

## STUDENT ASSISTANCE PROGRAM

### **SAP/PROCEDURAL FLOW CHART**

#### STUDENT AT RISK

##### PRIMARY CONTACT

(Person initiating the referral; includes self, other students, parents, district employees and/or community members)

#### REFERRAL TO

(Administrator, counselor, nurse, SAD/Core team members) A high-risk situation may include medical professional, police, Mental Health Counselor or other professional

#### INTERVENTION

(Evaluation two of the above)

#### PARENT NOTIFICATION

(Share information with parent when warranted)

#### DISPOSITION

Mental Health evaluation and treatment of high-risk students

Monitor of low risk students

#### FOLLOW UP

Monitor SAP/Core Team member

The Tussey Mountain School District is committed to minimizing the effects of harmful behaviors by creating a system of early identification, interventions, referral and aftercare.

TRUST TEAM - Tussey's Recognizing and Understanding of Student Troubles - Grades 7 through 12 - A multi-disciplinary team composed of school personnel (teachers, staff, pupil/service personnel, administrators, nurses, counselors) and professionals from community agencies. This team has been trained to understand and work on the issues of chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

**RESPONSE TO INTERVENTION AND INSTRUCTION (RTII)** - Grades K through 6 -

multi-disciplinary instructional team composed of school personnel. This team has been trained to understand and work on elementary students academic and behavioral issues. RTII is an early referral/intervention program for "at risk" students.

ESAP (Elementary Student Assistance Program) – The Tussey Mountain Elementary Schools have established a student assistance program called ESAP. The purpose of this state-endorsed program is to assist school personnel and parents to identify issues, which pose a barrier to students' learning and school success. The goal of the program is to provide an early identification/intervention support network for students who may be having behavior or performance problems due to alcohol/drug or mental health issues. The referral network ESAP team may also involve out-reach services provided by the community.

### The Privacy Rights of Parents and Students (Sample Notice)

The federal Family Educational Rights and Privacy Act (FERPA) afford parents certain rights with respect to educational records maintained by a public school entity. Information, which is collected and maintained by your Student Assistance Team (SAP), falls under FERPA's definition of education records. That law requires a public school entity to provide parents with an annual notice regarding their rights. The full text of the law and regulations is available in the Desk Reference Manual for Student Assistance Program Team Members: The Privacy Rights of Parents and Students.

A public school entity needs to take the following items into consideration when it is drafting its educational policies and procedures and the annual notice. These items, which are adapted for SAP and presented for the SAP team's consideration, were abstracted from the Model Notification of Rights for Elementary and Secondary Institutions published in the November 21, 1966 Federal Register, effective December 23, 1996.

The education record, including SAP information, is available to the parent for review. The local policy may require the parent to submit the request in writing. The public school entity needs to spell out the procedures for parents and the parent has a right to expect that the access to information will occur within forty-five days, thirty days in the case of special education youngsters. The school should do its part to make the records expeditiously available and provide parents with an explanation, if requested.

A parent who believes that any information in the education record is inaccurate or misleading may request that the information be changed. The parent simply needs to identify the information to be changed and specify why they believe the information is inaccurate or misleading. If the school decides not to change the information as requested, the parent will be notified of the decision and the school is required to provide a hearing regarding the request to change the information. Details regarding the hearing procedures, which are outlined in FERPA, must be provided to the parent by the school.

No information in the SAP record may be released without the parent's specific written consent to anyone in the school except members of the student assistance team and other school officials who have a legitimate educational interest. School officials include teachers and other school staff determined by the school to have a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In the case of the SAP team process, liaisons from community drug and alcohol and mental health agencies who are not school employees, but who sit on the team and perform SAP responsibilities, have access to information as part of their responsibilities as team members consistent with a signed agreement with the public school entity and their agencies. The liaisons' role is to provide their expertise to other team members engaged in the student assistance process. The liaisons may not share any information discussed in the student assistance process to anyone, with the exception of other team members and school officials with a legitimate educational interest, without the parent's specific written consent.

Release of the education record, including SAP information, to other elementary and secondary schools is dependent upon the public school entity's board adopted policies and procedures which must be consistent with the conditions outlined in the FERPA regulations.

The parent also has the right under the law to file a complaint with the U.S. Department of Education concerning alleged failures of the school district to comply with the requirements of the Family Educational Rights and Privacy Act. The name and address of the federal office is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

As part of the notice, a contact name and telephone number must be provided for parents should they have any questions about anything in the notice or need any assistance.

#### DEFINITIONS:

**Distributing:** Deliver, sell, transfer, share or give any alcohol, drug, or mood altering substance, as defined by this policy for one person to another or to aid therein.

**Possession:** Possess or hold, without any attempt to distribute, any alcohol, drug, or mood altering substance determined to be illegal or as defined by this policy.

