

- 1.1 Purpose.** This guidance describes policy, procedure, and responsibilities for creating a healthier school environment and a minimum standard for school wellness at all schools funded by the Bureau of Indian Education (BIE).
- 1.2 Scope.** The BIE requires that all schools, dormitories, and peripheral dorms operated by the BIE follow this policy. The BIE recommends that all P.L.100-297 grant and P.L. 93-638 contract schools funded by the BIE adopt this policy or establish a policy independently.
- 1.3 Policy and Procedure.** It is the policy of the BIE that all schools, dormitories, and peripheral dorms meet the policy requirements contained within each of the following policy sections:
- 1.3.1 Wellness Council
 - 1.3.2 School Meals and Snacks
 - 1.3.3 Healthy Traditional and Cultural Foods
 - 1.3.4 Competitive Foods and Beverages
 - 1.3.5 Health and Nutrition Education
 - 1.3.6 Physical Activity
 - 1.3.7 School Employee Wellness
 - 1.3.8 Physical Education
 - 1.3.9 Before and After School Programs

1.3.1 Wellness Council. It is the policy of the BIE that all schools and dormitories establish a local level wellness council to build a healthier school environment and a minimum standard for school wellness. The council’s purpose will be to oversee the implementation, monitoring and evaluation of this policy at the school level in partnership with the school Principal. The council may also recommend to the Education Line Officer (ELO) and school board approaches in both programs and policies to enhance the health and wellness of students, families, and staff.

The council must:

A. Establish Membership

- a.** Membership must include the diverse participation of representatives including, but not limited to, school level staff, school administrators, ELO representation, surrounding community, federal and non-federal

partners, student body, student family members, other members of the community; and

- b. Meet at a minimum of once every other month.

B. Conduct Inventory

- a. The wellness council must conduct an inventory of the school's overall wellness annually. See Appendix A for resources to assist with the annual school wellness inventory.

C. Develop Action Plan

- a. Based on findings from the annual inventory, the wellness council must annually develop a school action plan to address identified disparities and goal areas defined by the wellness council; and
- b. The wellness council is responsible for identifying resources to facilitate implementation of the action plan. See Appendix A for resources to help with school action planning.

D. Establish A Local Policy

- a. The wellness council must facilitate the creation of a local wellness policy at the school level containing the elements of this policy and as required by the 2010 Congressional Child Nutrition Reauthorization Act;
- b. The wellness council must revisit the wellness policy annually and amend with most recent statute, regulations, and policy pertaining to local wellness policies; and
- c. The wellness council must publicly post the wellness policy.

E. Communication Requirements

- a. The wellness council must communicate annually (at a minimum) the status of wellness council activities to school staff, students, families, and the ELO;
- b. The wellness council must work with all students, parents, and the community to define traditional and cultural health and wellness components of this policy;
- c. The wellness council must develop a process to provide all parents, guardians, staff, and students with opportunities to provide meaningful input on the development of health and wellness activities in the school; and
- d. All wellness council meeting minutes must be made available and communicated to parents, the community, and the ELO.

F. Partnerships and Connections

- a. The school wellness council shall regularly assess efforts focused on improving student health and learning across the community, district, and state and where possible recommend policies and procedures to

reduce duplication of efforts, coordinate and leverage resources, and make efficient use of ELO resources and staff; and

- b. All ELO and school level improvement plans shall demonstrate the line between the health and wellbeing of students and academic success. The plan shall demonstrate this link through the inclusion of goals and measures included in this policy.

1.3.2 **School Meals and Snacks.** It is the policy of the BIE that all schools and dormitories serving meals and snacks to students:

