



TSET FY21 Healthy Incentive Grant for School Sites

Guidelines, Program Parameters, and Application Information

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 will be accepted for school sites April 1, 2021 – April 23, 2021.

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

General Eligibility

- Individual public school sites may apply once their school district has been funded. Eligible school sites will be notified prior to opening of the application window.
- 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.
- School grants will focus on policy implementation, employee wellness, health promotion, family engagement, and community involvement.
- School sites must be implementing the following:

The school has a 24/7 tobacco-free policy, which:

- Prohibits smoking, vaping and smokeless tobacco use anywhere on school grounds. Pertain to all students, faculty, staff, visitors and any other person on school property;
- This includes any outside agency or organization using the district's facilities;
- Applies to all school property indoors and outdoors and is in effect 24 hours a day, seven days a week;
- Requires signs posted at entrances on school property to inform all persons about the tobacco-free facility and grounds;

- Provides for enforcement steps and consequences for violation of the policy;
- Applies to all off-campus school sponsored or school-sanctioned functions;
- Applies to all school vehicles at all times and to personal vehicles while on school property;
- Prohibits the advertising/marketing of tobacco products (including electronic smoking devices) on school grounds and refuses any tobacco funding (including funding from electronic smoking device companies); and
- Promotes the [Oklahoma Tobacco Helpline \(1 800 QuitNow\)](#) and provide tobacco cessation information and resources to employees.

A link to a sample policy that meets the incentive grant requirements can be found here: [TSET Sample 24/7 Tobacco-Free Campus Policy](#). Please note that the Oklahoma State Schoolboard Association (OSSBA) standard policy does not include all the TSET policy requirements indicated above.

The school has a wellness committee/council

- The school will have a wellness committee/council that is inclusive of school and public stakeholders to the extent possible. Schools from districts with three or fewer school sites may have combined meetings, but minutes should reflect elementary and secondary concerns. The committee should review and be familiar with the district wellness policy.
- The wellness committee/council will serve as an advisory committee providing guidance to the principal regarding student health issues and possible revisions, improvements, monitoring and implementation of the wellness policy as well as well as advisement on student health education and student health and wellness concerns.
- The wellness committee/council will review and be familiar with the Whole School, Whole Community, Whole Child framework (WSCC).
- The school will be required submit minutes and attendance roster from their meetings. Meeting minutes must be within the last 12 months. Meetings that were held virtually will count.

The school incorporates the Whole School, Whole Community, Whole Child framework

- This health assessment approach combines and builds on elements of the traditional Coordinated School Health approach from the Centers for Disease Control and Prevention and the Whole Child framework for improving student learning and the health environment in schools. For more information about the **WSCC** model, please refer to the following link: [WSCC](#)

The school has a written Emergency Operation Plan that includes recovery elements addressing prevention, preparation, mitigation, recovery and response.

- The school will be required to submit their Pandemic Return to Learn Plan.

The school is implementing the following USDA requirements:

Under the [USDA Content of Wellness Policy/Summary of the Final Rule](#), wellness policies are required to include, at a minimum:

- Goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness after reviewing and considering evidence-based strategies;
- Nutrition guidelines for all foods and beverages available on the school campus during the school day that are consistent with Federal school meal standards and Smart Snacks in School nutrition standards;
- Nutrition standards for all foods and beverages provided, but not sold, to students during the school day;
- Policies for food and beverage marketing that allow advertising of only those foods and beverages that meet [Smart Snacks in School](#); and
- Designation of one or more school officials as wellness policy leadership who are **responsible for ensuring school-level compliance** with the wellness policy.

The school is implementing the district wellness policy

- School sites are responsible for implementing the district wellness policy. School site practices may go above district policy.
- School sites will be required to verify implementation of practices for some wellness policy elements.

