I. POLICY:

The Department of Juvenile Justice-Georgia Preparatory Academy (DJJ-GPA) shall adopt a school calendar that meets the requirements of the Georgia State Board of Education.

II. DEFINITIONS:

Georgia State Board of Education: The body that provides statewide leadership necessary to ensure the opportunity for each public-school student to be successful.

Instructional Time: All portions of the school day when instruction or instruction-related activities based on state approved courses are provided or coordinated by a certified teacher, instructor, or substitute teacher.

School Day: The period between the time students are required to be present and their dismissal from school.

School Year: A period of 180 days in which students are enrolled in school.

Summer Session: A period of instructional time for students enrolled in DJJ schools during the months of June and July.

III. PROCEDURES:

A. The Associate Superintendent shall develop a proposed school calendar and shall submit the proposed calendar to the DJJ Board of Education with a recommendation for approval.

B. Each DJJ school must follow the school calendar approved by the Department of Juvenile Justice Board of Education. The approved calendar is located on the DJJ website.
C. The calendar shall identify days of attendance for students, days of in-service and organizational meetings for teachers and administrators, holiday periods, and other days of importance to the staff and students.

D. The DJJ Board of Education, DJJ Commissioner/Superintendent, and/or Associate Superintendent may depart from the adopted school calendar under the following emergency conditions:

1. The President of the United States proclaims a national emergency;

2. The Governor of the State of Georgia proclaims a state of emergency; or

3. Other emergencies identified and reported to the Associate Superintendent by school administrators and/or facility Directors.

E. All DJJ Schools must notify the Associate Superintendent (or designee) prior to canceling school, unless there is a security emergency. In the case of a security emergency, the facility Director, School Principal, Lead Teacher, or Regional Principal must notify the Associate Superintendent as soon as possible after canceling school.

F. Grades 6-12 programs will have a six-period school day.

G. Students will be provided instruction during summer session.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO