

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-15	Policy # 13.22
Applicability: <input type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: ACA Standards 4-JCF-5D-01, 4-JCF-5D-04, 4-JCF-5D-09, 3-JDF-5C-01, 3-JDF-5C-01-1, 3-JDF-5C-04-6, 3-JDF-5C-04-7	
Chapter 13: EDUCATION	Effective Date: 8/15/18 Scheduled Review Date: 8/15/19	
Subject: STUDENT ADVISEMENT	Replaces: 8/15/17 Office of Education	
Attachments: A- Workflow B- Manual Transcript Entry C - Education Transition Plan	APPROVED:  <hr style="width: 100%;"/> Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice-Georgia Preparatory Academy (DJJ-GPA) shall provide programs and services to meet the academic, testing, social and emotional, career, and transitional needs of students. These programs and services will be determined through relevant screenings and advisement meetings.

II. DEFINITIONS:

Advisement: A meeting to discuss the student’s educational plan, academic history, academic goals, current interests, career interests, and post-secondary options.

Education Transition Plan: A document that identifies academic and career goals and services, based on the student’s strengths, skills, and interests.

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

Odysseyware: An on-line program that offers a flexible and customizable curriculum aligned with the Georgia Standards of Excellence offering academic and CTAE programs.

III. PROCEDURES:

- A. Students will be enrolled in school as soon as possible but no later than three (3) school days after admission.
- B. The Test of Adult Basic Education (TABE)-Level M will be used to provide a measurement of each youth’s educational achievement levels. The TABE will be administered by trained personnel.

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1. The Math and Reading sections of the TABE Survey-Level M will be given to every youth not previously administered the TABE in the past 12 months within five (5) school days of admission to an RYDC.
 2. The Vocational Instructor will enter test scores into Infinite Campus within 72 hours of administration.
 3. All students will be administered the TABE Survey- Level M at the end of the fall and spring semesters. Students who have entered and been tested within nine (9) weeks of the end of the semester will not be re-tested.
- C. Upon receipt of previous school records, the Vocational Instructor will input the required information in Infinite Campus as outlined on the workflow (Attachment A) and Manual Transcript entry (Attachment B).

IV. ADVISEMENT

- A. The Professional School Counselor assigned to a RYDC will have an advisement meeting with any student who is in detention 30 days or more to review his/her educational history, document past courses and credits, and offer guidance for future academic and career goals. Students in need of credit recovery or flexible scheduling to meet individual needs may be enrolled in Odysseyware. The Professional School Counselor will complete a Graduation Status Report or Graduation Progress Report in Infinite Campus for each student who has been advised.
- B. Within three (3) school days after admission, the Professional School Counselor in YDCs will have an advisement meeting with each new student to review his/her educational history and discuss program offerings in the school. The Principal will ensure that advisement occurs.
- C. YDC students will be provided advisement at a minimum of once per semester, to review progress and alternatives in meeting graduation and career objectives.
 1. The Professional School Counselor will advise the youth of:
 - a. High school curricular options;
 - b. High school graduation requirements;
 - c. Adult Education Program requirements; and
 - d. CTAE curricular options.
 2. During advisement at a YDC, an education transition plan (Attachment C) will be developed to provide general information about the post-secondary and career program options upon release. 120 days prior to the youth's release, this document will be provided to the YCRT (Youth Centered Re-entry Team) for

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review. The Professional School Counselor will discuss the transition plan with the student, update when appropriate, and place in the student portfolio.

3. The Professional School Counselor will complete a Graduation Status Report or Graduation Progress Report in Infinite Campus for each YDC student who has been advised and will update both documents as necessary.

V. LOCAL OPERATING PROCEDURES REQUIRED: NO