



TSET FY25 School Site Resource Guide

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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 FY25, application periods are open during the following times:

- September 3, 2024 – September 30, 2024
- January 10, 2025 – February 7, 2025

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.

General Eligibility

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

Eligibility of Previous Incentive Grantee Recipients

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 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 grant will focus on policy implementation within the areas of tobacco free environments, nutrition, and physical activity. Including student and employee wellness, health promotion, family engagement, and community involvement. School sites must be following their district policies. Each application is reviewed based on specific criteria regarding the School Site:

- One Star criteria aligns at minimum with state and federal requirement, as well as some additional high impact and other associated elements.
- Two Star criteria includes additional high impact and other elements beyond those within the One Star criteria.
- Three Star criteria includes remaining high impact and other elements in alignment with best practices for reaching the gold standard to policy implementation.

Specific criteria and required documentation, as well as additional information are included in this guide.

Funding

Funding award classification is determined based upon the following:

1. **Element criteria are met** based on each star level for which you are applying;
2. All element **criteria required documents** are submitted;
3. **Sites' enrollment** numbers based on the State Department of Education's FY23-24 data.

| Healthy Incentive Grant School Sites Awards | | | | |
|---|----------|-----------|-------------|---------------|
| School Site 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 overarching criteria for three award classifications: 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.

- 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.

Suggested Use of Funds

School sites awarded grant funding will apply the funds for purchases, programs, and/or projects that best address the needs and opportunities that improve health of the students and staff. TSET reserves the right to approve, deny, or—with the awarded grantee—modify any proposed uses of TSET funds.

****Remember all funds MUST be spent within one year from date of award.****

Examples for uses of funds:

- Comprehensive Health Education Curriculum
- Student, Staff, Parent/community training/demonstrations
- CPR/first aid classes
- Cafeteria equipment (stoves, refrigerators, flat top grills, tables, coolers, knives, and utensils, etc.)
- Playground equipment/improvements,
- 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, etc.)
- Health assessment (audiometers, stethoscopes, oximeters, pedometers, scales, etc.)
- Capital Improvement (e.g., Sidewalk repair, walking trail/track)
- Safety and emergency response (automatic external defibrillators, disaster preparedness)
- School garden, green house, hydroponic equipment, etc.
- Street safe crosswalks (flashing lights, signs, etc.)
- Hydration stations/drinking fountains

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.

Payment

Expenditure of funds and invoice documentation to receive funds is not required. 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.

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.

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.

Contact Information

Questions pertaining to any aspect of the grant may be directed to grantsmanagement@tset.ok.gov.

Step-by-Step to Application Submittal

STEP 1: Review & Research: Have you checked to see if your school was previously funded?

Review **all** the details provided in this School Site Resource Guide. Research to see if your school district or school site have previously received funds from the Healthy Incentive Grant program. You can check the list of previous awards on our website: <https://oklahoma.gov/tset/funding-opportunities/tset-healthy-incentive-grants-schools.html>

STEP 2: Inform of Interest in Applying: Have you let TSET know that you plan to apply?

It is highly recommended that a school site representative email TSET Healthy Incentive Grant Program Manager at HIG@tset.ok.gov. Within the email, provide school site contact person(s)'s information, a summary of your idea for use of funds, and state you are interested in applying for the "Healthy Incentive Grant for School Sites".

STEP 3: Review Resource Guide Have you reviewed the grant criteria?

Detailed guidelines have been developed to support you in the application process. Review the specific criteria, documentation required to fulfill the criteria and helpful resources. Bookmark or print this guide for ease of reference during the application preparation process.

STEP 4: Assemble Documentation: Have you assembled the required documentation?

Applicants shall gather and compile copies of the required documentation. Refer to the Checklist for Application Submittal. Please note, **the application form only allows for 10 uploads**, thus combining files may be necessary.

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

STEP 5: Submit Application: Are you ready to submit your application?

Complete the Checklist for Application Submittal to ensure you have everything you will need. Submit the completed application to TSET via Smartsheet. **Applications submitted via any other method will not be accepted. A sample application form is provided, linked below.**

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>

- Link will only be assessable during open application periods.
 - Utilize the Sample Application Form on the Healthy Incentive Grant for Schools webpage: <https://oklahoma.gov/tset/funding-opportunities/tset-healthy-incentive-grants-schools.html>
-

STEP 6: Receive Confirmation Email & Await Notification of Award: Have you received an email regarding application submittal and award or declination 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.

Notification of award or declination of award will be sent via email after the board meeting, which occurs following the application period deadline.

