


<b>Administrative Procedure Young Offender Enrolment and Education</b>	
	<b>Department:</b> Student Services
	<b>Approved by:</b> Leadership Council
	<b>Date Approved:</b> March 4, 2024
	<b>Revision Date(s):</b>
	<b>Review Date:</b>
	<b>External References</b>
	<ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> <li>• <i>The Youth Justice Administration Act, 2019</i></li> <li>• <i>The Youth Criminal Justice Act, 2019</i></li> </ul>
<b>Internal References</b>	
<ul style="list-style-type: none"> <li>• Form – Exchange of Confidential Student Information</li> </ul>	

**Purpose**

- This administrative procedure outlines the steps and guidelines for the enrolment and education of students classified as young offenders within Saskatchewan Distance Learning Centre (Sask DLC).

**Scope**

- This procedure applies to all students who are classified as young offenders who are eligible for educational programs offered by Sask DLC. It covers the procedures and principles to be followed by Sask DLC staff, young offenders and relevant stakeholders involved in the education of young offenders.

**Policy Statement**

- Sask DLC recognizes the importance of education as a fundamental tool for the rehabilitation and reintegration of young offenders into society.
- Sask DLC recognizes that from time-to-time students classified as Young Offenders under the *Youth Criminal Justice Act, 2019* (the Act) may be enrolled in its courses. Sask DLC is committed to providing accessible, high-quality online learning education opportunities to young offenders.
- Information provided to Campus Principal or designate under the provisions of the Act to address school safety and security issues, and provide a collaborative and coordinated case management approach to the rehabilitation of the young person will be handled by the Campus Principal or designate in accordance with the provisions of the Act and any other applicable statutes.

**Procedures:**

1. The following protocol will be followed when students from outside agencies or students who are residents of a Young Offenders’ Facility wish to enroll into Sask DLC courses.

- a) Parents/guardians of the student, or employees of the outside agency (i.e., Youth Worker, Social Worker, Case Manager) will contact the Superintendent of Student Services prior to the student attending school or enrolling in courses.
  - b) The parents/guardians, Youth Worker or other designated contact person from the agency, will provide the Superintendent of Student Services with pertinent information concerning the student such as:
    - i. name in full;
    - ii. date of birth;
    - iii. previous school attended;
    - iv. grade level;
    - v. programming needs or other special needs of the students;
    - vi. length of stay (if known);
    - vii. the section of the Act for which reporting is to be made; and,
    - viii. specifics of any restrictions placed on the student by the courts or agency.
  - c) The Superintendent of Student Services, in consultation with the Chief Executive Officer and other necessary Sask DLC personnel, will determine the school program that will most positively affect the student's success.
  - d) An appropriate start date will be determined in collaboration with parents/guardians, agency personnel and school personnel.
  - e) Ongoing involvement of outside agency personnel will be requested as necessary in order to ensure the success of students. It is equally important that outside agency personnel inform school personnel of any changes in placements of students.
2. Access to information provided under amendments to the Act is restricted to designated personnel.
- a) The campus principal of the campus the young offender attends shall retain all information provided by the youth worker.
  - b) If the Campus Principal of the campus attended by the young offender is transferred or leaves the campus or Sask DLC, the individual designated as acting Campus Principal shall retain all information provided by the youth worker until a new Campus Principal is designated.
  - c) The Campus Principal shall ensure that no persons other than those with a "need to know" have access to the disclosed information. It is not appropriate to provide all staff with some form of a general bulletin in respect of a young offender where safety issues are a concern.
  - d) School personnel who deal directly with the student have a right to information to which appropriate responses can be made to preserve the safety of other students or the staff.
  - e) Where a student, a parent or guardian or a professional (i.e., social worker) requests information for the purposes of further counselling or coordinating services in the best interests of the young offender, the request shall be referred to the youth worker.
  - f) The Campus Principal, in determining the persons to whom to release information, shall bear in mind that:
    - i. inappropriate disclosure could result in a fine or imprisonment; and
    - ii. the right of the young offender to confidentiality must be maintained.

3. Information provided under amendments to the Act is to be filed and stored under secure conditions.
  - a) Information about a young offender shall be kept separate from the student's cumulative school record and from any other record accessible to other staff.
  - b) A list of the persons to whom the information is to be disclosed shall be appended to the young offender's file and only those whose names appear on the list shall have access to the file.
  - c) Young offender records shall be destroyed when they are no longer required for the purpose for which the information was disclosed.
  - d) When a young offender ceases to be a student at the school to which information was provided the young offender records shall be destroyed.
  
4. Ongoing communication between youth justice personnel and Sask DLC staff is encouraged.
  - a. Campus Principals shall inform the youth worker whenever a young offender about whom they have received information transfers to another school.
  - b. It is the responsibility of the youth worker to advise the receiving school about the student's young offender status. The Campus Principal of the sending school shall not forward any young offender files or information to the receiving school when a young offender transfers to another school.
  - c. The Campus Principal is to meet regularly with the youth worker in order to:
    - i. Be advised of any changes regarding probation, conditional supervision or temporary absence orders, including the expiration of such orders.
    - ii. Advise the youth worker of attendance or other problems which may result in the young person being found in violation of a court order regarding bail, probation, conditional supervision or temporary absence.
  - d. The Campus Principal upon written request from a youth worker to provide information for a report ordered by a youth court judge, shall arrange for the release of information from the student's cumulative record after first receiving the following information from the youth worker:
    - i. name;
    - ii. age;
    - iii. the nature of the report to be provided and the section of the Act under which such a report is authorized;
    - iv. timelines with respect to providing information;
    - v. specific description of the type of information required such as:
      - attendance and/or course activity of the student;
      - the program of courses in which the student is enrolled;
      - the performance of the student;
      - the nature of incidents giving rise to discipline and the type of discipline imposed; and,
      - the number of years for which the information is required (for the current school year or the student's entire career in the school).
  - e. Before any information is released, the Campus Principal shall obtain the consent of the parent (or of the student if the student is sixteen (16) years of age or older). Refer to the Exchange of Confidential Student Information form.
  - f. The Campus Principal is authorized to request the Attorney General, an agent of the Attorney General, a peace officer or a provincial young offender's director, to apply on behalf of Sask DLC to a youth court relative to:

- i. disclosing information to the Campus Principal when the Campus Principal believes that a student poses a risk to the safety of school personnel; or
  - ii. disclosing court-ordered psychological assessments; or
  - iii. disclosing information that will assist school personnel in providing an educational program for the student and creating an appropriate environment for that program.
- g. In circumstances where there is a difference of opinion between the youth worker and school staff regarding the nature or extent of information to be provided by one party or the other, the matter shall be referred to the Chief Executive Officer for resolution with an appropriate officer of Young Offenders Branch at the Ministry of Corrections and Policing.