



DEPARTMENT OF JUVENILE JUSTICE

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May 6, 2010

DJJ Transmittal # 10-09
Effective June 1, 2010

MEMORANDUM

TO: DJJ Staff

FROM: Albert Murray
Commissioner

A handwritten signature in cursive script that reads 'Albert Murray'.

RE: DJJ 3.70, Salary Payments
DJJ 5.4, Education Records
DJJ 13.22, Student Advisement
DJJ 13.23, Student Assessment
DJJ 13.30, Media Center
DJJ 13.31, Student Support Teams and Section 504 Services
DJJ 13.32, Special Education Services
DJJ 13.34, Student Transfers and Withdrawals
DJJ 13.35, Educational Services Quality Assurance

DJJ 3.70, Salary Payments, states that the Department of Juvenile Justice shall release salary payments in a timely manner based on established pay periods and in accordance with policies established by the State Accounting Office (SAO). This policy replaces the existing DJJ 3.70, Paychecks and Direct Deposit. The policy does not require local operating procedures. ***Attachments A and C, the State Accounting Office forms, must be attached to all new employee packets.*** The following changes were made to the policy:

- Section IV.A. establishes guidelines for direct deposit for newly hired or rehired employees.
- Section IV.B. establishes guidelines for direct deposit for current employees.
- Any employee who discontinues enrollment in direct deposit will be subject to disciplinary action up to and including termination. (See Section IV.E.)
- Employees must use Employee Self Service to enroll in direct deposit. (See Section IV.F.)
- An employee must utilize Employee Self Service to make changes to the direct deposit if he/she changes banks, financial institutions, accounts, or if his/her bank or financial institution changes the employee's account number. (See Section IV.G.)
- Section V. outlines the process for obtaining an exemption.
- Salary payments for employees not enrolled in direct deposit or whose salary payment is not eligible for direct deposit (see Section IV.D.) will be made via a paper check that is mailed by the SAO on the designated payday. (See Section VIII.A.)
- An employee who is placed on leave without pay and who is not entitled to full salary for the pay period will have the overpayment deducted from the first salary payment due following return to duty. (See Section VII.B.2.)
- An employee who is terminated and who is not entitled to full salary for the pay period will have the overpayment deducted from any subsequent terminal leave payment. (See Section VII.B.3.)
- After an employee is separated from employment, the employee's annual leave usage and final balance will be verified. Payment for terminal leave will be issued on the regularly scheduled payday following the verification. (See Section VII.C.)

DJJ 5.4, Education Records, states that Department of Juvenile Justice schools shall ensure the confidentiality and integrity of education records. This policy replaces the existing DJJ 5.4, Education Records. The policy requires local operating procedures for all secure facilities. The following changes were made to the policy:

- The youth will be afforded the Rights Under FERPA (Attachment F). (See Section G.5.)

DJJ 13.22, Student Advisement, states that Department of Juvenile Justice schools in long-term Youth Development Campuses shall provide programs and services to meet the school counseling, testing, social services, psychological and career development needs of students. This policy replaces the existing DJJ 13.22, Student Advisement and Directive #09-05, College and Scholarship Applications. The policy does not require local operating procedures. There were no changes made to the policy.

DJJ 13.23, Student Assessment, states that Department of Juvenile Justice schools shall participate in the Georgia Department of Education testing program and adhere to the scheduled procedures and required guidelines. This policy replaces the existing DJJ 13.23, Student Assessment. The policy does not require local operating procedures. The following changes were made to the policy:

- The Initial Education Screening form will be completed in the Juvenile Tracking System, printed, and forwarded to the education department the same day. (See Section B.)
- For long term YDC youth, the results of the evaluation will be presented to the Interdisciplinary Team. (See Section D.)
- The state mandated testing program will be administered in accordance with the requirements of the Georgia Department of Education. (See Section F.)

DJJ 13.30, Media Center, states that Media resources shall be provided at each facility and made available to all youth. This policy replaces the existing DJJ 13.30, Media Center. The policy requires local operating procedures for all secure facilities. There were no changes made to the policy.

DJJ 13.31, Student Support Teams and Section 504 Services, states that Each Department of Juvenile Justice school shall establish a Response to Intervention (RTI) Committee and Student Support Team (SST) to identify students with learning and/or behavior problems. This policy replaces the existing DJJ 13.31, Student Support Teams and Section 504 Services. The policy requires local operating procedures for all secure facilities. The following changes were made to the policy:

- Section III. has procedures for Response to Intervention Teams.
- Section VI. has procedures for Individualized Education Plan Teams.

DJJ 13.32, Special Education Services, states that Department of Juvenile Justice schools shall identify students through 21 years of age with disabilities and provide these students a free and appropriate public education in compliance with state rules and the Individuals with Disabilities Education Act. This policy replaces DJJ 13.32, Special Education Services. The policy does not require local operating procedures. The following changes were made to the policy:

- The IEP Team will be composed of a multi-disciplinary group of individuals. The IEP Team will be responsible for developing, reviewing, or revising the IEP. (See Section A.)

DJJ 13.34, Student Transfers and Withdrawals, states that Department of Juvenile Justice schools shall maintain an accurate, cumulative education record for each youth in the school system. Upon the withdrawal of youth from a DJJ school, each school shall forward copies of the Transcript or Withdrawal Form to the local school system for re-enrollment of youth. This policy replaces the existing DJJ 13.34, Student Transfers and Withdrawals. The policy requires local operating procedures for all secure facilities. There were no changes made to this policy.

DJJ 13.35, Educational Services Quality Assurance, states that Department of Juvenile Justice schools shall operate an internal quality assurance program to determine the quality and consistency of educational services provided within applicable laws, rules, regulations, standards and policies. This policy replaces the existing DJJ 13.35, Educational Services Quality Assurance. The policy does not require local operating procedures. There were no changes made to this policy.

INSTRUCTIONS:

DJJ Policy Manual

Remove the following policies from the policy manual

- Directive #09-05, College and Scholarship Applications
- DJJ 3.70, Paychecks and Direct Deposit
- DJJ 5.4, Education Records
- DJJ 13.22, Student Advisement
- DJJ 13.23, Student Assessment
- DJJ 13.30, Media Center
- DJJ 13.31, Student Support Teams and Section 504 Services
- DJJ 13.32, Special Education Services
- DJJ 13.34, Student Transfers and Withdrawals
- DJJ 13.35, Educational Services Quality Assurance

Place the following new policies in the policy manual

- DJJ 3.70, Salary Payments
- DJJ 5.4, Education Records
- DJJ 13.22, Student Advisement
- DJJ 13.23, Student Assessment
- DJJ 13.30, Media Center
- DJJ 13.31, Student Support Teams and Section 504 Services
- DJJ 13.32, Special Education Services
- DJJ 13.34, Student Transfers and Withdrawals
- DJJ 13.35, Educational Services Quality Assurance

Make the proper notations