I. **POLICY:**

Department of Juvenile Justice-Georgia Preparatory Academy (DJJ-GPA) 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:**

**BREAC (Behavior Redirection and Education Activities Classroom):** An extension of the classroom used as a placement option to address unwanted classroom behavior. The BREAC manual describes the procedures in full.

**Isolation:** Placing a youth in a locked room for a period of 15 minutes or more, unless it is a scheduled sleep period or there is a medical or security operational need (i.e. administrative reasons, see DJJ 18.10, Program Activity Schedule)

**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)

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 in an RYDC for a minimum of 165 minutes per day.
3. Graduates in a YDC will be part of the Graduate Education Program (GEP) and will attend school daily.

4. 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.

5. DJJ staff should not remove students from class for routine, non-emergency discussions.

B. During school hours, all youth will attend Georgia Preparatory Academy, Adult Basic Education, 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 diploma.

C. Teachers will record attendance in Infinite Campus for each period daily. The Lead teacher, Principal, and Regional Principal will monitor attendance reports a minimum of every ten days to ensure that teachers are maintaining accurate attendance records.

1. The teacher will monitor student attendance records, including absences for each class period.

2. If the reason for the absence is unknown, the teacher will immediately notify a 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’s 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 another governmental agency;

4. Celebration of religious holidays, necessitating absence from school; or

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. Procedures for Absences from School

1. A student absent from school 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. Education staff will make at least two visits every school day to deliver, explain and monitor lessons. Encounters with isolated students will be conducted in a face-to-face interactive manner, with the room door open unless the student is deemed a security risk.

3. If a student requests additional assistance, a certified teacher will visit the student and document the visit on the Youth Excluded from School Form (Attachment A).

4. The school Principal will notify the Associate Superintendent of any students that have missed 5 consecutive days of school.

5. 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