to the maximum award amount under this funding opportunity. A district must submit an application that meets all new program requirements for the classification (Bronze, Silver, or Gold) for which they are applying.

Districts that have previously received TSET incentive grant funding will be evaluated on the policies, practices, and implementation of criteria from past incentive grant(s) by TSET staff prior to submission of an application for additional funding.

All previous TSET incentive grants must have submitted final documentation for the previous grant(s) and the grant(s) must have been closed satisfactorily to be eligible for submission under this funding announcement.

To inquire about the status of a previously-funded incentive grant for your organization, contact TSET Grants Management at grantsmanagement@tset.ok.gov.

Criteria

Criteria for the grant have been developed using best and promising practices in tobacco-free environments, nutrition, physical activity, and employee wellness, with emphasis on higher impact policies and actions to improve school health. Documentation of having met each criterion is required from the district.

1. **District comprehensive 24/7 tobacco-free policy**
2. **District comprehensive wellness policy**
3. **District has an organized wellness committee**
4. **District incorporates the Whole School, Whole Community, Whole Child (WSCC) framework**
5. **District has a written Return to Learn Plan**
6. **Child Nutrition Administrative Review Summary**

Specific criteria, additional information, sample policy language and resources for each criterion are included in the School District Criteria and Resource Guide ([click here](#)).

Use of Funds

Funding must be used for purchases, programs, and/or projects that improve health. TSET reserves the right to approve, deny, or—with the awarded grantee—modify any proposed uses of TSET funds.

Below are suggested uses of funds, although this list is not exhaustive:

Comprehensive Health Education Curriculum

- SPARK physical education and wellness program
- CATCH (Coordinated Approach to Child Health)

Training/Demonstrations

- Staff development training (nutrition education, integrating physical activity during the school day, asthma awareness, diabetes management, etc.)
- Cafeteria staff (knife skills, healthy cooking, food safety, cooking from scratch, behavioral economics, etc.)
- Parent/community (cooking demonstrations, nutrition education, healthy lifestyles, promoting physical activity)
- Students (taste testing, reading nutrition labels, little chef/iron chef competitions, etc.)
- Health promotion classes
- CPR/first aid classes

Stipends for Wellness Coordinators

COVID-19 Response

- Personal protective equipment
- Hand hygiene stations
- Enhanced cleaning and disinfecting supplies or equipment
- Infection control barriers (Plexiglas)
- Ventilation maintenance and updates

Equipment

- Cafeteria (stoves, refrigerators, flat top grills, tables, coolers, knives, and utensils, etc.)
- Playground equipment, PE equipment, fitness room equipment (treadmills, elliptical machines, stationary bikes, etc.)
- Warm up stations for walking track/fitness trail
- Activities for Life (fishing poles, flag football, bowling stations, archery, outdoor skills, dance programs, etc.)
- Health assessment (audiometers, vision screening, blood pressure, stethoscopes, oximeters, pedometers, scales, etc.)
- Safety and emergency response (automatic external defibrillators, disaster preparedness)
- Action Based Learning Labs, kinesthetic classroom equipment (TSET suggests the lab or equipment be supported by training on the proper use and implementation of the lab or equipment)

Capital Improvement

- Sidewalk repair
- Walking trail/track
- Playground improvement (cushioning materials, fencing, protective awnings, etc.)
- School garden, green house, hydroponic equipment, etc.
- Street safe cross walks (flashing lights, signs, etc.)
- Hydration stations/drinking fountains

Application Preparation and Submission Process

STEP 1: Review

Review **all** the details provided in this “Guidelines and Application Process” document.

STEP 2: Inform of Interest in Applying

It is highly recommended that a school district representative email Laura Matlock, TSET Healthy Incentive Grant Program Officer, at LauraM@tset.ok.gov. Within the email, provide district contact person(s)'s information and state you are interested in applying for the “Healthy Incentive Grant for School Districts”.

STEP 3: Review Criteria and Resource Guide

A School District Criteria and Resource Guide has been developed to provide the specific criteria and helpful resources. Bookmark or print the resource guide. [\(click here\)](#)

STEP 4: Assemble Documentation

Applicants must gather and compile copies (.pdf format) of the required documentation. These documents are required to be uploaded when filling out the application:

- Non-Acceptance of Tobacco Funds (Attachment A)
- District’s comprehensive 24/7 tobacco-free policy
- District’s comprehensive wellness policy
- District’s Wellness Committee member roster
- Minutes & sign-in sheet from a recent Wellness Committee meeting
- Letter of support stating integration of Whole School, Whole Community, Whole Child (WSCC)
- District’s written Return to Learn Plan
- District’s latest child nutrition administrative review

Please check and double-check that all required documents are included and in .pdf format before submitting your application.

STEP 5: Submit Application

Submit the completed application to TSET via Smartsheet. Applications submitted via any other method will not be accepted.

Please note: Smartsheet web forms do not allow the saving of data, so all information must be entered and submitted at one time. For technical assistance with submitting an application, contact grantsmanagement@tset.ok.gov.

Application Link: <https://app.smartsheet.com/b/form/20686c3ec780486e92c079aeb1d0c011>

STEP 6: Receive Confirmation Email & Await Notification of Award

Once your application is submitted and you receive a confirmation email, the application has been placed into the queue for review in the order in which it was received. If you do not receive a confirmation email or have any questions after submission, contact grantsmanagement@tset.ok.gov.

Additional Information

- All required documents must be submitted with the application. Incomplete or improperly completed applications will not be eligible for review. Applications will only be reviewed based on information submitted to TSET on or before the submission deadline. Additional information will not be requested or accepted after the deadline.
- Only one submission per applicant organization will be accepted per funding cycle and additional information cannot be added to a submission after it has been uploaded. However, if after the date of submission but before the deadline date an applicant realizes a mistake in or omission from their proposal exists, the applicant may notify TSET in writing of the desire to withdraw the submitted application. An email stating the intent to withdraw a submitted application must be sent to TSET Grants Management at grantsmanagement@tset.ok.gov. The applicant may then submit an entirely new application package if the submission deadline has not passed. The original application will be released from its spot in the requests queue. The new application will be considered for review in the order that is submitted.

Grant Award and Payment Process

Notification of Award

All eligible applications will be presented to the TSET Board of Directors for funding consideration. Applicants will be notified of their award status within one (1) business day of the [TSET Board of Directors meeting](#) at which the applications are considered. **Notification will be made via email to the authorized official listed on the application form.** Awarded applicants will have 60 days from notification of award to complete all required contract documents as indicated by TSET. **Failure to complete all required contract documents by the date stated in the award letter may result in forfeiture of award.**

Applicants who are not awarded funding due to incomplete or otherwise ineligible applications or due to a lack of funds available will receive an email notification from TSET within one (1) business day of the TSET Board of Directors meeting at which the applications are submitted. Notification will be made via email to the authorized official listed on the application form. Unfunded applicants are eligible to submit a new application during the next funding cycle.