[Previously Funded School Sites](#)

Previously funded school sites must contact Laura Matlock, Program Officer, at LauraM@tset.ok.gov or 405-764-4668 for guidance prior to applying. All previous TSET incentive grants must have submitted final documentation for the previous grant(s) and the grant(s) must have been closed satisfactorily in order to be eligible for submission under this funding announcement. To inquire of the status of a previously-funded incentive grant for your organization, contact TSET Grants Management at grantsmanagement@tset.ok.gov.

[Non-Acceptance of Tobacco Funds](#)

Applicant organizations are required to complete a Certification of Non-Acceptance of Tobacco Funds form, located on the last page of this document (Attachment A).

[Funding](#)

Funding is available on a **first-come, first-served basis** and is determined based upon the following:

1. 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.

2. Applications must be complete and accurate at the time of submission. Incomplete applications will not be accepted and additional documentation will not be accepted after submission.
3. Enrollment must be based on the State Department of Education’s FY19-20 enrollment numbers.

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

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.

Funding Availability

Funding varies each year and applications are accepted until the application window closes. TSET may receive more applications than funding can support and applicants are encouraged to apply early as applications are considered on a first come, first served basis.

Suggested Use of Funds

Funding must be used for purchases, programs, and/or projects that improve health. Below are suggested uses of funds, although this list is not exhaustive. TSET reserves the right to approve, deny, or—with the awarded grantee—modify any proposed uses of TSET funds.

Comprehensive Health Education Curriculum

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

Training/Demonstrations

- Staff development training (nutrition education, integrating physical activity during the school day, asthma awareness, diabetes management, etc.)
- Cafeteria staff (knife skills, healthy cooking, food safety, cooking from scratch, behavioral economics, etc.)
Parent/community (cooking demonstrations, nutrition education, healthy lifestyles, promoting physical

Equipment

- Cafeteria (stoves, refrigerators, flat top grills, tables, coolers, knives and utensils, etc.)
- Playground equipment, PE equipment, fitness room equipment (treadmills, elliptical machines, stationary bikes, etc.)
- Warm up stations for walking track/fitness trail
- Activities for life (fishing poles, flag football, bowling stations, archery, outdoor skills, dance programs, etc.)
- Health assessment (scales, audiometers, vision screening, blood pressure, stethoscopes, oximeters, pedometers, heart monitors, no contact thermometers, etc.)

- activity)
- Students (taste testing, reading nutrition labels, little chef /iron chef competitions, etc.)
- Health promotion classes
- CPR/first aid classes

Stipends for Wellness Coordinators

COVID-19 Response

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

- Safety and emergency response (automatic external defibrillators, disaster preparedness)
- Action Based Learning Labs; kinesthetic classroom equipment (TSET suggests the lab or equipment be supported by training on the proper use and implementation of the lab or equipment)

Capital Improvement

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

Award Process

Applications received prior to 4 p.m. on the last day of the application window will be reviewed. All eligible applications will be presented to the TSET Board of Directors for funding consideration. Awards are subject to availability of funds and are made on a first come, first served basis. 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 forms.** 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 forms.

Grant Period

The grant period shall be for one year from the date of approval by the TSET Board of Directors. **Any requests for extensions to the grant period must be submitted in writing to TSET Grants Management no fewer than 60 days prior to the end of 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. **Any requests for extensions to the grant period must be submitted in writing to TSET Grants Management no fewer than 60 days prior to the end of the grant period.** 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 and confirmation of invoice approval, which is issued via email by TSET Grants Management to the authorized official. Failure to submit all requested documents and invoice approval within 60 days of receipt of the email from TSET Grants Management may result in forfeiture of award.

Application Preparation and Submission

Applications may be submitted at any time while the funding cycle is open. However, potential applicants are advised that funds are awarded on a first come, first served basis and that demand under this program often exceeds available funds. Applications are accepted until 4 p.m. CST on the application closing date.

