



## TSET FY24 Grant Application, Guidelines, Criteria, & Resources Packet for School Districts

# Application Checklist

## STEP 1: Review & Research

Review all the details provided in this “Applications, Guidelines, Criteria & Resources Packet” document. Research to see if your school has 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

It is highly recommended that a school district representative email TSET Healthy Incentive Grant Program regarding their intent to apply, at [HIG@tset.ok.gov](mailto:HIG@tset.ok.gov). Within the email, provide district 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 Districts”.

## STEP 3: Review Criteria and Resource Guide

The detailed Grant Criteria and Resource Guide (page 8) has been developed to provide 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

Applicants shall gather and compile copies of the required documentation. Refer to the detailed information for document requirements within the Grant Criteria & Resource Guide (page 8). 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

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](mailto:grantsmanagement@tset.ok.gov).

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

- 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>

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## 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](mailto: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

- 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](mailto: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](#)

# Guidelines, Eligibility and Criteria Details

## Purpose

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

## Application Period

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

For FY24, application periods are open during the following times:

- September 1, 2023 – September 29, 2023
- January 8, 2024 – February 7, 2024

**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. The school district adopting a 100% comprehensive tobacco free policy;
2. District's active Wellness Committee (e.g., safe and healthy school committee, etc.);
3. District's status and compliance with Child Nutrition Program Administrative Review;
4. District's Wellness Policy strength; and
5. District's enrollment numbers based on the State Department of Education's FY22-23 data.

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

Figure 1

The program provides overarching criteria for three award classifications: bronze, silver, or gold. The classification is based upon review of the policy, for inclusion of best practice elements as well as the strength of the policy language. Both the policy review and student enrollment are used to determine the level of funding for which a district is eligible. Funding amounts are cumulative, so if a district's policy and practice

qualify at the gold level, the maximum funding amount is awarded. Districts achieving policy at the gold level in their first attempt will be subject to a review of the policy implementation practices by TSET staff within a year of grant award.

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

## General Eligibility

Any Oklahoma public school district may apply.

## Previous Incentive Grantee Eligibility

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

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

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

To inquire about the status of a previously funded incentive grant for your organization, contact TSET Grants Management at [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

## Criteria

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

1. **School District's 24/7 tobacco free policy**
2. **District has an active Wellness Committee**
3. **District participates in Oklahoma State Department of Education (OSDE) Child Nutrition Program**
4. **District has a school Wellness Policy**

Specific criteria and required documentation, as well as additional information and sample policy language are included in the **FY24 Grant Criteria and Resources document (page 8)**.

## Suggested Use of Funds

Districts 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 use of funds:

- Comprehensive Health Education Curriculum
- Student, Staff, Parent/community training/demonstrations
- Health promotion classes
- CPR/first aid classes
- Stipends for Wellness Coordinators
- 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, dance programs, etc.)
- Health assessment (audiometers, vision screening, blood pressure, 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 cross walks (flashing lights, signs, etc.)
- Hydration stations/drinking fountains

## Contact Information

Questions pertaining to any aspect of the grant may be directed to [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

# 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.



TSET FY24 Grant Criteria & Resources for School Districts  
(7/1/2023 – 6/30/2024)

This document is for the Healthy Incentive Grant for School Districts and outlines the criteria, documentation required, and additional resources. There are different criteria for each classification level (Bronze, Silver, & Gold). Each criterion will require submission of documentations to provide evidence of implementation.

The first column aligns to the criteria. The second column lists the documentation required to fulfill criteria. The third column contains additional resources related to criteria requirements.

