


<h2 style="text-align: center;">Healthy Schools Incentive Grant Criteria</h2>	<p>Grant Applications for schools are open, after the district is awarded District Grant. Funding will be provided on first come first served basis as funding allows</p>
<p style="text-align: center;"> One Star (Entry Level)</p>	
<h3 style="text-align: center;">School Policy Implementation and Requirements</h3>	<p style="text-align: center;">Documentation to be submitted <i>For policy examples, implementation ideas, and helpful information, please see resource sheet for more information</i></p>
<p>School communicates 24/7 Tobacco Free Policy including use of electronic cigarettes/vapor device or any other product or device packaged for smoking or the simulation of smoking to Faculty, Staff, Students, Visitors and anyone providing services on school property.</p>	<p>Provide examples of how policy is communicated with Faculty, Staff, Students and Visitors (signs, announcements, student/parent handbook, newsletters, school website, athletic event program, event bulletins)</p>
<p>The Safe, Healthy, & Fit Advisory Committee or Wellness Committee will meet at least 3 times a year (Small districts with 3 or less schools may have one joint committee) The Committee will be tasked with working on School Health Index or other approved school assessment tool and develop and implement action plans.</p>	<p>Provide sign in roster that includes, date, members present, members title and meeting minutes</p>
<p>Principal is responsible for and insures that:</p> <ul style="list-style-type: none"> • Classroom Teachers, Staff, Administrators, PTA, Volunteers or Community Partners are not using food, beverages, or candy as a reward or punishment for academic performance or student behavior • Snack, party, and celebration policy is communicated with faculty, staff, parents and guardians and that policy is enforced • Physical Activity opportunities are not withheld as a punishment (students do not miss recess or PE) Students in ISS may be offered an alternative activity • Elementary students receive 20 minutes of recess daily • Playground and physical activity equipment meet safety standards • School grounds are open to students, their families, and the community for access to physical activity outside the school day. • Fundraisers during the school day will be supportive of healthy eating 	<p>Provide examples of how policies are communicated with: Faculty, Staff, Parents, PTA, Volunteers and Community Partners (newsletter, handbook, classroom snack lists, etc.)</p> <p>Principal will verify compliance with incentive grant criteria.</p>
<p>School actively seeks input on the Wellness Policy from Parents, Students, Staff and Community Members and provides feedback to the district on Wellness Policy</p>	<p>Describe two ways the school has given Parents, Students, Staff and Community Members an opportunity for input and how the school has implemented the suggestions.</p>

Healthy Schools Incentive Grant Criteria



One Star (Entry Level) (Continued)

School Policy Implementation and Requirements

Health Education

Nutrition Education is integrated into core and elective classes. School will use multiple channels, including classroom, cafeteria and communications with parents to promote healthy eating behaviors (classroom or school newsletters, school website, flyers, bulletin boards etc.,)

Provide at least two different grade level sample nutrition lesson plans and copies of flyers, pictures, newsletters

School provides training for Faculty/Staff on integrating physical activity into the school day

Provide training title, Instructor Name, date, and sign in list

Physical activity is integrated throughout the curriculum (e.g. brain breaks, motor movement activities, JAMmin Minutes, hall passing activities) in all grade levels

Describe how your school is integrating physical activity breaks throughout the curriculum and submit pictures of student participation in activity breaks

Physical Education

Students are engaged in moderate to vigorous activity more than 50% of the time

Principal &/or Wellness Coordinator - Observation date & time

Competitive and noncompetitive physical activity opportunities are accessible for students of all abilities that help develop the skills needed to participate in lifetime physical activities (reworded)

Provide pictures of students participating in competitive, noncompetitive and adaptive (if applicable) Physical Education

Elementary students participate in a minimum of 150 minutes of physical education/physical activity per week

Principal & PE teacher verification

Proper equipment is available for student use and conforms to safety standards
 Elementary - <http://www.ok.gov/odol/documents/SSDPlaygroundSafetyGradeYourOwn.pdf>
 Middle & High Schools - http://education.vermont.gov/documents/educ_construction_safety_checklist.pdf

Provide latest Insurance Safety Inspection or Elementary Schools can complete and submit the Oklahoma Playground assessment form. Middle & High Schools can complete the Athletic Facilities & Equipment Safety Review pages 16 – 20.