**Cooperative Behavior:** Shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the SAP Teams.

**Uncooperative Behavior:** Is resistant or refuses, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Un-cooperative behavior shall also include the refusal to comply with the recommendations of the members of the SAP Team.

**Drug Paraphernalia:** Includes any utensil or item, which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

**Confidentially:** All school district personnel, staff members, administration and members of the school board of directors involved in such circumstances are obligated to guard the confidentiality of the student.

**Rules and Regulations:** A student who is on school grounds, during a school session, or anywhere at a school sponsored activity who is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in this policy.

**School Guidelines:** As an integral part of the Tussey Mountain School District Drug and Alcohol Prevention/Intervention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substance and alcohol related incidents. The Tussey Mountain School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The school district reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulations enumerated herein.

Summarization of Drug and Alcohol Administrative Guidelines:

1. **Situational/Category:** The possible use of drugs, alcohol or mood altering substances by a student is indicted, but there is no evidence of violation of law or school regulation.

**Immediate Action:** Building Administrator, teacher or guidance counselor conference with student about concerns. The student is informed of available help and encouraged to seek assistance. Contact nurse.

**Investigation:** Referral to Student Support System SAP/Project Connect

**Notification of Parents:** Notification of behavior and/or performance if warranted

**Notification of Police:** N/A

**Disposition of Substance:** N/A

**Discipline/Rehabilitation/Re-entry:** If the data warrants, a team intervention

conference will be held. Encourage student to participate in Student Support Services. Monitor.

2. Situational/Category: Student use of drugs, mood altering substance or alcohol causing medical related emergency.

Immediate Action: 1. Contact Building Administrator, 2. Stay with student, 3. Notify nurse, 4. Standard health and first aid procedures will be followed, 5. Student will be transported to a medical facility at parental expense.

Investigation: The principal will investigate the incident. This may include a search of the student, his/her locker, car and other possessions.

Notification of Parents: Yes

Notification of Police: Yes

Disposition of Substance: Analysis will be made.

Discipline/Rehabilitation/Re-entry: Referral to SAP Team. If there is evidence of further violation, see appropriate situational category. Referral to Student Support Services and available counseling. Monitor.

3. Situational/Category: A student possesses drug related paraphernalia.

Immediate Action – Principal is summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident.

Investigation – The student, his/her desk, locker, car and other possessions may be searched by the principal or designee.

Notification of Parents: Yes, if evidence warrants

Notification of Police: Yes, at the discretion of the principal

Disposition of Substance – Confiscated for analysis if warranted

Discipline/Rehabilitation/Re-entry: Referral to SAP Team. Informal hearing. Required participation in SAP Program. Assessment by a licensed drug and alcohol service provider upon recommendation of the SAP Team. Abide by recommendations of a licensed drug and alcohol service provider. Student will be suspended from participation or attending any extra-curricular events at the Tussey Mountain School District during the time of his/her detention/suspension. Grades 7 through 12: Student will be assigned twenty (20) 6:00 detentions. Referral to Student Support Services. Monitor. Grades K

through 6: Referral to support services with discipline subject to the Elementary Disciplinary Policy.

4. Situational/Category: A student is found to be in possession, use, or under the influence of drugs, mood altering substances or alcohol when attending school sponsored function.

Immediate Action – Advisor/Chaperone will contact the group advisor or administrator. An anecdotal report of the incident will be written and submitted to the principal.

Investigation – The principal or designee will investigate the incident. This may include a search of the student, his/her locker, car and other possessions.

Notification of Parents – Yes

Notification of Police – Yes, student will be monitored until police arrive

Disposition of Substance – Analysis will be made for possible use in further proceedings.

Discipline/Rehabilitation/Re-entry: Referral to SAP Team. Informal hearing. Required participation in SAP Program. Abide by recommendations of a licensed drug and alcohol service provider. Student will be suspended from participation or attending any extra-curricular events at the Tussey Mountain School District during the time of his/her detention/suspension. Grades 7 through 12: Student will be assigned twenty (20) 6:00 detentions . Referral to Student Support Services. Monitor. Grades K through 6: Referral to support services with discipline subject to the Elementary Disciplinary Policy.

5. Situational/Category: A student possesses, uses or is under the influence of drugs, mood altering substances, or alcohol. First offense - cooperative.

Immediate Action: Principal is summoned. Staff member writes an anecdotal report of the incident.

Investigation: The student, his/her locker, and other possessions will be searched by the principal or designee.

Notification of Parents: Yes, immediate parental conference arranged

Notification of Police: Yes

Disposition of Substance: Analysis will be made for possible use in further proceedings.

Discipline/Rehabilitation/Re-entry: Referral to SAP Team. Informal hearing. Required participation in SAP Program. Abide by recommendations of a licensed drug and alcohol

service provider. Student will be suspended from participating or attending any extra-curricular events at the Tussey Mountain School District during the time of his/her detention/suspension. Grades 7 through 12: Student will be assigned twenty (20) 6:00 detentions. Referral to Student Support Services. Monitor. Grades K through 6: Referral to support services with discipline subject to the Elementary Discipline Policy.

6. Situational/Category: A student possesses, uses or is under the influence of drugs, mood altering substances, or alcohol. First offense - uncooperative.

Immediate Action: Principal is summoned. Staff member writes an anecdotal report of the incident.

Investigation: The student, his/her locker, car, desk, and other possessions will be searched by the principal designees.

Notification of Parents: Yes, requested to come to the school immediately.

Notification of Police: Yes

Disposition of Substance: Analysis will be made for possible use in further proceedings.

Discipline, Rehabilitation/Re-entry: Referral to SAP Team. Informal hearing. Required participation in SAP Program. Abide by recommendations of a licensed drug and alcohol service provider. Student will be suspended from participating or attending any extra-curricular events of the Tussey Mountain School District during the time of his/her detention/suspension. Grades 7 through 12: Student will be assigned twenty (20) 6:00 detentions. If student does not cooperate, he/she will not be permitted to be in school for a period of ten (10) days. If student still does not cooperate, a formal board hearing will be scheduled. Monitor. Referral to Student Support Services. Required participation in SAP Programs. Grades K through 6: Mandatory contact with Children and Youth Services. "In the case of an exceptional student, state law would supersede this policy."

7. Situational/Category: A student is caught again in possession, use, or under the influence of drugs, mood altering substances or alcohol.

Immediate Action: Principal is summoned. Staff member writes anecdotal report of the incident.

Investigation: The student, his/her locker, car, desk, and other possessions will be searched by the principal or designee.

-Notification of Parents; Yes, requested to come to principal's office immediately.

-Notification of Police: Yes

Disposition of Substance: Analysis will be made for possible use in further proceedings.

Discipline/Rehabilitation: Referral to SAP Team. Informal hearing. Abide by recommendations of the TRUST Team. Assessment by a licensed drug and alcohol service provider upon recommendation by the SAP Team. Abide by recommendations of a licensed drug and alcohol service provider. Student will be suspended from participating or attending any extra-curricular events of the Tussey Mountain School District during the time of his/her detention/suspension. Grades 7 through 12: Student will be assigned twenty (20) days of In-School Suspension along with twenty (20) 6:00 detentions. If student does not cooperate, he/she will not be permitted back in school for a period of ten (10) days. If the student still does not cooperate, a formal board hearing will be scheduled. Required participation in Student Support Programs. Follow-up support services by SAP Core Member. Monitor. Grades K through 6: Referral to student support services with discipline subject to the pending Elementary Disciplinary Policy. "In the case of an exceptional student, state law would supersede this policy."

8. Situational/Category: A student is caught distributing alcohol, drugs or a mood altering substance.

Immediate Action: Principal is summoned. Staff member writes an anecdotal report of the incident. Police notified at administrative discretion.

Investigation: The student, his/her locker, car, desk, and other possessions will be searched by the principal or designee.

-Notification of Parents: Yes, requested to come to the principal's office immediately.

-Notification of Police: Yes

Disposition of Substance: Analysis for use in further proceedings will be requested.

Discipline/Rehabilitation: Referral to SAP Team. Informal hearing. Required participation in SAP Program. Abide by recommendations of a licensed drug and alcohol service provider. Assessment by a licensed drug and alcohol service provider upon recommendation by the SAP Team. Abide by recommendations. Student will be suspended from participating or attending any extra-curricular events in the Tussey Mountain School District during this time of his/her detention/suspension. Grades 7 through 12: Student will be assigned twenty (20) days of in-school suspension along with twenty (20) 6:00 detentions. If student does not cooperate, he/she will not be permitted back in school for a period of ten (10) days. If student still does not cooperate, a formal board hearing will be scheduled. Referral to Student Support Services. Follow up/Monitor. Grade K through 6: Referral to Student Support Services with discipline subject to the Elementary Disciplinary Policy.

9. Situational/Category: A student volunteers information about personal drug or alcohol use and asks for help.

-Immediate Action: The student is informed of available help and required to seek

assistance including but not limited to assessment by a licensed drug and alcohol service provider.

-Investigation: Refer to SAP. Staff may request advice from SAP member, counselor, nurse or principal

-Notification of Parents: Yes, if warranted

-Notification of Police: No

-Disposition of Substance: N/A

-Discipline/Rehabilitation: No discipline/recommendation SAP Team

### PROHIBITION OF ANABOLIC STEROIDS

Eligibility for participation in school athletics shall be limited. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into a school athletic program.

The use of steroids by students involved in athletics is prohibited. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids.

The Superintendent shall prescribe, implement and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs. The following minimum penalties are prescribed for any student found in violation of the rules and regulations required above. Violation of rules and regulations include:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion and/or criminal prosecution.