Grant Period

The grant period shall be for one year from the date of approval by the TSET Board of Directors. All project work and TSET-required reporting must be completed during the grant period.

Reporting Requirements

A final report must be completed and submitted to TSET within one (1) year of approval by the TSET Board of Directors. Failure to submit the final report may result in ineligibility for future TSET funding opportunities.

Payment

Grantees need not first expend funds or provide invoices in order to receive their award from TSET. Award payment will be made upon submission of all required contract documents which are issued via email by TSET Grants Management to the authorized official. Failure to submit all requested documents within 60 days of receipt of the email from TSET Grants Management may result in forfeiture of award.

Evaluation

TSET evaluates all its grant programs for effectiveness and impact. Awardees of an incentive grant must participate in a program evaluation when called upon to do so by TSET.

Questions about eligibility or programmatic requirements may be directed to Laura Matlock, Program Officer, at lauram@tset.ok.gov.

Questions about submission of an application or other technical issues should be directed to grantsmanagement@tset.ok.gov.

This funding opportunity may be accessed on the TSET website at <https://tset.ok.gov/content/healthy-schools-incentive-grants>.

Healthy Incentive Grant for School Districts

Criteria & Resource Guide for FY22

(Effective 7/1/2021 – 6/30/2022)

This document lists the criteria for the Healthy Incentive Grant for School Districts. Each criterion will require submission of documentations to provide evidence of implementation. The first column aligns to the documentation required for submission. The second column lists the criteria that should be supported by the documentation provide. The third column contains additional notes and resources as it applies to the aligned criteria or documentation. **TSET strongly encourages all required documents to be compiled into a single pdf file prior to submission.**

Documentation	Criteria	Notes & Resources
Non-Acceptance of Tobacco Funds	<ul style="list-style-type: none"> • The district, during the term of the agreement with the Oklahoma Tobacco Settlement Endowment Trust, will neither have a direct or indirect affiliation or contractual relationship with a company or foundation engaged in or funded by the manufacture of tobacco, tobacco products, and/or electronic nicotine delivery systems (ENDS), nor will it accept any type of funding from such a company or foundation. • The district further certifies that it will not engage in the manufacture of tobacco products during the term of the grant. • This restriction does not apply to the growth or use of noncommercial tobacco for ceremonial use. 	Applicant organizations are required to complete the Certificate of Non-Acceptance of Tobacco Funds (Attachment A).
Comprehensive 24/7 Tobacco-free Policy	<p>Tobacco Policy <u>must</u> include the following elements:</p> <ul style="list-style-type: none"> • Prohibit smoking, vaping and smokeless tobacco use anywhere on school grounds; 	<p>Sample 24/7 Tobacco Free Campus Policy* (click here)</p> <p>*Contact Lauram@tset.ok.gov if you'd like to request an editable sample policy.</p> <p>*The TSET 24/7 Tobacco Free Campus Policy goes beyond the OSSBA Policy.</p>