- A. Serve school meals and snacks that meet the minimal nutritional values, as defined by the U.S. Department of Agriculture (USDA);
- B. Comply with the most recent U.S. Dietary Guidelines for Americans for all foods served or sold during meal times by the school by demonstrating adequate nutrient content without excessive caloric intake by providing a variety of grains, especially whole grains, fruits, vegetables, and foods low in saturated fat, trans fat, cholesterol, sugars, and salt;
- C. Foods that are sold must meet the health department's standards in regard to storage, preparation and serving;
- D. Apply and participate in the USDA National School Lunch and Breakfast Program. Apply by contacting the state office administering the National School Lunch and Breakfast;
- E. Apply annually and participate in the USDA Summer Food Service Program (schools providing summer programs only). Apply by contacting the state office administering the USDA Summer Food Service Program;
- F. Apply annually and participate in the USDA Fresh Fruit and Vegetable Program (All schools are required to apply; however, all schools may not be selected for participation). Apply by contacting the state office administering the USDA Fresh Fruit and Vegetable (available in all 50 states);
- G. Annual training must be made available to all food and nutrition service staff that prepare and serve meals covering techniques, including but not limited to, reducing fat and sodium in food preparation, preparing healthy local traditional food dishes, and portion control;
- H. Meet the USDA, Healthier US School Challenge "Bronze" Criteria within two years from the implementation of this policy. Schools are highly encouraged to meet higher level requirements. See Appendix A for additional information on the US Healthier School Challenge Criteria.

Bronze Criteria for School Meals.

- a. All reimbursable lunches must meet the USDA nutrition standards;
- b. School lunch menu must allow students to select each of the food items listed below:

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- i. **A different vegetable** every day of the week. All servings must be at least $\frac{1}{4}$ cup. Of these five: Dark green or orange vegetables offered 3 or more days per week (of the 3, at least 2 must be different); and cooked dry beans or peas (legumes) must be offered each week (includes canned dry beans and peas);
- ii. **A different fruit** every day of the week (fresh, frozen, canned, dried, or 100% juice). All servings must be at least $\frac{1}{4}$ cup. *Dried fruit must have no added sweetener (nutritive or non-nutritive); canned fruit must be packed in juice or light syrup.* Fresh fruit must be served at least one day per week;
- iii. Serve only 100% fruit juice. Juice may only be counted as a fruit one time per week;
- iv. Offer at least one serving of whole-grain food three or more days per week (not the same one each day). Whole grain is defined according to the *USDA Food Buying Guide*; and
- v. Offer only low-fat (1% or less) and fat-free (skim) fluid milk, flavored or unflavored, offered each day.

1.3.3 **Healthy Traditional and Cultural Foods.** It is the policy of the BIE that:

- A.** All schools and dormitories incorporate healthy foods and dishes that reflect the traditions and culture of the student body. When incorporating traditions/culture of the student body, schools should consult with students, parents, and the tribe or community of the student body;
- B.** Serve at least one healthy traditional or cultural dish or snack per month to students and provide cultural education around the food dish to students consistent with traditions and practices of the community and culture of the student body. All dishes and snacks must meet the school meal requirements contained herein;
- C.** When feasible (space, climate, etc.), schools and dormitories should develop school gardens to cultivate and grow healthy fresh foods reflecting the traditions and practices of the community and culture of the student body and use school garden produce in school meals;
- D.** School meal staff must be provided annual professional development and training to meet the policy requirements contained herein;
- E.** Students shall be encouraged to participate in the cultivation and preparation of healthy traditional and cultural foods whenever possible;

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- F. Schools and dormitories are encouraged to conduct annual taste test and cooking demonstrations of healthy traditional and cultural foods and snacks that are representative of a variety of traditions and cultures that make up the school community;
- G. Schools are highly encouraged to participate in Farm to School program. See Appendix A for information on Farm to School; and
- H. Schools are highly encouraged to purchase healthy foods, consistent with the food and beverage requirements contained herein, from local tribal farmers, local farmers, and American Indian/Alaska Native businesses when available.

1.3.4 **Competitive Foods and Beverages.** **Competitive foods** are defined as any foods or beverages sold in competition with reimbursable meals. This includes ala carte, vending, snack bar, school store, and/or any other food and beverage sales on campus. *Seconds or extras sales of entrees offered as part of the day's reimbursable lunches are exempt.* **Extended school day** is defined as the time before or after the official school day that includes activities such as clubs, yearbook, band/choir, proactive, student government, drama, sports, childcare, and other programs.

