





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 6 - Food Service Requirements

Policy Number:	6.04
Policy Name:	Local School Wellness Plan
Authority:	National School Lunch Program Child Nutrition and WIC Reauthorization Act of 2004 Healthy, Hunger-Free Kids Act of 2010
Effective Date:	January 1, 2019
Revision Date:	New
Related Policies and Procedures:	6.01 - Food Service Management 8.07 - Youth Education Program 8.09 - Programs, Recreation and Exercise
Related Forms:	
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Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

This local school wellness policy is a written document that guides a school district's efforts to create supportive school nutrition and physical activity environments. Each local education agency participating in the National School Lunch Program (<http://www.fns.usda.gov/sbp/school-breakfast-program-sbp>) is required to develop and implement a wellness policy as established by the Child Nutrition and WIC Reauthorization Act of 2004 and more recently by the Healthy Hunger-Free Kids Act of 2010 (HHFKA) [PDF – 325.4 KB] (<http://www.gpo.gov/fdsys/pkg/PLAW-111/publ296/pdf/PLAW-111publ296.pdf>).

School districts and juvenile detention centers across the country recognize that healthy eating behaviors and regular physical activity are essential for students to achieve their full academic and life potential. They have a responsibility to provide a healthy learning environment by supporting wellness, good nutrition, regular physical activity, reduce childhood obesity, and provides transparency to the public on school content and implementation. Wellness policies promote life-long wellness behaviors and link healthy nutrition and exercise to student's overall well-being.

Juvenile Hall and Woodside Learning Center meet the health and wellness needs of our youth by providing healthy foods and physical education programs. We have developed and implemented a Local School Wellness Plan as a template to be followed, reviewed, and modified as necessary to meet our youths wellness needs. In following California State and federal guidelines, a facility-specific "Wellness Committee" is established. The "Wellness Committee" is comprised of key members of the facility representing administrators, supervisors, education, health services, kitchen services, youth, and their parents.

A. Civil Rights Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discrimination or harassment based on race, color, national origin,

sex, mental or physical disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. In the State of California, added protected class shall include religion, ancestry, immigration status, ethnic group identification, sexual orientation, gender identity, gender expression, or HIV status. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail to:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

San Francisco Juvenile Hall is an equal opportunity employer. Youth shall be made aware of the Department's non-discrimination provision that provides that all youth within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits.

II. PROCEDURES

A. Goals for the Local School Wellness Plan include:

- i. Goals for Physical Education and Recreation
 - a. Scheduling of Physical Activities
 - b. Recreation
- ii. Goals for Other School and Facility Based Activities Designed to Promote Student Wellness and Maintain a Healthy Environment
 - a. Meeting the Youth's Needs
 - b. Staff Participation
 - c. Educational Environment
- iii. Goals for Nutrition Education and School Curriculum
 - a. Building Healthy Minds and Healthy Lifestyles
 - b. Activities for Lifelong Change
 - c. Instructors and Staff Development
- iv. Medical and Behavioral Staff
 - a. Youth Relations
 - b. Physician and Diets
- v. Food Service Regulations
 - a. Requirements of the National School Breakfast/Lunch Program

preferably outdoors. In the event weather conditions inhibit outdoor activity, activities involving large muscle exercise shall be provided indoors. Juvenile Hall's indoor option includes the use of the Juvenile Hall gymnasium. Juvenile Hall offers a range of activities that meet the needs, interests, and abilities of all youth wishing to participate.

C. Goals for Other School and Facility Based Activities Designed to Promote Student Wellness and Maintain a Healthy Environment

i. Meeting the Youth Needs

Juvenile Hall provides a safe and healthy environment that supports health literacy, successful learning, and ensures that residents are physically and emotionally safe. In addition to physical safety, the school environment reflects a sense of community and mutual support among staff and youth. Youth are taught about proper nutrition and physical education in the on-site school. Additional physical activities are promoted through nutrition awareness postings and healthy menu planning. Proper portion sizes and eating habits are introduced and reinforced by Juvenile Hall staff.

Youth have access to credentialed teachers, mental health clinicians, nursing staff, probation officers, counselors, and community-based agencies who provide them with support and assistance in making healthy decisions, managing emotions, and coping with crises (eating disorder behaviors, including obesity, are often related to mental, emotional, and social problems; and overweight youth may suffer from low self-esteem and/or be the target of bullying).

Ample time (a minimum of twenty minutes) is allotted to allow residents to consume meals without being interrupted. Dining room service for youth shall be fully

designed to enhance the attractiveness of the meal and to enable the youth to fully enjoy meal periods.

ii. **Staff Participation**

The San Francisco Health Service System is dedicated to enhancing the well-being of all of its members <http://myhss.org/well-being/>. Staff wellness is supported by the facility so that interdepartmental staff can serve as role models to the youth.

School staff and Juvenile Hall staff are encouraged to facilitate the physical activities with the youth.

Juvenile Hall staff shall be positive role models to the youth in the dining room. Meals are presented in a clean and healthy environment. Youth are presented with a variety of nutritious options served in healthy portion sizes. Role modeling should include encouraging youth to try new food as well as promoting the consumption of fresh fruits and vegetables. Youth are given a minimum of twenty minutes to enjoy their meals and sit among their peers during the meal service.

iii. **Educational Environment**

Education is a part of everyday life at the facility. Physical education takes place within the confines of the on-site school and after hours through Juvenile Hall staff. Nutritional and health education is incorporated into the school curriculum.

