

JUVENILE COURT  
POLICY/PROCEDURE

**NOTIFICATION OF SCHOOLS  
FOR JUVENILES ALLEGED/FOUND DELINQUENT**

POLICY

Pursuant to §938.396(2g)(m)1 if a petition filed under §938.12 or §938.13(12) is filed alleging that the juvenile has committed a delinquent act that would be a felony if committed by an adult, the court clerk shall notify the school board of the school district in which the juvenile is enrolled or the school board's designee of the fact that the petition has been filed and the nature of the delinquent act alleged in the petition.

Additionally, pursuant to §938.396(2g)(m)2, if a child is adjudged delinquent, the court clerk will notify, within 5 days of the disposition the school district of the fact that the child has been adjudicated delinquent and the nature of the disposition. If the proceeding on the petition is closed, withdrawn, or otherwise terminated without a finding that the juvenile has committed a delinquent act, the court clerk shall notify the school board that the proceeding has been terminated without a finding of delinquency.

In the event a condition of supervision resulting from a delinquency finding is attendance at school, the clerk will simply proceed to notify the school board of the school district in which the child is enrolled of the fact that the child has been adjudicated delinquent and that a condition of the disposition is school attendance pursuant to 938.396(2g)(m)3.

PROCEDURE

As part of the process of filing and entering a petition on the CCAP system, for those petitions alleging that the juvenile has committed a felony, the staff member(s) entering that information shall prepare and send the required notice to the School District in a form and manner approved by the Clerk of Courts.

At the time of preparing the Court Order in which the juvenile is adjudged delinquent, the Notice to the parent or school district and/or principal as required by statute is to be prepared. For hearings conducted by the Judge, the Branch Clerks are responsible for this function. For hearings conducted by the Commissioner, the Juvenile Court office staff are responsible.

EXCEPTIONS/COMMENTS

Note that it will be necessary, based on information provided by the petitioner, for Clerks to determine the appropriate school district or official in those cases where notice will be required.