

SAP Tip Sheet Staff Awareness of SAP and SST

To assure timely referral of students to the **Student Assistance Program (SAP)** it is necessary for teachers and other school staff to know who the SAP team is, what the SAP does, and how they can refer students to SAP. Remember change is an ongoing process that takes time, needs open communication, and is most effective if it involves activities that increase awareness, influence attitude and provide opportunities to develop the skills needed to make the change.

Suggested Activities to Raise Staff Awareness of SAP

These activities are done in a series of short presentations offered at faculty meetings, department meetings or common planning time meetings.

- 1) **Introduce the SAP team and do a brief review** of SAP/ SST (see over).
- 2) **Review criteria for referral and the referral process.**
 - a) Hand out the referral form and SAP Tip Sheet on referral.
 - b) Develop a brief case study and use this to complete a 1.0 form using an over head or have teachers break up into small groups to complete the form.
- 3) **Do a 15 minute mock SAP.**
 - a) Hand out agenda, minutes from last meeting, any supporting case notes (1.0 and 2.1 forms).
 - b) SAP team introduces themselves and their role. The facilitator, timekeeper and recorder are identified.
 - c) Present 1 new case (make sure the 1.0 and 2.1 forms are used), review 2 follow up cases (include one for which a SST is planned) and discuss one school wide issue such as planned approaches to increased alcohol use by students.
 - d) Set agenda for next meeting.
 - e) Provide opportunities for faculty to question the SAP team.
- 4) **Talk through a case from start to finish:** 1. The teacher becomes concerned about a student because of academic, attendance, behavior, or health issues. 2. The teacher implements interventions to address the issue. 3. The teacher refers the student to SAP using the referral form. 4. The designated person reviews the referral form. 5. The counselor prepares the case. 6. The counselor presents the case at SAP, an intervention plan is developed and a contact person is identified. 7. Feedback is given to referring teacher. 8. The student and their intervention plan are tracked and followed up by the contact person. 9. The contact person reviews the case at a subsequent SAP meeting. 10. Goals are achieved and the case is closed.
- 5) **Meet with teachers** during their prep time to help teachers identify and refer students.
- 6) Don't forget **timely and ongoing feedback to teachers** about the students they refer to SAP.

Brief Overview of SAP and SST

Student Assistance Program Team (SAP): the collaboration of support service providers (e.g. counselors, dean, administrator of pupil services, school nurse, peer resource coordinator, site coordinator, Healthy Start Coordinator, school resource officer, social workers, mental health providers etc.). The team meets on a regular basis to address the needs of high-risk students with academic, behavior, attendance, and health concerns. The goal of SAP is to promote student academic success.

Student Success Team (SST): <http://www.sfusd.edu/SST/englishguide.htm>

The Student Success Team is a group of people at the school who utilize a problem-solving approach in an attempt to help students to be more successful in school, at home, and in the community. The SST **includes the student and family**, teachers, an administrator, counselor, and others who may know the student, such as the nurse, mental health provider, peer resource coordinator and caseworker.

Reasons for Referral of a Student to SAP/SST

- **Attendance:** 10 absences per marking period or 20 per semester, or a sudden change in attendance.
- **Academic:** 1.0 – 2.0 GPA or sudden change in academic pattern.
- **Behavior:** Consistent patterns of 3 or more Us (unsatisfactory behavior marks). 5 or more referrals to dean/counselor or 1 or more suspensions per semester. Sudden change in behavior; irritable, withdrawn, acting out, depressed, falling asleep in class.
- **Health/Mental Health:** Chronic illnesses such as asthma, seizure disorders, diabetes. Depression, family problems, grief & loss or other mental health diagnosis. Substance use/ abuse including tobacco. Pregnancy or other reproductive health concerns.