	<ul style="list-style-type: none">• Pertain to all students, faculty, staff, visitors, and any other person on school property. This includes any outside agency or organization using the district's facilities;• Apply to all school property indoors and outdoors and is in effect 24 hours a day, seven days a week;• Prohibition to school vehicles at all times and personal vehicles while on school property;• District will not accept donations of gifts, money, or materials from the tobacco industry and will not participate in any type of services, events, or programs that are funded by the tobacco industry;• District will refer to and promote the Oklahoma Tobacco Helpline;• District will communicate and promote the available tobacco cessation benefits and insurance coverage for employees on an annual basis;• Post signs at entrances on school property to inform all persons about the tobacco-free facility and grounds; and• Provide for enforcement steps and consequences for violation of the policy.	<p>Additional Resources: Oklahoma Helpline: 1-800-Quit-Now https://okhelpline.com/ Tobacco Cessation Resources: https://stopswithme.com/ Free Promotional Materials: https://okhelpline.com/download-free-materials/</p>
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<p>Comprehensive Wellness Policy:</p>	<p>Wellness Policies are required to include, at a minimum:</p> <ul style="list-style-type: none"> • Goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness after reviewing and considering evidence-based strategies; • Nutrition guidelines for all foods and beverages available on each school campus during the school day that are consistent with federal school meal standards and Smart Snacks in School nutrition standards; • Nutrition standards for all foods and beverages provided, but not sold, to students during the school day; • Policies for food and beverage marketing that allow advertising of only those foods and beverages that meet Smart Snacks in School guidelines; • Permission for stakeholders (parents, students, teachers, school food authority, teachers of physical education, school health professionals, school board, school administrators, and the public) to participate in policy development, implementation, review, and updates; 	<p>Sample Comprehensive Wellness Policy* (click here)</p> <p>*Contact LauraM@tset.ok.gov if you'd like to request an editable sample policy</p> <ul style="list-style-type: none"> • Applicants may use their own policy, or they may tailor their wellness policy from the sample wellness policy used by TSET and based on best and promising practices and policies. • The greater the number of policy elements adopted and closer they are to the strongest policy language in the TSET sample policy, the higher the classification. <p>General Wellness Policy Guidance:</p> <p>USDA Local School Wellness Policy</p> <p>CDC Local School Wellness Policy</p> <p>Healthy Hunger Free Kids Act</p> <p>USDA Foods Toolkit for Child Nutrition Programs</p> <p>Implementation Fact Sheet https://www.fns.usda.gov/pressrelease/2014/009814</p> <p>USDA School Meal Requirements</p> <p>USDA Nutrition Standards for School Meals 09/23/19 (USDA standards are subject to change)</p> <p>The Benefits of School Breakfast</p> <p>The Lunch Box Tools for School Food Change</p> <p>Healthier Generation Recipes and Menu Plans</p> <p>USDA Summer Meals Toolkit</p> <p>Hunger Free Oklahoma School Nutrition Hub</p> <p>Water</p> <p>USDA Water Availability During Meal Service</p> <p>CDC Water Access in Schools</p>
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	<ul style="list-style-type: none"> • A requirement that the district annually inform and update the community about the policy’s content, implementation, and any updates; • A requirement that the district triennially measure and make available to the public an assessment on implementation, including school compliance, alignment with model wellness policies, and a description of progress made in attaining the wellness policy goals; and • Designation of one or more district and/or school officials as wellness policy leadership who are responsible for ensuring school-level compliance with the wellness policy. 	<p><u>Students and Parents involvement in the School Lunch Program</u> Engaging Parents to Promote Healthy Schools School Nutrition Association Presentation 10 Ways to Involve Students in Your School Nutrition Program School Nutrition Association</p> <p><u>Adequate Time to Eat</u> Making Time for School Lunch CDC Action for Healthy Kids - Time to Eat Harvard Review - Starved by the Bell</p> <p><u>Competitive Foods and Beverages</u> USDA Smart Snacks a Guide for Schools FY 19 - 20 School Year USDA - Tools for Schools Focusing on Smart Snacks Smart Snacks Product Calculator</p> <p><u>Other Foods Provided at School</u> (Classroom Parties, celebrations, shared snacks, etc.) Action for Healthy Kids - Healthy Celebrations Healthier Generation - Healthy Celebrations Action for Healthy Kids Healthy Food Ideas Action for Healthy Kids Healthy Birthday and Events Center for Science in the Public Interest - Healthy School Celebrations Center for Science in the Public Interest - Healthy School Snacks American Academy of Pediatrics - Snacks, Sweetened Beverages and Added Sugars</p>
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		<p><u>Fundraising on Campus During the School Day</u> Check with the district’s food & beverage distributors – Many have a list of Smart Snack Compliant products that they carry Action for Healthy Kids - Healthy Fundraising Action for Healthy Kids - Healthy Vending PTA's Smart Snack Guide Fundraising Ideas Peacefulplaygrounds.com/school-fundraisers/ Voices for Healthy Kids - Implementing Smart Snack Compliance</p> <p><u>Fundraising Outside the School Day</u> Action for Healthy Kids Healthy Fundraisers Center for Science in the Public Interest - School Fundraising Can be Profitable Center for the Science in the Public Interest Fact Sheet USDA Best Practices for Healthy School Fundraisers Healthy School Fundraising Success Stories</p> <p><u>Concessions During the School Day</u> Any concession stand held during school hours (this includes special athletic events such as tournaments or fine arts events) must comply with the competitive food and beverages (Smart Snack) standards unless it is one of the schools exempted fundraisers. Smart Snack Standards</p> <p><u>Concessions After the School Day</u> Concession stands must wait until 30 minutes after the end of the school day to sell food and beverage items to students that do not meet the Smart Snack standards. Build a Healthy Concession Stand Eat Smart, Play Hard Concession Stand Toolkit Healthy Concession Stand Makeovers Nemours Health & Prevention Services Healthy Concessions Guide What's Your Game Plan? Creating Healthy Concessions, A Resource Guide</p>
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		<p>Nutrition Education Oklahoma Academic Standards / Health OSDE Health Education Resources Kids Health in the Classroom USDA Nutrition Resources CDC Nutrition Education OK Ag in the Classroom HHS.Gov Resources Shape Your Future OK OSDE Child Nutrition Links and Resources Oklahoma Farm to School</p> <p>Rewards and Punishment Constructive Classroom Rewards How to Reward and Motivate Kids without Using Foods Booklet for Teachers The Ultimate list of PBIS Incentives PBIS Whole Class Rewards That Aren't Food Student Rewards that are not Junk Food printable pdf.</p> <p>Nutrition and Healthy Food Promotion Action for Healthy Kids Nutrition Promotion USDA Marketing Resources Marketing School Meals for success Taste Test Toolkit Curriculum Ideas for Taste Testing in the Classroom AZ SDE Using Taste Tests and Surveys to Engage Students https://www.fns.usda.gov/tn/popular-events-idea-booklet Team Nutrition Elementary School Posters Middle School Posters</p>
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		<p><u>Smarter Lunchroom Techniques</u> A smarter lunchroom is one that influences students toward choosing healthier, more nutritious foods. The Smarter Lunchroom Movement (SLM) applies research-based principles that use low or no-cost solutions with a focus on the cafeteria environment and the promotion of healthful eating behaviors. Action for Healthy Kids - Smarter Lunchrooms Smarter Lunchroom Scorecard 60 Strategies of the Smarter Lunchrooms Scorecard - Youtube Webinar No Time to Train - A year of 10 Minute Trainings for Child Nutrition Staff</p> <p><u>Food and Beverage Marketing</u> CDC - Marketing and Promotion of Foods and Beverages at School Action for Healthy Kids - Food and Beverage Marketing at School Restricting Foods and Beverage Marketing in Schools ChangeLab Solutions CSPI - Marketing of Low Nutrition Foods in Schools</p> <p><u>Child Nutrition Staff Qualifications and Training</u> Professional Standards USDA-FNS OSDE Child Nutrition Links and Resources USDA Nutrition Education for Foodservice Staff USDA Professional Standards Summaries</p> <p><u>School Gardens</u> Growing Minds and School Gardens Educational Benefits of School Gardening Why School Gardens Slow Foods USA - School Gardens Kids Gardening - Starting a School Garden Program</p>
