TSET HEALTHY INCENTIVE PROGRAM
SCHOOLS

TSET FY22 Healthy Incentive Grant for School Sites

Guidelines and Application Process

Purpose

TSET Healthy Incentive Grants for School Sites are designed to help schools 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. Star level application criteria met; and
3. School site enrollment numbers based on the State Department of Education's FY19-20 enrollment.

Healthy Incentive Grant School Sites Awards				
School Enrollment	One Star	Two Stars	Three Stars	Maximum Award
0 – 200	$2,000	$3,000	$5,000	$10,000
201 - 400	$3,000	$4,500	$7,500	$15,000
401 - 600	$4,000	$6,000	$10,000	$20,000
601 – 1,000	$5,000	$7,500	$12,500	$25,000
1,001 +	$6,000	$9,000	$15,000	$30,000

The program provides criteria for three award levels: One Star, Two Star, and Three Star. School sites must complete the levels in order. One Star criteria must be completed before applying for Two Star; One and Two Star must be completed before applying for Three Star. Both the criteria document review and student enrollment are used to determine the star level of funding for which your school site is eligible.

➢ 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 school site may only receive funding one time during the fiscal year.

General Eligibility

Individual public school sites may apply after their school district has been funded under the Healthy Incentive Grant for School Districts (https://tset.ok.gov/content/healthy-schools-incentive-grants). Eligible school sites will be notified prior to opening of the application window.

Previous Incentive Grantee Eligibility

A school site that has received prior TSET incentive grant funding is welcome to apply and could be eligible to receive the difference of the previous award amount up to the maximum award amount under this funding opportunity.

School sites 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 school site grants will focus on policy implementation, employee wellness, health promotion, family engagement, and community involvement. School sites must be implementing the following:

1. **The District's comprehensive 24/7 tobacco-free policy**
2. **The District's comprehensive wellness policy**
3. **A School Site specific wellness committee**
4. **The Whole School, Whole Community, Whole Child framework**
5. **The School's written Return to Learn Plan**
6. **USDA's District Wellness Policy Implementation Requirements**, that are outlined under the Healthy, Hunger-Free Kids Act of 2010.

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 (a physical education and physical activity 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 (scales, audiometers, vision screening, blood pressure, stethoscopes, oximeters, pedometers, heart monitors, no contact thermometers, etc.)
- Safety and emergency response (automatic external defibrillators, disasterpreparedness)
- 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

Updated 07-13-2021

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 site representative email Laura Matlock, TSET Healthy Incentive Grant Program Officer, at LauraM@tset.ok.gov. Within the email, provide school site contact person(s)'s information and state you are interested in applying for the "Healthy Incentive Grant for School Sites".

STEP 3: Review Criteria and Resource Guide
A Criteria and Resource Guide has been developed in alignment with Incentive Grant for School District criteria. You may find some helpful resources as it pertains to the implementation portions of the school site criteria. Check out the Incentive Grant for School District Guidelines & Application documents on the website: https://tset.ok.gov/content/healthy-schools-incentive-grants

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)
- ☐ Healthy Incentive Grant for School Sites Star Criteria FY22 (Attachment B)
  The criteria sheet lists the requirements for each funding level; use this sheet as a checklist of all required documents before submission of your application.
- ☐ Required policy and supporting documents for each star level for which you are applying

Please check and double-check that all required and supporting 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/b461cd386ef547d7bc1393a6a3e300f7

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

- Each school site must apply separately unless that school site is under the administration of the same principal. For example, the same principal is over the middle school and the high school and the students attend the same campus. In this case the student enrollment count would be combined.
- 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.

Updated 07-13-2021

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 Grant for Schools Criteria FY22

This document lists the criteria for each award level under the TSET Healthy Incentive Grant for Schools program. Each star level is separated by color. The first column in the table below indicates how many elements apply to each level. The second column describes the eligibility criteria, and the third column indicates the document and action that is required for submission. If a Yes/No option appears in the third column, check the appropriate box. If a document is required to be submitted, the documentation must be uploaded upon final submission.
TSET strongly encourages all required documents to be compiled into a single file prior to submission.

This document must be completed and submitted with your application.

