

Student Assistance Program: The SAP Process

The SAP Process:

- **Referral** – Anyone can refer a student to SAP when they are concerned about someone’s behavior. Also, the student can go directly to the SAP team and ask for help. The team contacts the parent for permission to proceed with the SAP process.
- **Team Planning Meeting** – The SAP team gathers objective information about the student’s performance in school from all school personnel who have contact with the student. Additional information is collected from the parent(s). The team meets with the parent(s) to discuss the data collected and also meets with the student. Together, a plan is developed to include in-school and/or community-based services and activities.
- **Intervention and Recommendations** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.
- **Support and Follow-Up** – The SAP team continues to work with and support the student and family. Follow-up includes monitoring, mentoring, and motivating for academic success.

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