

# GEORGIA PREPARATORY ACADEMY



## STUDENT HANDBOOK & RESOURCE GUIDE

2017 - 2018





#### Notice of Non-Discrimination

The Department of Juvenile Justice School District – Georgia Preparatory Academy does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, childbirth or related medical conditions, genetic information, or sexual orientation in its programs, activities, or employment practices pursuant to The Department of Juvenile Justice policy 3.20 (Non-discrimination in the Workplace), Title VI and VII of the 1964 Civil Rights Act, Section 504 of the Federal Rehabilitation Act of 1973, Title IX of the 1972 Educational Amendments, Title I and II of the Americans with Disabilities Act of 1990, and Americans with Disabilities (ADA) Amendments Act of 2008.

# GEORGIA PREPARATORY ACADEMY

## INTRODUCTION

The Georgia Department of Juvenile Justice (DJJ) is the 181st school system in the state of Georgia. Georgia Preparatory Academy (GPA) is the school located within the DJJ school system. There are 29 Georgia Preparatory Academy schools across the state of Georgia. Georgia Preparatory Academy is accredited through AdvancED. All teachers, principals and school counselors hold certificates from the Georgia Professional Standards Commission.

Students are able to earn Carnegie units for high school courses completed. These credits can transfer back to the student's home school. If a high school student is enrolled in a GPA school long enough to complete all credit requirements, he or she can earn a high school diploma. An Adult Education Program is offered in DJJ schools where students can take GED classes and earn a GED while enrolled in a DJJ school. Once students have earned a high school diploma from GPA or a GED diploma from the Adult Education Program, they are enrolled in the Graduate Education Program (GEP).

## WELCOME

On behalf of the education staff, welcome to the Georgia Preparatory Academy. To help you understand how the Department of Juvenile Justice School System operates, we have provided this handbook. It will familiarize you with this school system and with information about programs, activities, rules, regulations and your rights here. We hope you will use your time here to make positive changes as you grow and prepare for the rest of your life.

## OUR MISSION

The Department of Juvenile Justice School System is committed to providing an education that empowers life-long learners to reach their potential and become college and career ready.

## OUR VISION

DJJ will lead the nation in preparing young people in its care to develop and sustain productive lives.



# ADMISSION

## ADMISSION & ADVISEMENT

While you are with the Department of Juvenile Justice (DJJ), you will be a student at Georgia Preparatory Academy (GPA). DJJ is an accredited school district. You will go to school each day and your credits will count.

You will have the opportunity to earn a high school diploma or a GED diploma. If you have completed your high school or GED diploma, you will be enrolled in the Graduate Education Program (GEP).

When you arrive, your records are requested from your previous home school, placements, and facilities. The education staff matches your schedule as closely as possible to what you were already taking. If you were in a GED program and that can be documented, you will be placed in the Adult Education program (GED). If you are classified as an exceptional student and you have an Individual Education Program (IEP), that plan will be followed and updated throughout your time at GPA, if you continue to meet the criteria.

Just like any other high school in Georgia, progressing through the grade levels at GPA depends on how many credits you have earned. You should always know where you are in your educational program. All credits you have earned before you transferred to GPA will be applied toward your graduation requirements. Additionally, all credits will transfer with you to your school in the community once you are withdrawn or released.

**REAL SCHOOL**

**RIGHT HERE**

**RIGHT NOW**





# REPORT CARD



## GRADING REPORTS

The teacher may provide progress reports at any time. The reports are designed to inform the student and parent/guardian of the student's progress in a given subject area at that point in time. These notices act as general guides to both parent/guardian and student so the student may improve his/her study and performance habits. Progress reports will be provided to all students every nine weeks.

\*Progress Reports- every nine weeks

\*Report Cards- end of each semester (\*credits are earned at end of each semester)

Parents may monitor their child's grades on the infinite campus Parent Portal at:

<https://gacloud1.infinitecampus.org/campus/portal/djj.jsp>

### Grading Scale and Credits:

Credits	Grade Level
0 to 4.5 Credits	= 9th Grade
5 to 10.5 Credits	= 10th Grade
11 to 17.5 Credits	= 11th Grade
18 Credits	= 12th Grade

A student entering high school is assigned a graduation year. Grade level advancement beyond freshman year will be determined by the number of earned credits.

### Incomplete (I):

An "I" refers to failure to take a required end of course (EOC) test or incomplete work because of extended illness or some circumstance that warrants an extension of time. Your school's administrator and/or school counselor will work with each student to resolve incomplete grades.

# BULLYING PREVENTION

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

You will receive a bullying prevention program upon enrollment into a GPA school. After reviewing this information, you will have some resources to address bullying and how to stop it before it starts.



# Report Card School

## REPORT CARD GRADES

Numeric grades are assigned for all subjects

Letter Grade	Performance Level	Description
A	90-100	Exceeding content expectations
B	80-89	Meeting content expectations
C	70-79	Working towards meeting content expectations
F	69-below	Inadequate progress towards meeting expectations
I	Incomplete	Course requirements not met



# Graduation Requirements

Students must earn a minimum of 23 credits to graduate from high school in the state of Georgia. Four units each in English/Language Arts, Mathematics and Science are required. Three units are required in Social Studies. Personal Fitness and Health half units are also required. In addition, a variety of electives are required. The student will know what courses are required during advisement.



## High School Graduation Requirements For Students Entering 9th Grade 2008-2009 and Thereafter

Areas of Study	Credits	Course Requirements
English/Language Arts	4	One English class in each year of high school, including American Literature/Composition (11th grade) and 9th Grade Literature/Composition.
Mathematics	4	Coordinate Algebra, Geometry, Advanced Algebra, 4th Mathematics.
Science	4	Biology, Physical Science or Physics and two additional science courses of choice.
Social Studies	3	World History, United States History, United States Government (1 semester) and Economics (1 semester)
Career, Technical and Agricultural Education (CTAE)	3	Students must earn 4 credits, in any combination, from these three curriculum areas. Students planning to attend a 4-year college or university immediately after high school must earn a minimum of 2 credits in a modern language. Students planning to continue a technical program of student at a technical college after high school are encouraged to take at least 3 credits in a single CTAE career pathway.
Health & Physical Education	1	1/2 credits per course. Each course is one semester in length. Typically taken in the 9th grade.
Electives	4	Elective can be taken in any curriculum area. Students planning to attend a 4-year college or university are encouraged to take at least 2 elective credits.
Total	23	

## ADULT EDUCATION (GED)

The Adult Education Program (GED) provides free academic services and GED preparation to students age 18 and older regardless of their formal level of education. Individuals under 18 (ages 16 and 17) may also enroll in the program if they are not currently enrolled in school and have a parent's or guardian's permission to enroll. In addition, a student must take the Test of Adult Basic Education and meet the minimum requirements.

# A dult EDUCATION

# G

## GRADUATE

# E

## EDUCATION

# P

## PROGRAM

## GRADUATE EDUCATION (GEP)

Once you have met all the requirements for high school graduation, you will attend school daily for some part of the day. You will be enrolled in the Graduate Education Program (GEP). The GEP will assist you in gaining the kind of marketable skills you need for employment. There are programs to improve your soft skills, such as Georgia Best (Business Ethics Student Training). Additionally, there are opportunities to receive post-secondary education online through eCore.







## STANDARDIZED TESTING

### End of Grade

The Georgia Milestones Assessment System is designed to provide information about how well students are mastering the state-adopted content standards in the core content areas of English Language Arts, mathematics, science, and social studies. Students in grades 3 through 8 will take an end-of-grade assessment in each content area designated by the State Board of education.

