Bristol Township School District
Student Assistance Program

ESAP – Elementary

SAP – Secondary

What is a Student Assistance Program? (ESAP/SAP)

A Student Assistance Program is a systematic process through which school personnel can identify students who are having problems and refer them for help. The heart of the program is a Student Assistance Team, which is composed of school personnel who are specially trained to work with these students.

ALL INFORMATION IS CONFIDENTIAL AND DOES NOT APPEAR ON A STUDENT'S PERMANENT RECORD.

What Are the Functions of the ESAP/SAP Teams?

ESAP/SAP teams may provide the following services:

- **Identify at-risk students having problems due to alcohol, drug use, or mental health issues.**
- **Refer those students to appropriate in-school or community services.**
- **Inform students, parents, school faculty and staff about these services.**
- **Encourage parental involvement in the ESAP/SAP process.**

The Student Assistance Process

ESAP/SAP Referrals: Students may seek counsel themselves. They may also be referred to a Student Assistance Team by a teacher or other qualified school employee, a parent, or a concerned friend. Students who violate a school policy merit an automatic referral to the team.

Data Collection: As part of the data collection process, the building administrator, guidance counselor, school nurse, teacher, social worker or other relevant personnel will fill out a standardized form. Requested information is objective and includes data about a student's observed behaviors, academic performance and absences. <u>Information collected through this process is entirely confidential.</u>

Intervention: If the team decides that an intervention is necessary, a meeting with the student and his/her parents/guardians is scheduled. Teams make every effort to involve parents in the ESAP/SAP process when concerns about a student are first identified. Ideally, the team works with the family to develop a course of action to resolve identified issues.

<u>**FOR MORE INFORMATION CALL:**</u>

267-599-2026