

**Idaho Department of  
Juvenile Corrections  
Institutional  
Policy/Procedure**

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SUBJECT: JUNIPER HILLS SCHOOL WELLNESS

CATEGORY: EDUCATION

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**Policy**

The purpose of this policy is to establish procedures to meet or exceed the standards of United States Department of Agriculture's (USDA) National School Lunch Program (NSLP) Wellness Policy requirements and Idaho Administrative Procedure Act (IDAPA) Rules pertaining to nutrition and food safety.

It is therefore the policy of Idaho Department of Juvenile Corrections (IDJC) to provide quality nutrition, mental and physical health education, and role-modeling, and to encourage students to adopt a life-long healthy lifestyle to create a healthier future Idaho.

**Operating Procedures**

- I. Meeting USDA Criteria
  - A. This policy is publicly posted in order for IDJC facilities to qualify to receive monies from NSLP. The policy is available to the public through posting on the IDJC website and awareness raised through program handbooks.
  - B. This policy is reviewed every three years, or as required, to be in compliance with USDA requirements.
  - C. The facility Superintendent ensures compliance with the wellness policy.
  - D. An evaluation of the wellness policy that measures the extent to which the school is in compliance, how the policy compares to model wellness policies, and the progress made in attaining local wellness policy goals is conducted by the facility Superintendent, or designee, once every three years.
  - E. As it pertains to the correctional environment, participants in the development, implementation, and evaluation of the wellness policy include administrators, school food service staff, school health professionals, teachers, students, and parents/guardians.
  - F. Measurable goals for nutrition education include the opportunity to earn a health credit and completion of nutritional education. Students may also participate in independent living skills curriculum, which includes grocery shopping, how to prepare a nutritious meal, food safety concepts, and the

opportunity to earn an Idaho Food Handler Certificate. All IDJC food service staff is trained annually according to current professional standards, as mandated by NSLP.

- G. IDJC facilities promote healthy eating and nutrition education with signage, use of creative menus, posters, bulletin boards, and/or through visually monitoring the acceptance and consumption of planned menus. The IDJC offers fresh fruits and vegetables frequently. Where available, the IDJC utilizes the school garden as part of the curriculum to encourage healthy eating.
- H. Juveniles are served meals and snacks in accordance with the USDA School Breakfast Program (SBP), National School Lunch Program (NSLP), and Afterschool Snack Program. Menus are reviewed by Idaho Department of Education staff in accordance with the NSLP guidelines. IDJC staff and visitors to the facility are served the same menus and the same portion sizes as the students to role-model healthy living. The IDJC provides the students with a minimum of 20 minutes to eat per meal. These meals and snacks will not be used as a reward or punishment. The IDJC does not market any food or beverages. Students are not allowed to purchase food items and they do not have access to vending machines.
- I. Snacks and beverages provided during classroom and school celebrations are selected using the Smart Snacks in School nutritional guidelines.
- J. To promote hydration, potable drinking water is available to students and staff during the school day.
- K. The IDJC makes hand-washing facilities available to students and staff during the school day in several areas throughout the building.
- L. Students at each regional facility are encouraged to participate in daily large muscle activities and are given the opportunity to earn physical fitness awards.
- M. Student height and weight are measured annually.
- N. IDJC staff are given opportunities and wellness incentives including health, dental, and vision insurance, Employee Assistance Program (EAP), gym membership discounts, state employee wellness activities and newsletters, certification in CPR and First Aid, and annual Tuberculosis (TB) testing.
- O. The IDJC participates in recycling, where available.

## II. Meeting IDAPA Rules

### A. Special Diets

- 1. Requests for vegetarian and religious-based diets are accommodated when the Unit Manager, Rehabilitation Specialist, or medical staff verifies

that the student has been practicing at least one year prior to commitment to the IDJC and the information is provided to food services staff.

2. All special diets due to food allergy restrictions require a medical authority's order.
3. Special/alternate meals provided for group activities will meet the same dietary requirements and portion size as the regular meal served.
4. Food items may be altered for safety and security reasons, but the food group and portion size will remain the same.

#### B. Food Service Records

1. An accurate record is maintained of all meals served to students, including special diets.
2. All menus shall be planned, dated, and available for review at least one week in advance. Notations are made regarding any changes or substitutions in the menu.
3. Copies of menus are kept at least three years, plus the current school year, for auditing purposes.

#### C. Review of Menus

Menus will be reviewed in accordance with the NSLP guidelines.

#### D. Three meals shall be served daily. At least two of the daily meals include a hot entrée.

1. Meals are served at approximately the same time every day. No more than fourteen hours shall elapse between the evening meal and breakfast the next day, unless an evening snack is served.
2. Students who are off campus when meals are served are provided a meal upon their return if they have not already eaten.
3. Meals provided to staff are the same menu as provided to students.
4. The [facility health authority](#) shall be notified when a student refuses food for three days.
5. Meals and evening snacks shall not be withheld from students, nor the menu changed, as a disciplinary sanction.

### III. Food Service Sanitation

#### A. All persons assigned to food service work, including student workers, shall be:

1. In good health and free from communicable or infectious disease, lice or other parasites, or open, infected wounds as per the Idaho Food Code.
  2. Familiar with and adhere to appropriate food service sanitation practices and requirements.
- B. A weekly inspection of all food service areas and equipment shall be conducted by the facility Superintendent, or designee.

### **Local Operating Procedure**

JCC–Lewiston

None.

JCC–Nampa

None.

JCC–St. Anthony

I. Student Food Services Workers

Precautions are taken to prevent contamination due to students or student groups that take turns working food services duty.

A. Licensed medical staff must notify food services staff when a student is diagnosed with an illness due to:

1. Salmonella
2. Shigella
3. E.coli, or
4. Hepatitis

B. Supervising staff must notify food services staff when a group scheduled to work food services duty has one or more students with symptom(s) caused by illness, infection, or an acute gastrointestinal illness. Members of the group must be free of the following symptoms for 24 hours before being allowed to work food services duty:

1. Diarrhea,
2. Fever,
3. Vomiting,
4. Jaundice, or
5. Sore throat with fever

C. Supervising staff must notify food services staff when a student scheduled to work food services duty has a boil or infected wound that is open or draining so that appropriate safety measures can be taken.

D. Students are given the opportunity to provide input regarding menus by use of a suggestion box placed in the dining hall and by completing a survey once per year.

## II. Special Diet

Requests for Alternate Meal Requests are reviewed by the Business Operations Specialist prior to submission to Food Services.

*Reference:*                    [Glossary of Terms and Acronyms:](#) (None)  
*IDAPA 05.02.02, "Rules for Staff Secure Providers," Section 204*  
*IDAPA 16.06.02, "Standards for Child Care Licensing," Section 755*  
*Healthy, Hunger-Free Kids Act of 2010*  
*USDA Local Wellness Policy Checklist*  
*IDAPA 16.02.19, "Food Safety and Sanitation Standards for Food Establishments" (The Idaho Food Code)*  
[USDA Food and Nutrition Services–Local School Wellness Policy](#)

*Desk Manual(s):*            *None*

*Related Policies:*        [Education in Self-Care Strategies and Healthy Lifestyles Choices \(831\)](#)

*Related Forms:*            [Juniper Hills School Wellness Plan Evaluation \(DJC-299\)](#)

*Related Documents:*    *PbS surveys*  
*Program Handbooks*