Applications will be submitted via Smartsheet web form. **Smartsheet web forms do not allow the saving of data, so all information must be entered and submitted at one time.**

Applications must be submitted using the forms included at the end of this document. Two forms are provided by TSET with these instructions and are **required to be submitted** with each application:

- Attachment A, Non-Acceptance of Tobacco Funds Certification, and
- Attachment B, Application Criteria. The criteria sheet lists the requirements for each funding level; use this sheet as a checklist of all required documents before submission of your application.

These forms must appear as the first pages of each submitted application. Applications submitted without these forms will be ineligible for review.

Required Attachments

All required policy and supporting documents are indicated on the Application Criteria sheet and must be attached in the order listed on the criteria sheet. The required attachments must be compiled behind the Application Criteria sheet. **Please check and double-check that all required documents are included and presented in the order indicated before submitting your application.**

Before submission, ensure your application is compiled in the following order:

1. Completed Non-acceptance of Tobacco Funds form
2. Completed Application Criteria form
3. Required policy and supporting documents for each star level for which you are applying

Application Submission

Applications must be submitted to TSET via [Smartsheet](#). Applications submitted via any other method will not be considered. Applications may be submitted via this link:

<https://app.smartsheet.com/b/form/b461cd386ef547d7bc1393a6a3e300f7>. For technical assistance with submitting an application, please contact grantsmanagement@tset.ok.gov.

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 with the official application on or before the submission deadline.

Additional information will not be requested or accepted after the deadline. However, if, after submission but before the deadline, an applicant should realize a mistake in or omission from their proposal, 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 resubmit the entire application package if the submission deadline has not passed. The original application will be released from its spot in the requests queue and will be considered for review in the order that the corrected application is submitted.

For technical assistance with submitting an application, please contact grantsmanagement@tset.ok.gov.

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.

Required Software

Applications under this funding opportunity may be completed at no cost to the applicant by using Adobe Reader. The full version of Adobe Acrobat Professional is not required to complete any of the application forms. Applications must be submitted electronically via Smartsheet, which requires no account to use.

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

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

Organization/Grantee/Principal Investigator Name:

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

CERTIFICATION

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

Director of Agency or Principal Investigator:

Signature

Date

Printed Name and Title

TSET Healthy School Incentive Grant Criteria 2021

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

This document must be completed and submitted with your application.

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

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

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School Meal Requirements		
8	The Child Nutrition Program serves reimbursable meals that meet the United States Department of Agriculture’s (USDA) requirements and follow the Dietary Guidelines for Americans	Is your school’s Child Nutrition Program following the USDA requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No
9	<p>School meals are:</p> <ul style="list-style-type: none"> • Accessible, appealing, and attractive to students • School meals are served in a clean, pleasant, and supervised setting • High in fiber, free of added trans fats, and low in added fats, sugar, and sodium • Respectful of cultural diversity and religious preferences • Reviewed by a registered dietitian or certified nutrition professional or based on a meal plan provided by a professional resource (such as the State Department of Education, the USDA, the Alliance for a Healthier Generation, or The Lunch Box) <p>The school will also:</p> <ul style="list-style-type: none"> • Encourage students to start the day with a healthy breakfast • Provide Breakfast through the USDA Breakfast Program 	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	<p>The School will:</p> <ul style="list-style-type: none"> • Promote activities to involve students and parents in the School Lunch Program. USDA requirement (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.) • Inform families about the availability of school breakfast and provide breakfast through the USDA School Breakfast Program (if No please explain) • Inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session • Post nutrition information on the nutritional content of school meals 	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	<ul style="list-style-type: none"> Make applications for reimbursable meal programs available to families at the beginning and throughout the school year If no to any of these requirements please provide an explanation 	
Water		
11	<p>Clean drinking water is provided at no charge throughout the school day</p> <ul style="list-style-type: none"> Students will be provided cups or access to a water fountain in places where meals and snacks are served Students are allowed to bring water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle to prevent spills All water sources and containers are maintained on a regular basis to ensure good hygiene standards 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adequate time for Meals		
12	<p>Students are provided sufficient lunch periods that are long enough to give all students adequate time to be served and eat their lunches</p>	<p>How much time are students allowed for lunch from the time they are seated?</p> <hr/>
Competitive Foods and Beverages		
13	<p>All competitive foods and beverages sold to students during the school day meets or exceeds 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 e.g., in vending machines or school stores). USDA requirement. Note: This does not include Fundraisers held during the school day that the school has a valid exemption for.</p>	<p>Does your school only sell snacks that meet the USDA Smart Snacks in School Standards, with the exception of approved fundraisers that are not held during meal service times?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Foods Provided at School		
14	<p>No more than three times a year are students provided (not sold) foods and beverages (for classroom birthdays, parties, and school celebrations) that do not meet the Smart Snacks Standards Exception will be made for schools participating in monthly birthday celebrations that are only held for students that are celebrating a birthday that month</p>	<p>Upload a list of designated party and celebration days.</p>