Element	One Star Criteria	Requirement/Documentation
	Whole School, Whole Community, Whole Child **The School will incorporate the** Whole School, Whole Community, Whole Child **(WSCC) model as a framework for improving students learning and health in school.** This model combines and builds on elements of the traditional Coordinated School Health approach from the Centers for Disease Control and Prevention and the Whole Child framework by the ASCD.	The School Wellness Committee/Council members are to be familiar with the WSCC model and use the framework to help integrate health and learning at school.
	Safe & Healthy Schools	
1	The school has an active Safe, Healthy & Fit Advisory or Wellness Committee/Council that has met **at least twice in the last 12 months**. (small districts with 3 or fewer schools may have one joint committee). The Committee should include parents and students (upper elementary, middle & high school) and the committee will be tasked with supporting the school in developing a healthier school environment. Suggested activities include completing a school health assessment (CDC's School Health Index). Committee members can include: Parents, students, child nutrition staff, PE teachers, school health professionals, school administrator, public health organization representatives, local government representatives, and the general public.	**Upload** 2 sign-in rosters that include: date, members present, and title.
2	The District Wellness Policy is made available to parents and the public. **This is a USDA requirement.**	**Upload** documentation on the availability and location of the policy (i.e., link to policy on district website or information about where policy can be found).

3	The district has designated someone at the school site to take the lead to ensure compliance with the wellness policy. **This is a USDA requirement.**	<u>List</u> the designated **school site** staff person by name and title: _____
4	The school will notify parents and the community about the content and implementation as well as any changes to the wellness policy (e.g., link to wellness policy on district website, published in local newspaper or in information sent home to families, social media, district messaging system, etc.). **This is a USDA requirement.**	<u>Upload</u> a description of how your school notifies parents and the community about the district wellness policy.
24/7 Tobacco Free Environment		
5	School displays signage at entrances to school property, communicates and enforces 24/7 Tobacco Free Policy including use of electronic cigarettes or any other product or device packaged for smoking or the simulation of smoking on all school property. The enforcement applies to all employees, students, visitors, and any other person on school property. This enforcement applies to all off-campus school-sponsored or school sanctioned events and to school vehicles at all times, as well as personal vehicles while on school property. The school will not accept any donations or services that are funded by the tobacco industry.	☐ Yes ☐No
6	School actively promotes the Oklahoma Tobacco Helpline to faculty, staff, students, and parents (e.g. Link to the helpline on the school website, post information on staff and front lobby bulletin boards). Link to access FREE Oklahoma Helpline Promotional Materials.	<u>Upload</u> a description of how your school promotes the Oklahoma Tobacco Helpline
Physical Environment/Building Safety		
7	Written Emergency Operation Plan includes elements addressing prevention, preparation, mitigation, response, and recovery (e.g. Pandemic Plan, Crisis Plan).	☐ Yes ☐No

	School Meal Requirements	
8	The Child Nutrition Program serves reimbursable meals that meet the **United States Department of Agriculture's (USDA) requirements** and follow the Dietary Guidelines for Americans	Is your school's Child Nutrition Program following the USDA requirements? ☐ Yes ☐No
9	School meals are: • Accessible, appealing, and attractive to students. • 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 and religious preferences. • Reviewed by a registered dietitian or certified nutrition professional or 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 school will also: • Encourage students to start the day with a healthy breakfast. • Provide Breakfast through the USDA Breakfast Program.	☐ Yes ☐No
10	The School will: • Promote activities to involve students and parents in the School Lunch Program (e.g. Cafeteria tours on back to school night or open house, host an invite your parent to lunchday, bulletin board, newsletter about the importance of school meals, engage students –make it "cool to eat at school" etc.). **This is a USDA requirement.** • Inform families about the availability of school breakfast and provide breakfast through the USDA School Breakfast Program. • 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 of school meals. • Make applications for reimbursable meal programs available to families at the beginning of and throughout the school year. (If no to any of these requirements please provide an explanation.)	☐ Yes ☐No

