

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 20-7</p>	<p align="center">Policy # 9.4</p>
<p>Applicability: { } All DJJ Staff {x} Administration { } Community Services {x} Secure Facilities</p>	<p>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: 4-JCF-4C-27, 3-JDF-4C-34 DJJ 18.2</p>	
<p>Chapter 9: Food Services</p>	<p>Effective Date: 9/1/2020 Scheduled Review Date: 9/1/2021</p>	
<p>Subject: Wellness Program</p>	<p>Replaces: 7/5/19 Division of Support Services/ Office of Nutrition and Food Services</p>	
<p>Attachments: A - Wellness Program Evaluation B - Afterschool Snack In-Service</p>	<p>APPROVED:  _____ Tyrone Oliver, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice shall develop and implement a Local Wellness Program to provide an environment that enhances learning and development of lifelong wellness practices. As a school district, DJJ 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) guidelines.

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 USDA guidelines.
- Physical and recreational activities.

Oversight will be provided by the Division of Support Services and the DOE. The Wellness program will be established by the Central Office Wellness Committee and implemented at each DJJ secure facility. The Wellness Program will be monitored for effectiveness twice per year utilizing 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 18.2, Recreation Programming).

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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. Central Office Wellness Committee:
 1. The Director of Nutrition and Food Services 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 as needed and be comprised of representatives from nutrition, medical, education, secure facilities, behavioral health, and a parent (recommended but optional).
- C. Facility Wellness Committee:
 1. The facility Director will appoint a Wellness Ambassador to head the facility Wellness Committee. The Wellness Ambassador will not be the Designated Health Authority, Nurse Practitioner/Physician Assistant or other medical/dental staff.
 2. The facility Wellness Ambassador will assemble a group of key stakeholders to form the facility Wellness committee that will include:
 - a) Teacher;
 - b) Youth;
 - c) Food Service Employee;
 - d) Nurse;
 - e) Security;
 - f) School Administrator;
 - g) Youth's parent (recommended but optional); and
 - h) Community volunteer (recommended but optional).
 3. Central Office will provide training and materials to Wellness Ambassadors.
- D. Facility Wellness Program and Evaluation:
 1. 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.

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2. The DJJ Wellness Program shall include two events per school year, one in the spring/summer and one in the fall/winter.
 3. Facility Wellness Ambassadors at each DJJ location will submit the Wellness Program Event Evaluation (Attachment A) upon completion of the event to the Central Office Wellness Ambassador for evaluation. The Central Office Wellness Ambassador will complete an annual report assessing the statewide Wellness Program, which will be made available to the public.
- E. 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 secure facility.
 - b) Through an interdisciplinary approach, information will be presented formally, using structured curricula. Each DJJ secure facility shall utilize education materials provided by Office of Nutrition and Food Services (ONFS) and DOE.
 - c) ONFS and DOE will determine the content of the education materials 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 (RD) meeting all Federal, State, and local requirements for content and nutrition. The 4-week menu cycles shall provide three meals and three snacks per day for youth in the RYDCs and YDCs.
 - b) Special diets ordered by physician or appropriate licensed medical staff are available for DJJ youth with dietary restrictions as approved by the RD.
 - c) DJJ participates in the USDA School Breakfast Program, National School Lunch Program 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 the opportunity for at least 20 minutes for dining. DJJ youth have access to water during meal and snack times. No additional foods will be available for sale to youth during school. Food service staff shall attend professional development courses as set by ONFS.

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- d) 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.
- e) Afterschool snack must follow USDA regulations including 1) containing two different meal components and 2) served to youth in the classroom at the end of the school day during wellness or nutrition education to be counted for reimbursement. A roster that contains all youth names will be printed and taken with afterschool snack pass daily. The report will clearly show which youth will and will not be counted for reimbursement. The report will be kept for five (5) years plus current year with USDA documents.
- f) Anyone distributing afterschool snack, including food service staff, must complete and sign the Afterschool Snack In-Service (Attachment B).

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.
- b) Classes shall be conducted outside, weather permitting. When classes are not conducted outside, the teacher/instructor will ensure the reason(s) are documented. The facility 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.

F. Other Program Activities:

- 1. When practical, all DJJ programs will integrate wellness and fitness objectives into their disciplines in order to promote a safe environment in which youth have the opportunity to observe, learn, and participate in healthy habits.
- 2. DJJ is committed to implementing a farm to school initiatives focused on serving locally grown food into our school meal program. Locally grown is defined in two tiers: Tier 1) produced within the state of Georgia, and Tier 2)_produced within a state that borders Georgia. This effort is supported with

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nutrition education provided by DOE. For facilities with school gardens, DOE will incorporate the school garden multiple times per year as part of the curriculum to enrich youths' learning opportunities around food, nutrition, and other applicable subjects.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO