

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
Old policy rescinded and new policy issued in its place. Recreation procedures removed and newly revised policy on recreation issued.	8/11/15

PROCEDURES

SUBJECT: Wellness and Nutrition Service Policy
NUMBER: HC-302-15
APPLICABLE TO: Residential Facility Employees

APPROVED: _____/signature on original
Linda McWilliams, Deputy Secretary

EFFECTIVE DATE: _____ 6/11/15

I. PURPOSE

To ensure youth receive meals, snacks and nutrition education based on current Dietary Guidelines established by the U.S.D.A.

II. DEFINITIONS

Direct care employee means a Resident Advisor or Supervisor of Group Living, or an employee having direct contact with a youth in a committed, detained or shelter care program whose primary work assignment results in daily contact with DJS youth.

Facility Administrator means the individual, regardless of title, who is designated on-site responsibility for the management of an entire facility, program or office location.

Nutrition education means health education received in a classroom or cafeteria setting to promote a pattern of healthful eating based on the current Dietary Guidelines for Americans and U.S.D.A. MyPlate.

Snacks mean all food items, not served at scheduled meals that are available for purchase as part of an incentive point system and/or consumption during hours of the scheduled school day or as a planned evening snack

Nutrition promotion means Food of the Month initiative, monthly in-service topics for food service staff, cafeteria specials, and nutrition education posters.

III. PROCEDURES

A. General Requirements

1. DJS shall provide its staff with consistent **Nutrition Guidelines (Appendix 1)** to follow regarding meal planning and meal preparation and the nutritional requirements for snacks that are available to youth during

- the school day from 8:00 a.m. to 3 p.m.
2. Staff shall not make vended foods, canteen foods, and snacks for behavioral incentive programming available to youth during the school day between the hours of 8:00 a.m. and 3:00 p.m.
 3. DJS residential facilities and programs shall provide on-site opportunities for youth to receive nutrition education based on the Dietary Guidelines for Americans and the U.S.D.A. MyPlate.
 4. DJS residential facilities and programs shall establish guidelines for residential employees to follow when purchasing or providing snacks for youth during the school day from 8:00 a.m. to 3:00 p.m. Only snacks that meet nutrient standards of the **Nutrition Guidelines (Appendix 1)** shall be allowed.
 5. Direct care employees mandated to supervise youth during meal service shall eat only those foods served to youth as part of the planned menus and snacks unless employees have a special dietary need which has been verified by a medical authority or approved by the facility administrator.
 6. Employees who are responsible for food procurement in residential facilities shall purchase only food items for DJS approved menus and the DJS approved snack schedule.
 7. DJS Nutrition staff shall develop and forward recommendations to the Maryland State Department of Education on topics to include in a nutrition education curriculum that teaches healthful food choices based on guidelines set forth by the U.S.D.A MyPlate and the current Dietary Guidelines for Americans.
 8. The DJS Facility Administrators shall ensure that all youth have the opportunity for daily, scheduled physical activity as part of wellness and health programming in accordance with the *DJS Recreational Activities Policy*.
 9. The DJS facility's Food Administrator and/or Food Service Manager shall monitor and assure that youth receive daily meals and snacks in accordance with the requirements of this Wellness and Nutrition Policy and the guidelines outlined in the **Nutrition Guidelines (Appendix 1)**.
 10. The DJS facility's Supervisor of Education or Principal shall monitor and assure that nutrition education is a part of the health education curriculum.
 11. The DJS Facility Administrator or designee shall ensure that each facility has a Wellness Team consisting of a representative from food service, education, nursing, and recreation and/or physical education. This committee shall meet semi-annually, or as needed, to plan, implement and monitor health, nutrition and physical activity programming in accordance with the **DJS Wellness Plan (Appendix 2.)**

B. Responsibilities

1. Each Facility Administrator or designee shall:
 - a. Include in the Facility's Operating Procedures (FOP) the requirements of this Wellness and Nutrition Service Policy and the

- guidelines outlined in the **Nutrition Guidelines (Appendix 1)**.
- b. Monitor the food and snacks offered to youth in compliance with this Wellness and Nutrition Service Policy and the guidelines outlined in the **Nutrition Guidelines**.
 2. The DJS facility's Food Administrator or designee shall monitor the availability and quality of planned evening snacks offered to youth.
 3. The DJS facility's Recreation Coordinator shall provide physical activity programming in compliance with the *DJS Recreational Activities Policy*.
 4. The facility's Education Department shall provide nutrition education in compliance with this Wellness and Nutrition Service Policy and the guidelines outlined in the **Nutrition Guidelines**.