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15	The school provides parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties and after-school programs (including celebrations)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fundraising During the School Day		
16	When fundraising during the school day, no more than 2 exempted Fundraisers (or 28 exempted Fundraising days). This includes PTA, Student Clubs & Organizations, Athletic and Fine Arts Programs. Food items that do not meet the Smart Snack Standards are not allowed to be sold during meal service times. USDA requirement	Provide name of fundraiser coordinator _____ and upload a list of exempted fundraisers and the number of days for each fundraiser.
17	The school encourages fundraisers that do not sell food and or/promote physical activity	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fundraising Outside the School Day (After-School Concessions and Fundraisers)		
18	At least 20% of Foods and beverages offered at after-school concessions meet Smart Snack Guidelines (sporting events, fine arts programs, etc.)	At least 20% of foods and beverages meet the Smart Snack Guidelines. <input type="checkbox"/> Yes <input type="checkbox"/> No
19	At least 25% of all after school fundraisers are non-food fundraisers or promote physical activity.	Upload a list of school & school organization fundraisers.
Nutrition Education		
20	Nutrition education is provided in all grades and is integrated into the core curriculum to provide students the knowledge and skills necessary for lifelong healthy eating behaviors. USDA Requirement	Upload descriptions of two examples of a grade level lesson plan on nutrition education
21	Nutrition Education will Include education on: <ul style="list-style-type: none"> • What it means to eat healthy • Consume the proper nutrients, and maintain a wholesome and balanced diet • How to read food labels • Understand the problems associated with unhealthy food marketing. Additionally Nutrition Education will:	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	<ul style="list-style-type: none"> • Comply with state learning objectives and standards • Provide opportunities for students to practice and apply the skills and knowledge taught in the classroom • Provide nutrition education to staff • Be promoted to families and the community (class, school event, school newsletter, school menu nutrition tips, etc.) 	
Rewards and Punishment		
22	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		
23	<p>The School will promote healthy food and beverage choices and appropriate portion sizes by doing all of the following:</p> <ul style="list-style-type: none"> • Exhibit posters, signs, or other displays on campus that promote healthy nutrition choices • Provide age-appropriate activities such as contests, food demonstrations, and taste-testing that promote healthy eating habits. See resource guide for additional ideas • Offer information to encourage families to teach their children about nutrition and healthy eating behaviors • School staff is encouraged to display healthy eating habits and physical activity choices to students (e.g. eating with students during meal times, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity, etc.) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food and Beverage Marketing		
24	<p>Only foods and beverages that meet the USDA's Smart Snacks standards are marketed in schools. USDA Requirement, Important Note: If you have a vending machine that features items such as: Coke or Pepsi, you can request the company that holds the beverage contract to change the "skins" on the machines. If machines are owned by the school and are too old to be updated, machines are to be covered with craft paper or other materials to cover advertising. Marketing includes the following:</p> <ul style="list-style-type: none"> • Advertising on any property or facility owned or leased by the school 	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	<p>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).</p> <ul style="list-style-type: none"> • 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. <p>If the non-compliant advertising is a permanent feature of a permanent fixture (e.g., a scoreboard), such advertising can remain until the permanent fixture is removed</p>	
Child Nutrition Staff Qualifications and Training		
25	<p>The School will require all personnel in the school nutrition programs to complete annual continuing education and training.</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. 	<p>Upload a list of date(s), training title, and trainer name for school nutrition trainings</p>
Farm to School		
26	<p>Farm to School is a program through which schools buy and feature locally (from with-in the State of Oklahoma) produced, farm-fresh foods such as fruits and vegetables, eggs, milk, honey, meat, and beans. Child Nutrition Programs can purchase products through the normal food procurement process, through the DOD program, or through the districts food distribution partners.</p> <ul style="list-style-type: none"> • School has a school garden or participates in plant growing activities • School incorporates local products into the school meal program • Classes are encouraged to take field trips to local farms 	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>