D. Goals for Nutritional Education and School Curriculum

i. **Building Healthy Minds and Healthy Lifestyles**

The ultimate goal of nutrition and health education is to foster and promote health literacy. Youth must

comprehend a set of core health concepts and develop skills to apply that knowledge in their own personal behavior and environment. Achievement should be assessed by strategies that measure knowledge, behavior, skill development, and support critical thinking.

ii. **Activities for Lifelong Change**

It is recommended that the following objectives, which are based on the expectations of what youth should know and are able to apply to their nutrition related behavior, serve as the foundation for all nutrition education offered. Youth should:

- a. Demonstrate ways in which they can enhance and maintain their nutrition related health and well-being using knowledge based on current recommendations, goal setting skills, and decision-making skills.
- b. Understand and demonstrate behaviors that prevent disease and speed recovery from illness based on concepts and self-management skills related to diet, physical activity, and safe food handling.
- c. Understand and accept individual differences in growth and development and the relationship between the human body and nutrition.
- d. Explore the various food, agriculture, and nutrition-related careers as vocational options.

iii. Instructors and Staff Development

The safety of all youth remains the focus of the facility. As such, all personnel working directly with residents shall obtain and maintain the appropriate credential, certification, or training required to fulfill their job function.

Additionally, the Juvenile Probation Department, San Francisco Unified School District and Special Programs for Youth (SPY) shall make all possible efforts to provide employees with access to continuing education within their respective field. Maintaining the most up-to-date standards, curriculum, techniques, and tools to promote youth wellness is the desire of these agencies.

Staff development shall include training and/or certification for food service personnel at various levels of responsibility including safe food handling and nutrition education.

iv. Medical and Behavioral Staff

a. Youth Relations

Youth are given a physical within 96 hours of admittance and their weight is recorded in their clinical chart. The SPY nurse practitioner or physician monitors underweight residents. A higher calorie diet may be ordered if required. Residents who are overweight are counseled on the proper diet to maintain a healthy weight. Medical and Behavioral Health staff are available to youth twenty-four hours a day and seven days a week.

b. Physician and Diets

The SPY nurse practitioner or physician is available on-site on a regularly scheduled basis. Only the nurse practitioner or attending physician shall prescribe a medical diet. The medical diets utilized by a facility shall be planned, prepared, and served with the consultation of a registered dietitian. The facility manager shall comply with any medical diet prescribed for a youth. Any diet orders are then communicated to the kitchen as well as Juvenile Hall staff.

v. Food Service Regulations

- a. Requirements of the National School Breakfast/Lunch Program shall meet or exceed California and Federal National School Meal requirements.

The dining service program at Juvenile Hall meets all of the requirements of the National School Breakfast/Lunch Program. Section 2 of the National School Lunch Act (42 U.S.C.1751) defines the purpose of the program as follows:

“It is declared to be the policy of Congress, as a measure of national security, to safeguard the health and well-being of the Nation’s children and to encourage the domestic consumption of nutritious agricultural commodities and other food, by assisting the States, through grants-in-aid and other means, in providing an adequate supply of food and other facilities for the establishment maintenance, operation, and expansion of nonprofit school lunch programs.”

The National School Breakfast/Lunch Program shall meet the recommended Dietary Guidelines for Americans. The Code of Federal Regulations, Title 7 (Agriculture) Section 210.10(b) outlines the specific nutritional requirements for breakfast and lunch.

b. Requirements of California Code of Regulations, Title 15

Additional food service regulations are addressed in the California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities, Article 9, Food, Sections 1460 through 1467.

The evening snack program is covered in Section 1460 and is designed to provide a meal supplement to youth. The evening snack menu is documented on the weekly menu list. Juvenile Hall staff will distribute the complete snack portions listed on the menu. A snack shall be provided to all youth between 2 to 4 hours after the dinner meal is provided. Snacks, like meals, are never to be withheld as a disciplinary action.

c. Requirements of California Code of Regulations, Title 22

Additional food service regulations are addressed in the California Code of Regulations, Title 22, Division 6, Chapter 1, Article 6, and Section 80076.

vi. Measuring Implementation of the Policy

a. "Wellness Committee"

This Local School Wellness Policy is a template to be reviewed, modified, and implemented to meet Juvenile Hall's wellness needs. The "Wellness Committee" is comprised of key members of the facility and others who will meet on an annual basis to discuss health issues of the youth and staff.

The objectives of the "Wellness Committee" are to establish the goals for the Local School Wellness Policy; setting success indicators, reporting methodology, and frequency of reporting to the Director of Juvenile Hall.

b. Monitoring

The chairperson of the "Wellness Committee" shall recommend specific quality indicators used to measure the implementation of the policy (e.g., nutrient analysis of meals, meals are presented in a clean and healthy environment, youth are presented with a variety of nutritious options, served in healthy portion sizes, feedback from food service manager or designee; audit physical education and recreation; health education in the school).

The chairperson of the "Wellness Committee" shall report throughout the year on the wellness policy compliance to the Director of Juvenile Hall, SFUSD Principal, and SPY Administrator to inform them of the findings related to policy compliance.

c. Review

The “Wellness Committee” shall conduct a baseline assessment of nutrition and physical activity programs and policies which is compiled by the chairperson of the committee used to set priorities.

The “Wellness Committee” shall repeat its nutrition and physical activity assessment at least yearly to determine compliance and progress toward implementation of the adopted local school wellness policy and to set new priorities.

As necessary, the wellness policy shall be revised to address changes in state and federal law as well as areas in need of improvement.

New draft policies presented to the “Wellness Committee” are reviewed by the Director of Juvenile Hall before implementation.

d. Training

Juvenile Hall and the “Wellness Committee” shall provide staff annual training and continuing professional development that is appropriate to and supportive of the adopted wellness policy.