

# POLICY

**SUBJECT: Recreational Activities**  
**NUMBER: RF-722-15**  
**APPLICABLE TO: Residential Employees**

**APPROVED:** \_\_\_\_\_ /signature on original/  
**Sam Abed, Secretary**  
**DATE:** \_\_\_\_\_ 11/8/17

**I. POLICY**

Youth in DJS residential facilities shall be provided the opportunity for at least one hour per day of large-muscle activity and one hour of structured leisure-time activities. Recreation and leisure-time activities shall be structured to promote fitness, health, and wellness through a variety of activities.

**II. AUTHORITY**

- A. Md. Code Ann., Human Services, §9-203, §9-204, § 9-221, 9-226, 9-227, 9-228 and 9-229
- B. American Correctional Association Standards, 3-JDF-5E-01, 3-JDF-5E-03 thru 3-JDF-5E-04, 4-JCF-5G-01 thru 4-JCF-5G-05

**III. DIRECTIVES/POLICIES RESCINDED**

- A. Recreational Activities Policy, RF-08-07

**IV. FAILURE TO COMPLY**

Failure to comply with the Department’s policy and procedures shall be grounds for disciplinary action up to and including termination of employment.

**V. STANDARD OPERATING PROCEDURES**

Standard operating procedures have been developed.

**VI. REVISION HISTORY**

DESCRIPTION OF REVISION	DATE OF REVISION
Policy reviewed and revised: formatting revised and new number assigned.	8/19/15
Updated for ACA compliance	11/8/17

## PROCEDURES

**SUBJECT: Recreational Activities**  
**NUMBER: RF-722-15**  
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**APPROVED:** \_\_\_\_\_ /signature on original/  
**Linda McWilliams, Deputy Secretary**  
**DATE:** \_\_\_\_\_ 11/1/17

### **I. PURPOSE**

To develop a recreation program that provides youth with a variety of physical exercise and leisure-time activities daily.

### **II. DEFINITIONS**

*Inclement weather* means severe or excessive heat, cold, or wet weather.

*Leisure-time activity* means structured free time that promotes creativity and socialization.

### **III. PROCEDURES**

#### **A. General Guidelines**

1. Each facility of 50 or more youth shall have a qualified recreation director who creates the recreation schedule, plans for constructive leisure time and activities, and supervises all recreation programs and staff. Facilities of less than 50 youth shall have a staff member trained in recreation supervising the program.
2. The recreation schedule shall include a wide variety of activities to improve youth exposure to different opportunities, and reflect the expressed interests of the youth. A monthly recreation schedule will be developed by the recreation director or a trained recreation staff. The schedule shall be approved by the Assistant Superintendent or designee.
3. Direct care staff shall be assigned to ensure proper recreation and security supervision of youth during activities.
4. The recreation and leisure-time schedule shall include, at a minimum, one hour of large muscle activity and one hour of structured leisure-time activities daily. Additional recreational and leisure-time activities shall be provided during weekends, educational breaks and holidays.
5. The monthly schedule for recreation and leisure-time activities shall be posted in each living unit of the facility. Supervising staff shall document all recreation and leisure-time activities in the unit's log book.

6. The Shift Commander shall document recreation activities for each unit on the shift status report daily.
7. The recreation program shall include:
  - a. A wide variety of physical activities;
  - b. Physical skill building to help maintain lifetime health and fitness;
  - c. Encouragement for youth to self-monitor and set personal fitness goals;
  - d. and a means to individualize the intensity of activities and measure individual improvement.
8. Physical education as a part of the school program shall not be substituted for recreation.
9. Physical exercise shall not be used as punishment, and youth shall not be excluded from participation in their daily required recreation and leisure activities as a sanction for inappropriate behavior.
10. The recreation program shall be developed and implemented in cooperation with all departments, to include. security, education, medical, behavioral health and religious services.

**B. Games and Sports Activities**

1. Activities shall include competitive, non-competitive, team and individual activities. Activities such as tumbling and weight lifting may be conducted only if supervised by the facility recreation specialist or director.
2. Adequate space and a variety of fixed and movable equipment shall be available for indoor and outdoor recreation.
3. In the absence of inclement weather, recreation shall be held outdoors.

**C. Youth Participation in Recreation**

1. Unless medically excused, all youth shall be given the opportunity to participate in recreation. Staff shall document a youth's refusal to participate in the unit log book.
2. If the majority of youth indicate a lack of interest in a scheduled activity, it shall be re-evaluated and suggestions for alternative recreational activities shall be solicited from youth.

**D. Volunteers**

The facility, in cooperation with the Community Services Coordinator, shall recruit and coordinate community volunteers to be involved in special recreational or leisure activities.

**E. Special Events**

1. Special events and programs may be scheduled to supplement the facility's recreation programming.
2. Events may be planned as an incentive within the behavior management

program. Eligibility shall be determined and communicated clearly in advance to youth.

Events and eligibility criteria shall be posted in the living units and in the facility.

3. All special guests invited to the facility must be approved in advance by the assigned Executive Director for Residential Services.

**F. Wellness Committee**

The Superintendent shall ensure the establishment and function of a Wellness Team consisting of a representative from food service, education, nursing, and recreation and/or physical education. This committee shall meet at **least once quarterly**, to plan, implement and monitor health, nutrition and physical activity programming in accordance with the *DJS Wellness Plan* (Appendix 1).

**IV. RESPONSIBILITY**

Superintendents and Regional Directors 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**

No policies referenced.

**VIII. APPENDICES**

1. DJS Wellness Plan



## **DJS POLICY AND STANDARD OPERATING PROCEDURES**

### **Statement of Receipt and Acknowledgment of Review and Understanding**

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**APPLICABLE TO: Residential Employees**  
**REVISED: November 1, 2017**

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

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

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORK LOCATION

***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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Kay Schoo, Health Administrator  
Patricia Faught, Director of Food and Nutrition  
Services

Department of Juvenile  
Services 120 W. Fayette St.  
Baltimore, MD 21201

Phone 410-230-3100 • Toll Free 1-800-639-7499

<http://www.djs.state.md.us/>

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# DJS WELLNESS PLAN

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## **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 Dietitians 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

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## 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 and 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.

## DJS WELLNESS PLAN

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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 Recreation 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

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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 shall 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 sessions 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 youth wellness.***

**Activities:**

- Adopt a Wellness Plan that is consistent with 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 youth 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 youth 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.

# DJS WELLNESS PLAN

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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.