



Manual Institutions and Camps
Chapter: 1
Policy: 1479
Rule: Wellness Policy and Program Requirements

Effective: 03/07/2014
Replaces: NEW
Dated:

Authority & Related Standards/References	Requirements
Welfare and Institutions Code, §1712 United States Code, Title 42:, § 1751 Education Codes: § 49431.5 § 49431.7 § 49500 – 49505 § 51241 § 51890 § 60800 Code of Federal Regulations, Title 7: § 210.11 § 220.12 California Code of Regulations, Title 5: § 10060 § 15550-15565 California Code of Regulations, Title 15, §Section 4120 Child Nutrition and WIC Reauthorization Act of 2004, P.L. 108-265, § 111 Public Law 107-56 of 10/16/2001, Title X, § 1016 Californian Retail Food Code, 113700 – 114455 (excerpt from CA Health & Safety Code)	This policy has a training requirement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This policy has an audit requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This policy has restricted distribution: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This policy requires a local procedure: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This policy requires youth notification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This policy requires: <input checked="" type="checkbox"/> Annual Review <input type="checkbox"/> Bi-Annual Review <input type="checkbox"/> Tri-Annual Review

The Division of Juvenile Justice (DJJ) recognizes the positive benefits of healthy food choices and physical activity for student health and academic achievement. The DJJ supports and reinforces health literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian involvement. The DJJ shall offer youth an opportunity to learn and participate in positive nutrition and lifestyle behaviors. DJJ staff shall ensure that a youth with a disability is not subject to discrimination.

The DJJ Director shall appoint a Wellness Advisory Committee, at the Central Office location, to develop and implement a Wellness Program that enhances learning and promotes development of lifelong wellness practices. The Wellness Program shall include a description of the goals and objectives for each of the Wellness Program components and how the program will be monitored and evaluated. The Wellness Advisory Committee shall be responsible for providing advice, consultation, and program oversight as well as monitoring the implementation of the Wellness Program for all facilities. Each DJJ facility and camp Superintendent or designee shall appoint a Local Wellness Committee to develop a plan for implementation of the Wellness Policy/Program. The Wellness Policy/Program shall be implemented at each facility and monitored quarterly for effectiveness through the facility's Local Wellness Committee. The Superintendent or designee shall oversee the Local Wellness Committee and recommend specific indicators used to measure the implementation of the program.


 Michael Minor, Director

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Not Applicable

Definitions:

Not Applicable

1. **Posting Requirements**
 - a. All DJJ facilities and camps shall post this Wellness Policy and other applicable regulations in public view within cafeterias or other central eating areas pursuant to Section 49432 of the California Education Code.
 - b. This Wellness Policy and applicable program progress assessments shall be made available to the public on the DJJ's internet website.
2. **Division of Juvenile Justice Wellness Advisory Committee**
 - a. The DJJ Wellness Advisory Committee is composed of representatives that include the:
 - i. DJJ Deputy Director of Facilities and Programs
 - ii. DJJ Chief Financial Officer
 - iii. DJJ Associate Director of Medical Services
 - iv. DJJ Associate Director of Mental Health Services
 - v. DJJ Superintendent of Education
 - vi. DJJ Associate Director of Intake
 - vii. DJJ Associate Director of Facility Operations
 - viii. DJJ Food Services Administrator

- b. The Wellness Advisory Committee shall develop and implement a Wellness Program that enhances learning and promotes development of lifelong wellness practices for youth and staff.
- c. The Wellness Advisory Committee shall be responsible for providing advice, consultation, and program oversight as well as monitoring the implementation of the Wellness Program for all facilities.
- d. The DJJ Wellness Advisory Committee shall monitor the success indicators, reporting methodology, and frequency of reporting to determine compliance with the Local Wellness Plans.

3. Wellness Program Goals and Requirements

The DJJ Wellness Advisory Committee supports the following Wellness Program goals and requirements:

a. Physical Education and Activity

- i. The DJJ Superintendent of Education shall approve the components of the Physical Education Program which shall provide:
 - 1. Grades/Evaluations of Youth Achievement pursuant to Section 60800 of the California Education Code.
 - 2. Comprehensive Health Education pursuant to Section 10060, Title 5 of the California Code of Regulations.
 - 3. All non-graduates in need of physical education credits, unless excused or exempt pursuant to Section 51241 of the California Education Code, are enrolled in physical education courses until the appropriate number of credits are earned toward graduation.

