## SAC Intervention Policy and Procedures Overview Handout

2023-2024

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#### What is Included

- Substance Abuse Policy and Procedures
- Referrals
  - Referral for SAC Substance Intervention
  - Referral for SAC Counseling Intervention
  - Referral for SAC Vaping Concern
- SAC Locations



# O1 Policy & Procedures

What do I do when I suspect substance abuse?



#### **Policy and Procedures**

"The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community" (Substance Abuse Policy 5530)

The district Substance Abuse Policy should not used as a disciplinary tool, rather, it is used to gauge where intervention may be needed.



## 02 Referrals

How do I make a referral to a SAC?



### Substance Referrals

#### **Procedure: Substance Referral**

- 1) Staff member reports student for substance referral via Google Form "Referral for Substance Use Intervention"
- 2) Building Admin/Designee/School SAC (or assigned SAC) will provide intervention by contacting the student and their guardian
- 3) Student will be seen by the Nurse for their vital signs
  - PPS Nurses will record the vital signs on the <u>Nurse's Substance</u>
     <u>Abuse Vital Screenings Form</u>
- 4) Student will be evaluated at the Totowa Immedicenter and given a letter either allowing or disallowing to return to school that day
- 5) Dependent upon screening results, referrals will take place by SAC and SAC Department



## Counseling Referrals

#### **Procedure: Counseling Referral**

- Staff member reports student for counseling referral via Google Form "<u>Referral for SAC Counseling Services</u>"
- 2) School SAC (or assigned SAC) will provide intervention by contacting the student and family via phone, email, Google Meet and/or in person
- 3) Students and families will be contacted within 24-48hrs of the receipt of the submitted referral



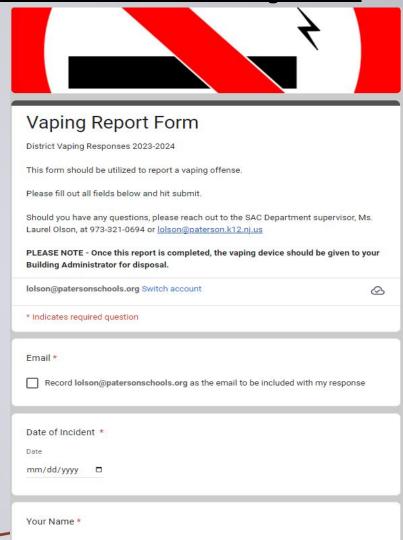
## Vaping Referrals

#### **Procedure: Confiscated Vapes**

- Alert your administrator of the vape immediately
  - Item is removed from student's possession by a school administrator
- Report the vape pen you discovered on the <u>Vaping Reporting Form</u> via Google (example to the right)
- 3) Should you believe that the student who was in possession of the item(s) is <u>currently</u> under the influence, fill out the <u>Referral for Substance Use Intervention</u>

After you complete either one or both of the above forms, your job is complete.

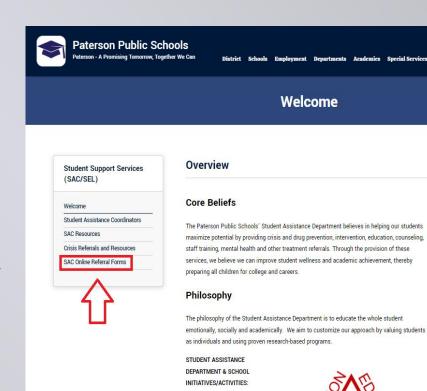
A SAC, Building Administrator/Designee will take over.



#### Where are the Forms?

Both the Substance and Counseling Referral forms are located on the **PPS Student Support Services** webpage.

- Step #1: Navigate to the PPS homepage
- Step #2: Under the Departments tab, click on "Student Support Services (SAC/SEL)"
- Step #3: Once there, on the left side of the page, click <u>SAC Online Referral</u> <u>Forms</u>
- Step#4: Choose your appropriate referral
  - Substance Use or Possession
  - Vital Signs (nurses only)
  - Vape Device
  - Counseling Services



Alcohol Awareness Month
 Children of Alcoholics

Domestic Violence



Contact Us

FAX (973) 321-0394

**Laurel Olson** 

lolson@paterson.k12.nj.

Responsibilit

Gender/Sexuality

Alcohol Tobacco

Grief and LossAnger

Management

HIV and AIDS
 Bias and Cultural

and Other Drugs

Supervisor

973-321-0694

## 03 SAC Locations

Who is my SAC counselor?

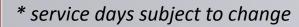


#### **SAC Locations, pg.1\***

SAC Name & Home School	MON	TUES	WEDS	THURS	FRI
Darryl Black RPHS	RPHS	RPHS	ATMA	PTECH	PTECH
Tayron Glover PS# 26	PS# 26	PS# 26	PS# 28	PS# 20	PS# 20
Leonard Miller PS# 13	PS# 13	PS# 13	АНА	PS# 12	PS# 12
Kelly Anderson PS# 18	PS# 18	PS# 18	PS# 7	PS# 21	PS# 21
Adebimpe Ogunade IHS	IHS	IHS	IHS	STEAM HS	STEAM HS
Ani Silvani JFK	JFK	JFK	JFK	JFK	JFK

#### SAC Locations, pg.2\*

SAC Name & Home School	MON	TUES	WEDS	THURS	FRI
Stephanie Roberts EHS	EHS	EHS	EHS	EHS	EHS
Lorraine Williams PS# 24	PS# 24	PS# 24	PS# 8	PS# 6	PS# 6
Bridget Miller JATS	JATS	JATS	PS# 5	PS# 27	PS# 27
Alvin Bush MLK	MLK	MLK	PS# 25	PS# 16	PS# 16
Gina Johnson PS# 10	PS# 4	PS# 4	DHA	PS# 10	PS# 10
Judi Beckmeyer NRC	NRC	NRC	YMLA	PS# 9	PS# 9





#### SAC Locations, pg.3

Schools Supported as Needed				
PS# 1	EWK			
PS# 2	NSW			
PS# 3	Roberto Clemente			
PS# 15	STARS Academy			
PS# 19	Newcomers HS			
Dale Avenue	Adult School			

Schools that are supported as needed should email <a href="mailto:sachelp@paterson.k12.nj.us">sachelp@paterson.k12.nj.us</a> for any SAC assistance



### THANK YOU!

Should you need further assistance, please contact the SAC Department:

Ms. Laurel Olson Supervisor 973-321-0694

lolson@paterson.k12.nj.us