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		<p>Farm to School Programs http://okfarmtoschool.com/ National Farm to School Growing Minds Farm to School teaching Resources Oklahoma Agriculture in the Classroom</p> <p>60 Minutes of Physical Activity a Day for Students Comprehensive School Physical Activity Programs (CSPAP) A Guide for Schools CDC Healthy Schools Physical Activity Facts Policy Brief Supporting Quality Physical Education and Physical Activity in Schools Active Education: Growing Evidence on Physical Activity and Academic Performance National Academies Infographic on getting 60 minutes a day</p> <p>Recess Recess Planning in Schools CDC & SHAPE America Guide Scholastic Recess Makes Kids Smarter American Academy of Pediatrics - The Crucial Role of Recess Peaceful Playgrounds - 10 Reasons Why Recess is So Important OSDE Benefits of Recess Before Lunch Peaceful Playgrounds Recess Before Lunch Resources Action for Healthy Kids Recess Before Lunch GoNoodle.Com Action for Healthy Kids Active Indoor Recess Peaceful Playgrounds 10 Rainy & Snow Day Activities for Indoor Recess Fit 4 Kids Ideas for Active Indoor Recess</p> <p>Physical Activity Breaks Integrate Classroom Physical Activity a Guide for Schools Active Play Active Learning Brain Breaks Guide In-School Activity Break suggestions American Heart Association Take a Break! Teacher Toolbox</p>
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		<p>Tips for Implementing a Comprehensive School Physical Activity Program GoNoodle</p> <p>Active Academics</p> <p>Energizers to Integrate Academic Concepts (Elementary & Middle School)</p> <p>Infographic: Active Kids Learn Better</p> <p>Physical Education</p> <p>OSDE Academic Standards Physical Education</p> <p>Senate Bill 1876 and Physical Education Programs</p> <p>Senate Bill 312 Physical Education</p> <p>Senate Bill 1186 Additional 60 Minutes of Physical Activity Requirement</p> <p>OPEN PE Curriculum Resource</p> <p>Physical Activity Before and After School</p> <p>Comprehensive School Physical Activity Program (CSPAP)</p> <p>BOK Kids Free Before and After School Physical Activity Program</p> <p>New York Road Runners - Free Running Program Resources</p> <p>Girls on the Run - Girls Empowerment Program</p> <p>Let Me Run - Wellness Program for Boys</p> <p>100 Mile Club</p> <p>Action for Healthy Kids School Walking Program</p> <p>World Fit - 6 week Walking and Exercise program for Schools</p> <p>Outride</p> <p>Teacher Qualifications, Training and Involvement</p> <p>Integrate Classroom Physical Activity in Schools</p> <p>Physical Activity in the Classroom</p> <p>University of Omaha Physical Activity in the Classroom Training (PDF PowerPoint)</p> <p>National Association for Sports and Physical Education</p>
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		<p><u>Punishment and Rewards</u> Shape America Position Statement Using Physical Activity as Punishment and/or Behavior Management 60 Alternatives to Withholding Recess Action for Healthy Kids Alternatives-to-Withholding-Physical-Activity-Tip-Sheet.pdf Healthier Generation Alternatives to Withholding Physical Activity</p> <p><u>Grounds, Facilities, and Equipment</u> https://nces.ed.gov/pubs2003/maintenance/chapter5.asp Building and Grounds Maintenance Checklist OK.Gov Facilities and Use Management Public Playground Safety Handbook</p> <p><u>Community Use of Recreational Facilities</u> SB1882 Exemption from Liability Opening School Grounds to the Community After Hours Change Lab Solutions Shared Use of School and Community Facilities Safe Routes Partnership Action for Healthy Kids and Joint Use Agreements Active Living and Community Organizations Physical Activity Program Participation Public Health Law Center and Shared Use of School Property</p> <p><u>Active Transportation</u> Safe Routes to School Safe Routes Partnership Action for Healthy Kids Bike to School Walk to School Safe Routes National Center for Safe Routes to School Walk and Bike to School Walking School Bus Walk or Bike to School Day Toolkit</p> <p><u>After-School Programs</u> (On site after-school programs) National After School Association Standards for Healthy Eating and Physical Activity Afterschool Alliance Kid's on the Move</p>
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		<p>Shape America Comprehensive School Physical Activity Resources Activity Resources for After School Programs Action for Healthy Kids - Limiting Screen Time Food and Fun After School for Staff How After School Programs can Impact Kids Screen Time</p> <p>Other Activities that Promote School Wellness Shape Your Future OK Classroom Activities Action for Healthy Kids Student Wellness Team School and Family Partnerships to Promote School Wellness Action for Healthy Kids School Resources School Wellness Challenges and Recognition Ideas Michigan</p> <p>Staff Wellness SDE Employee Wellness Webpage Oklahoma SDE Employee Wellness Guide Thrive Oklahoma Employees Wellness Program Kaiser Permanente School Employee Wellness SHAPE America School Based Employee Wellness Position Statement Draft Thrive Oklahoma Employee Wellness Healthy Pantry Toolkit</p> <p>Professional Development CDC Training Tools for Healthy Schools Professional Development CDC Facilitator Guide on Parent Engagement for Staff Development Action for Healthy Kids Staff Professional Development CDC Students with Chronic Health Conditions OSDE Professional Development Integrate Movement into the School Day A guide for Classrooms Teacher Toolbox Physical Activity Breaks in the Secondary Classroom</p>
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		<p>Health Education Safe and Healthy Schools Oklahoma State Department of Education Oklahoma Academic Standards Health Oklahoma Academic Standard Physical Education American School Health Resources</p> <p>Leadership Local School Wellness Policy Implementation Summary of the Final Rule USDA Local School Wellness Policy</p> <p>Parent Engagement in Health and Wellness Family and Community Engagement Oklahoma State Department of Education CDC Parent Engagement Facilitator Guide CDC Parents for Healthy Schools Engaging Parents to Promote Healthy Schools ShapeYourFutureOK.com MyPlate.com Family School Community Partnerships</p> <p>Community Involvement in School Health and Wellness CDC School Health Index See Module 11 Dept. of Ed Parent and Family Engagement</p> <p>Assessments, Revisions, and Policy Updates USDA Develop, Implement, and Evaluate a Wellness Policy CDC Local School Wellness Policy</p>
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<p>District Wellness Committee Member Roster</p>	<ul style="list-style-type: none"> • The district must have a wellness committee/council that represents all school levels (elementary and secondary schools) and that is inclusive of school and public stakeholders to the greatest extent possible. • The wellness committee/council serves as an advisory committee providing guidance to the local school board regarding student health issues and possible revisions, improvements, monitoring, and implementation of the wellness policy. • Under USDA’s final rule, districts must develop and include in their wellness policy a plan for allowing broad public participation in the development, implementation, review, and update of local school wellness policies. 	<p><u>Wellness Committee/Council</u></p> <ul style="list-style-type: none"> <u>CDC Tips for Teachers</u> <u>CDC School Health Index</u> <u>CSPAP E-Learning Guide</u> <u>CDC School Health Guidelines</u> <u>OSDE Safe & Healthy Schools</u> <u>OSDE Chronic Absenteeism</u> <u>Alliance for a Healthier Generation Healthy Schools Program</u> <u>The Food Trust Healthy School Toolkit</u>
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<p>Minutes & sign-in sheet from a recent Wellness Committee meeting</p>	<ul style="list-style-type: none"> • The district must submit minutes and a sign-in sheet from at least one recent wellness committee meeting where the district wellness policy was discussed. 	
<p>Letter of support stating integration of Whole School, Whole Community, Whole Child (WSCC) framework</p>	<ul style="list-style-type: none"> • Districts must include a letter of support from the chairman of the district wellness committee/council. 	<p><u>Whole School, Whole Community, Whole Child (WSCC)</u></p> <ul style="list-style-type: none"> • This health assessment approach combines and builds on elements of the traditional Coordinated School Health approach from the Centers for Disease Control and Prevention and the Whole Child work for improving student learning and the health environment in schools. <p>For more information about the WSCC model please refer to the following links:</p> <p>ASCD Whole, School, Whole Community, Whole Child Oklahoma WSCC CDC Virtual Health School (VHS)</p>
<p>District’s Return to Learn Plan</p>	<ul style="list-style-type: none"> • The district must have a written Return to Learn Plan. 	<p><u>Return to Learn Plan and COVID Resources</u></p> <p>OK Crisis and Readiness Emergency Services Planning for the next normal at school OSDE Return to Learn OK Framework for Reopening Schools Updated August 5 2020 CDC COVID 19 Schools and Childcare Programs</p>
<p>District’s latest Child Nutrition Administrative Review</p>	<ul style="list-style-type: none"> • The district must submit a copy of their most recent Administrative Review. 	<p><u>Current and Archived Reviews</u></p> <p>https://sde.ok.gov/administrative-reviews</p>