b. Living Unit Activities

- i. Youth will be provided opportunities to participate in physical activities organized by living unit staff and other volunteer staff outside of school and treatment time.
- ii. Youth participate in programs that enhance levels of physical fitness, provide balance, and allow for self-expression and social interaction for a physically active lifestyle. Participation in athletic competitions and other physical activities allows youth to set and meet personal fitness goals that result in achievement and maintenance of health.
- iii. Youth walk to and from school and other areas in the facility in both small and large groups.
- iv. Staff shall ensure that excessive physical exertion is not required of youth who have been diagnosed with a heart or respiratory condition or other physical disability that may restrict such activity. Appropriate alternatives shall be provided for those youth and monitored by certified professionals.
- v. Staff shall appropriately limit the type of physical exercise required of youth during air pollution episodes, hot weather or other inclement conditions.

c. Health Education and Life Skills

- i. The DJJ's health education reinforces the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
- ii. Health and living skills shall be included as part of each youth's rehabilitation program, on the living unit as well as in school, and will provide an opportunity for youth to understand and practice the concepts and skills related to health promotion and disease prevention.
- iii. Youth shall be taught communication, goal setting, and decision making skills that enhance and promote personal growth.
- iv. Youth shall have access to valid and useful health information and health products and services, to develop good consumer skills and understand marketing influences.

d. Family, School, and Community Partnerships

- i. Participation of youth, parents/guardians, and community in the development, implementation, and review of Local Wellness Plans whenever possible. Participants in the planning process may include:
 - 1. Youth Representatives

2. Foster Grandparents
 3. Family Counsel
 4. Treatment Staff
 5. Education Staff
 6. Clinical Staff
 7. Medical Staff
 8. Food Service Staff
 9. Other Facility Operations Staff
- ii. Long term effective family, school, and community partnerships to improve the planning and implementation of health promotion projects and events within each facility, school, and throughout the community.
 - iii. An annual wellness event at each facility such as a health fair, youth wellness survey, healthy recipe cook off, and/or physical fitness challenge.
 - iv. In planning wellness activities, the equality and diversity of the school and juvenile facility community shall be valued in the selection and implementation of wellness activities.
 - v. The Local Wellness Plan shall be available to parents (parent advocate), youth, and members of the community.
- e. Healthy and Safe Environment
- i. A healthy and safe environment for youth, before, during and after school supports academic success. A safer facility promotes healthier youth. Healthier youth excel in school and make better contributors to society, and ultimately their community.
 - ii. Safety procedures and appropriate training for youth and staff shall support personal safety, and a violence and harassment free environment.
 - iii. DJJ facility school buildings, grounds, structures, vehicles and equipment shall meet all current health and safety standards, including environmental air quality. They shall be kept inviting, clean, safe and in good repair.
 - iv. DJJ facilities, schools, offices and all workspaces shall maintain an environment that is free of tobacco, alcohol, and other drugs.
- f. Social and Emotional Well-Being
- i. The DJJ supports and values the social and emotional well-being of youth and families in building a healthy environment.
 - ii. Each DJJ facility and its academic/vocational school shall provide a supportive environment that includes transition counseling that encourages youth, families, and staff to request assistance when needed and links them to school and community resources.
 - iii. Youth shall be taught the skills to express thoughts and feelings in a responsible manner and give and receive support from others.
 - iv. Youth shall be taught to understand and respect the differences in others and to build positive interpersonal relations.
 - v. Youth and staff shall be encouraged to balance work and recreation and be taught to become aware of stressors, which may interfere with health development.
 - vi. Food and beverages shall not be withheld as punishment.
 - vii. Food and beverages shall not be used as a reward for behavior. Using food as a reward:
 1. Undermines the nutritional education being taught at the facility
 2. Encourages the over consumption of foods high in added sugar and fat;
 3. Encourages the behavior to eat when not hungry as a means of self-reward.

g. Physical and Behavioral Health Care

- i. The DJJ maintains an effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers to improve the mental and physical health of youth and staff.
- ii. Primary coordination of health/mental health care services shall be through trained health care providers with the support of the DJJ Wellness Advisory Committee and the DJJ Health/Mental Health Care Services.
- iii. Each DJJ Local Wellness Committee shall collaborate with the DJJ Health/Mental Health Care Services and with local community health liaisons and resources to promote health and wellness for youth, families, staff and community.
- iv. Coordinated programs of accessible health services shall be provided to youth and staff, and shall include violence prevention, facility and school safety, communicable disease prevention, health screening including Body Mass Index (BMI), community health referrals, immunizations, parenting skills, first aid, and other priority health education topics.
- v. DJJ Health/Mental Health Care Services staff shall identify and provide age appropriate health brochures, posters, and pamphlets in the health services units, cafeteria, and in other common areas as appropriate.

