

Best Practices Standards for Student Assistance

Indicator	Not Present	Present, Not Planned	Planned, Not Routine	Routine
1. Building administrator involved in and supports SAP.				
2. ATOD and mental health SAP liaison works with team.				
3. SAP coordinator exists for the building.				
4. Consequences for policy violations for alcohol and other drugs, bullying and other acts of violence are clearly stated.				
5. SAP structure and organization (including members and titles, clear delineation of roles and responsibilities, meeting times, membership selection criteria, etc.) are clearly delineated.				
6. Description of SAP services for faculty, students and others including handbooks, brochures, etc.				
7. In-service training for teachers, pupil personnel, support staff and administrators provide time and support for SAP informational systems.				
8. Specific student communication strategy established.				
9. Specific parent communication strategy established.				
10. SAP is accessible to all targeted students.				
11. Formal procedures and decision-making process established.				
12. Screening process includes clear and consistent student data collection and				

review procedures.				
13. Confidentiality guidelines are well delineated with team members demonstrating respect for and understanding of parent's and student's privacy rights.				
14. Formal parent involvement procedure established.				
15. Regular meeting time sufficient to complete SAP work.				
16. Members' role assignments and responsibilities articulated (e.g., leaders, secretary, case manager).				
17. Supports and provides linkages for students and parents to access school and community services.				
18. Procedures promote student access to and compliance with school and community services and treatment recommendations.				
19. School resources are available and accessible.				
20. Team members participate in appropriate entry level SAP training.				
21. Team members participate in a maintenance and development training program.				
22. Team has adequate training schedule and budget.				
23. SAP monitoring and improvement mechanisms are in place.				
Totals				