It is the policy of the BIE that all schools and dormitories dorms meet the following:

- A. Food and beverage may never be used as a reward for students (school holidays and parties are excluded);
- B. Food and beverage may never be withheld from students (including food served through school meals) as punishment;
- C. Commercial food and beverage branding is prohibited in non-food environments such as recreational facilities, hallways, and classrooms;
- D. Food and beverage marketing is restricted only to healthy and nutritional messages;
- E. All foods and beverages offered for sale to students outside of school meals must meet the most recent U.S. Department of Agriculture standards or the standards contained herein (whichever is more stringent);
- F. Schools must develop a local policy outlining competitive foods and beverages requirements and publicly issue a notice annually to all parents and guardians;
- G. Schools must substitute a minimum of two non-compliant food fundraisers with compliant alternatives during each academic year; Use of non-food fundraisers is highly encouraged;

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H. All schools must meet the Healthier US Schools Challenge Bronze Criteria within two years of implementation of this policy. See Appendix A for additional information on the US Healthier School Challenge Criteria.

Bronze Criteria for Competitive Foods. Competitive foods and beverages must meet the following criteria:

- a. Calories from total fat must be at or below 35% per serving. *Excludes nuts, seeds, nut butters, and reduced-fat cheese;*
- b. Less than 0.5 grams (trans fat free) per serving;
- c. Calories from saturated fat must be below 10% per serving. *Excludes fruits, vegetables, and milk;*
- d. Sodium limits must be ≤ 480 mg sodium per non-entrée and ≤ 600 mg per entrée;
- e. Calories from saturated fat must be below 10% per serving. *Excludes reduced-fat cheese;*
- f. Must not exceed the serving size of the food served; for other items, the package or container must not exceed 200 calories. In the event that food is bought in bulk but served individually, such as on an ala carte line, then the criteria that applies to the serving size offered to students must be used;
- g. Total sugar must be under or equal to 35% sugar by weight (includes naturally occurring and added sugars). *Excludes fruits, vegetables, and milk;*
- h. Only low-fat (1% or less) and fat free (skim), flavored or unflavored fluid milk, and/or USDA approved alternative dairy beverages; *limit serving size to maximum of 8 fluid ounces;*
 - a. 100% full strength fruit and vegetable juice with no added sweeteners (nutritive and non-nutritive), up to 6 fluid ounces, and with at least 10% of the recommended daily value for three or more vitamins and minerals;
 - b. Unflavored, no sweeteners (nutritive or non-nutritive), noncarbonated, caffeine -free water;
 - c. Dairy products must be non-fat or low fat; and
 - d. The following are prohibited from being sold on a BIE school, dormitory, or peripheral dorm campus both during and before/after the school day, including but not limited to (sodas, chips, sports drinks, caffeinated and carbonated beverages, candy, fry bread, and any item that does not meet the guidelines for competitive foods contained herein).

1.3.5 **Health and Nutrition Education.** It is the policy of the BIE that all schools and dormitories:

Provide Health Education.

- A. Offer skill based health education instruction that includes information on healthy eating, physical activity, and tribal tradition/culture of the student body (when available) as part of a comprehensive health education curriculum to every student at each grade level, elementary through high school. When incorporating traditions/culture of the student body, schools should consult with the tribe or community of the student body;
- B. All schools must review their schools health education standards and implement health education program improvements as necessary. See Appendix A for information on resources to assist with review and program improvement strategies;
- C. Health education must be based on a written and sequential curriculum that is aligned to national and/or state health education standards and be medically accurate, developmentally appropriate, current and effective. The BIE highly recommends the use of the Diabetes Education in Tribal Schools (DETS) Curriculum for use in BIE operated schools if the curriculum meets the requirements of the State in which the school resides. See Appendix A for information on how to access the free curriculum and learn about tools to help assess health education curriculum;
- D. All students must be regularly assessed in health education and the results of this assessment will be included on their report cards every term that they are enrolled in health education; and
- E. All teachers who teach health education will receive annual professional development on effective practices in health education.

Provide Nutrition Education.

- A. All schools should provide nutrition education to all students and engage in nutrition promotion incorporating the traditions/culture of the student body (when available). When incorporating traditions/culture of the student body, schools should consult with the tribe or community of the student body;
- B. Involve multiple channels of communication, including the classroom, cafeteria, and home/parents;
- C. Promote integrating healthy eating messages into classroom instruction such as math, science, language arts, social sciences, elective subjects, and in the school cafeteria; and
- D. School based marketing of food and beverage shall be restricted to meet the standards for competitive foods and beverages as outlined in this policy and

be consistent with nutrition education.