h. Staff Wellness

- i. DJJ staff shall be encouraged to engage in daily physical activity as a part of work breaks and/or lunch periods, before or after work hours.
- ii. Each DJJ facility, school, and work site shall:
 1. Provide information about wellness resources and services available to support the health, safety, and well being of DJJ staff.
 2. Be in compliance with drug, alcohol and tobacco free policies.
 3. Provide an accessible and productive work environment free from physical dangers or emotional threat.
 4. Be as safe as possible and consistent with applicable occupational and health laws, policies and rules.

i. Nutrition Education

- i. DJJ staff play a vital role in a young person's nutrition and fitness choices. As part of a larger community, DJJ facilities, schools and staff provide a strong foundation for our youth's future health and well being. Healthy foods support physical growth, brain development, resistance to disease, emotional stability, and the ability to learn.
- ii. DJJ facility staff shall encourage all youth to make age appropriate, healthy choices in selecting foods and beverages, including those sold outside of meal time such as through the canteen.
- iii. Food Service staff shall strive to teach nutritional values to youth by using the meals served as a healthy example.

j. Food Nutrition and Preparation Requirements

- i. All foods and beverages provided to youth during meal times and evening snacks shall be in compliance with the current USDA Dietary Guidelines for Americans. Nutritious snacks include foods of substantive nutrient values such as milk and milk drinks, pudding and custards, sandwiches, fruit, fruit juice, whole grain crackers and cookies, and cheese snacks. Foods provided in DJJ facilities shall be:
 1. Carefully selected so as to contribute to a youth's nutritional well-being and prevention of disease.

2. Procured only through pre-approved sources and screened to ensure that they are processed and packaged in plants and places of business that are congruent with California Health Codes for optimal food safety.
 3. Prepared in healthy and appealing ways that are not only nutritionally adequate but also have a balance of color, flavor, and texture which will add to meal enjoyment and foster lifelong healthful eating habits.
 4. High in fiber, low in added fats, sugars and sodium, and served in age appropriate portion sizes consistent with USDA standards.
 5. Prepared and served in a safe and sanitary manner consistent with all state and federal health codes.
- ii. The facility Superintendent or designee will have the overall responsibility to ensure that the meals and all foods offered to the youth meet all legal requirements for participation in the National School Lunch and School Breakfast Programs.
 - iii. DJJ policies and guidelines for reimbursable meals shall not be less restrictive than federal and state regulations.
- k. Menu Planning and Food Selection
- i. The DJJ utilizes NUTRIKIDS Software for menu planning and nutrient analysis. The Local Wellness Committee shall be involved with menu planning and product selection.
 - ii. Special diets are available for youth with dietary restrictions prescribed by a physician.
 - iii. Every reasonable effort shall be made to ensure that the diet provided to youth remains nutritionally adequate when certain foods are excluded by the youth due to the youths' religious dietary restraints.
- l. Meal Service
- i. All youth shall be provided a minimum of three (3) meals a day, except in camps, where a brunch and dinner may comprise weekend and holiday meals.
 - ii. Holiday and weekend schedules may be developed to provide for a more variable meal schedule to coincide with visiting activities, recreational programming or similar functions.
- m. Dining and Food Preparation Areas
- i. Meals assume a magnified importance in the daily routine of youth. Youth shall be provided adequate dining space in pleasant surroundings as well as adequate time to eat, relax, and socialize for a minimum of 30 minutes per meal.
 - ii. Dining areas shall comply with the sanitation and safety requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code Sections 113700 – 114455.
 - iii. The facility Superintendent or designee shall periodically review the adequacy of school facilities for dining and food preparation.
 - iv. A representative of the DJJ Wellness Advisory Committee shall review the adequacy of school facilities for dining and food preparation biannually.
 - v. At a minimum, all food service organizations within DJJ shall comply with all federal, state and local health code requirements, and shall have two (2) food safety inspections per year.
- n. Competitive Food Sales
- i. All foods and beverages sold to youth on school campuses during the school day shall promote optimal health, support the health curriculum, and reduce obesity.
 - ii. The DJJ Wellness Advisory Committee authorizes the facility Superintendent or designee to approve the sale of foods and beverages outside the DJJ's Food Service Program, including sales through vending machines, and/or sales for fundraising purposes.

- iii. Any food sales conducted outside of DJJ's meal times shall meet nutritional standards specified in California state law with the exception of the Canteen.
- iv. Food sales that do not meet current legislation are prohibited during school hours, and within 30 minutes after school hours.
- v. Fundraising activities within DJJ facilities should be creative and encourage life balance and healthy lifestyles. Any education related fundraising activities shall be approved by the High School Principal. All other fundraising activities shall involve the Local Wellness Committee and shall be approved by the facility Superintendent or designee.

