

Student Assistance Program Referral Procedures (Middle & High)

1. Except in emergency situations the Student Assistance Program Referral Form must be completed prior to initial contact with student.
2. The referral form must be filled out by the guidance counselor and forwarded to the student assistance coordinator. This assures that the guidance counselor is always aware which students are referred and allows the guidance counselor to be the liaison between the individual student, school personnel, parents and the student assistance program. School nurses may also refer to SACs. Copies of the referral should also be shared with the guidance counselor.
3. “Emergency” referrals (i.e. danger to self or others, school crisis, family death or crisis, etc.) are handled immediately.
“Urgent” referrals are handled on or before the coordinator’s next visit to the school.
“Routine” referrals are handled during the coordinator’s next available opening in that school.
4. Referral forms can be given directly to the Student Assistance Coordinators, emailed or sent interoffice mail to Angie Judd (DCHS, CVMS, HPHS) or Lura McElhearn (Substance Abuse) at Heritage Park High School, or Megan Houston (BMS and AHS) and marked “Confidential”. For emergency referrals the student assistance coordinator can pick up the form when he / she arrives at the school. Special services referrals are given to Kristi Lanham (middle & high schools) or Holly Roark (elementary).
5. For each new referral, the student assistance coordinators would like to have a short initial conference with the guidance counselor regarding the student and current / past problems that led to the referral. Follow up conferences, as time permits, would also help with the continuum of intervention. If necessary, the guidance counselor can pass on needed information (that is not confidential) to the other involved school staff and retrieve information that would be useful to the coordinator’s intervention.