**TSET strongly encourages all required documents to be compiled into a single pdf file prior to submission.**

Criteria: ALL Levels	Documentation Required	Details and Resources
<b>Tobacco Funds Certification Form from TSET</b>	Provide a copy of the signed and dated Non-Acceptance of Tobacco Funds Certificate form from TSET.	Attachment A: Non-Acceptance of Tobacco Funds Certification Form
<b>School District's 24/7 Tobacco Free Policy</b>	Provide a copy of the district policy.	<p>Policy must meet be comprehensive and meet 100% of the elements outlined in the <a href="#">sample policy</a>, by committing to a tobacco-, smoke-, and vape-free campus and facility.</p> <p>The <b>School District 24/7 Tobacco Free Policy Checklist (page 14)</b> is a tool for which you can use to do a self-assessment of the policy prior to submission. This is intended to guide your policy development and not a guarantee for award.</p> <p>To indicate that the policy has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date policy was passed).</p> <p><a href="#">My Life, My Quit</a> (free and confidential way to quit smoking or vaping, just for teens)  <a href="#">Tobacco Stops with Me</a> (state-wide campaign with tobacco-free messages)  <a href="#">Oklahoma Tobacco Helpline</a> (free and confidential way to quit smoking or vaping, for adults)</p>

Criteria: Bronze Level	Documentation Required	Details and Resources
<u><b>Wellness Committee</b></u> District has an active Wellness Committee	Provide a copy of <u>one</u> wellness committee meeting agenda, minutes, & list of attendees.	The wellness committee meeting should have occurred within one year from date of grant application submission. Ideally the committee would represent all school levels and include public stakeholders from outside of the school system.
<u><b>Child Nutrition Program</b></u> District Participates in Oklahoma State Department of Education (OSDE) Child Nutrition Program	Provide a copy of your district's most recent OSDE Child Nutrition Program Administrative Review.	District must submit latest copy of Administrative Review including documentation to support their intent to be in compliance, if statement is non-compliant. List of current and archived <a href="#">Child Nutrition Program Administrative Reviews</a> .
<u><b>Wellness Policy</b></u> District has a School Wellness Policy	Provide a copy of your district's wellness policy.	<p>The policy must include minimum criteria that aligns to each section of the policy identified below. Utilize the <a href="#">sample policy language</a>, developed to align with federal and state law, as well as identified high impact elements.</p> <p><u>Nutrition Elements:</u>  16 elements <b>required</b> by Federal or State law  19 elements that are designated as <b>high impact</b>  2 elements designated as <b>other</b></p> <p><u>Physical Activity Elements:</u>  8 elements <b>required</b> by Federal or State law  11 elements that are designated as <b>high impact</b>  3 elements designated as <b>other</b></p> <p>The <b>School District Wellness Policy Checklist (page 15)</b> is a tool for which you can use to do a self-assessment of the policy prior to submission. This is intended to guide your policy development and not a guarantee for award.</p> <p>A school wellness policy is intended to guide a district's efforts to create supportive school nutrition and physical activity environments for their students and staff.</p>

<b>Criteria: Silver Level</b> (must meet Bronze level criteria)	<b>Documentation Required</b>	<b>Details and Resources</b>
<u><b>Wellness Committee</b></u> District has an active Wellness Committee	Provide a copy of <u>one</u> wellness committee meeting agenda, minutes, & list of attendees.	The wellness committee meeting should have occurred within one year from date of grant application submission. Ideally the committee would represent all school levels and include public stakeholders from outside of the school system.
<u><b>Child Nutrition Program</b></u> District Participates in Oklahoma State Department of Education (OSDE) Child Nutrition Program	Provide a copy of your district's most recent OSDE Child Nutrition Program Administrative Review.	District must submit latest copy of Administrative Review including documentation to support their intent to be in compliance, if statement is non-compliant. List of current and archived <a href="#">Child Nutrition Program Administrative Reviews</a> .
<u><b>Wellness Policy</b></u> District has a School Wellness Policy	Provide a copy of your district's wellness policy.	<p>The policy must include minimum criteria that aligns to each section of the policy identified below. Utilize the <a href="#">sample policy language</a>, developed to align with federal and state law, as well as identified high impact elements.</p> <p><u>Nutrition Elements:</u>  16 elements <b>required</b> by Federal or State law  25 elements that are designated as <b>high impact</b>  3 elements designated as <b>other</b></p> <p><u>Physical Activity Elements:</u>  8 elements <b>required</b> by Federal or State law  14 elements that are designated as <b>high impact</b>  4 elements designated as <b>other</b></p> <p>The <b>School District Wellness Policy Checklist (page 15)</b> is a tool for which you can use to do a self-assessment of the policy prior to submission. This is intended to guide your policy development and not a guarantee for award.</p> <p>A school wellness policy is intended to guide a district's efforts to create supportive school nutrition and physical activity environments for their students and staff.</p>