	Water		
11	Clean drinking water is provided at no charge throughout the school day • Students will be provided cups or access to a water fountain in places where meals and snacks are served • Students are allowed to bring 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 are maintained on a regular basis to ensure good hygiene standards	☐ Yes ☐No	
	Adequate time for Meals		
12	Students are provided lunch periods that are long enough togive all students adequate time to be served and eat their lunches	How much time are students allowed for lunch from the time they are seated? _____	
	Competitive Foods and Beverages		
13	All competitive foods and beverages sold to students during the school day meet or exceed the USDA's Smart Snacks Standards (foods and beverages that are sold on campus outside of the federal reimbursable school meals program during the school day, such as in vending machines orschool stores). **This is a USDA requirement**. **Note:** This does not include Fundraisers held during the school day that the school has a valid exemption for.	Does your school only sell snacks that meet the USDA Smart Snacks in School Standards, with the exception of approved fundraisers that are not held during meal service times? ☐Yes ☐No	
	Other Foods Provided at School		
14	No more than three times a year are students provided (not sold) foods and beverages (for classroom birthdays, parties, and school celebrations) that do not meet the Smart Snacks Standards. Exceptions will be made for schools participating in monthly birthday celebrations that are only held for students that are celebrating a birthday that month.	**Upload** a list of designated party and celebration days.	
15	The school provides parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties and after-school programs (including celebrations).	☐Yes ☐No	

		Fundraising During the School Day	
16	When fundraising during the school day, there are no more than 2 exempted fundraisers (or 28 exempted fundraising days). This includes PTA, student clubs & organizations, athletic and fine arts programs. **Food items that do not meet the Smart Snack Standards are not allowed to be sold during meal service times. This is a USDA requirement.**	Provide name of fundraiser coordinator _____ And **upload** a list of exempted fundraisers and thenumber of days for each fundraiser.
17	The school encourages fundraisers that do not sell food and or/promote physical activity.	☐ Yes ☐No
		Fundraising Outside the School Day (After-School Concessions and Fundraisers)	
18	At least 20% of foods and beverages offered at after-school concessions meet Smart Snack Guidelines (sporting events, fine arts programs, etc.)	At least 20% of foods and beverages meet the Smart Snack Guidelines. ☐ Yes ☐No
19	At least 25% of all after school fundraisers are non-food fundraisers or promote physical activity.	**Upload** a list of school & school organization fundraisers.
		Nutrition Education	
20	Nutrition education is provided in all grades and is integrated into the core curriculum to provide students the knowledge and skills necessary for lifelong healthy eating behaviors. **This is a USDA requirement.**	**Upload** descriptions of two examples of a grade level lesson plan on nutrition education
21	Nutrition education will include education on: • What it means to eat healthy; • Consuming the proper nutrients, and maintaining a wholesome and balanced diet; • How to read food labels; and • Understanding the problems associated with unhealthy food marketing. Additionally nutrition education will: • Comply with state learning objectives and standards; • Provide opportunities for students to practice and apply the skills and knowledge taught in the classroom; • Provide nutrition education to staff; and • Be promoted to families and the community (class, school event, school newsletter, school menu nutrition tips, etc.).	☐ Yes ☐No

	Rewards and Punishment	
22	Food, beverages, and candy will not be used to reward or punish academic performance or student behavior.	☐ Yes ☐No
	Nutrition and Healthy Food Promotion	
23	The school will promote healthy food and beverage choices and appropriate portion sizes by doing all of the following: • Exhibit posters, signs, or other displays on campus that promote healthy nutrition choices; • Provide age-appropriate activities such as contests, food demonstrations, and taste-testing that promote healthy eating habits (see resource guide for additional ideas); • Offer information to encourage families to teacher their children about nutrition and healthy eating behaviors; and • School staff is encouraged to display healthy eating habits and physical activity choices to students (e.g. eating with students during meal times, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity, etc.).	☐ Yes ☐No
	Food and Beverage Marketing	
24	Only foods and beverages that meet the USDA's Smart Snacks standards are marketed in schools. **This is a USDA requirement.** **Important Note:** If you have a vending machine that features items such as Coke or Pepsi, you can request the company that holds the beverage contract to change the "skins" on the machines. If machines are owned by the school and are tooold to be updated, machines are to be covered with craft paper or other materials to cover advertising. 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).	☐ Yes ☐No

