

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-08	Policy # 9.4
Applicability: <input type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: NCCHC Standards for Health Services in Juvenile Detention and Confinement Facilities 2011 Juvenile Standards Y-F-01, Y-F-02, Y-F-03, ACA Standards: 3-JDF-5E-03 DJJ 18.2	
Chapter 9: Food Services	Effective Date: 6/10/16 Scheduled Review Date: 6/10/17	
Subject: Wellness Program	Replaces: 2/20/15 Division of Support Services, Office of Health Services	
Attachments: A. Wellness Program Evaluation B. Afterschool Snack In-Service	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice shall develop and implement a Local Wellness Program in order to provide an environment that enhances learning and development of lifelong wellness practices. DJJ, also as a school district, promotes the overall wellness and physical/mental fitness of youth in its care and/or custody through a comprehensive and interdisciplinary approach driven by DJJ Policies and Standards of Excellence, Department of Education (DOE) Guidelines and Standards, the United States Department of Agriculture (USDA), Nutrition Standards, and the Centers for Disease Control (CDC).

Therefore, it is the policy of DJJ to promote the following:

- A planned health and wellness curriculum that addresses comprehensive health education and nutrition promotion.
- Nutritionally sound meals and snacks in compliance with the USDA guidelines.
- Physical and recreational activities.

Oversight will be provided by the Office of Health Services and the Office of Education. The Wellness program will be established at the DJJ Headquarters by the Central Office Wellness Committee and implemented at each DJJ secure facilities. The Wellness

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Program will be monitored twice per year for effectiveness through facility reporting and onsite visits.

II. DEFINITIONS:

Physical Activities: Organized and planned program of recreation (large muscle) conducted during the school day by the Office of Education.

Recreation: Large muscle development through physical exercise (DJJ Policy 18.2).

III. PROCEDURES:

- A. The DJJ Wellness Program shall be implemented at each secure DJJ facility; Regional Youth Detention Center (RYDC) and Youth Development Center (YDC).
- B. The DJJ Medical Director shall appoint a Central Office Wellness Ambassador and Committee to develop the Wellness Program and a plan for implementation, monitoring, and evaluation for the agency. The Central Office Wellness Committee is responsible for consultation and oversight of the program. The Committee shall meet at least twice per year and be composed of representatives from nutrition, medical, education, secure facilities, behavioral health, and a parent (optional but recommended).
- C. The DJJ Wellness Program shall include two goals for the school year and a plan of implementation, monitoring, and evaluation.
- D. Each YDC and RYDC will implement the Wellness Program at the facility level. The Facility Director, along with education and food service staff, shall assume overall responsibility for implementing, monitoring, and evaluating the program at the facility level. The Facility Director will appoint a Wellness Ambassador to head the facility Wellness Committee. The Wellness Ambassador will not be the Designated Health Authority and/or the Nurse Practitioner/Physician Assistant.
- E. Wellness ambassadors will attend professional development courses as determined by the Central Office Wellness Committee.
- F. The facility Wellness Ambassador will assemble a group of key stakeholders to form the Wellness committee that will include:
 1. Teacher;
 2. Youth;
 3. Food Service Employee;
 4. Nurse;

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5. Security;
 6. School Administrator;
 7. Youth's parent (recommended but optional); and
 8. Community volunteer (recommended but optional).
- G. Facility Wellness Ambassadors at each DJJ location will submit a report (Attachment A) twice per year to the Central Office Wellness Ambassador to evaluate effectiveness of the Wellness Program. The Central Office Wellness Ambassador will complete an annual report assessing the Wellness Program, which will be made available to the public.
- H. The DJJ Wellness Program shall include:
1. Health and Wellness Education
 - a) Wellness education, including but not limited to nutrition promotion, exercise, and healthy lifestyle promotion, shall be provided to all youth in any DJJ facility.
 - b) Through an interdisciplinary approach, information will be presented formally, using structured curricula. Each DJJ secure facility shall utilize DJJ Educational Health Curriculum developed and correlated with Georgia Public School Standards.
 - c) The DJJ Curriculum Director will determine the content of the Health curriculum consistent with the Wellness Program requirements and provide oversight of the implementation.
 2. Nutrition Promotion & Guidelines
 - a) Meals for DJJ youth and staff at secure facilities are planned by a Registered Dietitian meeting all Federal, State, and local requirements for content and nutrition. The four-week menu cycles shall provide three meals and three snacks per day for youth in the RYDCs and YDCs.
 - b) Special diets ordered by MD are available for DJJ youth with dietary restrictions as approved by the RD.
 - c) DJJ participates in the USDA National School Breakfast and Lunch Programs and Afterschool Care Program. DJJ promotes fresh fruits and vegetables, low fat milk options, reduced sodium foods, zero Trans fats, and whole grain items. DJJ provides youth dining halls which are clean, bright, and quiet, allowing at least 20 minutes for dining. DJJ youth have access to water during meal

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and snack times. No additional foods will be available for sale to youth during school.

- d) Food Service employees shall attend professional development courses as set by the Office of Nutrition & Food Services.
- e) Goals of promoting nutrition and nutritious choices will be implemented throughout the school year in the following ways:
 - (1) Nutrition education curriculum;
 - (2) My Plate posters in dining halls;
 - (3) Available brochures and handouts; and
 - (4) Participatory activities with youth.
- f) Afterschool snack must follow USDA regulations including containing two different meal components and served to youth in the classroom at the end of the school day during wellness or nutrition education to be counted for reimbursement. A JTS report that contains all youth names should be printed and taken on afterschool snack pass daily. The report should clearly show which youth will and will not be counted for reimbursement. The report should be kept for 5 years with USDA documents.
- g) Anyone passing afterschool snack, including food service personnel, must complete and sign the Afterschool Snack In-Service located on the q: drive.

3. Physical Education

- a) Utilizing age appropriate and sequentially developed lesson plans, trained and qualified staff shall provide both structured and/or unstructured activities for one class period (55 minutes) daily during the school week throughout the DJJ school year. Physical Education teachers shall receive continued education through workshops and online development throughout the DJJ Education Department and www.aahperd.org/naspe/professionaldevelopment
- b) Classes shall be conducted outside, weather permitting. Anytime classes are not conducted outside, the teacher/instructor will ensure the reason(s) are documented. The director or designee must approve variances. Alternative activities will be provided in inclement weather. Youth participation in all activities is required unless medically excused or restricted for security reasons on a temporary basis.

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I. Other Program Activities

1. All DJJ Programs shall integrate wellness and fitness objectives into their disciplines insofar as practical in order to promote an environment in which youth are safe and have the opportunity to observe, learn, and participate in healthy habits.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO