

**STANDARDS GOVERNING
SCHOOL-BASED PROBATION SERVICES**

I. School-based probation officers shall be assigned to schools from which the juvenile court receives a significant number of referrals.

School-based probation officers may be assigned to supervise juveniles in grades six (6) through twelve (12).

II. The primary work-site for school-based probation officers shall be the school.

It is recommended that school-based probation officers spend at least 70% of their time in the school environment, or attending school related activities, except in rural areas where travel distance between schools would preclude this percentage of time.

It is recommended that consideration be given to a dual case-management approach which provides that non-supervision • case responsibilities of school-based probation officers be completed by other probation officers.

III. A written agreement between the court and participating schools shall set forth the respective responsibilities of the school-based probation officers and school building staff.

This agreement should include the following: a clear definition of the role of the school-based probation officers; the provision of office space within the school for the school-based probation officers that ensures confidentiality; the development of a plan that ensures access to the full range of student support services available within the school for students participating in the program, and which provides for the school-based probation officers to participate as members of the Student Assistance Program teams and other appropriate committees designed to address student problems and needs; provisions for regularly scheduled meetings between the school and probation department administrators to discuss program issues; and, assured access to school records of students on probation to establish baseline measures on which to evaluate program impact.

The sharing of juvenile court information shall be governed by The Juvenile Act and any other relevant statutes.

IV. Whenever possible, juvenile courts are encouraged to assign experienced juvenile probation officers to staff school-based probation programs.

Two years' experience as a juvenile probation officer is recommended.

- V. A written supervision plan that provides balanced attention to the protection of the community, the imposition of accountability for offenses committed, and the development of competencies shall be developed based upon information gathered from the parent(s)/guardian(s), victim(s), school, and other relevant parties, within ten days of the placement of the child under the supervision of a school-based probation officer.**

School-based probation officers should be familiar with the range of services and programs offered by the school district, and should take an active role in helping the student obtain services and resolving problems with the child's educational program.

- VI. School-based probation officers shall have a minimum of three (3) face-to-face contacts per week with each child on their caseload who has been adjudicated delinquent.**

This level of contact may be reduced as appropriate to the circumstances of each case, and upon the approval of the Chief Juvenile Probation Officer, or designee. Contacts with children on informal adjustment or consent decree supervision may be less frequent.

- VII. School-based probation officers shall have daily contact with relevant school personnel.**

- VIII. School-based probation officers shall have a minimum of one (1) contact per week with each child's parent(s)/guardian(s). A contact is defined as a face-to-face contact or a telephone contact.**

This level of contact may be reduced as appropriate to the circumstances of each case, and upon the approval of the Chief Juvenile Probation Officer, or designee.

- IX. The caseloads of school-based probation officers should be limited to enable the aforementioned frequency of contacts.**

- X. School-based probation officers shall promptly respond to issues pertaining to children under the jurisdiction of the juvenile court.**

School-based probation officers shall not function as disciplinarians for a school.

- XI. A chronological record of all direct and collateral contacts shall, at a minimum, include: the name of the person contacted; the relationship to the child of the person contacted; the date of the contact; the time of the contact; the location of the contact (school, home, etc.); the type of contact (face-to-face, telephone, etc.); and a summary of the contact.**