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.
- This funding opportunity may be accessed on the TSET website at [TSET Healthy Incentive Grants - Schools | Tobacco Settlement Endowment Trust](#)

Detailed Grant Criteria

This document is for the Healthy Incentive Grant for School Sites and outlines each star level criteria in a separate color. There are different criteria for each classification level (One star, Two star, & Three star). Each criterion will require either a response to the posed question or an uploaded document.

- The first column indicates how many elements apply to each level.
- The second column describes the eligibility criteria.
- The third column indicates the response or document 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 pdf file prior to submission.

You must include a copy of the completed star criteria elements listed with Yes/No responses, along with upload documents for each classification level for which you are applying.

ONE STAR CRITERIA

| Element | Safe & Healthy Schools | Documentation Required |
|--------------------------------------|--|---|
| 1 | The school has an active Safe, Healthy & Fit Advisory or Wellness Committee* that has met at least twice in the last 12 months . The committee develops, implements, and reviews the update of the school wellness policy. The school permits parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrator, and the general public to serve. * Small districts with 3 or fewer school sites may have one joint committee. | Upload 2 sign-in rosters that include: date, members present, and members' title. Include a description of how your school involves parents and the community to participate in the wellness committee. |
| 2 | The district has designated someone at the school site to take the lead to ensure compliance with the wellness policy. | List the designated school site staff person by name and title. Name: _____ Title: _____ |
| 3 | The school will inform and update parents and the public about the content and implementation of the wellness policy. | Upload a description of how your school notifies parents and the community about the district wellness policy. Provide documentation on the availability and location of the policy. |
| 24/7 Tobacco Free Environment | | |
| 4 | School is committed to maintaining a tobacco-, smoke-, and vape-free campus and facility by displaying signage at entrances to school property, while also communicating and enforcing the district's 24/7 Tobacco Free Policy. The policy applies to employees of the school district, students, visitors, and any other person present on school property. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5 | 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 . | Upload a description of how your school promotes the Oklahoma Tobacco Helpline |

