

SAP REFERRAL PROCESS

1. Students are referred to SAP
2. SAP referrals are reviewed by the core team and a formal information gathering process begins. Data is collected from various sources, such as:
 - student records (academic, attendance)
 - teacher input (behavioral observations)
 - school counselors (special areas of concern)
 - school nurse
 - other school personnel
3. A case manager/ mentor is assigned and contacts the parent/guardian to obtain a signed permission form to participate in the SAP program.
4. Based on data collected, the core team makes a determination as to the seriousness of the problem and the level of intervention that is needed.
5. The core team then assists the student and parents/family in developing an action plan that will help remove any/all barriers to learning. The action plan may consist of one or more of the following:
 - in-school support services
 - referral for a school based evaluation
 - further evaluation by the mental health system
 - other professional services outside the school setting
6. The core team monitors the progress of the student to determine resolution. Or necessary, changes will be made to the action plan.

The LVDLCS CORE TEAM MEMBERS

The SAP team is trained school personnel that meets regularly to identify and assist students and parents/families in seeking appropriate help through SAP.

Administrators

Mrs. Mara Otero
Dean of Students

School Social Worker

Ms. Sonia Sarmiento
SAP Coordinator
Email: ssarmiento@lvdlds.org

Teachers

Mrs. Evelyn Deschamps
Special Education K-12

Mr. Anthony Di Nicola
Mathematics Coach

Mrs. Jocelyn Blanco-Padilla
English Language Assistant Teacher

Mrs. Judith Yunez
2nd grade Assistant Teacher

School Nurse

Ms. Vanessa Soto

Main Office

Ms. Grace Neyra
Enrollment & Transportation Support Staff

Lehigh Valley Dual Language Charter School



Student Assistance Program

675 E Broad Street
Bethlehem, PA 18018
(610) 419-3120
Confidential Fax (484) 821-8028

WHAT IS SAP?

All schools in Pennsylvania have a Student Assistance Program (SAP) that helps students overcome barriers to learning. SAP is an intervention program, facilitated by a core team, that involves referrals and information gathering. SAP services are not punitive and are not part of the students' academic records. Students are referred to SAP because someone who cares about them has noticed behaviors of concern. The SAP team does not diagnose, treat, or refer a student for treatment. Rather, the SAP team provides school and community resources and services; parents make the decision to participate.

WHO CAN REFER TO SAP?

Anyone administrators, teachers, nurses, parents, peers, community members may refer a student to SAP.

HOW TO REFER TO SAP?

Anonymous referrals can be done through the anonymous paper forms found in the community lounge. After completion, place the forms in the locked box where the forms are located.

CONFIDENTIALITY

The SAP team and school will respect and maintain confidentiality between all parties involved in the SAP process in the best interest of the student and in accordance with all State and Federal laws protecting the privacy of parents and students.



PARENT INVOLVEMENT

Parent involvement strengthens the decision making process about any behavior that is affecting the education, health, safety, or welfare of their child. Active parent support of the SAP process promotes their child's success. Students are more likely to benefit from SAP recommendations when parents are informed, involved, and supportive.



WHO IS REFERRED TO SAP?

Do you notice a student exhibiting any of these behaviors?...

- sudden drop in grades
- withdrawing from family, friends, and/or school
- physical symptoms or health problems (fatigue, weight loss/gain, change in sleep patterns, headaches, etc.)
- defying authority, both at home and school
- lying and/or stealing
- expressing hopelessness, worthlessness, or feeling helpless
- talking about self-harm
- unexplained physical injuries
- acting aggressively / bullying

SAP Focus:

- Decline in Academic Performance
- Chronic Absenteeism
- Disciplinary concerns with 3 failed disciplinary interventions
- Bullying