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	<ul style="list-style-type: none"> As part of their education, students learn about agriculture and nutrition 	
Physical Activity		
27	The school encourages all students to participate in 60 minutes of physical activity each day, through physical education, exercise programs, after-school activities or athletics, fitness breaks, recess, classroom activities, or encouragement for students to participate in physical activity at home. The school can encourage student participation by hosting before, during or after school activities or clubs, announcements encouraging activity, newsletters, sharing information about community physical activity events, etc.	Upload a description of how your school is encouraging students to get 60 minutes of physical activity each day.
Recess and Physical Activity Breaks		
28	Elementary students (K– 5) are provided at least 20 minutes of recess during the school day (not including PE time)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	The school will develop indoor recess guidelines to ensure elementary students can have adequate physical activity on days when recess must be held indoors. See resource guide for Recess Planning Template	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
29	The school incorporates physical activity into the curriculum to allow students short breaks throughout the day to let them stretch, move around, and break up the time spent sitting. These activity breaks may take place during and/or between classroom time.	Upload two examples of how your school implements physical activity breaks.
30	Faculty will receive training on how to integrate physical activity into the curriculum. The training may be conducted by the school’s physical education faculty or through staff development training.	Upload a list of date(s), training titles, and trainer names for each training
Physical Education		
31	The school has a comprehensive, standards-based PE curriculum for each grade level. SB 1876	<input type="checkbox"/> Yes <input type="checkbox"/> No
32	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
33	Elementary students (K -5) participate in at least 60 minutes of PE per week SB 321	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
34	Elementary students (K – 5) participate in an additional 60 minutes of physical activity each week. This may include, but is not limited to:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

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	physical education, exercise programs, fitness breaks, recess, classroom activities, and wellness and nutrition education. SB 1186	
35	Students are engaged in moderate to vigorous physical activity at least 50% of PE class time. SB 1876	<input type="checkbox"/> Yes <input type="checkbox"/> No
36	During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games and that PE classes and equipment afford all students and equal opportunity to participate in PE	<input type="checkbox"/> Yes <input type="checkbox"/> No
37	Middle and high school students (6 – 12) that participate in PE will participate in at least 225 minutes of PE throughout the (block, semester, year)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
38	PE Classes are encouraged to have a teacher/student ratio comparable to core subject classroom size	<input type="checkbox"/> Yes <input type="checkbox"/> No
Teacher Qualifications, Training, and Involvement		
39	Faculty will receive training on how to integrate physical activity into the curriculum. The training may be conducted by the school's physical education faculty or through staff development training.	<input type="checkbox"/> Yes <input type="checkbox"/> No
40	School will allow teachers the opportunity to participate in or lead physical activities throughout the school day	<input type="checkbox"/> Yes <input type="checkbox"/> No
41	PE classes are encouraged to be taught by licensed teachers who are certified or endorsed to teach PE	<input type="checkbox"/> Yes <input type="checkbox"/> No
Punishment and Rewards		
42	Physical activity opportunities are not used or withheld as a punishment (<u>students do not miss recess or PE for behavior or to make up assignments</u>) <i>Please note that this does not apply to participation on sports teams that have specific academic requirements. Students in ISS may be offered an alternative activity.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
43	The school provides a list of alternative ways for teachers and staff to discipline students. For recommendations see Resource Guide	<input type="checkbox"/> Yes <input type="checkbox"/> No
44	The school will strongly encourage teachers to use physical activity (e.g., extra recess, or classroom activity) as a reward	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grounds, Facilities, and Equipment		