	• 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.	
	Child Nutrition Staff Qualifications and Training	
25	The School will require all personnel in the school nutrition programs to complete annual continuing education and training. • 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.	**Upload** a list of date(s), training title, and trainer name for school nutrition trainings
	Farm to School	
26	Farm to School is a program through which schools buy and feature locally (from with-in the state of Oklahoma) produced, farm-fresh foods such as fruits and vegetables, eggs, milk, honey, meat, and beans. Child Nutrition Programs can purchase products through the normal food procurement process, through the DOD program, or through the district's food distribution partners. • School has a school garden or participates in plant growing activities. • School incorporates local products into the school meal program. • Classes are encouraged to take field trips to local farms. • As part of their education, students learn about agriculture and nutrition.	☐ Yes ☐No

	Physical Activity	
27	The school encourages all students to participate in 60 minutes of physical activity each day, through physical education, exercise programs, after-school activities or athletics, fitness breaks, recess, classroom activities, or encouraging students to participate in physical activity at home. The school can encourage student participation by hosting before, during or after school activities or clubs, and providing announcements encouraging activity, newsletters, and sharing information about community physical activity events, etc.	**Upload** a description of how your school is encouraging students to get 60 minutes of physical activity each day.
	Recess and Physical Activity Breaks	
28	Elementary students (K– 5) are provided at least 20 minutes of recess during the school day (not including PE time)	☐ Yes ☐No ☐NA
28a	The school will develop indoor recess guidelines to ensure elementary students can have adequate physical activity on days when recess must be held indoors. See resource guide for Recess Planning Template	☐ Yes ☐No ☐NA
29	The school incorporates physical activity into the curriculum to allow students short breaks throughout the day to let them stretch, move around, and break up the time spent sitting. These activity breaks may take place during and/or between classroom time.	**Upload** two examples of how your school implements physical activity breaks.
30	Faculty will receive training on how to integrate physical activity into the curriculum. The training may be conducted by the school's physical education faculty or through staff development training.	**Upload** a list of date(s), training titles, and trainer names for each training
	Physical Education	
31	The school has a comprehensive, standards-based PE curriculum for each grade level. **SB 1876**	☐ Yes ☐No
32	Schools will ensure that PE classes and equipment afford all students an equal opportunity to participate in PE.	☐ Yes ☐No
33	Elementary students (K -5) participate in at least 60 minutes of PE per week. **SB 321**	☐ Yes ☐No ☐NA
34	Elementary students (K – 5) participate in an additional 60 minutes of physical activity each week. This may include, but is not limited to: physical education, exercise programs, fitness breaks, recess, classroom activities, and wellness and nutrition education. **SB 1186**	☐ Yes ☐No ☐NA

35	Students are engaged in moderate to vigorous physical activity at least 50% of PE class time. **SB 1876**	☐ Yes ☐No
36	During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.	☐ Yes ☐No
37	Middle and high school students (6 – 12) that participate in PE will participate in at least 225 minutes of PE throughout the (block, semester, year).	☐ Yes ☐No ☐NA
38	PE classes are encouraged to have a teacher/student ratio comparable to core subject classroom size.	☐ Yes ☐No
Teacher Qualifications, Training, and Involvement		
39	Faculty will receive training on how to integrate physical activity into the curriculum. The training may be conducted by the school's physical education faculty or through staff development training.	☐ Yes ☐No
40	School will allow teachers the opportunity to participate in or lead physical activities throughout the school day.	☐ Yes ☐No
41	PE classes are encouraged to be taught by licensed teachers who are certified or endorsed to teach PE.	☐ Yes ☐No
Punishment and Rewards		
42	Physical activity opportunities are not used or withheld as a punishment (students do not miss recess or PE for behavior or to make up assignments). *Please note that his does not apply to participation on sports teams that have specific academic requirements. Students in ISS may be offered an alternative activity.*	☐ Yes ☐No
43	The school provides a list of alternative ways for teachers and staff to discipline students.	☐ Yes ☐No
44	The school will strongly encourage teachers to use physical activity (e.g., extra recess or classroom activity) as a reward.	☐ Yes ☐No

