

STUDENT ASSISTANCE PROGRAM GUIDELINES

1. A referral may be made to the student assistance program by students themselves or by any concerned person.
2. The "students at risk" referral process may be used to make referrals.
3. Participation in groups is an important part of the student assistance program and is a method of meeting program goals. Among the groups which may be offered are:
  - a. Insight Group - In this group, students evaluate their own use/abuse patterns.
  - b. Concerned Persons Group - The purpose of this group is to provide support/education for students who are affected by someone else's use/abuse.
  - c. After-Care Support Group - This group provides support for recovering students returning from chemical dependency treatment.
  - d. Divorced/Step Family Group - This group deals with feelings/issues a student is experiencing as the result of divorce.
  - e. Self-esteem Group - The group works on skills/behaviors, which improve self-esteem.
  - f. Communication Group - This is a skills group which focuses on improving communication skills.
4. A student's participation in the student assistance program, in addition to specifics, shall remain confidential in accordance with state and federal laws and regulations.
5. The district administrator is authorized to request access to information in a law enforcement agency's records relating to the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the district.
  - a. The district administrator shall notify any student named in the records and the parent/guardian of any

minor student named in the records of the information upon receipt of such information.

- b. The district may use the information from the records only for the purpose of providing alcohol and other drug abuse programs for students enrolled in the district.
  - c. Record information obtained under this provision shall be maintained in accordance with state law and Board policy.
6. An essential feature of the student assistance program is that students who think they have a behavioral/medical/alcohol/or other drug abuse may contact student assistance program staff voluntarily with the assurance of confidentiality in accordance with state law and federal law.
  7. The school, with its primary focus on education, shall function as part of the greater community. It is important that the school and community work together to achieve a drug-free/healthy environment for young people. Communications between school, the community and specialized community resources is essential.
  8. Community education regarding the student assistance program shall begin with an awareness of the program. A multi-media approach to informing students, parents/guardians and the community at large is essential and shall be used frequently. At a minimum, parents/guardians, students and faculty should be formally notified of the student assistance program policy annually.
  9. Age-appropriate comprehensive alcohol and other drug education shall be incorporated into the district's health curriculum. Training for teachers to properly use the curriculum shall be provided.
  10. The responsibility to maintain satisfactory or acceptable levels of academic performance and general conduct remains with the student at all times while on school premises or while involved in any school-related activity.

11. The Board shall provide a framework for serving students in need of assistance. Persons working within the identified framework shall be afforded the liability protection of the district's insurance coverage.
  
12. It shall be the responsibility of each building principal and/or designee to use procedures, which are consistent with Board policy and established guidelines. Nothing in the Board's policy or guidelines is intended to result in any special regulations or exceptions from standard administrative practices regarding student discipline.
  
13. A school psychologist, counselor, social worker, nurse, teacher, or administrator designated by the Board who engages in student assistance program activities shall keep confidential information received from a student unless:
  - a. The student using or experiencing problems resulting from the use of alcohol or other drugs consents in writing to disclosure of the information;
  - b. The school psychologist, counselor, social worker, nurse, teacher or administrator has reason to believe that there is serious and imminent danger to the health, safety or life of any person and that disclosure of the information to another person will alleviate the serious and imminent danger. No more information than is required to alleviate the serious and imminent danger may be disclosed; or
  - c. The information is required to be reported under the state's child abuse and neglect reporting law.

A school psychologist, counselor, social worker, nurse, teacher or administrator designated by the Board who engages in student assistance program activities who in good faith discloses or fails to disclose information as outlined in points (a) and (b) above is immune from civil liability for such acts or omissions.

APPROVED: February 28, 2005