### End of Course

High school students take an end-of-course assessment for each of the eight courses designated by the State Board of Education. The end-of-course measures are administered near the completion of the course. These measures serve as the final exam for the course, and contribute 20% to the student's final course grade. The following courses require the Georgia Milestones EOC tests:

English/Language Arts	Mathematics	Science	Social Studies
9th Grade Lit/Comp	Coordinate Algebra	Biology	U.S. History
American Lit/Comp	Analytic Geometry	Physical Science	Economics

*The Georgia Milestone EOCs count 20% of the student's final grade.*







# STUDENT SUPPORT



## GCIS



Georgia Career Information System (GCIS) provides Georgia's students and adult learners with vital career information. It is used in Georgia's elementary, middle, and high schools; colleges and universities; technical colleges; Employment Service offices; Rehabilitation Services offices; Department of Labor offices; Department of Family and Children Services offices; Department of Juvenile Justice; and public libraries.

## GAfutures

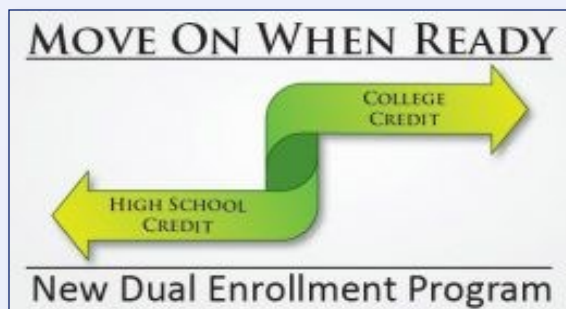
GAfutures is Georgia's primary resource for information on planning, applying, and paying for college. The website aims to help students of all ages explore and plan for college and is loaded with tools and information that will make the process of searching, applying, and paying for college easier. GAfutures is a project of the Georgia Student Finance Commission and replaced GACollege411.

Using GAfutures, Georgia students will be able to:

- Apply for state financial aid programs (including HOPE and Move On When Ready)
- Check HOPE GPA status (beginning as early as 9th grade)
- Learn about state financial aid programs and eligible postsecondary institutions
- Learn about federal financial aid and repayment options
- Search and apply to colleges
- Search a nationwide scholarship database

## Move on When Ready (MOWR)

MOWR offers students in grades 9-12 the option of earning a high school diploma and college credit at the same time. Students are able to fulfill high school graduation requirements while earning college credit toward a degree program. For more information, please see your high school counselor.





# BEHAVIOR



Students are expected to conduct themselves in a respectful manner towards all staff members as well as their peers. Students are also expected to follow the classroom rules as it relates to conduct in the learning environment.

## Positive Behavior Interventions & Supports (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

## Behavior Redirection & Education Activities Classroom (BREAC)

Behavior Redirection & Education Activities Classroom (BREAC) is an opportunity for students to redirect inappropriate behavior and complete assignments in a smaller classroom. It is designed to be a part of Positive Behavior Interventions and Support (PBIS) which is used throughout all DJJ/GPA campuses. BREAC is not designed to isolate or confine students. It is an opportunity for the students to make a different choice after receiving support from staff. Once the student's behavior has been redirected and assignments completed, he or she will be allowed to return to the classroom. Talk to your teacher, school counselor, or administrator for specific information about BREAC policy and procedure.



# CURRICULUM

## GEORGIA STANDARDS OF EXCELLENCE

### ACADEMIC PROGRAM

All courses in Georgia Preparatory Academy (GPA) are aligned to the Georgia Standards of Excellence (GSE). GSE courses are taught in schools across Georgia. The courses that you take while in Georgia Preparatory Academy are the same courses that are offered to you in public schools. If GPA cannot match the same course you were taking in public school, a comparable course will be assigned to you.

Depending on your GPA location, you may be able to earn new credit through an online curriculum called Odysseyware. Odysseyware provides a broad range of academics and career technical courses. Many of the Odysseyware courses are also aligned to the Georgia Standards of Excellence. Odysseyware also offers credit recovery.

### CREDIT RECOVERY

### ODYSSEYWARE

If students have attempted and not met the requirements for a course, Odysseyware may be used as credit recovery. This allows the student an opportunity to retake the course and earn the credit. For additional information, check with your school counselor or school administrator.