Grounds, Facilities, and Equipment		
45	The school will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.	☐ Yes ☐No
Community Use of Recreational Facilities		
46	The school will encourage staff, students, and their families to participatein physical activity outside of the school day, by allowing use of school recreational facilities (e.g. Playground, walking track, etc.) Use should beconsistent with district policy regarding the use of school facilities during non-school hours.	**Upload** a description of how your school provides community use of recreational facilities outside of the school day
Active Transportation		
47	The school will: • Encourage students and their families to walk and bike to and from school. For schools where it is not safe to encourage walking or biking list alternative examples of how the school encourage students to be physically active. • Consult with local officials to find the safest or preferred routes to school and share the information with parents. • Promote National and International Walk and/or Bike to School Day. • Provide bike racks or safe bike storage. • Encourage parents to supervise groups of children who walk or bike together to and from school (Walking School Bus).	**Upload** a description of how your school encourages active transportation or alternative physical activity
After-School Childcare Programs		
48	After-school programing will: • Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protection from the elements). • Require 20%, or at least 30 minutes (whichever is more) of program time to be dedicated to physical activity, which includes a mixture of moderate to vigorous physical activity. • Provide equal opportunities for children and youth with disabilities to be physically active.	☐ Yes ☐No ☐NA

	• 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.	
Activities that Promote School Wellness			
49	School is participating in activities to promote school wellness (e.g. health & wellness information in newsletters, taste testings, backpack program, family activity nights, non-food rewards. Wellness activities can be student, staff, or community activities etc.).	**Upload** a description of one activity that your school site is participating in to promote school wellness
50	The school is currently a Certified Healthy School. If the school is not currently Certified, the school will apply through the Certified Healthy Oklahoma Program during the next application cycle, August 1st – November 1st http://certifiedhealthyok.com/	☐ Yes ☐No If No, date school intends to apply: _____
Staff Wellness			
51	The school will: • Ensure that healthy options are available 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. • Partner with community organizations or host staff activities for free or low-cost healthy eating/weight management programs. • Promote walking meetings. • Encourage 10- minute physical activity breaks during everyhour of sedentary meetings. • Allow school staff access to on-campus athletic facilities. • Promote employee participation in physical activity by creating exercise clubs or groups. • Promote stairwell use, if applicable. • Use posters, pamphlets, and other forms of communication to promote physical activity.	**Upload** a description of how your school is promoting staff wellness and about the programs your faculty and staff are participating in. Tell us about your challenges.

	• Provide information about local physical activity resources and facilities, such as walking trails, community pars, and recreation facilities. • Partner with community organizations or agencies to offer voluntary health screenings to staff, including free or low-cost health assessments. • Partner with community organizations or agencies to provide stress management programs to staff *Note: **Thrive.ok.gov** is a free resource and is the Oklahoma Employees Well-being Program for state and education employees. • Provide access to a private space (other than a restroom) that has an electrical outlet, to allow nursing mothers the opportunity to express breast milk and/or breastfeed. • Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.). • Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training.		
	Professional Development		
52	Provide staff with educational resources and annual training in health and health-related topics. Training can be conducted by school or outside agency/organization staff.	**Upload** a list of date(s), training titles, and trainer name.	
	Community Involvement		
53	The school will: • Allow parents, students, and community members to serve on thewellness committee and participate in development of school wellness activities. • Notify parents about the wellness committee and provide updates of activities (e.g. via social media, school newsletter, school website, etc.). • Ensure that outreach and communication is culturally appropriate.	**Upload** a description of how your school involves parents and the community to participate in the wellness committee and notifies parents about updates and activities	

	Wellness Policy Implementation and Revisions	
54	**USDA requires districts to 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.**	**Upload** a description of how your school is evaluating and implementing the wellness policy. (e.g. Completing the TSET Healthy Living Program Policy and Practice Tool, WellSat, utilizing an assessment tool such as School Health Index, etc.).
55	Recommendations for district.	**Upload** a list of recommendations your school will provide to the district on implementation and policy goals.