| School Meal Requirements | | |
|--|---|--|
| 6 | 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 (DGA). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7 | School meals are: <ul style="list-style-type: none"> • High in fiber, free of added trans fats, and low in added fats,sugar, and sodium. • Accessible, appealing, and attractive to all children. • Served in a clean, pleasant, and supervised setting. • Respectful of cultural diversity and religious preferences. • Reviewed by a registered dietitian or certified nutrition professional and/or based on a meal plan provided by a professional resource (e.g., State Department of Education, the USDA,the Alliance for a Healthier Generation, or The Lunch Box). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8 | The school provides breakfast through the USDA Breakfast Program*. <p>*School campuses may offer breakfast using alternate meal service options such as Breakfast in the Classroom, Second Chance Breakfast, Breakfast After the Bell, and/or Grab & Go Breakfast carts in the hallways.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9 | The school will: <ul style="list-style-type: none"> • 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 lunch day, bulletin board, newsletter about the importance of school meals, engage students –make it “cool to eat at school” etc.). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Water | | |
| 10 | Clean drinking water is available and accessible without restriction and at no charge before, during, and after school. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Adequate time for Meals | | |
| 11 | School allows students at least 10 minutes to eat breakfast and 20 minutes to eat lunch from the time they are seated AND/OR provide sufficient lunch periods that are long enough to give all students (K-12) adequate time to be served and eat their lunches. | Upload an example of one class’s daily schedule, include time allotted for breakfast and lunch periods. |
| Competitive Foods and Beverages | | |
| 12 | All competitive foods and beverages sold to students during the schoolday meet 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). <p>Note: This does not include Fundraisers held during the school day that the school has a valid exemption for.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|---|--|---|
| Other Foods Provided at School | | |
| 13 | Other foods and beverages provided (not sold) on campus (e.g., classroom parties, celebrations, and after-school programming) must meet district standards. | Upload a copy of district standards regarding food provided on campus; provide a list how your school complies to those standards (e.g., designated classroom parties, celebrations, etc.) |
| 14 | 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 programming (including celebrations). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Fundraising During the School Day | | |
| 15 | The school encourages fundraisers that do not sell food and/or promote physical activity. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Nutrition Education | | |
| 16 | Nutrition education is provided in all grades, to give students the knowledge and skills necessary for lifelong healthy eating behaviors. | Upload descriptions of one example of a grade level lesson plan on nutrition education |
| 17 | <p>Nutrition education will include:</p> <ul style="list-style-type: none"> • How to read food labels and understand the problems associated with unhealthy food marketing to children. • What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet. <p>Additionally, nutrition education will:</p> <ul style="list-style-type: none"> • Comply with and supports state learning objectives and standards, including those related to Oklahoma Academic Standards for Health and the state's Health Education Act; • Provides opportunities for students to practice and apply the skills and knowledge taught in the classroom. • Be made available to staff. • Be promoted to families and the community. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Rewards and Punishment | | |
| 18 | Food, beverages, and candy will not be used to reward or punish academic performance or student behavior. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Nutrition and Healthy Food Promotion | | |
| 19 | The school will promote healthy food and beverage choices and appropriate portion sizes. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Food and Beverage Marketing | | |
| 20 | <p>Only foods and beverages that meet the USDA's Smart Snacks standards are marketed in schools.</p> <p>Marketing includes the following:</p> <ul style="list-style-type: none"> • Advertising on any property or facility owned or leased by the school district or school and used at any time for school-related activities. • Coupons, discounts, and corporate incentive programs that reward students with free or discounted items. • Corporate-sponsored programs that provide funds to schools in exchange for consumer purchases of certain items. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Child Nutrition Staff Qualifications and Training | | |
|--|---|--|
| 21 | The school will follow the USDA's Professional Standards for State and Local Nutrition Programs, requiring all personnel in the school nutrition programs to complete annual continuing education and training. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Farm to School Programs and School Gardens | | |
| 22 | The school has a school garden or established designated areas where students can garden with guidance or participates in plant growing activities. <ul style="list-style-type: none"> • Classes are encouraged to take field trips to local farms. • As part of their education, students learn about agriculture and nutrition. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Physical Activity | | |
| 23 | The school ensures that all students participate in physical activity, whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, physical activity throughout the school day, or wellness and nutrition education (e.g., hosting before, during or after school activities or clubs, and providing announcements encouraging activity, newsletters, and sharing information about community physical activity events, etc.). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Recess and Physical Activity Breaks | | |
| 24 | Elementary students (K–5) are provided at least 20 minutes of recess each day (in addition to the PE requirements). | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| 25 | The school has developed indoor recess guidelines to ensure elementary students can have adequate physical activity on days when recess must be held indoors. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| 26 | The school incorporates short physical activity breaks (3-5 minutes) throughout the day to let students stretch, move around, and break up the time spent sitting. These physical activity breaks may take place during and/or between classroom time. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 27 | School provides support for teachers and other staff to incorporate classroom-based physical activities, such as classroom energizers, into academic lessons or as a break. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| Physical Education | | |
| 28 | The school has established a comprehensive, standards-based PE curriculum for each grade level. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 29 | Schools will ensure that PE classes and equipment afford all students an equal opportunity to participate in PE. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 30 | Physical Education curriculum will be updated to support and prioritize new State and Federal learning standards that become available. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 31 | Elementary school students (K -5) participate in at least 60 minutes of PE per week throughout the entire school year. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| 32 | Students are engaged in moderate to vigorous physical activity for more than 50% of PE class time. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|--|--|--|
| 33 | During PE, students will be given the opportunity to participate in manytypes of physical activity, including those that can be incorporated into everyday lifelong activity, as well as competitive and cooperative games. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Teacher Qualifications, Training, and Involvement | | |
| 34 | 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 35 | School allows teachers the opportunity to participate in or lead physical activities before, during, and after school. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Punishment and Rewards | | |
| 36 | Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 37 | The school provides a list of alternative ways for teachers and staff to discipline students. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 38 | The school will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Community Use of Recreational Facilities | | |
| 39 | The school will allow staff, students, and their families, and other neighbors and community members to use school recreational facilities (e.g., Playground, walking track, etc.) during non-school hours to increase opportunities to engage in physical activity. Use should beconsistent with district policy. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Active Transportation | | |
| 40 | The school will: <ul style="list-style-type: none"> • Encourage children and their families to walk and bike to and from school, where it is safe to do so. • Work with local officials to designate safe or preferred routes toschool. • Promote National and International Walk and/or Bike to School 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| After-School Childcare Programs | | |
|---------------------------------|--|--|
| 41 | <p>After-school programing will:</p> <ul style="list-style-type: none"> • Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protectionfrom the elements). • Dedicate at least 20%, or at least 30 minutes (whichever is more), of program time to physical activity, which includesa mixture of moderate to vigorous physical activity. • Provide equal opportunities for children and youth withdisabilities to be physically active. • Limit screen time to less than 60 minutes per day to be used only for homework and other educational or physical activity purposes. • Encourage staff to join children and youth in physical activitywhenever possible. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| Staff Wellness | | |
| 42 | <p>The school will do the following to support staff wellness:</p> <ul style="list-style-type: none"> • Provide access to on-campus athletic facilities, such as gyms, running tracks, basketball courts, tennis courts, and swimming pools. • Promote walking meetings. • Promote employee participation in physical activity by creatingexercise clubs or groups and/or sponsoring employee sports teams. • Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities. • Use posters, pamphlets, and other forms of communication topromote physical activity. • Promote stairwell use, if applicable, throughout the workday by making stairs appealing and posting motivational signs. • Provide employees with access to a refrigerator, microwave, and sink with a water faucet. • Ensure that healthy options are available at all staff meetings, trainings, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings. • Provide (or partner with community organizations or agencies in order to offer) nutrition education through activities such as seminars, workshops, classes, meetings, and/or newsletters. • Partner with community organizations or agencies to offer staff accessible and free or low-cost healthy eating/weight management programs. • Ensure access to a private space (other than a restroom) that has an electrical outlet and provide flexible paid or unpaid break times to allow breastfeeding and/or breast milk to be expressed. | <p>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.</p> |