ATTACHMENT A

**Oklahoma Tobacco Settlement Endowment Trust
Certification of Non-Acceptance of Tobacco Funds**

Organization/Grantee/Principal Investigator Name:

The organization named above hereby certifies that during the term of the agreement with the Oklahoma Tobacco Settlement Endowment Trust it will neither have a direct or indirect affiliation or contractual relationship with a company or foundation engaged in or funded by the manufacture of tobacco, tobacco products, and/or electronic nicotine delivery systems (ENDS), nor will it accept any type of funding from such a company or foundation. The organization further certifies that it will not engage in the manufacture of tobacco products during the term of the grant. This restriction does not apply to the growth or use of noncommercial tobacco for ceremonial use.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient, contractor, or principal investigator (as applicable) to the above described certification. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of Oklahoma.

Director of Agency or Principal Investigator:

Signature

Date

Printed Name and Title



TSET Healthy Incentive Program

Sample 24/7 Tobacco-Free Campus Policy



SAMPLE 24/7 TOBACCO-FREE CAMPUS POLICY

Introduction

- [Insert School District Name] understands the concern of parents, educators, students, and community members regarding the adverse effects of tobacco and secondhand smoke. We want to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students.
- This policy is intended to improve the health and safety of all individuals using the schools.

Definitions

For the purposes of this policy, the following definitions apply:

School Property is defined as any property that is owned, leased, managed, or otherwise controlled by the school district, including vehicles and any outdoor property, such as sporting facilities and parking lots.

Tobacco Product is defined as a product that contains or is derived from tobacco and is intended for human consumption, excluding drugs or devices approved for cessation by the United States Food and Drug Administration. This includes e-cigarettes and vapor products with or without nicotine.

24/7 Tobacco-free Campus is defined as a campus where tobacco use is prohibited anywhere, at any time, and by any person. This extends to school vehicles and school-sponsored or school-sanctioned events, including those held off-campus.

Prohibitions

- Tobacco Product use is prohibited anywhere on School Property, 24 hours a day, seven days a week, by any person. This policy extends to personal vehicles while such vehicles are on School Property, school vehicles, and school-sponsored or school-sanctioned events, including those held off-campus.
- This policy applies to employees of the school district, students, visitors, and any other person present on School Property. This policy also applies to all public school functions (sporting events, concerts, etc.) and any outside agency using the district's facilities, including stadiums. This policy is in effect 24 hours per day, seven days per week.
- The District will not accept donations of gifts, money, or materials from the tobacco industry. This district will not participate in any type of services, events, or programs that are funded by the tobacco industry.
- Students are prohibited from possessing Tobacco Products on School Property and at any off-site, school-sponsored meeting or event, including, but not limited to, field trips and athletic events.



Tobacco Cessation Support

- The District will refer employees, parents/guardians, family members, and students (13 and older) interested in quitting tobacco use to the Oklahoma Tobacco Helpline and other cessation resources, if available.
- The District will promote the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or OKHelpline.com) to ensure awareness of the statewide services that are available.
- The District will communicate and promote the available tobacco cessation benefits and insurance coverage for employees to all prospective employees, new employees at the time of hire, and all existing employees on an annual basis.

Implementation and Enforcement

- Signs should be posted to inform employees, students, visitors, and any other person present of the tobacco-free facility at entrances on School Property.
- The success of this regulation will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and nonusers. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Ultimately, each site administrator will take appropriate steps to enforce the regulation.
- Students found in violation of the policy will have their parents contacted for a first violation. Second offense could include disciplinary action. The school administrator will confiscate the prohibited Tobacco Product. Information about the Oklahoma Tobacco Helpline will be provided to students in violation of this policy in order to provide a resource for tobacco cessation.
- Employees who violate the regulation shall be subject to disciplinary action in accordance with the employee bargaining agreements and/or the districts' faculty handbook. Information about the Oklahoma Tobacco Helpline will be provided to staff members in violation of this policy in order to provide a resource for tobacco cessation.
- Visitors who violate the policy shall be subject to a verbal request to the individual to stop. If the person refuses to stop, the individual will be requested to leave. If the person refuses to leave, they will be referred to local authorities.

Effective Date

This 24/7 Tobacco-free Campus Policy is effective as of *[Insert Effective Date Here]*.

Approved by School District:

Name & Title: _____

Date: _____



Comment on Traditional Tobacco Use

This document acknowledges the traditional and sacred use of tobacco among American Indian people living in Oklahoma. Whenever the word tobacco is referenced in these materials it refers to the use of commercial tobacco.



Policy Development Guide:

Tailoring the Sample School Wellness Policy for TSET Healthy District Incentive Grants

HOW TO CUSTOMIZE THE POLICY

In this Guide, language written in *italics* and in *[brackets]* provides different options or explains the type of information that needs to be inserted in a blank space. Districts will need to fill in the blanks and choose the elements that are right for them. In some cases, comment boxes describe the elements in more detail or provide additional information. These comment boxes should be deleted from the final version of the policy.

Here is a step-by-step process for customizing the sample policy:

- Carefully read through each line of the policy. Districts should customize the policy elements they choose to adopt and delete the elements they do not choose.
 - In considering the policy elements, districts are encouraged to think about which elements will have the greatest health benefit for students and staff, and which elements are the most practical to implement at this time.
 - **Districts can choose to adopt any number of policy elements in each section; however, they must comply with all policies highlighted in blue. These standards are required by federal or state law.**
 - Although districts must comply with all the elements highlighted in blue, the USDA's final wellness policy rule does not require that all of these policies be included in the written wellness policy. The Checklist on page 5 lists all the elements that federal law requires school districts to include in their written wellness policies. When developing their policy, districts should refer to the Checklist, to ensure that they've included all the elements that federal law requires school districts to include in their written wellness policies.
- Starting at the top of the page, **districts should begin customizing the text written in *italics* and in *[brackets]*.**
 - For example, where the text says “[*Insert District Name*],” individual districts should write or type their own name in place of the words “*Insert District Name*” and then delete the brackets.
 - Where the text gives multiple options (e.g., [*option one / option two*]), individual districts should keep only the options that apply to their customized wellness policy. Districts keeping one or two of the options should delete the option(s) that do not apply to them, make the remaining words plain text, and then delete the brackets.
- Once districts have customized the policy by choosing the appropriate policy elements and finalizing all of the language, they should compare the newly selected policy and language with any existing policies (including an existing wellness policy, any overlapping health-related policies, and/or other relevant district-level policies) to ensure consistency.

Checklist

Below is a list of all the elements that federal law requires school districts to include in their written wellness policies. Each element has a link to the corresponding page in this Guide, where districts can find sample policy language and, in some cases, additional information or examples that discuss that element.

Note that many of the federal requirements are written in general, unspecific language. This is intentional—the USDA wants school districts to build wellness policies that not only comply with federal requirements but also meet their community’s unique needs. For example, the final rule requires that districts establish “specific goals for nutrition education,” but it does not outline what those goals should be. As explained in the final rule, the USDA believes that local communities and school districts are in the best position to establish the specific objectives and standards (i.e., “goals”) for their schools. As a result, the agency has intentionally defined these requirements broadly, leaving the specificity up to school districts.

