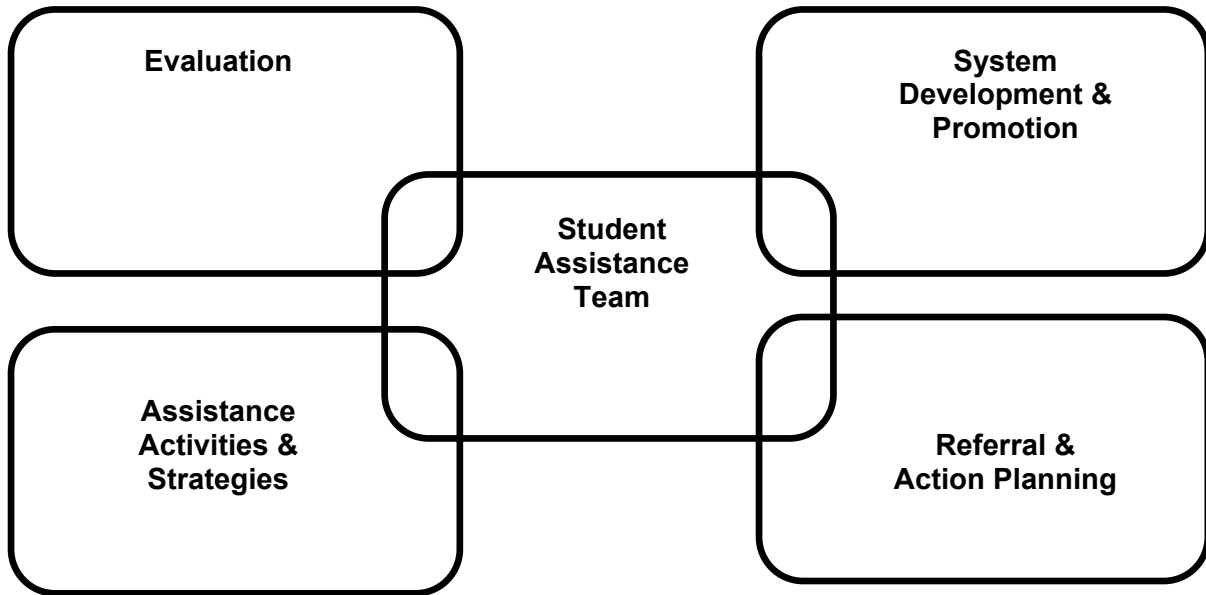


STUDENT ASSISTANCE PROGRAM



Student Assistance Team

- Coordinate all elements of SAP
- Support classroom teachers
- Provide building-level support for students
- Develop and use a working agreement/ground rules
- Use team roles effectively
- Use team processes effectively (brainstorming, consensus, etc.)

System Development & Promotion

- Describe / promote program to school staff, students & families
- Educate school staff about policies, procedures & current issues
- Personalize process: liaison from the team for each teacher
- Coordinate school and community resources
- Develop new and strengthen existing resources
- Provide information to families about resources

Student Assistance Program

Referral and Action Planning

- Assist teachers with identification, classroom interventions, and referral into the system
- Notify parents that a referral has been made
- Gather and review data
- Decide whether to monitor or proceed
- Appoint interviewer
- Conduct strengths and needs interview with the referred student and parent/guardian
- Assess data, taking into consideration cultural factors
- Develop action plan
- Appoint case manager
- Meet with student and parent to review/negotiate the action plan
- Enlist identified staff in implementing the plan
- Update staff on ways to support the student
- Refer to community resources when appropriate
- Coordinate and monitor the action plan with student, school and community resources
- Refer case back to SAT if the strategies are not working
- Review & adjust the action plan as needed
- Support students placed in in-patient agencies
- Provide comprehensive re-entry support
- Monitor the case when the student has significantly decreased behaviors of concern
- Close the case when the student has discontinued behaviors of concern

Assistance Activities & Strategies

- Inventory formal and informal school and community resources
- Coordinate with school and community resources to facilitate ease of referral
- Focus on The Big Four – main categories of assistance activities & strategies:
 - Healthy adult connections
 - Healthy peer connections
 - Fun, meaningful and/or altruistic activities
 - Groups

Evaluation

- Monitor program mission and goals
- Assess program, student, staff and parent needs
- Maintain appropriate records
- Conduct staff and student satisfaction surveys
- Monitor indicators of student performance
- Evaluate team functioning and review at team maintenance meetings