

**Collaboration Agreement
with
Tioga County Department of Human Services,
Wellsboro Area School District,
and
The Student Transition and Recovery Program (S.T.A.R.)**

Memorandum of Understanding

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

Rationale and Statement of Intent

The S.T.A.R. Program/S.T.A.R. Level 4 Program (formerly referred to as S.E.T) is a 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 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 S.T.A.R. is that working with teens while they are impressionable ensures a greater possibility for success in their future. Additionally, the S.T.A.R. Level 4 Program continues to be a component of the S.T.A.R. Program. The S.T.A.R. Level 4 component provides the participating school districts with added support with student conflicts and alternative resolution to such conflicts while providing a safe and secure atmosphere.

A unique characteristic of the S.T.A.R. program is that it depends on the school system to perform its function to educate and on the juvenile justice system to provide appropriate due process. Last but certainly not least, S.T.A.R. requires parents to participate with and be accountable to their child and the program. It is the function of the S.T.A.R. personnel to instill the necessary discipline, including

the regimented drill and exercise in conjunction with a highly structured daily program. S.T.A.R. allows students to remain in their homes and schools as an alternative to suspension or other school disciplinary procedures, detention centers, alternative schools and a variety of other out-of-home alternatives.

Areas of Cooperation and Coordination

The Tioga County Department of Human Services will:

- Enter into contract with the Student Transition and Recovery Program with a level of availability for Wellsboro Area School District.
- Cover the expense of staffing the S.T.A.R. Program, including an educational tutor, and licensing fee as determined by S.T.A.R.
- Provide furnishings for the site.
- Facilitate program implementation with S.T.A.R. coordinator and staff.
- Monitor and evaluate S.T.A.R. services.
- Facilitate the coordination of various intervention service agency involvements with S.T.A.R. Program Coordinator. (i.e., Probation, Mental Health, Job Development, etc).
- Facilitate ongoing planning meetings with school districts, S.T.A.R. Program, and the Tioga County Department of Human Services as necessary.
- Conduct the necessary arrangements for securing the program site.
- Contract with the Wellsboro Area School District on a yearly basis with the condition that if funding becomes insufficient, either party shall be able to terminate the contract with a thirty (30) day notice. Both Parties would be held harmless.

The Wellsboro Area School District will:

- Provide the site for the program as well as expenses related to the use of the site.
- Ensure that the 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.
- Refer appropriate students to S.T.A.R. Level 1 and 2 and 4 Program.
- 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 1, 2018 - \$4,717.50 and December 3, 2018 - \$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.
- Provide study materials (wireless capable computers, books, homework, etc.) for the S.T.A.R. Program/Level 4 Program.
- Provide Internet access for the S.T.A.R. Program/Level 4 Program.

- Provide breakfast and lunch at the student's expense per the District Free and Reduced Lunch Guidelines.

The S.T.A.R. Program will:

- Provide all of the elements necessary to implement the four-tiered program as outlined in the Purchase of Service Agreement with Service Access and Management, Inc., which manages the program on behalf of the Tioga County Department of Human Services, and as identified in the S.T.A.R. program manual.

This memorandum of Agreement between the Tioga County Department of Human Services, Wellsboro Area School District, and S.T.A.R. shall cover the period of **July 1, 2018 through June 30, 2019.**

For Tioga County DHS:

For the Wellsboro Area School District:

Administrator Date

Superintendent Date

Witness Date

Witness Date

For Tioga County Commissioners:

ATTEST: (Seal)

Chief Clerk Date

Attorney

For S.T.A.R.

Coordinator Date

ATTACHMENT A

LISTING OF ATTACHMENTS

ATTACHMENT B - PROGRAM DESCRIPTION

ATTACHMENT B- S.T.A.R. TIOGA PROGRAM DESCRIPTION

S.T.A.R. Courtesy Intervention Program:

S.T.A.R. Courtesy Intervention Program is for the public school student, in Kindergarten through Sixth Grade, as a means to monitor their behavior. The referrals can come from the school principal, the parent or guardian, and through SAM or the Tioga County Department of Human Services.