Nutrition

- The USDA’s meal pattern requirements for reimbursable meals under the National School Lunch Program and School Breakfast Program
 - See [School Meal Requirements](#) for sample policy language
- The USDA’s Smart Snacks in Schools standards governing competitive foods (i.e., foods and beverages available for sale on campus outside of the school meal program)
 - See [Competitive Foods and Beverages](#) for sample policy language
- Nutrition standards for all foods and beverages provided, but not sold, to students on campus during the school day
 - See [Other Foods Provided at School](#) for sample policy language
- Specific goals for nutrition education
 - See [Nutrition Education](#) for examples and sample policy language
- Specific goals for nutrition promotion
 - See [Nutrition and Healthy Food Promotion](#) for examples and sample policy language
- Policies that allow marketing only of foods and beverages that meet the Smart Snacks standards (i.e., those foods and beverages that may be sold on the school campus during the school day)
 - See [Food and Beverage Marketing](#) for sample policy language

Physical Education and Physical Activity

- Specific goals for physical activity
 - See [General Requirements](#) for examples and sample policy language

Other Activities that Promote School Wellness

- Specific goals for other school-based activities that promote student wellness
 - See [Other Activities that Promote School Wellness](#) for examples and sample policy language

Implementation, Monitoring, and Evaluation

- The name(s) of the district or school official(s) responsible for ensuring each school's compliance with the local school wellness policy
 - See [Local Leadership](#) for sample policy language
- A written plan allowing for stakeholder involvement and participation in the development, implementation, review, and update of the local school wellness policy
 - See [Community Involvement](#) for sample policy language

SAMPLE SCHOOL WELLNESS POLICY

***[Insert District Name]* School District Wellness Policy**

Purpose

The *[Insert District Name]* School District (the District) recognizes the important role that schools play in the development of children's lifelong health habits, their ability to learn, and their overall well-being. Schools can improve the health of students not only by educating them about the importance of healthy behaviors, but also by implementing policies that promote those behaviors.

Therefore, the District establishes the following policy to promote the health and wellness of students and staff and to ensure its schools comply with those standards established by federal and state law. Specifically, this policy requires all schools in the District to:

- Allow parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the school wellness policy.
- Establish nutrition guidelines that meet or exceed the United States Department of Agriculture's (USDA) school meal requirements and the nutrition standards for competitive foods and beverages.
- Create goals for nutrition promotion and education, physical activity and physical education, and other activities that promote student as well as staff health.
- Adopt a plan to ensure the policy is properly implemented, regularly assessed, and periodically updated.

Definitions

- **School campus**
 - All areas of the property under the jurisdiction of the school that are accessible to students during the school day.
- **School day**

The period of time from the midnight before to 30 minutes after the end of the instructional day.
- **Competitive foods and beverages**

Foods and beverages that are sold on campus outside of the federal reimbursable school meals program during the school day (e.g., in vending machines or school stores).
- **Smart Snacks standards**

Nutrition standards, issued by the USDA, that set limits on the amount of calories, salt, sugar, and fat in competitive foods and beverages.

NUTRITION

School Meal Requirements

The District will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the *United States Department of Agriculture's (USDA) requirements* and follow the Dietary Guidelines for Americans (DGA).

Specifically, the District will ensure that all meals are the following:

- Accessible, appealing, and attractive to all children
- Served in a clean, pleasant, and supervised setting
- High in fiber, free of added trans fats, and low in added fats, sugar, and sodium
- Respectful of cultural diversity (e.g., students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences
- *[Reviewed by a registered dietitian or other certified nutrition professional / Based on a meal plan provided by a professional resource (such as the State Department of Education, the USDA, the Alliance for a Healthier Generation, or The Lunch Box)]*

The District will also ensure that schools do the following:

- Encourage students to start the day with a healthy breakfast.
- Provide breakfast through the USDA School Breakfast Program.

Water: Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility (*including cafeterias and eating areas, classrooms, hallways, playgrounds, and faculty lounges*) before, during, and after school. Schools will also ensure the following:

- Students [*will / may*] be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.
- Students [*will / may*] be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.

All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).

Comment on Water

Federal law requires that schools provide clean drinking water to students during meal time, in areas where school meals are served. However, the language itself does not need to be in a written wellness policy.

Information and Promotion: As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program. In addition, the District will do the following:

- Inform families about the availability of breakfasts for students.
- Distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
- Post information on the nutritional content and ingredients of school meals on menus in the cafeteria, on the District website and/or websites of individual schools, and/or in school newsletters.
- Send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website.

Adequate Time to Eat: The District will *[allow students at least 10 minutes to eat breakfast and 20 minutes to eat lunch from the time they are seated / provide sufficient lunch periods that are long enough to give all students (K-12) adequate time to be served and eat their lunches].*

Comment on Adequate Time to Eat

Depending on the district's level of readiness, the district should select the most appropriate language by selecting one of the two options in brackets above.

Competitive Foods and Beverages

All competitive foods and beverages sold to students during the school day must meet or exceed the *USDA's Smart Snacks standards*.¹

Other Foods Provided at School

Other foods and beverages provided (not sold) on campus (e.g., for classroom parties, celebrations, shared snacks, afterschool-programming) [must / should] meet the USDA's Smart Snacks standards. [*The District, however, may allow exemptions for up to [two / three / four celebrations during the school year, during which the foods and beverages served are not required to meet the Smart Snack standards.]*]

The District will provide parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties (e.g., the USDA's resources on "[Healthy Celebrations](#)") and after-school programming (including celebrations).

Comment on Other Foods Provided at School

The final rule only requires that wellness policies establish nutrition standards for foods that are available, but not sold, on campus during the school day (e.g., foods provided at classroom parties, snacks and school celebrations). However, they do not specify what those standards must be.

For consistency, the Smart Snacks standards is used above since competitive foods (i.e., foods and beverages available for sale to students) must already comply with Smart Snacks.

It also provides alternative policy language allowing for exemptions during the school year. The number of exemptions (in the brackets above) can be tailored to meet the individual needs and reflect the readiness of the district.

Fundraising

Fundraising on Campus During the School Day: Only fundraisers that feature non-food items or foods and beverages that meet the Smart Snacks standards will be permitted.

*[The District, however, may allow exemptions for up to [ten / fifteen / twenty eight] **fundraising days** during the school year, during which the foods and beverages sold are not required to meet the Smart Snack standards. Importantly, these exempted fundraisers cannot be held during normal meal service times.]*

Comment on Fundraising

This alternative policy language provides an exemption for schools to have up to a certain number of fundraisers during the school year that are not required to follow the USDA's Smart Snacks standards. The number of exemptions (enclosed in brackets above) can be tailored to meet the individual needs and reflect the readiness of the district.