4. Facility/Camp Superintendent or Designee

- a. With the assistance of the DJJ Wellness Advisory Committee, the facility Superintendent or designee shall:
 - i. Ensure implementation of and compliance with the Wellness Policy/Program.
 - ii. Designate at least one person within the facility responsible for ensuring site implementation and compliance with the Wellness Policy.
 - iii. Establish an ongoing Local Wellness Committee. (The facility's Health and Safety Committee may act as the Local Wellness Committee as long as it includes representatives from section 5a. below)
 - iv. Oversee the Local Wellness Committee and recommend specific indicators used to measure the implementation of the policy and program requirements such as nutrient analysis of school meals, school meal participation rates, sales of non-nutritious foods and beverages from fund-raisers and other venues, feedback from facility staff, program and education administrators, medical staff, parents and other appropriate persons.
 - v. Ensure staff, youth, parents/guardians, and the community participates in the development, implementation, and review of the Local Wellness Plan whenever possible.
 - vi. Monitor the Local Wellness Plan for compliance on at least a quarterly basis or more often as needed and report this information at Executive staff meetings for inclusion in the meeting minutes.
 - vii. Develop Corrective Action Plans on a quarterly basis to address any non-compliance issues.
 - viii. Assign a Food Services Manager to oversee and assist with compliance of the Wellness Policy pertaining to nutritional requirements, food preparation, and food preparation areas.
 - ix. Ensure appropriate and continuing professional development that is supportive of the Wellness Policy, for teachers, food services staff, and other staff members of the Local Wellness Committee.

5. Local Wellness Committee

- a. The Local Wellness Committee shall be composed of representatives including:
 - i. Parent Advocate (to include Foster Grandparent)
 - ii. Youth
 - iii. Community
 - iv. Food Service Manager
 - v. Program Administrator
 - vi. Education Administrator
 - vii. Chief of Security
 - viii. Physician
- b. The Local Wellness Committee shall select a chairperson and a secretary to serve for a minimum of two (2) years.

- c. The Local Wellness Committee shall develop a Local Wellness Plan for implementation of the Wellness Policy and for measuring the effectiveness of policy implementation. The Local Wellness Plan shall include the following Wellness Program components:
 - i. Nutrition Guidelines - Members of the Local Wellness Committee shall provide continual assistance in ensuring compliance of nutritional standards for participation in the National School Lunch and School Breakfast Programs.
 - ii. Nutrition Education - The Local Wellness Committee shall:
 - 1. Evaluate and create new ways to educate youth on the values of proper nutrition.
 - 2. Encourage and support healthy eating by youth and engage in nutrition promotion by providing age appropriate nutrition brochures, posters, and pamphlets in the cafeteria and other common areas as appropriate. "Choose My Plate" and other posters are available by contacting www.USDA.com
 - 3. Develop strategies designed to encourage staff, teachers, and volunteers to support the wellness program's nutrition education efforts and consider nutritional quality when selecting any snack they may donate for occasional class parties.
 - iii. Physical Activity and Education - The Local Wellness Committee shall:
 - 1. Promote and implement physical activities designed to build interest and proficiency in the skills, knowledge, and attitudes essential to a lifelong physically active lifestyle.
 - 2. Promote physical education that provides information, fosters a positive atmosphere, encourages self-discipline, develops motor skills, and promotes activities that can be carried over the course of the youth's life.
 - iv. Employee Wellness Programs - The Local Wellness Committee shall encourage the participation of staff in wellness programs offered by the State of California and find programs within the community for staff to participate in that will create a healthier lifestyle.
 - v. Local Wellness Plan - The Local Wellness Committee shall revise the Local Wellness Plan as necessary to address deficiencies and remain in compliance with the DJJ Wellness Policy.
- d. At a minimum, the Local Wellness Committee shall meet quarterly to review the implementation and monitoring of the Wellness Policy and Local Wellness Plan.
- e. The Food Service Manager and other members of the Local Wellness Committee shall provide continual assistance in ensuring policy compliance.

6. Monitoring and Measuring Policy Implementation

- a. The facility Superintendent or designee shall report annually on Wellness Policy compliance to the DJJ Wellness Advisory Committee.
- b. Each DJJ facility and camp shall be informed of the findings related to policy compliance.
- c. As necessary, the DJJ Wellness Advisory Committee shall revise the Wellness Policy to address changes in state and federal law as well as areas in need of improvement.

7. Food Service Documentation

- a. Each DJJ facility shall maintain the following food service documentation:
 - i. Meal count sheets to include the total number of youth and employees that were served a meal and the number of meals qualified for reimbursement.
 - ii. Menus and recipes for all prepared items.
 - iii. Any special dietary meals served.
- b. Documentation shall be maintained at a minimum of one year.