

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 16-3</p>	<p align="center">Policy #13.12</p>
<p>Applicability: { } All DJJ Users {x} Administration { } Community Services {x} Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: ACA Standards: 4-JCF-5D-01, 3-JDF-5C-04, 4-JCF-5D-11, 4-JCF-5D-12</p>	
<p>Chapter 13: EDUCATIONAL SERVICES</p>	<p>Effective Date: 2/9/16 Scheduled Review Date: 2/9/17</p>	
<p>Subject: STUDENT GRADES, TRANSFERS, AND WITHDRAWALS</p>	<p>Replaces: 10/20/14 Education and Re-Entry Services</p>	
<p>Attachments: Attachment A :Release Letter Attachment B: YDC Student Portfolio</p>	<p>APPROVED:  <hr/> Avery D. Niles, Commissioner</p>	

I. POLICY:

Department of Juvenile Justice Schools-Georgia Preparatory Academy shall maintain an accurate, cumulative education record to include transcripts and withdrawals for each youth in the school system. Numerical grades shall be recorded in all courses for which credits are earned.

II. DEFINITIONS:

Carnegie Unit: A measure of the amount of contact time a student has studied a subject which leads to earning credit towards promotion and/or graduation.

Education Transition Plan: Transition goals and services based on a high school and/or Career Technical and Agricultural Education (CTAE) students' individual needs, strengths, skills, and interests.

Infinite Campus: A fully integrated web-based student information system.

Promotion/Retention Committee: A team of DJJ staff, to include the principal or lead teacher, teachers, and the guidance counselor, where applicable, responsible for reviewing the student's academic progress, test scores, and behavior, to determine promotion, placement, or retention.

Student Portfolio: A record of the student's achievements and/or accomplishments that is developed throughout the youth's length of stay at the YDC.

Student Withdrawal Form: A form that a student is issued upon release that documents current courses and grades earned.

Transcript: A copy of a student's permanent academic record.

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III. PROCEDURES:

A. Grades:

1. Numerical grades will be earned in all courses and documented on all student records. The following numerical scales apply to all DJJ schools:

90 to 100 = A

80 to 89 = B

70 to 79 = C

69 and below = F

Incomplete = I

2. High school students' cumulative credits will be evaluated by the Guidance Counselor to determine grade level placement using the following scale:

0 to 4.5 credits = 9th Grade

5 to 10.5 credits = 10th Grade

11 to 17.5 credits = 11th Grade

18+ credits = 12th Grade

3. Cumulative credits will include any high school credits earned at schools prior to entry into the DJJ school system combined with credits earned while enrolled in a DJJ school.
4. Three of the 4.5 credits in 9th grade must be in core academic courses for promotion.
5. Eight of the 10.5 credits in 10th grade must be in core academic courses for promotion.
6. Fourteen of the 17.5 credits in 11th grade must be in core academic courses for promotion.
7. Twenty three credits are required to earn a high school diploma.
8. All students must have accurate and current grades. Students' work will be graded and posted in Infinite Campus within five school days of completion of the work.

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- B. Report Cards/Progress Reports and Individual Education Program (IEP) progress reports will be issued to students and mailed to parents/guardians every nine weeks during the school year on the dates outlined on the school calendar. Upon request, copies of the Report Cards will be provided to the Community Case Manager and the local school system. Report Cards/Progress Reports will be made a part of each student's official permanent record.
- C. Students being released from a YDC within 30 days of the end of a semester, who have successfully completed 80% of the coursework with a passing grade, will be awarded credit in non-tested courses.
- D. Students at each grade level 3-12 will be administered the Georgia Milestones Assessment. The Georgia Milestones Assessment will consist of both End of grade (EOG) and End of course (EOC) assessments. Assessment results will become part of the students' records.
 - 1. EOC will be the final examination for the courses where it is administered and count as 20% of the student's final course grade. EOC will be given in the 9th grade Literature and Composition, American Literature, Composition, Coordinate Algebra, Analytic Geometry, Physical Science, Biology, US History, and Economics.
 - 2. EOG in reading and mathematics will be considered in promotion and retention decisions at 3rd, 5th, and 8th grades.
- E. When a student completes high school graduation requirements, the guidance counselor will ensure the Graduation Progress Report in Infinite Campus is completed. The guidance counselor will notify the Director of Student Support Services for final approval.
- F. The Associate Superintendent must approve all diplomas. Upon final approval, diplomas will be electronically generated with signatures of the following:
 - 1. Superintendent;
 - 2. Associate Superintendent;
 - 3. Chairman of the Board of Education; and
 - 4. Principal.
- G. Diplomas will bear the name Georgia Preparatory Academy.
- H. Transfers and Withdrawals:

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1. Education records are confidential and may be disclosed only to youth, parents/guardians, educational institutions, and authorized DJJ personnel.
 2. All newly received educational records will be scanned into Infinite Campus within three school days of receipt.
- I. When a student is transferred between DJJ schools, the student's entire original educational record will be transferred with the student.
 - J. When a student is released from a DJJ school, education staff will prepare Withdrawal Forms and/or Transcripts as appropriate.
 1. In the YDC Withdrawal and Transcript Forms will be given to the student by the guidance counselor or designated education personnel no later than 48 hours prior to the release date.
 2. Upon release from the RYDC, a release letter (Attachment A) indicating how to obtain a withdrawal and transcript will be given to the student by the intake staff and/or education personnel.
 - K. If a local school system or DJJ school requests a record, the records request will be completed no later than the close of business on the day of the request. When possible, the requested records will be completed at the time of the request. Regional Principal(s), and/or lead teacher(s) will identify education personnel to complete record requests.
 - L. Transition services will be provided to each youth to ensure successful reintegration into society.
 1. A student portfolio will be developed for each YDC student. (See Attachment B)
 2. The guidance counselor will be responsible for developing and maintaining YDC student portfolios. Upon release, the student will receive the original portfolio. The guidance counselor will email or mail a copy of the portfolio to the Community Case Manager within 3 school days of the student's release and document the transaction on the contact log.
 3. Student portfolios will be subject to periodic review by an education administrator or designee at the end of each semester.
 4. Guidance counselors in the YDC will provide information from the Education Transition Plan to each YCRT (Youth Centered Re-Entry Team) meeting.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO