Windsor Central Supervisory Union

PROTOCOL FOR REFERRAL TO THE STUDENT ASSISTANCE PROFESSIONAL (SAP)

The Student Assistance Professional (SAP) is available to assist students in developing healthy coping skills, making positive lifestyle choices and avoiding substance abuse problems. Services are also provided for students whose lives have been affected by their own or someone else’s use of alcohol, tobacco, other drugs and mental health concerns.

The SAP:
- Receives referrals from students, parents, faculty, coaches, peers or community members.
- Works in collaboration with other community agencies.
- Works as part of the Educational Support System (EST meetings).
- Is available to all students.
- Helps students access appropriate treatment options.
- Provides aftercare support to students returning from treatment.
- Encourages non-users to resist substance abuse.
- Provides teachers with the assistance necessary to respond to substance abuse issues in a timely manner.
- Provides services which operate within state and federal guidelines.*

The SAP also works in collaboration with:
- Teachers to provide in-classroom presentations.
- School counselor to provide educational support groups to meet the needs of the students.
- Administrators to provide parent/family education and information.
- Student peer leadership groups.
- Agencies, resources and recovery groups.
- Families to engage in the support process.
- Students to help stay in school.
- Schools and staff to develop referral protocol and substance abuse policies.

Referral: Anyone can refer a student to the SAP when they are concerned about someone’s lifestyle choices as defined above: school staff, coaches, a student’s friend, family member or community member. In addition, referrals may come from the EST or outside community treatment centers as part of aftercare and transition back to school. A student may refer themselves.

Referral Process:
- Complete or cause to complete a SAP referral form.
- Students are screened by the SAP.
- Students may be referred on to further services, either within school or to community services or both.
- The SAP will follow up with the referral source upon receiving referral.
- The SAP will work collaboratively in assuring all appropriate staff are notified, with permission of the student, to make sure resources and services provided are utilized to help towards the success of the student.

*SAP’s abide by 42 CFR, Part 2 re: confidentiality regulations. Effective: 10-20-17