1.3.6 **Physical Activity.** It is the policy of the BIE that all schools and dormitories:

- A.** Within constraints of time, staffing, all schools will implement:
 - a.** Daily physical activity breaks with an annual plan to integrate physical activity into most subject areas;
 - b.** Develop and promote school goals to increase biking and walking to schools where feasible. See Appendix A for walking/biking school resources;
 - c.** At least 20 minutes of daily recess at the elementary level; and
 - d.** Provide opportunities for competitive and non-competitive physical activity aimed at engaging students in fun, recreational and lifelong learning opportunities before or after the school day, incorporating the traditions/culture of the student body (when available). When incorporating traditions/culture of the student body, schools should consult with the tribe or community of the student body; and
- B.** Schools shall prohibit the use of physical activity and withholding of physical education class and other forms of physical activity as punishment (including recess).
- C. School Facilities and Transportation.** It is the policy of the BIE that all schools and dormitories:
 - a.** Strive to make school grounds and facilities open and available to students, their families and the community before, during and after the school day, on weekends and during school vacation periods for access to physical activity;
 - b.** Strive to make school facilities available through joint use agreements; facilities use agreements and other partnerships with youth and community organizations so additional opportunities are available for all youth in our communities to participate in quality physical activity, fitness, sports and recreation programs;
 - c.** Before and after school programs operating on school grounds shall provide at least 20% of their time to physical activity;
 - d.** Schools shall identify safe and active walking and bicycle routes to school and promote these and similar alternative methods for children to travel to and from school, such as walking and bicycle programs; and
 - e.** Schools will ensure safe and hazard free facilities and playground structures for students through the use of a school environmental health assessment tool completed annually. The results of the assessment will be available to the school principal and the school

wellness council for use in planning and prioritizing their work.

1.3.7 School Employee Wellness. It is the policy of the BIE that all BIE schools, dormitories, and peripheral dorms:

Employee Wellness Coordinator

- A.** Each school must appoint a school employee wellness coordinator for the purpose of:
- a.** Coordinating school building efforts with BIE policies and programs;
 - b.** Convening a school employee wellness committee that is a subgroup of the school wellness council;
 - c.** All employee participation in activities is optional and highly recommended;
 - d.** Surveying the needs and interest of school staff in wellness activities and knowledge;
 - e.** Creating and implementing a school employee wellness action plan to address identified areas of concern to include those activities shown that are evidence-based to prevent chronic diseases and absenteeism.
 - i.** The action plan will include but is not limited to weight management, healthy screenings, tobacco cessation and stress management; and
 - f.** Reporting the implementation and results of the school employee wellness action plan to the school wellness council.

1.3.8 Physical Education. It is the policy of the BIE that:

- A.** All students in BIE schools have equal and equitable opportunities for physical activity and fitness education;
- B.** Physical education must be based on a written and sequential curriculum that aligns with the standards of the state in which the school resides;
- C.** Within budget and appropriate classroom student-teacher ratios, every effort must be made to have physical education taught by licensed physical educators at the secondary level or classroom teachers at the elementary level;
- D.** All teachers that teach physical education shall received annual professional development on effective practices for physical education to ensure that all physical education instructions:
 - a.** Utilize instructional strategies and practices that support the needs of all students, including students with chronic health conditions and/or special needs;

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- b. Offer appropriate class sizes, facilities, equipment, and supplies needed to deliver quality physical education consistent with the state and nutritional standards;
- c. Engages students in moderate to vigorous physical activity for at least 50 % of physical education class time; and
- d. Assesses all students in the mastery of skills and content in physical education.

1.3.9 **Before and After School Programs.** It is the policy of the BIE that:

- A. Before and after school program offerings dedicate at least 20% of their time to physical activity;
- B. At the elementary and middle school levels, a healthy snack is offered as part of the After School Snack Program reimbursed through USDA;
- C. Before and after school programs offer a variety of physical activity and nutrition education opportunities that reflect the diversity, needs of students, families, and the community;
- D. The school encourages students to connect with physical activity opportunities in the community; and
- E. All before and after school program staff participate in annual professional development on the importance of and strategies for including physical activity and healthy eating (including traditional and cultural components reflecting the student body when feasible) as an element of their programs.

