

Form JCAB-2

*Empowering Dreams for the Future*

**PROTOCOL FOR STUDENTS ON PROBATION**

1. Cobb County School District (District) recognizes concerns for the welfare of students from their entry on a school bus or school property to their leaving school property or the return to the bus stop.
2. There are instances when the welfare of a student is also under the jurisdiction of the Cobb County Juvenile Court or Department of Juvenile Justice.
3. This Protocol is meant to provide some useful guidelines for District personnel and Juvenile Court personnel when a school visit is required. Information in this Protocol may be altered by court order.
   1. Schools are a secure educational environment and all non-school personnel must sign in with the front office. Schools may limit access to certain areas of the school and, at the discretion of the Principal or designee, may require that Probation Officers schedule days and times convenient for the school staff and the student’s schedule. In these instances:
      1. The Juvenile Court Representative (Probation Officer [PO]) should appear and provide:
         1. A completed and signed copy of the Release of Information to Probation Officers (Form JCAB-3); and
         2. Juvenile Court Photo Identification.
      2. The school should:
         1. Photocopy Form JIH-3 and Photo ID of PO for school records. Information regarding probation will not be maintained in the student’s permanent record;
         2. Not share any information over the phone.
   2. The adjudication (probation) of a student is confidential information and all care shall be taken to protect the privacy rights of the student pursuant to the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. The District will provide student information in compliance in a timely manner as set forth in FERPA.
   3. Schools should identify a staff member to act as the primary point of contact to help insure student privacy. This contact person should be a staff member who is in the building a majority of their day.
   4. If a parent/guardian provides the school appropriate written consent (Form JCAB-3), and at the discretion of the Principal or designee, a student may be interviewed by a PO without advanced parental/guardian/custodial agency notice and outside the presence of the Principal or designee.
   5. At the discretion of the Principal or designee, students may be drug tested by the PO at school. Drug tests must be witnessed and observed by the PO. If the PO provides the school with prior written consent (Form JCAB-3), school personnel will not be required to witness the drug test or notify parents/guardians/custodial agencies in advance. Therefore, temporary use of an administrative or handicap restroom will be made available.
   6. Student attendance and appropriate behavior are requirements for all students on probation. Parents/guardians/custodial agency/student 18 or older should have signed a release of information form (Form JCAB-3) allowing the PO to have access to students and student records. The release form will be mailed to the school or brought by the PO when he/she makes his/her first visit.
   7. With prior written consent (Form JCAB-3), the Principal or designee should report any discipline/truancy problems with students to the student’s probation officer as there may be legal sanctions placed on the student.
   8. If access is required to apprehend/arrest a student, campus resource officers (if available) should be informed. If no Campus Officer is available, the Principal or designee should contact CCSD Public Safety. Form JCAB-1 should be completed by the PO and retained for the school’s files. PO’s are responsible for notifying parents/guardians/custodial agency of a student’s status/incarceration.
   9. Students should be handcuffed in an administrator’s office or other private area outside the view of students or the public.