State law allows Oklahoma schools to hold up to 30 exempted fundraisers per semester (provided that they are not held during normal meal service times); however, districts may choose to allow fewer, or zero, exempted fundraisers. **There must be a staff person in charge of keeping track of fundraising efforts at each school site.**

The following will also occur:

- Fundraising activities will not promote any particular food brands (e.g., fundraisers by fast food chains).
- The District will encourage fundraisers that do not sell food and/or that promote physical activity.

After-School Concessions and Fundraisers: *[Foods and beverages offered at after-school concessions or as part of fundraisers held outside of school hours [must / are encouraged to] comply with the USDA's Smart Snack standards / At least [5 / 10 / 25 / 50 percent] of foods and beverages offered during after-school concessions or as part of fundraisers held outside of school hours [will / should] comply with the USDA's Smart Snack standards.] At least [10 / 15 / 25 / 50 percent] of after – school fundraisers are non-food fundraisers or promote physical activity.*

Comment on After-School Fundraisers and Concessions

Districts are to customize the percentage of food and beverages that must comply for concession stand sales. The District should encourage schools to consider non-food and physical activity fundraisers.

Nutrition Education

Schools will offer—and integrate into the core curriculum—nutrition education to all grades (K-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including the following:

- What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet.
- How to read labels and understand the problems associated with unhealthy food marketing to children.

In addition, schools will ensure that nutrition education:

- Complies with state learning objectives and standards.
- Provides opportunities for students to practice and apply the skills and knowledge taught in the classroom (e.g., by using the cafeteria as a learning lab, visiting local farms, etc.).
- Is made available for staff.
- Is promoted to families and the community.

Comment on Nutrition Education

Federal law requires all local school wellness policies to establish “specific goals for nutrition education.” The language (above) offers examples that districts can use when developing nutrition education standards. **Districts can also include different or additional actions.**

Rewards and Punishment

Food and beverages, will not be used to reward or punish academic performance or student behavior.

Comment on Rewards and Punishment

The Oklahoma Department of Education prohibits the denial of school meals for disciplinary action. Districts interested in going above and beyond this requirement, should consider including candy in the language above, which prohibits the use of all foods and beverages for rewarding or punishing students. Exceptions are allowed when required by a student’s IEP, 504, or behavior management plan.

Nutrition and Healthy Food Promotion

The District will promote healthy food and beverage choices and appropriate portion sizes by doing the following:

- Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices.
- Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits.
- Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors.
- Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students during meal times, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity with students, etc.).

Comment on Nutrition and Healthy Food Promotion

Federal law requires all local school wellness policies to include goals for nutrition promotion and education. The list of actions (above) offers examples that districts can use when developing standards related to nutrition and healthy food promotion.

Districts can also include different or additional actions.

Food and Beverage Marketing

Only foods and beverages that meet the USDA's Smart Snacks standards may be marketed in schools. The marketing of any brand, without reference to a specific product, is prohibited unless every food and beverage product manufactured, sold, or distributed under the corporate brand name meets the Smart Snacks standards.

Marketing includes the following:

- Advertising on any property or facility owned or leased by the school district or school and used at any time for school-related activities (including school buildings, athletic fields, parking lots, school buses, vending machines, scoreboards, uniforms, educational materials, and supplies).
- Coupons, discounts, and corporate incentive programs that reward students (e.g., when they reach certain academic goals) with free or discounted items. Such rewards may not include foods or beverages that fail to satisfy the USDA's Smart Snacks standards.
- Corporate-sponsored programs that provide funds to schools in exchange for consumer purchases of certain items. Programs involving purchase of foods and beverages that do not meet the USDA's Smart Snacks standards are not permitted.

If the non-compliant advertising is a permanent feature of a permanent fixture (e.g., a scoreboard), such advertising can remain until the permanent fixture is removed or replaced.

Comment on Food and Beverage Marketing

The USDA's final rule requires that local wellness policies allow marketing of only those foods and beverages that meet the Smart Snacks standards. The sample language above expands the federal requirement in two ways. First, it limits brand marketing, which prevents companies that sell unhealthy foods and beverages from displaying their corporate logos around campus. Second, it lists additional examples of food marketing that a district could include in their wellness policy.

Staff Qualifications and Training

The District will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors. Also, the District will require all personnel in the school nutrition programs to complete annual continuing education and training.

In addition, Child Nutrition Staff will do the following:

- Receive training in basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals and snacks.
- Organize and participate in educational activities that support healthy eating behaviors and food safety.

Farm-to-School Programs and School Gardens

The District will allow school gardens on District property.

The following will also occur:

- The District will dedicate resources (e.g., tools, materials, volunteer hours, etc.) to build a school garden on District property and/or actively participate in community gardens by dedicating the same resources as would be required for gardens on District property.
- The District will incorporate local and/or regional products into the school meal program.
- Schools [will / are encouraged] take field trips to local farms.
- As part of their education, students will learn about agriculture and nutrition.

Comment on Farm-to-School Programs and School Gardens

Districts are encouraged to incorporate provisions regarding school gardens or other farm-to-school programs into their wellness policy. The options listed above provide

possible language districts could adopt. Districts can also include different or additional actions.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

General Requirements

The District will [ensure / encourage] that all [*elementary school students (K-5) / students (K-12)*] participate in a minimum of 60 minutes of physical activity [*each week / each day*], whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, or wellness and nutrition education.

Comment on General Requirements for Physical Education and Physical Activity

Federal law requires that districts include measurable mandates for physical activity but it does not outline what those requirements should be.

The language above is highlighted in blue because Oklahoma state law requires that school districts ensure elementary students (K-5) participate in a minimum of 60 minutes of physical activity each week.

The sample policy language above goes beyond that baseline requirement, and suggests requiring that *all students* (not just elementary school students) receive a minimum of 60 minutes of physical activity *each day* (instead of each week, as required by state law), because this is the amount recommended by the CDC and encouraged by the USDA.

Recess and Physical Activity Breaks

Recess: The District will require schools to provide elementary school students (K-5) at least 20 minutes of recess each day (in addition to the PE requirements). Additionally, the District will do the following:

- Develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.
- [Require / Encourage] schools to hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.²

Physical Activity Breaks: The District will require schools to provide all students (K-12) short breaks (three to five minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom time.

Physical Education (PE)

The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade (K-12). Schools will ensure that PE classes and equipment afford all students (K-12) an equal opportunity to participate in PE.

Elementary school students (K-5) will participate in at least [60 /150] minutes of PE per week throughout the entire school year.

Middle and high school students (6-12) that participate in PE will participate in at least [225] minutes of PE per week throughout the [entire school year / semester / block].

Comment on Physical Education (PE)

Although federal law strongly encourages but does not require PE, **Oklahoma state law requires that all elementary school students (K-5) receive a minimum of 60 minutes of PE per week, not including recess time.**

Districts should, based on their individual goals and level of readiness, select how many minutes of PE students are, at a minimum, required to participate in each week.