Element	Two Star Level	Requirement/Documentation
	School Must Meet All One Star Criteria	
	School must complete and submit One Star Application prior to beginning the Two Star Application	
	Have you completed and submitted a One-Star application?	☐ Yes ☐No If no, please complete and submit One Star application prior to beginning Two Star, unless your school site has previously been awarded One Star funding.
	Safe & Healthy Schools	
1	The Safe, Healthy & Fit Advisory or Wellness Committee/Council has meet at least three times in the last 12 months.	**Upload** an additional sign-in sheet and minutes

2	The School Committee has completed the required modules using an online self-assessment using one of the following school assessment tools. There are separate versions for elementary schools and for middle/high schools, please use the version that is most appropriate for the majority of your students.
	  o Center for Disease & Control and Prevention (CDC) School Health Index
	  o Action for Healthy Kids abbreviated version of the CDC's School Health Index
	  o Alliance for a Healthier Generation School Health Index
	Assessments completed within the last 24 months will be accepted. Action for Healthy Kids and Alliance for a Healthier Generation both have excellent resources and materials available for schools. Their programs are free but do require schools to sign up to make the most of their resources.
	
	Required Modules
	• **School Health and Safety Policies and Environment**
	• **Health Education**
	• **Physical Education and Physical Activity Programs**
	• **Nutrition Environment and Services**
	• **Employee Wellness and Health Promotion**
		Upload your school's completed score cards for each module and include at least two action plans your school is implementing.

		Nutrition Services & Environment	
3	School offers breakfast and lunch programs that are fully accessible to all students.	☐ Yes ☐No
4	School food service consistently follows practices that ensure healthier foods are purchased and prepared for service.	☐ Yes ☐No
5	The school participates in at least 6 Smarter Lunchroom techniques.	Upload a description how your school is implementing the Smarter Lunchroom techniques
6	Venues offering food outside of the cafeteria (vending machines, school stores, snack bars, etc.) offer fruits and non-fried vegetables.	☐ Yes ☐No
7	The school will collaborate between nutrition services staff members and teachers to reinforce nutrition education lessons taught in the classroom and use multiple channels to reinforce healthy eating messaging.	☐ Yes ☐No
	Adequate Time for Meals	
8	All students are given a minimum of ten minutes to eat breakfast and twenty minutes to eat lunch, from the time they are seated.	☐ Yes ☐No
	Other Foods Provided at School	
9	No more than two times a year are students provided (not sold) foods and beverages (for classroom birthdays, parties, and school celebrations) that do not meet the Smart Snacks Standards. Exceptions will be made for schools participating in monthly birthdaycelebrations that are only held for students that are celebrating a birthday that month.	**Upload** a list or party or celebration days
	Fundraising	
10	When fundraising on campus during the school day - only fundraisers that feature non-food items or foods and beverages that meet the Smart Snacks standard will be permitted (no exemptions allowed).	☐ Yes ☐No
11	Fundraising activities will not promote any particular food brands.	☐ Yes ☐No
	Fundraising Outside the School Day (After-School Concessions and Fundraisers)	
12	At least 25% of foods and beverages offered at after-school concessions meet Smart Snack Guidelines (sporting events, fine arts programs, etc.).	**Upload** a list of items that meet the Smart Snack Standards that are available for purchase.

13	At least 50% of all after school fundraisers are non-food fundraisers or promote physical activity.	**Upload** a list of non-food and physical activity fundraisers.
	Farm to School Activities	

Farm to School is a program through which schools buy and feature locally (from with-in the State of Oklahoma) produced, farm-fresh foods such as fruits and vegetables, eggs, milk, honey, meat, and beans. Child Nutrition Programs can purchase products through the normal food procurement process, through the DOD program, or through the district's food distribution partners.

14	School participates in at least three farm to school activities. See resource guide for examples of how schools can highlight Oklahoma grown or produced products.	**Upload** a description of farm to school activities
	Physical Activity	
15	Elementary schools will ensure that all students K – 5th participate in a minimum of 60 minutes of physical activity each day	☐ Yes ☐No ☐NA
16	Students in PE participate in moderate to vigorous activity **more than** 50% of the time.	☐ Yes ☐No
17	PE classes will be taught by licensed teachers who are certified or endorsed to teach PE.	☐ Yes ☐No If No please explain:_____ _____
	Other Activities that Promote School Wellness	
18	School is participating in activities to promote school wellness. Wellness activities can be student, staff, or community activities (e.g. health & wellness information in newsletters, taste testings, backpack program, family activity nights, non-food rewards, etc.).	**Upload** a list of two school wellness activities your school has participated in (3 Total)
	Staff Wellness	
19	Ensure that at least 25% or more of the foods and beverages available at staff meetings, trainings, special occasions, and other workplace gatherings will meet the Smart Snacks standards for healthy snacks or entrees.	☐ Yes ☐No
20	At least 25% or more of the foods and beverages available for sale to faculty and staff in breakrooms or lounges will meet the Smart Snacks standards. If your school does not have vending machines, consider starting a Healthy Pantry at your school site.	☐ Yes ☐No