1.4 Authority.

42 U.S.C. 1751

P.L. 111-296, The Healthy, Hunger Free Kids Act

P.L. 108-265, The Richard B. Russell National School Lunch Act

1.5 Responsibilities.

A. Director, Bureau of Indian Education is responsible for:

- a. Final approval of the BIE policy, consistent with the delegated authority identified in 230 DM 1, and submission of the policy to the Deputy Director-School Operations;
- b. Supporting and encouraging BIE schools to adopt healthier school environments;
- c. Disseminating information and resources to assist BIE management and schools; and
- d. Developing national partnerships and collaborations to help support the local school environment and improve access to resources that will assist schools.

- B. Deputy Director-School Operations, Bureau of Indian Education** is responsible for:
- a. Annual review of the policy, monitoring, and evaluation in collaboration with ADD's and ELO's for overall improvement of the school environment and submission of the policy to all Associate Deputy Director(s);
 - b. Supporting and encouraging BIE schools to adopt healthier school environments;
 - c. Disseminating information and resources to assist BIE management and schools;
 - d. Developing partnerships and collaborations to help support the local school environment and improve access to resources that will assist schools; and
 - e. Assisting ADD's and ELO's with coordinating annually training and technical assistance and making sure that all professional development training requirements contained in this policy are met.
- C. Associate Deputy Director (ADD), Bureau of Indian Education** is responsible for:
- a. Annual review of the policy, monitoring, and evaluation in collaboration with the Deputy Director-School Operations and ELO's for overall improvement of the school environment and submission of the policy to all ELO's;
 - b. Supporting and encouraging BIE schools to adopt healthier school environments;
 - c. Disseminating information and resources to assist BIE management and schools;
 - d. Developing partnerships and collaborations to help support the local school environment and improve access to resources that will assist schools; and
 - e. Assisting the Deputy Director-School Operations and ADD's with coordinating annually training and technical assistance.
- D. Education Line Officer (ELO), Bureau of Indian Education** is responsible for:
- a. Annual review of the policy, monitoring, and evaluation in collaboration with the Deputy Director-School Operations and ADD's for overall improvement of the school environment and submission of the policy to all schools;
 - b. Supporting and encouraging BIE schools to adopt healthier school environments;

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- c. Disseminating information and resources to assist BIE management and schools;
- d. Developing partnerships and collaborations to help support the local school environment and improve access to resources that will assist schools; and
- e. Assisting the Deputy Director –School Operations and ADD’s with coordinating annually training and technical assistance.

E. School Principal, Bureau of Indian Education is responsible for:

- a. Developing wellness councils that meet the requirements of this policy at each school and all policy requirements contained herein are met;
- b. Supporting and encouraging school staff to adopt a healthier school environment;
- c. Ensuring that staff receive training and technical assistance on policy requirements contained herein;
- d. Ensuring that all evaluation, monitoring, and other policy requirements of this policy are met;
- e. Developing partnerships and collaborations to help support the local school environment and improve access to resources that will assist schools;
- f. Inviting families to attend and participate in physical activity programs and health fairs;
- g. Ensuring that school staff consider the various cultural preferences in development of menus, activities, physical education and health education programs;
- h. Encouraging all students to participate in the school’s nutrition meal program;
- i. Providing varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans;
- j. Providing adequate time and space to eat meals in a pleasant and safe environment;
- k. Ensuring access to safe, fresh drinking water throughout the school day;
- l. Engaging students and parents, through taste tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful and appealing food choices;
- m. Sharing information about the nutritional content of meals with parents and students and making the information available on menus, BIE and school websites, cafeteria menu boards, placards or other point-of-purchase materials;

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- n.** Encouraging school employees to cooperate with other agencies and community groups to provide opportunities for students to participate in physical activity programs;
- o.** Encouraging the inclusion of traditional and cultural foods and education in BIE schools;
- p.** Encouraging parents to promote their child's participation in the school's physical education programs and after school activities; and
- q.** Ensuring that physical and health education curricula include homework that students can do with their families.