Criteria for Gold Level (must meet Bronze and Silver level criteria)	Documentation Required	Details and Resources
<u><b>Wellness Committee</b></u> District has an active Wellness Committee	Provide a copy of <u>two</u> wellness committee meeting agenda, minutes, & list of attendees.	The wellness committee meeting should have occurred within one year from date of grant application submission. Ideally the committee would represent all school levels and include public stakeholders from outside of the school system.
<u><b>Child Nutrition Program</b></u> District Participates in Oklahoma State Department of Education (OSDE) Child Nutrition Program	Provide a copy of your district's most recent OSDE Child Nutrition Program Administrative Review.	District must be in compliance with OSDE Child Nutrition Program in regard to most recent Administrative Review, which can include the submission of compliance letter if review statement was non-compliant. List of current and archived <a href="#">Child Nutrition Program Administrative Reviews</a> .
<u><b>Wellness Policy</b></u> District has a School Wellness Policy	Provide a copy of your district's wellness policy.	<p>The policy must include minimum criteria that aligns to each section of the policy identified below. Utilize the <a href="#">sample policy language</a>, developed to align with federal and state law, as well as identified high impact elements.</p> <p><u>Nutrition Elements:</u>  16 elements <b>required</b> by Federal or State law  33 elements that are designated as <b>high impact</b>  6 elements designated as <b>other</b></p> <p><u>Physical Activity Elements:</u>  8 elements <b>required</b> by Federal or State law  19 elements that are designated as <b>high impact</b>  7 elements designated as <b>other</b></p> <p>The <b>School District Wellness Policy Checklist (page 15)</b> is a tool for which you can use to do a self-assessment of the policy prior to submission. This is intended to guide your policy development and not a guarantee for award</p> <p>A school wellness policy is intended to guide a district's efforts to create supportive school nutrition and physical activity environments for their students and staff.</p>

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

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**Organization/Grantee/Principal Investigator Name:**

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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.

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**CERTIFICATION**

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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:

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Signature

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Date

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Printed Name and Title

## **Attachment B: School District Tobacco Free Policy Checklist**

This checklist is a tool you can use to do a self-assessment of your district's tobacco free policy prior to submission. District policy must be comprehensive and meet 100% of the elements included in this checklist.

### **Tobacco Regulations**

- ☐ The policy prohibits ☐ smoking (or combustible tobacco), ☐ vaping, and ☐ use of other tobacco products.
- ☐ The policy applies to all indoor property.
- ☐ The policy applies to all outdoor property.
- ☐ The restriction is in place at all times.  
*Note, even if not stated explicitly, this element can be checked provided there are no exceptions listed in the policy (i.e., specific times in which tobacco and/or vapor use is allowed).*
- ☐ The policy applies to all people on the property.  
*Note, even if not stated explicitly, this element can be checked provided there are no exceptions included in the ordinance (i.e., specific groups of people to whom the ordinance does not apply).*
- ☐ The policy applies to off-campus school-sponsored or school-sanctioned functions.
- ☐ The policy applies to all district-owned or leased vehicles at all times.
- ☐ The policy applies to all personal vehicles while on district property.
- ☐ The district will not accept donations of gifts, money, or materials from the tobacco industry.
- ☐ The district will not participate in any type of services, events, or programs that are funded by the tobacco industry.

### **Tobacco Cessation Support**

- ☐ The district will provide tobacco cessation information, resources, and/or support.
- ☐ The organization will communicate and promote the available tobacco cessation benefits and insurance coverage to all newly eligible individuals when they become eligible, and to existing eligible individuals on an annual basis.

### **Implementation and Enforcement**

- ☐ Signs about this policy will be posted at entrances to school property
- ☐ Policy includes an enforcement plan.