The referred student receives a visit and is in the presence of the S.T.A.R. Instructor. The Courtesy Intervention is conducted within the contractual year. One but not more than 3 visit(s) by the S.T.A.R. Instructor is permissible. It is a cautionary, preventive measure for the student.

If after three Courtesy Interventions the student's behavior does not change and/or escalates, and further visits by the S.T.A.R. Instructor are required, then recommendations by the S.T.A.R. Coordinator or Senior Instructor will be initiated.

The intent of the Courtesy Intervention is to only initiate a dialogue between with the student and the S.T.A.R. Instructor in order to assist the student in a behavioral change; otherwise, further enrollment in the STAR programming (STAR I, II, III, or IV) will be needed.

No physical modification or exercise is used and no more than a 30-minute of conversation or presence, between the S.T.A.R. Instructor and the student, is to continue.

After the initiated Courtesy Intervention and for the remaining part of the day, the S.T.A.R. Instructor might initiate a Daily Progress Report (The DPR is a student counseling sheet and reviewed by the parent, guardian, and S.T.A.R. Instructor). The DPR would only be used the day of the Courtesy Intervention. If further Daily Progress Reports are needed, the S.T.A.R. Coordinator or Senior Instructor are to initiate further recommendations.

Student failure to comply with the S.T.A.R Instructor may require that the student is referred on to STAR I, STAR II, or STAR IV.

If a S.T.A.R. Student completes STAR I, STAR II, STAR III or STAR IV, a Courtesy Intervention might be recommended, but only three Courtesy Interventions are permitted. After which time, a request by the S.T.A.R. Coordinator for further agencies' evaluations or a return to STAR I, STAR II, STAR III, or STAR IV might be initiated.

STAR Program I:

S.T.A.R. I is a one-day S.T.A.R. Prevention Plan. 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.

STAR I is held each Tuesday or Wednesday and the student might perform Community Service. Parents bring the students to the assigned S.T.A.R. Facility at 6:00 am. The S.T.A.R. Students remain with the S.T.A.R. Instructors and the S.T.A.R. Facility until, approximately, 2:00 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. Students will be provided a breakfast and lunch.

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

An appointment with either the Principal, 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. Program II:

S.T.A.R. II is a 30-day S.T.A.R. Program. 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. The S.T.A.R. Students will begin on a Tuesday or Wednesday and will be required to perform Community Service. A medical clearance is required and must be obtained at the parent or guardian's expense; unless, available through the school system. Students will be provided a breakfast and lunch.

A STAR 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. The parent or guardian must attend the parent support groups weekly.

S.T.A.R. Program III:

S.T.A.R. III is a 24-week S.T.A.R. Program. The S.T.A.R. Students will follow the same schedule as under S.T.A.R. II. The referral will come through the Tioga County Court of Common Pleas. This program is an alternative to "out-of-home placement". The student will be required to perform Community Service.

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

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 and the parent or guardian must attend the parent support groups weekly.

S.T.A.R. Program IV:

S.T.A.R. IV is a 1 to 14 day S.T.A.R. Program and the student might perform Community Service. 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.

The S.T.A.R. Students that qualify for this program are students who have been suspended or expelled from school. This specific program will allow students to face the consequences to their misguided behavior, recover from their poor decisions, and stay current with their academic studies. The S.T.A.R. IV Program is to eliminate negative behavior, within a controlled environment, while allowing the student to continue their education.

Depending on the length of stay or the type of infractions the student has committed, will determine if other S.T.A.R. services such as a Courtesy Intervention, S.T.A.R. I, II, or III are required. A medical clearance is only required if the student is to engage in any physical training. The medical clearance would be obtained at the parent or guardian's expense; unless, available through the school. Students will be provided a snack and a lunch.

An appointment with either the Principal, 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: