

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 456

STUDENT ASSISTANCE PROGRAM REFERRAL PROCEDURES Alcohol and Drug Related Problems

A. Referral Process

1. Referrals to the Student Assistance Program (SAP) may be made by the following people:

a. Self:

The student may contact any district employee with whom he/she feels comfortable. The district employee shall act as the facilitator for the student to receive appropriate student assistance. Student self-referral for alcohol and controlled substances concerns will not be subject to disciplinary action as a result of their self-disclosure. Self-referral to the SAP will not, however, substitute for appropriate consequences for witnessed or suspected policy violations for alcohol, controlled substances, or other disciplinary incidents.

b. Teachers, administrators, and other staff:

All school staff members are expected to make referrals to the appropriate SAP team regarding –

- Any student who exhibits a definite and repeated pattern of unacceptable school performance, which does not respond to usual and customary attempts to correct it.
- Any student exhibiting signs, symptoms, or indications of a mental health and/or alcohol or drug related problem.
- Any student who self-discloses information that indicates he/she or others at risk of serious or imminent danger.

c. Peers, parents/guardians, or community representatives may also refer students to the SAP.

2. The following process used in response to referrals:

a. After receipt of the referral the Student Assistance Program Team meets. The referral is reviewed and a case manager is assigned.

b. If a staff member referred the student that staff member is notified of the name of the case manager and is informed that the referral has been acted upon.

- c. Data is collected from other staff, parents, and the student as part of the screening process.
- d. Based upon the screening results recommendations are developed and provided to the student and parent. Recommendations may include: no further action is necessary, further screening interviews are needed, student contracts, referral to a school based support group, referral to an approved Mental Health/Alcohol and other Drug Abuse agency for a professional assessment, making a referral and providing information regarding other school based and/or community resources and services.

Regardless of whether a student accepts or rejects assistance, it remains his/her responsibility to maintain acceptable levels of performance and conduct, or face such legitimate disciplinary action as may be corrective and warranted. If a student accepts assistance, that fact will be regarded as it would be for any other illness with respect to the student's rights, benefits, and privileges.

APPROVED BY THE SUPERINTENDENT: March 14, 2001