

## Educational Classes Listing

**Purpose of form:** To provide youth court coordinators with a listing of all of the educational classes available as sentencing options.

**Reason for form:** Youth courts often require respondents to attend educational classes as a component of their sentence. Sometimes youth courts will create and conduct their own educational classes (see *Street Law for Youth Courts: Educational Workshops* and “Getting the Most Out of the Deliberation Process” video & facilitator guide for resources that youth courts can use when designing their own classes). The *National Youth Court Guidelines* (chapter 6, guideline 2) also suggests that youth courts identify and coordinate with other agencies and organizations for assistance in providing educational classes for respondents.

### Suggested ways to use the form:

- Review and adjust form as necessary.
- Identify agencies and organizations within the community that are able to provide educational classes/workshops for respondents.
- Determine what types of classes/workshops the youth court will need to develop in-house.
- For each class (whether it is provided in-house or by an outside agency), indicate what topics the class will address and how long the class is. Also, indicate when and where the class is held, who the contact person is and if there is any setup required or special instructions (e.g., procedures) that need to be followed.
- Keep listing updated as new classes become available and as older classes are dropped.
- Many times you may have a volunteer teaching a class or be relying on a partner agency to provide the class for you. Therefore, as a courtesy, it is recommended that when you assign a respondent to attend a class that you send a confirmation letter to the instructor letting him/her know who and when someone will be attending his/her class, as well as a thank-you note to the instructor and/or agency after the respondent completes his/her requirement.

### Example:

<b>Educational Class:</b>	Victim Impact Panel
<b>Agency Providing Class:</b>	Mothers Against Drunk Driving
<b>Address:</b>	444 Maple Ln.
<b>Contact Person/Instructor:</b>	Jane Price
<b>Phone Number:</b>	555-4444
<b>Fax Number:</b>	555-3333
<b>Where class is held:</b>	County Courthouse Room 204
<b>When classes are held:</b>	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday of every month
<b>Learning Objectives:</b>	By the watching a victim impact panel, participants will be able to: <ul style="list-style-type: none"><li>▪ Describe the effect that drunk driving crashes have had on the panelists and the panelists' friends and family members.</li></ul>
<b>Setup Information/Special Instructions:</b>	Contact Jane at least one week in advance to let her know how many youth will be attending the victim impact panel. Once you confirm that she has enough space for the referred youth, fax her a list of the youth participants' names.

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<b>Educational Class:</b> _____
<b>Agency Providing Class:</b> _____
<b>Address:</b> _____
<b>Contact Person/Instructor:</b> _____
<b>Phone Number:</b> _____
<b>Fax Number:</b> _____
<b>Where class is held:</b> _____
<b>When classes are held:</b> _____
<b>Learning Objectives:</b>          
<b>Setup Information/Special Instructions:</b>          

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