Health Services

School communicates health information to parents by various means (newsletters, marquees, web sites etc.) on health topics (e.g. importance of physical activity, when to keep ill student home, good sleep habits, hand washing, immunization information, tobacco cessation, etc.) monthly

Provide at least two examples of how health information is communicated to parents

Healthy Schools Incentive Grant Criteria



One Star (Entry Level) (Continued)

School Policy Implementation and Requirements

<p>The school provides information to faculty, staff and students on the Oklahoma Tobacco Helpline (1-800-QUIT-NOW) for tobacco cessation. (website www.ok.gov/helpline) Link to order Promotional Materials http://www.ok.gov/tset/documents/OTH%20Order%20Form%20061713.pdf</p>	<p>Provide brief description of how cessation program materials are distributed and provide pictures of helpline postings</p>
<p>School is in compliance with state immunization requirements</p>	<p>Immunization Exception Report for Number of students not in compliance with state immunizations requirements</p>
<h4 style="text-align: center;">Nutrition Services</h4>	
<p>All foods sold on school property meet the USDA recommended nutrition standards for foods outside of the School Meal Program (Smart Snacks). This includes Vending machines, student/school stores, vending carts, etc.</p>	<p>Provide list of items available for sale and pictures of vending machines, a la carte line in the cafeteria, snack carts, school stores (if applicable)</p>
<p>Safe unflavored cool drinking water is provided throughout the school day at no cost to students</p>	<p>Principal Verification & provide pictures</p>
<p>Students have adequate time for meals, at least 10 minutes for breakfast and 20 minutes for lunch from the time students are seated</p>	<p>Provide lunch schedule and recess schedule (if applicable)</p>
<p>Training & support is provided to food service personnel on safe food preparation and nutrition standards for preparing healthy meals</p>	<p>Provide program title, instructor title and sign in sheets</p>
<h4 style="text-align: center;">Counseling, Psychological and Social Services</h4>	
<p>School has guidelines for identification and referral resources for students needing social, emotional, behavioral or mental health services</p>	<p>Provide a list of community referral partners</p>
<p>Mandatory training for faculty and staff on bullying prevention and reporting procedures</p>	<p>Provide program title, instructor title and sign in sheets</p>
<p>Mandatory training for child abuse and neglect Identification and reporting (split criteria)</p>	<p>Provide program title, instructor title and sign in sheets</p>
<h4 style="text-align: center;">Healthy and Safe School Environment</h4>	
<p>Written bullying prevention policies and procedures are in place and information on policy is available to parents</p>	<p>Provide copy of bullying policy</p>
<p>Written policies and enforcement of 24/7 tobacco, alcohol and drug free campus</p>	<p>Provide copy of Handbook Policy</p>

Healthy Schools Incentive Grant Criteria

One Star (Entry Level) (Continued)

School Policy Implementation and Requirements

Health Promotion for Staff

Physical activity opportunities are available before or after school

List of physical activity opportunities

Family and Community Involvement

Parents and students (5th grade and above) are participating in guiding policy within the school by participation on the Healthy and Fit School Advisory Committee, Wellness Committee, Safe Schools Committee, or other school policy committee.

Describe two ways the school has given parents and students an opportunity to guide policy

School promotes community sponsored physical activity opportunities

Provide examples (Flyer, copy of announcements, website screen shot, newsletter) of community sponsored physical activity opportunities

School Health Index (SHI)


The School Safe, Healthy, Fit Advisory or Wellness Committee will complete two modules from the School Health Index or review at all Cross Cutting Questions from the CDC School Health Index and will develop two action plans based on areas of improvement identified from the School Health Index.


*Schools participating in the Alliance for a Healthier Generation Program may submit their Healthy Schools Inventory and two action plans.

Submit the SHI Modules Score Cards and two Action Plans. SHI is available on-line and copies of the on-line submission is preferred

One Star (Entry Level) Funding

School Enrollment	School Incentive Award
0 – 200	\$1,000
201 - 400	\$1,500
401 - 600	\$2,000
601 – 1,000	\$3,000
1001 +	\$4,000

Healthy Schools Incentive Grant Criteria	
 Two Stars (2nd Level)	Funding will be provided on first come first served basis as funding allows
School Policy Implementation and Requirements	Documentation to be submitted
School meets all criteria requirements for Level 1	
School Safe, Health Fit Advisory or Wellness Committee meets at least 6 times a year	Provide sign in roster that includes, date, members present, members title and meeting minutes
Health Education	
Health education is required for all students, a minimum of 20 minutes per week of instructional time or the equivalent number of minutes annually (See School Health Index for essential topics that should be covered) For middle schools and high schools a rotation or 9 week health education class required in at least one grade may be substituted.	Submit a master schedule if health education is a required standalone class or detail how health education is incorporated into other subjects, amount of instruction time, as well as the concepts and skills taught (Health/Safety Priority Academic Student Skills)
Middle School/High School has at least one youth empowerment group (e.g. Youth Wellness Team, Students Working Against Tobacco, Too Much 2 Lose, Students Against Destructive Decisions, FCCLA, etc.)	Name of group(s), sponsor and list of activities
Physical Education	
Utilize Physical Education Curriculum Analysis Tool (PECAT) to assess/evaluate physical education curriculum	PECAT Evaluation Assessment
Health Services	
Students with health problems are identified and referred to the appropriate healthcare provider. This should include students affected by inability to participate in physical activity and students with nutrition issues	School Nurse, Counselor or Principal verification
Nutrition Services	
Nutrition Services will provide food for use in at least one classroom nutrition education lesson and/or offer taste test with students on healthy foods intended for inclusion in reimbursable meals	Cafeteria Manager Verification and description of lesson or taste tests
Only healthy food and beverage options are available for snacks, classroom birthdays, classroom parties and celebrations (One party per school year may be exempted if healthy options are available and all other parties and celebrations include only healthy food options)	Principal &/or Wellness Coordinator Verification