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45	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 Use of Recreational Facilities		
46	The school will encourage staff, students and their families to participate in physical activity outside of the school day, by allowing use of school recreational facilities (e.g. Playground, walking track, etc.) Use should be consistent with district policy regarding the use of school facilities during non-school hours.	Upload a description of how your school provides community use of recreational facilities outside of the school day
Active Transportation		
47	<p>The school will:</p> <ul style="list-style-type: none"> • Encourage students and their families to walk and bike to and from school. For schools where it is not safe to encourage walking or biking list alternative examples of how the school encourage students to be physically active. • Consult with local officials to find the safest or preferred routes to school and share the information with parents. • The school will promote National and International Walk and/or Bike to School Day See Resource Guide • Provide bike racks or safe bike storage • Encourage parents to supervise groups of children who walk or bike together to and from school (Walking School Bus) 	Upload a description of how your school encourages active transportation or alternative physical activity
After-School Childcare Programs		
48	<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 protection from the elements) • Require 20%, or at least 30 minutes (whichever is more) of program time to be dedicated to physical activity, which includes a mixture of moderate to vigorous physical activity. • Provide equal opportunities for children and youth with disabilities to be physically active 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

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	<ul style="list-style-type: none"> Encourage staff to join children and youth in physical activity whenever possible Limit screen time to less than 60 minutes per day to be used only for homework and other educational or physical activity purposes 	
Activities that Promote School Wellness		
49	School is participating in activities to promote school wellness (e.g. Health & Wellness information in newsletters, taste testing's, backpack program, family activity nights, non-food rewards. Wellness activities can be student, staff or community activities etc.)	Upload a description of one activity that your school site is participating in to promote school wellness
50	The school is currently a Certified Healthy School. If the school is not currently Certified ,the school will apply through the Certified Healthy Oklahoma Program during the next application cycle, August 1 st – November 1 st http://certifiedhealthyok.com/	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, date school intends to apply: _____
Staff Wellness		
51	The school will: <ul style="list-style-type: none"> Ensure that healthy options are available at all staff meetings, trainings, special occasions (e.g. birthdays and retirement parties), and other workplace gatherings Provide employees with access to a refrigerator, microwave, and sink Partner with community organizations or host staff activities for free or low-cost healthy eating/weight management programs Promote walking meetings School encourages 10- minute physical activity breaks into every hour of sedentary meetings Allow school staff access to on-campus athletic facilities Promote employee participation in physical activity by creating exercise clubs or groups Promote stairwell use, if applicable Use posters, pamphlets, and other forms of communication to promote physical activity 	Upload a description of how your school is promoting staff wellness and about the programs your faculty and staff are participating in. Tell us about your challenges.