## **Attachment C: School District Wellness Policy Checklist**

The School District Wellness Policy must include elements within each section and within each sub-section to meet the minimum requirements. Utilize the chart below to determine the minimum number of elements required for your district wellness policy, based on which classification level you plan to apply (Bronze, Silver or Gold). There are minimum requirements for each section (nutrition and physical activity) and subsection (required, high impact, and other).

	Required	High Impact	Other	TOTAL
<b><u>Bronze Level Criteria:</u></b>				
Nutrition Elements	16	19	2	<b>37</b>
Physical Activity Elements	8	11	3	<b>22</b>
<b><u>Silver Level Criteria:</u></b>				
Nutrition Elements	16	25	3	<b>44</b>
Physical Activity Elements	8	14	4	<b>26</b>
<b><u>Gold Level Criteria:</u></b>				
Nutrition Elements	16	33	6	<b>55</b>
Physical Activity Elements	8	19	7	<b>34</b>

This table dictates the minimum number of elements required for each section and sub-section, based on which level (Bronze, Silver or Gold) you are aiming to achieve.

Below you will find a checklist that is divided into 2 sections as listed in the table above. Utilize the checklist as a tool to review your policy and guide you in making necessary updates to the policy, to meet the criteria for the award level you aim to achieve. Each element is listed with a ☐ in front, to utilize as a place to ☒ off if it is within your policy. You do not need to submit the checklist with you grant application documents.

### **Nutrition Elements (Required)**

Federal or State Law requirements in **green** text, black text is not required but provided for context.

#### **School Meal Requirements**

- ☐ **The District will make nutritious foods available on campus during the school day to promote student and staff health. At minimum, the District Child Nutrition Program will serve reimbursable meals that meet the United States Department of Agriculture's (USDA) requirements and follow the Dietary Guidelines for Americans (DGA).**
- ☐ **Water: Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility (including cafeterias and eating areas, classrooms, hallways, playgrounds, and faculty lounges) before, during, and after school.**
- ☐ **Information and Promotion: As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program.**

#### **Competitive Foods and Beverages**

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

#### **Other Foods Provided at School**

- ☐ **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.**

#### **Nutrition Education**

- ☐ **Schools will provide nutrition education to all grades (K-12), to give students the knowledge and skills necessary for lifelong healthy eating behaviors.**

#### **Rewards and Punishment**

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

#### Nutrition and Healthy Food Promotion

- ☐ The District will promote healthy food and beverage choices and appropriate portion sizes.

#### Food and Beverage Marketing

- ☐ Only foods and beverages that meet the USDA's Smart Snacks standards may be marketed in schools.

#### Staff Qualifications and Training

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

#### Leadership

- ☐ The District will designate one or more official(s) to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school's compliance with the policy. The District will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies.
- ☐ Below are name(s), position(s), and contact information of the designated official(s) below (USDA requires districts to only include the position of the designated official(s); the District also strongly encourages that the individuals' contact e-mail address be provided

#### Community Involvement

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

#### Assessments, Revisions, and Policy Updates

- ☐ At least once every three years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals.
- ☐ Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the local wellness policy.
- ☐ The District will inform and update the public about the content and implementation of the local wellness policy

### **Nutrition Elements (High Impact)**

#### School Meal Requirements

The District will ensure that all meals are the following:

- ☐ High in fiber.
- ☐ Free of added trans fats.
- ☐ Low in added fats.
- ☐ Low in sugar.
- ☐ Low in sodium.
- ☐ Accessible, appealing, and attractive to all children.
- ☐ Served in a clean, pleasant, and supervised setting.
- ☐ Respectful of cultural diversity (e.g., students will be encouraged to suggest foods that reflect cultural traditions) and religious preferences.

- ☐ Reviewed by a registered dietitian or other certified nutrition professional and/or based on a meal plan provided by a professional resource (e.g., the State Department of Education, the USDA, the Alliance for a Healthier Generation, or The Lunch Box).
- ☐ The District will ensure that schools provide breakfast through the USDA School Breakfast Program.
- ☐ The District will also 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.
- ☐ Students will be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.
- ☐ All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water)
- ☐ Students will be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.
- ☐ The District will send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website.
- ☐ The District will distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
- ☐ Adequate Table Time: The District will allow 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.

