

CUSTODY AGREEMENTS

DATA INTEGRITY

It is extremely important that sensitive student information such as Custody Agreements and notes related to contact orders be restricted to the appropriate areas of MyEducation BC. It is not appropriate to enter sensitive information in an unrelated field such as email address or the memo field under the student's photo. Please use the areas below to represent custody agreements. Information related to a Legal Alert should not be included in the Memo field.

SIX AREAS RELATED TO CUSTODY AGREEMENTS

- Who has Custody?
- CYIC (Child & Youth in Care) or YAG (Youth Agreement)
- Agreement or Order
- Legal Alert
- Inclusions (PSR (Permanent Student Record) – Permanent Student Record)
- Contacts

WHO HAS CUSTODY

Check for legal documentation and/or consult with school administration to confirm custody information.

A guardian is a person who has parental authority. Any student who has a guardian other than both parents will also need a Legal Alert entered and a legal document in their student file. The Legal Alert is not automatically generated in MyEducation BC.

Students who have CYIC or YAG selected will have one the following as “Who has custody?”

- Director (CFCSA)
- Guardianship Worker
- Social Worker

STUDENT TOP TAB > SELECT STUDENT > DETAILS SIDE TAB

Who has custody? ⓘ	<input type="text"/>
CYIC or YAG ⓘ	<input type="checkbox"/>
Agreement or Order ⓘ	<input type="text"/>

CYIC OR YAG

This category may include students identified in the BC K-12 education system as children under a Continuing Custody Order, Youth Agreement, interim and temporary custody orders, children under Special Needs or Voluntary Care agreements, and children under orders from another province or jurisdiction.

Student Top Tab > Select Student > Details Side Tab

Who has custody? 	<input type="text"/>
CYIC or YAG 	<input type="checkbox"/>
Agreement or Order 	<input type="text"/>

If CYIC or YAG is selected an Agreement or Order must be chosen, a Legal Alert must be created, and an Inclusion must be created.

AGREEMENT OR ORDER

The school Administration will provide clerical with the details on Agreement or Order. The list of options is below with descriptions.

Student Top Tab > Select Student > Details Side Tab

Who has custody? 	<input type="text"/>
CYIC or YAG 	<input type="checkbox"/>
Agreement or Order 	<input type="text"/>

Code	Description
Another province or jurisdiction	An agreement with another province or territory for a child who is in the care of that jurisdiction.
Continuing Custody Order	The court placed a child/youth permanently in custody of a director due to a safety concern.
Extended Family Program Agreement	An agreement with a friend or family member to support a child/youth for a limited time.
Interim or Temporary Custody Order - In Care	The court placed a child/youth temporarily in custody of a director due to a safety concern.
Interim or Temporary Custody Order - Out of Care	The court placed a child/youth temporarily in custody of friend/family due to a safety concern.
Special Needs Agreement	A child/youth with a permanent or long-term severe disability is in the care of a director by agreement.
Voluntary Care Agreement	An agreement that places a child/youth in the care of a director for a limited time.
Youth on a Youth Agreement	An agreement between a child/youth and a director to support a youth to live independently.

LEGAL ALERTS

A Legal Alert should be created if a student has an Agreement or Order in place

Student Top Tab > Select Student > Details Side Tab > Alerts Sub Top Tab > Legal > ADD

Enter Description Text, Start Date and End date if applicable

A Legal Alert Icon will appear for the student, and if clicked will show, staff the text in the description. All the information that will be entered in MyEd regarding the Legal Alert must be put only in the Legal Alert. Do not enter this information in the Memo field or any other areas of MyEd.

