

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

236-AR-0. STUDENT ASSISTANCE PROGRAM

The district will provide to all students in grades K-12 access to a core team trained to offer developmentally appropriate services within the Student Assistance Program (SAP).

The SAP is not a treatment program. It is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, where the problem is beyond the scope of the school, to assist the parent/guardian and the student with information so they may access services within the community. The SAP Team members do not diagnose, treat or refer for treatment; but they may refer for an assessment for treatment.

Parents/Guardians have the right to be involved in the process and to have full access to all school records under applicable state and federal laws and regulations. Involvement of parents/guardians in all phases of the SAP underscores the parent's/guardian's role and decision-making process affecting their children's education and is integral to the successful resolution of problems.

In instances where the problem lies beyond the scope of the school's responsibility, it is the Team's responsibility to inform the parent/guardian of the problem affecting the child's performance in school, provide information on community resources and the options to deal with the problem, and, where necessary, set up linkages with resources to help resolve the problem.

Student Assistance Program Team Members

The SAP Team should consist of individuals in each building from the following groups: administration, teachers, counselors, psychologists, school social workers, nurses, or other related professional staff. The size and number of SAP Teams may vary based on the number of individuals necessary to effectively handle the caseload in each school.

The SAP Team may include a liaison from local drug and alcohol and mental health services if authorized by a written service agreement. Written service agreements with local drug and alcohol and mental health services should be reviewed and approved annually.

The Superintendent or designee will be an ad hoc member to the SAP Team. The building principal will be a regular member on the SAP Team.

The SAP Team should establish a regular meeting schedule which allows time for case management activities including meeting with students and parents/guardians.

Training

All members of the SAP Team must be appropriately trained by a state-approved SAP Training Provider.

Team members will receive training in all phases of the student assistance process including:

1. Identifying problems.
2. Determining whether or not the problem lies within the responsibility of the school.
3. Making recommendations to assist the student and parent/guardian.

SAP Add-On Training is a competency-based training for new team members. It is the only training that permits individuals to serve on SAP Teams.

SAP Leadership Training is to provide school and community leaders with an up-to-date understanding of the Commonwealth's Student Assistance Program model and its effective implementation to assist at-risk students in our schools. The training will focus on issues of importance to district administrators, building principals, assistant principals, Board members and other school staff in leadership roles, as well as administrators of SAP-related drug and alcohol and mental health agencies. Participants will receive information on current best practices in SAP, the legal environment in which student assistance operates in Pennsylvania, and strategies for measuring, maintaining, improving, and supporting SAP in their schools.

SAP Awareness Training is to provide school staff that will not be serving as members of a SAP core team (i.e. bus drivers, support staff, etc.) with an understanding of the current state Student Assistance Program model. The training will focus on student behavioral and performance indicators that warrant a referral to the student assistance core team. Participants will receive information on current best practices in SAP, the role of school staff who are not members of the core team, the referral process, and expected outcomes from a SAP referral.

Renewal Training is designed for individuals who attended SAP Training more than three (3) years ago to enhance their roles and learn of new changes in SAP. This is often utilized as team maintenance training and can be customized to the individual school SAP Team's needs.

SAP Process

When a student is referred for assessment to an approved SAP provider and findings indicate that the student is experiencing a mental health or substance abuse problem, a referral is made to get appropriate treatment and support services for the student. Core teams continue to monitor students' behavior and progress, through teacher reports and parental involvement and provide subsequent interventions accordingly.

In instances where the problem lies beyond the scope of the school's responsibility, it is the Team's responsibility to inform the parent/guardian of the problem affecting the child's performance in school, provide information on community resources and the options to deal with the problem, and, where necessary, set up linkages with resources to help resolve the problem.

Each school should submit anonymous student referral data through the Commonwealth SAP On-Line Reporting System that includes established performance measures. School SAP Teams should assess each case periodically for effectiveness of the individual interventions, recommendation, outcomes and goal attainment. The team should periodically evaluate the school's effectiveness in the SAP process in the following areas, including but not limited to:

- School-wide understanding of the referral process.
- Appropriate identification of at-risk students.
- Parental involvement.
- Improvement among students completing the SAP process.

Teams should make use of all available data, including the annual district and school SAP reports, to conduct effective team planning.

Records

Student SAP records must comply with FERPA and its implementing regulations.

A student's SAP educational record may include, but not be limited to, the following:

- Referral form with reason for referral (should only include observable behaviors, not opinion and hearsay).
- Date and SAP Team action.
- Date and outcome of parental contacts.
- Student information forms (behavioral observation forms).
- Written parental permission form.
- Documentation of parental refusal.
- Documentation of follow-up contact with parents/guardians.
- Date and SAP Team action following parental permission.
- If applicable, the name of agency and the date the screening or assessment was completed.
- If applicable, agency and/or district release of information forms.
- Follow-up action taken by SAP Team.

- Copy of SAP Student Reporting Form (PDE 4092). Available at www.safeschools.state.pa.us.

*It is recommended not to include any written copies of reports from treatment agencies with the SAP record.

Due to the confidential nature of the SAP record, it is advisable to maintain the SAP record separate from the main permanent file. SAP records are part of the student's educational file; however, such records can be maintained in a separate, secure location with restricted access. SAP records are category B data, and only those with an educational need to know should be granted access by the building principal or designee. Such records should be kept in a secure location, such as in a locked filing cabinet or a permanent secure database.

Parental Consent

The Protection of Pupil Rights Amendment requires written parental permission for the administration of a student survey, analysis, or evaluation that concerns one (1) or more of the following eight (8) protected areas:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
- Religious practices, affiliations or beliefs of the student or student's parent/guardian.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In addition, the SAP Team has to obtain a separate written parental permission for a student screening/assessment.

Written parent/guardian permission should be obtained for the following three (3) areas of the SAP process:

- Initial onset of the SAP process. This can be before or after student information forms are collected, as long as it is before student interview.

- When the SAP Team suggests a MH and/or D&A screening/assessment.
- If any in-school supports, such as an educational support group, are recommended.