| Wellness Policy Implementation and Revisions | | |
|---|--|---|
| 43 | 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., WellSAT , utilizing an assessment tool such as School Health Index , etc.). |
| Certified Healthy School | | |
| 44 | 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 – November. https://oklahoma.gov/certifiedhealthy.html | <input type="checkbox"/> Yes <input type="checkbox"/> No If No, date school intends to apply: _____ |
| Student Health Knowledge and Behavior Assessment | | |
| 45 | School will participate in national and/or state student health knowledge and behavior assessments when selected and opportunities present themselves. (e.g., Youth Risk Behavior Survey (YRBS), Youth Tobacco Survey (YTS), Oklahoma Prevention Needs Assessment (OPNA) and School Health Profiles (SHP). | <input type="checkbox"/> Yes <input type="checkbox"/> No |

TWO STAR CRITERIA

| Element | School Must Meet All One Star Criteria | Requirement/Documentation |
|---|---|---|
| 1 | Have you completed and submitted a One-Star application? | <input type="checkbox"/> Yes <input type="checkbox"/> 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 | | |
| 2 | The Safe, Healthy & Fit Advisory or Wellness Committee/Council has met at least three times in the last 12 months. | Upload 3 sign-in rosters that include: date, members present, and members' title. |
| 3 | The School Committee has completed the required modules using an online self-assessment which could be 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. <ul style="list-style-type: none"> ○ Center for Disease & Control and Prevention (CDC) School Health Index ○ Action for Healthy Kids* abbreviated version of the CDC's School Health Index ○ Alliance for a Healthier Generation* School Health Index <p style="text-align: center;">Required Modules</p> <ul style="list-style-type: none"> ➤ School Health and Safety Policies and Environment ➤ Health Education ➤ Physical Education and Physical Activity Programs ➤ Nutrition Environment and Services ➤ Employee Wellness and Health Promotion <p>*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.</p> | Assessments completed within the last 24 months will be accepted. Upload your school's completed score cards for each module and include at least two action plans your school is implementing. |
| Nutrition Services & Environment | | |
| 4 | The school will: <ul style="list-style-type: none"> ● Encourage students to start the day with a healthy breakfast. ● Inform families about the availability of breakfast for students. 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 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|--|---|--|
| 5 | The school participates in at least 6 Smarter Lunchroom techniques. | Upload a copy of the Smarter Lunchroom Score Card for your school |
| Water | | |
| 6 | <ul style="list-style-type: none"> • Students will be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served. • All water sources and containers are maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water) • Students are 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 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Nutrition and Healthy Food Promotion | | |
| 7 | <p>The school will do the following:</p> <ul style="list-style-type: none"> • Provide age-appropriate activities, such as food demonstrations and taste-testing that promote selection and consumption of healthy foods. • Offer information to families (via communication 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. • Exhibit posters, signs, or other displays on the school campus that promote healthy nutrition choices. • Encourage school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students during mealtimes, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity, etc.). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Fundraising | | |
| 8 | Fundraising activities will not promote any particular food brands (e.g., fundraisers by fast food chains). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Child Nutrition Staff Qualifications and Training | | |
| 9 | <p>Child nutrition staff will:</p> <ul style="list-style-type: none"> • 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Farm to School Programs and School Gardens | | |
| 10 | School incorporates local and/or regional products into the school meal program. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11 | School participates in farm to school activities | Upload a description of farm to school activities |

| | | |
|----|---|--|
| | Physical Education | |
| 12 | PE classes will be taught by licensed teachers who are certified or endorsed to teach PE. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Grounds, Facilities, and Equipment | |
| 13 | The school will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Community Involvement | |
| 14 | <p>The school will:</p> <ul style="list-style-type: none"> • Actively notify parents and the broader community about the content and implementation of, as well as any changes to, the wellness or physical activity 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 or physical activity policy and let them know why their participation is important to the health and wellness of students and the broader community. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15 | School supports active youth engagement programs such as: Youth Action in Health Leadership (YAHL), Students Against Destructive Decisions (SADD), Students Working Against Tobacco (SWAT), Family, Career and Community Leaders of America (FCCLA), Student Council, Youth in Government, Scouting Programs, Peer Mediation. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |

