

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 14-01	Policy # 13.23
Applicability: { } All DJJ Staff {x} Administration { } Community Services {x} Secure Facilities (RYDC's and YDC's)	Related Standards & References: O.C.G.A. §20-2-281 ACA Standards: 4-JCF-5D	
Chapter 13: EDUCATIONAL SERVICES	Effective Date: 1/15/14 Scheduled Review Date: 1/15/16	
Subject: STUDENT INTAKE SCREENING AND PLACEMENT	Replaces: 2/15/12 APPROVED:	
Attachments: None.	 <hr/> Avery D. Niles, Commissioner	

## I. POLICY:

Department of Juvenile Justice School system shall conduct screening for the purpose of initial education, academic and grade level placement.

## II. DEFINITIONS:

**Education Transition Plan:** Transition goals and services based on a high school and/or CTAE individual needs, strengths, skills, and interests.

**Test of Adult Basic Education (TABE) Test:** A broad range achievement test that measures basic skills in reading, language, mathematics, and spelling.

**Transition Team:** A team of DJJ staff from each of the program areas (facility case manager, community case manager, security, medical, mental health, education) responsible for youth case review and the recommendation of release or extension of length of stay.

## III. PROCEDURES:

- A. All youth admitted to a secure facility will receive an Initial Education Screening by a trained Intake Officer/Juvenile Correctional Officer.
- B. Educational staff will provide information for the DJJ Service Plan or the Individual Plan of Care (DJJ 18.31, Positive Behavior Strategies).
- C. All youth admitted to a secure facility will receive information about the school program through the Student Handbook.
- D. In YDCs each student's educational progress will be evaluated with regard to class placement, grades, credits, competencies, and certificates. The Guidance Counselor will present the results of the Education Transition Plan to the Transition Team.

Chapter	Subject	Policy #	Page
EDUCATIONAL SERVICES	STUDENT INTAKE SCREENING AND PLACEMENT	13.23	2 of 2

- E. 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.
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 school days of admission to an RYDC.
  2. In the YDC; the guidance counselor, in the RYDC; the lead teacher or Designee will enter test scores into JTS within 72 hours of administration.
  3. All students will be administered the TABE test Level M at the end of the fall and spring semesters. Students who have entered and been tested within 9 weeks of the end of the semester will not be re-tested.

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