# SPECIAL EDUCATION

The mission of the Services for Exceptional Children is to provide leadership and support that promotes achievement for students with disabilities. Our commitment is for all students to reach their full academic potential by meeting the specific needs of students.

Georgia Preparatory Academy ensures the "life-long achievement of every child through effective and innovative teaching that meets the needs of individual learners," including those with disabilities. In accordance with the district's mission, the Program for Exceptional Children envisions a school system where all students, families, schools, and community members share the motivation, knowledge, and skills to work together to ensure that all children with disabilities are learning, progressing, and meeting high expectations.

The Georgia Preparatory Academy Department of Special Education offers a broad continuum of services for all students through twenty-one (21) years of age. Classes serving students with disabilities are located in all Georgia Preparatory Academy Schools. All programs are represented in every school. If you are classified as an exceptional student and you have an Individualized Education Program (IEP), that plan will be followed and updated throughout your time at GPA, if you continue to meet the requirements.

The Department of Special Education is required to provide free, appropriate public education to eligible children in cooperation with parents and other agencies under the Individuals with Disabilities Education Act. Each eligible student must have an Individual Education Program (IEP), which is developed by a team composed of teachers and other qualified school personnel, parents or guardians and the student, when appropriate, as required by state and federal regulations. The IEP is revised when necessary and reviewed annually.



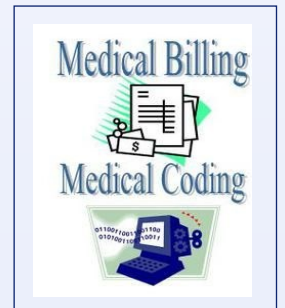
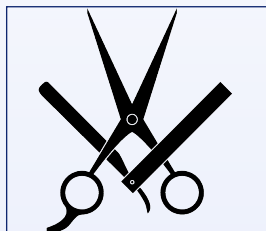
# CTAE EXPLORE XPERIENCE XTEND

CAREER·TECHNICAL·AGRICULTURAL EDUCATION

## CTAE

The Department of Juvenile Justice has contracts with Augusta Technical College, Oconee Fall Line Technical College, Central Georgia Technical College and South Georgia Technical College to provide instructors that work full-time on DJJ school campuses. You will be allowed to register for CTAE courses that include Auto Service, Computer Information Systems, Construction, Collision Repair, Cosmetology and Horticulture, depending on your GPA location. Students can earn a TCC (Technical Certificate of Credit) from these technical colleges.

All Career, Technical and Agricultural Education programs within Georgia Preparatory Academy follow the Department of Juvenile Justice's policy of nondiscrimination on the basis of race, color, sex, national origin, age, disability, pregnancy, childbirth or related medical conditions, genetic information, or sexual orientation.





# RESOURCES



official

## TRANSCRIPTS

### How do I get my school records?



#### Transcripts/Withdrawals

Transcript and withdrawal requests should be made to the specific Georgia Preparatory Academy school that the student last attended through the clerk/school counselor office. Former students are required to make transcript requests through GPA's record request

online through the Department of Juvenile Justice website: <http://www.djj.state.ga.us>

**Please note:** GED Diplomas and Transcripts are issued by the Technical College System of Georgia (TCSG). Depending on when the student obtained a GED, a copy of the diploma and/or transcript may only be available through TCSG and will require direct contact with TCSG. Official GED diploma and transcripts **must** be obtained directly from TCSG.

Technical College System of Georgia Contact Information:

**Website:** <https://tcsge.edu/ged.php>

**Phone:** (404) 679-1645



## EDUCATION TRANSITION CENTERS

If you are unable to enroll in your home school or school district after being in a DJJ facility, the Georgia Department of Juvenile Justice Education Transition Centers might serve as an alternative option for school enrollment within the community.

### Education Transition Center Locations:

- Bibb County
- Chatham County
- Richmond County

The Education Transition Center gives students that have been dismissed from their local school districts, suspended, expelled, or who have just been released from the YDC or RYDC the opportunity to enroll in academic courses, credit recovery, or GED classes. Classes and transportation are free, and lunch will also be provided free of charge.









## ALTERNATIVE EDUCATION OPTIONS (2 of 4)

### What happens if I can't get back into my local school district?

Here is an online option to choose from if your area does not have a DJJ Education Transition Center:



GAVS courses are free of charge to all Georgia public school students who are taking the courses as a part of their state reported school day, so course start and end dates coincide with regular school semesters. A limited number of state funded seats are available to private and home school students in the state. GAVS also has a tuition program where students can take additional courses to further enhance their course of study or even to catch up if they have fallen behind.

Website: <http://www.gavirtuallearning.org/>

#### Contact Information:

**Georgia Virtual School**

Phone: (404) 938-7270

**Georgia Credit Recovery**

Phone: (404) 561-1671







## ALTERNATIVE EDUCATION OPTIONS (4 of 4)

### What happens if I can't get back into my local school district?

Here is an online option to choose from if your area does not have a DJJ Education Transition Center:



Students throughout Georgia have the opportunity to thrive at Georgia Connections Academy Charter School (GACA), a tuition-free public cyber school. GACA gives students the flexibility to learn at home with an online curriculum that meets rigorous state education standards and offers:

- A challenging curriculum developed by leading education experts
- Instruction from state-certified teachers experienced in online instruction
- Support from trained counselors, principals, and administrative staff
- Curriculum materials needed to participate in a dynamic online learning environment

Website: <http://www.connectionsacademy.com/georgia-virtual-school>

#### Contact Information:

#### **Georgia Connections Academy**

2763 Meadow Church Road

Suite 208

Duluth, GA 30097

Phone: (678) 825-3258







# Locations

## YOUTH DEVELOPMENT CAMPUSES

### **Atlanta YDC** (Located in Fulton County)

5651 Stonewall Tell Road  
College Park, GA 30349-2462  
Phone: (770) 306-6600  
Fax: (770) 306-6400

### **Augusta YDC** (Located in Richmond County)

3481 Mike Padgett Highway  
Augusta, GA 30906-3815  
Phone: (706) 792-7500  
Fax: (706) 792-7507

### **Eastman YDC** (Located in Dodge County)

176 Freamon Graham Boulevard  
Eastman, GA 31023-8003  
Phone: (478) 374-6900  
Fax: (478) 374-6904

### **Macon YDC** (Located in Bibb County)

4160 Riggins Mill Road  
Macon, GA 31217-5440  
Phone: (478) 751-3415  
Fax: (478) 751-3414

### **Milledgeville YDC** (Located in Baldwin County)

800 North Glynn Street  
Milledgeville, GA 31061  
Phone: (478) 445-3050  
Fax: (478) 445-3096

### **Muscogee YDC** (Located in Muscogee County)

7700-A Chattsworth Road  
Midland, GA 31820  
Phone: (706) 565-4391  
Fax: (706) 565-4353