#### Fundraising

- ☐ Fundraising on Campus During the School Day: Only fundraisers that feature non-food items or foods and beverages that meet the Smart Snacks standards will be permitted.
- ☐ Foods and beverages offered at after-school concessions or as part of fundraisers held outside of school hours must also comply with the [USDA's Smart Snacks standards](#).

#### Nutrition Education

Schools will provide nutrition education to all grades (K-12) which includes:

- ☐ How to read 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.

Schools will ensure that nutrition education:

- ☐ Complies 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 (e.g., by using the cafeteria as a learning lab, visiting local farms, etc.).
- ☐ Is made available for staff.
- ☐ Is promoted to families and the community.

#### Rewards and Punishment

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

#### Nutrition and Healthy Food Promotion

The District will do the following:

- ☐ Providing age-appropriate activities, such as food demonstrations and taste-testing that promote selection and consumption of healthy foods.
- ☐ Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors.
- ☐ Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices.

## Food and Beverage Marketing

- ☐ The marketing of any brand, without reference to a specific product, is prohibited unless every food and beverage product manufactured, sold, or distributed under the corporate brand name meets the Smart Snacks standards.

### Farm-to-School Programs and School Gardens

- ☐ The District will allow school gardens on *District* property.
- ☐ The District will dedicate resources (e.g., tools, materials, volunteer hours, etc.) to build a school garden on District property and/or actively participate in community gardens by dedicating the same resources as would be required for gardens on District property; establish designated areas where students can garden with guidance; offer related nutrition and food preparation lessons and opportunities for taste testing and hands-on learning.
- ☐ The District will incorporate local and/or regional products into the school meal program.

### Staff Wellness

- ☐ The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes healthy eating. The District may partner with community agencies and organizations (e.g., local health departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff.

The District will do the following to support staff wellness:

- ☐ Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
- ☐ 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.

### Community Involvement

The District will do the following:

- ☐ Actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness or nutrition 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 nutrition policy and let them know why their participation is important to the health and wellness of students and the broader community.

## **Nutrition Elements (Other)**

### School Meal Requirements

- ☐ The District will also encourage students to start the day with a healthy breakfast.
- ☐ The District will inform families about the availability of breakfasts for students.
- ☐ The District will 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.

### Other Foods Provided at School

- ☐ The District may allow exemptions for no more than two (2) celebrations during the school year, during which the foods and beverages served are not required to meet the Smart Snack standards.

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

#### Fundraising

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

#### Nutrition and Healthy Food Promotion

- ☐ The District will 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 with students, etc.).

#### Food and Beverage Marketing

Marketing is defined in the policy as the following:

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

#### Staff Qualifications and Training

- ☐ Child nutrition staff will receive training in basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals and snacks.
- ☐ Child nutrition staff will organize and participate in educational activities that support healthy eating behaviors and food safety.

#### Farm-to-School Programs and School Gardens

- ☐ Schools will take field trips to local farms.
- ☐ As part of their education, students will learn about agriculture and nutrition.

#### Health Education

- ☐ 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.)

#### Staff Wellness

- ☐ The District will serve only those foods and beverages that meet Smart Snacks standards at all staff meetings, trainings, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings.

#### Assessments, Revisions, and Policy Updates

- ☐ The District will assess how its policy compares with the latest national recommendations on school health and will update the policy accordingly.

## **Physical Activity Elements (Required)**

Federal or State Law requirements in green text, black text is not required but provided for context.

### **General Requirements**

- ☐ The District will ensure that all students participate in a minimum of sixty (60) minutes of physical activity each day, 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.

### **Physical Education (PE)**

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

### **Leadership**

- ☐ The District will designate one or more official(s) to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school's compliance with the policy. The District will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies.
- ☐ Below are name(s), position(s), and contact information of the designated official(s) below (USDA requires districts to only include the position of the designated official(s); the District also strongly encourages that the individuals' contact e-mail address be provided).