	Family Engagement	
21	The school will: • Provide opportunities for families to be involved in school decision-making for health and safety policies and programs. • Implement a formal process to recruit, train, and involve family members as volunteers. • Support school gardens or actively participate in community gardens by contributing resources. • Provide all school staff with annual professional development on strategies for family engagement on ways to assist parents seeking services related to student health and mental health.	☐ Yes ☐No
	Community Involvement	
22	The school will: • Connect students and families to physical activity opportunities in the community (e.g. sending home flyers, website, newsletters). • Implement a formal process to recruit, train and involve community members as volunteers. • Include community members on school decision-making on health and safety policies and programs (not school board members).	☐ Yes ☐No
23	School supports active youth engagement programs such as: Student Wellness Team, Students Against Destructive Decisions (SADD), Students Working Against Tobacco (SWAT), FCCLA, Student Council, Youth in Government, Scouting Programs, Peer Mediation. Required for secondary schools, and age appropriate programs encouraged for elementary schools.	☐ Yes ☐No ☐NA **Upload** list of youth engagement programs if applicable.

Element	Three Star Level	Requirements/Documentation
	School Must Meet All One Star and Two Star Criteria	
	School must complete and submit One Star and Two Star Applications prior to beginning the Three Star Application	
	Have you completed and submitted a One Star and a Two Star application?	☐ Yes ☐No If no, please complete and submit One Star and Two Star applications prior to beginning the Three Star application.
	Safe & Healthy Schools	
1	The Safe, Healthy & Fit Advisory or Wellness Committee/Council that has met at least **four** times in the last 12 months.	**Upload** an additional sign-in sheet and minutes.
	School Health Index	

2	The school committee has completed the remaining modules of the School Health Index using an online self-assessment using one of the following school assessment tools. There are separate versions for elementary schools and for middle/high schools; please use the version that is most appropriate for the majority of your students
	    o Center for Disease & Control and Prevention (CDC) School Health Index
	    o Action for Healthy Kids abbreviated version of the CDC's School Health Index
	    o Alliance for a Healthier Generation School Health Index)
	Assessments completed within the last 24 months will be accepted. Action for Healthy Kids and Alliance for a Healthier Generation both have excellent resources and materials available for schools. Their programs are free but do require schools to sign up to make the most of their resources.
	Required Modules
	• **School Health Services**
	• **School Counseling, Psychological and Social Services**
	• **Social and Emotional Climate**
	• **Physical Environment**
	• **Family Engagement**
	• **Community Involvement**
		Upload completed score cards

3	School's wellness goals are integrated into the overall School Improvement Plan.	**Upload** an explanation of which wellness goals have been integrated into the School Improvement plan and progress on implementing goals.
4	School utilizes the Wellness Committee/Council to address chronic absenteeism. Staff members that serve on the school wellness team and offer suggestions and interventions for those students who are consistently missing 10% or 2 or more days of school a month.	School wellness committee/council will identify ways they can help reduce chronic absenteeism at your school: ☐ Yes ☐No
	Physical Environment/Building Safety	
5	25% of staff hold current certification for CPR and training in the Heimlich maneuver and at least 50% of all school staff have attended and completed a crisis prevention and response training.	☐ Yes ☐No
	Nutrition and Environment	
6	School has explored breakfast options to increase student participation in the breakfast program (universal free breakfast, breakfast after the bell, grab and go breakfast, breakfast in the classroom or second chance breakfast).	☐ Yes ☐No
7	The school participates in at least 12 Smarter Lunchroom techniques.	Upload a description of 6 additional ways (beyond the six indicated in the Two Star application) your school is implementing Smarter Lunchroom techniques.
	Child Nutrition Staff Qualifications and Training	
8	All school nutrition program directors, managers, and staff meet or exceed the annual continuing education/professional learning hours required by the USDA's Professional Standards requirement.	☐ Yes ☐No
	Other Foods Provided At School	
9	Only foods and beverages that meet the Smart Snack standards are to be served to students during the school day. Exception will be made for schools participating in monthly birthday celebrations that are only held for students that are celebrating a birthday that month.	☐ Yes ☐No
	Fundraising Outside the School Day (After-School Concessions and Fundraisers)	

