Hatboro Horsham Flow Chart of SAP Process

Concerns observed by referral source (For classroom behavior concerns, teacher should contact home, 3 attempts, and document) Referral is made to the team Send and gather Student Assistance Behavior Checklist or Elementary Student Assistance Student Information/Behavior Observation Form from school staff (teachers, administration, nurse, counselor, school-based probation) Review data at team meeting (Determine if the referral is appropriate-barriers to education where D/A or MH may be a factor) Develop tentative intervention plan (pending approval of parent/guardian) Assign a case manager Contact parents/guardian and send Student Assistance Program Parent/Guardian Consent form and SAP brochure (attempt in-person interview) If parents(s)/quardian are unable to attend a meeting, send Student Assistant Program Screening Consent form for signature. Written parental consent for SAP process: ΝO YES Provide ongoing support to student and Meet with student family Respect parent's/student's decision Leave the door open Case manager Consult with SAP Send refusal letter Coordinator or team Continue to monitor student Provide agency contact with information Develop an intervention plan with parental Continue to update parents/guardians as involvement needed Follow school policy for D/A violation or School -based ←→ Referral to D/A terroristic threats services or MH for Conduct formal intervention (if warranted) assessment ❖ Act 211 of 1990 SAP team monitoring (communication with Chapter 12 of School Code parents/guardian and agency liaisons/providers) Protection of Pupil Rights Act (PPRA) Family Rights and Privacy Act of 1974 Review when intervention completed (FERPA)

Review the intervention plans. Provide ongoing follow-up and support to student and family