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	<ul style="list-style-type: none"> • Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities • Partner with community organizations or agencies to offer voluntary health screenings to staff, including free or low-cost health assessments • Partner with community organizations or agencies to provide stress management programs to staff *Note free resource Thrive.ok.gov is the Oklahoma Employees Well-being Program for state and education employees • Provide access to a private space (other than a restroom) that has an electrical outlet, to allow nursing mothers the opportunity to express breast milk and/or breastfeed • Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) • Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training 	
Professional Development		
52	Provide staff with educational resources and annual training in health and health-related topics. Training can be conducted by school or outside agency/organization staff. A link to CDC Training Tools for Healthy Schools Professional Development is included in the Resource Guide	Upload a list of date(s), training titles, and trainer name
Community Involvement		
53	<p>The School will:</p> <ul style="list-style-type: none"> • Allow parents, students and community members to serve on the wellness committee and participate in development of school wellness activities • Notify parents about the wellness committee and provide updates of activities (e.g. Social Media, school newsletter, school website, etc.) • Ensure that outreach and communication is culturally appropriate 	Upload a description of how your school involves parents and the community to participate in the wellness committee and notifies parents about updates and activities

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Wellness Policy Implementation and Revisions		
54	USDA requires Districts to measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals.	Upload a description of how your school is evaluating and implementing the wellness policy. (e.g. Completing the TSET Healthy Living Program Policy and Practice Tool, WellSat, utilizing an assessment tool such as School Health Index, etc.)
55	Recommendations for District	Upload a list of recommendations your school will provide to the district on implementation and policy goals.

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Element	Two Star Level	Requirement/Documentation
School Must Meet All One Star Criteria		
School must complete and submit One Star Application prior to beginning the Two Star Application		
	Have you completed and submitted a One-Star application	<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		
1	The Safe, Healthy & Fit Advisory or Wellness Committee/Council that has meet at least three times in the last 12 months	Upload an additional sign-in sheet and minutes
2	<p>The School Committee has completed the required modules using an online self-assessment using one of the following school assessment tools. There are separate versions for elementary schools and for middle/high schools, please use the version that is most appropriate for the majority of your students</p> <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>Assessments completed within the last 24 months will be accepted. Action for Healthy Kids and Alliance for a Healthier Generation both have excellent resources and materials available for schools. Their programs are free but do require schools to sign up to make the most of their resources.</p> <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>Upload your school’s completed score cards for each module and include at least two action plans your school is implementing.</p>
Nutrition Services & Environment		

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

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13	At least 50% of all after school fundraisers are non-food fundraisers or promote physical activity.	Upload a list of non-food and physical activity fundraisers
Farm to School Activities		
Farm to School is a program through which schools buy and feature locally (from with-in the State of Oklahoma) produced, farm-fresh foods such as fruits and vegetables, eggs, milk, honey, meat, and beans. Child Nutrition Programs can purchase products through the normal food procurement process, through the DOD program, or through the district's food distribution partners.		
14	School participates in at least three farm to school activities. See resource guide for examples of how schools can highlight Oklahoma grown or produced products	Upload a description of farm to school activities
Physical Activity		
15	Elementary schools will ensure that all students K – 5 th participate in a minimum of 60 minutes of physical activity each day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
16	Students in PE participate in moderately to vigorous activity more than 50% of the time	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	PE classes will be taught by licensed teachers who are certified or endorsed to teach PE	<input type="checkbox"/> Yes <input type="checkbox"/> No If No Please Explain: _____ _____ _____
Other Activities that Promote School Wellness		
18	School is participating in activities to promote school wellness. Wellness activities can be student, staff or community activities (e.g. health & wellness information in newsletters, taste testing's, backpack program, family activity nights, non-food rewards, etc.)	Upload a list of two school wellness activities your school has participated in (3 Total)
Staff Wellness		
19	Ensure that at least 25% or more of the foods and beverages available at staff meetings, trainings, special occasions and other workplace gatherings will meet the Smart Snacks standards for healthy snacks or entrees	<input type="checkbox"/> Yes <input type="checkbox"/> No
20	At least 25% or more of the foods and beverages available for sell to faculty and staff in breakrooms or lounges will meet the Smart Snacks standards. If your school does not have vending machines, consider	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	starting a Healthy Pantry at your school site. A link to the Thrive Oklahoma Employee Wellbeing Healthy Pantry Toolkit is included in the Resource Guide	
Family Engagement		
21	<p>The school will:</p> <ul style="list-style-type: none"> • Provide opportunities for families to be involved in school decision-making for health and safety policies and programs • Implement a formal process to recruit, train, and involve family members as volunteers • Support school gardens or actively participate in community gardens by contributing resources • Provide all school staff with annual professional development on strategies for family engagement on ways to assist parents seeking services related to student health and mental health 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Community Involvement		
22	<p>The school will:</p> <ul style="list-style-type: none"> • Connect students and families to physical activity opportunities in the community (e.g. sending home flyers, website, newsletters) • Implement a formal process to recruit, train and involve community members as volunteers • Include community members on school decision-making on health and safety policies and programs (not school board members) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
23	<p>School supports active youth engagement programs such as: Student Wellness Team, Students Against Destructive Decisions (SADD), Students Working Against Tobacco (SWAT), FCCLA, Student Council, Youth in Government, Scouting Programs, Peer Mediation. Required for secondary schools, Age appropriate programs encouraged for elementary schools</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Upload list of youth engagement programs if applicable

