

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-3	Policy # 13.3
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)	Related Standards & References: ACA Standards: JDF-5C-01, 4-JCF-5D-03	
Chapter 13: EDUCATION	Effective Date: 2/9/16 Scheduled Review Date: 2/9/17 Replaces: 10/20/14	
Subject: SCHOOL CALENDAR	Office of Education APPROVED:	
Attachments: Attachment A: Georgia Preparatory Academy School Calendar	 <hr/> Avery D. Niles, Commissioner	

I. POLICY:

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

II. DEFINITIONS:

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.

State Board of Education: The body that provides statewide leadership necessary to ensure the opportunity for each public school student to be successful. (www.doe.k12.ga.us)

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. (Attachment A)

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- 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, including testing dates established by the Georgia Department of Education.
- 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 Director.
- 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, or lead teacher must notify the Associate Superintendent within thirty minutes after canceling school.
- F. The DJJ Board of Education, Superintendent, and/or Associate Superintendent may depart from the adopted school calendar for professional learning as needed.
- G. Grades 6-12, closed programs and disciplinary detention shall be scheduled for not less than a daily average of 5½ hours (330 minutes) of instructional time based on 180 days or its equivalent school year.
- H. Students may be provided alternative instruction during summer session which may include reading programs and remediation.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO