

Chapter No. 2506	Page 1
Issue Date: 03/01/83	
Revised: 11/30/18	

**Notes and
References**

CONTACT WITH SCHOOL OFFICIALS

I. Introduction

- A. Deputy Probation Officers (DPOs) routinely rely on school officials to obtain information about a youth’s educational status, school placement, attendance, credits and grades. This includes information required for disposition reports and informing case plans. DPOs must work collaboratively with school officials and personnel to meet these needs.
- B. DPOs are to establish and maintain professional relationships with appropriate officials of the schools attended by their youth, while maintaining confidentiality requirements. School officials have access to juvenile case file information in limited situations.

Information from probation files may only be verbally shared with school personnel in specific cases as allowed by law. Simply being a school official does not entitle a person to receive case file information. School officials do not have a routine right to copies of any case file document. This includes receiving lists of probationers who attend a specific school.

II. Probationer Contact on School Campuses

- A. A DPO visiting a school must first report to the school’s administrative office and shall follow a school’s established procedures regarding where to see youth and how to obtain school records. Routine field contact at school may be conducted by a single DPO.
- B. DPOs should review attendance of assigned youth at least bi-monthly. When requesting attendance information, DPOs are not to specifically indicate that a youth is on probation or under investigation, but rather that he/she is requesting information on behalf of Probation.

DPOs are to follow the procedures of individual schools or districts to request and obtain necessary records. This may include through email, school automated system (when provided access), FAX, and in person.

827 WIC
828.1 WIC

**PROBATION DEPARTMENT
JUVENILE MANUAL**

Chapter No. 2506	Page 2
Issue Date: 03/01/83	
Revised: 11/30/18	

Contact With School Officials (continued)

**Notes and
References**

- C. DPOs should be aware of a school’s instructional hours and class periods when contacting a youth. Contact during instructional hours should be avoided for routine matters. DPOs are encouraged to use breaks and lunch periods whenever possible.
- D. DPOs must also follow each school’s procedures, which can be obtained from each school site, for calling youth from class and meet with youth in a designated private area, taking measures to preserve a youth’s confidentiality whenever possible.

III. Notification To Superintendent

When a youth is removed from public school as a result of the Court’s findings of an offense listed in Section III A, and is eventually returned to a school district other than the one from which the youth came, the DPO shall notify the superintendent of the last district of attendance, via the completion of a Pro 648, who shall transmit the notice previously received from the Court to the superintendent of the new district of attendance.

- A. Original notice is sent by the Court to the superintendent indicating when a youth has been adjudicated of a felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying a weapon, a sex offense listed in 290 PC, assault or battery, larceny, vandalism, or graffiti.

827(b)(3) WIC

Pro 648

827(b)(2) WIC