Healthy Schools Incentive Grant Criteria	
 Two Stars (2nd Level) (Continued)	
School Policy Implementation and Requirements	
Nutrition Services (Continued)	
School requests and uses feedback (e.g., surveys, taste tests, online comments) from students, parents, faculty and staff to improve the school nutrition environment	Provide summary of results and description of how the school will utilize the results to improve the school nutrition environment
Counseling, Psychological and Social Services	
School participates in student knowledge and behavior assessments such as Youth Risk Behavior Survey, Oklahoma Prevention Needs Assessment, Oklahoma Youth Tobacco Survey, 1 st or 5 th grade Health Survey (if contacted)	Oklahoma State Department of Health and/or Principal or Counselor verification
Healthy and Safe School Environment	
School has written guidelines/policies for cultivating safe and healthy school climate for fire safety, weather safety, weapons, lock down, assault, etc.	Provide summary or link to crisis/emergency management plan
School prohibits the acceptance of tobacco funds and tobacco industry advertising on school property or school sponsored events	Signed non-acceptance of tobacco funds form
School prohibits students from wearing alcohol or tobacco brand-name apparel or carrying merchandise with alcohol or tobacco logos, etc.	Principal &/or Wellness Coordinator verification and School handbook
School is actively implementing at least one of the action plans developed by the School Wellness Committee/Council based on the School Health Index or Alliance Framework	Action Plan, brief description of progress and additional actions if needed
Health Promotion for Staff	
School will encourage employees to participate in at least one Nutrition &/or Physical Activity per semester (walking program, nutrition seminar, biggest loser, etc.)	Describe all employee wellness offerings and explain how physical activity &/or healthy eating programs are being implemented
School encourages physical activity for all employees such as physical activity breaks during staff meetings	Provide pictures and description/examples of how physical activity is encouraged

Healthy Schools Incentive Grant Criteria



Two Stars (2nd Level) (Continued)

School Policy Implementation and Requirements

Family and Community Involvement

School grounds and/or buildings are open to students, their families, and the community after school hours to participate in physical activity and/or health education

Describe how the school shares information about ways community groups, students and families can access school grounds and/or buildings for physical activities

School provides parents with information to increase their knowledge of tobacco prevention (e.g., in newsletters, flyers, website, emails)

Copy, picture or screen shot of parent communication materials

School provides parents with information to increase their knowledge of nutrition (e.g., in newsletters, flyers, website, emails)

Copy, picture or screen shot of parent communication materials

School Health Index


The School Safe, Healthy & Fit Advisory or Wellness Committee will complete 4 modules and develop an action plan for each module using the school health index or schools may assess these health topics: Tobacco use prevention, Nutrition and Physical activity/physical education and develop an action plan for each health topic. *Schools participating in the Alliance for a Healthier Generation Program would need to complete the Tobacco use prevention and health & safety questions from the School Health Index and complete action plans for each.

School to submit SHI Modules Score Card and Action Plans. (Copy of online submission preferred) Tell us your story – Please describe one of your school’s programs/activities in the areas of physical activity, nutrition or tobacco that you feel illustrates the exemplary work your school is doing to make a difference in the health of your students.



Two Stars (2nd Level)

School Enrollment	School Incentive Award
0 – 200	\$1,500
201 - 400	\$2,500
401 - 600	\$3,000
601 – 1,000	\$5,000
1001 +	\$6,000

