

**Memorandum of Understanding
between
Tippecanoe Superior Court III
and
Lafayette School Corporation/Tecumseh Junior High School**

This Memorandum of Understanding (MOU) is entered into on this _____ day of _____, _____ between Tippecanoe Superior Court III and Lafayette School Corporation/Tecumseh Junior High School.

This agreement shall be effective annually and will automatically renew each August 1st unless written notice of termination is provided by either party.

Tippecanoe Superior Court III and Lafayette School Corporation/Tecumseh Junior High School mutually agree as follows:

1. Tippecanoe County Youth Services will provide one (1) School-Based Youth Liaison to carry out specific duties as outlined below and will be responsible for payment of the salary for each School-Based Youth Liaison.
2. The School-Based Youth Liaison shall meet the following qualifications:
 - a. Bachelor's Degree in psychology, criminal justice, social work or related field or an Associate's Degree in psychology, criminal justice, social work or related field with at least two years of experience in direct youth development services.
 - b. Completion of Policing the Teen Brain and Teaching the Teen Brain trainings.
 - c. Demonstrate excellent communication skills.
 - d. Demonstrate the ability to relate to children of all ages as well as parents and staff.
 - e. Demonstrate advanced coordinating and planning skills.
 - f. Demonstrate knowledge and application of restorative justice techniques.
3. The general goals of the School-Based Youth Liaison are to increase school attendance, contribute to a positive school culture, and improve the overall learning environment by cooperatively engaging students in restorative justice opportunities. These goals will be accomplished through the following objectives:
 - a. School-Based Youth Liaison will provide information and referrals to students, families, and teachers regarding assistance available from community agencies related to mental health services, tutoring, etc.
 - b. School-Based Youth Liaison will model positive behavior/interactions and communication at all times to foster a sense of good will and knowledge related to the juvenile justice system.
 - c. School-Based Youth Liaison will identify and implement evidence-based practices to improve school engagement and positive youth development. These practices may include, but are not limited to: decision making, the Juvenile Justice Jeopardy Game, and assisting with TPECS classes at LSC, etc.
 - d. During summer break and established school calendar breaks, the School-Based Youth Liaison will assist and/or coordinate and facilitate parent academies, student-centered restorative programming, student success groups such as organizational skills, social-emotional skill competency or other group sessions and PowerSchool educational sessions at locations inside and outside of the school.
 - e. School-Based Youth Liaison will maintain a detailed and accurate record of the operation of all evidence-based programming administered by the School-Based Youth Liaison.
 - f. School-Based Youth Liaison will coordinate all activities and referrals with school administration staff.

- g. School-Based Youth Liaison will identify parent engagement opportunities, which may include, but are not limited to, after hour education or support sessions and school hour engagement activities.
 - h. School-Based Youth Liaison will communicate across non-school personnel to ensure information is delivered related to school discipline, juvenile justice data and restorative practices. Such communication will occur via, but not limited to: weekly e-mails to school personnel and in person training opportunities. Support will be provided from the Juvenile Judge, Deputy Chief Probation Officer and Youth Services Executive Director as needed.
4. To assist in attaining the goals of increased school attendance, contributing to a positive school culture, and an improved overall learning environment by cooperatively engaging students in restorative justice opportunities, Lafayette School Corporation/Tecumseh Junior High School will do the following:
- a. Provide office space for the School-Based Youth Liaison that is large enough to accommodate a meeting between the Liaison, one (1) student, and two (2) parents/supportive adults.
 - b. Provide a desk, laptop computer, and chairs in the office space to accommodate the persons listed above.
 - c. Provide a designated space large enough to conduct School Court sessions that is available on a regular basis.
 - d. Provide designated class time for evidence-based programming approved by school administration staff.
 - e. Provide space and opportunity for after hour engagement and educational activities.
 - f. Identify and refer youth to restorative justice opportunities, including, but not limited to: Restorative Justice Programming, School Court, and evidence based groups.
 - g. Allow Tippecanoe County Government to provide a desk, whiteboard/bulletin boards and other miscellaneous office supplies for the Youth Liaison at Tecumseh Junior High School, with all items following the Youth Liaison should this MOU be terminated for any reason.
5. Additional Rules and Guidelines:
- a. School-Based Youth Liaison will adhere to all state and federal laws and will follow the Tippecanoe County Government Youth Services policy/procedure manual. If there is not a prescribed policy/procedure within the Youth Services policy/procedure manual for a particular situation, the School-Based Youth Liaison will follow the Lafayette School Corporation policy and procedures manual after consultation with the Youth Services Executive Director regarding any discrepancies or concerns with policy adherence.
 - b. School-Based Youth Liaison will maintain a detailed and accurate record of all contacts.
 - c. School-Based Youth Liaison may transport a youth as approved by school administration and with documented permission of a parent. School-Based Youth Liaison(s) must keep a detailed log of any transport.
 - d. School-Based Youth Liaison will wear appropriate attire or school gear during working hours.
 - e. School-Based Youth Liaison will work the general hours of 7:30 a.m. to 3:30 p.m. Monday through Friday during the school year and during summer breaks. However, hours require flexibility for scheduled parent, staff or youth engagement activities and to facilitate after-school evidence based programming for Tippecanoe County Youth Services.
 - f. The primary role of the School Based Youth Liaison is to support TJHS administration, students and parents in restorative practices. Accountability for disciplinary consequences will be directly handled by school officials. He/She will only participate in school disciplinary actions for youth for purposes of consultation of best practice responses and not as a decision maker.

- g. The School-Based Youth Liaison will adhere to a chain of communication that includes his/her direct supervisor (Youth Services Executive Director) as well as the principals of his/her designated school. Days absent due to vacation, training days, etc., must be approved in advance by the Youth Services Executive Director with communication to the school principal. Illness days should be communicated to the school principal for arrangements for coverage/cancellation as necessary.
- h. Information sharing will occur between the School-Based Youth Liaison(s), Lafayette School Corporation and the Juvenile Justice System as permitted through confidentiality agreements and release of information guidelines.
- i. Any complaints regarding the activities of any School-Based Youth Liaison shall be immediately reported to the Youth Services Executive Director and the Juvenile Judge for collaborative investigation and necessary corrective discipline as deemed appropriate.
- j. The following persons shall comprise an advisory panel which shall meet on a quarterly basis, at a minimum: Juvenile Judge, School-Based Youth Liaison(s), Juvenile Chief Deputy Probation Officer, Superintendent or Director of Secondary Education, School Principal and Youth Services Executive Director. No listed members may assign a designee for such meetings but other persons may be invited to attend meetings as determined by the panel. All meetings of the advisory panel shall be scheduled by collaboration with at least two (2) week notice. At least annually, data will be shared amongst the advisory panel that details arrests on school campus, suspension and expulsions and other identified data trended across academic years. The data discussion will result in documentation maintained regarding data driven decision making and work plans developed.

Signed by:

 Faith A. Graham
 Judge, Tippecanoe Superior Court III

Date

 Les Huddle
 Superintendent, Lafayette School Corporation

Date