



Chilliwack School District
"Partners In Learning"

ADMINISTRATIVE REGULATION 516.1

SHARING INFORMATION BY PROBATION OFFICERS WITH SCHOOL ADMINISTRATORS

This protocol follows the Information Sharing Protocol produced by the Ministry for Children and Families and the Ministry of Education and is supplemental to Young Offender Information Sharing with Schools.

RESPONSIBILITIES OF THE SCHOOL and SCHOOL DISTRICT

1. The district will provide annually a list of the designated responsible administrator(s) for each site to Youth Probation and will periodically update these as required.
2. The designated responsible administrator will:
 - maintain all information received from Youth Probation
 - in a sensitive manner, communicate information to staff on a need-to-know basis
 - inform those receiving information of the need for confidentiality of the information and the legal implication of its misuse under the Young Offenders Act
 - make a decision about the nature and distribution of the disclosure in accordance with the purpose for which the information was provided, based on the following as appropriate:
 - the nature and degree of violence
 - specific conditions of the order relevant to the school
 - recommendations related to strategies for minimizing risk
 - the obligation of the Board to provide information on nature and extent of risk from persons with a history of violent behaviour to workers who are likely to encounter the student in the course of their work
 - keep the information provided by Probation on the forms provided in a secure and locked place with authorized access. (These forms are the STUDENT RECORD FORM and the PERMANENT TRACKING FORM.
 - review in consultation with the probation officer the progress of the student on a monthly basis, and, while not responsible for enforcing a probation order, should inform the Probation Officer immediately of non-compliance.
 - Shred the Student Record Form upon completion of the probation requirement and the direction of the Probation Officer.

3. Where a student transfers within the district during the supervising term, the designated responsible administrator will forward the Confidential Student Record in a sealed confidential envelope to the next designated responsible administrator.

RESPONSIBILITIES OF THE PROBATION OFFICER

The probation officers agree to:

- inform designated responsible administrators of offenders who may pose a risk to the school environment as described in the Young Offender Information Sharing with Schools using the Information Sharing Protocol forms.
- update the administrator on the young offender in the school on a monthly basis or whenever non-compliance occurs
- inform the school when probation requirements have been met and/or the student is no longer considered to pose any risk to safety of students, staff or others, and shredding of documents is appropriate.

on behalf of School District No. 33
(Chilliwack)

on behalf of the Ministry for Children and
Family Development

Cross Refs:

Adopted: May 11, 1999
Reviewed:
Revised:

INFORMATION SHARING PROTOCOL
Between the Ministry for Children & Families and School District No. 33 (Chilliwack)

CONFIDENTIAL
STUDENT RECORD FORM

School: _____ Administrator _____

Date: _____ Name of Student _____

Date of Birth _____ Probation Officer: _____

Probable Shred Date: _____

- Is this a safety related issue? yes no
- Is there violence involved? yes no
- Are sexual offences involved? yes no
- Is there a pattern of potential risk? yes no
- Is there a recommendation for creating a Care Team? yes no

1. Nature of Offense and Degree of Risk

2. Special Instructions/Monitoring Recommendations

This document to be kept by the designated responsible administrator in a secure file.

For School District Use

Is there a safety plan required: yes no Date safety plan in place: _____

School Safety Plan Detail

Names of individuals informed by designated responsible administrator (need-to-know basis)

Teacher (s) _____

Support Staff _____

Care Team _____

Information Communicated.

FOLLOW-UP WITH PROBATION

DATE	Comments

FINAL FOLLOW-UP

DATE	Comments

This document to be kept by the designated responsible administrator in a secure file.