10	At least 50% of foods and beverages offered at after-school concessions, meet the USDA's Smart Snacks standards	School site assures that at least 50% of food and beverages items available for sale at after school concessions meet the USDA Smart Snack Standards. ☐ Yes ☐No
11	All after school and school group or organization fundraisers are non-food fundraisers or promote physical activity.	**Upload** a list of all fundraisers the school and school groups or organizations participate in
	Farm to School Activities	
12	School participates in at least six additional Farm to School Activities.	**Upload** a list of six additional Farm to School activities.
	PE and Physical Activity	
13	Elementary schools (K– 5) hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.	☐ Yes ☐No ☐NA
14	School provides opportunities for all students to engage in weekly physical activity during the day whether in or out of the physical education class: • Elementary school: Provides at least 150 minutes in the form of physical education, exercise programs, classroom brain breaks, or recess. • Secondary school: Provides at least 225 minutes in the form of physical education, exercise programs, activity clubs, or athletics.	☐ Yes ☐No
15	PE classes will have a teacher/student ratio comparable to core subject classroom size.	☐ Yes ☐No
16	Physical education teachers participate at least once a year in professional development for physical education.	☐ Yes ☐No
17	Individual physical activity plans are developed and implemented for students that are aligned with the Oklahoma Academic Standards for Physical Education.	☐ Yes ☐No

18	School offers before and/or after school physical activity opportunities outside of the school athletic programs through organized physical activities such as clubs, intramural sports, or before or after school physical activity programs. The school will ensure the programs align with the National Afterschool Association's Healthy Eating and Physical Activity (HEPA) Standards for out-of-school time.	**Upload** a list of the programs or opportunities your school participates in.
	Activities that Promote School Wellness	
19	School is participating in activities to promote school wellness (e.g. health & wellness information in newsletters, taste testing's, backpack program, family activity nights, non-food rewards. Wellness activities can be student, staff, or community activities etc.).	**Upload** descriptions of two additional activities (5 total)
	Employee Wellness	
20	Ensure that at least 50% or more of the foods and beverages available at staff meetings, trainings, special occasions, and otherworkplace gatherings will meet the Smart Snacks standards for healthy snacks or entrees.	☐ Yes ☐ No
21	Incorporate 10-minute physical activity breaks into every hour of sedentary meetings.	☐ Yes ☐ No
22	School implements a breastfeeding policy that includes work schedule flexibility, including breaks and work patterns to provide time for expression of milk and a private location (other than a restroom). Ideally, refrigeration for safe storage of expressed milk is also provided.	☐ Yes ☐ No
23	Staff members have access to health education and health-promoting activities that focus on skill development and behavior change and that are tailored to their needs and interests.	☐ Yes ☐ No
24	Communicate with staff about the district and school site wellness programs and initiatives. School site shares the www.Thrive.OK.Gov newsletter with faculty and staff monthly.	☐ Yes ☐ No
25	Promote the District Employee Assistance Program to staff.	☐ Yes ☐ No

	Family Engagement	
26	The school will: • Provide educational resources for families that address various parenting strategies. • Provide parent/guardian and community member's education classes/seminars on health such as nutrition/cooking, physical activity, behavioral health, suicide prevention or other health related topics. • Host interactive health fairs that include voluntary health screenings, immunizations, and referrals.	☐ Yes ☐ No
	Community Involvement	
27	The school will: • Partner with community groups, organizations, and local businesses to plan community events that promote health and wellness for students, families, and community members. • Partner with community-based, out-of-school programs (Boys & Girls Clubs, Parks and Recreation, 21st Century Community Learning Centers, Girls on the Run, Scouting Programs etc.) to develop and implement routine activities that promote health for all participants. • Encourage community partners to visit schools and present information to engage students from all grade levels in learning activities that focus on student health and safety. • Partner with community-based healthcare providers to link students and families with accessible community health services and resources. • Create written agreements with community partners to develop and support school programs and activities.	☐ Yes ☐No