

**STUDENT ASSISTANCE PROGRAM
BEST PRACTICE GUIDELINES FOR FIDELITY**

This list of these “critical elements” highlight those elements of the SAP system that are considered absolutely essential to the effectiveness and integrity of SAP as it has existed in Pennsylvania for over 28 years.

Directions: Please rate your Student Assistance Program for fidelity using the following scale. Please place a check in the correct box.

“0” – not currently in place

“1” - we currently have this in place but it needs some work

“2” – we currently have this in place and feel it is working well

“3” – this is an exemplary element in our program

SAP GUIDELINE	0	1	2	3
1. SAP is the designated vehicle that requires and assists each school district to establish and maintain a program to provide appropriate counseling and support services (for students who experience problems related to the use of alcohol, tobacco, other drugs, and health endangering substances).				
2. SAP is used by school personnel to assist in identifying issues that pose a barrier to a student’s learning and school success.				
3. SAP is clear that it is not a treatment program but a systematic process, mobilizing school resources and community linkages.				
4. The processes used by the SAP Team in a school are determined by a collaborative integration of state guidelines, professional standards, and procedures adopted by the local school board of directors.				
5. Parents are an integral part of the SAP process.				
6. Informed written parental consent is obtained for the SAP process.				
7. The SAP team has developed guidelines on how parents will become involved in the SAP process.				
8. The SAP is a professionally trained team, consisting of school staff from multiple disciplines and county or community agency liaisons.				
9. Liaisons from Mental Health and/or Drug & Alcohol Providers attend approved SAP Core Team Training by a Commonwealth Approved Trainer.				
10. Detailed Letters of Agreement between the schools and the county MH/ID and D&A offices are written, outlining respective roles, responsibilities and expectations.				
11. There is a minimum of 4 members of the SAP team, representative of all the groups that comprise school staff.				
12. A Central Office Representative and a Building Administrator are on the SAP Team and regularly attend SAP team meetings.				
13. Each member of the team has successfully completed the requirements of the professional training of the SAP Core Team delivered by a Commonwealth Approved Trainer is required.				
14. SAP Teams have connections to and set up linkages with services within the community.				
15. The SAP team has input and receives information from the County Coordination Teams.				
16. SAP Teams have identified issues affecting the health, safety and welfare of students and determine if those issues are within the scope of the school.				
17. The SAP Team, working with parents and agencies, provides supports for students receiving, or who have received, services from any child-serving agency.				

SAP GUIDELINE	0	1	2	3
18. The Regional Coordinators of the PNSAS are to: provide support and technical assistance to our individual teams and schools; monitor the team's implementation of the SAP process; and, provide support and technical assistance when requested.				
19. SAP Teams annually in-services school staff, board members, students, parents and the community about the role, responsibilities and limitations of SAP in helping with problems affecting a child's performance in school.				
20. Teams work closely with other initiatives in the building to address the needs of students. (i.e. RTII, PBIS, Olweus, etc.)				
21. All students, K-12, (including students in Special Education) have access to the services of a SAP Core team.				
22. The process for accessing SAP services and the steps utilizing the SAP team when a referral is received is published and distributed to school staff, board members, students, parents and the community.				
23. SAP Team Maintenance Sessions are held at least twice a year.				
24. Each school submits anonymous on-line referral data through the On-Line Reporting System.				
25. Only those persons who have completed a Student Assistance Program training conducted by a Commonwealth Approved Trainer and who have received a certificate may sit on the team.				
26. SAP Team members are regularly attending updates, information sessions and other related in-service trainings in order to stay current on issues pertaining to SAP.				
27. SAP Teams meets for a minimum of 40 minutes per week/cycle and are provided 40 minutes for case management and intervention activities.				
28. SAP Coordinator is designated for each building.				
29. Consequences for policy violations for alcohol, tobacco and other drugs, bullying and other forms of violence are clearly stated and include SAP as the resource for assistance.				
30. Teams have an adequate budget for training.				
31. SAP structures and organization are clearly outlined. (Members, roles and responsibilities, process etc.)				
32. Referral process includes clear and consistent student data collection and review process.				
33. Teams have support from the school board.				
34. Confidentiality guidelines are clearly stated.				