

COLLABORATION AGREEMENT
between
TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES – TCDHS
WELLSBORO AREA SCHOOL DISTRICT – WASD
and
SERVICE ACCESS & MANAGEMENT, INC. – SAM, INC.

Memorandum of Understanding

In order to promote and maintain the maximum level of coordination and cooperation between the Tioga County Department of Human Services, the Wellsboro Area School District, and Service Access & Management, Inc., for the provision of S.T.A.R. Program services to eligible clients, the following has been developed.

Rationale and Statement of Intent

The SAM Inc. – S.T.A.R. Programs are designed to coordinate partnership between the juvenile justice system, the school system, and parents/guardians to deal with students in grades 6-9/ages 9-15, although on a case by case basis older students may be accepted, who have become chronic disciplinary problems. The S.T.A.R. program also has a preventative component titled *S.T.A.R. 3M*. The objectives are to mentor, monitor and motivate students and provide support for staff at the elementary level. The program goals are to:

- Correct chronic disruptive behavior
- Add to the continuum of discipline alternatives for schools
- Improve the learning environment for all students
- Involve the parent/guardian in the corrective process
- Reduce chronic absenteeism
- Provide an alternative to foster care and institutional placement

These programs are designed to address the needs of middle school students who have committed offenses that may warrant disciplinary action from the school or referral to the juvenile justice system. The abiding principle of the S.T.A.R. Program is that working with teens while they are impressionable ensures a greater possibility for success in their future. The S.T.A.R. 3M (mentor, monitor, motivate) component assists the participating school districts with facilitation of their PBIS (Positive Behavior Implementation System).

Areas of Cooperation and Coordination

The Tioga County Department of Human Services will:

- Enter into contract with the SAM, Inc. – S.T.A.R. Program, with a level of availability for Wellsboro Area School District.
- Cover the expense of staffing the S.T.A.R. Program, potentially including an educational tutor, as determined by the SAM, Inc. S.T.A.R. Program.
- Facilitate program implementation with the S.T.A.R. Program Coordinator and staff.
- Monitor and evaluate the S.T.A.R. Program services, and ensure the Program is implemented in accordance with the Agreement between SAM, Inc. and the County of Tioga.
- Facilitate the coordination of various intervention service agency involvements with the S.T.A.R. Program Coordinator. (i.e., Probation, Mental Health, Job Development, etc.).
- Facilitate ongoing planning meetings with the School Districts, the S.T.A.R. Program and the Tioga County Department of Human Services, as necessary.
- Conduct the necessary arrangements for securing the program site.

- Agree that should funding become insufficient, all Parties shall be able to terminate this Agreement with a thirty (30) day notice. All Parties will be held harmless.

The Wellsboro Area School District will:

- Provide the site for the S.T.A.R. Program, as well as providing furnishings and all other liable expenses related to the use of the site for the program.
- Ensure that the S.T.A.R. Program site passes and continues to maintain licensing standards per the Office of Children, Youth and Families, 3800 Regulations.
- Complete all necessary referral forms as included in the referral packet.
- Make student referrals to the appropriate S.T.A.R. Program, Levels 1-3 & 3M.
- Make payment to the Tioga County Department of Human Services, in two (2) payments totaling \$9,435.00. Payments are due no later than October 2, 2023 - \$4,717.50 and December 4, 2023 - \$4,717.50.
- Provide transportation from the program site to the home school after the morning session, and return the S.T.A.R. student to the program site at the end of the school day.
- Make the necessary scheduling adjustments to allow the S.T.A.R. student to complete course requirements.
- Make necessary arrangements for students referred to S.T.A.R. Level 3 via the Tioga County Court of Pleas.
- Work cooperatively with the S.T.A.R. program staff to inform parents, students, school staff, and district residents of the program.
- Communicate directly with the S.T.A.R. program coordinator on behalf of any children referred/enrolled through their district.
- Reimburse Tioga County Department of Human Services for expenses related to the educational tutors for their students attending the S.T.A.R. Program. The expense will include the agreed upon payment rate of \$12.00 per hour and the actual cost of any required background checks/clearances.
- Provide study materials (wireless capable computers, books, homework, etc.) for the S.T.A.R. Programs.
- Provide Internet access for the S.T.A.R. Programs.
- Provide breakfast and lunch at the student's expense, per the District Free and Reduced Lunch Guidelines.
- Agree that should funding become insufficient, all Parties shall be able to terminate this Agreement with a thirty (30) day notice. All Parties will be held harmless.