The screenshot shows the MyEd Student List interface. At the top, there is a header "Student List :: 04 - Student Name" with navigation icons. Below this is a "Details" sidebar with tabs for Contacts, Attendance, Conduct, Transcript, Assessments, and Schedule. The main area has a top bar with "Options", "Reports", and "Help" buttons, and "Save" and "Cancel" buttons. Below this is a row of tabs: Demographics, Addresses, Alerts, Citizenship, Programs, Permissions, Language & Culture, Buses, and Miscellaneous. The "Alerts" tab is selected and highlighted with a red box. Below the tabs is a "Legal" section with a table. The table has columns for SeqNo, Description, Start, End, and Disabled. One row is visible with a checkbox, a menu icon, and the description "Custody Order on file: Jan 6, 2020". At the bottom right of the table are "Add" and "Delete" buttons, both highlighted with red boxes. A red arrow points from the "Alerts" tab to the "Legal" section.

INCLUSIONS (PSR – PERMANENT STUDENT RECORD)

Creating a Legal Alert requires that an Inclusion be created to show on the PSR. (Permanent Student Record). If the Legal Alert ends the Inclusion should be end dated and remain on the PSR.

To enter an inclusion for a student:

1. School view or Student Services (School) view
2. Student Top Tab.
3. Select Student
4. Transactions Side Tab.
5. Inclusions Sub-Side Tab.
6. Options > Add.
7. The New Inclusion page opens:

The screenshot shows the "New Inclusion" page. At the top, there are "Options", "Reports", and "Help" buttons. Below these are "Save" and "Cancel" buttons. The form has several fields: "Inclusion date" with a calendar icon, "Expiry Date" with a calendar icon, "Inclusion type" with a dropdown menu, and "School year" with a dropdown menu and a search icon. There is also a "PSR Comment" field with a large text area. At the bottom, there are "Save" and "Cancel" buttons.

- a. Inclusion date: Enter the effective date of the inclusion.
- b. Expiry Date: Enter an expiry date of the inclusion if applicable.
- c. Select the year for the inclusion is created
- d. Use the PSR Comment field to record the necessary information (See Below)
- e. Click Save

PSR COMMENT FIELD

- Indicate when a Legal Alert or Court Order is in effect:
- List the court order and the expiry date (if applicable) under the Student Record Inclusions section (e.g., custodial rights, restraining orders, instructions re. access to student and/or student records)
- When a court order is no longer in effect, enter the date the order was rescinded in the expiry space

CONTACTS

GUIDING THOUGHTS

Contacts should clearly represent the order that we would contact adults connected to the student. The legal guardian of the student will make the decision about this order. In a case where a student is in care, but the parents are still Legal guardians, the parents would define the contact order. If the Legal guardian is a Social Worker, then that person will define the contact order and who can be contacted.

Many of our District systems rely on Priority, Contact Type or Parent/Guardian = Y to define if parents will be contacted. These fields have communication ramifications beyond MyEd.

Student Top Tab > Select Student > Contacts Side Tab > Options > ADD

IMPORTANT ITEMS FOR CONTACT RECORDS

- Assign each contact a unique emergency priority number
- Assign contacts with parent/guardian authority the top priority positions (e.g., 1, 2)
- Ensure that the [Parental Auth or Guardian?] box is checked for contacts with parent authority (parents, guardians, CCO, TCO)
- Do ensure that parents are listed as contact type “regular contact”
- If a contact has type CCO or TCO and the [Parental Auth or Guardian?] box is checked, the CCO or TCO contact will appear under the parent heading of the verification form.

DISTRICT AND SCHOOL VIEW FILTERS AND FIELD SETS

Administrators and school staff can filter a list of students at the district or school level who have data in either CYIC or YAG or Agreement or Order.

- District View > Student top tab > Filter = CYIC or YAG Students
- School View > Student top tab > Filter = CYIC or YAG Students
- Staff View > Student top tab > Filter = CYIC or YAG Students

CYIC or YAG Field Set

- District View > Student top tab > Field Set = CYIC or YAG
- School View > Student top tab > Field Set = CYIC or YAG
- Staff View > Student top tab > Field Set = CYIC or YAG

The Field Set displays: Custody, CYIC or YAG, and Agreement or Order.