### **Community Involvement**

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

### **Assessments, Revisions, and Policy Updates**

- ☐ At least once every three years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals.
- ☐ Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the local wellness policy.
- ☐ The District will inform and update the public about the content and implementation of the local wellness policy.

## **Physical Activity Elements (High Impact)**

### **Recess and Physical Activity Breaks**

- ☐ Recess: The District will require schools to provide elementary school students (K-5) at least 20 minutes of recess each day (in addition to the PE requirements). Additionally, the District will do the following:
  - ☐ Develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.
  - ☐ Require schools to hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.
- ☐ Physically Active Classrooms: Provide support for teachers and other staff to incorporate classroom-based physical activities, such as classroom energizers, into academic lessons or as a break.

### **Physical Education (PE)**

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

- ☐ Middle school students (6-8) will participate in at least 225 minutes of PE per week throughout the entire school year.
- ☐ High school students (9-12) will participate in at least 225 minutes of PE per week throughout the entire school year.

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

- ☐ Students will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time.
- ☐ During PE, students will be given the opportunity to participate in many types of physical activity, including those that can be incorporated into everyday lifelong activity, as well as competitive and cooperative games.
- ☐ PE classes will have a teacher/student ratio comparable to core subject classroom ratios.

#### Teacher Qualifications, Training, and Involvement

- ☐ PE classes will be taught by licensed teachers who are certified or endorsed to teach PE.
- ☐ 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.

#### Punishment and Rewards

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

#### Community Use of Recreational Facilities

- ☐ The District will allow staff, students, their families, and other neighbors and community members to use school recreational facilities during non-school hours to increase opportunities to engage in physical activity.
- ☐ Consistent with state law, District policies and procedures, and applicable School Board policies regarding the use of school facilities during non-school hours, the District will work with local government (including city, county, and/or recreation districts) and/or community-based organizations to coordinate and enhance physical activity opportunities using school facilities before and after the school day, during weekends, and during school vacations.

#### Active Transportation

The District will do the following:

- ☐ Work with local officials to designate safe or preferred routes to school.
  - ☐ This includes local coordination to create designated drop off locations and procedures that promote physical activity and safety.

#### After-School Physical Activity and Screen Time

After-school programming will do the following:

- ☐ Dedicate at least 20%, or at least 30 minutes (whichever is more), of program time to physical activity, which includes a mixture of moderate to vigorous physical activity.
- ☐ 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 activity whenever possible.

#### Staff Wellness

- ☐ The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes physical activity. The District may partner with community agencies and organizations (e.g., local health departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff.

The District will do the following to support staff wellness through:

- ☐ 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 creating exercise 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 to promote physical activity.
- ☐ Promoting stairwell use, if applicable, throughout the workday by making stairs appealing and posting motivational signs.

#### Community Involvement

The District will do the following:

- ☐ Actively notify parents and the broader community about the content and implementation of, as well as any changes to, the wellness 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.

### **Physical Activity Elements (Other)**

#### Recess and Physical Activity Breaks

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

#### Physical Education (PE)

- ☐ This curriculum will be updated to support and prioritize new State and Federal learning standards that become available.

#### Teacher Qualifications, Training, and Involvement

- ☐ Schools will allow teachers the opportunity to participate in or lead physical activities before, during, and after school.

#### Punishment and Rewards

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

#### Grounds, Facilities, and Equipment

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

#### Active Transportation

The District will do the following:

- ☐ Encourage children and their families to walk and bike to and from school.
- ☐ Encourage parents to supervise groups of children who walk or bike together to and from school.
- ☐ Provide bike racks for students, faculty, and staff.
- ☐ Promote National and International Walk and Bike to School Week/Day.

### After School Physical Activity and Screen Time

After-school programming will do the following:

- ☐ Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protection from the elements).
- ☐ Provide equal opportunities for children and youth with disabilities to be physically active.

### Health Education

- ☐ 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.)

### Staff Wellness

The District will do the following to support staff wellness through:

- ☐ Incorporate 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.

### Assessments, Revisions, and Policy Updates

- ☐ The District will assess how its policy compares with the latest national recommendations on school health and will update the policy accordingly.