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Element	Three Star Level	Requirements/Documentation
School Must Meet All One Star and Two Star Criteria		
School must complete and submit One Star and Two Star Applications prior to beginning the Three Star Application		
	Have you completed and submitted a One Star and a Two Star application?	<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		
1	The Safe, Healthy & Fit Advisory or Wellness Committee/Council that has meet at least four times in the last 12 months	Upload an additional sign-in sheet and minutes
School Health Index		
2	<p>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</p> <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>Assessments completed within the last 24 months will be accepted. Action for Healthy Kids and Alliance for a Healthier Generation both have excellent resources and materials available for schools. Their programs are free but do require schools to sign up to make the most of their resources.</p> <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>Upload completed score cards</p>

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

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10	At least 50% of foods and beverages offered at after-school concessions, meet the USDA's Smart Snacks standards	School site assures that at least 50% of food and beverages items available for sell at after School Concessions meet the USDA Smart Snack Standards. <input type="checkbox"/> Yes <input type="checkbox"/> No
11	All after school & school group or organization fundraisers are non-food fundraisers or promote physical activity.	Upload a list of all fundraisers the school and school groups or organizations participate in
Farm to School Activities		
12	School participates in at least six additional Farm to School Activities. See Resource Guide for examples of how schools can highlight Oklahoma grown or produced products	Upload a list of six additional Farm to School activities
PE and Physical Activity		
13	Elementary schools (K– 5) hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
14	School provides opportunities for all students to engage in weekly physical activity during the day whether in or out of the physical education class: <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
15	PE classes will have a teacher/student ratio comparable to core subject classroom size	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Physical education teachers participate at least once a year in professional development for physical education	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Individual physical activity plans are developed and implemented for students that are aligned with the Oklahoma Academic Standards for Physical Education	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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	<ul style="list-style-type: none"> • Provide educational resources for families that address various parenting strategies • Provide parent/guardian and community member’s education classes/seminars on health such as nutrition/cooking, physical activity, behavioral health, suicide prevention or other health related topics. • Host interactive health fairs that include voluntary health screenings, immunizations and referrals 	
Community Involvement		
27	<p>The school will:</p> <ul style="list-style-type: none"> • Partner with community groups, organizations, and local businesses to plan community events that promote health and wellness for students, families, and community members • Partner with community-based, out-of-school programs (Boys & Girls Clubs, Parks and Recreation, 21st Century Community Learning Centers, Girls on the Run, Scouting Programs etc.) to develop and implement routine activities that promote health for all participants • Encourage community partners to visit schools and present information to engage students from all grade levels in learning activities that focus on student health and safety • Partner with community-based healthcare providers to link students and families with accessible community health services and resources • Create written agreements with community partners to develop and support school programs and activities 	<input type="checkbox"/> Yes <input type="checkbox"/> No