THREE STAR CRITERIA

| Element | School Must Meet All One Star and Two Star Criteria | Requirement/Documentation |
|--|--|---|
| 1 | Have you completed and submitted a One Star and a Two Star application? | <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please complete and submit One Star and Two Star applications prior to beginning the Three Star application. |
| Safe & Healthy Schools | | |
| 2 | 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. |
| 3 | 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.) <ul style="list-style-type: none"> ○ Center for Disease & Control and Prevention (CDC) SchoolHealth Index ○ Action for Healthy Kids* abbreviated version of the CDC's School Health Index ○ Alliance for a Healthier Generation* School Health Index <p style="text-align: center;">Required Modules</p> <ul style="list-style-type: none"> ● School Health Services ● School Counseling, Psychological and Social Services ● Social and Emotional Climate ● Physical Environment ● Family Engagement ● Community Involvement <p>*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.</p> | Assessments completed within the last 24 months will be accepted. Upload completed score cards |
| Nutrition and Environment | | |
| 4 | The school participates in at least 12 Smarter Lunchroom techniques. | Upload a description of 12 ways your school is implementing Smarter Lunchroom techniques. Include Completed Score Card |
| Other Foods Provided at School | | |
| 5 | Other foods and beverages provided (not sold) on campus (e.g., for classroom parties, celebrations, and after-school programming) must meet the USDA's Smart Snacks standards. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Fundraising During the School Day | | |
| 6 | The school will only permit fundraisers on campus during the school day that feature non-food items or foods and beverages that meet the Smart Snacks standards. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Fundraising Outside the School Day (After-School Concessions and Fundraisers) | | |
|--|--|--|
| 7 | Foods and beverages offered at after-school concessions or as part of fundraisers held outside of school hours must comply with the USDA’s Smart Snacks standards | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Health Education | | |
| 8 | <ul style="list-style-type: none"> Where applicable, schools' health education curriculums will follow the Oklahoma Academic Standards and new health education and literacy laws and guidance. Where applicable, multi-component, school-based health promotion interventions will be delivered, including educational, behavioral, environmental, and other obesity prevention efforts (e.g., education classes, enhanced physical education, healthy food promotion, family outreach, etc.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| Physical Education and Physical Activity | | |
| 9 | 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. | Upload an example of one class’s daily schedule, include time allotted for recess given before lunch. <input type="checkbox"/> NA (Secondary Schools Only) |
| 10 | <p>School provides opportunities for all students to engage in weekly physical activity during the day whether in or out of the physical education class:</p> <ul style="list-style-type: none"> 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11 | PE classes have a teacher/student ratio comparable to core subject classroom ratios. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Staff Wellness | | |
| 12 | The school recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the school will support implementation of a district employee wellness program that promotes healthy eating. The school 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13 | Incorporate 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Attachment A: Non-Acceptance of Tobacco Funds

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

Final Checklist for Application Submittal

THINGS TO REMEMBER:

- 1) All required documents must be in PDF format
- 2) The application form allows for a maximum of 10 documents to be uploaded. You may need to combine some documents.
- 3) All documents must be entered and submitted at one time.

ALL APPLICANTS:

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

ONE STAR APPLICANT:

- One Star Detailed Criteria Requirements including checked Yes/No boxes (Element 1 – 45)
- Upload Document to Support Element 1
- Name and Title of designated school site person Element 2
- Upload Document to Support Element 3
- Upload Document to Support Element 5
- Upload Document to Support Element 11
- Upload Document to Support Element 13
- Upload Document to Support Element 16
- Upload Document to Support Element 42
- Upload Document to Support Element 43

TWO STAR APPLICANT:

- Two Star Detailed Criteria Requirements including checked Yes/No boxes (Element 1 – 15)
- Upload Document to Support Element 2
- Upload Document to Support Element 3
- Upload Document to Support Element 5
- Upload Document to Support Element 11

THREE STAR APPLICANT:

- Three Star Detailed Criteria Requirements including checked Yes/No boxes (Element 1 – 13)
- Upload Document to Support Element 2
- Upload Document to Support Element 3
- Upload Document to Support Element 4
- Upload Document to Support Element 9