### **Sumter YDC** (Located in Sumter County)

300 McMath Mill Road  
Americus, GA 31719-8669  
Phone: (229) 931-5800  
Fax: (229) 931-5861





# Locations

## REGIONAL CENTERS (1 of 2)

### **Aaron Cohn RYDC** (Located in Muscogee County)

7700 Chattsworth Road  
Midland, GA 31820  
Phone: (706) 565-4374  
Fax: (706) 565-3595

### **Augusta RYDC** (Located in Richmond County)

3485 Mike Padgett Highway  
Augusta, GA 30906-3815  
Phone: (706) 771-4881  
Fax: (706) 771-4917

### **Bob Richards RYDC** (Located in Floyd County)

200 Marable Way, N.W.  
Rome, GA 30165  
Phone: (706) 295-6035  
Fax: (706) 802-5222

### **Claxton RYDC** (Located in Evans County)

3609 Bill Hodges Road  
Claxton, GA 30417  
Phone: (912) 739-4807  
Fax: (912) 739-7932

### **Crisp RYDC** (Located in Crisp County)

130 Haralson Road  
Cordele, GA 31015  
Phone: (229) 271-4900  
Fax: (229) 271-4792

### **Dekalb RYDC** (Located in Dekalb County)

2946 Clifton Springs Road  
Decatur, GA 30034-3820  
Phone: (404) 244-2183  
Fax: (404) 244-5779

### **Eastman RYDC** (Located in Dodge County)

181 Industrial Boulevard  
Eastman, GA 31023-7113  
Phone: (478) 374-6766  
Fax: (478) 374-6979

### **Elbert Shaw RYDC** (Located in Dalton County)

2735 Underwood Road, N.E.  
Dalton, GA 30034-3820  
Phone: (706) 272-2309  
Fax: (706) 272-2367

### **Gainesville RYDC** (Located in Hall County)

450 Crescent Drive  
Gainesville, GA 30501-5079  
Phone: (770) 535-5465  
Fax: (770) 535-6968

### **Judge Thomas Jefferson Loftiss II RYDC** (Located in Thomas County)

400 South Pinetree Boulevard  
Thomasville, GA 31792-7128  
Phone: (229) 227-2764  
Fax: (229) 227-2659





# Locations

## REGIONAL CENTERS (2 of 2)

### **Macon RYDC** (Located in Bibb County)

4164 Riggins Mill Road  
Macon, GA 31217-5999  
Phone: (478) 751-3400  
Fax: (478) 751-4417

### **Marietta RYDC** (Located in Cobb County)

1575 County Services Parkway, S.W.  
Marietta, GA 30008-4007  
Phone: (770) 528-4247  
Fax: (770) 528-4261

### **Martha K. Glaze RYDC** (Located in Clayton County)

11850 Hasting Bridge Road  
Hampton, GA 30228  
Phone: (770) 473-2100  
Fax: (770) 473-2101

### **Metro RYDC** (Located in Dekalb County)

1300 Constitution Road, S.E.  
Atlanta, GA 30316-4604  
Phone: (404) 635-4400  
Fax: (404) 635-4410

### **Rockdale RYDC** (Located in Rockdale County)

2165 Chambers Drive  
Conyers, GA 30012  
Phone: (770) 785-2481  
Fax: (770) 785-6809

### **Sandersville RYDC** (Located in Washington County)

423 Industrial Drive  
Sandersville, GA 31082-7007  
Phone: (478) 553-2400  
Fax: (478) 553-2404

### **Savannah RYDC** (Located in Chatham County)

191 Carl Griffin Drive  
Savannah, GA 31405-1362  
Phone: (912) 652-3879  
Fax: (912) 652-3899

### **Terrell RYDC** (Located in Terrell County)

1666 Albany Highway  
Dawson, GA 39842-8004  
Phone: (229) 995-8551  
Fax: (229) 995-8557

### **Waycross RYDC** (Located in Ware County)

3275 Harris Road  
Waycross, GA 31503-8956  
Phone: (912) 287-6680  
Fax: (912) 287-6681





# Locations

## EDUCATION TRANSITION CENTERS

### **Bibb County Education Transition Center**

(Located in Bibb County)

4160 Riggins Mill Road

Macon, GA 31217

Phone: (478) 751-3415

### **Chatham County Education Transition Center**

(Located in Chatham County)

1149 Cornell Avenue

Savannah, GA 31406

Phone: (912) 303-1900

### **Richmond County Education Transition Center**

(Located in Richmond County)

3481 Mike Padgett Highway

Augusta, GA 30906

Phone: (706) 792-7290







## GEORGIA DEPARTMENT OF JUVENILE JUSTICE



### Central Office:

3408 Covington Highway  
Decatur, GA 30032

### Contact:

(404) 508-6588 (Central Office)  
(404) 508-7299 (Fax)