

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p align="center">Transmittal #  14-03</p>	<p align="center">Policy #  13.20</p>
<p>Applicability:  <input type="checkbox"/> All DJJ Staff  <input checked="" type="checkbox"/> Administration  <input type="checkbox"/> Community Services  <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards &amp; References:  O.C.G.A. §20-2-150, §20-2-690.1  ACA Standards: 4-JCF-5D  DJJ 13.32</p>	
<p>Chapter 13: EDUCATIONAL SERVICES</p>	<p>Effective Date: 5/20/14</p>	
<p>Subject: STUDENT ATTENDANCE</p>	<p>Scheduled Review Date: 5/20/16  Replaces: 3/15/12  Education and Re-Entry Services</p>	
<p>Attachments:  A – Youth Excluded From School Form</p>	<p>APPROVED:</p>  <hr/> <p>Avery D. Niles, Commissioner</p>	

**I. POLICY:**

Department of Juvenile Justice Schools shall provide and adhere to the curriculum and instructional standards set by the Georgia Department of Education. All students, regardless of disability or handicap, shall receive a Free and Appropriate Public Education at the public’s expense.

**II. DEFINITIONS:**

**Alternative Education Placement Model (AEPM):** A classroom behavior management program that utilizes an alternative classroom setting to improve classroom behavior. The Alternative Education Procedural Manual describes the procedures to be followed in the management of a youth’s behavior in an alternative classroom setting.

**Confinement:** The separation of a youth from others for disciplinary reasons or for reasons involving the safety and security of the youth, others, or the facility including, but not limited to, pre-hearing confinement and disciplinary confinement. A “cooling off” period not exceeding 60 minutes or placement in the Alternative Education Placement Model (AEPM) is not disciplinary confinement.

**Individualized Education Program (IEP):** A written document that outlines the special education and related services specifically designed to meet the unique educational needs of a student with a disability in accordance with the Individuals with Disabilities Education Act.

**Pre-Hearing Confinement:** The non-punitive, protective security measure taken with a youth who has allegedly violated a rule and is an imminent threat to others or the security of the facility.

**Special Education Procedural Manual:** The procedures to be followed when a youth is identified as requiring special education services.

(<https://djjintraportal.djj.state.ga.us/Education/Pages/SpecialEducation.aspx>)

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### III. PROCEDURES:

- A. Youth shall participate in educational programming to the following extent:
1. Youth who have not graduated from high school or earned a GED shall attend school for a minimum of 330 minutes per day.
  2. Youth who have earned a high school diploma or GED shall attend an educational program for a minimum of 165 minutes per day.
  3. Students who have been removed from regular classroom participation for disciplinary or behavioral reasons shall receive coursework daily related to his or her prescribed course of study.
  4. DJJ staff should not remove students from class for routine, non-emergency discussions.
- B. During school hours, all youth will attend an academic program, GED studies, or GEP (Graduate Education Program). The Associate Superintendent or designee may authorize and/or grant a waiver for nonattendance of school for youth at the RYDC who have completed their high school diploma or GED.
- C. Teachers will record attendance in the Juvenile Tracking System (JTS) for each period daily. The Lead teacher, Principal, Regional Principal will monitor attendance reports a minimum of every ten days to ensure that teachers are maintaining accurate attendance of students.
1. The teacher will monitor student attendance records for each class period, including absences, by using the absence report.
  2. If the reason for the absence is unknown, the teacher will immediately notify a
  3. Juvenile Correctional Officer who will then check the location of the youth and report to the teacher the reason for the absence.
- D. The State Board of Education and DJJ recognize the following as excused school absences:
1. Personal illness or attendance in school that would endanger a student's health or the health of others; conditions rendering attendance impossible or hazardous to student health or safety;
  2. A serious illness or death in a student's immediate family necessitating absence from school;
  3. A court order or an order by a governmental agency;

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4. Celebration of religious holidays, necessitating absence from school; and
  5. Appointments with attorneys, case managers, mental health, or health care providers and DJJ staff (youth will not be excused for group counseling sessions).
- E. Absence for Non-Disciplinary Reasons (excused absences):
1. A youth absent from school for non-disciplinary reasons will be provided daily coursework related to the student's prescribed course of study by education staff, unless exempt from receiving coursework for medical/mental health reasons by medical or mental health staff.
  2. The education staff will document visits to all youth absent from school for non-disciplinary reasons in the lower section of attachment A - Youth Excluded from School Form.
  3. If a student request additional assistance a certified teacher will visit the student and document the visit on the Youth Excluded from School Form.
  4. Educational visits will be documented on the Confinement Checks Form (DJJ 16.6, Services in Confinement, Attachment A) and the education staff will sign the unit logbook
- F. Disciplinary Confinement: (unexcused absences)
1. Removal from the classroom will only occur when a student is a threat to others, or when the behavior exhibited constitutes a significant disruption to the education process.
  2. Students in disciplinary confinement and/or any other specialized/restricted program on school days will receive coursework on a daily basis.
  3. Staff may recommend that a student in disciplinary confinement be removed from school for disciplinary reasons. However, the facility Director or designee must approve all removals of youth in disciplinary confinement. Staff will complete the Youth Excluded from School Form (Attachment A).
  4. Students in disciplinary confinement will receive at least 2 visits by education staff every school day to deliver, explain and monitor lessons. Encounters with confined students will be conducted in a face-to-face interactive manner, with the room door open unless the student is deemed a security risk.
  5. Educational visits will be documented on the Confinement Checks Form (DJJ 16.6, Services in Confinement Attachment A) and the education staff will sign the unit logbook

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6. The school Principal will notify the Associate Superintendent of any youth that have missed 5 consecutive days of school.
7. Attendance issues regarding students with disabilities will meet state and federal guidelines, in accordance with DJJ 13.32, Special Education Services.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**