IV. RESPONSIBILITY

Facility Administrators are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary of Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

Recreational Activities Policy

VIII. APPENDICES

1. Nutrition Guidelines
2. DJS Wellness Plan

APPENDIX 1 - NUTRITION GUIDELINES

A. Guidelines for all foods available during the school day include:

1. Meals for breakfast and lunch shall include only those foods allowed on the approved Department of Juvenile Services' menu cycles for Fall/Winter (November through May) and Spring/Summer (June through October). Menu items and portions shall adhere to U.S.D.A. requirements for the federal Child Nutrition Program.
2. Food and beverages offered between 12:01 a.m. and 30 minutes after the end of the school day (excluding School Lunch and School Breakfast) shall consist of fruits, vegetables, whole grains, and nonfat and low-fat dairy that are limited to 200 calories or less per portion as packaged and:
 - a. No more than 35 percent of total calories from fat;
 - b. Less than 10 percent of calories from saturated fat;
 - c. Zero trans fat;
 - d. No more than 35 percent of calories from total sugars, except for yogurt with no more than 30 grams of total sugars per 8-oz. portion as packaged;
 - e. No more than 230 mg. of sodium per portion as packaged
 - f. Beverages shall consists of water without flavoring, additives, or carbonation or low fat and nonfat milk (in 8 oz. portions) or 100-percent fruit juice in 8 oz. portions; and
 - g. Sports drinks are not available in the school setting except when provided by the school for student athletes participating in sport programs involving vigorous activity of more than 1 hour.

B. Guidelines for Nutrition Education curriculum will include the following lessons:

1. U.S.D.A. MyPlate Recommendations
2. 2010 Dietary Guidelines for Americans
3. Reading food labels
4. Nutrition for Individual Needs



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review

POLICY: Wellness and Nutrition Service Policy
NUMBER: HC-302-15
APPLICABLE TO: Residential Staff

I have received and reviewed a copy (electronic or paper) of the above titled policy.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINTED NAME

DATE

SEND THE ORIGINAL, SIGNED COPY TO VERNELL JAMES IN THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.



August 11, 2015

DJS Wellness Plan

DJS Somatic Health Unit

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DJS WELLNESS PLAN

INTRODUCTION

The Department of Juvenile Services (DJS) in collaboration with the Maryland State Department of Education (MSDE) has developed the DJS Wellness Plan to meet the requirements set forth in the Healthy, Hunger Free Kids Act of 2010. The DJS Wellness Plan establishes goals for DJS facility schools for nutrition education, physical activity, and other school-based activities designed to promote student wellness. The Wellness Plan includes nutrition guidelines for all foods available on the facility school campus during the school day. Additionally, the Wellness Plan involves a broad group of individuals in the development of the facility school Wellness Plan and establishes methods for measuring the implementation of the Wellness Plan.

NUTRITION GUIDELINES

Goal 1: Facility meal programs meet or exceed state and USDA requirements.

Activities:

- DJS Registered Dietitians will develop a four week menu cycle to meet the nutrition requirements of the Healthy Hunger Free Kids Act (HHFKA) for School Breakfast and School Lunch programs.
- DJS Registered Dietitians will meet quarterly with food administrators to review and update menu requirements of HHFKA for School Breakfast and School Lunch programs.
- DJS Registered Dietitians shall approve all snacks offered during the school day to ensure compliance with nutrition standards established by the HHFKA.
- The facility Wellness Team in collaboration with DJS Registered Dietitians shall develop a list of approved snacks and beverages that can be offered during the school day.

Goal 2: Increase youth participation in school meal planning/programming.

Activities:

- The Wellness Team in collaboration with DJS Registered Dietitian will provide the youth an opportunity to plan one dinner meal a month.
- The Wellness Team at each facility shall develop other activities to increase youth participation in meal planning.

Goal 3: Facility sponsored events for youth where food is provided shall include healthy food choices.

Activities:

- The Wellness Team at each facility in collaboration with programming will make recommendations for healthy food choices to be available at youth events.
- DJS Director of Food and Nutrition Services will review and approve all food for special youth activities to ensure healthy food choices are available.

DJS WELLNESS PLAN

NUTRITION PROMOTION

Goal 1: All print and electronic materials will promote current Dietary Guidelines to all staff and youth.

Activities:

- Wellness Teams shall develop activities to highlight current nutrition and health food education and highlight successes on the DJS intranet.
- All facility cafeterias will use nutrition education posters that are updated, rotated or changed frequently.
- Post DJS facility menus on the DJS intranet and internet.
- Establish email address to receive input from the community, parents, staff and youth on the DJS wellness plan.

Goal 2: All facilities shall host special activities to encourage youth to make healthy food choices consistent with the current Dietary Guidelines for Americans.

Activities:

- The Wellness Team in each facility shall work with MSDE and DJS to establish gardens, when resources and land are available (for example, Noyes & MSDE – Gardening for Service Learning Program that instructs students on growing food.)
- The Wellness Team will collaborate with Facility Advisory Board members to support wellness activities in each facility.
- The Wellness Team shall encourage communication with parents about making healthy food choices by posting the Food of the Month article in visitation rooms and encouraging their input on the facility menu.

NUTRITION EDUCATION

Goal 1: Youth will receive nutrition education focused on the skills needed to adopt healthy eating behaviors and lifelong wellness practices.

Activities

- The Career Research Development (CRD) curriculum developed by MSDE that is taught in all DJS facility classrooms shall include instruction on healthy eating behaviors.
- The ServSafe certification, a program for safe food handling, will be offered several times during the school year to youth in detention or committed programs.
- Youth who have specific nutritional needs shall receive individual nutrition counseling by a dietitian. Youth shall be referred by the facility nurse or physician for a dietary consult for conditions that include pregnancy, obesity, iron deficiency, diabetes, chronic disease, jaw fracture, and poor growth or underweight status.

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Goal 2: All DJS facility schools will have teachers and food service professionals who participate in professional development activities and are adequately prepared to deliver nutrition education as part of the comprehensive school health education curriculum.

Activities

- All CRD teachers shall receive annual instruction on current dietary guidelines during a professional development day.
- Food Service professionals receive monthly in-service training on food safety and current nutrition education topics and culinary skills training.

PHYSICAL ACTIVITY

Goal 1: Residential Facilities will integrate large muscle activity in order to allow students to accumulate 60 minutes of daily physical activity.

Activities

- All youth at every facility shall participate in physical activity daily under the supervision of a DJS staff unless otherwise ordered by medical staff. A Recreation Specialist shall provide physical activity during regular working hours. On the days that Rec Specialists are unavailable, a Residential Advisor or another Residential employee shall provide the required daily physical activity.
- DJS shall hold Field Days - athletic and intellectual competitions between two or more detention programs to be held typically once a month during professional development days.
- Intramural sports shall be held between two committed programs.
- DJS shall hold occasional staff versus youth physical activity/team sport competitions.

Goal 2: DJS Recreation Specialists will participate in continuing education to improve their ability to deliver effectively physical activity and adapted physical activity programs to youth.

Activities

- Recreation Specialists shall receive training from a certified official or coach to deliver rules and regulations effectively for competitive sports to youth, such as soccer, basketball, tennis, or volleyball.

OTHER FACILITY-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Goal 1: DJS Facility staff is encouraged to model healthy eating, physical activity, and overall wellness when supervising youth.

Activities

- Staff shall participate with youth in competitive team sports and other exercise.
- Wellness Teams shall research/develop incentives for staff to encourage healthy eating and activities.
- Direct care employees mandated to supervise youth during meal service shall eat with youth and shall eat only those foods served to youth as part of the planned menus and snacks unless

DJS WELLNESS PLAN

employees have a special dietary need (religious or medical, which have been verified by medical authority).

Goal 2: DJS Health Services staff will promote and participate in wellness activities.

Activities

- DJS Somatic Health Services shall publish the DJS Healthbeat which is a monthly health promotion publication posted on the DJS intranet.
- DJS facility nursing staff shall participate in facility wellness fairs, exercise events, and lead health education groups for youth upon request.
- DJS Somatic Health Services will promote yearly influenza vaccination and influenza prevention for youth and staff by offering annual flu vaccination clinics and posting influenza prevention information at the facilities.
- DJS Health staff including nurses, physicians, substance abuse counselors, mental health practitioners, dentists, and dietitians provide youth with individual care and one-on-one health education counseling on preventative as well as specific health related issues tailored to their age, developmental level, and unique health needs.
- DJS facility nursing staff shall provide youth who are pregnant with opportunities to view Health Education videos, approved by the DJS Medical Director, on Pregnancy, Breastfeeding, and Parenting.
- DJS Behavioral Health staff shall provide a range of services to youth including holding group session on mental health and substance abuse topics as well as hosting groups held by outside agencies such as Narcotics Anonymous.

IMPLEMENTATION/MONITORING

Goal 1: Adopt and implement a Wellness Plan to support collaboration and focus on total student wellness.

Activities

- Adopt a Wellness Plan that is consistent with the effectively HHFKA and current Dietary Guidelines for Americans.
- Adopt administrative policies/procedures that support the Wellness Plan and activities.
- Develop programming to support the Wellness Plan and activities
- Create a school system's Wellness Team that is representative of the diversity of the student and staff populations.
- Convene a Wellness Team at each facility to monitor the implementation of the Wellness Plan quarterly.
- Wellness Team members shall meet with students to give them an opportunity to have meaningful input into the development and implementation of school health and wellness activities.
- Apply for dedicated school funds (state or grant) to implement the Wellness Plan.
- Create a plan for the school system to evaluate and report progress on the implementation of the Wellness Plan. DJS Nutrition Staff shall serve as liaison to Wellness Teams and regularly report Nutrition and Wellness issues/implementation to management.

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ANNUAL PROGRESS REPORTS & TRIENNIAL ASSESSMENTS

Goal 1: DJS shall publish annual progress reports and triennial assessments.

Activities:

- DJS shall post its Wellness Plan on its internet site.
- DJS shall post an annual progress report online which shall include:
 - A description of each facility's progress in meeting the Wellness Plan goals;
 - Any changes or updates to the Wellness Plan;
 - A summary of each facility's wellness events;
 - A list of all Wellness Plan Teams and contact information for the leader of each Wellness Team; and
 - Information on how individuals, the public and parents can get involved
- DJS shall assess its Wellness Plan at least annually and no more than every 3 years to determine compliance with federal Wellness Plan guidelines, compare the Plan to model Wellness Plans developed by MSDE, and evaluate the progress made in attaining the goals of the DJS Wellness Plan.