The *SHAPE America guidelines* recommend that students receive PE instruction for a total of 150 minutes/week in elementary school and 225 minutes/week in middle and high school.

In addition, the following requirements apply to all students (K-12):

- During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.
- Students will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time.
- PE classes [will / may]have a teacher/student ratio comparable to core subject classroom size.

Teacher Qualifications, Training, and Involvement

- Teachers will receive training on how to integrate physical activity into the curriculum. Some portion of this training will be incorporated into annual professional development.
- Schools will allow teachers the opportunity to participate in or lead physical activities before, during, and after school.
- PE classes will be taught by licensed teachers who are certified or endorsed to teach PE [when possible].

Punishment and Rewards

- Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements.)

- The District will provide a list of alternative ways for teachers and staff to discipline students.
- The District will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward.

Grounds, Facilities, and Equipment

The District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.

Comment on Grounds, Facilities, and Equipment

The USDA specifically encourages, but does not require, districts to include language regarding availability of safe facilities and equipment in their wellness policy.

Community Use of Recreational Facilities

The District will encourage school staff, students, and their families to participate in physical activity outside of the school day. Allowing staff, students, and their families to use school recreational facilities during non-school hours is one way to increase opportunities to engage in physical activity. Consistent with state law and District policies and procedures [*cross reference any School Board or District policies*] regarding use of school facilities during non-school hours, the District will work with the [*local government - city/county/recreation district*] and community-based organizations to coordinate and enhance opportunities for staff, students, and their families to engage in physical activity using school facilities before and after the school day, during weekends, and during school vacations.

Comment on Community Use of Recreational Facilities

The USDA specifically encourages, but does not require, districts to incorporate provisions regarding the community use of recreational facilities into their wellness policy. Many school districts have stand-alone policies (adopted by the Board of Education or Superintendent) addressing community use of facilities, shared/joint use agreements, or open use. As noted in brackets above, those policies should be cross-referenced in the local school wellness policy to ensure consistency.

Active Transportation

The District will do the following:

- Encourage children and their families to walk and bike to and from school.
- Work with local officials to designate safe or preferred routes to school.
- Promote National and International Walk and Bike to School Week/Day.

- Provide bike racks for students, faculty, and staff.
- Encourage parents to supervise groups of children who walk or bike together to and from school.

Comment on Active Transportation

Under the USDA’s final rule, districts are encouraged to adopt—and include in their wellness policy—strategies or actions that promote safe, active routes to school. The list of actions (above) offer examples that districts can use when developing such a plan; districts can also include different or additional actions. For Schools located in areas that it is not safe to promote active transportation, please refer to the resource guide for alternative active transportation suggestions and policy language.

After-School Programs Physical Activity and Screen Time

After-school programming will do the following:

- Dedicate at least 20%, or at least 30 minutes (whichever is more), of program time to physical activity, which includes a mixture of moderate to vigorous physical activity.
- Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protection from the elements).
- Provide equal opportunities for children and youth with disabilities to be physically active.
- Encourage staff to join children and youth in physical activity whenever possible.
- Limit screen time to less than 60 minutes per day to be used only for homework and other educational or physical activity purposes.

OTHER ACTIVITIES THAT PROMOTE SCHOOL WELLNESS

Comment on Other Activities that Promote School Wellness

Federal law requires all local school wellness policies to establish strategies or actions for “other activities that promote school wellness” but it does not outline what those requirements should be. The language (below) offers examples; however, districts can also include different or additional actions. Districts are encouraged to add their own activities

Staff Wellness

The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes healthy eating, physical activity, and overall health. The District may partner with community agencies and organizations (e.g., local health

departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff.

The District will do the following to support staff wellness:

Nutrition

- [*Serve / Encourage*] only those foods and beverages that meet Smart Snacks standards at all staff meetings, trainings, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings.
- Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
- Provide or partner with community organizations or agencies to offer nutrition education through activities such as seminars, workshops, classes, meetings, and newsletters.
- Partner with community organizations or agencies to offer staff accessible and free or low-cost healthy eating/weight management programs.

Physical Activity

- Promote walking meetings.
- [*Incorporate / Encourage*] 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
- Provide access to on-campus athletic facilities, such as gyms, running tracks, basketball courts, tennis courts, and swimming pools.
- Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams.
- Use posters, pamphlets, and other forms of communication to promote physical activity (including stairwell use, if applicable).
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.

General Wellness

- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments.
- Partner with community organizations or agencies to provide stress management programs annually to staff.
- Promote tobacco prevention and provide referral information on cessation services through the Oklahoma Tobacco Helpline.
- [*Ensure / Provide*] access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed.

- Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff.
- Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training.

Comment on Staff Wellness

Staff health and wellness is a critical component to creating healthier school environments. Accordingly, districts are encouraged to support and promote employee health in their school wellness policies, even though they are not required to do so by law. Districts may select from the provisions listed here or add their own.

Professional Development

The District will provide staff with educational resources and annual training in health and health-related topics.

Health Education

Where applicable, schools' health education curriculums will follow the [Oklahoma Academic Standards](#).

IMPLEMENTATION, MONITORING, AND EVALUATION

Leadership

The District will designate one or more official(s) to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school's compliance with the policy. The District will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies.

Include the name(s), position(s), and contact information of the designated official(s) here:

Comment on Leadership

Name	Position	Contact Information (Email address is sufficient)

The USDA's final rule requires districts to only include the position of the designated official(s). Districts are not required—though strongly encouraged—to include these individual's contact information.

Community Involvement

The District will permit parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to serve on the local school wellness policy committee and participate in the development, implementation, review, and update of the local school wellness policy. To encourage broad public participation in the process, the District will do the following:

- Actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness policy, whether through electronic communications (e.g., email, District website, etc.), non-electronic means (e.g., mailings, presentations, etc.), or both.
- Ensure that all outreach and communication is culturally appropriate and translated as needed.
- Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why

their participation is important to the health and wellness of students and the broader community.

Comment on Community Involvement

Under the USDA's final rule, districts must develop—and include in their wellness policy—a plan for allowing broad public participation in the development, implementation, review, and update of local school wellness policies. The list of actions (above) offer examples that districts can use when developing such a plan; districts can also include different or additional actions.

Assessments, Revisions, and Policy Updates

At least once every three years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals. Additionally:

- Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the local wellness policy.
- The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.

The District will inform and update the public about the content and implementation of the local wellness policy (via the District's website, handouts, newsletters sent directly to families' homes, etc.).

Comment on Triennial Assessments

Districts are required to conduct these assessments at least once every three years. Although this is required by federal law, it does not need to be included in a written wellness policy.

¹ 7 CFR 2010.11.

² Ramstetter CL, Murray R, and Garner AS. "The Crucial Role of Recess in Schools." *Journal of School Health*, 80(11): 517-526, 2010. Available at: www.ohioactionforhealthykids.org/wp-content/documents/CrucialRoleOfRecess.pdf.