Service Access & Management - S.T.A.R. Program will:

- Manage the S.T.A.R. Program, as Contracted by the Tioga County Department of Human Services, and as identified in the S.T.A.R. Program Manual.
- Provide all of the elements necessary to implement the four-tiered program as outlined in Attachment B - S.T.A.R.-Tioga Program Description.
- Agree that should funding become insufficient, all Parties shall be able to terminate this Agreement with a thirty (30) day notice. All Parties will be held harmless.

LISTING OF ATTACHMENTS

ATTACHMENT A – SAM, INC. – S.T.A.R.-TIOGA PROGRAM DESCRIPTION

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SAM, INC. - S.T.A.R.-TIOGA PROGRAM DESCRIPTION

S.T.A.R. 3M (Mentor, Monitor, Motivate)

The S.T.A.R. 3M Process is prevention intervention initiated by school administration for students demonstrating at risk behaviors. S.T.A.R. Instructors interaction with referred students an average of 2 days a week. Instructors also monitoring behaviors and schoolwork through daily checklists, comments from teachers, office referrals and attendance. Pending parental permission, the S.T.A.R. Instructor will implement a check-in/check-out strategy with referred student intended to build relationship and increase self-motivation through a mentoring model.

S.T.A.R. Courtesy Intervention Program

S.T.A.R. Courtesy Intervention Program referrals can come from the school Principal, the parent or guardian, and through SAM, Inc. or the Tioga County Department of Human Services. The referred student receives a visit by the S.T.A.R. Instructor. It is a cautionary, preventive measure for the student. The intent of the Courtesy Intervention is to initiate a dialogue between with the student and the S.T.A.R. Instructor to assist the student in a behavioral change. Otherwise, further enrollment in the S.T.A.R. programming will be needed.

S.T.A.R. I

S.T.A.R. I is a one-day prevention plan occurring before and after academic hours. The referrals can come from the Tioga County Department of Human Services, SAM, the Northern Tioga and Wellsboro School Districts, the Tioga County Courts, the Tioga County Probation Department, and on occasion the parent or guardian.

Students report to the assigned S.T.A.R. facility between 6:00 – 8:00 am, and return from 3:00 – 5:00 pm. The parent or guardian must sign a release of responsibility. A medical clearance is required and must be obtained at the parent or guardian's expense, unless, available through the school.

A Courtesy Intervention might be initiated after the completion of STAR I.

An appointment with the S.T.A.R. County Coordinator, or a S.T.A.R. Instructor must be scheduled to complete the necessary S.T.A.R. Forms.

S.T.A.R. II

S.T.A.R. II is a 30-day plan occurring before and after academic hours. The referral can come from the Tioga County Department of Human Services, SAM, the Northern Tioga and Wellsboro School Districts, through the Tioga County Courts, or the Tioga County Probation Department. A medical clearance is required and must be obtained at the parent or guardian's expense, unless, available through the school system.

A Courtesy Intervention might be initiated after the completion of STAR II.

An appointment with the S.T.A.R. County Coordinator or a S.T.A.R. Instructor must be scheduled to complete the necessary S.T.A.R. Forms.

AEDY/S.T.A.R.

AEDY/S.T.A.R. is a 1 to 45 day intervention program. The student is removed from the regular education environment and “seated” in the AEDY/S.T.A.R. classroom in lieu of expulsion. The referral comes from a school administrator through the PDE LEADERSERVICES system. Individual education support is provided in compliance with state regulations for AEDY classrooms. Referred students must meet the PDE established criteria for placement and complete corrective goals for a presumptive 45-day exit date.

The AEDY/S.T.A.R. classroom maintains all PDE compliance guidelines and reports through the LEADERSERVICES system. The goal of AEDY/S.T.A.R. is to eliminate negative behavior, within a controlled environment, while allowing the student to continue their education.