Healthy Schools Incentive Grant Criteria	
 Three Stars (3rd Level)	Funding will be provided on first come first served basis as funding allows
School Policy Implementation and Requirements	
Documentation to be submitted	
School meets all criteria requirements for Level 1 and Level 2	
School integrates wellness goals into the School Site Improvement Plan	Describe how the school's wellness goals have been integrated into the overall School Site Improvement Plan
Health Education	
Health education is required for all students a minimum of 30 minutes per week of instructional time or the equivalent number of minutes annually. For middle schools and high schools a 9 week health education class required in at least one grade may be substituted.	Submit a master schedule if health education is a required standalone class or detail how health education is incorporated into other subjects, amount of instruction time, as well as the concepts and skills taught (Health/Safety Priority Academic Student Skills)
Utilize Health Education Curriculum Analysis Tool (HECAT) to assess/evaluate health education curriculum	HECAT Evaluation Assessment
School-based and grade appropriate comprehensive tobacco prevention education provided for all grade levels	List of educational programs and grade levels program was presented to
Physical Education	
Middle school students are required to complete at least two semesters of Physical Education. Alternative physical activity opportunities for students such as (recess, non-competitive activities, intermural sports program, etc.) would be acceptable.	Enrollment Course Catalog page verifying PE requirements &/or provide description of alternative physical activities
High School Students enrolled in PE will participate in a minimum of 225 minutes weekly. High Schools students are encouraged to participate in Physical Education or other Physical Activity. High Schools will encourage student participation in Physical Education in the High School Course Catalog.	Principal or Committee Coordinator verification and course catalog page verifying PE requirements
Health Services	
Emergency health management training is provided for faculty and staff that supervise students with life threatening illnesses such as: Diabetes, Anaphylactic Allergies, Asthma, Seizures etc.	Provide program title, instructor title and sign in sheets

Healthy Schools Incentive Grant Criteria



Three Stars (3rd Level) (Continued)

School Policy Implementation and Requirements

Nutrition Services

Healthy menu items are displayed attractively, conveniently and well promoted using behavioral economic concepts.

For more information on USDA Behavioral Economic Concepts <http://www.ers.usda.gov/media/189068/err68.pdf>

Provide pictures of cafeteria and serving line(s)

All food and beverage marketing is restricted to items that meet the USDA nutrition standards for competitive foods

Provide pictures of vending machines, score boards, paid advertising

Only health-promoting fund raising (including concessions) efforts such as non-food options, healthy food and beverage options (that meet the USDA nutritional guidelines) physical activity-related options (e.g. fun run, walk-a-thons etc.) community service options (e.g. car wash, recycling projects) direct donations, auctions etc. are allowed.

School to provide list of all fund raisers including: PTA/PTO, parent booster clubs, student clubs, groups and organizations, etc. School to provide pictures and inventory of all foods and beverages sold in: Concession stands, Snack bar/shack, student store etc.

Counseling, Psychological and Social Services

Suicide prevention and awareness training for staff

Provide program title, instructor title and sign in sheets

School has community referral resource list for crisis intervention services or specialists

Provide list of community referral partners

Healthy and Safe School Environment

School is actively implementing at least two of the action plans developed by the School Wellness Committee/Council based on the School Health Index or Alliance Framework

Action Plans, brief description of progress and additional actions if needed

Staff members actively supervise students to promote safety during school hours

Principal &/or Wellness Coordinator verification

Health Promotion for Staff

School offers crisis management prevention training such as: conflict resolution, suicide prevention, harassment and bullying training

Provide list of trainings, dates of trainings, and sign in sheets

Healthy Schools Incentive Grant Criteria

 **Three Stars (3rd Level) (Continued)**

School Policy Implementation and Requirements

Food and beverages available for sale in the staff lounge meet the USDA nutrition standards for competitive foods. Only healthy food and beverage options are available at school-sponsored staff functions (faculty meetings, staff development trainings, monthly birthday luncheons, etc.)

Complete inventory for all foods and beverages sold in staff vending machines, provide two or more pictures of foods served at staff functions

Family and Community Involvement

School hosts Community education classes/seminars/programs on health such as: Nutrition/cooking, Tobacco cessation, Literacy, Computer Skills, Job Skills, Physical Activity, Health Topics, Health Fairs, Health Screenings, and Immunization Clinics etc.

Provide flyers, pictures of marquee, newsletter, screen shot etc. demonstrating community classes

School Health Index

The School wellness advisory committee will complete all 8 modules and develop an action plan for each module or assess these health topics and develop an action plan for each health topic: Asthma, Safety and Personal Health.
*Schools participating in the Alliance for a Healthier Generation Program would need to complete the Asthma and Personal Health questions from the School Health Index and complete action plans for each

Copy of completed modules scorecard and action plans.
Tell us your story – Please describe two of your school’s programs/activities in the areas of physical activity, nutrition or tobacco that you feel illustrates the exemplary work your school is doing to make a difference in the health of your students.

 **Three Stars (3rd Level)**

School Enrollment	School Incentive Award
0 – 200	\$2,500
201 - 400	\$4,000
401 - 600	\$5,000
601 – 1,000	\$7,000
1001 +	\$10,000

Maximum Amount for Schools Achieving all 3 Levels

School Enrollment	School Incentive Award
0 – 200	\$5,000
201 - 400	\$8,000
401 - 600	\$10,000
601 – 1,000	\$15,000
1001 +	\$20,000